

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
Thursday, September 20, 2018
4:00 P.M.**

Hood River Fire Station
Leonard Hay Community Room
1785 Meyer Pkwy, Hood River, OR 97031

MCEDD BOARD MEETING AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Loan Client Presentation- The Honald Building	5 minutes	Information
Recognition of Outgoing Members	10 minutes	Recognition
Consent Agenda	5 minutes	Approval
Approval of June 2018 Minutes		
2019 Meeting Schedule		
Approval of Updated Title VI/LEP Policy		
Approval of Suspension of Service Policy		
Financial Report	10 minutes	Information
Private Sector Appointments	5 minutes	Ratification
<i>MCEDD Board and Loan Administration Board</i>		
Nominating Committee Report; Elections	10 minutes	Decision
<i>Election of Officers and Private Sector Executive Committee Members</i>		
Salary Recommendations	20 minutes	Decision
Opportunity Zones	10 minutes	Discussion
Executive Director Report	10 minutes	Discussion
<i>Annual report</i>		
<i>Workplan status</i>		
Committee Reports	15 minutes	Information
Executive Committee		
Transportation Administration Board		
Loan Administration Board		
 <i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i>		
<i>Regular Session Reconvened</i>		
Staff Reports	15 minutes	Information
Regional Updates- <i>MCEDD Board members</i>	20 minutes	Discussion
New Business	10 minutes	Discussion
Adjournment		

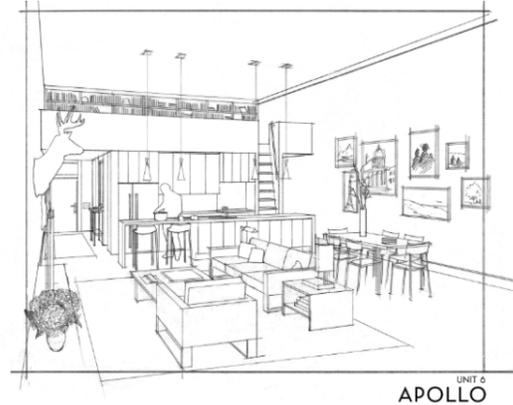
Accessibility: The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact us at 541-296-2266; TTY 711 at least 48 hours before the meeting.

Public Comment: Individuals wishing to address the Board on items not already listed on the Agenda may do so in an orderly fashion throughout the meeting. Please wait for the current topic to conclude and raise your hand to be recognized by the Chair for direction. Speakers are asked to give their name and address and to limit comments to three minutes unless extended by the Chair.

Agenda Times: Times on the agenda are approximate. The Chair reserves the opportunity to change the order and time of agenda items if unforeseen circumstances arise.

MCEDD is an equal opportunity employer, lender and provider.

LOAN CLIENT PRESENTATION: HONALD BUILDING, LLC



The Honald Building, LLC owns the Honald Building located at Second and Federal Street in The Dalles. Its 10,000 square-foot first floor is the current home to local businesses, including KODL radio station, Lilo's Hawaiian BBQ restaurant, Avenue Properties (a real estate office) and some retail shops. The 10,000 square-foot second floor housed the remains of the original apartments that were last living in during the 1930's. Travis and Jen Dillard, through their LLC, purchased this building to demolish the apartments to make way for their new development of three studios, five one-bedroom apartments, and one two-bedroom apartment.

MCEDD's North Central Oregon Attainable Housing Development Revolving Loan Program provided a \$250,000 loan to help to fund this project, in conjunction with bank financing, an urban renewal interest rate subsidy and a vertical housing credit.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, JUNE 14, 2018
WHITE SALMON COMMUNITY LIBRARY

BOARD MEMBERS: Ken Bailey, Bill Schmitt, Bob Hamlin, Dana Peck, Rod Runyon, Jan Brending, Eric Proffitt, Rob Kimmes, Gary Thompson, Stephanie Hoppe, Sue Knapp, Tom Furey

ABSENT: Mark Zanmiller, Perry Thurston, Tonya Brumley, Humberto Calderon Ayala, Joeinne Caldwell, Paul Hendricks, Rex Johnston, Cassie Courtney, Bob Benton

STAFF: Amanda Hoey (Executive Director), Jessica Metta (Deputy Director), Siri Olson (Finance & Operations Manager), Jacque Schei (Project Manager), Carrie Pipinich (Project Manager), Kathy Fitzpatrick (Mobility Manager), Lauren Hernandez (Office Administrator), Eric Nerdin (Loan Fund Manager)

GUESTS: Keely Stawicki, Marla Harvey

CALL TO ORDER/INTRODUCTIONS

Ken Bailey called the meeting to order at 4:01 p.m. A quorum was present. A round table of introductions took place.

LOAN CLIENT HIGHLIGHT: BEND IN THE ROAD

Keely Stawicki, owner of Bend in the Road, LLC, reported that in March of 2017, she purchased a dilapidated building previously used as a gas station and convenience store. The property underwent a massive cleanup before renovation of the building began. Keely was able to finance the project with private money until it came time to renovate the face of the building. After exhausting all other options, she applied for and received a MCEDD loan. The MCEDD loan allowed her to refinance her high-interest debt and to finish the storefront. Before the storefront was finished, the business was operating from the side of the building, which caught mostly local traffic. Finishing the storefront had a huge impact, doubling and then continuing to increase revenue after its completion. Because business is doing so well, Keely has just started the process to hire a part-time employee. Bend in the Road sells consignment items but is moving into more vintage clothing, vinyl records, refinished furniture, and other items of that nature.

PRIVATE SECTOR BOARD APPOINTMENT

Amanda Hoey reported Humberto Calderon Ayala will be resigning from his position on the MCEDD board. MCEDD sent out general solicitation and also did some targeted outreach to those with other connections to MCEDD, as it is important for potential members to know the programs MCEDD operates. An application of interest was received from Scott Clements, who has been the LAB chair for a number of years. The Executive Committee recommends his appointment.

Jan Brending motioned to appoint Scott Clements to the MCEDD Board of Directors to fulfill the remainder of the term being vacated by Humberto Calderon. Eric Proffitt seconded the motion. Motion passed unanimously.

CONSENT AGENDA

Approval of the March 2018 MCEDD minutes. Approval of the Revised Personnel Policy.

Jan Brending motioned to approve the Consent Agenda. Bob Hamlin seconded the motion. Motion passed unanimously.

Tom Furey joined the meeting.

FINANCIAL REPORT:

Siri Olson presented the finance report for the period ending April 31, 2018.

On the Balance Sheet, Accounts Receivable of \$94,689.62 reflects receivables largely due to quarterly reports, which includes EDA, ODOT, GTA, GOBHI, and others. Structured Accounts Accrued Interest is now at a zero balance due to a total of \$4,300.65 of accrued interest written off to Bad Debt Expense as a result of an OIB loan client bankruptcy being finalized. Accounts Payable has a zero balance.

MCEDD's Operational Budget vs. Actual shows Total Revenue is 81.3% of what MCEDD budgeted, though May and June are not yet included in this total. Although this seems below target, MCEDD is seeing an increase in Contract Reimbursements due to increased rides for NEMT Contracts, a Transportation Operations Director Contract with GOBHI, and Farebox Revenue.

Personnel Expenses are in line with what is budgeted. Travel and Conference expenditures is well below the budgeted amount. It is anticipated this expenditure will remain below the budget for the FY even with planned out-of-state travel for the NADO Board meeting and other regular travel taking place between May and June. Bonds & Insurance is at \$10,135.00. MCEDD's insurance policy is on a calendar year basis and will be adjusted to reflect the costs for January–June. Charges for July–December are considered prepaid for FY19. Professional Services are also well below budget and is anticipated to remain below budget even with anticipated CGBREZ Government Affairs and Agora expenditures.

Total Expenditures are 72.1% expended for the FY18 as of April 30, 2018, which is well below budget.

Jan Brending motioned to approve the financials as presented. Bob Hamlin seconded the motion. Motion passed unanimously.

Discussion: Ken Bailey thanked Amanda and Siri for their work on the budget and financials for the transportation department. He noted GOBHI helped assure MCEDD was not taking extra risk as it moved into the unfamiliar territory of running a transportation department.

HOOD RIVER ENERGY POSITION

Amanda Hoey introduced Marla Harvey, an AmeriCorps RARE who has been with Hood River County for the past two years working to develop the Hood River County Energy Plan. Members of the Hood River County Energy Plan Steering Committee presented to the MCEDD Executive Committee to discuss the transition of the project to be administratively housed under MCEDD. The Steering Committee proposed MCEDD become the fiscal agent for the Energy Plan and bring on an Energy Coordinator as a staff member. Assumptions for the position are included in the budget, and one requirement is that full funding must be generated to cover the position.

Marla Harvey stated she has been a RARE since 2016 and has been working as Hood River Energy Coordinator. She was brought to Hood River County to help coordinate a multijurisdictional effort to create the Energy Plan. The Energy Plan focuses on the idea that a number of opportunities are available now and will become available for those communities that are planning around energy and that are ready to receive the resources. In 2018, the Port of Cascade Locks, Port of Hood River, City of Hood River, and County of Hood River signed a resolution to support the Energy Plan. Those entities supported the idea that the Energy Plan is long range and is community oriented. It is not the sole responsibility of any single governing body. Implementing the Energy Plan will take additional capacity and collaboration. When the Steering Committee was planning what implementation of the plan would look like, it was clear a staff position was needed to continue to coordinate and connect entities to opportunities. MCEDD rose up as the best option to house this staff member. Marla stated the Energy Plan is, at its core, a series of economic development strategies, and it needs to be implemented at a regional level. MCEDD is familiar with regional energy needs due to involvement with CGBREZ.

Marla stated the Steering Committee is in the process of securing funding for the Energy Coordinator position. The coordinator's role is to work one-on-one with partners already in place in Hood River County and at the state and regional level. The coordinator will connect partners to opportunities and help organizations better collaborate around the topic of energy. The hope of the Steering Committee is that during the first year of the Energy Coordinator being housed under MCEDD, the coordinator will develop a regional project, whether policy focused or other, that is relevant to other counties in the region and that could be expanded upon in the future. An Energy Council would be created and would be comprised of representatives of various jurisdictions involved in energy efforts as well as local volunteers who are experts in that area.

Discussion: Jan Brending asked if the Energy Coordinator would be an employee of MCEDD. Amanda replied yes. MCEDD would provide administrative support for the position, though the position is fairly independent. Hood River County offered in-kind space, so there will be no logistical challenges in housing an additional person. Gary Thompson asked Marla to visit Sherman County, as renewable energy is a fast-moving sector. Amanda stated there is advantage for MCEDD to house the position. Currently, Amanda is the one coordinating CGBREZ. Having a dedicated staff member focusing on this sector gives MCEDD the opportunity to move forward. Rod Runyon asked what the primary sources of energy are that Marla is currently dealing with. Marla stated the plan doesn't detail where energy sources come from. Hood River County is mostly wind and solar with some biomass resources. Currently, implementation has been centered around

solar, but this could change in the future. Ken Bailey expressed appreciation that the Hood River Energy Plan Steering Committee approached MCEDD with this proposal.

PRESENTATION OF FY 2019 MCEDD BUDGET; PUBLIC HEARING

Chair Ken Bailey opened the Fiscal Year 2019 Budget Public Hearing at 4:26 p.m.

Amanda Hoey presented an overview of the budget, noting the budget is different than past budgets due to the LINK transition. The budget was prepared through careful analysis of prior year budgets, actual expenditures, and forecasted revenues and expenditures for new projects. The budget being presented has been approved by the MCEDD Budget Committee and recommended to the board.

Siri Olson explained the full narrative gives detail about aspects of the budget, and the LINK overview narrative goes through what the transportation budget is comprised of. The Historical Comparison compares the budget to previous years. This year, there are the normal historical pieces, including the EDA Planning grant for \$80,000, OIB at \$94,000, Mobility Management funded by ODOT and WOSDOT for the entire region at \$110,000, and the USDA Rural Development Initiative Grant for Agora.

Siri reviewed where revenue for the transportation department comes from. Most revenue is from ODOT grant agreements. Those agreements are based on a biennium through FY19. At the end of the biennium, MCEDD will apply for new grants for further funding. In the transportation budget, STF Enhancement funds are for the bus barn at the Transit Center. These funds were carried over from MCCOG, and MCEDD hopes to get this project taken care of in FY19. LINK receives pass through ODOT grant funds through Wasco County for operation purposes. STIF funds will be funded through payroll taxes beginning July 1, 2018. The revenue in the budget for STIF funds came from ODOT guidelines of what can be expected from these new tax dollars. The transportation budget also includes contract agreements with GOBHI for NEMT rides and the Transportation Operations Director.

Loan funds are included in the All Funds budget. Loan fund revenue was projected using the current loan portfolio and new funds were projected using a three-year average. MCEDD staff took into consideration that some of the loans are unstable and removed those items from the projection. Loan fund interest on new loans is estimated at 7.25%, which is a conservative estimation. MCEDD staff anticipates utilizing all Attainable Housing Loan Fund funds available. Revenue was calculated based on this activity. The Attainable Housing RLF has an estimated 4.75% interest rate for new loans, which is based on MCEDD's current plan. The EDA Revolving Loan Fund is budgeted at more than 50% allocation of interest fees that will be restricted for relending purposes. This satisfies the EDA requirement.

Discussion: Amanda stated the percentage estimation for interest rates is the projection for new loans. Existing loans are included at their actual rate. Bob Hamlin asked if the loan interest estimated amount of \$175,000 was an average based on past activity. Amanda stated the \$175,000 reflects the actual activity in this current fiscal year, plus new loan projections. MCEDD has seen an increase in lending activity, which changes the projections for existing loans into next year, which is why this number is higher than it was in last year's budget.

Siri explained the Special Projects budget has \$564,000 of projected revenue. Three projects will be ending in FY19, including the Agora investment platform (ending July 2018), Gorge Cider project, and Oregon Connections (which will be moved to another agency). Additional revenue sources have to do with the Energy Coordinator position, which would generate additional revenue. Full funding needs to be secured before MCEDD implements the position. The revenue is included in the budget to give MCEDD spending authority should this happen. MCEDD anticipates a Ford Family Foundation grant contract to support the MCEDD contribution for a RARE position.

The budget includes a 2% COLA increase for all employees plus regular step increases for FY19. Compared to last year, the following personnel changes are reflected in the budget:

- An increase in the Office Administrator position due to the growth of MCEDD in relation to the transportation department, which was incorporated into the FY18 supplemental budget.
- An increase of the Deputy Director position to 1.0 FTE, which was included in the FY18 supplemental budget.
- Transportation staff positions were included (drivers, dispatchers, Transportation Operations Director), which were part of the FY18 supplemental budget.

MCEDD staff anticipate an increase in support services associated with driver and dispatch positions. New services include a deviated fixed route, service to the Farmers' Market, and STIF resources for additional new services. Other payroll expenses include an increase in health insurance at 9.1% and dental coverage at 4% increase.

Siri highlighted other notable items in the budget. Travel budgeted for FY19 is considerably higher than in the past. It includes out-of-state travel for the Executive Director, as Amanda has been elected to the NADO Board of Directors and the NADO Research Advisory Council. It also includes trips for the Energy Coordinator to go to California as well as scholarship-funded out-of-state travel. Professional services is higher. MCEDD anticipates full legal review of closing loan documents. Other expenses are associated with the LINK, including vehicle and building costs expenses MCEDD did not have before the acquisition. Bonds and Insurance has also increased in relation to the transportation department.

Discussion: Tom Furey noted Contractual Professional Services has increased from \$235,000 to \$388,000 and asked if this was due to the LINK. Amanda replied \$135,000 of this is contractually related to the transportation department, with most of that amount due to a proposed transit master plan through a proposed Transportation Growth Management grant. Tom asked if Amanda was comfortable with the budget or if there were risks or assumptions she was unsure about. Amanda stated the budget is comfortable and the projections presented were done with detailed analysis of MCEDD's core programs as well as the transportation department. One area of concern is vehicle maintenance which is projected hither, and the hope is not to need to spend as much as projected. Another area of uncertainty is the State wide Transportation Package, as this is very new. MCEDD relied on ODOT's projections, which were conservative. Amanda feels comfortable with what was projected. MCEDD staff is conservative in how revenue streams are looked at compared to expenses. Siri added the supplemental budget process gave a good background on what to expect in the upcoming fiscal year. MCEDD staff has a better idea on knowing where funding will come from, especially for current ODOT

agreements. The budget is conservative but stable. Ken Bailey stated the supplemental budget was a good trial run and involved a little more risk because MCEDD had no experience with running a transportation department. After 3-4 months of operating the transportation department, he feels MCEDD staff have a good feel for what to expect in the upcoming fiscal year. Amanda stated the budget is in a good position for special projects, as most are already under contract. Project Managers worked to get many of them secured before the fiscal year. Jan Brending asked if the Budget Committee recommended the budget. Amanda replied yes, and a few of those members are also members of the MCEDD Board.

Ken asked if there were any comments from the general public. No comments were heard. The public hearing closed at 4:48 p.m.

Jan Brending motioned to approve Resolution 2018-4, Adopting the FY July 1, 2018– June 30, and the 2019 Budget. Bill Schmitt seconded the motion. Motion passed unanimously.

INDIRECT COST POLICY

Siri Olson explained MCEDD has an established indirect policy to allocate administrative costs across all class codes evenly. These administrative costs support all MCEDD programs and also include items like rent and utilities. The policy was last reviewed in 2011, and with the acquisition of the transportation department, it is good practice to review the policy again. MCEDD staff looked at multiple examples of how other organizations handle indirect costs, including COIC, which has a transportation department. The current policy uses a variation of indirect allocation by direct wages. A portion of attributable expenses for audit, building expenses, and insurance is directed to primary programs with the remainder allocated through direct wages against all programs. MCEDD staff looked at allocations based on total cost, hours, revenue, and a base 10% indirect rate. Staff recommends the board consider two options: allocation based on a percentage of direct wages and allocation based on a flat 10% direct rate. Siri presented an indirect allocation analysis example for the board to compare the two options using numbers from February 1 to April 30.

Amanda Hoey stated MCEDD staff is comfortable with either of the two options presented. After the board adopts changes to the indirect policy, the next step will be for MCEDD staff to submit changes to MCEDD's cognizant agency and granting agencies for approval. MCEDD's auditor reported basing indirect cost allocation on wages is the most common way to do it, though some agencies use the flat allocation percentage because it is easier to get approved by federal agencies. The direct wage allocation option is the closest to what MCEDD currently does. Siri added the auditors noted allocation based on wages is the option easiest to back up because it is based on expenditures.

Discussion: Bob Hamlin stated the allocation based on wages is a small change based on current practices. Amanda stated that currently, some direct allocations are related to larger programs, but the program mix has shifted, so it is more appropriate to base the allocation solely on direct wages. Eric Proffitt asked if there are a number of grants where contractual administrative allocation is low but actual administrative time spent is high. Amanda replied that with the change in office management and the budget, whichever option the board chooses to adopt will allow MCEDD to allocate out those

administrative costs. The Specialty Crop Block grants do not allow administrative to be allocated, but this program is closing out. With the current programs, allocation based on a flat 10% is projected to more than cover all administrative costs, that that is not guaranteed for the future. Tom Furey asked if 10% is the flat rate commonly used. Amanda replied it is based on the de minimus federal rate allowed. Jan Brending asked if federal programs allow allocation based on direct wages. Amanda replied changes will be submitted to MCEDD's cognizant agencies for approval. Jan stated indirect cost allocations are complicated and time consuming, and she recommends using one MCEDD staff is familiar with, like allocation based on wages. Ken Bailey stated if MCEDD uses a flat 10%, staff may not be able to justify the costs as easily. Dana Peck stated he does not want to take away staff time from program management just for record keeping. Amanda stated either system would be easy to use, but she appreciates the board's concern for staff time. Siri stated she prefers the allocation based on total wages.

Jan Brending motioned to approve an indirect cost allocation methodology based on a percentage of direct wages. Eric Proffitt seconded the motion. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Amanda Hoey provided the Executive Director's report, highlighting:

- The audit is scheduled for the first week in October. Board members are provided the opportunity to meet with the auditors upon arrival.
- The annual MCEDD workplan was completed. The plan provides direction for staff and identifies focus areas. This is done after the adoption of the economic development strategies. New items include:
 - Conducting a salary survey.
 - Securing an AmeriCorps RARE to expand staff capacity and to be supervised by Carrie Pipinich, Project Manager.
 - Exploring how to better utilize the 501c3 Four Rivers Community Corporation to better maximize resources to the region.
 - Facilitating employer discussions on housing solutions sets.
 - Securing EDA disaster dollars for the region.
 - Looking at regional resiliency applications with a commitment of matching funds.
 - Convening the region through the annual Economic Symposium.
 - Hosting a dig once broadband gathering for the Gorge Consortium.
 - Transitioning and assessing pathways for certain projects concluding funding.
 - Conducting an updated legal review of all template loan closing documents.
- Federal funding is still in development, but possible future opportunities include:
 - The potential expansion of the USDA Strategic Economic and Community Development, with the incorporation of planning funding. These dollars are for projects tied into regional plans like the CEDS. This gives advantage to projects prioritized through MCEDD's process and is how MCEDD supported Parkdale Sanitary in securing additional funds.
 - The Economic Development Administration's directive on regional innovation with a focus on advanced wood products.
 - The potential for USDA focus on "very small communities" water/wastewater system predevelopment planning.

- Partial foundation grant funding was secured for the Executive Director's travel to the NADO 2018 Annual Conference.
- Ten Opportunity Zones were designated in the MCEDD region. The Executive Committee is looking at these zones closely and engaging heavily in terms of planning how to leverage these zones.

EXECUTIVE COMMITTEE REPORT

Ken Bailey presented the Executive Committee report highlighting the Committee:

- Conducted the Executive Director's annual evaluation.
- Authorized staff to purchase updated non-profit salary survey data, if necessary. Amanda Hoey secured funding for this, so MCEDD did not have to purchase it.
- Reviewed the MCEDD annual staff workplan.
- Considered a request from the Hood River Energy Advisory Committee for a partnership with MCEDD.
- Discussed the status of Opportunity Zone designations and discussed potential roles for MCEDD.
- Heard updates on the status of the Columbia River Gorge Commission Management Plan economic development working group. Amanda Hoey provided the detail of the first draft with possible revisions. Ken Bailey was elected as chair of the working group. The group will meet through this year to create a draft proposal for the chapter on economic development. The draft will update the chapter and make it more relevant for businesses of the Gorge.

Ken read a note received from a transportation planner from Southwest Washington Regional Transportation Council. The letter praised the work of Kathy Fitzpatrick, Mobility Manager, who has been collaborating with both Skamania and Klickitat counties. Ken thanked Kathy for her leadership and thanked the MCEDD staff for their hard work. MCEDD took the risk of acquiring the transportation department to integrate it into regional transportation programs, and this kind of note shows the hard work of staff and that good things are happening with transportation.

DEPUTY DIRECTOR/TRANSPORTATION BOARD REPORT

Jessica Metta provided the Deputy Director's report, highlighting:

- Postcards advertising free rides to the Farmers' Market have been printed thanks to a grant from PacificSource. The Farmer's Market is June-October, and this will be the first time the LINK will be able to operate on a Saturday.
- MCEDD was successful in applying for the Northern Wasco County PUD grant to provide matching funds to cover the LINK bus shelter grant through ODOT. MCEDD also received a grant to allow for a deviated fixed route, which should begin in April 2019.
- MCEDD staff are preparing a grant application for the ODOT Transportation and Growth Management grant. This grant will provide funding to develop a 20 year master plan for transportation in Wasco County. The grant will be presented to the Wasco County Board of Commissioners for approval to serve as the applicant on behalf of MCEDD.
- The part-time dispatch position is still open and is in the process of being filled. The LINK will also need to hire another part-time driver.
- Preparations for STIF funding have started. Applications come out in August.

- The GTA hosted the 5th STEM career day, which saw 700 students from around the region.
- Planning has started for a GTA round-table discussion focused on the housing needs of the Gorge and what local governmental entities are doing in the short and long-term. Some of the discussion will center on what companies can do if they are interested.
- The next GTA networking event will feature a company that developed automation equipment to label apples.

LOAN ADMINISTRATION BOARD REPORT

Eric Nerdin presented the loan committee report, highlighting increased lending activity. A \$600,000 Attainable Housing loan to Michael Kitts Homes, Inc. and Hood River Homes, Inc. was closed. The Loan Administration Board approved several loans, including \$341,000 to purchase service station business, \$70,000 to Diamond Lazy K, LLC for working capital, \$50,000 to Feast Market, LLC for working capital and business expansion, and \$25,000 to T & B Transportation Services, LLC for start-up of a freight business. Loan modifications were also approved, including modifications for Veronica's Salsa, LLC, Seufert Enterprises, LLC, and Abundance Marketing & Design, LLC. The MCEDD loan portfolio shows a balance of \$414,130 increase in the portfolio balance and a two loan increase from June 2017.

Eric reported there is an increased level of activity on enterprise zones. An extended abatement application was approved for Orbital. Eric has been working with Native Cider in Cascade Locks to finalize their enterprise zone authorization. Eric attended a Mid-Columbia Regional Community Reinvestment Act listening session put on by the FDIC. MCEDD staff continue to reach out to perspective loan clients.

Eric presented the Delinquent Loan Report.

EXECUTIVE SESSION

Per ORS 192.660 (f) (Exempt Documents), the MCEDD Board of Directors moved into Executive Session at 5:25 a.m.

Regular Session reconvened at 5:28 a.m.

STAFF REPORTS

Kathy Fitzpatrick, Mobility Manager, highlighted the following:

- MCEDD was awarded a grant of \$61,000 by the Oregon Transportation Commission to fund the regional bus shelter project.
- June 16 will be the Public Transportation Celebration, which is part of a public awareness campaign to inform the public about the new regional fixed route service expansion and Gorge TransLink bus stops.
- The Port of Hood River unanimously approved the bridge toll waiver for Mt. Adams Transportation.
- The Gorge TransLink Alliance is working on an annual universal employee pass. This is currently in phase one.
- The Gorge TransLink Alliance is moving forward to adopt an electronic e-fare mobile ticketing app.

- The Everybody Rides campaign project received a \$10,000 grant award from ODOT's Transportation Options Innovation grant program and will build on the Columbia Gorge Health Council's grant award of \$3,500. The project begins July 1.
- Three projects in the region were funded from the FLAP, including the Bridge of the Gods, Dog Mountain, and the SR14 congestion and mitigation study.
- Providence Memorial Hospital released a request for a Gorge transportation capacity building project. The goal of the project is to convene mobility and transportation stakeholders. MCEDD will be an ideal agency to lead that project, so a response to the request will be submitted.

Carrie Pipinich, Project Manager, highlighted the following:

- Maupin was successful in receiving dollars from the Oregon Legislature and is now working through permitting issues. When these are resolved, the phase to get fiber to the home will begin.
- Sherman County is working on an RFP process to find a private partner to work with to bring fiber to the home. A review committee recommended moving forward with GorgeNet.
- Carrie was invited to sit on a panel at Rural Development Initiative's Regards to Rural Conference. The panel discussed policy and on the ground tactics for improving services for rural areas.
- Wasco County is working through the process of re-designating enterprise zones. Carrie is working with communities around the county to expand the zone to incorporate additional zones in the county.
- Sherman County is working on finalizing the application for the Biggs Water System Improvements project. This is a priority project on the CEDS list.
- The Wasco County Economic Development Commission's Open for Business Committee hosted a grant writing training for smaller communities, which was well attended.

Jacque Schei, Project Manager, highlighted the following:

- Jacque provides grant administration and has been helping grant recipients move past unexpected issues with their projects.
- The Mid-Columbia Center for Living building project groundbreaking ceremony was May 22nd.
- The City of Antelope submitted an application to the Drinking Water State Revolving Fund to help get additional funds for additional cost incurred for archeological surveys.
- Management of cider marketing and events continues. Jacque is working to help the Gorge Cider Society implement a strategic plan and develop a membership structure as well as to organize events to promote the industry.

REGIONAL UPDATES

Stephanie Hoppe – This year, CGCC has more graduates than last year. Overall, there will be 290 degrees and certifications awarded at the graduation ceremony. Dan Spatz continues to perform industry outreach interviews with companies and employers in the area. There are many positions needed that would require a skill center. CGCC is still actively pursuing funding to

help achieve the match for the funds from the state allocation of \$7.3 million. CGCC has until January 2019 to raise the match funds.

Gary Thompson – Sherman County has many things happening in the renewable energy sector. The County is seeing more solar projects in addition to wind and battery projects. It will be important for the workforce to be trained to work on these kinds of projects. Gary hopes the classes at CGCC will remain in place in the long-term.

Eric Proffitt – Unemployment is hovering at 3-4%. Housing prices are affecting Hood River and Wasco County. For a single person to be able to afford a one bedroom home, they have to be earning \$15 per hour and work 51 hours per week. In Hood River, these numbers increase to \$17 per hour and 60 hours per week. The people in this demographic spend 65% of take home pay on housing, when the industry preferred rate is 25%. Many businesses talk to Work Source Oregon and then make the decision not to locate to the area because there is no workforce or housing for a workforce. Eric noted some employers are now stating they are THC friendly, and it is interesting to see the shift in what businesses are requiring of employees in order to attract qualified candidates.

Jan – The Society Hotel is working on its facility in Bingen, but construction appears to be slower than anticipated. Underwood Fruit is moving at a rapid pace to get its replacement facility running by fall. Construction is happening on the underpass into the Port, but it is a slow process. White Salmon and Bingen have construction projects going on this summer. Everybody's Brewing is getting ready to open soon. There is a shuffling of businesses moving into the building the brewery currently occupies. Off street parking won't be available for these businesses. Sagetech is moving out of its current facility. The City is looking at big infrastructure construction projects over the next few years. White Salmon received a grant for moving an additional slow sand filter system off of the White Salmon River. There are currently feasibility studies on that to expand water capacity for White Salmon, Bingen, and the Port. It has been proposed the Metropolitan Park District should build a pool, and this will be on the ballot in November. This will compete with the EMS district levy at the same time. The City of White Salmon has an ad hoc housing committee that meets on a monthly basis to look at policies coming to the council related to short term vacation rentals. The City has an issue with corporate rentals. Housing starts have picked up hugely in the White Salmon area. The goal is to create more housing supply, which will drive down housing prices.

Sue Knapp – The City of Maupin will not allow vacation rentals at this point in time. The council may look at this again in future. The option tax levy for operating expenses for Dufur Recreational District passed. The option tax levy for operating expenses for White River Health District did not pass. The District's budget is hurting to make ends meet without additional funds from the tax base. Maupin hired Griffin Construction for construction of the new Civic Center. Groundbreaking will be on September 8. Shaniko is working with other cities on Highway 97 to develop a Sherman-Wasco loop tour to promote activities in each of the small towns.

Rod Runyon– The MCCFL project broke ground. Bids came in \$1 million above the original project budget listed. MCCFL will make adjustments as necessary. The project is not Wasco County's project but the County is the backer for the project. Insitu rented the adjoining building

at NORCOR. The NORCOR director is resigning in mid-October. Rod hosted members of the Veterans Administration in The Dalles at the Oregon Veterans' Home. This allowed veterans to meet the people working in the Portland and Vancouver offices. Rod will be involved in a tour of The Dalles area. County commissioners, veterans' service officers, and other agency representatives will tour The Dalles and Wasco County. The 1st annual Hops and Hogs festival will happen soon. 12 breweries will be there. The Columbia Gorge Veterans Museum will be hosting a Hail to the Jeep car show.

Dana Peck – In Goldendale, a 4,500 acre plot of land (the old nursing home building) will be developed into unit apartments for workforce housing. The community is excited to see this happening. Several pre-existing businesses in Goldendale are expanding. Main Street was repaired. Side streets repaired have noticeably improved the housing stock. Dana hopes the tourism program starting in Washington State will allow the Chamber to be more of a partner. The Chamber arranged for a large delegation to discuss the pumped storage project. Union representatives and electrical workers expressed interest, as the project would be 4-5 years. A resolution will go to the governor's office encouraging this project to be a high priority. The Chamber looks forward to potentially seeing the \$2 billion project completed.

Bob Hamlin – Legislation is being introduced to congress about the additional transfer of building and property at the Wind River Nursery in the Stabler area. The first conveyance did not include the water system. After developing 188 acres, challenges have occurred due to lack of infrastructure. The PUD will do a line upgrade to increase power capacity at the Wind River Business Park. Home Valley Hot Springs Resort is being proposed. This proposal will go to the Planning Department. The proposal is for a 13,000 sq/ft structure to house a spa that would pump spring water up the hill to use in the spa. In the future, the hope is to have shops and a hotel. Skamania EDC will present pub talks where people meet to discuss local business trends. There was a meeting held about the sewer system in Stevenson. The infrastructure issue has limited many options.

Bill Schmitt – Test holes are being drilled at the Port to determine if the water levels will allow for an underpass. The Port has started to have problems with water and undermining the road. The Port is working on infrastructure to prepare for a few more lots. There was an inquiry for Port property in Bingen. It has been hard keeping a second maintenance person due to wage increases and lack of housing. The Port hears the same complaints about lack of housing and is a fairly large concern right now.

Ken Bailey – Cherry harvest has started. The orchard has 300-700 pickers, and 200-300 more will be added soon. It is not difficult to fill positions, but it is difficult to house employees. The orchard has adequate housing, but after acquiring some additional acres, the pre-existing housing isn't up to standard. It is a struggle to improve the housing because this can only be done before the season, not during. The orchard takes responsibility for providing housing for seasonal employees. Currently, there is adequate housing for 700-800 people. The cherry market started high but has dropped after the first week. Prices are better than last year.

Tom Furey – The tech industry has seen strong growth. The challenge is how to find people, house them, and find adequate facilities. Low unemployment in the Gorge is good, but it makes

it difficult to find qualified employees. Through conversations with other tech leaders, it is apparent that finding adequate facilities is a challenge. Not every company wants to build a new facility because they would prefer to move into a pre-existing facility. Many companies are looking for a larger space. The STEM fair was successful. Many colleges, organizations, and tech companies were present, and many kids attended. Sagetech received word that the rezoning request in Dallesport was approved. The permitting process has started. This will allow Sagetech to move from cosmetic work to construction inside. A few classrooms were cleaned up without major work. It is anticipated the workforce will occupy the building in early November. Sagetech will be in conversations with other companies to backfill the space it is currently occupying. One major issue with the Sagetech workforce is the commute between Dallesport and White Salmon. Sagetech contacted Kathy Fitzpatrick, Mobility Manager, to discuss options, and many employees were surprised with how many public transportation options exist to make the commute easier.

NEW BUSINESS

Ken Bailey stated it is almost time to appoint a nominating committee for officers. Nominations will be presented to the board in September. Any board member interested in being on the committee or the Executive Committee should contact Ken.

ADJOURNMENT

Meeting adjourned at 6:17 p.m.

Respectfully submitted by Lauren Hernandez, Office Administrator



Mid-Columbia Economic Development District

2019 MCEDD Board Meeting Schedule

* all meetings are held from 4:00 to 6:00 p.m. unless otherwise noted

Date	Location
Thursday, March 28, 2019 <i>Note: Budget Process Approval, CEDS Adoption</i>	Hood River County
Thursday, June 13, 2019 <i>Note: FY 2020 Budget Adoption</i>	Klickitat County
Thursday, September 26, 2019 <i>Note: Annual Meeting, Elections</i>	Hood River County
Thursday, December 12, 2019 <i>Note: Audit Report</i>	Klickitat County



Mid-Columbia Economic Development District

2019 MCEDD Executive Committee Schedule

Meets the first Wednesday of each month at 4:00 p.m. unless otherwise noted

MCEDD office or Teleconference number: 1-866-755-7677. Passcode: 799986.

(no January meeting)
 Wednesday, February 6, 2019
 Wednesday, March 6, 2019
 Wednesday, April 3, 2019
 Wednesday, May 1, 2019
 Wednesday, June 5, 2019

(no July meeting)
 Wednesday, August 7, 2019
 Wednesday, September 4, 2019
 Wednesday, October 2, 2019
 Wednesday, November 6, 2019
 Wednesday, December 4, 2019



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Schedule

Meets the first and third Tuesday of each month at 8:00 a.m.

MCEDD office or Teleconference number: 1-866-755-7677. Passcode: 799986.

MEMORANDUM

Date: September 6, 2018
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Title VI and LEP Policy (Consent Agenda)

Overview

MCEDD adheres to Title VI requirements, which prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. As part of the Title VI requirements, we also have a Limited English Proficiency (LEP) plan to address MCEDD's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. In February 2018 we updated the Title VI and LEP plan to reflect the addition of the LINK public transportation network. Revisions to MCEDD's policy were adopted in February 2018.

In August, ODOT conducted an additional review of our Title VI and LEP plan. The reviewer stated "I want to commend MCEDD on having one of the best LEP Plans I have seen so far." However, there are two additional minor updates that need to be made for ODOT to provide final concurrence with the plan:

- 1) Updating the timeline for the Title VI complaint process.
- 2) Updating the address for ODOT's Office of Civil Rights.

Staff made the requested revisions to the plan (attached). The revised plan was reviewed by the MCEDD Executive Committee and is recommended for adoption.

Request (Consent Agenda)

Adopt the attached Revised Title VI Policy/LEP Plan as recommended by the MCEDD Executive Committee.

**Mid-Columbia Economic Development
District (MCEDD)**

TITLE VI PLAN

**Adopted June 15, 2017
Revised February 2018
Revised September 20, 2018**

Table of Contents

Introduction	6
Title VI Complaint Procedures	6
How to file a Title VI Complaint	6
Board Composition and Minority Representation on Non-Elected Bodies	9
Record of Title VI or Other Civil Rights Investigations, Complaints or Lawsuits.....	9
Limited English Proficiency Plan	10
Notifying Beneficiaries of Their Rights Under Title VI.....	10
Analysis of Construction Projects	10
Inclusive Public Participation	10
Anti-Discrimination Statement/Title VI Policy	11
Title VI Complaint Form	13
Notification of Compliance with Title VI	15

Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

As operator of The Link Public Transit service in The Dalles, Oregon, Mid-Columbia Economic Development District (MCEDD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, color, sex, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B

Title VI Complaint Procedures

In order to comply with 49 CFR Section 21.9(b), MCEDD has developed procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request. Complainants, or their representative, may file a written complaint with the Title VI Complaint Coordinator at any time within one hundred and eighty (180) days from the date of the alleged discriminatory act.

If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- Name, address, phone number and relationship of Representative to Complainant, if applicable
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

A form is available at <http://www.mcedd.org/about/policies>, which may be completed for this purpose. (Attachment B)

The complaint may also be filed in writing with MCEDD at the following address:

Mid-Columbia Economic Development District

515 East 2nd Street

The Dalles, OR 97058

By phone: 541-296-2266

By fax: 541-296-3283

NOTE: MCEDD encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the

Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to your complaint after it is submitted to MCEDD?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by MCEDD will be directly addressed by MCEDD. MCEDD provides for staff to take complaints and forward them to the Title VI Complaint Coordinator (Office Administrator) who categorizes, tracks them, and develops responses and forwards them to the MCEDD Executive Director for approval. The Executive Director will investigate the complaint and make a determination. Formal investigation of the complaint will be confidential and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Customer will be notified of resolution.

MCEDD shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, MCEDD shall make every effort to address all complaints in an expeditious and thorough manner.

In instances where additional information is needed for investigation of the complaint, MCEDD will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information within thirty (30) calendar days may result in the administrative closure of the complaint.

Once sufficient information for investigating the complaint is received by MCEDD, a written response will be drafted, subject to review by the organization's attorney. If appropriate, MCEDD's attorney may administratively close the complaint. In this case, MCEDD will notify the complainant of the action as soon as possible.

How you will be notified of the outcome of your complaint

MCEDD will send a final written response to the complainant and advise the complainant of his or her right to 1) appeal within seven (7) calendar days of receipt of the final written decision from MCEDD, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

A written appeal requesting review of a determination of unlawful denial of access or accommodation to services must include the customer's name, address, and telephone contact number. A statement of reason(s) why the applicant believes the denial of accommodation request or access to services was inappropriate is recommended. The MCEDD Board of Directors will set a mutually agreed-upon time and place for the review process with the applicant and/or representatives within 30 days of the request. The applicant may submit documents or other information to be included with the record and considered in the review process. Anyone needing special accommodations may contact MCEDD at 541-296-2266 for assistance.

The right of the appellant to a prompt and equitable resolution of the complaint must not be impaired by the appellant's pursuit of other remedies, such as filing of a complaint with the Department of Justice or other appropriate federal agency or the filing of a suit in state or federal court. Use of this procedure is not a prerequisite to the pursuit of other remedies.

In addition to the complaint process described above, a complainant may file a Title VI complaint or lawsuit with the following offices:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Oregon Department of Transportation
Office of Civil Rights, MS 23
3930 Fairview Industrial Drive SE
Salem, OR 97302

Washington State Department of Transportation
Public Transportation Division
Attn: Title VI Coordinator
PO Box 47387
Olympia, WA 98504-47387

U.S. Department of Justice
Civil Rights Division
Coordination and Review
Section – NWB
950 Pennsylvania Ave, NW
Washington, DC 20530

Disposition of Complaints and Resolution

Sustained Complaints- If the complaint is substantiated and a probable cause of a discriminatory practice based on race, color, or national origin is found to exist, MCEDD shall endeavor to eliminate said practice by means of a Remedial Action Plan. The Remedial Plan shall include: a list of all corrective actions accepted by the agency; description of how the corrective action will be implemented; and a written assurance that the agency will implement the accepted corrective action in the manner discussed in the plan.

Unsustained Complaints- If there is insufficient evidence to either prove or disprove the allegation(s) both parties to the complaint will be informed of the reason(s) for this disposition.

Unfounded Complaint- If it is determined that an act reported pursuant to this policy/procedure did not in fact occur, a finding of unfounded shall be made.

Exonerated Complaints- If it is determined that an act reported pursuant to this policy/procedure did in fact occur, but was lawful and proper within the guidelines established herein, a finding of exonerated shall be made.

Recording Title VI Investigations, Complaints and Lawsuits

In order to comply with 49 CFR Section 21.9(b), MCEDD prepares and maintains a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming MCEDD that allege discrimination on the basis of race, color, or national origin. This list includes

the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response to the investigation, lawsuit, or complaint. The MCEDD Title VI Complaint Coordinator (Office Administrator) maintains these files until closed. The MCEDD Title VI Complaint Coordinator will also maintain a log of all complaints received. Records will be stored according to state and federal record retention requirements. Tracked information will be reported to ODOT and/or WSDOT as the grantor of the funds as required.

Additional Information Upon Request

At the discretion of FTA, information other than that required by the referenced circular may be requested, in writing, from MCEDD in order to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI requirements. The MCEDD Title VI Complaint Coordinator is available to provide additional information as needed and to respond to any inquiry.

Board Composition and Minority Representation on Non-Elected Bodies

Mid-Columbia Economic Development District is overseen by a Board of Directors, and the table depicting the membership of this Board as of February 2018 is depicted in the table below.

	Caucasian	Hispanic or Latino	Black or African American	Asian	Native Hawaiian	American Indian or Alaskan Native	Two or more races	Other
Population (2010 Census)	70,005	13,154	307	732	213	1,981	2,379	5,091
MCEDD Board of Directors	20	1	0	0	0	0	0	0

For the Board of Directors and Committees advising the MCEDD Board and transportation operations, MCEDD encourages participation of minorities on the Board and committees in the following manners:

- Posting information about the ability to participate on our website, through our social media platforms and through our newsletter.
- Sending press releases to the local newspapers in our regional service area.
- Conducting direct outreach to organizations and agencies representing the interests of minority populations and/or providing direct services to minority individuals.

Record of Title VI or Other Civil Rights Investigations, Complaints or Lawsuits

To date, there have been no Title VI investigations, complaints or lawsuits.

Limited English Proficiency Plan

MCEDD is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area. MCEDD has adopted an updated Limited English Proficiency Plan as part of our Title VI policy. The plan is attached.

Notifying Beneficiaries of Their Rights Under Title VI

Our website includes our Title VI policy and complaint form. The website also states the Anti-Discrimination Statement as listed in this plan. MCEDD's Title VI policy and complaint form are also posted at MCEDD's office (located at 515 East 2nd Street, The Dalles, OR) and The Dalles Transit Center (802 Chenoweth Loop Road, The Dalles, OR). The Title VI Compliance Statement is included in rider guides and bus schedules as appropriate. Finally, the Title VI Compliance Statement is posted inside vehicles used for public transportation. Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

Analysis of Construction Projects

Over the last three years MCEDD has not completed a construction project requiring an environmental assessment (EA) or environmental impact statement (EIS).

Inclusive Public Participation

Community Outreach is a requirement of Title VI. MCEDD and its sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of MCEDD. MCEDD has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. MCEDD also follows public notification regulations as required by any federal funds received by MCEDD. Specific outreach mechanisms that are and will be employed by MCEDD include:

- In accordance with Oregon public meeting law, all public meetings, including transportation planning meetings, are advertised in local newspapers and open to the general public.
- Providing flexibility in scheduling meetings at times and locations that are accessible, including: a) holding meetings at various times, including after usual working hours and b) holding meetings at locations with access to transit, such as The Dalles Transit Center and c) holding meetings in the community such as at the library and senior center.
- Individuals requiring an interpreter or other accommodations are encouraged to contact MCEDD in advance of meetings to allow for accommodations to be made.
- Engaging with partner entities directly serving minority populations to provide communication and outreach in the most direct and accessible manner.
- MCEDD's website includes a language translator that allows all web pages and materials to be translated into almost any language.
- MCEDD uses social media, including a Twitter account and Facebook page to post information and provide opportunities for public input and comment. In addition, a monthly newsletter is directly emailed to individuals requesting a copy. Current there are over 800

recipients. This communication method allows for additional opportunities to disseminate information about meetings and services.

- MCEDD partnered with the Next Door, Inc/Nuestra Comunidad Sana to provide rider information in plain language and to develop and air novellas on Radio Tierra.
- MCEDD will embark on an “Everybody Rides” campaign to assist individuals in better understanding their transportation system and recognizing that it is a resource available to all community members.

Anti-Discrimination Statement/Title VI Policy

Anti-Discrimination Statement: Mid-Columbia Economic Development District and Gorge TransLink Alliance members are affirmative-action, equal-opportunity employers. Public Transportation services are available to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

Declaración de Anti-discriminación: Mid-Columbia Economic Development District y los miembros de la Gorge TransLink Alliance son empleadores de acción afirmativa e igualdad de oportunidades. Servicios de transporte públicos son disponibles a todos sin importar raza, color, origen nacional, genero, identidad de genero, religión, edad, altura, peso, incapacidad, creencias políticas, orientación sexual, estado de matrimonio , estado familiar o si es veterano de guerra.

MCEDD’s Title VI policy and complaint form are posted on the MCEDD website (<http://www.mcedd.org/about/policies/>) and at MCEDD’s offices (located at 515 East 2nd Street, The Dalles, OR and 802 Chenoweth Loop Road, The Dalles, OR). Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD’s office.

Ref: FTA Circular 4702.1B Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients

Purpose

The purpose of this policy is to establish guidelines to effectively monitor and ensure that the Mid-Columbia Economic Development District (MCEDD) is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation’s (DOT) Title VI Regulations at 49 CFR Part 21.

Authorities

Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Policy Statement

MCEDD assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, as amended, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. MCEDD is committed to creating and maintaining programs and services that are free of all forms of discrimination.

Responsibilities

All employees of MCEDD shall follow the intent of these guidelines in a manner that reflects the organization's policy. Employees receiving information regarding violations of this order shall determine if there is any basis for the allegation and shall proceed with resolution as stated in the sections *Employee Responsibility* and/or *Investigation of Complaints and Appeal Process*.

Certification and Assurance

To ensure accordance with 49 CFR Section 21.7, every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI of the Civil Rights Act of 1964. This requirement shall be fulfilled when the applicant submits its annual certifications and assurances to FTA. The text of FTA's annual certifications and assurances is available on FTA's Web site. MCEDD complies with this instruction annually in order to receive FTA funding.

Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year):				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
Section IV:				
Have you previously filed a Title VI complaint with this agency?			Yes	No
Section V:				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?			Yes	No

Notification of Compliance with Title VI

In order to comply with 49 CFR Section 21.9 (d) MCEDD has posted information for the public regarding the Title VI obligations and protections against discrimination afforded to the public by Title VI on the MCEDD website. MCEDD has also posted the following notice of compliance with Title VI, which is visible to the public at the MCEDD office and directs the public to the MCEDD website and to the appropriate phone number to inquire for more information. Additionally, this information is available upon request.

Notification of Compliance with Title VI

Mid-Columbia Economic Development District (MCEDD) complies with Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients. Title VI obligations and protections against discrimination afforded to the public by Title VI can be found on the MCEDD website at <http://www.mcedd.org>. This information is also available upon request, please inquire inside office or contact Title VI Complaint Coordinator at (541) 296-2266.

Notificación de la conformidad con Title VI

El Distrito del Desarrollo Económico de Mid-Columbia (MCEDD) se conforma con las pautas dependientes del Title VI y del Title VI para los recipientes federales de la administración del tránsito. Las obligaciones y las protecciones del Title VI contra la discriminación producida al público por Title VI se pueden encontrar en el Web site de MCEDD en <http://www.mcedd.org>. Esta información está también disponible a petición, investiga por favor dentro de oficina o entra en contacto con a coordinador de la queja del Title VI en (541) 296-2266.

MEMORANDUM

Date: September 6, 2018
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Service Suspension Policy (Consent Agenda)

Overview

As MCEDD has taken on operation of the LINK public transportation system we have revised our existing policies and adopted other policies which had been in place with the previous system operator. One policy still lacking that is required is the Service Suspension Policy. This policy is intended to “outline the circumstances when service may be suspended for an individual, in compliance with ADA, along with a notification and complaint/protest procedure.”

Staff contacted the Oregon Department of Transportation for direction and drafted the policy based on a sample from another transit agency.

Request (Consent Agenda)

Adopt the attached Suspension of Service Policy.

Mid-Columbia Economic Development District Service Suspension Policy

Drivers can refuse riders service based on, but not limited to, illegal conduct, threats to the safety of themselves or others, refusal to follow the Rider Rules of Conduct, and violent or disruptive behavior that is not disability related. Riders can be suspended from the service for up to 7 days for a first offense, up to 14 days for a second offense and up to 21 days for subsequent offenses. Riders will be notified by the Transportation Operations Director in writing prior to the suspension being imposed. The notice will specify the basis for the proposed suspension, the proposed duration of the suspension, and the process to appeal the proposed suspension.

Riders may appeal a suspension within 14 calendar days of receipt of the suspension notice. Appeals may be filed with the Transportation Operations Director by calling 541-296-7595, e-mailing charlotte@mcedd.org, in person or by mail sent to 802 Chenoweth Loop Road, The Dalles, OR 97058. Once the appeal is received, the Transportation Operations Director will review the appeal and make a final determination. The conclusions of the Transportation Operations Director will be provided to the rider in writing (or accessible format upon request) within 30 days of receiving the appeal. The decision of the Transportation Operations Director is final.



FINANCIAL SUMMARY

As of July 2018

The Balance Sheet shows that MCEDD's total cash balance is less than in the prior year by \$790,797.93 which is primarily due to an increase in lending which shifts assets to loans receivable (1330). MCEDD Loans Receivable (1330) is higher than in the prior year by \$914,493.84. In addition, our Accounts Receivable (1202), which is largely comprised of 4th Quarter ODOT receivables, contract invoices sent out in July, and GOBHI, is higher than July 2017. The Balance Sheet also reflects the Loan Holding Payment (1400) balance of \$1510.04 in July which has been taken care of in August. Allowance for Doubtful Accounts (1500) reflects the 6% allocation (except OIB), which is based on the Loans Receivable balances as of June 30, 2018. FY19 entries for the anticipated carry forward (3110) have not been completed. There will also be an adjustment for Accrued Interest Payable (2035). USDA provides this information. Due to recent personnel changes at the agency, they have not yet sent the allocation information.

July's Operations Budget vs. Actual report is the first month utilizing FY19's budget. Actual Carryover Revenue (4000) is still pending audit completion. Revenue reflects at a lower than budgeted by \$10,896.27, but this difference is mainly due to timing and will increase as we move into FY19. Federal Revenue (4100) appears below the budgeted amount, but is due to the budget being set to a monthly amount and the majority of the Federal and State funding is invoiced and received on a quarterly basis. July includes prepaid expenditures in Bonds & Insurance (6800) and Other Materials & Supplies (6900), which includes Dues & Fees. For the first month of the FY 19, total expenses are far below the monthly budgeted amount, which is in part due to the timing of expected expenses.

Respectfully Submitted,

Siri Olson
Finance & Operations Manager

Mid-Columbia Economic Development District
Balance Sheet
 As of July 31, 2018

	<u>Jul 31, 18</u>	<u>Jul 31, 17</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	153,560.44	78,090.30
1015 · MCEDD MM	256,661.78	242,047.00
1020 · IRP		
1021 · IRP - Sherman	120,212.48	99,013.97
1022 · IRP - WA	95,354.03	81,554.97
1020 · IRP - Other	<u>-27,703.86</u>	<u>76,783.31</u>
Total 1020 · IRP	187,862.65	257,352.25
1023 · IRP - Escrow Acct	0.00	-9.99
1030 · Loan Funds		
1036 · EDA RLFs	20,072.63	218,825.59
1045 · Reg Strat	135,600.13	134,180.74
1050 · RBEG-OR	105,944.23	70,166.19
1055 · RBEG-WA	95,416.46	95,439.72
1057 · RBEG-KL	126,621.45	120,483.45
1067 · CDBG Microenterprises	<u>61,295.78</u>	<u>77,375.46</u>
Total 1030 · Loan Funds	544,950.68	716,471.15
1031 · Housing RLF	1,406,355.11	1,750,139.74
1070 · National Scenic Fund	<u>1,135,909.68</u>	<u>1,432,007.82</u>
Total 1000 · Bank Demand Deposits	3,685,300.34	4,476,098.27
1100 · CDS		
1121 · IRP Reserve	<u>96,062.91</u>	<u>96,031.33</u>
Total 1100 · CDS	96,062.91	96,031.33
1122 · IRP - DDM Product	459,063.47	743,530.56
1125 · LINK Petty Cash	50.00	0.00
1196 · OR Telecom Conference	<u>26,140.32</u>	<u>26,222.94</u>
Total Checking/Savings	4,266,617.04	5,341,883.10
Accounts Receivable		
1202 · Accounts Receivable	<u>188,941.58</u>	<u>78,800.52</u>
Total Accounts Receivable	188,941.58	78,800.52
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	7,500.00	7,500.00
1212 · Employee Receivables	-759.64	0.00
1227 · Accrued Loan Interest	22,518.56	18,032.30
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	0.00	-2,928.44
1229 · Structured Accts Accr'd Int - Other	<u>0.00</u>	<u>6,432.57</u>
Total 1229 · Structured Accts Accr'd Int	0.00	3,504.13
Total 1200 · Receivables & Accruals	29,258.92	29,036.43
1300 · Loans Receivable		

Mid-Columbia Economic Development District
Balance Sheet
As of July 31, 2018

	<u>Jul 31, 18</u>	<u>Jul 31, 17</u>
1330 - MCEDD Loans Receivable		
1320 - IRP	2,030,063.71	1,640,286.95
1321 - IRP - Sherman	133,617.60	156,776.36
1322 - IRP - WA	228,847.95	242,970.70
1371 - Housing RLF	603,248.59	250,000.00
1336 - EDA RLFs	711,188.84	482,966.71
1345 - Reg Strat	35,571.49	36,824.97
1350 - RBEG-OR	206,244.12	233,303.59
1357 - RBEG-KL/SK	12.36	6,276.17
1367 - CDBG Microenterprises	44,771.56	29,666.93
Total 1330 - MCEDD Loans Receivable	<u>3,993,566.22</u>	<u>3,079,072.38</u>
1370 - OIB Loans Receivable	<u>1,774,901.84</u>	<u>1,459,609.61</u>
Total 1300 - Loans Receivable	<u>5,768,468.06</u>	<u>4,538,681.99</u>
1400 - Loan Payments Holding		
1475 - OIB	<u>-1,510.04</u>	<u>0.00</u>
Total 1400 - Loan Payments Holding	<u>-1,510.04</u>	<u>0.00</u>
1500 - Allowance for Doubtful Loans		
1520 - IRP Allowance	-119,017.48	-105,614.33
1521 - IRP - SH Co	-8,115.80	-9,520.35
1522 - IRP - WA	-13,800.30	-14,651.74
1571 - Housing RLF Allowance	-27,918.84	0.00
1536 - EDA RLFs Allowance	-34,023.66	-29,255.26
1545 - Reg Strat Allowance	-2,138.04	-2,223.05
1555 - RBEG Allowance	-12,426.19	-14,464.70
1567 - CDBG Microenterprises	-2,736.88	-1,827.70
1575 - OIB Allowance	<u>-47,404.77</u>	<u>-45,000.00</u>
Total 1500 - Allowance for Doubtful Loans	<u>-267,581.96</u>	<u>-222,557.13</u>
Total Other Current Assets	<u>5,528,634.98</u>	<u>4,345,161.29</u>
Total Current Assets	<u>9,984,193.60</u>	<u>9,765,844.91</u>
TOTAL ASSETS	<u><u>9,984,193.60</u></u>	<u><u>9,765,844.91</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 - A/P General	453.70	515.23
Total Accounts Payable	<u>453.70</u>	<u>515.23</u>
Other Current Liabilities		
2030 - Accrued Loan Payment	10,115.00	10,115.00
2035 - Accrued Interest Payable	0.00	5,569.62
2050 - PTO - Accrued	40,398.10	23,825.45
2070 - Health Insurance Payable	-7,344.15	0.00
2080 - Life & Disability Payable	-290.14	0.00
2090 - WC SAIF Ins	-3,961.94	-137.59
2100 - Payroll Liabilities		

Mid-Columbia Economic Development District
Balance Sheet
 As of July 31, 2018

	Jul 31, 18	Jul 31, 17
2110 - Federal Payroll Liability	43.25	0.00
2120 - State Payroll Liabilities		
2115 - OR- SUTA Payroll Liabilities		
2105 - WBF Payroll Assessment	154.20	21.10
2115 - OR- SUTA Payroll Liabilities - Other	233.86	36.10
Total 2115 - OR- SUTA Payroll Liabilities	388.06	57.20
2120 - State Payroll Liabilities - Other	29.30	0.00
Total 2120 - State Payroll Liabilities	417.36	57.20
2100 - Payroll Liabilities - Other	-73.54	0.00
Total 2100 - Payroll Liabilities	387.07	57.20
2800 - Deferred Revenue	13,333.33	15,153.33
Total Other Current Liabilities	52,637.27	54,583.01
Total Current Liabilities	53,090.97	55,098.24
Long Term Liabilities		
2820 - IRP Loan Payable \$1million	439,828.29	477,503.25
2821 - IRP Loan Payable \$600,000	374,717.70	396,225.44
2822 - IRP Loan Payable \$750,000	574,390.98	600,226.72
2823 - IRP Loan Payable - Washington	284,721.70	295,768.31
2824 - IRP Loan Payable - Sherman	180,049.04	186,672.31
Total Long Term Liabilities	1,853,707.71	1,956,396.03
Total Liabilities	1,906,798.68	2,011,494.27
Equity		
3100 - Fund Balances	7,573,994.03	7,573,994.03
3110 - Carryforward Balance	11,347.09	11,347.09
3900 - Retained Earnings	358,379.89	116,073.61
Net Income	133,673.91	52,935.91
Total Equity	8,077,394.92	7,754,350.64
TOTAL LIABILITIES & EQUITY	9,984,193.60	9,765,844.91

**Mid-Columbia Economic Development District
Operations Budget vs. Actual
July 2018**

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	0.00	443,130.00	-443,130.00	0.0%
4100 · Federal	6,666.67	84,880.29	-78,213.62	7.85%
4200 · State	16,750.00	8,361.50	8,388.50	200.32%
4300 · Local Match	0.00	58.26	-58.26	0.0%
4400 · Local Assessment	65,040.00	5,766.85	59,273.15	1,127.83%
4500 · Contract Reimbursement	59,737.78	59,021.61	716.17	101.21%
4600 · Loan Interest	24,014.03	27,390.48	-3,376.45	87.67%
4700 · Loan Processing Fees	3,313.11	1,827.73	1,485.38	181.27%
4705 · Loan Filing Fees	1,025.48	383.38	642.10	267.48%
4710 · Loan Late Fee	1,088.00	341.57	746.43	318.53%
4750 · Investment Interest	116.77	131.61	-14.84	88.72%
4800 · Other Revenue	45.10	199.98	-154.88	22.55%
4803 · Sponsor Donations	1,000.00			
4805 · Farebox Revenue	2,949.75	2,570.75	379.00	114.74%
4934 · In-Kind Revenue	0.00	0.00	0.00	0.0%
4935 · In Kind - MM	0.00	875.62	-875.62	0.0%
Total Income	<u>181,746.69</u>	<u>634,939.63</u>	<u>-453,192.94</u>	<u>28.62%</u>
Gross Profit	181,746.69	634,939.63	-453,192.94	28.62%
Expense				
5000 · Personnel Expense	82,445.42	96,891.61	-14,446.19	85.09%
6110 · Travel & Conference	0.00	3,340.38	-3,340.38	0.0%
6190 · Event Services	0.00	299.98	-299.98	0.0%
6200 · Equipment	368.92	333.26	35.66	110.7%
6300 · Supplies	25.00	3,544.07	-3,519.07	0.71%
6400 · Professional Services	0.00	19,038.87	-19,038.87	0.0%
6500 · Vehicle Costs	89.76	28,241.47	-28,151.71	0.32%
6600 · Communications	1,870.90	3,200.97	-1,330.07	58.45%
6700 · Building Costs	1,764.25	4,223.20	-2,458.95	41.78%
6800 · Bonds & Insurance	4,570.23	796.13	3,774.10	574.06%
6900 · Other Materials & Supplies	2,476.10	1,125.66	1,350.44	219.97%
9000 · Indirect Spread	0.00	-82,644.64	82,644.64	0.0%
9100 · Capital Purchase	0.00	49,611.00	-49,611.00	0.0%
9600 · Transfer to/from Source	2,000.00	1,308.37	691.63	152.86%
Total Expense	<u>95,610.58</u>	<u>129,310.33</u>	<u>-33,699.75</u>	<u>73.94%</u>
Net Ordinary Income	86,136.11	505,629.30	-419,493.19	17.04%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	10,115.00	10,115.02	-0.02	100.0%
7500 · Carryover to Next Year	0.00	0.00	0.00	0.0%
7600 · In-Kind Contractual	0.00	875.62	-875.62	0.0%
Total Other Expense	<u>10,115.00</u>	<u>10,990.64</u>	<u>-875.64</u>	<u>92.03%</u>
Net Other Income	<u>-10,115.00</u>	<u>-10,990.64</u>	<u>875.64</u>	<u>92.03%</u>
Net Income	<u><u>76,021.11</u></u>	<u><u>494,638.66</u></u>	<u><u>-418,617.55</u></u>	<u><u>15.37%</u></u>

MCEDD Dashboard

Loan Program	Target	Q1 FY2018 (July 1 - Sept 30)	Q2 FY2018 (Oct 1 - Dec 31)	Q3 FY2018 (Jan 1 - Mar 31)	Q4 FY2018 (Apr 1 - June 30)
Lending Activity	\$215,000 loaned/quarter	\$ 360,000	\$ 253,200	\$ 64,000	\$ 290,314.00
Loan Utilization Rate- All RLFs	75% or more	69.75%	73.09%	76.50%	62.36%
Loan Utilization rate- EDA RLFs	75% or more	81.20%	*	73.87%	78.61%**
Loan Delinquency Rate (>30 days)	5% or less	24.40%	32.00%	6.20%	20.90%
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	1 job/\$6,545 Loaned	1 job / \$18,756 loaned	1 job / \$32,000 loaned	1 job / \$17,077 loaned
Inquiries/outreach	20 inquiries per quarter 5 outreach visits per quarter	13 inquiries 8 outreach visits	19 inquiries 6 outreach visits	20 inquiries 18 outreach visits	19 inquiries 4 outreach visits
Reporting Completed on Time	All	All	All	All	All

Comments/Action Needed
Only includes funded loans
*Measured every 6 months. Report figures based on EDA calculations which includes committed funds. ***Additional report required due to EDA changes

Finance	Target	Q1 FY2018 (July 1 - Sept 30)	Q2 FY2018 (Oct 1 - Dec 31)	Q3 FY2018 (Jan 1 - Mar 31)	Q4 FY2018 (Apr 1 - June 30)
Special Projects Revenue Gap	At or exceeding budget	(10,931)	4,569	6,569	See comments
Local Jurisdiction Participation	100%	100%	100%	100%	100%
Average days of accounts receivable	33	75.8	26.64	37.81	31.49
Operational YTD actual vs. budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 47.38% Expenses: 22.96%	Revenue: 55.44% Expenses: 56.17%	Revenue: 57.48% Expenses: 47.06%	Revenue: 80.9% Expenses: 69%

Comments/Action Needed
At budget, complete through Q4. FY19 carryover of \$48,000 of contract revenue.
Q3/4 - Includes Transportation Operations

Key: Yellow Highlight= Watch. Red Highlight= Action Needed.

Human Resources	Target	Q1 FY2018 (July 1 - Sept 30)	Q2 FY2018 (Oct 1 - Dec 31)	Q3 FY2018 (Jan 1 - Mar 31)	Q4 FY2018 (Apr 1 - June 30)
Performance Evaluation Completed on Time	100%	100%	100%	100%	100%
Average Employment Length	3 years	6.12 years	4.63 years	2.26 years	2.5 Years

Comments/Action Needed

Board of Directors	Target	Q1 FY2018 (July 1 - Sept 30)	Q2 FY2018 (Oct 1 - Dec 31)	Q3 FY2018 (Jan 1 - Mar 31)	Q4 FY2018 (Apr 1 - June 30)
Board Meeting Attendance	75%	64%	60%	57%	57%
Meetings Lacking Quorum	0	0	0	0	0
Board Vacancies	0	0	0	0	0

Comments/Action Needed
One board position posted

Project Mgmt/ Regional Coordination	Target	Q1 FY2018 (July 1 - Sept 30)	Q2 FY2018 (Oct 1 - Dec 31)	Q3 FY2018 (Jan 1 - Mar 31)	Q4 FY2018 (Apr 1 - June 30)
Number of objectives addressed from CEDS	2/quarter	7	5	6	7
Reporting Completed on Time	All	All	All	All	All

Comments/Action Needed

Key: Yellow Highlight= Watch. Red Highlight= Action Needed.

Memorandum

Date: September 7, 2018
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: MCEDD Private Sector Board Positions

Overview

The MCEDD Executive Committee makes appointments for private sector members to the Board. These appointments are ratified by the full Board at their annual meeting in September. There are currently seven private sector members serving on the MCEDD Board of Directors:

- Ken Bailey
- Scott Clements
- Cassie Courtney
- Tom Furey
- Stephanie Hoppe
- Robb Kimmes
- Eric Proffitt

Request

The MCEDD Executive Committee requests the MCEDD Board ratify reappointment of all currently serving private sector members for a new term on the MCEDD Board.

Memorandum

Date: September 7, 2018
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: MCEDD Loan Administration Board Private Sector Positions

Overview

The MCEDD Loan Administration Board is an unpaid committee that meets bi-monthly to make loan policy and all major loan decisions including loan approvals and subsequent loan modifications and foreclosures. The Loan Administration Board is composed of the five county representatives to the MCEDD Board, two private sector representatives and an alternate private sector representative. The terms for these private sector “At-large” representatives expire annually. The primary qualifications for appointive members are that they have business, legal or financing experience, with at least one of the members having financing experience. At-large members do not need to be MCEDD Board members. Currently, the private sector MCEDD Loan Administration Board positions are held by Scott Clements, Dillon Borton and AJ Tarnasky.

Private Sector Loan Administration Board Candidates

Scott Clements, Dillon Borton and AJ Tarnasky expressed interest in seeking reappointment to the MCEDD Loan Administration Board.

Recommendation from the Executive Committee:

Reappoint Dillon Borton and Scott Clements to the private sector positions on the MCEDD Loan Administration Board. Reappoint AJ Tarnasky to the alternate private sector position on the MCEDD Loan Administration Board.

Memorandum

Date: September 4, 2018
To: MCEDD Board of Directors
From: MCEDD Nominating Committee
Re: MCEDD Slate of Officers and Private Sector Executive Committee Membership

Slate of Officers

The MCEDD Nominating Committee met prior to the annual meeting to discuss a slate of officers for the MCEDD Board. The nominating committee was composed of Sue Knapp (Cities of Wasco County), Gary Thompson (Sherman County) and Jan Brending (Cities of Klickitat County). The committee is appointed by the Chair of the board and members were selected to include balanced representation from Oregon and Washington. Gary and Sue were able to attend the nominating committee meeting and the following reflect their decisions.

The officers of MCEDD include a Chairperson, Vice Chairperson, and Secretary/Treasurer. All officers serve one year terms and all positions are unpaid positions. The committee proposes to carry forward the current officers for one additional year as follows:

MCEDD Officers	
Position	Nomination
Chair	Ken Bailey (Private Sector)
Vice-Chair	Bill Schmitt (Washington Ports)
Secretary/Treasurer	Bob Benton (Hood River County)

Executive Committee Membership, Private Sector

In addition to a slate of officers, the MCEDD Nominating Committee also discussed private sector membership on the MCEDD Executive Committee. The Executive Committee consists of the five County representatives and all officers, in addition to two to four private sector representatives. The private sector representatives serve one year terms. In proposing representatives, the Nominating Committee considered generally the same items as discussed for the MCEDD officers as well as expressions of interest submitted by private sector members. The committee proposed three private sector members to the board to preserve an odd number of committee members, given the proposed officer structure. The following private sector members are nominated to serve on the MCEDD Executive Committee:

MCEDD Executive Committee, Private Sector Membership	
Position	Nomination
Executive Committee, Private Sector <i>(officer- automatic appointment)</i>	Ken Bailey
Executive Committee, Private Sector	Eric Proffitt
Executive Committee, Private Sector	Dana Peck

Requests:

The MCEDD Board is asked to vote on the slate of officers presented. Further, the Board is also asked to vote on private sector membership on the Executive Committee.

Memorandum

Date: September 12, 2018
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Salary Survey: Executive Committee Recommendations

Overview

MCEDD's services and organizational structure has significantly shifted in the past year, warranting a review of salary scales for our staff. Comparables were accessed from prior data obtained through the national, states and local sources. The current salary review accessed supplemental data from the Oregon and Washington Employment Departments, an Oregon Economic Development District survey, and the 2017 Nonprofit salary survey. Major highlights include:

- The Executive Director, Deputy Director and Finance Manager positions are in the bottom percentile ranges for comparables. Particularly given the changes in MCEDD structure, the salaries are not in line with the duties being performed. In addition, with the duties of the Deputy Director including supervisory roles, it is currently oddly positioned in the salary scale at a rate lower than a position without supervisory responsibilities.
- The Project Manager positions used as comparables are more comparable to a Program Manager. The duties of a Project Manager are concerning for the scales used.
- The Office Administrator, Transportation Director, Dispatch and Driver positions are closer in ranges to comparables but require close monitoring.
- The Loan Fund Manager position is at the top end in comparables, particularly when looking at adjusted compensation which takes into consideration benefits provided.

Committee Recommendation

The Executive Committee analyzed the salary survey data and recommends the following revisions to MCEDD's salary scales

- For the Executive Director, Deputy Director, Finance Manager and Project Manager positions: shift the starting scale over two positions to create the new starting base salary (step 3 becomes the new step 1). Retain the 5% change between steps to create new steps 5 and 6. Employees remain at their current step during this change. The committee noted that this modification does not get into the necessary range to comparables, but provides movement in the right direction.
- Include a Program Manager classification to provide a job classification level that accommodates the duties comparable to some of the other program manager positions reviewed and allow MCEDD to bring in future staff as needed for this level of work. This is also the job classification under which the energy coordinator position would fall.
- Provide a 2% increase in the Office Administrator and Loan Fund Manager positions in support of retention of existing staff. The Loan Fund Manager position in particular is already at the high end of comparables, particularly when taking into account adjusted compensation, so is a difficult one to consider for increase but there may be a challenge with retention if some revision is not accommodated. However, existing loan clients facing challenges in repaying loans may present reduced revenue to cover this increase.
- Make no changes in Dispatch, Driver or Transportation Operations Director as the primary funding sources were fixed on a biennium. Provide a close review of these

positions in the next fiscal year with authority to present a proposal for salary increase, if appropriate, in relation to the STIF funding anticipated.

- Institute the proposed revisions effective October 1, 2018.
- Review the salary scales annually.

Budget implications: Resources were built into the approved budget to look at increased staffing or salaries, knowing that the scales required some revision. Beyond the amount already built in, if all recommendations were accepted, the additional impact would be approximately \$14,000.

Attachments

- Summary of comparables information
- Proposed Revised Salary Scales with Current Salary Scales

Action Request

Take action of the MCEDD salary scales based on the salary survey and data.

Recommendation from Executive Committee: Adopt the proposed salary schedule as attached, effective October 1, 2018.

Alternate Option 1: Accept the Executive Committee recommendation and add the Program Manager scale, but make no changes to the Loan Fund Manager or Office Administrator position salary scales due to comparables data.

Alternate Option 2: Accept the Executive Committee recommendation but also include modifications to the transportation division wages to begin in this fiscal year (*not* recommended by staff given the timing of fund availability).

Alternate Option 3: Provide a separate recommendation from those presented by the Executive Committee.

Updated Comparables
Oregon and Washington Employment Department Data as of April 2018
2017 Oregon Nonprofit Salary survey data

Position	Columbia Gorge	Oregon	Washington	Nonprofit Association and Districts
Executive Director	We are in the <i>bottom 25th</i> percentile for wage. The top step for MCEDD is roughly \$53K below average annual	We are in the <i>50th percentile</i> for wage. The top step for MCEDD is roughly \$92K below average annual	We are in the <i>bottom 25th</i> percentile for wage. The top step for MCEDD is roughly \$104K below average annual	We are in the <i>lowest 25th</i> percentile. The mid-point of our salary scale is about \$43K below average. The top step is about \$51K below average.
Deputy Director	We are in the <i>25th to 50th</i> percentile for wage. The top step for MCEDD is roughly \$10K below average annual	We are in the <i>60th percentile</i> for wage. The top step for MCEDD is roughly \$36K below average annual	We are in the <i>25th to 50th</i> percentile for wage. The top step for MCEDD is roughly \$54K below average annual	We are in the <i>lowest 25th</i> percentile. The mid-point of our salary scale is about \$44K below average. The top step is about \$53K below average.
Finance Manager	We are in the <i>bottom 25th</i> percentile for wage. The top step for MCEDD is roughly \$11K below average annual	We are in the <i>60th percentile</i> for wage. The top step for MCEDD is roughly \$46K below average annual	We are in the <i>50th percentile</i> for wage. The top step for MCEDD is roughly \$58K below average annual	We are in the <i>lowest 10th percentile</i> . The mid-point of our salary scale is about \$41K below average. The top step is about \$51K below average.
Loan Fund Manager	We are in the <i>top 75th to 90th</i> percentile for wage. The top step for MCEDD is roughly \$18K <i>above</i> average annual	We are in the <i>top 90th</i> percentile for wage. The top step for MCEDD is roughly \$7K below average annual	We are in the <i>50th to 75th</i> percentile for wage. The top step for MCEDD is roughly \$4K below average annual	N/A (nonprofit). Districts: <i>base wage consistent. Adjusted compensation higher</i> than comparables.
Project Manager <i>Data for job classifications based on duties. Confident in the nonprofit analysis. It is difficult for the states so less</i>	We are in the <i>50 to 75th percentile</i> . The top step for MCEDD is roughly \$12K below average annual.	We are in the <i>25th to 50th percentile</i> . The top step for MCEDD is roughly \$37K below average annual.	We are in the <i>lowest 25th percentile</i> . The top step for MCEDD is roughly \$56K below average annual.	We are in the <i>lowest 10th to 25th</i> percentile. The mid-point of our salary scale is about \$21K below average. The top step is about \$26K below average.

<i>confident in that analysis.</i>				
Transportation Operations Director	We are in the <i>50th to 75th</i> percentile for wage. The top step for MCEDD is roughly \$6K <i>above</i> average annual	We are in the <i>100th percentile</i> for wage. The top step for MCEDD is roughly \$8K <i>above</i> average annual	We are in the <i>50th to 75th</i> percentile for wage. The top step for MCEDD is roughly \$1K below average annual	N/A
Program Manager	Comparable to the Transportation Operations Director data			
Office Administrator	We are in the <i>50th to 75th</i> percentile for wage. The top step for MCEDD is roughly \$4K below average annual.	We are in the <i>50th to 75th</i> percentile for wage. The top step for MCEDD is roughly \$1K below average annual.	We are in the <i>25th to 50th</i> percentile for wage. The top step for MCEDD is roughly \$6K below average annual.	We are in the <i>top 50th to 75th percentile</i> . The mid-point of our salary scale is about \$3K <i>above</i> average. The top step is about \$2K <i>above</i> average.
Drivers	We are in the <i>50th to 75th</i> percentile for wage. The top step for MCEDD is roughly \$3K <i>above</i> average annual	We are in the <i>75th percentile</i> for wage. The top step for MCEDD is roughly \$9K <i>above</i> average annual	We are in the <i>bottom 25th</i> percentile for wage. The top step for MCEDD is roughly \$13K below average annual	N/A
Dispatch	We are in the <i>25th to 50th</i> percentile for wage. The top step for MCEDD is roughly \$3K below average annual	We are in the <i>80th percentile</i> for wage. The top step for MCEDD is roughly \$4K below average annual	We are in the <i>bottom 25th</i> percentile for wage. The top step for MCEDD is roughly \$13K below average annual	N/A

Note: the committee focused on the Columbia Gorge data and nonprofit information over the state OR/WA data as it provided closer comparison to MCEDD's operating area. Data was also accessed from the last salary survey (2015) in the review.

PROPOSED SALARY ADJUSTMENT

Executive Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$81,858	\$85,951	\$90,248	\$94,761	\$99,499	\$104,474

Finance Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$63,392	\$66,563	\$69,891	\$73,384	\$77,053	\$80,906

Deputy Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$61,181	\$64,240	\$67,451	\$70,823	\$74,364	\$78,082

Loan Fund Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$58,649	\$61,583	\$64,660	\$67,894	\$71,289	\$74,852

Project Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$58,267	\$61,180	\$64,240	\$67,451	\$70,824	\$74,365

Transportation Operations Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$52,850	\$55,493	\$58,267	\$61,180	\$64,240	\$67,451

Program Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$44,923	\$47,169	\$49,527	\$52,003	\$54,604	\$57,334

Office Administrator

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$ 43,989	\$ 46,189	\$ 48,499	\$ 50,923	\$ 53,470	\$ 56,144
\$ 22.56	\$ 23.69	\$ 24.87	\$ 26.11	\$ 27.42	\$ 28.79

Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	\$29,736	\$31,088	\$32,480	\$33,932	\$35,464	\$37,075
Hrly \$	15.25	\$ 15.94	\$ 16.66	\$ 17.40	\$ 18.19	\$ 19.01

Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	\$27,886	\$29,159	\$30,471	\$31,824	\$33,256	\$34,768
Hrly \$	14.30	\$ 14.95	\$ 15.63	\$ 16.32	\$ 17.05	\$ 17.83

SALARY SCALE FY19

Executive Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$74,248	\$77,960	\$81,858	\$85,951	\$90,248	\$94,761

Finance Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$57,499	\$60,375	\$63,392	\$66,563	\$69,891	\$73,384

Loan Fund Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$57,499	\$60,375	\$63,392	\$66,563	\$69,891	\$73,384

Deputy Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$55,493	\$58,268	\$61,181	\$64,240	\$67,451	\$70,823

Project Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$52,850	\$55,493	\$58,267	\$61,180	\$64,240	\$67,451

Office Administrator

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$43,126	\$45,284	\$47,548	\$49,925	\$52,422	\$55,043
22.12	23.22	24.38	25.60	26.88	28.23

Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	\$29,736	\$31,088	\$32,480	\$33,932	\$35,464	\$37,075
Hrly \$	15.25	\$ 15.94	\$ 16.66	\$ 17.40	\$ 18.19	\$ 19.01

Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Longevity
Annual	\$27,886	\$29,159	\$30,471	\$31,824	\$33,256	\$34,768	\$36,498
Hrly \$	14.30	\$ 14.95	\$ 15.63	\$ 16.32	\$ 17.05	\$ 17.83	\$ 18.72

Memorandum

Date: September 13, 2018
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Opportunity Zones

Overview

The U.S. Department of the Treasury and the Internal Revenue Service recently designated Opportunity Zones, including certain zones in the MCEDD region. The Tax Cuts and Jobs Act created Opportunity Zones to spur investment in distressed communities throughout the country. In short, new investments in Opportunity Zones can receive preferential tax treatment. I will provide a brief presentation at the board meeting as an overview of Opportunity Zones (OZ) and the Opportunity Funds (OF) to build understanding of the program.

Request:

The board will be asked to discuss two related items:

- 1) How can the region best position itself in relation to OZ/OF while setting the stage to reduce potential concerns associated with the program?
- 2) What is MCEDD's role? A recent article highlights the work with our partner agencies and opportunities for economic development districts. Read the article [here](https://missioninvestors.org/resources/oregon-opportunity-zone-initiative):
<https://missioninvestors.org/resources/oregon-opportunity-zone-initiative>



Executive Director's Report
Prepared for the September 2018 Full Board Meeting

Regional

- **Annual Report:** Attached is the MCEDD FY18 annual report. I will review highlights at the board meeting, but take a look through the new format and the activities over the past year. MCEDD staff is continuing to provide excellent service to the region. This year marks **50 years** of serving the region. Give us your ideas on how we should celebrate!
- **Columbia Gorge Economic Symposium:** Remember to mark your calendars for November 2, 2018 in The Dalles! I encourage all board members to participate in the event (see attached flyer).
- **Resiliency:** We continue to support communities in their applications for US Economic Development Administration (EDA) Disaster funds and to engage in conversations related to the recent fires in the region. We are still working towards submitting a regional economic resiliency application to EDA with a proposed request for Local Economic Opportunity Fund match.
- **Comprehensive Economic Development Strategy (CEDs):** Updates to regional strategy priority projects include:
 - ❖ Columbia Gorge Community College's Skills Center and Campus Housing project received confirmation from the College Board to proceed. They are working to secure the necessary match for state bond funds. MCEDD provided a letter of support for a potential USDA application to help elevate the project for SECD resources given the priority listing in MCEDD's strategy. I also connected CGCC staff with our new EDA representative.
 - ❖ Sherman County's broadband project received recommendation for full funding through the Regional Infrastructure Fund.
 - ❖ Goldendale Energy Storage Project: Dana Peck and I had an introductory meeting with a PGE representative in September. In addition, Senator Cantwell visited the project on site in September. City, County, and private entities are working very hard to support the project's progression.
 - ❖ Parkdale and Odell Treatment of Biosolids/Sludge: I submitted an EDA Partnership planning grant expansion request to support additional staff technical assistance for high priority CEDs items. The EDA Investment Review Committee will be looking through the proposal at their next meeting. We are coordinating with the North Central Oregon Regional Solutions team on a potential one stop to look at resources for the TMDL issues and treatments for biosolids/sludge in upper valley Hood River.
 - ❖ The Maupin library groundbreaking took place on September 8th.
 - ❖ Sherman County held a ribbon cutting ceremony for the new courthouse on September 7th.
 - ❖ Oregon Water Resources Department published its Technical Review Team's recommendations for funding and is inviting public comment through September 21. After reviewing comments, the Department will present a funding recommendation to the Water Resources Commission for final decision. Funding recommendations are listed [here](#). Project in the MCEDD region include:

- The Dalles Dog River Pipeline is recommended at \$1M
- Dee Flat Water Conservation Project is recommended at \$1.6M
- Mosier Well is just below the cut line (not recommended for funding by the review team).
- ❖ City of Cascade Locks electrical: Jacque Schei worked with city staff to submit a formal application to EDA for disaster funding. It will be reviewed by EDA at their October meeting for consideration of funding.
- ❖ City of Stevenson wastewater: The city submitted a draft of a disaster application proposal to EDA staff for preliminary conversation.
- ❖ Skamania PUD: The project made it past the pre-proposal review stage and submitted a formal application. It will be reviewed by EDA at their October meeting for consideration of funding.

Business Assistance Division, Project Management Division

See Loan and Project Management Reports for further information and updates.

- **Available to Loan:** The Available to loan balance as of 6/30/18 was \$1,060,051 MCEDD, \$1,150,000 (AHDRLF) and \$1,015,801 (OIB). We are making significant strides but need further growth particularly in our core programs. Eric Nerdin is increasing outreach with a focus on developers as we seek to fully revolve the Attainable Housing RLF and maximize use of our business loan funds.
- **Oregon Investment Board:** The Columbia River Gorge Oregon Investment Board welcomed Craig Bowder as the new at-large representative replacing Kristine Mier. There is still an opening for a Wasco County representative on the board. I am talking with USDA-Rural Development Oregon and Washington state directors in September as we look at the pathways to receive the remaining allocation of funds to the Washington and Oregon Investment Boards.
- **Small Business Administration:** The Small Business Administration has a new agency focus on “rural outreach.” I met with their local representative in August and encouraged conducting outreach in conjunction with local partners, including MCEDD and the small business support network in place in the region.
- **New Loan Resources:** I submitted a \$65,000 request in response to an RFP from Northwest Business Development Association. MCEDD targeted seeding a microenterprise loan fund to allow for replication of the program we operate through the Oregon Investment Board. If funded, it would supplement the resources our Loan Administration Board has to work with for all five of MCEDD's counties.
- **Small Business Development Center:** The CGCC SBDC is responding to an opportunity through the Ford Family Foundation to support advancing rural entrepreneurship. If successful, it would expand resources for the SBDC to serve the region and would be support or business loan clients, also. In addition, Carrie is submitting an opportunity for partnership with MCEDD on training for internet-based tool trainings which build from the WebWorks forums we hosted.
- **EDA Loan Fund:** The US EDA provided the initial Risk Rating for our EDA-funded loan program based on 15 different rating criteria. Programs with an “A” rank report annually. Those with a “B” report semi-annually and those with a “C” rank require a corrective action plan. We rank as a “B” with low scores in:
 - ❖ Tenure due to a staff turnover in the last three years of a key position- the Finance Manager. This measure will not change for a number of years.

- ❖ Default rate. Measured at a point in time (December 31 and June 30). This rating is likely to change each reporting period.
 - ❖ Capital base index (how much the fund has grown or shrunk over time). It is based on each program since the fund inception (ours was in the 1980s). Our fund had some early significant write-offs. I do not anticipate this number to modify quickly, but since taking over as Executive Director one of the changes I made in our EDA RLF administration practice was to begin returning a portion of the interest and fees generated back to the principle base. We are therefore seeing the fund grow incrementally. If we were to seed the fund with additional resources, this measure could quickly change, but we have avoided doing so as the EDA RLF program has a high administrative burden unlike some of our other funds.
- **Hood River Economic Development Group:** The Hood River Economic Development Group celebrated with Steve Wheeler at their last meeting as he retired from the City of Hood River. At the meeting, Port of Hood River staff discussed the need for a study of commercial truck parking restrictions. They made a request for MCEDD assistance. We have a draft contract out for their review to complete this work.
 - **Renewable Energy sector activities:** A visit in June by Oregon policy advisors provided an excellent forum for discussion of state priorities and for the region to highlight the pumped storage project. The next Columbia Gorge Bi-State Renewable Energy Zone will be hosted on October 5 in The Dalles. There is a balance of funds from the closed contract for the government affairs specialist which we will discuss.

Operational

- **Staff and Volunteers:**
 - ❖ AmeriCorps RARE. We have secured our AmeriCorps RARE. Tatiana Eckhart joined our team in September. She is originally from Hawaii but recently finished her degree at the University of Oregon. MCEDD was successful in securing a \$10,000 grant from The Ford Family Foundation as match for this RARE placement.
 - ❖ Marla Harvey accepted the part time Energy Council Coordinator position at MCEDD. We have a site visit with Oregon Community Foundation scheduled for September and an active application for state funds. If funded, the position would be able to move to full-time. Currently the position is supported through local sources (City of Hood River, Port of Cascade Locks, Farmers Irrigation District), Ford Family Foundation and the remainder of a Sunshot grant through Sustainable Northwest to Hood River County.
- **Training:** Eric Nerdin and I attended a USDA loan fund training in September. I attended a CDFA webinar on troubled loans. The recommendations from the presentations may lead to revisions in how we outline options for ACH payments at loan origination. Siri Olson applied for a scholarship to attend the Oregon Government Finance Association conference in October. I will attend our national association conference in October and have a training scholarship to cover the majority of costs.
- **Board of Directors:** I conducted the introductory board orientation for Scott Clements (private sector), Leana Kinley (Cities of Skamania County) and David Griffith (Oregon Ports). Jan Brending was reappointed as the cities of Klickitat County representative. Tonya Brumley was reappointed by the Oregon chambers.
- **Local Assessments:** 96% of jurisdictions have paid local assessments for FY19 already.

- **Workplan:** I will provide an update at the board meeting on the status of activities in relation to the MCEDD annual workplan.
- **Facilities:**
 - ❖ Our main administration building will get a facelift in mid-September. The awnings will be removed and repaired and the exterior of the building will be painted. The office will remain open during this work.
 - ❖ The Transit Center building received a landscaping refresh to address fire hazards. Jacque Schei is working on an SDAO Safety/Security grant application to reimburse for a portion of the associated costs of this work.



Mid-Columbia Economic Development District

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

FISCAL YEAR 2018 ANNUAL REPORT

**Mid-Columbia Economic
Development District**
515 East Second Street
The Dalles, OR 97058
www.mcedd.org



From the Board Chair and Executive Director

It is our pleasure to present the **Mid-Columbia Economic Development District annual report**. For 49 years we have supported economic vitality in the five county bi-state region, focusing on opportunities to build our economy and support business and entrepreneurs. This year, we continued to deliver high quality technical assistance, business assistance and industry support through our core programs, while also expanding our service offerings. Significant milestones and accomplishments in fiscal year 2018 include:

- Implementing the regional Comprehensive Economic Development Strategy, in coordination with our members.
- Providing direct business assistance through our loan programs. An independent analysis of this program highlighted that our loans have helped our businesses reach **total wage growth of \$40 million with more than 50% of wage growth attributable to jobs paying higher than average wages for the region.**
- Offering technical assistance. MCEDD provided support to **increase the region's receipt of federal public works funding.**
- Furthering new regional transportation connections and taking on operations for the **LINK transportation system.**
- Supporting industry development. With a focus on the rapidly **growing value added ag and tech sectors**, among others.

We invite you to explore this annual report, which provides a snapshot of the resources MCEDD delivered to our service area in fiscal year 2018. And, as we embark on a new year, we extend our appreciation to our members and partners.

Sincerely,

Ken Bailey

Ken Bailey,
MCEDD Board Chair

Amanda Hoey

Amanda Hoey
MCEDD Executive Director

Overview

Mid-Columbia Economic Development District (MCEDD) was established in 1969 by five counties bordering the Columbia River: Hood River, Wasco and Sherman counties in Oregon and Skamania and Klickitat counties in Washington. MCEDD is governed by a Board of Directors representing public and private interests throughout the region.

2018 Board of Directors

Ken Bailey, Chair
Agriculture

Bill Schmitt, Vice Chair
Washington Ports

Bob Benton
Hood River County

Rex Johnston
Klickitat County

Bob Hamlin
Skamania County

Rod Runyon
Wasco County

Gary Thompson
Sherman County

Eric Proffitt
Workforce

Tonya Brumley
Oregon Chambers

Joeinne Caldwell
Oregon Ports

Robert Kimmes
Healthcare

Stephanie Hoppe
Higher Education

Mark Zamiller
Cities of Hood River

Dana Peck
Washington Chambers

Sue Knapp
Cities of Wasco

Paul Hendricks
Cities of Skamania



Tom Furey
High Tech

Perry Thurston
Cities of Sherman

A professional staff provides business assistance, technical assistance and regional coordination for the five-county bi-state area of the Columbia River Gorge.

MCEDD Staff

Amanda Hoey, Executive Director

Jessica Metta, Deputy Director

Siri Olson, Finance and Operations

Eric Nerdin, Loan Fund Manager

Carrie Pipinich and Jacque Schei, Project Managers

Kathy Fitzpatrick, Mobility Manager

Lauren Hernandez, Office Administrator

Charlotte Sallee, Transportation Operations Director

Gerald Benedict, Fred Bergren, Casey Clafin, Marvin

Davis, Kristi Hall, Scott Isaak, Gary

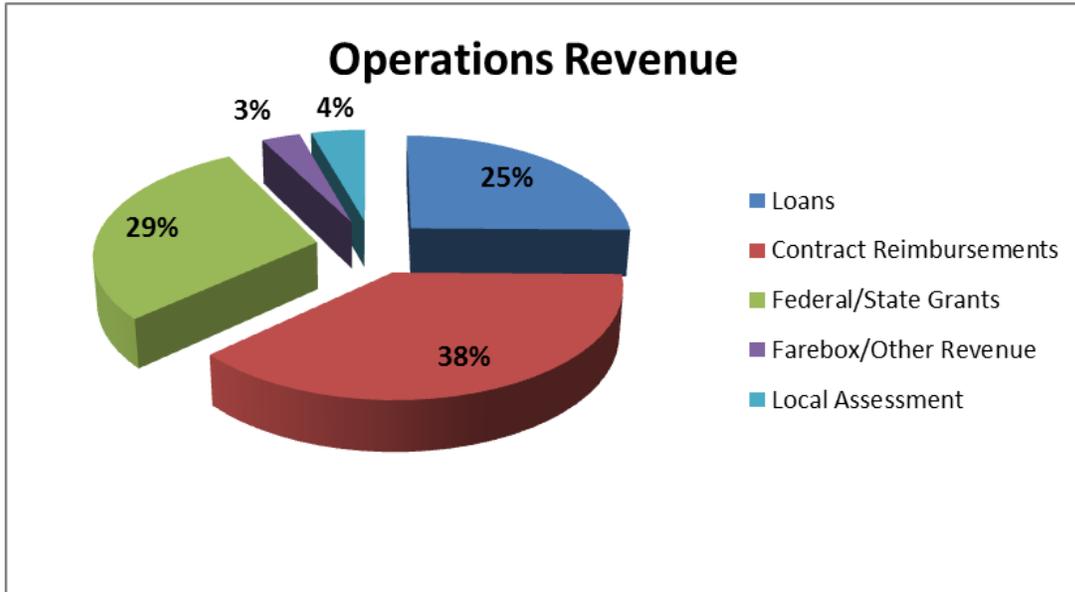
Methvin, and Casey Ruiz, Drivers

Deann DePaepe and Karees Reilly, Dispatchers

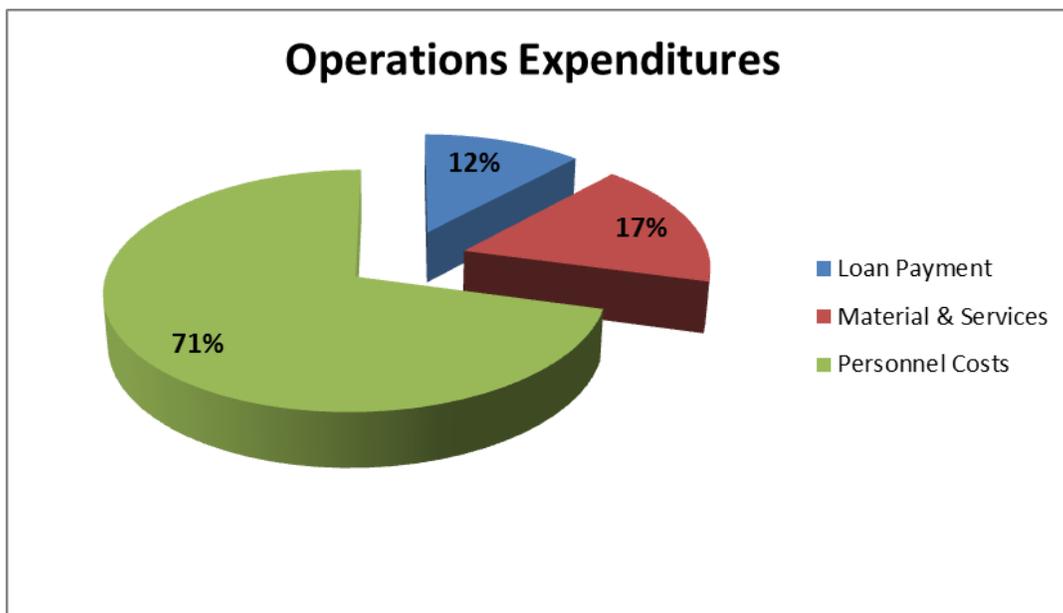


Statement of Financial Activities

MCEDD's Operations Revenue is derived from Loans (25%), Contract Reimbursements (38%), Federal and State Grants (29%), Local Dues (4%), Farebox and Other Revenue (3%). Operations Revenue totaled \$1,130,272 in FY18.



MCEDD's Operations Expenditures are categorized into three categories, Loan Payments (12%), Materials and Services (17%), and Personnel Costs (71%). Total Operations Expenditures were \$1,021,997 in FY18.



Regional Economic Development Strategy

Updating the regional strategy

The comprehensive economic development strategy is a guide to understanding the regional economy and crafting goals, strategies and actions to create jobs, raise income levels, diversify the economy, and improve the quality of life.

“The strategy develops regional consensus on our highest priorities so we can move forward together as a single region.”

Columbia Gorge Economic Symposium.

MCEDD hosted the annual Columbia Gorge Economic Symposium featuring the President of SDS Lumber as keynote speaker and regional

economists presenting data on employment, wages and growing and declining industries. Panel Session discussing relevance of the forest and wood products sector with representatives from High Cascade/WKO Inc, Mount Adams Resource Stewards, Nelson Brothers Engineering, Washington DNR, US Forest Service, Bear Mountain Forest Products and an individual with the Port of Klickitat who had retired from the Hancock Timber Resource Group.

Wood/ Forest Products

The symposium was followed by a tour of SDLumber and WKO, coordinated by the Skamania Economic Development Council. The tour reinforced the primary issues expressed at the symposium: One of the largest constraints is the supply of raw material and a secondary constraint is labor supply. Opportunities abound as the industry innovates, however.

“I believe wholeheartedly in the benefits of this industry to answer economic and environmental challenges.” – Jason Spadaro



VISION

The region envisions a thriving economy supporting diverse business opportunities that act in harmony with the area’s rural qualities, values and natural resources.

PRIORITY AREAS

- Housing
- Financial Capital, Entrepreneurial Environment
- Workforce
- Infrastructure
- Regulatory Environment



Access the report:
[Summary document](#)
[Full document](#)

Columbia River Gorge Scenic Area Oregon Investment Board



Sustained Impact:

From a \$4 million allocation, the Board has approved grants and loans (utilizing revolved funds) totaling more than \$9.2 million.

Leveraging:

Over \$14.7 million in private funds and more than \$13.3 million in public funds.

Employment:

Projects directly created or retained nearly 700 jobs.

Business Financing in the Columbia Gorge National Scenic Area

Project funding helps to strengthen and diversify the economy of the region.

- **Establishing the pilot loan program** which allowed the board to be responsive in providing emergency financing for businesses impacted by the Eagle Creek Fire.
- **Approving a feasibility study grant** to address the workforce needs of the food and beverage sector.
- **Approving loans to support new and growing businesses:**
 - Expansion of a wholesale tea business
 - Start-up of a retail clothing store
 - Expansion of the Farmer's Conservation Alliance
 - Start-up of an HVAC company
- **Providing management of the Bi-State Advisory Council.**

Loan Client Profile: Good Medicine Tea



Nikol Clark and Randy Goetz purchased a turn-of-the-century Craftsman building in Hood River, creating their dream: a combination Tea House and Wellness Center. When they were ready to move to the next chapter in their business, an influx of capital from the OIB allowed them to take the necessary steps grow its wholesale and web sales programs.

Oregon Investment Board Members

Jack Miller, Chair * John Kasberger, Vice Chair * Kristine Mier, Secretary/Treasurer
Jill Amery * John Southgate * Tammy Miller

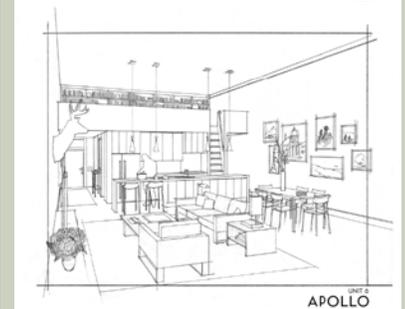
Business Assistance Division

\$40M Wage Growth \$40M Wage Growth

Since inception of our business loan program, MCEEDD has made 280 loans to businesses totaling over \$15 million. This year the loan program supported:

- **Allocations of the first loans from the North Central Regional Solutions Housing Loan** for:
 - Construction of 18 homes in Hood River.
 - Development of nine apartments in The Dalles.
- **Funding loans to support new and growing businesses** including:
 - Start-up of a freight service
 - Working capital for a rancher
 - Expansion of a natural foods market
 - Growth of a manufacturer of renewed apparel
 - Stability for an elder care facility
 - Remodel of an athletic facility
 - Business ownership succession of a restaurant
 - Renovation of a historic building into a new retail business.
- **Conducted an independent study** through the Oregon Consulting group showing MCEEDD financing has supported:
 - **total wage growth of \$40 million**
 - **more than 50% of wage growth attributable to jobs paying higher than average wages for the region**
 - businesses had a \$450,000 median increase in sales
 - 88% of businesses were stable or growing.

Honald Building



Travis and Jen Dillard purchased the Honald Building in The Dalles with the intention of converting the second floor into nine apartments. The project represents a combined approach to a regional need: adequate housing and downtown revitalization.

Renewal Workshop



Nicole Bassett and Jeff Denby, co-founders of The Renewal Workshop, used MCEEDD financing to expand their business operations in Cascade Locks, Oregon.

Loan Administration Board Members

Private Sector: Scott Clements, Chair * Dillon Borton, Key Bank * AJ Tarnasky, Columbia Bank
Public Sector: Bob Hamlin, Vice Chair * Bob Benton * Rod Runyon * Gary Thompson * Rex Johnston

Economic Resiliency Strategies

Broadband Access and Affordability

Why Resiliency?

Regional economic prosperity is linked to resiliency. MCEDD undertakes a number of activities to bolster resiliency. Planning is a large component, but increasing broadband networks is another key element.

Eagle Creek Fire

The region was adversely impacted by the Eagle Creek fire. MCEDD responded quickly with our business programs and:

- Developed resource Guides which are [available here](#).
- Met with affected businesses.
- Participated on the Eagle Creek Fire Recovery Council.



Effective networks are critical to resiliency and a key component to our comprehensive regional economic development strategy. MCEDD places a core focus on increasing broadband accessibility throughout the region. Staff engaged in the following activities:

- Worked with the City of Maupin, Wasco County, and Q-Life Network to secure resources to complete a **fiber to the premises network in the City of Maupin**.
- Conducted a community **broadband survey in Sherman County** to determine broadband needs. See the survey results [here](#).
- Hosted **broadband utilization forums** to gather additional input on needs while highlighting critical uses for the technology.
- Supported numerous proposals to the Regional Infrastructure Fund and Rural Broadband Pilot. The **Sherman cities fiber project** was targeted for investment.
- Provided assistance for a successful broadband application to the Columbia Gorge Health Council Community grants to **connect the Deschutes Rim Health Clinic, dental office, and Canyon Rim Senior Living to a high speed fiber optic network**.

Oregon Connections



MCEDD hosted the Oregon Connections conference, with over 200 attendees from across the state and nation discussing telecommunications utilization, trends, and needs. Visit the website at oregonconnections.info for more information.

Infrastructure Development

Increasing Resources for Priority Infrastructure

MCEDD places a priority on ensuring adequate infrastructure for business and community success. Our staff provided support for:

- **Grant administration** for federally funded projects such as the Columbia Gorge regional airport flex building expansion
- **Technical assistance** to secure funding and move projects toward construction, including Mid-Columbia Center for Living's regional mental health facility.
- **Supporting water/wastewater systems** including
 - **Wamic Water System:** one stop convened and brought out a trainer to provide an overview of the infrastructure funding process.
 - **Biggs Junction Water System:** assistance in the application process for a USDA loan.
 - **City of Antelope water system:** labor standards and grant administration support for the Community Development Block Grant funded project.
 - **City of The Dalles wastewater:** supported the City to administer a Clean Water State RLF of \$2 million for their project.
 - **Dallesport wastewater:** grant administration for this planning project, which has USDA SEARCH and CDBG funds. The final feasibility plan is complete.
 - **Crystal Springs Water District water project:** supported the District to receive a \$3,743,000 Safe Drinking Water Revolving Loan Fund loan and \$500,000 forgivable loan.

Columbia Gorge Regional Airport



In Dallesport, Washington the Columbia Gorge Regional Airport added a new Flex Space building with funding from the US Economic Development Administration.

Mental Health Facility Groundbreaking



Officials broke ground on the regional community mental health facility to be located in The Dalles. It will provide access to critical community mental health, addictions and developmental disability services for individuals in Hood River, Wasco and Sherman counties.

Transportation

Gorge TransLink Alliance

A celebration of new public transportation in June highlighted:

- Columbia Gorge Express daily services Portland to Hood River
- Columbia Area Transit new routes and weekend trolley
- Mount Adams Transit new cross-river service



Bus Shelters

To support the expanding transportation network, MCEDD secured funds for new bus shelters!



A Regional Public Transportation Network

MCEDD's role in transportation expanded this year to support a more vibrant regional network.

- **Gorge TransLink Alliance** management continued with the MCEDD Mobility Manager:
 - Identifying options for a universal public transportation pass
 - Providing direct support to employers/commuters
 - Conducting an eastern Klickitat County transportation study with our national association.
- **Everybody Rides/Todos Arriba** campaign for the region received funding.
- **Drive Less:** Promoted alternatives to single occupancy vehicle use.
- **LINK Transportation in Wasco County:** MCEDD identified means to support enhanced transportation options including:
 - **Offering free transportation to The Dalles Farmer's Market** with grant funding from PacificSource:
 - Securing funding for a deviated fixed route service to begin in The Dalles in 2019.

LINK Public Transportation



MCEDD assumed operation of the LINK in February 2018, offering public transportation services in the City of The Dalles and areas of Wasco County. Since taking on operation, MCEDD has been increasing this vital public service.

Transportation Administration Board Members

Steve Lawrence, Chair * Dana Peck, Vice Chair * Rod Runyon * Tyler Stone * Perry Thurston

Industry Sector Support

Renewables and Tech: The Next Generation



Over 190 middle and high school students from 16 local high schools and middle schools competed to build the competition's top turbines at the Gorge Wind Challenge. Student teams worked together with volunteer mentors to design, build and test their turbines. The event is sponsored by Google.

Expanding Industries

MCEDD has targeted opportunities in strong regional industry sectors.

Fermentation

- Worked with the Gorge Winegrowers Association to submit a successful application to Travel Oregon for grant funds to develop a **Gorge Wine Country brand**.
- Provided planning support to the **Gorge Cider Society** to grow the nascent cider industry.

Renewable Energy

Coordinated the Columbia Gorge Bi-State Renewable Energy Zone and policy advisor visits to discuss key issues, such as the proposed Goldendale Pumped Storage project.

High Tech Industry Sector

The Gorge Technology Alliance contracts with MCEDD to provide project management assistance. In addition to regular monthly membership meetings, highlights include:

- Securing a grant from The Ford Family Foundation to draft a new strategic plan.
- **Launching the Women in STEM initiative**
- Hosting a **Gorge Tech Showcase** to increase visibility of the Gorge's tech sector and share job openings.

STEM Education

STEM Career Day

- Hosting the fourth annual STEM Career Day to share job opportunities with all Gorge 7th graders.



FLL Robotics

- Coordinating FIRST® LEGO® League (FLL) robotics tournaments in The Dalles and Hood River. Thirty-six teams of students ages 9 to 14 competed and eleven teams were selected to move to the state competition



MCEDD staff at the robotics tournament in The Dalles



515 East Second Street
The Dalles, Oregon 97058
www.mcedd.org

MCEDD is an equal opportunity Employer, Lender and Provider.

Columbia Gorge Economic Symposium

Visit www.mcedd.org/symposium

Focusing on economic and employment trends in the regional economy.

Highlights:

- Business Leader Keynote: Esina Alic, Insitu CEO
- Local Data, Regional Trends, Economic Forecasts: Dallas Fridley and Scott Bailey
- Tech industry panel.

Date: November 2, 2018

Time: 9 a.m. to 1 p.m.
(doors open at 8:30 am)

Location:

Civic Auditorium
323 East 4th Street
The Dalles, Oregon

Purchase tickets (\$25) at mcedd.org/symposium

Hosted by Mid-Columbia Economic Development District.



Executive Committee Report **(September 2018)**

The MCEDD Executive Committee met in August and September to address business of the District. The activities of the committee included the following:

- Analyzed salary data. Established a subcommittee to form a recommendation and detail options for salary revisions. Recommended a revised salary scale.
- Authorized MCEDD staff to develop an agreement for a universal transportation pass for regional employers. MCEDD would operate as the fiscal agent.
- Authorized response to the NW Business Development Association Request for Proposals with a submission that would allow MCEDD to grow its loan program.
- Discussed the impact of recent fires and MCEDD's role in economic resiliency related to natural hazards.
- Recommended a 2019 MCEDD meeting schedule. Discussed meeting location rotation, with consensus to continue with alternating meetings between two central points in the region (Hood River and White Salmon).
- Reviewed the MCEDD annual report revised format and authorized staff to proceed in completing the report using the new format.
- Recommended private sector Loan Administration Board members for reappointment by the Board of Directors (Dillon Borton, Scott Clements, and alternate AJ Tarnasky)
- Appointed private sector Board members, to be ratified by the full board (Ken Bailey, Scott Clements, Cassie Courtney, Tom Furey, Stephanie Hoppe, Robb Kimmes and Eric Proffitt).
- Reviewed the revised Title VI/LEP policy and suspension of service policy. Recommended adoption to the MCEDD Board of Directors.



To: MCEDD Board of Directors
From: Jessica Metta
Date: September 11, 2018
Re: Deputy Director's Report

Deputy Director Duties

Jessica supports the Executive Director in strategic planning, budgeting, organizational support and in representing MCEDD in the community.

LINK Transportation

TAB Oversight

The Transportation Administration Board met July 23rd with meeting highlights include:

- Discussion of surplus property.
- Moving forward in pursuing Greyhound ticket sales from the Transit Center.
- Discussing transportation options to best serve south Wasco County.
- Receiving an update on the status of the statewide transportation improvement fund resources.

Vehicles

- Submitted a 5339 grant that would enable the purchase of an additional cutaway bus for the LINK, expanding the fleet in support of the new deviated fixed route.
- Issued an RFP for a new ADA-accessible van for the LINK, funded by a grant that MCCOG had received for the vehicle but had not executed before the transfer.

Facilities

- Successfully applied for a \$5470 grant from Northern Wasco County PUD for funds to support a bus shelter at The Dalles Transportation Center, rebranding of the LINK vehicles and building. The vehicles and building will be completed in the next few weeks.
- Sought bids for the gate repairs at The Dalles Transit Center. We are working with the lowest bidder (Crestline Construction) to see if costs might be reduced while the outcome is still a fully functional, easy-to-maintain gate.
- Worked with the contracted landscaper to remove the bark mulch and cut the natural areas, both of which are fire risks. Reduced irrigation schedule to cut back on water expenses.

Operations

- In June, launched the new LINK service providing free transportation to The Dalles Farmers' Market through a PacificSource grant. To date, 118 trips have been provided. This service runs through October 13.
- Was unsuccessful in application of an ODOT Transportation and Growth Management grant that would have supported development of a Wasco County Transit Development Plan.
- Issued a request for qualifications for entities interested in providing transportation services in southern Wasco County. One response was received and we are considering next steps.
- Prepared to issue an RFQ for engineering services to design the bus storage shelter at The Dalles Transit Center, which should be released soon.

- Achieved appointments by the Wasco County Board of County Commissioners for members of the Wasco County Statewide Transportation Improvement Fund (STIF), as well as bylaw adoption and other tasks to help prepare for November 1 submission of a Wasco County STIF plan to the state.
- Ridership: Comparing our second three months of service to our first three months (May-July compared to February-April), all measures are up slightly, including vehicle revenue miles, vehicle service miles, vehicle revenue hours and vehicle service hours.

Staff

- The LINK is fully staffed! Full-time bus driver Antonio Silva, a part-time bus driver Nancy Reed and a part-time dispatcher Brooke Brumley all started the week of August 27.
- Training: Worked to update required driver training for HIPAA and Mandatory Reporter Training. Charlotte Sallee and Jessica Metta both attended a two-day Transit Manager I training through scholarship. Jessica has also participated in several trainings in preparation for the Statewide Transportation Improvement Fund plan.

Gorge Technology Alliance

- In early July, held a GTA round-table focused on the housing needs of the Gorge and what our local governmental entities are doing in the short and long-term.
- Hosted a successful summer party on July 24 at Insitu with about 100 attendees.
- Planned a meeting of several Gorge UAV companies with a number of Oregon economic policy advisors on July 27 to share the past, present and future of that key economic niche.
- Hosted regular events for CEOs, Human Resource staff, Gorge Women in STEM and a Featured Event with apple labeling machine. Also received GTA Board approval to reduce the number of events but increase their impact for GTA members, as well as other measures to adjust staffing workload to better achieve the GTA's Strategic Plan.
- Continued to explore ways to improve the financial reporting for the GTA.
- Welcomed several new members and sponsors for the GTA and began preparations for the membership drive in late September.
- Continued to work on an economic impact report for the tech industry in the Gorge. Additional data is needed from a few key employers before the report can be complete.
- Future events of note:
 - Worked with Oregon Governor Brown's staff to plan a tech employer roundtable focused on workforce issues ("Future Ready Oregon") for Sept 25 in Hood River.
 - Assisted Orbital UAV in planning a Grand Opening for Sept 27.
 - Diversity and inclusion-focused event on October 23, 7pm at Columbia Center for the Arts with a film screening of a Portland-based effort focused on the experiences of women in the tech industry as well as a local panel of companies sharing their actions to support a diverse workforce.
- Made preparations for the annual Sponsor CEO Appreciation Event and second-annual Gorge Tech Showcase on Sept 20. The showcase includes nine short tech company presentations and a focus on job openings (see poster image below). ***MCEDD Board members are more than welcome to stop by after the Sept 20 Board meeting!***
- Began planning for a coordinated Gorge presence at the international annual expo for autonomous vehicles for May 2020 in Boston, MA. This is with the help of MCEDD Board Member Mark Zanmiller.

GORGE TECH SHOWCASE

THURSDAY, SEPTEMBER 20, 2018, 6:00-8:30PM

PRESENTED BY THE GORGE TECH ALLIANCE
IN PARTNERSHIP WITH TECH ASSOCIATION OF OREGON

JOIN US FOR NETWORKING, JOB OPPORTUNITIES,
AND COMPANY PRESENTATIONS!

WILDWOOD EVENTS

13 RAILROAD AVE,
HOOD RIVER, OR 97031



TICKETS

FREE: GTA MEMBERS/STUDENTS

\$10: NON-MEMBERS

* APPETIZERS INCLUDED *

MORE INFO: CRGTA.ORG

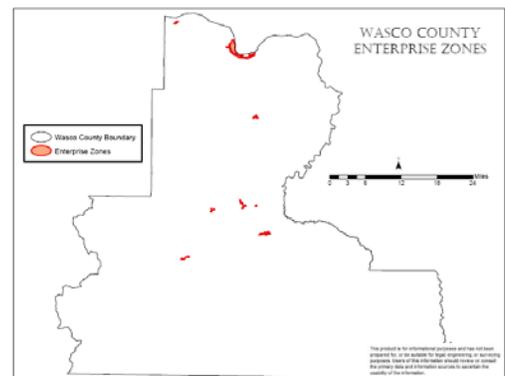
To: MCEDD Board of Directors
Date: September 10, 2018
From: Carrie Pipinich, Project Manager
Re: Project Management Report

Broadband

- **Wasco County:** Carrie has continued to work with Q-Life and the City of Maupin to move the fiber project forward. They have given the notice to proceed on construction and anticipate completion in the near future. Staff will work with the City and EDC to explore opportunities to support leveraging this increased connectivity for economic development. Additionally, staff met with Warm Springs Telecom to discuss opportunities for partnership and their current needs to support service.
- **Sherman County:** Staff continues to work closely with Sherman County and the four cities as they put agreements in place with GorgeNet to develop a fiber to the premises network in each of the four Cities and Biggs Junction. The Cities and County hosted a joint meeting in late June for the project at which staff provided an overview of the importance of broadband and the process the group had gone through to identify a private partner. Staff also drafted and presented an application to the Regional Infrastructure Fund for \$200,000 to the Regional Solutions Advisory Committee. This application was ranked at number one for the region and was recommended for funding by the statewide grant review committee.
- **Stevenson:** Staff participated in a broadband strategic planning session in Stevenson to support the development of their Broadband Action Team. They discussed community vision and goals around broadband as well as began to develop strategies.
- **Oregon Connections: Digital Inclusion.** Carrie is lead staff support for the Oregon Connections Conference which will be held October 18 and 19 this fall. The theme for this year's conference will be Digital Inclusion. Mary Beth Henry has been selected as the keynote speaker.
- **Gorge Broadband Consortium Meeting:** The next Gorge Broadband Consortium regional coordination meeting is scheduled for Friday October 5 at 1pm in The Dalles.

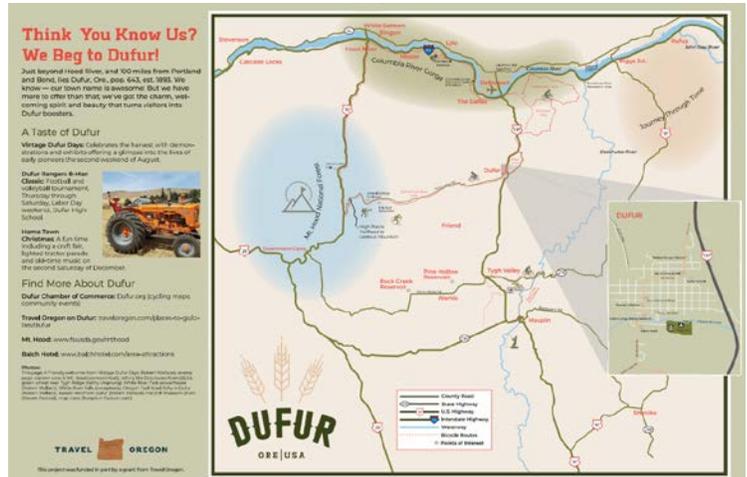
Wasco County Economic Development Commission (EDC):

- **Wasco County Joint Enterprise Zone:** The Dalles Wasco County Enterprise Zone was officially notified of redesignation as the Wasco County Joint Enterprise Zone in July effective July 1, 2018. The expanded zone includes areas from the Cities of Dufur, Maupin, and Mosier as well as unincorporated Wasco County. Within the new zone, MCEDD in its role as EDC staff will provide Zone Management for areas outside of the City of The Dalles. The Zone Managers are working closely to develop policies to ensure administration is consistent across the zone.
- **TGM Education and Outreach Grant:** Staff worked with the communities of Dufur and Maupin to access the Transportation Growth Management program's Education and Outreach Grants which provide for hiring a consultant to support planning for pedestrian improvements in both communities. Alta Planning conducted a site visit and an outreach workshop. They have provided each community with recommendations for improvements that can be made. Dufur



will be submitting an application to the Safe Routes to School Program to support implementing several of the recommended improvements.

- **Wasco County Fair Board Strategic Planning:** Staff is working closely with the Wasco County Fair Board to begin the strategic planning process as they take a look at potential strategies to support sustainability for the fair itself as well as improve utilization of the fair grounds. Over 200 surveys were collected online and in person to gather feedback from attendees.
- **The Dalles Brownfield Integrated Planning Grant:** Staff worked with the City of The Dalles to support developing a IPG application which was awarded to the City to identify and prioritize brownfields for investment within the Urban Renewal Area. Staff will participate in the leadership team as the project moves forward with hiring a consultant, conducting public outreach, and developing the prioritized list of properties.
- **Dufur Branding:** MCEDD in partnership with the Dufur Chamber of Commerce received a grant from Travel Oregon to develop a new community brand for utilization by the Chamber and other partners in the community. The Port and Chamber with some EDC staff support developed a tear-off map that has been distributed in Dufur and will be provided to partners around the region.



Sherman County Economic Development:

- **Housing Assistance:** Since Sherman County adopted updates to its Rental Housing Grant Program and the Housing Rehabilitation Grant Program in January, staff has been supporting inquiries, working with the Housing Grant Review Committee to clarify questions on implementation of the program, and marketing the incentives. Two Rehabilitation Program applications were approved for funding by the County Court after review by the Housing Grant Committee. Staff is working with the approved applicants to support reaching funding.
- **Economic Opportunity Analysis:** Staff worked with the County and the four cities to support application to DLCD for technical assistance for economic opportunity analyses for each of the four cities. An initial call to discuss the most appropriate approach to this process has occurred and staff is working with each jurisdiction to begin the process.
- **Biggs Water System:** Staff has been working closely with the County, the service district administrator, their engineering consultants, and USDA, RD to support completing a funding application for development of a water system to be owned and managed by the Biggs Service District. Staff has been working with the partners above to ensure compliance with audit requirements, develop ordinances, and explore the best approach to providing water and waste water operations staff as the district moves toward adding this new service.
- **John Day River Territory:** Staff continues to participate on behalf of Sherman County on the Steering Committee for the JDRT, the regional destination marketing organization covering Sherman, Gilliam, Wheeler and Grant Counties. The JDRT is hosting a RARE participant to work with the group on building capacity, enhancing agritourism assets, and identifying appropriate tourism opportunities in each County.



To: MCEDD Board of Directors
From: Jacque Schei, Project Manager
Date: September 5, 2018

Re: Project Manager's Report

For the following projects, Jacque serves as a main contact to coordinate grant activities, ensures grant recipients meet the conditions of the grant contract, monitors progress of the project, and ensures that contractors fulfill contractual obligations.

Community Development Block Grant (CDBG) Support

Wasco County/MCCFL: MCEDD has an agreement with Wasco County to serve as the Grant Administrator for a CDBG grant (\$2,000,000) to support MCCFL in building a Community Mental Health facility to serve the citizens of Wasco County and surrounding counties as

needed. The project was awarded to Griffin Construction. Work started in May and is expected to take about 11 months to complete. The slab for the building has been poured and the framing is starting to go up.



City of Antelope: MCEDD has an agreement with the City of Antelope to serve as the Grant Administrator for a CDBG grant (\$1,025,515.79) to support construction of its transmission mains, adding a water storage reservoir, and upsizing the water mains in the distribution network. The environmental review has been finalized. There will be a public review period before moving on to the bidding and construction phase. Business Oregon has presented the City with additional funding options through the Safe Drinking Water Revolving Loan Fund. However, before committing to this funding, the City will be hosting a public meeting on September 6 to address citizen concerns about taking on a loan.

Dallesport Water District (DWD): MCEDD has an agreement with DWD to serve as the Grant Administrator for a CDBG grant to support grant administration for a CDBG/USDA funded project for water improvements for the community of Murdock, WA. All phases of construction were completed in December 2017. The project is currently waiting on retainage releases from Washington State before it can complete all closeout procedures.

Economic Development Administration (EDA) Grant Support:- Columbia Gorge Regional Airport: EDA has signed off on final paperwork and the airport project has been officially closed out.

State Revolving Loan Fund Project Support

Crystal Springs Water District (CSWD): CSWD has secured a Safe Drinking Water Revolving Loan Fund (\$3,743,000 loan and \$500,000 forgivable loan) for the Mid-Valley Reservoir and 13,000 ft of pipe replacement. MCEDD has signed an agreement with the CSWD to support grant administration tasks and labor standards management for their project (total agreement amount \$35,000). Based on OHA feedback on the environmental review, CSWD has decided to split the project into two phases. The environmental requirements have been satisfied for the first phase. Bid documents are currently in review and the work is expected to go to bid in the coming weeks. Additional environmental requirements pertaining to the second phase will be completed concurrent to Phase 1 work. Work for Phase 2 is expected to go to bid in early 2019. CSWD has been notified that the State will fund their two additional applications for projects to support construction of a new reservoir and consolidation efforts with the Odell Water Company. They are currently waiting for the new contracts to be finalized. MCEDD will provide grant administration services for these additional projects.

City of The Dalles Wastewater Plant Upgrade Project: The City of The Dalles applied for a \$2M Clean Water State Revolving Fund loan from DEQ in support of an \$11M project to upgrade their wastewater treatment plant. MCEDD has an agreement with the City (\$23,000) to support labor standards management on the project. The funds require compliance for all components with federal standards. Construction on the project started in 2017 and is expected to be complete in the coming months. Jacque continues regular payroll reviews and interviews per labor standards guidelines.

Fermentation Cluster

Cider Marketing and Events: The Gorge Cider Society continues to promote their Cider Route and Passport map for the season and host a booth at the weekly farmers' market in Hood River to provide educational information, tastings, and sales of member ciders. In addition, they are planning an event in October to showcase members and their ciders – October 13, 6 pm – 9 pm at Crush Cider Café. The grant supporting MCEDD's time for coordination of the Cider Society is ending in the spring of 2019 so the group has been discussing options for continuation/ and transition of the Cider Society beyond that time.

To: MCEDD Board of Directors
Date: September 7, 2018
From: Kathy Fitzpatrick, Mobility Manager
Re: Mobility Management/Transportation Report

Gorge Translink Alliance

MCEDD's Mobility Manager coordinates the Alliance which seeks to enhance regional connectivity and develop a seamless network of transportation services in the five-county region.

- Mt. Adams Transportation Service launched two new intercity fixed route services on September 4. The first route serves stops in White Salmon and Bingen with transfer stops in Hood River that coordinated with the Columbia Area Transit service schedule. This loop is repeated hourly from 7 am to 7 pm, Monday through Friday. The second route, serving Goldendale and The Dalles, includes key destinations such as Water's Edge, MCMC, and the Columbia Gorge Community College. Service runs 7 am to 7 pm and provides four round-trips Monday through Friday from Goldendale to The Dalles.



- Columbia Area Transit will launch a new Portland-Gorge commuter bus service on September 24. The **Columbia Gorge Commuter Express** will serve commuters traveling both east and west through the Gorge with stops in Hood River, Portland, and The Dalles. Please ask Kathy for the draft schedule and for information about month passes and annual employer pass options.



- **Gorge Commuter Pass:** This annual employer pass program includes all local Columbia Area Transit and Mt Adams Transportation Service transit services as well as the Columbia Gorge Commuter Express service and allows employers to purchase an annual pass for their employees at a substantially reduced rate. The pass program will expand as other members of the Gorge TransLink Alliance launch connecting fixed route services.
- **Mobile Ticketing:** Both Columbia Area Transit and Mt. Adams Transportation Service have adopted a mobile ticketing application that allows riders to purchase bus fares from their smart phones, supports cross-system transfers, and provides a mobile platform for special pass programs like the Annual Employer Pass program. The application can be downloaded from any App Store. Search for the Hopthru application and download for free!
- **Google Maps Trip Planner:** Through a special ODOT program, Oregon fixed route schedules appear on Google Maps Trip Planner when the transit option is selected. Kathy is working with a free General Transit Feed Specification (GTFS) manager to upload data so that both Mt Adams Transportation Service and Skamania County Transit fixed route services will appear in a Google, Apple, and Microsoft map trip planner search.

- MCEDD was awarded a \$20,000 grant by Providence Health and Services in July 2018 in support of the **Transportation Innovations Through Collective Impact Project**. The project proposes to identify appropriate innovative transportation solutions for Columbia Gorge communities that will allow advancement of new transportation models. Kathy is working with the National Policy Consensus Center to select a facilitator for this important regional process.
- **Bridge Toll Waiver Agreement:** The Port of Hood River and Klickitat County approved an agreement in May that allows a waiver of bridge toll fees for Mt. Adams Transportation Service (MATS) vehicles. Now that the MATS White Salmon to Hood River bus crosses the Hood River Bridge 20 times daily, this agreement represents significant financial savings that can be invested back into the MATS transportation system.
- **The Public Transit Celebration** held on June 16 at the Gorge TransLink Transfer Hub was well-attended by residents. This event was designed to engage residents and inform the public about the new regional fixed route service expansions. **Event Partners/Participants:** MCEDD (event organizer), CAT, MATS, Columbia Gorge Express (ODOT), USFS, Mt Hood Meadows, Insitu, City of Hood River, Port of Hood River, Sol Rides, Oregon Bike Tours, Oregon E-Bikes, and Hood River Pedicabs.



Drive Less Connect and Transportation Options

MCEDD contracts with Commute Options to conduct

transportation demand management outreach to employers in Wasco and Sherman counties.

MCEDD also receives grant funding from ODOT to support the State's Transportation Options

Plan and to promote the use of the Drive Less Connect platform to Hood River County employers.

The Mobility Manager uses these tools to promote Transportation Options in Skamania and Klickitat Counties.

- The [Hood River County Energy Plan's](#) Active Transportation and Transit Committee was awarded a \$5,000 Transportation Options grant and a \$7,000 AARP Community Challenge grant for a September 30 Hood River Heights' Open Streets event called [Streets Alive!/ Fiesta en la Calle](#). The City of Hood River, the Hood River County Chamber of Commerce, and ODOT have partnered to make this event possible. Kathy provides technical assistance and support for initiatives and projects that promote transportation options in the region.
- It's almost here! The 2018 Oregon Drive Less Challenge kicks off Oct. 1 and runs through Oct. 15. The Challenge is an annual event that encourages people who live or work in Oregon to use transportation options like walking, biking, or taking public transit. [DriveLessConnect.com](#). Local prizes include Mt. Hood Meadows Ski Tickets and gift cards to Kainos Coffee, Sunshine Mill, North Wasco Park District classes and swim passes, and Columbia Gorge Community College, Google, and Oregon Ebikes gifts. Kathy also promotes this software platform in Washington, which can provide incentives for employees to use transportation options for their commute.