

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
THURSDAY, MARCH 28, 2019
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 Highlight- The Grateful Farmer | 5 minutes | Presentation |
| Consent Agenda | 5 minutes | Approval |
| December 2018 Minutes | | |
| Succession Policy | | |
| Appointment of Budget Committee/Officer; Budget process Approval | | |
| Transportation Administration Board Appointments | | |
| Financial Report | 10 minutes | Information |
| Board Member Appointment | 5 minutes | Decision |
| Election of Secretary/Treasurer | 5 minutes | Decision |
| Signature Authorization Form | 5 minutes | Approval |
| Regional Project Priorities/ CEDS | 40 minutes | Decision |
| Resolution 2019-1, CEDS Adoption | | |
| Procurement Policies | 5 minutes | Decision |
| Resolution 2019-2, Adopting Public Contracting Rules; Non-FTA | | |
| Resolution 2019-3, Adopting Public Contracting Rules; FTA | | |
| New Business | 10 minutes | Discussion |
| Executive Director Report | 10 minutes | Discussion |
| 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 |
| 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 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.

Consent Agenda: Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the Board to spend its time and energy on the important items and issues. Any Board member may request an item be "pulled" from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda following the end of the action items.

MT VIEW ORCHARDS

The Grateful Farmer, Inc. doing business as Mt. View Orchards obtained \$450,000 in MCEDD loans and a \$150,000 Mt. Hood Economic Alliance loan in November 2018 to build a tasting room and events building on the farm. Mt. View Orchards is a 50 acre fruit farm located in Parkdale, OR. Trina McAlexander began the purchase process of this farm from her parents, Lyle and Ruth McAlexander, in 2014. Ruth and Lyle had owned and operated it for more than 40 years. Mt. View Orchards grow and sell a wide variety of fruit through its seasonal fruit/farm stand and makes Golden Row Hard Cider. When construction of the tasting room for their hard cider is complete, it will be a 2,138 square foot building with an outstanding view of the farm and Mt. Hood.

Mt. View Orchards is located at 6670 Trout Creek Ridge Road in Parkdale/Mt Hood, Oregon. You can learn more about Mt View Orchards and Golden Row Hard Cider at www.mtvieworchards.com, including hours of operation and contact information.

Trina is also a part time nurse practitioner.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 13, 2018
SKYLINE HOSPITAL

BOARD MEMBERS: Rex Johnston, Gary Thompson, Sue Knapp, Dana Peck, Eric Proffitt, Tom Furey, Tonya Brumley, Rod Runyon, Jan Brending, Rob Kimmes, Mark Zanmiller, Bob Hamlin, Ken Bailey, Bill Schmitt, David Griffith

STAFF: Amanda Hoey (Executive 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), Marla Harvey (Energy Coordinator)

GUESTS: Yvonne Roberts, Joanna Kaiserman, Nicole Bassett

CALL TO ORDER/INTRODUCTIONS

Bob Hamlin called the meeting to order at 4:00 p.m. A quorum was present. A round table of introductions took place.

Ken Bailey joined the meeting.

LOAN CLIENT HIGHLIGHT: THE RENEWAL WORKSHOP

Nicole Bassett explained The Renewal Workshop received a loan from MCEDD in June of 2017. The company is based in Cascade Locks and takes what is considered ‘waste’ from apparel brands and recovers economic value from that ‘waste’ through repair and repurposing. Textiles are one of the fastest growing materials in landfills. The Renewal Workshop reached out to MCEDD when it was looking to grow the business and needed funds to access equipment and hire additional employees. Currently, there are 23 staff members, and operations have grown up to 13,000 square feet. Nicole stated having access to capital through MCEDD’s loan structure was important in helping the business grow.

Discussion: Bob Hamlin asked if The Renewal Workshop has an outlet to sell its products. Nicole stated products are sold online. Clothing prices are typically 30-50% off of the original item price, and the product is like new. Products are sold through REI in Seattle, but there is no local shop at this time.

CONSENT AGENDA

Approval of the September 2018 MCEDD minutes. Approval of the revised Personnel Policy.

Jan Brending motioned to approve the Consent Agenda. Rex Johnston seconded the motion. Motion passed unanimously.

David Griffith joined the meeting.

AUDIT REPORT

Yvonne Roberts of Lewis, Poe, Moeller, Gunderson & Roberts, LLC presented an overview of the audit performed for MCEDD for the fiscal year ending June 30, 2018. Yvonne reported that the audit crew spent three days in October at the MCEDD office and that they appreciated the preparedness of the MCEDD staff. Yvonne noted that the audit was performed in compliance with all state and federal regulations and is a two-part audit covering the governmental activities and the business activities of MCEDD. Yvonne explained the cover letter included with the audit report is a required communication of governance and discusses the estimates for doubtful accounts. MCEDD now has estimates of useful lives of capital assets because with the acquisition of the LINK, MCEDD now has capital assets. The last page of the letter is Adjusting Journal Entries. One entry was made to book the assets into financials. Siri Olson, Finance and Operations Manager, had the assets identified, but Yvonne included them in the financials. The other entry is for a depreciation expense. This is the first time MCEDD has had to have this expense, so Yvonne assisted with booking it. The expense was identified by management and staff, so it is not a concern to Yvonne.

Yvonne explained that pages 1 and 2 were the independent auditors report. She noted that it was an unmodified opinion which is the highest opinion available. These pages also discuss MCEDD's internal controls. The next section is discussion and analysis, which was put together by Amanda Hoey and Siri Olson. This section is MCEDD's representation of itself, which gives detail about the organization.

Page 8 is the statement on net position, which includes capital assets and debt. Yvonne pointed this out because with the acquisition of the LINK, some of MCEDD's transportation assets will depreciate over time.

Yvonne explained that pages 9 and 10 were the Statement of Activities, which is a high-level look at expenses of both governmental activities and business-type activities. There was a change in Net Position of approximately \$1.4 million, due to the acquisition of the LINK. Yvonne explained the auditors booked revenue for the donation of the LINK, which increased the Net Position.

Page 12 is Reconciliation of the Government Fund Balance Sheet to the financial statements in the beginning of the booklet. This shows how MCEDD operates on a budgetary basis.

Page 13 shows revenue and expenses. Yvonne noted the LINK had a positive number, which is good for a first year of operation.

Page 15 and 16 are Proprietary Funds, which detail each program's revenue and expenses.

Yvonne explained that on page 19, Statement of Cash Flows Proprietary Funds, MCEDD saw a decrease in cash flow, but this is due to more loans being funded during the fiscal year than the previous fiscal year.

Page 21 is the audit crew's notes, which give detail about MCEDD through narration. Yvonne explained that one significant change this year is that MCEDD now has capital assets.

Page 27 shows loans receivable. The Capital Assets section on page 28 is where the assets were booked. The increase from \$0 to \$1.3 million dollars of USDA debt is shown here. Note 13 was added on page 34 to explain MCEDD's donated assets, as this is significant to the overall financial picture.

Yvonne pointed out that on page 35, the over expenditure of Capital Outlay stands out, but she explained that this is a unique year because MCEDD acquired the LINK but did not budget for that acquisition. Because of the way this was booked, the acquisition looks like revenue. Without this unique item, everything else is in line, and Yvonne stated the over expenditure in this case makes sense. The supplemental information gives detail by fund for governmental funds.

Pages 44 and 45 are a report on compliance and internal controls that are required by Oregon State Regulations. Yvonne stated the report is positive, and the over expenditure noted is explained on page 45.

The audit crew also looked at MCEDD's federal funding compliance. Yvonne stated she is required to issue one letter about internal control and one letter about compliance with federal programs. She found both areas to be very strong.

Page 53 shows the Schedule of Findings. Yvonne explained an organization the size of MCEDD is held to the same standard as large corporations, which have staff on board to handle the financial report writing process. MCEDD does not have a staff member with the ability to prepare the individual fund financial statements. This is technically a 'finding.' Yvonne emphasized that MCEDD staff understand and have a strong grip on the financials. Because of this, Yvonne recommends no change to the finding, noting most small entities have this finding in their reports.

Discussion: Rod Runyon asked if other organizations the size of MCEDD bring in consultants to help with the financial reporting. Yvonne stated yes, but typically only if a grantor has an issue with the finding. Some clients contract out, but most do not, as they accept the finding as a technicality. Ken Bailey asked if there was a point at which Yvonne would recommend MCEDD contract with a consultant. Yvonne stated many small counties even have this finding, so no. Rod asked if MCEDD has had this finding before. Yvonne stated no because Sherry Wickert had training in this area that Siri does not have.

Jan Brending stated she is concerned that MCEDD pays Yvonne to write the financial statements, which Yvonne then turns around and audits. She noted an example of financial mismanagement when the company creating the statements audited them, and the entity contracting with that company lost money. Jan stated this is a conflict of interest. She stated the financial statements should be written independently and then audited independently. If MCEDD staff does not have the skillset, MCEDD should contract with a CPA to write the financial statements. Amanda Hoey stated MCEDD staff does prepare the financial statements, so she is not concerned. Staff does not audit the statements. Yvonne added the audit crew cannot be a part of putting financial numbers together. The crew compiles notes and compliance pieces, but the financial statements

are generated by staff. They are then converted into the Government-Wide Financial Statements.

Mark Zanmiller asked if because of recent growth, MCEDD is getting close to the threshold where it needs to change the financial process. Yvonne stated that would be a Board decision, but the State of Oregon does not have a threshold. The audit crew looks at internal controls, and MCEDD's are very strong. Yvonne noted MCEDD is one of the strongest internally-controlled organizations she has worked with. Ken noted the Board can keep the finding in mind and discuss if any steps should be taken. He stated if the auditors do not have a concern with the finding, the organization is likely ok, but the Board can review as necessary.

Jan clarified that she has no question about the quality of the financial work MCEDD staff does. Ken noted MCEDD has not had a finding for many years, so now that there is one, the Board should make sure it feels positive about where the organization is. Yvonne noted there has been discussion about changing the rule for smaller entities, but no change has taken place at this time.

FINANCIAL REPORT:

Siri Olson reported that as of October 31, 2018, MCEDD received a \$30,000 award from Northwest Business Development Association, which creates the MCEDD Micro Loan Fund. The cash account is within MCEDD's main checking account, but the cash is tracked separately. Total Checking is at \$4,301,097.81 and Accounts Receivable has a balance of \$333,984.50, largely due to a balance of \$245,000 for the Gorge Commuter Pass. Allowance for Doubtful Accounts includes an increase for the IRP Allowance of 8% and IRP-WA to 11%, based on the 09/30/2018 Loans Receivable, due to the higher risk loans in these funds. Overall Net Position has increased to \$480,591.26, as compared to this time last year.

Operations Budget vs. Actual through October reflects Net Income activity of \$353,495.55, which includes the FY19 Carry Forward balance. The Carry Forward balance includes the General Fund, the LINK General Fund, and special projects. Contract Reimbursement Revenue increased in October from September by \$59,903.97, largely in part due to GOBHI contracts, a one-time payment from Wasco County for additional EDC Staff time, and increased NEMT rides. Loan Interest for October was \$19,793.63. As Loan Receivable increases, it is expected Loan Interest will continue to increase. Professional Services will increase with audit expenses expected to take place by the end of December. Financials will now include a Profit and Loss statement because it was recommended by the auditor that the Board receive more detailed financials. The Trial Balance will also be included for loans. The Total loan balance is \$5,903,377. This will increase as more loans are funded.

Rex Johnston motioned to approve the financials as presented. Jan Brending seconded the motion. Motion passed unanimously.

MCEDD FACILITIES

Amanda Hoey explained long term facility options have been an ongoing discussion with the Executive Committee. As MCEDD has taken ownership of the Transit Center, the organization now has a facility it owns. Half of the Transit Center is leased to GOBHI. MCEDD also currently leases office space. GOBHI's lease is for two years and extends through December

2019. MCEDD received notification that GOBHI will be vacating the building in March 2019, though GOBHI intends to honor the lease through December 2019. This gives MCEDD the opportunity to look at if the organization is situated correctly. The currently leased office space lease is for ten years, though MCEDD can break the lease without penalty if at least one year's notice is given. If MCEDD gives notice this month, it can move in December 2019 and not pay additional rent.

Amanda presented a slideshow of side-by-side photos of the Transit Center vs the currently leased office building on East Second Street. She highlighted the shared spaces in each facility, including hallways, workspaces, the conference room, and the break room. The Second Street building has had significant issues with the backside of the building. The roof began leaking last year, causing substantial issues in the bathroom and breakroom. The landlord addressed the problem, but the cost to fix the problem will likely be incorporated into higher rent in the future. Amanda showed the enclosed spaces in MCEDD compared to the Transit Center. Amanda also noted the Transit Center has on-site parking behind a gate while the Second Street office has street parking.

Amanda explained that after looking at options for what can be done with the space at the Transits Center, the Executive Committee authorized making a recommendation to the Board to proceed with consolidation of operations into the Transit Center and to delegate authorities to the Executive Committee and Executive Director to manage the project. The Brokerage has a different layout than MCEDD requires, so there will be some remodeling cost. The total for the remodel and moving cost is estimated to be around \$50,000. While there will be short-term cost, consolidation offers long-term benefits, like staff efficiency with all staff at one location. This will improve internal control, as it is difficult to operate one entity in two different locations. Another benefit of consolidation is that long term, MCEDD will pay itself rent. If any issues with the facility arise, they can be addressed to assure the building and space keep a professional appearance and working order to support clients and staff.

Discussion: Jan Brending stated she has served on the MCEDD Board for many years, and she has seen issues with the leased office space continue on and on. She is supportive of consolidation, as trying to manage employees remotely is challenging. Consolidating is more efficient for human resource purposes. The professional appearance of the LINK building is noteworthy. Jan noted the City of Stevenson Chamber of Commerce leases a building, and rent has substantially increased. They are having trouble renegotiating. Consolidation would help MCEDD avoid this scenario, as it can govern its own facility. \$50,000 seems like a large cost initially, but it will repay itself over and over again. Ken Bailey stated it will be difficult to find a compatible third party to rent space in the Transit Center because so much of the building is dependent on one occupant. There is one set of restrooms, one break room, and one conference room. The other party will be walking through LINK office space to access those areas, which could potentially create issues. Rod Runyon stated he supports consolidation. He asked what happens if MCEDD's current landlord finds a new renter before the date given in MCEDD's notice. Amanda stated that on the timeline she has worked out based on when GOBHI expects to vacate the Transit Center, the remodel will be done around November or December. Ken added that if MCEDD is paying rent for the space, it has control of the space. If another tenant moves in, MCEDD shouldn't be paying the rent for them. If MCEDD moves

earlier than December and takes control of the GOBHI space, GOBHI will cease paying rent and MCEDD will begin paying. Tom Furey noted the difference in the size of the spaces and asked if consolidation will allow for future growth. Amanda replied non-shared space is less than 1,000 sq/ft, which is smaller than MCEDD. Staff offices will be smaller than they currently are, but the current ones were designed to fit the odd space of the current building. Most office space is used as storage. MCEDD staff will fit into the Transit Center. Staff is looking at the redesign of the GOBHI space, a little office space on the Transit Center side, and the reception area. The reception area must fit the needs of LINK and MCEDD. Any future growth would have to find additional office space, but this is no different than the current situation. Mark Zanmiller asked for details on what the \$50,000 short-term cost entails. Amanda replied the cost is a preliminary estimate and is not formalized. Next steps include getting formal bids and looking at both the design of the space and the construction together as one project. With the timeline and size of the project, it is best to have one entity focusing on the project. Ken added the Board's approval is needed before moving on to next steps.

Jan Brending motioned to approve proceeding with the consolidation of facilities and designating authorities to the MCEDD Executive Committee and Executive Director to manage the project. Tonya Brumley seconded the motion. Motion passed unanimously.

EDA PLANNING GRANT

Amanda Hoey explained the funds MCEDD uses are in partnership with EDA. EDA is the cognizant agency that helps MCEDD develop and implement the CEDS strategy. Resolution 2018-5 is to approve MCEDD's commitment to the EDA planning award application. The award could be for one year or three years depending on the federal budget. MCEDD was bumped up to the \$80,000 level and this year was given an extension for additional \$5,000. Amanda anticipated MCEDD's next award will be at \$80,000. She stated her concern with a 3 year award is it does not allow MCEDD to bump up additional levels if additional funds become available in the administration. MCEDD cannot choose the level it is assigned.

Rex Johnston motioned to adopt Resolution 2018-5, Authorizing Application. Jan Brending seconded the motion. Motion passed unanimously.

SUPPLEMENTAL BUDGET FY2019

Siri Olson explained the Supplemental Budget is necessary due to growth and unforeseen positive activity. Staff is asking to increase expenditures by \$735,891. The addition to Federal expenditures is due to the transportation department establishing a deviated-fixed route in The Dalles. State revenue fluctuation is due to changes with planning for STIF dollars. The original budget included STIF but the State came back and recommended MCEDD adjust the plan for 130% of state funding instead of 100%. Contract reimbursement is modified due to the inclusion of the Gorge Commuter Pass/Universal Pass, which was a \$245,000 by itself. MCEDD also received seed funds from another entity to establish a microloan fund. In-Kind revenue increased due to the extension of contract work with the Gorge Cider Society. Personnel costs increased due to salary changes that have already been budgeted. Materials and Services increased due to the Gorge Commuter Pass and building costs associated with the consolidation and remodel, including a portion of the \$50,000 estimated for the move to the Transit Center. The remaining

portion of this cost will be included in the FY20 budget. Staff anticipate more loans being funded and felt the need to increase expenditures to add funding for additional loans. These changes to the budget reduce the carryover for restricted and unrestricted funds but put MCEDD in line with where spending and revenue will be in FY9.

Discussion: Tom Furey asked for clarification because the narrative states the State expenditures increase due to STIF funding, but the budget spreadsheet show a decrease overall. Amanda Hoey explained State funding impacts a variety of lines, so while STIF dollars increase expenditures, other aspects decreased it. For example, MCEDD applied for a Transportation Growth Management Fund which it did not receive. Mark Zanmiller asked if Materials and Services is for transportation labor. Amanda replied a small amount of the \$245,000 budgeted for the Gorge Commuter Pass will go towards MCEDD professional services, but MCEDD contracted services to MAT and CAT. This is the largest expenditure budgeted under Materials and Services. Mark asked if this expenditure had been anticipated before the FY19 budget. Amanda replied there was no awareness of the agreement for the Gorge Commuter Pass at that time. Mark asked where the revenue from the agreement is offset. Amanda replied it shows in Contract Reimbursement. Mark noted a large increase to the loan fund and a big decrease in the carryover. He stated he feels nervous about reducing the carryover. Amanda stated loan funds only do MCEDD good if they are being used. MCEDD is seeing a decrease because the resource is being used. Amanda explained staff budget conservatively based on historical data. This year, the organization has seen large loan approvals; until additional payoffs, LAB has expended nearly all loan resources. Ken Bailey stated a year ago, MCEDD had the opposite problem. Siri added loan carryover funds go back into loan funds and cannot be used for other purposes. Jan Brending stated it is good to see funding being used, as at one time, the Board was worried MCEDD could lose some funding if the loan funds were not being used.

Jan Brending motioned to adopt Resolution 2018-6, Adopting the Supplemental Budget. Gary Thompson seconded the motion. Motion passed unanimously.

TRANSIT ASSET MANAGEMENT PLAN

Jessica Metta explained the Transportation Administration Board has seen a draft of the plan. The TAM Plan is required from the Federal Transportation Administration and by ODOT. It assures that MCEDD will replace the oldest and worst of its assets first and outlines a business model to replace assets based on condition. An organization the size of MCEDD can chose to create its own plan or participate in a group plan prepared by ODOT. MCEDD elected to participate in the group plan. The MCEDD Board will need to adopt the TAM Plan, and staff will report quarterly on the condition of assets using the OPTIS online system. Reports for the transit facility will be submitted annually.

Rex Johnston motioned to adopt Resolution 2018-7, Adopting the TAM Plan. Jan Brending seconded the motion. Motion passed unanimously.

NEW BUSINESS

No new business.

EXECUTIVE DIRECTOR REPORT

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

- Cassie Courtney represents the food and beverage sector on the MCEDD Board. She will need to step down from MCEDD, as given recent growth at the winery, she is unable to participate on the Board effectively. Staff will send out a general solicitation, but Amanda asked that if any Board member knows of someone representing the food and beverage industry, please let her know.
- The 2018 Annual Symposium was well attended. Tatiana Eckhart, MCEDD RARE, seamlessly handled all of the event logistics. MCEDD is celebrating 50 years, and the 2019 Annual Symposium will honor that.
- The Rural Economic Development Loan and Grant program offers a 0% loan and is a resource MCEDD would like to see the region have access to. Staff is working to promote the program and is seeking an interested utility to partner with MCEDD to bring these funds to the region.
- Staff continues work to pursue the Washington and Oregon Investment Board funds originally authorized in the creation of the National Scenic Area. Staff received a copy of a joint letter signed by Oregon state legislatures encouraging USDA State Director Huffman to identify a mechanism for the funds. A similar letter on the federal level with signatures by Washington and Oregon delegations is expected soon.

EXECUTIVE COMMITTEE REPORT

Ken Bailey presented the Executive Committee report highlighting the Committee:

- Analyzed facilities options in relation to the planned departure of GOBHI from the Transit Center.
- Discussed the status of funds available to loan. Staff will bring back options for further consideration.
- Recommended revisions to the MCEDD personnel policy for adoption by the MCEDD Board of Directors. Because of all the changes to the organization, this needs to be kept up with.
- Reviewed results from the Annual Symposium, which was well attended and went smoothly. Potential topic area focuses for 2019 will continue to be discussed.

DEPUTY DIRECTOR/TRANSPORTATION BOARD REPORT

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

- The Transportation Administration Board approved the Transit Asset Management Plan for recommendation to the MCEDD Board of Directors.
- The Transportation Administration Board discussed selling off a portion of land to a neighboring property owner. The next step was to get an appraisal, which would have been expensive. Until the neighboring property owner expresses urgency to purchase, no action will be taken on the matter.
- LINK staff is doing a great job. The ODOT compliance review took two days and was overall a positive review. Results will be presented at the next Board meeting.
- MCEDD contracted with Hood River Engineering for engineering services to design the bus barn, and the design is complete.
- The GTA held its annual winter party and award ceremony. MCEDD Board member Mark Zanmiller was a finalist for Tech Leader of the Year. Maza Brady was chosen as

Tech Leader of the Year for her work with Gorge Women in STEM. Lu Seapy with Wasco County 4-H won STEM Education Leader of the Year.

LOAN ADMINISTRATION BOARD REPORT

Eric Nerdin reported MCEDD is funding more loans than in the past. He has been working with MCEDD, the Oregon Investment Board, and Mt. Hood Economic Alliance to utilize some of their funding as well. MCEDD's loans have been larger than historical loans. Staff looks closely at larger loans because large loans can have a big impact on the portfolio. The LAB approved The Grateful Farmer for a \$450,000 loan. The Grateful Farmer also received \$150,000 from Mt. Hood Economic Alliance. The LAB also approved Argonaut Investments and Lost Lake Resort for \$300,000 loans. Lost Lake Resort also received \$100,000 from Mt. Hood Economic Alliance. The OIB approved loans to Lauren Justice, PhD and Dog River Pet Supplies. Eric thanked Joanna Kaiserman for her expedited reviews for OIB certifications, which are part of the OIB funding requirement. Eric reported MCEDD provides contracted loan officer services to Columbia Pacific Economic Development District. Eric presented the Delinquent Loan Report.

STAFF REPORTS

Carrie Pipinich, Project Manager, highlighted the following:

- Some large fiber builds have come into fruition in Maupin and Sherman County. Fiber is being strung in Grass Valley, and then it will be strung in Wasco and Rufus. Staff continues to work closely with Sherman County and the four cities to put agreements into place with GorgeNet to develop a fiber-to-the-premises network in each of the four cities and Biggs Junction.
- Staff met with federal and local partners at the Gorge Broadband Consortium Meeting in October.
- This was the last year the Oregon Connections conference will be hosted on this side of the state. Staff is working to support the conference's move to Southern Oregon with SOREDI as the new host. Carrie noted her appreciation that local partners had the opportunity to have local access to the conference for so many years.
- Staff continues to sit on The Dalles Brownfield Planning Grant leadership team. Staff supported the City of Maupin in an application to Business Oregon's Brownfield Program to cover additional costs for asbestos removal at the site for their library and Civic Center project.
- Tatiana Eckhart, RARE Project Coordinator, continues to work with the Wasco County Fair Board on the strategic planning process as the Fair Board takes a look at potential strategies to support sustainability for the fair and fair grounds.
- Two applications have been funded for the Sherman County Rehabilitation Program grant. Marla Harvey is exploring opportunities to clarify the process for the program.
- Maupin, The Dalles, and Sherman County are moving forward with the process of conducting an Economic Opportunity Analysis funded by DLCD.

Kathy Fitzpatrick, Mobility Manager, highlighted the following:

- Two new fixed-route services have all been launched serving White Salmon and Bingen to Hood River and Goldendale to The Dalles. The routes are already experiencing good ridership.

- The Columbia Gorge Commuter Express launched in October and has helped people who have not used transit before travel to Portland and back seamlessly. The bus travels both east and west through the Gorge with stops in Hood River, Portland, and The Dalles. The bus sees an average of 20 riders per day.
- PacificSource recently approved a \$10,000 contribution to the Transportation Innovations Through Collective Impact Project which will help identify transportation innovations for citizens trying to access healthcare services.
- MCEDD contracted with Immense Imagery to provide videography services for the Everybody Rides campaign. The videos will highlight transit services around the county.
- The Drive Less Challenge was a great success. Kathy thanked participants and the local businesses that provided prizes. This year saw twice the number of participants than last year. Over twice as many trips and miles were logged compared to last year.
- The Open Streets event in Hood River was a great success. The City of Hood River contributed video which will allow ODOT and partners to look at how traffic changes during similar events in a commercial area. The goal is to increase safety for pedestrians.

Jacque Schei, Project Manager, highlighted the following:

- Phase 2 of the City of Antelope's project just finished its environmental review and should bid in January.
- A bid for the first phase of the Crystal Springs Water District Mid-Valley Reservoir project was advertised in September. Crestline Construction was the lowest responsible bidder and started work on the project in mid-November.
- The City of Cascade Locks has been awarded \$775,000 from the State Drinking Water Revolving Loan Fund to construct a treatment facility to reduce corrosion of potential City Water. The project is currently in the design phase.
- MCEDD is assisting the Port of Hood River with a freight parking analysis for the waterfront area. Jacque has been conducting interviews with freight delivery companies and local businesses that receive freight. Results will be reported to the Port by the end of December.

Marla Harvey, Energy Coordinator, highlighted the following:

- The Goldendale Pumped Storage Hydro-Power Project was awarded a Notice of Opportunity for Technical Assistance to perform techno-economic studies to evaluate long-term value of the project.
- Staff will put out a public notice soliciting participation for the newly formed Hood River County Energy Council. The group will work with governing bodies and the public to pursue and support priority energy projects benefiting the Hood River County community.
- Community Solar is an emerging model connecting consumers directly to offsite solar resources. Staff has been working with Hood River County Energy Plan leaders to identify an ideal site within the county for a community solar site. MCEDD submitted a \$10,000 grant application for an Energy Trust of Oregon Low to Moderate Income Innovation Grant for financial modeling around a proposed site.
- Staff presented on the Hood River County Energy Plan at the Sustainable Northwest Fall Symposium in October. Staff also presented at a renewable energy workshop series put on by Oregon Institute of Technology in Klamath Basin in December.

REGIONAL UPDATES

Bob Hamlin – The Board of Commissioners signed a lease with the Forest Service for additional properties out at Stabler Nursery. The County conveyed 25 acres of land at Wind River Business Park to the Port of Skamania County. The Port can move forward with RFPs that the County cannot. The Port may sell to an outside developer with a very specific list of economic development requirements.

Mark Zanmiller – The water project in the City of Cascade Locks had to be put on hold due to the cost of steel for the water tank. The City of Hood River is contracting for a downtown parking consultant. An RFP was released for the heights transportation update for the heights in Hood River. The City is welcoming three new councilors and a new city manager. A planning session is scheduled in January so the council can set the direction for the next year or so.

Jan Brending – Society Hotel is working on a site in Bingen and is hoping to be open in 2019. Both cities in west Klickitat County are working on infrastructure projects. White Salmon has to find way to replace the water line, which will cost around \$8 million. Water rights are being sorted out. Highway 141 will see significant improvements soon. Paving will happen in 2020. Work on the roundabout in Carson will begin soon, as well as construction on the underpass and roundabout in Bingen. Construction may affect tourism on the Washington side during the periods of construction due to driving delays.

Rod Runyon – There has been discussion about if Wasco County will run building codes locally. This would mean creating a new department. The State may otherwise run Wasco County, Sherman County, and Gilliam County Building Codes out of Salem, which is not ideal for Wasco County citizens. The County will make a firm decision soon. Enterprise zones are important, as there are nine different taxing districts in the core of Wasco County and The Dalles. Taxes helped pay off the Discovery Center, put in the second fire station, and more. Some years, the County allocated a small amount for cities to complete small projects around the County. He stated concern that about the money being divided up to the taxing districts. CGCC needs help funding the skill center, so the County authorized contract negotiations with the college to develop an IGA. The County will provide \$3.5 million in funds to match the State funds that will expire in 2019 if no match is found.

Tonya Brumley – The Dalles Chamber received a new mural in town courtesy of Travel Oregon. Only 7 towns in Oregon received a mural. The Hood River Chamber is offering free parking downtown until the holidays are over. Both chambers encourage everyone shop locally.

Tom Furey – Sagetech was pleased to be part of the Economic Symposium. It is exciting to see the GTA's awards expand to leadership and STEM, as growth and finding talent in the technology sector is a challenge. The industry sector is challenged with finding people at the engineering level, and many employees are 'imported', which causes housing issues. It would be ideal if talent could be found locally.

Eric Proffitt – Unemployment is still around 3.5%. At the Economic Symposium, many employers discussed finding employees who can communicate effectively. This is a necessary

skill in the manufacturing and retail industries. Soft skills are very important, and Work Source Oregon is looking at promoting these more.

Dana Peck – The Gorge-Wide Tourism Summit was successful. Washington legislation seems to be building back a tourism administration, and is giving the Chamber that capacity back. Goldendale is seeing housing pressure from other areas. Economic Development has been largely driven by the pumped storage process. Judge Thompson’s contact with Senator Merkley was very helpful.

Sue Knapp – Wastewater is an issue in Wasco County, and it is limiting growth in small cities in south Wasco County. Dufur is working on a new wastewater system and received a partial grant from USDA to acquire land for new infrastructure. There are not yet funds for the water system. Mosier received funding from USDA for the Mosier well. Shaniko received \$50,000 from the State of Oregon for road repairs. Ranchers in that area developed a fire district and are developing a board. Shaniko will help deal with fire issues in that area. The Civic Center in Maupin is being constructed. The project did not receive the grant from the Collins Foundation for \$150,000. The clinic will be constructed next year.

Judge Thompson – A 10,000 acre solar farm is proposed just south of the Sherman County border in Wasco County. Sherman County signed a contract with Avangrid for a 400 megawatt wind power project, though only 200 megawatts will be built at first. Five new businesses are coming into Sherman County. Of the five, most are hiring anywhere from 8-25 people. The County will be short on housing and available employees. It would be ideal to have people move into the area.

Rex Johnston – The County is working with the City of White Salmon and Bingen on bridge replacement. There has been buy-in from senators and representatives on this matter. A solar project is going into Klickitat County. Three different businesses are looking at different places there. The County is looking at Simcoe Mountain land to purchase to keep public. The goal is to have property that the County can log to support the cost of keeping it open to the public. The annexes require so many repairs that the County is going to build a new building and will move all annexes there. The old building will be given away, sold, or demolished.

David Griffith – David visited Cascade Locks and Hood River. Cascade Locks had a former lumber mill that is no longer there, which creates developable, shovel-ready land. The land is being lightly used for tourism, but if there is an opportunity for aviation, this would be ideal. He thinks piloting and mechanical repair would be a good fit for the CGCC skill center.

Ken Bailey – Fires have burned off all land cover, leaving soil to be eroded. There has been rain, but not heavy rain, so the soil may hold. Many agencies are working on plans since the fires began, though it will take years to full recover. At the orchard, it has become apparent that technology is becoming more relied upon, especially with equipment.

ADJOURNMENT

Meeting adjourned at 6:15 p.m.

Respectfully submitted by Lauren Hernandez, Office Administrator

Memorandum

Date: February 14, 2019
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Succession Policy (Consent Agenda)

Request (Consent Agenda)

Approve the succession policy recommended by the MCEDD Executive Committee

Overview

A couple of years ago I established a continuity plan to assist during the month I would be out of the office for the Marshall Fellowship. It coincided with the creation of a Deputy Director position. The plan outlines core activities of MCEDD, roles and responsibilities, primary contacts and elements of MCEDD operations that are important to ensure the organization can operate efficiently and smoothly. It is a reference document, periodically updated as there are major changes in our operations. Subsequent to the continuity plan development, MCEDD set into motion a significant organizational structure change as we brought in operations of the Link. While we have excellent staff and board leadership that is capable, we have no formal policy to address planned or unplanned temporary leave or long term change.

Proposed Revision

The Executive Committee recommends adoption of the attached succession policy and emergency succession plan (as referenced in the policy).

Succession Plan Policy

Policy statement:

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of the Mid-Columbia Economic Development District (MCEDD) to be prepared for an eventual permanent change in leadership – either planned or unplanned – to ensure the stability and accountability of the organization until such time as new permanent leadership is identified. The Board of Directors shall be responsible for implementing this policy and its related procedures.

It is also the policy of the Board to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is representative of the community; a good fit for the organization’s mission, vision, values, goals, and objectives; and who has the necessary skills to lead the organization. To ensure that the organization’s operations are not interrupted while the Board of Directors assesses the leadership needs and recruit a permanent Executive Director, the board will appoint interim executive leadership as described below. The interim Executive Director shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including but not limited to, loans approved, reports due, contracts, licenses, certifications, memberships, obligations to lenders or investors of MCEDD, and others.

It is also the policy of MCEDD to develop a diverse pool of candidates and consider at least three finalist candidates for its permanent Executive Director position. MCEDD shall implement an external recruitment and selection process, while at the same time encouraging the professional development and advancement of current employees. The interim Executive Director and any other interested internal candidates are encouraged to submit their qualifications for review and consideration by the search committee according to the guidelines established for the search and recruitment process.

Procedures for succession:

For a temporary change in executive leadership (i.e., illness or leave of absence), refer to the organization’s emergency succession plan. In the event the executive director of MCEDD is no longer able to serve in this position (i.e., leaves the position permanently), the Executive Committee of the Board of Directors shall do the following:

- Within five (5) business days appoint an interim Executive Director.
- Implement the transition plan or, within fifteen (15) business days, appoint an executive transition subcommittee to implement the transition plan. Implementation shall include:
 - Communicate with key stakeholders regarding actions taken by the Board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list

of key stakeholders who must be contacted, such as lenders and grantors of MCEDD, government agencies, etc.

- Consider the need for consulting assistance (i.e., transition management or executive search consultant) based on the circumstances of the transition.
- Review the organization's business plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
- Establish a time frame and plan for the recruitment and selection process.
- Refer to the personnel handbook for additional hiring procedures.
- Consult with MCEDD's cognizant agency.

The Board should use similar procedures in case of an executive transition that simultaneously involves the executive director and other key management. In such an instance, the Board may also consider temporarily subcontracting some of the organizational functions from a trained consultant or other organizations.

Mid-Columbia Economic Development District Emergency Succession Plan

1. Rationale

The Executive Director position is a central element in the organization's success. Therefore, ensuring that the functions of the Executive Director are well understood and shared among senior staff is important for safeguarding the organization against unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition when it is predictable and planned.

This document outlines a leadership development and emergency succession plan for the Mid-Columbia Economic Development District (MCEDD). This plan reflects MCEDD's Executive Succession Policy and its commitment to sustaining a healthy functioning organization. The purpose of this plan is to insure that the organization's leadership has adequate information and a strategy to effectively manage MCEDD and its affiliate organizations in the event the Executive Director is unable to fulfill her/his duties.

2. Plan Implementation

The Board of Directors authorizes the Board Chair to implement the terms of this emergency succession plan in the event of a planned or unplanned short-term absence.

- ◆ It is the responsibility of the Executive Director to inform the Board of Directors of a planned short-term absence, and to plan accordingly.
- ◆ As soon as feasible, following notification of an unplanned short-term absence, the Board Chair shall convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

3. Priority Functions of the Executive Director at MCEDD

The full Executive Director job description is attached to this plan.

Among the duties listed in the position description, the following are considered to be the key functions of the Executive Director and have a corresponding temporary staffing strategy (see Section #4 for further guidance about temporary staffing).

Key Executive Director Functions Temporary Staffing Strategy

| | |
|---|-------------------|
| Leadership and Vision | Board Chair |
| Board Administration and Support | Deputy Director |
| Financial Management | Finance Director |
| Revolving Loan Program Administration | Loan Fund Manager |
| Transportation Program Administration | Deputy Director |
| Grant Preparation, Reporting and Administration | Finance Director |
| Comprehensive Economic Development Strategy | Deputy Director |

| | |
|--------------------------------|-------------------------|
| Community and Public Relations | Board Chair or designee |
| Spokesperson | Board Chair or designee |

The positions assigned in the Temporary Staffing Strategy are based on MCEDD's organizational structure as of March 2019. In the event this plan is implemented and assigned positions are vacant or no longer available, the Board Chair shall select other staff to support each of the key Executive Director functions.

4. Succession plan in the event of a temporary, planned or unplanned absence - Short-Term

a. Definitions

- ◆ A temporary absence is one in which it is expected that the Executive Director will return once the events precipitating the absence are resolved.
- ◆ An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as vacation or a sabbatical.
- ◆ A temporary absence is 30 days or less.
- ◆ A temporary short-term absence is between 30 and 90 days.

b. Temporary Staffing Strategy

- ◆ For temporary planned or unplanned absences of 30 or fewer days, the Temporary Staffing Strategy described above may become effective.
- ◆ In the event of a temporary short-term planned or unplanned absence, the Executive Committee shall determine if the Temporary Staffing Strategy is sufficient for this period of time. If not, the Executive Committee shall take appropriate action in accordance with this plan.

c. Appointing an Acting Executive Director

- ◆ Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Executive Director, the Executive Committee may appoint an Acting Executive Director, as well as continue to implement the Temporary Staffing Strategy.

d. Standing Appointees to the Position of Acting Executive Director

- ◆ The first position in line to be Acting Executive Director is the current Board Chair. If the current Board Chair accepts the position he/she will take a temporary leave from the Board of Directors.
- ◆ The second position in line is the Deputy Director.
- ◆ The third position in line is a previous Board Chair.
- ◆ In the event the available staff is new to the position or fairly inexperienced with MCEDD, the Executive Committee may consider another appointee or the option of splitting executive duties among designated appointees.

e. Cross-Training Plan

- ◆ The Executive Director shall ensure cross-training for each staff position for each of the key functions of the Executive Director listed in Section 3.

f. Authority and Restrictions of the Acting Executive Director

- ◆ The Acting Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- ◆ Decisions that shall be made in consultation with the Board Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking public policy positions on behalf of the organization.

g. Compensation

- ◆ Director-level staff appointed as Acting Executive Director may receive an end of year bonus or additional benefit. This shall be determined by the Executive Committee based on the duration of the assignment and available resources.
- ◆ If staff serves as Acting Executive Director for 6 months or more, the Executive Committee may consider a salary adjustment.
- ◆ A current or former board member appointed as Acting Director may enter into an independent contractor agreement, depending on the circumstances of their availability.

h. Board Oversight and Support to the Acting Executive Director

- ◆ The Acting Executive Director reports to the Board Chair. In the event the Board Chair becomes the Acting Executive Director, the Vice Chair shall be appointed Board Chair.
- ◆ The Executive Committee shall be alert to the special support needs of the Acting Executive Director in this temporary role. The Executive Committee shall convene monthly when an Acting Executive Director is appointed.

i. Communications Plan

- ◆ Within 48 hours after an Acting Executive Director is appointed, the Board Chair and the Acting Executive Director shall meet to develop a communications plan including the kind of information that will be shared and with whom. This includes notification of funding agencies for approval of the staffing changes.

5. Succession plan in the event of a temporary, unplanned absence – Long-term

a. Definition

- ◆ A long-term absence is 90 days or more.

b. Procedures

- ◆ Procedures and conditions to be followed shall be the same as for a temporary short term absence with the following addition:
 - The Executive Committee shall give immediate consideration, in consultation with the Acting Executive Director, to temporarily filling the management position left vacant by the Acting Executive Director, or reassigning priority responsibilities where help is needed to other staff. This is in recognition

that, for a term of 90 days or more, it may not be reasonable to expect the Acting Director to carry the duties of both positions.

- The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Acting Executive Director according to the organization's Performance Review Policy. A review shall be completed between 30 and 45 days.

6. Succession plan in the event of a PERMANENT planned or unplanned absence.

a. Definition

- ◆ A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

b. Procedures and Hiring an Interim Executive Director

- ◆ The "Procedures for Succession" in the Succession Plan Policy shall be followed
- ◆ If an external consultant is hired, the Board Chair and Executive Committee shall negotiate an independent contractor agreement with a defined scope of work. The scope of the agreement shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

d. Responsibilities of the Interim Executive Director

- ◆ An interim Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- ◆ Decisions that shall be made in consultation with the Board Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking policy positions on behalf of the organization.

e. Board Oversight and Support to the Interim Executive Director

- ◆ The interim Executive Director reports to the Board Chair.
- ◆ The Executive Committee shall be alert to the special support needs of the interim Executive Director in this temporary role. The Executive Committee shall convene at least monthly when an interim Executive Director is hired.
- ◆ The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the interim Executive Director according to the organization's Performance Review Policy. An initial review shall be completed between 30 and 45 days and 90 days thereafter.

7. Approvals and maintenance of record

a. Emergency Succession Plan Approval

- ◆ This emergency succession plan shall be approved initially by the Board of Directors.
- ◆ Thereafter, the Executive Committee shall review the plan and recommend amendments to the full Board as needed.

b. Signatories

- ◆ At all times the Board Chair and Treasurer, in addition to the Executive Director, shall have signature authorization for checks and contracts for the organization.

c. Maintenance or record

- ◆ Copies of this plan shall be maintained in accordance with MCEDD's document retention requirements.

d. Financial Considerations

- ◆ It shall be the responsibility of the Executive Committee to review the organization's finances during an unplanned absence of the Executive Director.
- ◆ MCEDD maintains an operating reserve that the Board Chair is authorized to access with Executive Committee approval.

Memorandum

Date: March 11, 2019
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Budget Committee

Request (Consent Agenda)

Appoint the budget committee as follows:

| Name | Term Expires |
|---|---------------------|
| Fritz Ellett (At Large) | February 2020 |
| Dana Peck (Board) | February 2020 |
| Tiffany Prince (At Large) | February 2021 |
| Eric Proffitt (Board) | February 2021 |
| Sam Bauer (At Large) | February 2022 |
| Jan Brending (Board) | February 2022 |
| <i>Budget Officer:</i> Siri Olson, MCEDD Finance and Operations Manager | |

Overview

The MCEDD Budget Committee is an unpaid committee that meets to review and approve the MCEDD budget. The budget is adopted by the MCEDD Board. The Budget Committee consists of an equal number of at-large members and MCEDD board members. Members serve three year terms, staggered so that one third of the terms of the appointive members end each year. Members are appointed by the MCEDD Board based on recommendations from the MCEDD Executive Committee. The primary qualification for appointive members is that they must be representative of the services provided by MCEDD.

The committee as appointed in FY18 is as follows:

| Name | Term Expires |
|---|---------------------|
| Sam Bauer (At Large) | February 2019 |
| Sue Knapp (Board) | February 2019 |
| Fritz Ellett (At Large) | February 2020 |
| Dana Peck (Board) | February 2020 |
| Leana Johnson (At Large) | February 2021 |
| Eric Proffitt (Board) | February 2021 |
| <i>Budget Officer:</i> Siri Olson, MCEDD Finance and Operations Manager | |

Expiring Terms

Board Position

One board position on the Budget Committee expires; the position held by Sue Knapp. She is not seeking reappointment. Jan Brending has volunteered for the position.

At-Large Positions

Two at-large positions require appointment consideration:

- The at-large position held by Sam Bauer expires. He is interested to seek reappointment.
- A vacancy was created in the at-large position held by Leana Johnson when she joined the Board of Directors. Tiffany Prince applied last round for the position. She is recommended to fill the remainder of Leana's term.

MCEDD FY 2020 BUDGET PROCESS

(July 1, 2019 - June 30, 2020)

1. MCEDD Board approval of Budget Process **March 28**

2. MCEDD Board appoints/reappoints Budget Committee **March 28**
 - a. Budget Committee consists of (3-Year Terms):
 - 3 MCEDD Board Members:
 - (1) Dana Peck
 - (2) Eric Proffitt
 - (3) Jan Brending
 - 3 At-Large Members:
 - (1) Fritz Ellett
 - (2) Tiffany Prince
 - (3) Sam Bauer

 - b. Budget Officer-Siri Olson, MCEDD Finance & Operations Manager

3. Budget Officer prepares Expenditure Estimates: **Mar 28 – April 25**

4. Budget Officer Publishes Notice of Budget Committee Meeting (8-14 days prior, one publication in each county)(*The Dalles Chronicle, Hood River News, Goldendale Sentinel, Skamania Pioneer*) (Budget documents available for inspection) **May 1**

5. Budget Committee Meets and Approves Budget **May 9**

6. Publish Notice of Public Hearing and Budget Summary (8-14 days prior to hearing, one publication in each county)(*Goldendale Sentinel, The Dalles Chronicle, Hood River News, Skamania Pioneer*) **June 5**

7. MCEDD Board holds Public Hearing (Quarterly MCEDD Board Meeting) **June 13**
 - a.) Adopts budget by Resolution

8. Keep a copy of the budget, notices required and resolution adopting the budget for two years following the end of the fiscal year for which the budget was adopted.

Memorandum

Date: February 25, 2019

To: MCEDD Board of Directors

From: Amanda Hoey, Executive Director

Re: Transportation Administration Board Appointments

Action (Consent Agenda)

Appoint Kathy Schwartz (representing Wasco County) and Darcy Long-Curtiss (representing City of The Dalles) to the MCEDD Transportation Administration Board.

Overview

As a committee of MCEDD, members of the Transportation Administration Board (TAB) are appointed by the MCEDD Board of Directors. The TAB provides support for MCEDD's transportation division, including the LINK Public Transportation and the Gorge Translink Alliance Mobility Manager. Of the original TAB appointments, two were elected officials not returning to their positions: Rod Runyon and Steve Lawrence. Wasco County has recommended County Commissioner Kathy Schwartz and the City of The Dalles has recommended City Councilor Darcy Long-Curtiss. Steve Lawrence would like to stay on the TAB as at-large member (he was previously serving a dual role as at-large and city representative). Rod Runyon would no longer be on the committee.

If appointing Commissioner Schwartz and Councilor Long-Curtiss the TAB membership would be as follows:

- Dana Peck
- Perry Thurston
- Kathy Schwartz
- Darcy Long-Curtiss
- Steve Lawrence
- Tyler Stone
- Ken Bailey (MCEDD Board chair, ex-officio)



FINANCIAL SUMMARY

As of January 2019

Balance Sheet. Total Cash balance as of 01/31/2019 is \$3,964,017.58. Accounts Receivable (1202) balance is largely comprised of 2nd Quarter Reimbursements from ODOT and John Day River Territory. Accrued Loan Interest (1227) for January is \$7,004.38 more than December 2018. This increase is partly due to increased lending activities, but it is also reflective of challenging loan clients, not receiving timely loan payments and/or loan modifications. It also does not include accrued loan interest from one loan client who is currently in litigation. Accounts Payable (2010) is \$446.85, due to timing of paying the bills. Accrued Loan Payment (2030) is less than at this time last year, due to the November 2018 loan payment of \$31,838.00, which includes both Principal and Interest. USDA provides the allocation of Principal and Interest for our loan payment, which has been challenging to obtain due to their staff changes. Health Insurance Payable (2070) balance of \$-23,554.91 is due to the timing of payroll and when the CIS bill is due. Deferred Revenue (2800) of \$15,000 is for the remainder of the current EDA Planning Grant, which is anticipated to renew 04/01/2019 for a 3-year term. Current Net Position is at \$11,335,546.84.

Operations Budget vs. Actual. Federal (4100) and State (4200) revenue appear to be behind as compared to the budget, however, these resources include STIF funding over the course of the Fiscal Year but those funds will not be received until 04/01/2019. Contract Reimbursement appears higher than anticipated; however, revenue is on track for the fiscal year. Personnel Expenses are lower than expected. Professional Services (6400) now includes expenses from the Audit of \$13,650, Insurance (6800) of \$10,922.73 which is for FY 19, and the Capital Expense (9100) for the purchase of 2018 Braun Van of \$40,977.87. Other Materials & Services (6900) is significantly more than anticipated, which is largely due to increased Dues & Fees for various organizational memberships, prepaid expenses from FY18, and Astronomy Education Grant Reimbursement to close out the Gorge Night Sky project.

As of January 31, 2019, we have Net Income of \$92,807.70. We are 58% through the fiscal year, and have recognized 59.6% of Total budgeted revenue and we have spent 51.4% of Total budgeted expenses.

Respectfully Submitted,

Siri Olson

Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2019

| | <u>Jan 31, 19</u> | <u>Jan 31, 18</u> |
|---|---------------------|---------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Bank Demand Deposits | | |
| 1010 · MCEDD Checking | 41,305.46 | 41,202.92 |
| 1015 · MCEDD MM | 373,279.52 | 256,598.14 |
| 1020 · IRP | | |
| 1021 · IRP - Sherman | 111,908.69 | 104,391.77 |
| 1022 · IRP - WA | 106,141.14 | 72,213.76 |
| 1020 · IRP - Other | 33,725.29 | 64,168.75 |
| Total 1020 · IRP | <u>251,775.12</u> | <u>240,774.28</u> |
| 1030 · Loan Funds | | |
| 1036 · EDA RLFs | 83,955.25 | 179,692.21 |
| 1045 · Reg Strat | 135,620.10 | 134,932.37 |
| 1050 · RBEG-OR | 113,838.98 | 88,445.05 |
| 1055 · RBEG-WA | 95,103.77 | 95,415.67 |
| 1057 · RBEG-KL | 126,618.93 | 122,670.31 |
| 1067 · CDBG Microenterprises | 67,990.95 | 81,501.83 |
| Total 1030 · Loan Funds | <u>623,127.98</u> | <u>702,657.44</u> |
| 1031 · Housing RLF | 1,183,464.35 | 1,753,308.38 |
| 1070 · National Scenic Fund | 971,078.88 | 1,306,527.91 |
| Total 1000 · Bank Demand Deposits | <u>3,444,031.31</u> | <u>4,301,069.07</u> |
| 1100 · CDS | | |
| 1121 · IRP Reserve | 96,035.28 | 96,062.91 |
| Total 1100 · CDS | <u>96,035.28</u> | <u>96,062.91</u> |
| 1122 · IRP - DDM Product | 415,541.12 | 334,621.95 |
| 1125 · LINK Petty Cash | 50.00 | 0.00 |
| 1196 · OR Telecom Conference | 8,359.87 | 11,849.30 |
| Total Checking/Savings | <u>3,964,017.58</u> | <u>4,743,603.23</u> |
| Accounts Receivable | | |
| 1202 · Accounts Receivable | 174,192.25 | 20,059.17 |
| Total Accounts Receivable | <u>174,192.25</u> | <u>20,059.17</u> |
| Other Current Assets | | |
| 1200 · Receivables & Accruals | | |
| 1205 · Accrued Revenue | 19,705.33 | -10,833.33 |
| 1217 · Prepaid Expenses | 8,411.19 | 0.00 |
| 1227 · Accrued Loan Interest | 27,124.42 | 24,257.53 |
| 1229 · Structured Accts Accr'd Int | | |
| 1231 · Unrecorded Structured Accrd Int | 0.00 | -3,883.96 |
| 1229 · Structured Accts Accr'd Int - Other | 0.00 | 7,969.85 |
| Total 1229 · Structured Accts Accr'd Int | <u>0.00</u> | <u>4,085.89</u> |
| Total 1200 · Receivables & Accruals | <u>55,240.94</u> | <u>17,510.09</u> |

Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2019

| | Jan 31, 19 | Jan 31, 18 |
|--|----------------------|---------------------|
| 1300 · Loans Receivable | | |
| 1330 · MCEDD Loans Receivable | | |
| 1320 · IRP | 2,033,554.09 | 2,075,289.55 |
| 1321 · IRP - Sherman | 131,581.88 | 145,807.29 |
| 1322 · IRP - WA | 217,532.60 | 251,786.80 |
| 1336 · EDA RLFs | 673,291.98 | 533,056.11 |
| 1345 · Reg Strat | 34,873.52 | 36,259.32 |
| 1350 · RBEG-OR | 204,664.96 | 216,422.65 |
| 1355 · RBEG-WA | 1,773.80 | 0.00 |
| 1357 · RBEG-KL/SK | 0.00 | 4,009.85 |
| 1367 · CDBG Microenterprises | 39,397.59 | 24,855.63 |
| 1371 · Housing RLF | 837,900.26 | 250,000.00 |
| Total 1330 · MCEDD Loans Receivable | 4,174,570.68 | 3,537,487.20 |
| 1370 · OIB Loans Receivable | 1,964,466.97 | 1,576,322.51 |
| Total 1300 · Loans Receivable | 6,139,037.65 | 5,113,809.71 |
| 1500 · Allowance for Doubtful Loans | | |
| 1520 · IRP Allowance | -158,999.33 | -105,614.33 |
| 1521 · IRP - SH Co | -8,115.80 | -9,520.35 |
| 1522 · IRP - WA | -25,097.07 | -14,651.74 |
| 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 |
| 1571 · Housing RLF Allowance | -27,918.84 | 0.00 |
| 1575 · OIB Allowance | -47,404.77 | -45,000.00 |
| Total 1500 · Allowance for Doubtful Loans | -318,860.58 | -222,557.13 |
| Total Other Current Assets | 5,875,418.01 | 4,908,762.67 |
| Total Current Assets | 10,013,627.84 | 9,672,425.07 |
| Fixed Assets | | |
| 1600 · Fixed Assets | | |
| 1610 · Building/Land | 1,216,060.00 | 0.00 |
| 1605 · Vehicles | 127,534.00 | 0.00 |
| 1650 · Accumulated Depreciation | -21,675.00 | 0.00 |
| Total 1600 · Fixed Assets | 1,321,919.00 | 0.00 |
| Total Fixed Assets | 1,321,919.00 | 0.00 |
| TOTAL ASSETS | 11,335,546.84 | 9,672,425.07 |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2010 · A/P General | 446.85 | 0.00 |
| Total Accounts Payable | 446.85 | 0.00 |

Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2019

| | Jan 31, 19 | Jan 31, 18 |
|--|----------------------|---------------------|
| Other Current Liabilities | | |
| 2030 · Accrued Loan Payment | 38,069.99 | 67,703.25 |
| 2035 · Accrued Interest Payable | 3,832.84 | 178.43 |
| 2050 · PTO - Accrued | 40,398.10 | 23,825.45 |
| 2060 · Deferred Comp Payable | 0.00 | 1,118.80 |
| 2070 · Health Insurance Payable | -23,554.91 | 2,242.31 |
| 2080 · Life & Disability Payable | -749.09 | 20.64 |
| 2090 · WC SAIF Ins | -4,005.79 | -269.84 |
| 2100 · Payroll Liabilities | | |
| 2110 · Federal Payroll Liability | 2,686.84 | 6,626.64 |
| 2120 · State Payroll Liabilities | | |
| 2115 · OR- SUTA Payroll Liabilities | | |
| 2105 · WBF Payroll Assessment | -12.44 | 18.38 |
| 2115 · OR- SUTA Payroll Liabilities - Other | 79.91 | 42.88 |
| Total 2115 · OR- SUTA Payroll Liabilities | 67.47 | 61.26 |
| 2120 · State Payroll Liabilities - Other | 68.17 | 2,610.00 |
| Total 2120 · State Payroll Liabilities | 135.64 | 2,671.26 |
| 2100 · Payroll Liabilities - Other | -2,809.54 | 7,145.54 |
| Total 2100 · Payroll Liabilities | 12.94 | 16,443.44 |
| 2800 · Deferred Revenue | 15,000.00 | -1,805.53 |
| Total Other Current Liabilities | 69,004.08 | 109,456.95 |
| Total Current Liabilities | 69,450.93 | 109,456.95 |
| 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 | 574,390.98 |
| 2823 · IRP Loan Payable - Washington | 279,567.81 | 289,826.46 |
| 2824 · IRP Loan Payable - Sherman | 173,359.52 | 180,049.04 |
| Total Long Term Liabilities | 1,841,864.30 | 1,917,995.17 |
| Total Liabilities | 1,911,315.23 | 2,027,452.12 |
| Equity | | |
| 3100 · Fund Balances | 7,572,025.03 | 7,573,994.03 |
| 3110 · Carryforward Balance | 31,242.53 | 11,347.09 |
| 3900 · Retained Earnings | 1,671,927.29 | 116,073.61 |
| Net Income | 149,036.76 | -56,441.78 |
| Total Equity | 9,424,231.61 | 7,644,972.95 |
| TOTAL LIABILITIES & EQUITY | 11,335,546.84 | 9,672,425.07 |

**Mid-Columbia Economic Development District
Operations Budget vs. Actual
July 2018 through January 2019**

| | <u>Jul '18 - Jan 19</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-----------------------------------|-------------------------|--------------------------|---------------------------|----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · Carryover Revenue | 471,341.47 | 454,700.00 | 16,641.47 | 103.66% |
| 4100 · Federal | 256,584.33 | 514,360.50 | -257,776.17 | 49.88% |
| 4200 · State | 66,656.05 | 163,015.45 | -96,359.40 | 40.89% |
| 4300 · Local Match | 47,291.80 | 12,315.65 | 34,976.15 | 384.0% |
| 4400 · Local Assessment | 65,040.00 | 40,367.85 | 24,672.15 | 161.12% |
| 4500 · Contract Reimbursement | 669,538.01 | 666,383.24 | 3,154.77 | 100.47% |
| 4600 · Loan Interest | 178,041.12 | 205,025.50 | -26,984.38 | 86.84% |
| 4700 · Loan Processing Fees | 12,308.23 | 12,794.25 | -486.02 | 96.2% |
| 4705 · Loan Filing Fees | 2,677.64 | 2,683.40 | -5.76 | 99.79% |
| 4710 · Loan Late Fee | 4,528.28 | 2,391.65 | 2,136.63 | 189.34% |
| 4750 · Investment Interest | 1,043.37 | 909.65 | 133.72 | 114.7% |
| 4800 · Other Revenue | 6,198.46 | 6,729.90 | -531.44 | 92.1% |
| 4803 · Sponsor Donations | 1,000.00 | | | |
| 4805 · Farebox Revenue | 11,689.20 | 17,995.25 | -6,306.05 | 64.96% |
| 4934 · In-Kind Revenue | 26,813.59 | 26,879.40 | -65.81 | 99.76% |
| Total Income | <u>1,820,751.55</u> | <u>2,126,551.69</u> | <u>-305,800.14</u> | <u>85.62%</u> |
| Gross Profit | 1,820,751.55 | 2,126,551.69 | -305,800.14 | 85.62% |
| Expense | | | | |
| 5000 · Personnel Expense | 643,427.06 | 781,452.10 | -138,025.04 | 82.34% |
| 6110 · Travel & Conference | 11,020.48 | 20,291.65 | -9,271.17 | 54.31% |
| 6190 · Event Services | 2,039.00 | 2,100.00 | -61.00 | 97.1% |
| 6200 · Equipment | 2,220.58 | 2,333.30 | -112.72 | 95.17% |
| 6300 · Supplies | 8,132.75 | 23,906.15 | -15,773.40 | 34.02% |
| 6400 · Professional Services | 287,412.46 | 311,545.00 | -24,132.54 | 92.25% |
| 6500 · Vehicle Costs | 44,002.83 | 47,638.55 | -3,635.72 | 92.37% |
| 6600 · Communications | 12,326.74 | 27,139.05 | -14,812.31 | 45.42% |
| 6700 · Building Costs | 20,724.10 | 53,626.30 | -32,902.20 | 38.65% |
| 6800 · Bonds & Insurance | 10,922.73 | 5,573.15 | 5,349.58 | 195.99% |
| 6900 · Other Materials & Supplies | 9,264.02 | 6,527.10 | 2,736.92 | 141.93% |
| 9000 · Indirect Spread | 0.00 | 808.50 | -808.50 | 0.0% |
| 9100 · Capital Purchase | 40,977.87 | 281,157.00 | -240,179.13 | 14.58% |
| 9600 · Transfer to/from Source | 35,270.64 | 0.00 | 35,270.64 | 100.0% |
| Total Expense | <u>1,127,741.26</u> | <u>1,564,097.85</u> | <u>-436,356.59</u> | <u>72.1%</u> |
| Net Ordinary Income | 693,010.29 | 562,453.84 | 130,556.45 | 123.21% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 7400 · Loan Payment | 70,805.00 | 70,805.00 | 0.00 | 100.0% |
| 7500 · Carryover to Next Year | 502,584.00 | 0.00 | 502,584.00 | 100.0% |
| 7600 · In-Kind Contractual | 26,813.59 | 26,879.40 | -65.81 | 99.76% |
| Total Other Expense | <u>600,202.59</u> | <u>97,684.40</u> | <u>502,518.19</u> | <u>614.43%</u> |
| Net Other Income | <u>-600,202.59</u> | <u>-97,684.40</u> | <u>-502,518.19</u> | <u>614.43%</u> |
| Net Income | <u><u>92,807.70</u></u> | <u><u>464,769.44</u></u> | <u><u>-371,961.74</u></u> | <u><u>19.97%</u></u> |

MCEDD Dashboard

| Loan Program | Target | Q3 FY2018 (Jan 1 - Mar 31) | Q4 FY2018 (Apr 1 - June 30) | Q1 FY2019 (July 1 - Sept 30) | Q2 FY2019 (Oct 1 - Dec 31) |
|--------------------------------------|---|------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Lending Activity | \$215,000 loaned/quarter | \$ 64,000 | \$ 290,314.00 | 594,871* | \$8,395 |
| Loan Utilization Rate- All RLFs | 75% or more | 76.50% | 62.36% | 70.30% | 74.00% |
| Loan Utilization rate- EDA RLFs | 75% or more | 73.87% | 78.61%** | * | 90.31% |
| Loan Delinquency Rate (>30 days) | 5% or less | 6.20% | 20.90% | 19.30% | 16.00% |
| Job creation and retention/\$ loaned | 1 job/\$35,000 loaned | 1 job / \$32,000 loaned | 1 job / \$17,077 loaned | 1 job / \$66,096 loaned | 1 job / \$50,000 loaned |
| Inquiries/outreach | 20 inquiries per quarter 5 outreach visits per quarter | 20 inquiries 18 outreach visits | 19 inquiries 4 outreach visits | 22 inquiries 7 outreach visits | 12 inquiries 4 outreach visits |
| Reporting Completed on Time | All | All | All | All | All |

| Comments/Action Needed |
|--|
| \$8,395 has funded of loans booked totaling \$450,000 as of this report date. \$600,000 is approved, but not yet closed. |
| Does not include the Attainable Housing RLF or approved and not yet funded loans |
| EDA is reported semi-annually |
| This is a MCEDD loan Portfolio goal. |

| Finance | Target | Q3 FY2018 (Jan 1 - Mar 31) | Q4 FY2018 (Apr 1 - June 30) | Q1 FY2019 (July 1 - Sept 30) | Q2 FY2019 (Oct 1 - Dec 31) |
|---|---|-------------------------------------|-----------------------------------|-----------------------------------|---------------------------------|
| Special Projects Revenue Gap | At or exceeding budget | 6,569 | \$48,000 carryover | 32,881 | 85,294 |
| Local Jurisdiction Participation | 100% | 100% | 100% | 100% | 100% |
| Average days of accounts receivable | 33 | 37.81 | 31.49 | 28.82 | 30.05 |
| Operational YTD Actual vs. Budget by Revenue & Expenses | Revenue: 100% or more Expenses: 100% or less | Revenue: 57.48% Expenses: 47.06% | Revenue: 80.9% Expenses: 69.8% | Revenue: 79.6% Expenses: 54.4% | Revenue: 83.9% Expenses: 69% |

| Comments/Action Needed |
|------------------------|
| |
| |
| |
| |

| Human Resources | Target | Q3 FY2018 (Jan 1 - Mar 31) | Q4 FY2018 (Apr 1 - June 30) | Q1 FY2019 (July 1 - Sept 30) | Q2 FY2019 (Oct 1 - Dec 31) |
|--|---------------|---------------------------------------|--|---|---------------------------------------|
| Performance Evaluation Completed on Time | 100% | 100% | 100% | 100% | 100% |
| Average Employment Length | 3 years | 2.26 years | 2.5 Years | 2.73 Years | 2.59 Years |

| Comments/Action Needed |
|-------------------------------|
| |
| |

| Board of Directors | Target | Q3 FY2018 (Jan 1 - Mar 31) | Q4 FY2018 (Apr 1 - June 30) | Q1 FY2019 (July 1 - Sept 30) | Q2 FY2019 (Oct 1 - Dec 31) |
|---------------------------|---------------|---------------------------------------|--|---|---------------------------------------|
| Board Meeting Attendance | 75% | 57% | 57% | 67% | 71% |
| Meetings Lacking Quorum | 0 | 0 | 0 | 0 | 0 |
| Board Vacancies | 0 | 0 | 0 | 0 | 0 |

| Comments/Action Needed |
|-------------------------------------|
| |
| |
| There is one board position pending |

| Project Mgmt/ Regional Coordination | Target | Q3 FY2018 (Jan 1 - Mar 31) | Q4 FY2018 (Apr 1 - June 30) | Q1 FY2019 (July 1 - Sept 30) | Q2 FY2019 (Oct 1 - Dec 31) |
|--|---------------|---------------------------------------|--|---|---------------------------------------|
| Number of objectives addressed from CEDS Reporting Completed on Time | 2/quarter | 6 | 7 | 8 | 6 |
| | All | All | All | All | All |

| Comments/Action Needed |
|-------------------------------|
| |
| |

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

Memorandum

Date: February 21, 2019
To: MCEDD Board of Directors
From: Amanda Hoey, MCEDD Executive Director
Re: MCEDD Secretary/Treasurer

Request: Appoint Bob Hamlin as Secretary/Treasurer to fill the remainder of the term.

Background

The MCEDD Board elected Bob Benton to serve in the role of Secretary/Treasurer. Bob is unable to participate in regular Executive Committee meetings at the times we have scheduled and unfortunately, a revision to the meeting time would create more issues for other members. Bob has thus resigned the position as Secretary/Treasurer. The MCEDD Nominating Committee had recommended Bob Hamlin to serve in that role. Bob Hamlin has agreed to serve, if elected.

Memorandum

Date: February 14, 2019
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Signature Authorization Form

Overview

With a change in the Board membership, we need to update our signature authorization form and enter the approval of the form into the minutes. For MCEDD, authorized signers are based upon position. All officers have signing authority as does the Executive Director, Deputy Director and an Executive Committee member who is based locally. Our bank ties signature authority to an individual and only makes modifications when we have recorded documentation of the approved change in the minutes of the Board or Executive Committee.

Rod Runyon had been our signer from the Executive Committee as the individual based near the main office in The Dalles. He concluded his position on the board at the end of December as he ended his term on the Wasco County Board of Commissioners. It is helpful to have a local signer for instances in which we require a second signature for large checks (such as loan disbursements) or for checks that I cannot sign as they would reimburse me directly. The new Wasco County appointee, Steve Kramer, is recommended to replace Rod as an authorized signer.

Proposed Signers

| Current | Proposed |
|--|--|
| Chair Ken Bailey | Chair Ken Bailey |
| Vice-Chair Bill Schmitt | Vice-Chair Bill Schmitt |
| Secretary/Treasurer Bob Benton | Secretary/Treasurer Bob Hamlin |
| Executive Committee (The Dalles) Rod Runyon | Executive Committee (The Dalles) Steve Kramer |
| Deputy Director Jessica Metta | Deputy Director Jessica Metta |
| Executive Director Amanda Hoey | Executive Director Amanda Hoey |

The proposed signature authorization form is attached. It follows the protocol for signers as listed above.

Request:

Approve the attached signature authorization form.

SIGNATURE AUTHORIZATION FORM

MCEDD
515 East Second Street
The Dalles, OR 97058

| | |
|---|----------------|
| Name of Organization Mid-Columbia Economic Development District | Date Submitted |
|---|----------------|

1. Authorizing Authority

| Signature | Print or Type Name | Title |
|-----------|--------------------|----------------------------|
| | Ken Bailey | <i>Chair</i> |
| | Bill Schmitt | <i>Vice-Chair</i> |
| | Bob Hamlin | <i>Secretary/Treasurer</i> |
| | Steve Kramer | <i>Executive Committee</i> |
| | Amanda Hoey | <i>Executive Director</i> |

2. Authorized to Sign Contracts/Contract Amendments

| Signature | Print or Type Name | Title |
|-----------|--------------------|----------------------------|
| | Ken Bailey | <i>Chair</i> |
| | Bill Schmitt | <i>Vice-Chair</i> |
| | Bob Hamlin | <i>Secretary/Treasurer</i> |
| | Steve Kramer | <i>Executive Committee</i> |
| | Amanda Hoey | <i>Executive Director</i> |

3. Authorized to Sign Requests for Reimbursement

| Signature | Print or Type Name | Title |
|-----------|--------------------|----------------------------|
| | Ken Bailey | <i>Chair</i> |
| | Bill Schmitt | <i>Vice-Chair</i> |
| | Bob Hamlin | <i>Secretary/Treasurer</i> |
| | Steve Kramer | <i>Executive Committee</i> |
| | Amanda Hoey | <i>Executive Director</i> |
| | Jessica Metta | <i>Deputy Director</i> |

4. Authorized to sign MCEDD Checks

| Signature | Print or Type Name | Title |
|-----------|--------------------|----------------------------|
| | Ken Bailey | <i>Chair</i> |
| | Bill Schmitt | <i>Vice-Chair</i> |
| | Bob Hamlin | <i>Secretary/Treasurer</i> |
| | Steve Kramer | <i>Executive Committee</i> |
| | Amanda Hoey | <i>Executive Director</i> |
| | Jessica Metta | <i>Deputy Director</i> |

Memorandum

Date: March 20, 2019
To: MCEDD Board of Directors
From: Amanda Hoey, MCEDD Executive Director
Re: Board Candidates

Request: Ratify appointment of an individual to fill the remainder of the term on the board position currently held by Cassie Courtney.

Overview

Cassie Courtney is resigning from the board due to her increased workload: she is working with Maryhill Winery on multiple location expansions and is unable to dedicate sufficient time to the MCEDD Board activities at the current time. On the MCEDD Board Cassie represented the interests of food and beverage manufacturers.

The MCEDD Board of Directors is expected to finalize appointment of an individual to fill the vacancy created by Cassie's resignation from the Board. Two individuals have expressed interest:

- Sasha Bentley
- Buck Jones

The MCEDD Executive Committee is expected to meet prior to the Board meeting to review the candidate applications and recommend an appointment.



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2019-1
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs)**

WHEREAS, the Mid-Columbia Economic Development District Comprehensive Economic Development is responsible for planning and coordination of economic development activities to stimulate new private and public investments to provide employment and growth opportunities; and

WHEREAS, MCEDD is organized in accordance with Federal requirements of the Economic Development Administration to broadly represent the area including representation of local government, business, and other community interests; and

WHEREAS, MCEDD has prepared an update to the Comprehensive Economic Development Strategy as a guide for economic development activities; and

THEREFORE, BE IT RESOLVED that the Mid-Columbia Comprehensive Economic Development Strategy Committee through the Mid-Columbia Economic Development District Board of Directors does hereby adopt the 2019 Comprehensive Economic Development Strategy Plan for the Mid-Columbia region.

PASSED AND APPROVED this 28th day of March 2019.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

Lauren Hernandez, Office Administrator

Ken Bailey, Chair

MEMORANDUM

Date: March 11, 2019
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: CEDS Project Prioritization

Action Requested

As a Board member for MCEDD you also serve as a MCEDD CEDS Strategy Committee member and you are responsible for developing regional priorities for Technical Assistance and Public Works projects. At this meeting you are asked to:

1. Approve projects which will be incorporated into the MCEDD CEDS update.
2. Establish regional priorities for incorporation to the Mid-Columbia region's CEDS. Determine the top ten Technical Assistance/Public works projects in Oregon and top ten in Washington. A **draft** priority ranking is attached as a place to begin discussion. The Board is expected to have a robust discussion on ranking and move projects around to best reflect regional priorities.

Overview

Annually, the MCEDD Board, acting as the CEDS Strategy Committee, prioritizes Public Works and Technical Assistance projects for incorporation to the MCEDD CEDS. These are categorized based upon the following characteristics:

- **Connection to CEDS strategies:** Projects tie to the broader regional strategy.
- **Community Ranking** with preference given to projects that are highly ranked by local governing bodies.
- **Economic impact** with preference given to projects with current and future job growth/retention and projects in economically distressed areas.
- **Regional Significance/Impact** with preference given to projects that impact the entire region or a large portion of the region, rather than a single community.
- **Geographic disbursement** with preference to ensure ranking impacts communities across the five-county region.
- **Potential availability of funding sources** with preference given to projects with a higher degree of local match and with avenues for additional funding identified.
- **Readiness to proceed** with preference given to projects ready to start immediately.

The intended purpose of prioritization is to:

- Inventory and prioritize economic development project needs and regional issues;
- Develop regional consensus on high priorities;
- Develop a tool to promote high priority projects or issues to funders.

Attached are projects submitted for consideration of inclusion and ranking in the regional strategy. These are solicited through our local partners. They are first ranked by our County economic development entities prior to submission to MCEDD.

Also attached is a review of priority project status from the 2018 adopted list.

DRAFT Regional Priority Rank (Washington)

| <i>Rank</i> | <i>Sponsor</i> | <i>Project</i> | <i>Reasoning</i> |
|-------------|----------------------|---|--|
| 1 | Klickitat County | <p><u>Goldendale Pumped Storage Hydro</u> Project is a proposed \$2 billion pumped-hydro energy storage project. Using existing pumping infrastructure from an old aluminum smelting facility, the closed-loop system would include three variable-speed reversible pump-turbines for a total generating capacity of 1200 MW and a total pumping capacity of 1552 MW. The project would provide a range of services to the grid to support reliability and resilience in addition to specifically balancing variable wind generation. A preliminary permit for the project was issued by the Federal Energy Regulatory Commission (FERC) in March 2018.</p> | <p>Key industry sector impact and potential to open huge economic development opportunities regionally. Techno-economic study funded through DOE.</p> |
| 2 | City of Stevenson | <p><u>Stevenson Wastewater System</u> The City of Stevenson is in need of a wastewater treatment plant upgrade. The plant is currently receiving more waste than permitted and is under an administrative order to mitigate the issue, which includes infrastructure improvements. The public portion of the project is to bring the treatment plant into compliance and to allow for future growth. It also includes upgrades to the collection system to reduce inflow and infiltration and better manage the increased capacity. The private portion of the project is for pretreatment of sewer for high-load commercial users, such as breweries, cider producers, distilleries and other industrial beverage producers.</p> | <p>Addresses key business needs and industry sector and infrastructure</p> |
| 3 | Skamania PUD | <p><u>North Bonneville Substation</u> The project will replace an aging substation upgrade existing feeder lines, and add a new feeder to serve the Port industrial land south of SR 14. Improvements will increase capacity throughout the City and significantly increase reliability to the area by improving the tie with adjacent substations.</p> | <p>Serves multiple industries and addresses a pinch point for development of the Wind River Business Park. Expands capacity in North Bonneville. Adds resiliency to the region. EDA disaster funding request</p> |
| 4 | City of White Salmon | <p><u>Buck Creek Water System</u> Replace 7 miles of 14-inch water line that is the waterline that supplies water from Buck Creek to the City of White Salmon. The line is old and needs replacement as soon as possible as it would likely collapse in an earthquake, leaving the city without water until it could be repaired.</p> | <p>Primary city water source. Resilience concern.</p> |

| | | | |
|----|---------------------------------|--|---|
| 5 | Columbia Gorge Regional Airport | <p><u>Airport Business Park</u> Build an approximate 20,000 sq. ft. production facility for business expansion at the Columbia Gorge Airport Business Park in Dallesport.</p> | Addresses opportunities for key industry sectors and encourages/spurs development in a more economically distressed area |
| 6 | Port of Skamania | <p><u>Cascades Business Park</u> Grading/Enhancements: Will complete phase 3 of site infrastructure to provide the largest contiguous "shovel ready" industrial development site in Skamania County 32-acre+/-. Feasibility: Complete a feasibility study identifying appropriate industry sectors to target in marketing the property</p> | Opens development in an otherwise severely land-constrained county. Addresses regulatory environment issue |
| 7 | Port of Klickitat | <p><u>Dallesport Industrial Park (DIP) Improvement Projects</u> Cornerstone Building: Construct an approximate 20,000 sq. ft. light industrial building at the Port's Dallesport location. DIP Dow Road Realignment: Move Dow Road North, and bring 13 acres to shovel ready condition.</p> | Addresses opportunities for key industry sectors and particularly for DIP cornerstone building, creates the "curb appeal" to encourage/spur development in a more economically distressed area. |
| 8 | Port of Klickitat | <p><u>Bingen Point Projects</u> Bingen Point Flex Building: Construct a 15,000 sq. ft. flex building at Bingen Point. BPBP Property Acquisition/Improvement: Acquire seven acres on Bingen Point and bring to shovel ready condition. Maple Street Project: Construct street and public utility improvements for targeted properties at Bingen Point Business Park.</p> | Addresses opportunities for key industry sectors |
| 9 | Klickitat and Skamania counties | <p><u>Broadband- Klickitat and Skamania</u> Stevenson and Goldendale are in the process of developing updated Broadband Action Plans as well as leveraging existing planning efforts to address broadband needs. A variety of strategies for improving broadband access and utilization are identified from regulatory changes to investments in infrastructure. Klickitat and Skamania Counties and their communities are seeking support for implementation of these strategies to address this critical infrastructure need.</p> | Primary CEDS focus area. Important to expand opportunities regionally. |
| 10 | City of North Bonneville | <p><u>City of North Bonneville Lift Station Replacement</u> The city's current lift stations experienced issues in the fall of 2017 and continue to need constant maintenance and patching to function without the funds for complete replacement.</p> | Support for primary infrastructure in an economically distressed community. Lower on the list due to deferred maintenance issues. |

DRAFT Regional Priority Rank (Oregon)

| <i>Rank</i> | <i>Sponsor</i> | <i>Project</i> | <i>Reasoning</i> |
|-------------|---|--|---|
| 1 | Port of Hood River, Klickitat County, Port of Klickitat, City of Bingen, City of White Salmon | <p><u>Hood River Interstate Bridge</u> A new, replacement bridge is needed to improve and ensure multi-modal transportation of people and goods across the Columbia River between the communities of Bingen and White Salmon in Washington, and Hood River in Oregon.</p> | Core transportation connection. Resilience issue. Impact to key industry sectors |
| 2 | Hood River/Sherman counties | <p><u>Workforce Housing</u> Hood River: Engage in projects and feasibility analysis to develop critically needed affordable and workforce housing in the City of Hood River and Hood River County.</p> <p>Sherman: Sherman County has created incentives to encourage the construction of new rental housing and the rehabilitation of existing housing. The County continues to look for creative ideas that would solve the housing issues.</p> | Addressing housing constraints is the #1 overall strategy for the CEDS |
| 3 | Hood River County | <p><u>Treatment of Wastewater</u> Address processing of waste. Create additional storage to digest sludge composition. Address the Total Maximum Daily Load issues experienced by Odell Sanitary.</p> | Infrastructure. Additional upcoming issues related to wastewater treatment make this one a priority. Regional issue |
| 4 | Sherman County, Wasco County | <p><u>Broadband</u> Cascadia East Interconnection: Internet provision occurs through interconnection of many networks throughout the world that meet at co-location and exchange facilities. In the Northwest, major locations are in areas threatened by the Cascadia Subduction. This would mean that the internet was largely inaccessible in the event of a subduction event. Q-Life proposes exploration of developing an interconnection point East of the Cascades in The Dalles as well as a connection route east to the next major exchange.</p> <p>Sherman Fiber: Sherman County and its four cities have invested in robust connectivity within each community. The next step to improve connectivity throughout the County is to explore strategies for improving service outside of the Cities. The project would identify an approach to addressing this need in conjunction with public and private partners.</p> | Broadband is key infrastructure need outlined in the CEDS Regional in nature Resilience component |

| | | | |
|----|---------------------------------------|--|--|
| 5 | City of The Dalles | <p><u>Dog River Pipeline Upgrade</u> The existing Dog River pipeline, which currently transports over 50% of the City’s annual water supply, was constructed in the early 20th century. The City plans to replace it with a new 24-inch diameter ductile iron pipeline. The capacity of the pipeline will increase from 8 to 17 million gallons per day to supply future municipal water demands.</p> | Would address deteriorating infrastructure serving the region’s largest city. Project supports housing, key industry sector and water infrastructure. OWRD funds committed |
| 6 | City of Cascade Locks | <p><u>Cascade Locks Substation</u> The City of Cascade Locks seeks to purchase the existing Bonneville Power Administration substation and expand it to provide for future power needs.</p> | Addresses opportunities for key industry sectors. EDA disaster funding request |
| 7 | Biggs Service District Sherman County | <p><u>Biggs Water System</u> Design and construction for a municipal water system in Biggs. Currently several wells serve the service district. Work to include the upgrade of two existing wells, drill a new well, new reservoir, pump station, and distribution system. Future development is limited due to the lack of a water system. Fire protection is limited.</p> | Support for economic growth in an area with potential but limited due to infrastructure. Rural equity issues. |
| 8 | Port of Cascade Locks | <p><u>Bridge of the Gods Maintenance</u> Complete 15 year package for maintenance and preservation of the Bridge. Provide additional bicycle/pedestrian capacity.</p> | Core transportation mechanism and support for economically distressed community. |
| 9 | City of The Dalles | <p><u>Undergrounding Utilities</u> The City of The Dalles has begun a preliminary analysis into a downtown underground utilities plan that would not only update current infrastructure, but will help pave the way for future development opportunities.</p> | Opportunity to spur additional economic development activity |
| 10 | Cities of Moro, Rufus, Wasco | <p><u>Backup Power/Emergency Generator Purchase and Integration for Primary Municipal Well</u> The cities of Moro, Rufus and Wasco have identified the need to install a 3-phase emergency backup generator for their primary municipal wells. A backup power source would help to ensure clean/adequate water supplies for sanitation, and fire suppression efforts during a grid down scenario. This would help to mitigate the hazards associated with grid down events, such as with a wildfire.</p> | Safety/security/resilience |

Klickitat County 2019 Priority Projects

| Priority | Project Sponsor(s) | Description |
|-----------------------|---|---|
| 1- Public Works | Klickitat County Port of Klickitat City of Bingen City of White Salmon | <u>Hood River Bridge Replacement</u> Replace bridge connecting Washington and Oregon |
| 2- Public Works | Columbia Gorge Regional Airport | <u>Production Facility</u> Airport seeks funding to build and lease approximate 20,000 sq. ft. production facility for business expansion at Airport Business Park |
| 3- Public works | Port of Klickitat | <u>Dallesport Industrial Park</u> Task 1: Cornerstone Building Port of Klickitat seeks funding to construct approximately 20,000 sq. ft. industrial building Task 2: Dow Road Improvement Move Dow Road north and bring 13 acres (lot 35) to shovel ready condition |
| 4- Public works | City of White Salmon | <u>Buck Creek water distribution line replacement</u> Replace 7 miles of deteriorating water main |
| 5- Public works | Port of Klickitat | <u>Bingen Point Business Park</u> Task 1: BPBP Improvement Bring up to an additional 5 acres to shovel ready condition Task 2: Flex Building Construction of a 15,000 sq. ft. flex building Task 3: Maple Street Improvements Construct street and public utility improvements for targeted properties |
| County Strategic Plan | Klickitat County | <u>Goldendale Pumped Storage Hydro</u> Project is a proposed \$2 billion pumped-hydro energy storage project. Using existing pumping infrastructure from an old aluminum smelting facility, the closed-loop system would include three variable-speed reversible pump-turbines for a total generating capacity of 1200 MW and a total pumping capacity of 1552 MW. The project would provide a range of |

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| | | services to the grid to support reliability and resilience in addition to specifically balancing variable wind generation. A preliminary permit for the project was issued by the Federal Energy Regulatory Commission (FERC) in March 2018. |
| 1- Technical assistance | Columbia Gorge Regional Airport | <u>Airport Terminal Building Design</u> Funding for design/ engineering as the first phase in development of a modern facility to replace aging Airport Terminal Building |
| 2- Technical assistance | Klickitat County | <u>Broadband</u> Project to address the lack of Broadband access in many parts of County |
| 3- Technical assistance | Klickitat County | <u>Klickitat Mill Site Planning</u> Integrated planning grant to determine possible future property uses. |

Note: Klickitat County submitted their project list in a different format than usual for the County lists. Their submission included priorities in two categories approved by the Board of Commissioners (public works and technical assistance) and an additional set from their Commission approved strategic plan. MCEDD staff combined the lists in order to reflect a standardized single list, but retained the relative rankings by category area.

Skamania County 2019 Priority Projects

| <i>Rank</i> | <i>Sponsor</i> | <i>Project</i> |
|-------------|--------------------------------|---|
| 1 | City of Stevenson | <p><u>Stevenson Wastewater System</u> The City of Stevenson is in need of a wastewater treatment plant upgrade. The plant is currently receiving more waste than permitted and is under an administrative order to mitigate the issue, which includes infrastructure improvements.</p> <p>The public portion of the project is to bring the treatment plant into compliance and to allow for future growth. It also includes upgrades to the collection system to reduce inflow and infiltration and better manage the increased capacity.</p> <p>The private portion of the project is for pretreatment of sewer for high-load commercial users, such as breweries, cider producers, distilleries and other industrial beverage producers.</p> |
| 2 | City of North Bonneville | <p><u>City of North Bonneville Lift Station Replacement</u> The city's current lift stations experienced issues in the fall of 2017 and continue to need constant maintenance and patching to function without the funds for complete replacement. The city raised the sewer rate by 10% in February of 2019, and will be performing a water rate study to evaluate a reasonable water rate increase in mid-2019 to be more competitive for grant funding possibilities.</p> |
| 3 | Skamania County PUD | <p><u>North Bonneville Substation & Feeder Replacement</u> The PUD is looking to replace an aging substation in the City of North Bonneville, upgrade existing feeder lines, and add a new feeder to serve the Port industrial land south of SR 14. Improvements will increase capacity throughout the City to allow for more growth, improve existing voltage issues, and significantly increase reliability to the area by improving the tie with adjacent substations. The project is in the feasibility stage and the PUD will be seeking funds to complete design and construction.</p> |
| 4 | Stevenson Downtown Association | <p><u>Stevenson Park Plaza</u> Develop town plaza in the existing courthouse lawn. Three concept designs have been developed and are currently available for community feedback.</p> |
| 5 | City of Stevenson | <p><u>Stevenson - Russell Avenue Upgrades</u> The project involves rehabilitation of water, sewer, and storm water lines. It also includes undergrounding of power and communication lines, sidewalk rehabilitation, paving the entire street, new street lights and landscaping.</p> |
| 6 | Port of Skamania | <p><u>Stevenson Shoreline Restoration/Enhancement</u> This Project will construct a new public access to the Columbia River in the City of Stevenson, WA. The design & engineering for this project is complete. In water construction is complete. A new waterfront trail, landscaping, and public river access will be completed in 2019. The Stevenson Shoreline Restoration and Enhancement Project will stop bank erosion and restore aquatic habitat along 1,105 feet of Columbia River bank. The project entails extending the shoreline on average 78 feet to the south. The Port will use an estimated 18,730 cubic yards of rock</p> |

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| | | and soil to restore the shoreline and enhance aquatic and riparian habitats. The shoreline will be re-vegetated with native tree species to increase riparian canopy cover by 25%. |
| 7 | Port of Skamania | <u>Cascades Business Park Grading & Enhancements</u> Will complete phase 3 of site infrastructure to provide the largest contiguous "shovel ready" industrial development site in Skamania County 32-acre+/-. |
| 8 | Port of Skamania | <u>Cascade Business Park Feasibility Study</u> Cascades Business Park is one of the few large remaining industrial sites in the Columbia River Gorge NSA that's within a one-hour drive of Portland. In 2019 the Port will be completing the infrastructure required to allow development of the 42 acre parcel. A feasibility study would identify appropriate industry sectors to market the property to. |
| 9 | City of Stevenson | <u>Stevenson Broadband</u> The City of Stevenson has determined that improved broadband access for the community is a priority. There is a Broadband Action Team that is making progress on an action plan that will outline the direction the city will take. |
| 10 | City of Stevenson | <u>Fire Station</u> The city's current Fire Station is not structurally sound and the location lacks space. The new Fire Station for City of Stevenson/Fire District 2 (shared facility) is currently in the design phase and plans also include sharing the facility with the Skamania County Department of Emergency Management. Project is in the feasibility stage. |

Hood River County 2019 Priority Projects

| Rank | Project Sponsor | Description (as submitted by Project Sponsor) |
|------|---------------------------------------|---|
| 1 | Port of Hood River | <p><u>Hood River Interstate Bridge Replacement</u> A new, replacement bridge is needed to improve and ensure multi-modal transportation of people and goods across the Columbia River between the communities of Bingen and White Salmon in Washington, and Hood River in Oregon.</p> |
| 2 | Port of Cascade Locks | <p><u>Bridge of the Gods Maintenance</u> Maintenance of the Bridge of the Gods and improvements to include: a) WaNaPa and Toll Booth Road intersection traffic circle/Signalized intersection b) Design and construction of Pacific Crest Trail link across the river adjacent to the Bridge.</p> |
| 3 | Hood River County; City of Hood River | <p><u>Housing</u> Engage in projects and feasibility analysis to develop critically needed affordable and workforce housing in the City of Hood River and Hood River County.</p> |
| 4 | City of Hood River | <p><u>13th/May Streets Transportation Improvements</u> Address transportation improvements needed around May Street and 13th.</p> |
| 5 | City of Cascade Locks | <p><u>Cascade Locks Substation</u> The City of Cascade Locks is on the brink of rapid expansion in the Port of Cascade Locks Industrial Park. The City is able to provide the power for the first few new industrial customers. For the longer term the City needs to purchase the existing Bonneville Power Administration (BPA) substation and expand it to provide the power needs for 2017 and beyond.</p> |
| 6 | Hood River County | <p><u>Treatment of Wastewater</u> Create additional storage to digest sludge composition. Address the Total Maximum Daily Load issues experienced by Odell Sanitary. Address processing of waste.</p> |
| 7 | Port of Cascade Locks | <p><u>Cascade Locks Flex Buildings</u> Construct Flex Buildings 5 and 6 to create new jobs in the community.</p> |
| 8 | Port of Hood River | <p><u>Hood River Lot 1</u> For Lot 1 to be viable for development, significant improvements are needed to roads and utility systems. Construction of infrastructure - specifically, water, sewer, and public streets - is necessary to prepare the site for industrial development to meet job creation and economic development goals. The current street layout is insufficient to accommodate the increased traffic that is expected with development. Existing utility infrastructure must be relocated. This project specifically targets utility relocation, streets, curbs and parking as well as storm water improvements that are necessary to move development forward.</p> |

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| 9 | City of Hood River | <u>I-84 Exit 62/Cascade Ave Improvements</u> Bike/Ped and intersection improvements on Cascade Ave. Construct second westbound lane from Mt. Adams, to I-84 eastbound terminal. |
| 10 | City of Hood River | <u>I-84 Exit 63 Interchange Improvements</u> Miscellaneous improvements to facilitate access to growing light industrial area at the waterfront and downtown Hood River. 2nd street improvements plus westbound and eastbound ramp improvements. |

Sherman County 2019 Priority Projects

| Rank | Project Sponsor | Description (as submitted by Project Sponsor) |
|------|--|--|
| 1 | Sherman County | <p><u>Work Force Housing</u> The housing stock in Sherman County is lacking the quantity and quality necessary for new employees to find a place to live in the County. Sherman County has created incentives to encourage the construction of new rental housing and the rehabilitation of existing housing. The County continues to look for creative ideas that would solve the housing issues.</p> |
| 2 | Sherman County | <p><u>Fiber Project</u> Sherman County and its four cities have invested in robust connectivity within each community. The next step to improve connectivity throughout the County is to explore strategies for improving service outside of the Cities. The project would identify an approach to addressing this need in conjunction with public and private partners.</p> |
| 3 | Biggs Service District Sherman County | <p><u>Water System</u> Design and construction for a municipal water system in Biggs. Currently several wells serve the service district. Work to include the upgrade of two existing wells, drill a new well, new reservoir, pump station, and distribution system. Future development is limited due to the lack of a water system. Fire protection is limited.</p> |
| 4 | Sherman County Fair board | <p><u>Event Center</u> The fair board is researching the concept of a multipurpose event center to replace several aging barns and current show arena. The building could be utilized year round to host events at the county fairgrounds. Current barns need substantial repairs to them. Rather than putting money towards aging structures that have outlived their usefulness, the board feels it is time to upgrade the facilities for future long range planning and make the fairgrounds more viable.</p> |
| 5 | City of Wasco | <p><u>Wasco Events Center Upgrades</u> The City of Wasco and the Wasco Events Center Board have partnered to make improvements to the Event Center. Improvements include hiring an Engineer to evaluate the outer walls of the center which are cracked and deteriorating to determine what can be done to remedy this. Following this phase the exterior of the center needs painted to protect the integrity of the structure.</p> |
| 6 | Cities of Moro, Rufus, Wasco | <p><u>Backup Power/Emergency Generator Purchase and Integration for Primary Municipal Well</u> The cities of Moro, Rufus and Wasco have identified the need to install a 3-phase emergency backup generator for their primary municipal wells. A backup power source would help to ensure clean/adequate water supplies for sanitation, and fire suppression efforts during a grid down scenario. This would help to mitigate the hazards associated with grid down events, such as with a Wildfire.</p> |

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| 7 | City of Moro | <p><u>Water System/Telemetry Upgrade</u> The City of Moro is currently looking to install PLC's (Programmable Logic Controllers) on water system. A new PLC would help eliminate malfunctions from decades old system, facilitate increased water conservation and provide monitoring capability.</p> |
| 8 | City of Rufus | <p><u>Well #1 Rehab</u> Plans to rebuild the well house with updated wiring and add a metered chlorine system that will allow the use of this Well during peak season. Primary Well will not keep up with demand during the summer months.</p> |
| 9 | City of Wasco | <p><u>Road Resurfacing Project</u> Resurface/repair most of the roads in the city</p> |
| 10 | Sherman County | <p><u>DeMoss Springs Bandstand</u> The Historic DeMoss Park Grandstand is shifting off of its foundation causing the wall to pull apart from the foundation. A preserving Oregon Grant application was applied for in 2018 and was denied.</p> |

Wasco County 2019 Priority Projects

| <i>Rank</i> | <i>Project Sponsor</i> | <i>Project</i> |
|-------------|---|---|
| 1 | City of The Dalles | <p><u>Dog River Pipeline Upgrade</u> The existing Dog River pipeline, which currently transports over 50% of the City’s annual water supply, was constructed in the early 20th century. It is a 20-inch diameter 3.5 mile long wooden pipeline. Over the past 100 years, this pipe has deteriorated, is leaking from tree damage, and exhibiting corrosion. Because the pipe is in poor condition, the City plans to replace it with a new 24-inch diameter ductile iron pipeline. The capacity of the pipeline will increase from 8 to 17 million gallons per day to supply future municipal water demands. City of The Dalles was successful in a grant application to Oregon Water Resource Department to help fund the project.</p> |
| 2 | Deschutes Rim Clinic Foundation | <p><u>Medical Clinic Expansion</u> Deschutes Rim Clinic Foundation has completed their feasibility study, and is moving forward with fundraising efforts to expand the health clinic in Maupin. The Clinic received \$1 million in funding from the Oregon State Legislature for the project and substantial local donations.</p> |
| 3 | City of Mosier/ Mosier Fire District | <p><u>Joint Fire Hall/City Hall Development</u> The City of Mosier and Mosier Fire District have partnered to locate a joint City Hall and Fire Hall in downtown Mosier, a project that would not only serve the facility needs of growing community but would spur development in the commercial center. They received \$500,000 for the facility, as well as the land for the site, through their negotiations with Union Pacific Railroad. They were also successful in receiving \$500,000 from the Oregon State Legislature for the project.</p> |
| 4 | Q-Life Network | <p><u>Cascadia East Interconnection</u> Internet provision occurs through interconnection of many networks throughout the world that meet at co-location and exchange facilities. In the Northwest, major locations are in areas threatened by the Cascadia Subduction. This would mean that the internet was largely inaccessible in the event of a subduction event. Q-Life proposes exploration of developing an interconnection point East of the Cascades in The Dalles as well as a connection route east to the next major exchange.</p> |
| 5 | City of Dufur | <p><u>Streetscape Improvements</u> The City of Dufur is moving forward with improvements for pedestrian safety around Dufur as well as make the main street through town more inviting. The City completed planning efforts for projects around Dufur School this year and the City is seeking additional funds to expand on this initial investment and grow the project scope from a small amount of sidewalk development to create an attractive pedestrian corridor from the School to downtown. Cost estimates for sidewalks are approximately \$700,000. Plans and cost estimates are being developed for decorative street lamps and</p> |

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| | | other street furniture as well. The City has an application into the Small Cities Allotment as well as committed funding from the transportation package to start the project. They are seeking additional funds to expand the scope. |
| 6 | City of Maupin/ South Wasco County Library | <u>South Wasco County Library and Civic Center</u> The City of Maupin is pursuing a joint library/civic center building. They have purchased a site located next to the park in their downtown core for the development. They made a successful legislative request in 2018 and are continuing to work toward identifying resources to complete this project. |
| 7 | City of Dufur | <u>South Basin Water System Improvements</u> The City is seeking to replace the water lines and develop a larger reservoir that will adequately serve the residents needs on this system as well as put into place a dedicated line that connects the South Basin System into the City's in-town water system as a backup water source if needed. |
| 8 | City of The Dalles/Northern Wasco County PUD | <u>Downtown Utility Undergrounding-Project Feasibility Study</u> The City of The Dalles has begun a preliminary analysis into a downtown underground utilities plan that would not only update our current infrastructure, but will help pave the way for future development opportunities. Partnering with Northern Wasco County People's Utility District (PUD), the City has held informal meetings discussing the best approach to this project and the entities are exploring the feasibility of this approach. |
| 9 | Youth Empowerment Shelter | <u>Fire Suppression System</u> Recently Youth Empowerment Shelter has been required to equip their facility with a fire-suppressant sprinkler system. Without this amendment to the facility they will not be licensed to provide their necessary services. Estimates are that the system would cost \$20,000 including installation, materials and refurbishing (drywall, paint, labor). |
| 10 | City of The Dalles | <u>UBG Expansion</u> The City of The Dalles, with support of other local partners, is working to develop a path toward expansion of both the Urban Area Boundary for the National Scenic Area and the Urban Growth Boundary to allow for a land supply to support growth in the community moving forward. Without this opportunity to expand meeting the stringent State requirements, the City is limited in its opportunities in the future. |

Status of Prioritized 2018 Projects

| Washington Technical Assistance/Public Works | | |
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| Rank | Project | Status |
| 1 | White Salmon Slow Sand Filter Water System | Progress and movement forward in agreement, as to what could occur for the project. |
| 2 | Stevenson Wastewater System | Held value-planning workshop with Center for Sustainable Infrastructure to discuss innovative alternatives. EDA disaster application submitted. |
| 3 | Dallesport Industrial Park Improvement Projects | Increased interest and urgency around this project. Likely to see prep work in the next year. |
| 3 | Cascades Business Park (North Bonneville) | Some regulatory progress made; still seeking additional funding. |
| 5 | Bingen Point Industrial Park Projects | Submitted for 2019 list. |
| 6 | Goldendale Energy Storage Project (previously John Day Pool) | DOE funded study: https://www.mcedd.org/us-department-of-energy-awards-goldendale-pump-storage-project-technical-assistance-award/ |
| 7 | Stevenson Shoreline Restoration | Funded through Aquatic Lands Enhancement Act, Port of Skamania, Skamania County, City of Stevenson and other matching grants. Design and engineering is complete. In water construction is complete. A new waterfront trail, landscaping, and public river access will be completed in 2019. |
| 8 | Columbia Gorge Regional Airport Runway Rehabilitation-Lengthening | No updates provided |
| 9 | Goldendale Municipal Airport Improvements | No updates provided. |
| 10 | Skamania PUD Improvements: Undergrounding utilities, Stabler Feeder Upgrade and North Bonneville Substation | Submitted for EDA Disaster Funds. |

| Oregon Technical Assistance/Public Works | | |
|--|----------------------------|---|
| Rank | Project | Status |
| 1 | Workforce Housing Projects | CGCC Housing/Skills Center matched state bond funds with local sources. Hood River: Ongoing activity and focus on housing as a core topic in project and policy discussions. State RIF funds allocated. Sherman: County partnered with MCEDD on incentives to encourage the construction of new rental (\$10,000 grant per unit) and the rehabilitation of existing housing (up to \$20,000 per house). |

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| 2 | Biggs Water System | MCEDD staff actively working with the County and County contractors to advance the project for USDA funding. |
| 3 | Deschutes Rim Medical Clinic Expansion | Completed feasibility study and received \$1 million in funding from the Oregon State Legislature for the project and substantial local donations. Did not pass operational levy. |
| 4 | Mosier Well Repair | Sought OWRD funding; project was just below the cut line. Project updates: http://www.wcwatersheds.org/wc_website_005.htm |
| 5 | Bridge of the Gods Maintenance and Pedestrian/Bicycle Improvements | Working on automated tolling. Received a FLAP award, but declined to accept the funds. |
| 6 | Confluence Business Park Infrastructure (name changed to Hood River Lot 1) | Infrastructure framework completed. |
| 7 | Dog River Pipeline Upgrade | City of The Dalles received confirmation of funding through the Oregon Water Resource Department to help fund the pipeline. |
| 8 | Parkdale and Odell Treatment of Biosolids/Sludge | MCEDD staff actively working with North Central Oregon Regional Solutions. Project expanded regionally. |
| 9 | Mosier Fire Hall/City Hall | Received \$500,000 for the facility, as well as the land for the site, through negotiations with Union Pacific Railroad. Successful in receiving \$500,000 from the Oregon State Legislature for the project. |
| 10 | South Sherman Fire Hall | Progress and project stalled. |

Memorandum

Date: March 22, 2019
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Procurement Policy

Overview

MCEDD has an adopted public contracting policy that covers procurement of goods and services and surplusing of property. Generally, this overall policy has worked well for the agency.

However, two issues precipitated a review of the policy:

- Surplusing: The current language requires that the Board pass a resolution to allow for surplus and disposal. It is inconsistent with our general procedures and policies that typically delegate this type of action to the Executive Committee or Executive Director.
- FTA funded procurement: As we have taken on more transportation activities, there are requirements specific to FTA funded programs for procurement procedures.

To accommodate these changes, the MCEDD procurement policies are proposed for revision as follows:

- Resolution 2019-2 reaffirms adoption of Oregon's public contracting rules with additional rules of procedure specific to the District for *non-FTA funded purchases*. These additional rules (Exhibit A to the resolution) are necessary in order to provide the District authorities to engage in personal services contracts and emergency contracts. The surplus section was revised to allow the Executive Director authorities, as consistent with our procedures, and to clarify legitimate means of disposing of surplus property.
- Resolution 2019-3 adopts public contracting rules for *FTA funded purchases*. Due to the length of the document, a print copy is not included. Please find it electronically [here](https://www.mcedd.org/wp-content/uploads/2019/03/MCEDD-FTA-Procurement-Policy-Draft.pdf) (https://www.mcedd.org/wp-content/uploads/2019/03/MCEDD-FTA-Procurement-Policy-Draft.pdf)



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2019-2
ADOPTING PUBLIC CONTRACTING RULES FOR NON-FTA FUNDED PURCHASES**

WHEREAS, Mid-Columbia Economic Development District (“District”) is an Oregon special district which is subject to Oregon’s public contracting rules; and

WHEREAS, the District is required to adopt public contracting rules consistent with the Public Contracting Code; and

WHEREAS, the District has previously adopted public contracting rules and seeks to revise those rules to be consistent with its current programs and operations; and

WHEREAS, the District procures for goods and services for items not funded through FTA sources; and

WHEREAS, ORS 279A.065(6)(a) provides that a local contracting agency may adopt its own rules of procedure for public contract; and

WHEREAS the model rules adopted by the Oregon Attorney General do not apply to the District and the District may therefore prescribe the rules of procedure that the District will use for public contracts, which may include portions of the model rules the Attorney General adopts;

NOW, THEREFORE, BE IT RESOLVED:

1. That, except as otherwise provided herein, the District hereby adopts the provisions of ORS 279A, 279B, and 279C, and the Oregon Attorney General’s Model Public Contracting Rules (“Model Rules”) as the contracting rules for the District, as such Model Rules now exist or are later modified.

2. That the District affirmatively adopts the public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.

3. That the District shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Rules adopted in Exhibit A are consistent with current law.

PASSED AND APPROVED this 28th day of March 2019.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

Lauren Hernandez, Office Administrator

Ken Bailey, Chair

EXHIBIT A: PUBLIC CONTRACT LAWS ATTACHMENT

DELEGATION OF AUTHORITY POLICY

Except when otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by Mid-Columbia Economic Development District's Board of Directors.

Unless otherwise limited by the Local Contract Review Board or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the Mid-Columbia Economic Development Executive Director or his/her designee, including the authority to enter into emergency contracts.

Personal Services Contracts

(1) Except for architects, engineers, land surveyors, and related service providers, whose appointment shall be governed by the model rules, the Executive Director or her/his designee may determine the procedures to be employed in the selection of personal service contractors. These procedures may include any of the procedures authorized for the procurement of goods and services under the model code including direct appointment or acquisition. The Executive Director may promulgate policies and procedures, which shall provide guidance concerning selection procedures to be employed for certain contracts or classes of contracts. Any policies and procedures adopted by the Executive Director as provided above are for internal District purposes only and do not limit or proscribe the authority of the Executive Director or her/his designate regarding any particular contract.

(2) "Personal services contract" means, in general, a contract with an independent contractor predominantly for services that require special training or certification, skill, technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services specifically include, but are not limited to, the services of architects, engineers, land surveyors, attorneys, auditors and other licensed professionals, artists, designers, computer programmers, performers, consultants and property managers. The Executive Director or designee shall have discretion to determine whether additional types of services not specifically mentioned in this subsection fit within the general definition of personal services.

Disposal of Surplus Property Policy

Surplus property is defined as any personal property of the District that has been determined by the Mid-Columbia Economic Development District Executive Director or designee as being of no use or value to the District.

The Executive Director shall have the authority to dispose of surplus property by any means determined to be in the best interest of the District, with due regard for the value the District will receive from the disposal of the surplus property including but not limited to:

- (a) Sale to the highest qualified buyer meeting the sale terms and the sale has been advertised at least once in a newspaper of general circulation in the District's region not less than one week prior to the sale;
- (b) Traded-in on the purchase of replacement equipment or supplies;
- (c) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for the property;
- (d) Sold at a fixed price retail sale;
- (e) Donation. Surplus property may be donated or sold to any nonprofit organization, and any other local government, or any state or federal program created to dispose of surplus property;
- (f) Recycled, destroyed, or otherwise disposed of when it is determined that the value and the condition of the property does not warrant the cost of sale;

All personal property sold pursuant to this section shall be sold as-is without any warranty, either express or implied, of any kind.

Sales of surplus personal property may be conducted electronically.

Emergency Contract Policy

Emergency shall be defined as follows: Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.

The Mid-Columbia Economic Development District Executive Director along with the Board of Directors shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.

Emergency contracts may be awarded as follows:

(a) Goods and Services. Emergency contracts for procurements of goods and services may be awarded pursuant to ORS 279B.080 and the Delegation of Authority Policy of these Rules.

(b) Public Improvements. The Board of Directors hereby adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

Special Procurements and Exemptions Policy

The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.

The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements.

SOLE SOURCE PROCUREMENT POLICY

When necessary, the District's Local Contract Review Board, or Mid-Columbia Economic Development District Executive Director, or designee may enter into a sole source procurement pursuant to ORS 279B.075.



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2019-3
ADOPTING PUBLIC CONTRACTING RULES FOR FTA FUNDED PURCHASES**

WHEREAS, Mid-Columbia Economic Development District (MCEDD) must develop a written procurement policy governing purchases made with Federal Transit Administration (FTA) funds that reflects the requirements of FTA Circular 4220.1F; and

WHEREAS, MCEDD has developed a procurement policy applicable to procurement of goods and services funded through FTA sources;

NOW THEREFORE, BE IT RESOLVED that the Mid-Columbia Economic Development District Board of Directors does hereby adopt the Mid-Columbia Economic Development District FTA Procurement Policy.

PASSED AND APPROVED this 28th day of March 2019.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

Lauren Hernandez, Office Administrator

Ken Bailey, Chair



Executive Director's Report
Prepared for the March 2019 Full Board Meeting

Regional

- **Economic Development Administration (EDA)**
 - **Partnership Planning Grant:** MCEDD received an invitation for a three-year partnership planning grant through EDA. It is at the same base level as prior years for \$80,000 per year, or \$240,000 total. I submitted the application and it is proceeding through processing for an anticipated April 1, 2019 start.
 - **EDA Representative:** Thank you to the board members who participated in the visit with Michael Mills, our new EDA representative for the State of Oregon. Jacob Macias has transitioned as our State of Washington EDA representative. I conducted a full day tour for Michael to orient him to the MCEDD region, with a lunch with the Board. Chair Bailey emphasized the importance of bi-state coordination through MCEDD and the planning funds.
 - **EDA disaster applications** for Skamania PUD and City of Cascade Locks are in process. City of Stevenson submitted their request, as well
 - Skamania PUD received preliminary approval, pending submission of a few additional documents. If awarded, they would receive \$7,431,455 in EDA supplemental disaster funds to support the North Bonneville substation and powerline upgrades.
 - Cascade Locks has not yet received notification but has been asked to submit additional information. Their project would improve the city-owned electrical system.
 - City of Stevenson was invited for a full application.
- **HB3110:** An Oregon Rural Capacity Center proposal has the potential to provide additional mechanisms to support District staff in working with small rural communities. [Oregon HB 3110](#), as amended and if passed, will specifically address funding for rural capacity, with proposed delivery through Economic Development Districts. A hearing is scheduled for Wednesday, March 27. I will provide updates at the board meeting.
- **Rural Economic Development Loan and Grant (REDLEG):** North Wasco County PUD is not pursuing this funding resource at the current time. We will continue conversation with Hood River Electric Coop regarding the potential to access this economic development tool for their area.
- **Annual Symposium:** The 2019 Columbia Gorge Economic Symposium is scheduled for November 1, 2019. *Save the date!* David Anderson, NW Natural CEO is confirmed as a keynote as we work on a theme of MCEDD 50 years- past and future. A big “thank you” to Tonya Brumley for helping to secure David for the event. MCEDD RARE Tatiana Eckhart is working on a location. *MCEDD Board thoughts on location options and speakers is welcomed!*
- **Agora Investment Platform:** We anticipate the platform will shutdown in May. All primary community partners have been updated on the status. The replacement platform that would allow for features necessary to take better advantage of Opportunity Zone designations is still targeted to be in place before that time. However, the rollout has experienced delays.

- **Columbia Gorge Community College's Food and Beverage Study** was completed and presented to the College Board. The project had funding from the US Economic Development Administration and Columbia River Gorge Oregon Investment Board.
- **Local Economic Opportunity Fund:** I submitted our Local Economic Opportunity Fund application (\$50,000). I am pleased to report that it was awarded. It will allow us to build on partnership economic resiliency work done following winter storms and fires in 2017/18. I will provide further detail on this item.
- **Columbia River Gorge Commission Management Plan:** Ken Bailey and I have been participating in the updates to the economic development chapter. Overall, the updates to that chapter are minor with only a few significant requested changes. One of those changes recognizes support for infrastructure to allow development to occur in urban areas. The major work is in other sections, such as urban area policy and recreation. They are worth tracking.
- **Opportunity Zones:** The potential for MCEDD and our communities continues to shift. I will provide an update at the meeting regarding the current status and discussions we are engaged in related to Opportunity Zones.

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 has been steadily declining as the loan board makes new loan approvals. As of the start of March we had approximately \$262,000 available to loan through our regular loan program, about \$1.2 million through our housing loan program, and about \$986,000 through the Oregon Investment Board. We have had a few early payoffs and anticipate some in the next quarter as well.
- **Columbia River Gorge Oregon Investment Board (OIB)**
 - Jorge Barragan was appointed to replace the position previously held by Rick Leibowitz, representing Wasco County.
 - MCEDD staff reviewed the OIB biennial contract, proposing a level amount in FY20 and 2% increase in FY21. The OIB recommended proceeding and I am working with the state through the necessary contracting stages.
 - In February the Board toured the new Farmers Conservation Alliance building in Hood River (the former Sheppard's building). The OIB provided a loan to support the remodel.
 - The OIB reviewed the pilot loan program funds which were set aside in a prior budget to determine if the OIB would like to expand that program. They have allocated \$80,000 additional for FY20.
 - Community partners continue to provide letters of support for obtaining the remaining Washington and Oregon Investment Board funds (roughly \$2M remaining from the original authorization in the creation of the National Scenic Area). A few community groups will be in Washington DC advocating/lobbying for those funds.



Oregon Investment Board and staff toured the new Farmers Conservation Alliance Building in Hood River.

- Siri has been talking with our bank regarding the ability to offer our loan clients ACH options for payments. Previously we were told that they needed to be initiated by the client. The Bank has since provided an option we can initiate, with client approval. It will be an item for consideration by the Loan Board during the next application approval.
- USDA should be releasing guidance for hemp/hemp connected businesses given the changes in the recent Farm Bill. We have been warned by our EDA partners that as EDA is our authorizing/cognizant agency, we should proceed with caution until EDA releases guidance as well.
- **Financial Services:** MCEDD was contacted by the City of Mosier to support training on financial services. Siri and I met with City staff to discuss expectations around services. I anticipate the City will sign an agreement in March. MCEDD concluded financial services with the City of Rufus on January 31, 2019. The City is contracting with Jeff Nichols, a local CPA to support their finance needs.

Operational

- **Facilities:** GOBHI, the tenant at the Transit Center, is delayed in their progress to move out of the facility. In the interim, MCEDD released an RFP for an architect so we can proceed in designs and obtaining permits given that the timeframe for a remodel will be condensed with GOBHI's change.
- **Attorney:** The attorney representing MCEDD, Vic VanKoten, changed firms. Previously with Annala, Carey, VanKoten & Cleaveland (the "Annala" firm), he is now with VanKoten & Cleaveland.
- **Training:** Carrie Pipinich attended the City County Insurance Services conference. MCEDD received a complimentary pass for the training. I attended the Special Districts Association annual training conference. MCEDD received a complimentary pass for the training. Siri Olson attended the Oregon Government Finance Association spring conference. Eric Nerdin has been participating in Council of Development Finance Agency trainings geared towards improving management of Revolving Loan Funds. Jacque Schei attended a labor standards training sponsored by Business Oregon. Carrie Pipinich was encouraged to participate on the Oregon Infrastructure Summit planning committee. The Oregon Summit immediately precedes the Washington summit (Infrastructure Assistance Coordinating Council).
- **Website:** I asked our website designer to conduct an updated ADA compliance review. We are meeting and exceeding the requirements.
- **AmeriCorps RARE:** Community applications for the AmeriCorps RARE program for next year are due in April. The Executive Committee recommended submission. Tatiana is interested to continue for a second year, if we are successful.



Executive Committee Report **(March 2019)**

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

- Reviewed the status of the facilities transition. Given the anticipated delay in the timeline for GOBHI's departure, approved shifting from a design-build process to separating the two activities to encourage more responses from qualified entities.
- Discussed options for the 2019 Columbia Gorge Economic Symposium. Save the date November 1, 2019.
- Reviewed MCEDD's financial status relation to challenged loans/loans in litigation.
- Discussed launch of a workforce initiative.
- Recommended budget committee members for appointment by the full Board.
- Reviewed the Executive Director Job Description and modified to reflect current job responsibilities.
- Discussed the status of shutting down the Agora Investment Platform with an anticipated new platform to be launched which better supports Opportunity Zone designated areas.
- Discussed the impact of the partial federal government shutdown on MCEDD programs in the short and longer term.
- Approved out-of-states travel for Jessica Metta to the AUVSI conference in Chicago, IL (April/May).
- Recommended revisions to the MCEDD procurement policy for adoption by the MCEDD Board of Directors. Recommended adoption of a succession policy and emergency succession plan.
- Authorized submission of a USDA Rural Business Development Grant application.
- Approved submission of a community application for the AmeriCorps RARE program, along with a grant request to support a portion of the required community matching funds.



To: MCEDD Board of Directors
From: Jessica Metta
Date: March 28, 2019
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 in March with meeting highlights including:

- Recommended adoption of the FTA Procurement Policy.
- Recommended moving to card lock fuel cards versus fueling through Wasco County Public Works.
- Other updates as noted elsewhere in this report and the Mobility Management report.

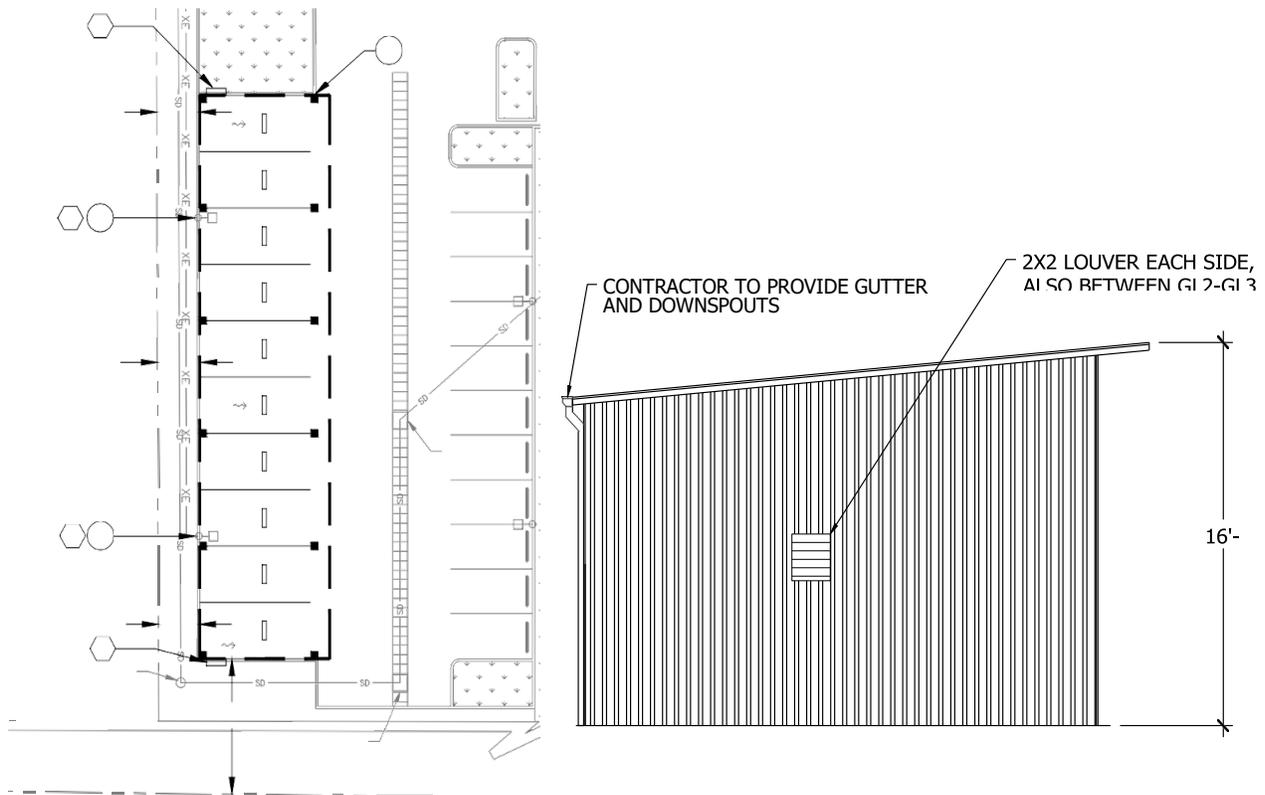
Operations

- Continued to research marketing options for the LINK. We have placed an ad in The Dalles Chronicle which seems to be working as we have been signing up a few new riders every week.
- Our average rides per day have increased to between 130-170!
- Our three primary biennial operations grants (FTA 5310, FTA 5311 and STF) are submitted or will be submitted by March 15. These support the dial-a-ride operations and fleet maintenance.
- Supported our community with LINK rides:
 - afterschool programming by transporting students to/ from Wahtonka Community School (rides covered by school via a grant),
 - a few riders to the gym through tickets bought by PacificSource, and
 - worked with The Dalles Police Department to support transportation of homeless to a social services event on Jan. 31 (rides donated by the LINK).
- February 1 marked the one-year anniversary of taking on the LINK! We are proud of this important community service and of our team at the LINK.
- As of March 1, we are taking credit card payments. We are also in process to contract with HopThru to launch a mobile ticketing option in April.
- Continue to plan for the deviated fixed-route roll out in April.

Physical Assets

- Issued information to receive the necessary federal approval (a documented categorical exclusion) for construction of the new passenger shelter at The Dalles Transit Center, funded by ODOT and Northern Wasco PUD grants.

- Received our new ADA-accessible minivan and the bus was returned from Tygh School. Both are now branded with LINK logos and almost ready for use! The minivan will be big help transporting our disabled clients.
- Selected Hood River Consulting Engineers for the engineering/ design services for the bus barn at The Dalles Transit Center. The design has been completed and request for bids has been issued with a March 29th deadline. See location and side view below. The bid also includes the vehicle gate replacement project we put on hold to save funds by doing both at the same time.



Staffing

- We are hiring for both a full-time and part-time driver.

Reporting

- Had a successful ODOT Compliance Review in mid-December and are moving forward with a few adjustments to the system in response. The FTA-focused procurement policy was a result of that review.
- Had a successful GOBHI assessment in early February. We will be adjusting our Driver Manual to address some of their points.

Wasco County Support

- Held a quarterly meeting of the Wasco County Special Transportation Fund Advisory Committee and the Wasco County Statewide Transportation Improvement Fund Advisory Committee.

- Worked extensively to prepare for the November 1 deadline for submittal of the application for the Statewide Transportation Improvement Fund (STIF) Formula Funds for Wasco County. We have heard the application is moving forward and should hear final approval shortly.

Gorge Technology Alliance

- Continued to support the GTA Board in moving forward on special projects identified for the organization in 2019. Top priorities included branding/ messaging/ website, career/ college fair attendance, and a regional AUVSI presence.
- Worked to support the GTA Board in filling two vacancies. These will likely be filled by reps from Providence and Sagetech.
- I will be attending the AUVSI 2019 conference in Chicago (approved by the Executive Committee in February) to coordinate a joint networking event with Gorge UAS companies and support planning for a combined presence at the 2020 conference in Boston. I have also been asked to speak on a panel at the Cascades chapter of AUVSI in Kent, WA on April 3 and 4.
- Continued to process membership and sponsorship renewals. Almost all are renewing at the same level, including the largest supporters such as Insitu and Google, which is good news for the organization.
- Spoke on a panel of women leaders about our work to support Gorge Women in STEM.
- Met with several parties to discuss interest in a project that would map the education and workforce needs of the region with staffing support from Ted Fuller of the Southwest Washington STEM Network and Christy Christopher of Gorge STEM Hub.
- Held a great event on January 22 called “Gorge Innovators.” This was well attended with about 65 people and well received by the attendees. The speakers shared their Gorge-based innovations from Tofurkey, Farmers Irrigation District, and Gorge MakerSpace. The GTA would like to bring the event format back to repeat as an annual activity.
- STEM Education:
 - Held the FIRST LEGO League qualifying tournaments in the Gorge on Dec 8 at Hood River Middle School and Dec 15 at The Dalles Middle School. We had 39 teams this year which is a drop from prior years. New this year was our work to make the events more supportive of the English Language Learner students, which was appreciated. STEM Education:
 - Supported robotics article for STEM insert in the Hood River/ The Dalles papers.
 - Continued planning for the March 16 Wind Challenge event, sponsored by Google and supported by CGCC. We have the most teams ever signed up (49!). Board members are encouraged to attend this fun event! It is at the Fort Dalles Readiness Center. More at windchallenge.org.
 - Promoted our annual STEM college scholarship with a March 18 deadline to apply.
 - Worked to plan STEM Career Day for all Gorge 7th graders on April 12.



To: MCEDD Board of Directors

Date: March 19, 2019

From: Carrie Pipinich, Project Manager

Re: Project Management Report

Broadband

- **Wasco County:** The Maupin fiber project is up and running with connections being completed to homes and businesses! Staff is working with the City to incorporate goals for utilization of this connectivity into the Cities upcoming visioning process as well as its Economic Opportunities Analysis. Staff will also be working with the City, Chamber, and SBDC to support training to enhance business utilization. Additionally, staff is working with Q-Life to further develop an interconnection point in the area that would leverage existing infrastructure to support more resilient networks locally and across eastern Oregon.
- **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. Fiber based broadband connections are active in Moro and construction in Grass Valley has been completed. Staff will also work with communities in Sherman County to explore opportunities to enhance business use of this asset moving forward. Staff has also supported the County in discussions around Frontier Telenet's next steps as an organization that provides both backbone services for broadband as well as critical public safety infrastructure.
- **Klickitat County:** The City of Goldendale was awarded a \$50,000 CERB Broadband Planning Grant to develop a broadband plan, model elements for inclusion in a comprehensive plan, and explore ties between broadband investment and the newly developed Opportunity Zones. They held the first planning meeting in March.
- Several additional funding opportunities for broadband are moving forward. USDA Rural Development has put out a notice of funding availability for \$600 million in grant or funds through their ReConnect program that will be awarded over the next six month. Additionally, there are bills in both the Washington and Oregon legislatures that would form state broadband offices as well as provide additional resources for funding broadband infrastructure and planning.

Wasco County Economic Development Commission (EDC):

- **Economic Planning:** Staff is sitting on The Dalles Brownfield Planning leadership team to support identification and prioritization of brownfields within the Urban Renewal Area. An inventory of the alleys in downtown has been completed as well as a complete inventory of potential brownfields in the Urban Renewal Area. Next steps for this process will be a stakeholder meeting to discuss prioritization strategies for this inventory. Staff is also engaged with the City of The Dalles as they move through an economic development planning process. Thus far this process has highlighted workforce and housing as critical needs as well as exploring key industry clusters from the CEDS analysis with a focus on impacts in Wasco County. Additionally, staff is serving on the City of Maupin's Advisory Committee for their EOA process where a major focus has been on utilizing the enhanced broadband capacity in the community to support economic opportunity through business development and encouraging teleworking.
- **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. With support from MCEDD's RARE Project Coordinator Tatiana Eckhart, two planning sessions have been conducted to gather input on elements of the plan. Staff is drafting the plan for presentation to the Fair Board in May.

- **Technical Assistance:** Staff worked with a variety of communities to support connecting to resources and a few are noted below. A board planning session was held in January with the Wamic Water and Sanitary Authority and RCAC. As a result, WW&SA is planning to move forward with a capital improvement plan and rate study to help them address their system's needs. Additionally, staff worked with them to submit a grant application to support studying
- **Committee Updates:** The Small Cities Committee met in March and decided to focus on infrastructure planning and project implementation as a topic for developing a collaborative framework for sharing information, identifying opportunities for cost savings, and bringing in outside expertise to enhance local capacity. The Unincorporated Communities Committee is intends to focus into one community this year to explore developing robust strategies for supporting these areas around economic development.

Sherman County Economic Development:

- **Housing Assistance:** Working with MCEDD Energy Coordinator Marla Harvey, staff is working through clarifications to the processes for these programs as well as to better connect to energy efficiency incentives available through power providers. The City of Grass Valley also completed a housing land inventory with support from the County and staff is exploring opportunities and interest in completing similar processes in other areas of the County.
- **Economic Opportunity Analysis:** DLCDD awarded technical assistance support to the Cities in Sherman County to develop economic opportunity analyses for each community. The Advisory Committee has met twice to discuss economic trends and how land available aligns with meeting these needs. A public meeting will be held March 20th to gather input on initial findings.
- **Biggs Water System:** Staff has been working closely with the County, the new 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 met with RCAC staff and OAWU to discuss additional technical assistance around developing operations plans and an initial rate study to support this application.
- **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. Staff worked with the Sherman County Historical Museum to make some updates to the Sherman County page in the 2019 Eastern Oregon Visitor's guide to better reflect opportunities for visitors to the County.

To: MCEDD Board of Directors
From: Jacque Schei, Project Manager
Date: March 7, 2019
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. Construction is moving along as scheduled and is expected to be complete in mid-May. They are currently working on drywall installation and painting on the interior. On the exterior, most of the brick work has been completed and they are installing metal siding.



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 project has been notified that they will receive Safe Drinking Water Revolving Loan Funds to cover the additional costs in the work (the construction costs have gone up since the original estimate on the initial CDBG application). The City has been in transition since the loss of their City Recorder in December. Without that contact, it has been difficult to get documents signed by the City in a timely manner, so the project is progressing slowly.

State Revolving Loan Fund Project Support

Crystal Springs Water District (CSWD) Mid-Valley Reservoir: CSWD has secured a Safe Drinking Water Revolving Loan Fund (\$3,743,00 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). Phase one of the project is mostly complete. The contractor must wait for better weather to do the final paving work. The District has also completed the final environmental review requirements for phase two and is expected to go to bid for that work in the coming weeks.

Crystal Springs Water District (CSWD) South Valley Reservoir & Odell Water Company Consolidation: CSWD has received funding from the Safe Drinking Water Revolving Loan

Fund (\$2,717,000 loan and \$280,000 forgivable loan) for the South Valley Reservoir project. Engineers have started on the design for the new reservoir. The District is still awaiting final contract documents from the state for the second project – Odell Water Company Consolidation. The District has contracted with MCEDD to provide grant administration and labor standards services for both of these 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 is supporting labor standards management on the project. Construction has been delayed by weather, but is expected to be complete in the next several weeks barring any additional weather delays.

City of Cascade Lock Corrosion Control Treatment Project: The City of Cascade Locks has funding from the Safe Drinking Water Revolving Loan Fund (\$280,000 loan and \$495,000 forgivable loan) to construct a treatment facility to reduce the corrosion potential of City water, thereby reducing copper concentrations that have recently exceeded acceptable levels per the Lead and Copper Rule. MCEDD has an agreement with the City (\$30,000) to support grant administration and labor standards management for the project. The project advertised for bids in January and opened them in February. All bids were over the budgeted amount for construction in the project, but since this is a compliance issue that needs to be corrected, the City decided to accept the bid from the lowest responsible bidder (Crestline Construction). They will work with the state to increase their loan amount to cover the difference.

Fermentation Cluster

Cider Marketing and Events: The Gorge Cider Society started their membership renewal drive in December. Unfortunately, a number of members did not renew for 2019. MCEDD will work with the remaining members to outline a path forward that will still promote cider in the Gorge and be beneficial to the members. The grant supporting MCEDD's time for coordination of the Cider Society has been extended until June 2019 and that will allow for support of the group for Cider Fest in April and continued discussion of options for the Cider Society beyond the end of the grant.

Freight Parking Analysis

MCEDD, under contract with the Port of Hood River, conducted a freight parking analysis for the Hood River waterfront. The report was presented at the January Port of Hood River Commission meeting. Access the report summary [here](#). The Port of Hood River requested the study to inform future decisions related to use of its properties.

To: MCEDD Board of Directors
Date: March 11, 2019
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.

- **Everybody Rides ¡Todos Arriba!** Funded by grants from the Columbia Gorge Health Council and ODOT, this project is designed to provide enhanced awareness of available



public transportation resources throughout the five county region, engaging the Gorge communities by using creative and innovative public outreach techniques. Kathy is working with each county's transportation provide to create videos and images for social media platforms. ODOT selected Alta Planning to develop the marketing and branding content for the campaign. MCEDD is working with Immense Imagery to create video stories, capture still images, develop social media posts, and conduct an ongoing community challenge.

- **The Transportation Innovations Through Collective Impact** project finally launched on March 11, after being postponed twice because of bad weather. The project will identify appropriate innovative transportation solutions for Columbia Gorge communities that will allow advancement of new transportation models. The National Policy Consensus Center is facilitating this important regional process. Kevin Chambers, a nationally known expert on appropriate transit technology, will help this cohort of health care and transportation providers navigate the complexities of transit technology solutions.
- **Mobility Management Project Grant Submission:** MCEDD submitted an application to ODOT's Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network program in February for \$120,000 to expand and preserve the Gorge TransLink



Mobility Management project with expansion to include a Gorge Regional Transit Strategy and implementation of technologies that will increase the effectiveness of STIF dollars across multiple transportation providers. If funded, the expansion would build on the outcomes of the Providence “Transportation Innovations Through Collective Impact” project. Awards will be announced in August 2019 with funding available October 1, 2019.

- **Skamania County Transit** is preparing to launch one more season of the Dog Mountain Shuttle. Last year MCEDD joined multiple county, state, and federal partners to develop a permitting system designed to mitigate the serious congestion and traffic safety issues on the SR 14 corridor near the Dog Mountain trailhead. Hikers who used the shuttle to access the trailhead received a permit to hike the Dog Mountain trail. The program was so successful last year that on weekends this previously unsafe and congested parking area was never more than half full.
- **The NADO Eastern Klickitat County Transportation Study** has been completed and can be accessed here: <https://www.nado.org/rural-transportation-ta/>. MCEDD applied to the National Association of Development Organizations (NADO) in 2017 to assist with one of our more challenging transportation issues: meeting the needs of employers in eastern Klickitat County. NADO was awarded funding through USDA to provide technical assistance to a few areas of the country and selected MCEDD’s proposal as one of those projects. This study has a focus in particular on the vineyard/winery cluster, but includes other industries that have growing employment in eastern Klickitat County. Kathy was the lead MCEDD staff with this effort and worked in collaboration with Klickitat County Economic Development. The completed study identifies options and recommendations for implementing solutions that Kathy can use to plan for next steps.
- **Port of Klickitat Bus Shelter:** More residents are discovering Mt Adams Transportation Service's new fixed route service from White Salmon/ Bingen to Hood River and are using the bus to get to work and to access important services. The bus stop at the Bingen Point Business Park is especially popular with employees who are commuting from other areas and this season’s severe weather underscored the need for a designated Port bus stop site and shelter. Kathy reached out to Marc Thornsbury, the Port’s Executive Director, who located the perfect ADA accessible Port bus stop site and created a design for the bus shelter that includes the use of materials the Port already had in storage. The project was approved by the Port Commission and will get underway when the snow melts and the concrete slab can be poured.

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.

- Congratulations to Northern Wasco PUD, the most recent employer to become a Commute Options partner. Kathy works with Commute Options partners in Wasco and Sherman counties to develop a customized transportation plan, offer incentives to employees, and provide presentations, training materials, and a website promoting smart commuting choices.



To: MCEDD Board of Directors

Date: March 13, 2019

From: Marla Harvey, Energy Coordinator

Re: Project Management Report

Hood River Energy Work

- **Hood River County Energy Council:** The Hood River County Energy Council formalized this month with all 11 seats on the Council filled. The Energy Council will work with governing bodies and the public to pursue and support priority energy projects benefiting the Hood River County community. The Council began work on a work planning process that will guide the Council's efforts over the next 1-3 years. Staff has been meeting with funders to identify resources the Energy Council could use to support energy projects. Staff has also reached out the adopting governing bodies regarding match funding for the 2019/2020 fiscal year. Staff noted that with a modest governing body investment of \$36,598 over the last two and a half years, the efforts of the Energy Coordinator, the Council and volunteers has resulted in well over **\$343,000¹** in technical assistance, grants and loans to support projects in Hood River County that will provide long-term energy independence and cost savings for our community.

Community Solar: MCEDD was awarded a \$10,000 grant award from the Energy Trust of Oregon Low to Moderate Income (LMI) Innovation Grant to support financial modeling and program development for a proposed community solar site that could provide benefit to LMI customers of Pacific Power within Hood River County. Staff will contract with Sustainable Northwest for financial modeling. Staff is organizing a kick off and work planning meeting to support project.

Irrigation System Projects: Energy Trust of Oregon awarded \$85,000 in grants to support feasibility studies of in-conduit hydro projects for the City of Hood River, Crystal Springs, and East Fork Irrigation Districts. The combined capacity of all investigated systems is 4.2 megawatts and the studies were completed by Nline Energy.

¹Includes totals raised to support coordinator capacity (including governing body \$36,598) and project specific funds but does not include in-kind contributions or the true value of all identified feasibility studies.