

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 24, 2020**

4:00 P.M.

ZOOM TELECONFERENCE (ACCESS INFORMATION ATTACHED TO AGENDA)

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Loan Client Highlight	5 minutes	Presentation
Consent Agenda June 2020 Minutes Meeting Schedule	5 minutes	Approval
Financial Report	10 minutes	Information
Private Sector Appointments <i>MCEDD Board, Loan Administration Board, Transportation Administration Board</i>	10 minutes	Ratification
Nominating Committee Report; Elections <i>Election of Officers and Private Sector Executive Committee Members</i>	5 minutes	Decision
Executive Director Report <i>Annual Report</i>	10 minutes	Discussion
Committee Reports Executive Committee Transportation Administration Board Loan Administration Board	15 minutes	Information
<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>	30 minutes	Discussion
New Business	5 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.

MCEDD is inviting you to a scheduled Zoom meeting.

Topic: MCEDD Board Meeting

Time: Sep 24, 2020 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98938647553?pwd=ZkRtMjV6UjRidFdtVGJuSHdiYXduQT09>

Meeting ID: 989 3864 7553

Passcode: 817955

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Find your local number: <https://zoom.us/u/aeFXbvwEfr>

Loan Client Profile: Grass Valley Country Market



The Grass Valley Country Market (104 Mill Street, Grass Valley, Oregon) offers groceries, household sundries and commercial kitchen services to the local Grass Valley community and surrounding area, plus highway through traffic. The market is a critical source for food service and supplies in the community. Most residents in Sherman County are accustomed to driving an hour or more for most of their major grocery, hardware, and other needs. The market is an important local resource for such items as a gallon of milk, bag of flour, or a loaf of bread – but it also serves a larger purpose, and that is providing a place for locals to get a hot meal and gather. With

financing support from the Mid-Columbia Economic Development District (MCEDD) loan program, Bonne and Roger Whitley purchased the Grass Valley Country Market in 2020.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, JUNE 18, 2020
ZOOM VIRTUAL MEETING

BOARD MEMBERS: Scott Clements, Jan Brending, Gordon Zimmerman, Mark Zanmiller, Leana Kinley, David Griffith, Joe Dabulskis, Ken Bailey, Tonya Brumley, Bob Hamlin, Stephanie Hoppe, Rob Kimmes, Steve Kramer, Eric Proffitt, Bill Schmitt, Sue Knapp

STAFF: Israel Ayala-Guevara (Loan Fund Manager), Tatiana Eckhart (Project Coordinator), Carrie Pipinich (Senior Project Manager), Jacque Schei (Project Manager), Ami Trosley (Administrative Assistant), Lauren Hernandez (Office Administrator), Marla Harvey (Project Manager), Jessica Metta (Executive Director)

GUESTS: Summer Sears (Interim Finance Support), Dana Woods (Finance Manager)

CALL TO ORDER/INTRODUCTIONS

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

CONSENT AGENDA

Approval of the March 2020 MCEDD minutes and Personnel Policy revisions.

Ken Bailey motioned to approve the Consent Agenda. Jan Brending seconded the motion. Motion passed unanimously.

FINANCIAL REPORT

Summer Sears noted she is helping the district part time to fill in priority items to get through the interim period until a new Finance Manager is in position. Summer highlighted the following:

- There has been a slowdown in personnel expenditures and transportation trips as well as a slowdown of financials due to COVID-19.
- The Bus Barn has been completed, and the grant is in the process of being closed out.
- The OIB loan in litigation has been settled.

Summer explained she has an audit background and used to be a financial auditor. She spent time reviewing MCEDD's audit report and noted two things:

1. Having a qualified opinion in the audit has not been an issue in the past.
2. Working with QuickBooks for an organization as complex as MCEDD is tough, especially tracking balance sheet items. The district has had to hire a QuickBooks expert to help prepare for the audit, and will need to do so again this year, which is a budgeted expense.

Discussion: Ken Bailey noted using QuickBooks has been an issue for a while. Staff is getting to the point of actively looking for alternative financial software but is holding off until other transitions in the organization are complete. Summer replied she supports this recommendation, and investing in new software will save time, increase efficiencies, and allow for better reporting. It will put the district in

better position for financial transparency. Ken noted the new Finance Manager will be part of the search for new software.

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

SUPPLEMENTAL BUDGET FY 2020

Jessica Metta presented an overview of the supplemental budget for FY20. The adjustment to the budget is due to the remodel of the transit center. The budget originally estimated the remodel at \$61,600 and listed it under Materials and Services. The expense, which came in at almost \$80,000, should be listed under Capital Purchase. The supplemental budget also includes as a Special Payment \$67,000 as an unanticipated write off of an Oregon Investment Board loan that has been settled. This Special Payment will not occur in reality but had been in the notice and results in a conservative Supplemental Budget. The Carryforward – Unrestricted line has been accordingly reduced by \$147,000 to accommodate the changes.

Discussion: Bob Hamlin asked how often a supplemental budget is needed. Jan recalled it happens most years and Jessica concurred. Summer asked if the supplemental needs to be part of a budget public hearing. Jane noted it has not been done this way in the past. Summer noted MCEDD is not required to meet some of the Oregon budget law.

Jam Brending motioned to approve Resolution 2020-3, Adopting the FY20 Supplemental Budget. Bob Hamlin seconded the motion. Motion passed unanimously.

PRESENTATION OF FY 2021 BUDGET; PUBLIC HEARING

Chair Bill Schmitt opened the Fiscal Year 2021 Budget Public Hearing 4:17 p.m.

Jessica presented an overview of the budget. She noted the budget was prepared by Siri Olson and herself through careful analysis of prior year budgets, actual expenditures, and forecasted revenues and expenditures for new projects. The budget being presented has been approved by the MCEDD Budget Committee and recommended to the Board. Jessica explained the budget will give MCEDD spending authority for FY21.

Highlights in the budget include:

- MCEDD received \$50,000 from Oregon Community Foundation and a new Revolving Loan Fund funded through the Economic Development Administration to support the loan program in response to COVID-19. The EDA also contributed \$400,000 to be spent over two years to support resiliency efforts related to COVID-19.
- The budget also includes additional grants like the Regional Opportunity Initiative grant and USDA Rural Business Development Grants.
- MCEDD received a large grant to expand the Deviated-Fixed Route in The Dalles.
- Staff changes in the budget reflect the turnover of staff and add a Project Manager and support staff in relation to EDA grants MCEDD applied for. Staff changes include an additional two drivers for the DFR as well as a 2% COLA for all employees and an insurance increase of 5.5%.
- Available to Loan is higher than in previous years. New loans are estimated the same as prior years using a three-year average. The impact of COVID-19 was factored into the budget.

- The Special Project budget will already require a supplemental budget as MCEDD applied for a \$250,000 Business Oregon Grant in May after the budget as already developed. The grant was approved.
- There may be a number of other adjustments to the budget due to the uncertainty of COVID-19.

Discussion: Ken Bailey stated the need for supplemental budgets is a sign of growth and receiving funds, which is a positive thing. Mark Zanmiller asked if MCEDD is accounting in the budget for possible downturns of revenue or additional loan failures due to COVID-19 and the recession. Jessica explained the budget for new loans was not adjusted to anticipate defaults. Current loans were adjusted based on what MCEDD provided for COVID-19 support, as some clients have elected deferrals or interest-only payments.

Chair Bill Schmitt asked if there were any comments from the general public. No comments were heard. The public hearing closed at 4:25 p.m.

Jan Brending motioned to approve Resolution 2020-4, Adopting the FY July 1, 2020 – June 30, 2021 Budget. Bob Hamlin seconded the motion. Motion passed unanimously.

COVID-19 RESPONSE

Jessica Metta gave an update on MCEDD's COVID-19 response, highlighting:

- The Mid-Columbia Economic Resiliency Team was created from economic resiliency work done over the last few years. The MCERT is comprised of staff-level regional economic development and workforce partners, as well as key state agency and federal staffers. Jacque Schei and Tatiana Eckhart are supporting this work.
- Staff has built a COVID-19 resource page off the mcedd.org/ready page for business and employee information. Staff sends a weekly digest summarizing new information. Jacque Schei has taken the lead on this with Ami Trosley as support. MCEDD also serves as connector to economic development information through the Oregon Emergency Operation Centers through its role as county-level economic staff on the Oregon side. Carrie Pipinich takes the lead on this.
- MCEDD applied for a non-competitive COVID-19 recovery planning grant with the Economic Development Administration through CARES Act funds. The intention is to hire an additional project manager, provide additional business support in the region, and work on a long-term recovery plan for the region. Funds would be spent over a 24-month period.
- A \$50,000 grant from the Oregon Community Foundation will backfill the impact to the loan program. Funds must be spent out this year. The Loan Administration Board and the Oregon Investment Board offered emergency lending to businesses and relief for current loan clients, including three-months of deferred payments followed by up to six months of interest-only payments. MCEDD also has the opportunity to apply for additional \$770,000 of lending capacity through a non-competitive grant with the Economic Development Administration. The grant includes 10% administration.
- MCEDD successfully applied for a \$250,000 grant from Business Oregon to fund an emergency grant program for businesses and nonprofits impacted by COVID-19 that were not able to access federal relief.
- The Link had to temporarily lay off several drivers and furlough dispatch staff as a result of reduced hours. As of June 8, all but two part-time drivers were brought back. The Link is benefiting from almost \$130,000 in CARES Act funding to support operations.

- Staff used a team approach to develop COVID-19 guidance. Staff has been working remotely as much as possible since March with the exception of transit staff.

Discussion: Mark Zanmiller asked if there was a strategy for getting additional funds to the business community. Israel Ayala-Guevara replied the Business Oregon grant funds will target those who are not able to receive federal funds. The new RLF grant funds will be used primarily for clients already in the portfolio who need additional dollars. Israel stated he continues to receive inquiries for startups and other businesses.

EXECUTIVE DIRECTOR REPORT:

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

- The Mt. Hood Economic Alliance has a loan program similar to MCEDD's that covers Hood River, Clackamas, and Wasco counties. The program is administered by Mary MacArthur who is retiring, and Mt. Hood Economic Alliance is interested in a proposal from MCEDD to administer their program moving forward. Jessica noted that given the overlapping territory of both loan programs, this is in line with moves MCEDD has made in the past.

Discussion: Ken Bailey stated there is overlap between MHEA and MCEDD. He noted he and Steve Kramer are on the MHEA Board. MCEDD and MHEA have shared clients before and consult with each other over certain clients. The two entities work well together, and MHEA wants to keep close ties with MCEDD. Scott Clements stated he supports this idea given the joint business done in the past. He stated it is desirable to have the entire portfolio under one administration to ensure continuity for shared clients. Ken stated the setup would function similarly to the Oregon Investment Board, as the OIB has its own board but MCEDD administers the program.

- MCEDD has been in discussion with Wasco County and North Central Public Health District about using a Link bus to transport COVID-19 positive patients from medical facilities to quarantine locations. MCEDD has requested NCPHD add the vehicle to their insurance. If this arrangement does not work, NCPHD may have to find another option for this need.
- The Four Rivers Community Corporation held a meeting to adjust account signers, consider accepting other donations for COVID-19, and consider how to cover annual expenses.
- Project management staff has adjusted the coverage of the Gorge Technology Alliance. Carrie Pipinich has taken the lead for GTA with support from Ami Trosley. Jacqu Schei has increased to full-time to support Sherman County and Wasco County economic development projects.
- MCEDD hired Brad Houghton to fill the Deputy Director position. He starts July 6. Dana Woods was also hired as the new Finance Manager, starting July 1 part-time and July 16 full-time.
- To cover interim finance needs, MCEDD contracted with Summer Sears, a CPA based in Bend who has experience working with governmental entities.
- MCEDD staff would like to explore a program for internal and external changes centered on diversity, equity and inclusion. There is no project scope at this time, but staff is interested in pursuing this idea. Grants could be available to support this work, but Jessica requested Board support before moving forward with developing the idea.

Discussion: The Board gave consensus that it would be good for MCEDD to explore a program or scope of work around diversity, equity and inclusion.

EXECUTIVE COMMITTEE REPORT:

Bill Schmitt reviewed the Executive Committee report, highlighting:

- The Committee discussed improvements to the Executive Director hiring process for the future. Feedback has been that the long period from the candidate recommendation to the full board meeting could be shortened in the future, even if a special meeting needed to be called.
- The Committee approved MCEDD coverage of Four Rivers Community Corporation expenses as needed for the next five years as MCEDD works towards strategic use of the nonprofit.

TRANSPORTATION ADMINISTRATION BOARD:

Jessica Metta provided the Transportation report, highlighting:

- The Transportation Administration Board discussed the possibility of a Universal Pass that would allow riders to easily transfer between regional transit providers, especially between The Link and CAT. As of now, there is no clear path forward, but work will begin soon on a Transit Development Plan to set a 20-year master plan for The Link. The plan will be a good opportunity to do a cost-benefit analysis for this kind of pass.

LOAN ADMINISTRATION BOARD REPORT

Israel Ayala Guevara presented the Loan Administration Board report, highlighting:

- The LAB closed a loan to Twin Market. This loan included a short-term bridge loan in partnership with Business Oregon. A modification for Brigham Fish Products was approved. Currently, 12 loan clients have been approved for deferral of payment.
- MCEDD has seen multiple loan pay offs recently. In addition to new funds, MCEDD will be at a higher available-to-loan due to pay offs.
- Staff continues to receive inquiries from new non-clients interested in funding opportunities.

Discussion: Jan Brending asked if there have been any inquiries from Washington businesses. Israel replied most inquiries are from the Oregon side, but some have been from Skamania and Klickitat counties.
- Due to deferrals, there is currently a low delinquency rate.

STAFF REPORTS

Carrie Pipinich, Senior Project Manager, highlighted the following:

- The Emergency Board for the Oregon Legislature passed a \$20,000,000 investment in broadband with almost half going to LinkOregon to connect university assets to high speed networks and to support matching funds for k-12 schools needing additional investment. The other half will be distributed through a competitive grant program. The State of Washington anticipates opening their Public Works Board grants in mid-July.
- Staff was approached by Northern Wasco PUD about partnering to develop a program focused on utility bill relief as businesses begin to reopen.
- Staff conducted outreach around two Business Oregon programs. Staff anticipates a proposal from the City of The Dalles and Wasco County for the next round of matching small business grants.
- Staff is working with the City of Dufur to support development of an application to the Safe Routes to School Infrastructure program. Staff is working with Wamic Water & Sanitary Authority to review the draft of their feasibility study to address sanitary system issues.
- The Wasco County Fair Board formally adopted their strategic plan in April. Tatiana Eckhart continues to work with the Fair Board and county staff to support the Fair Board as they seek to implement the Strategic Plan.

- Little Wheats Day Care has submitted an application with staff support to the Ford Family Foundation to hire a consultant to work with them around development of a business plan to allow them to reopen their facility. Staff also worked with the Sherman County Fair Board to support development of a business plan for their Arena facility.
- The City of Grass Valley has put their feasibility work for development of a wastewater system on hold as they shift their regular workload related to ensuring safe operations under COVID-19 restrictions.
- GTA has transitioned to Carrie with continued engagement from Jessica Metta as needed to ensure a smooth process. Staff has been working with the GTA to identify strategies to adapt networking activities to meet COVID-19 restrictions. The GTA awarded its annual scholarship to Marileisi Castillo from Hood River Valley High School.
- Staff has received indication from the RARE program that MCEDD's application for a 2020/2021 RARE participant is approved. The proposed scope of work will focus on support for the upcoming CEDS major update as well as economic resilience work focused on implementation of the ROI grant and economic recovery efforts.

Discussion: Mark Zanmiller asked if staff is doing anything different to ensure there is a large portfolio of projects in case federal money becomes available to fund projects. Carrie replied staff continues to keep projects in the pipeline going and accessing technical assistance dollars.

Jacque Schei, Project Manager, highlighted the following:

- Substantial completion on the City of Antelope water project was issued by the engineer in the first week of June. There are some minor issues with the telemetry system that are still being worked out, but final completion is expected no later than the end of June. Jacque is helping the City with completing final reporting, water rate update, an additional public hearing, and other grant/loan requirements.
- Phase 1 of the Crystal Springs Water District Mid-Valley Reservoir project is complete. The easement, environmental review, and design for Phase 2 are complete. Bidding has been pushed back until June as the project awaits final approvals on the designs.
- The Biggs Service District Water System Improvements Project received approval from USDA to proceed with the first phase: drilling/construction of a well in early May. An invitation for bids was published May 15, and bids will be opened on June 10.
- Jacque was able to find a translator to complete translation of the business resiliency guide documents into Spanish. Those are now also available on mcedd.org/ready.

Marla Harvey, Program Manager, highlighted the following:

- MCEDD staff coordinated a CGBREZ meeting with focus on PacifiCorp's soon to be released Integrated Resource Plan RFP.
- Staff submitted a capacity building grant application for \$120,000 over two years of funding to Meyer Memorial Trust. Funds would support coordination for the Hood River Energy Council and implementation of its workplan, additional communications efforts including translation, Diversity, Equity, and Inclusion training and incorporation into the HREC's workplan, and partnering with a community-based organization to support increasing access to weatherization and energy efficiency tools for low-income and Latinx community members.
- Westside Fire Station was officially selected for Pacific Power's Community Resilience Pilot. Westside is working on collecting requested data for the process.

- Staff updated the power outage preparedness resource lists and transferred content to MCEDD “Resilience Resource” format. Staff plans to coordinate with Hood River County Emergency Management to finalize documents.

Discussion: Scott Clements asked if there is reason to believe that the utilities, both public and investor owned, are maintaining their transmission lines and facilities up to standard. Marla replied there is review of this in progress at the Public Utilities Commission.

Kathy Fitzpatrick, Project and Mobility Manager, highlighted the following:

- The Gorge TransLink Alliance transportation providers responded immediately to the COVID-19 pandemic guidelines issued by both Washington and Oregon in March by reducing or suspending their fixed route services and by changing their service models to meet the immediate community needs. They each worked with their county’s Emergency Operations Center and formed key partnerships to ensure that residents who were confined to their homes could still get access to food, medicine, and essential services. Examples of these partnerships include:
 - The Link in Wasco County worked with St. Vincent de Paul’s Shelter and the Columbia Gorge Food Bank.
 - Skamania County Transit partnered with the local grocery store to deliver groceries to their high-risk residents, and kept their drivers busy cooking in the senior meals kitchen and then delivering food.
 - Both Mt. Adams Transportation Service (MATS) and Skamania County Transit paid drivers to sew masks for staff and clients.
 - MATS worked with the corporate headquarters of the local pharmacy to allow phone payments and bus deliveries of prescriptions.
 - Columbia Area Transit and the Link provided rides so that essential workers without other transportation options could still get to work.

The COVID-19 pandemic has highlighted the first priority of public transportation, which is to give people in our communities access to the resources that meet their basic needs.

- The first Transit Strategy working group session in February with participants greatly valuing the diverse representation of organizations in the room. Key takeaways include the idea that public transportation is an important tool that can address key challenges in this bi-state, 5-county region. There are also concerns about the need for a regional plan and vision, funding, and sustainability.
- The USFS (Columbia River Gorge National Scenic Area) has offered assistance from the US DOT Volpe Center for the Gorge Transit Strategy. The Volpe Center will assist the Mobility Manager in building on their prior work, structuring the synthesis of the regional plans, and formatting the gaps analysis.
- The Port of Klickitat, MCEDD, Mt. Adams Transportation Services, and Insitu recently partnered on an application to fund a bus shelter at the Port of Klickitat that would serve employees working at the various companies located at the Port’s Business Park and residents accessing the Port’s waterfront community park. The Port of Klickitat committed a substantial cash match with site prep support.

Charlotte Sallee, Transportation Operations Director, highlighted the following:

- A final inspection on the bus barn was conducted.

- MCEDD was approved for a grant for four replacement vehicles.
- MCEDD received a grant to expand the Deviated-Fixed Route.
- As a COVID-19 safety measure, no money or tickets were taken from mid-March to June 5th. The Link began taking payment and tickets again on June 8th.
- Staff implemented cleaning of the buses, PPE for staff, spacing out of passengers, and the transit rules issued by Governor Brown are being followed.

Discussion: Scott Clements asked about mask use on the buses, noting it is important to accommodate individual needs, but he encourages more thought as to how those needs can be met. Charlotte noted the Link drivers offer masks to riders who do not have them. Jessica Metta stated other transportation providers are offering face shields to riders if they are unable to wear a mask and this is something we can incorporate.

REGIONAL UPDATES

Board members provided updates as follows:

Jan Brending – Klickitat County is currently in Phase 2. COVID-19 cases appear to be climbing. The County is working on a Phase 3 application, but there is concern over infection numbers. In White Salmon and Bingen, most restaurants have served take out and have been slow to open in-house dining. Infrastructure projects are being postponed by legislature due to lack of funds in the public works trust fund. Scott Clements asked if there has been discussion around identifying COVID-19 status in smaller counties, districts, or cities as opposed to entire counties. Jan replied she is not aware of this discussion. Restrictions about moving from one phase to another have fluctuated, but the determination remains county by county.

Scott Clements – Housing is stagnant at the moment. The White Salmon Assisted Care unit project is currently on hold. The Rock Creek Assisted Care unit, given all of the problems associated nationally with assisted care, has had no COVID-19 cases, which is a testimony to the leadership there.

Sue Knapp – Maupin has been impacted by COVID-19, especially at the health clinic. The clinic has seen a reduction of patients, which drastically reduced income revenue. All staff was let go with the exception of the clinic manager. The clinic is working with MCMC on telehealth opportunities and has contracted with a doctor who works for MCCFL. He visits the clinic one day a week on Friday. The White River Health District is searching for grants to help with the fiscal situation and applied for state funds, receiving \$10,000. No federal funds were received through the PPP Program. The old library/city hall building was sold and will be converted into a business incubator with space available for rent.

Rob Kimmes – All four of the Gorge hospitals were preparing for a situation in which they would be overwhelmed with COVID-19 respiratory patients. This surge did not come, fortunately, but the hospitals remain prepared. Speculation is that there will be a surge in cases this fall and winter. Health care organizations are having a tough time obtaining PPE, but this has gotten a little easier. The hospital did not get support it thought it would from the federal government through the national stockpile. Rob stated he doesn't believe any hospitals in the Gorge received anything from the national stockpile. Local support for hospitals has been amazing, with businesses making masks, gowns, and face shields. Because of the pandemic, acceptance of telemedicine has increased.

Eric Proffitt – Worksource Oregon is catching up on unemployment insurance claims. Well over half a million claims have been processed. All Workforce offices around the state have become unemployment claim workers at the moment. In The Dalles, around 150 claims per day are processed. The CARES Act provided an additional \$600 per claim week during April-July, which has been very helpful to recipients. There are many job openings listed right now in the region. Worksource partners at the college are doing rapid response virtually for businesses that have had significant layoffs or are on the verge of closing. Many employers are using the workshare program.

Stephanie Hoppe – Columbia Gorge Community College went remote with instruction for spring term. It is unknown if students will return to campus in the fall or if fall term will be remote. Student support services are being offered online. The commencement ceremony was missed, but Dr. Cronin sent a virtual message to celebrate. The skill center and student housing project will break ground in July. The project should be complete next spring. CGCC has a food pantry on campus which remains open to students but is not available to the public at the moment.

Bob Hamlin – Skamania County is currently in Phase 3. There are not many cases, but the County will make sure to meet criteria set forth by health officer. The microgreens business is doing well. Skamania Lodge has reopened and is dealing with social distancing while trying to get up to capacity to make revenue. The courthouse will open public meetings, though the size of the rooms will limit the number of participants due to social distancing.

Joe Dabulskis – Sherman County is currently in Phase 2. The County is working well with the social distancing requirements set forth. The County received 2.88 inches of rain in May, so wheat is looking great. The rural internet system has been a challenge for the school. The County has started the process of improving rural internet. Equipment was purchased, and a contract was signed to get the equipment installed. By the end of summer, internet should be at least five times faster than it is currently. A bridge at the south end of the County is being replaced, and work at Biggs on the well should begin soon.

Ken Bailey – The orchard is currently hiring seasonal workers. There are new regulations to follow, and the focus is on sanitation. There are six crews of two that visit all harvest crews and focus on sanitizing labor camps and harvest crew areas. The orchard had to rent more vehicles to make sure crews had transportation that also provided social distancing. The market for cherries is good right now.

David Griffith – The Port of The Dalles had interest in businesses wanting to expand. Some only want small properties, but one is looking for 50 acres of land. The Gorge Commission had a major meeting last week and one area of our concern is the Urban Area Boundary section. The Ports are looking through the language and will make recommendations so The Dalles can expand its Urban Area Boundary. The Small Business Development Center is working on a mentoring program for some businesses in the area who are struggling. Hood River Chamber of Commerce has also worked with this and is looking for more volunteers. Port of Hood River received a substantial Connect Oregon grant to expand and develop sites for helicopters to land at the airport. The Hood River Bridge has a bi-state program between Oregon and Washington that meets to discuss how the bridge project will be funded. The Port of Hood River Waterfront has canceled all events, including for Fourth of July. The Tollbooth was closed for 6 weeks which cost approximately \$600,000 in lost revenue. The Dalles Airport has added two additional fuel tanks, which adds 24,000 gallons of jet fuel to give a total capacity of 30,000. In Cascade Locks, the construction for pFriem is complete. The Renewal Workshop will begin work on

the new facility shortly. Thunder Island Brewing should be complete in July. Construction for Gorges Brewing broke ground recently.

Bill Schmitt – The Port of Klickitat is moving ahead with the building in Dallesport. The plan is to have an application into the County for a permit soon. The Bingen Point Project has proven to be a challenge when it comes to developing. The large rocks will be drilled into smaller rocks so they can be placed as fill. Klickitat County and City of The Dalles are putting in an EDA application for a project to put a hangar at the airport for Columbia Gorge Community College to use for an aviation technician course.

Gordon Zimmerman – Cascade Locks is building two microbrewies in town. Thunder Island is almost complete, and Gorges Brewing has begun construction.

Tonya Brumley – The chambers have been affected negatively by COVID-19. Revenue is not coming in due to lack of tourism. Festivals and events have been cancelled that are a large part of the budget funding for each chamber. The chambers are looking at alternative funding streams that are not dependent on gatherings. Both Oregon chambers have laid off staff and closed offices. Hood River is only keeping the visitor center staffed. It is vital to keep the chambers running as they continue to support messaging and assistance on how to further develop businesses.

NEW BUSINESS

No new business.

ADJOURNMENT

Meeting adjourned at 6:08 p.m.

Respectfully submitted by Lauren Hernandez, Office Administrator



2021 MCEDD Board Meeting Schedule

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

Date	Location
Thursday, March 18, 2021 <i>Note: Budget Process Approval, CEDS Adoption</i>	Hood River County
Thursday, June 17, 2021 <i>Note: FY 2022 Budget Adoption</i>	Klickitat County
Thursday, September 23, 2021 <i>Note: Annual Meeting, Elections</i>	Hood River County
Thursday, December 17, 2021 <i>Note: Audit Report</i>	Klickitat County



2021 MCEDD Executive Committee Schedule

Meets the first Wednesday of each month at 4:00 p.m. unless otherwise noted
MCEDD office or Teleconference number: 1-866-755-7677. Passcode: 799986.

(no January meeting)	Wednesday, July 7, 2021
Wednesday, February 3, 2021	Wednesday, August 4, 2021
Wednesday, March 3, 2021	Wednesday September 1, 2021
Wednesday, April 7, 2021	Wednesday, October 6, 2021
Wednesday, May 5, 2021	Wednesday, November 3, 2021
Wednesday, June 2, 2021	Wednesday, December 1, 2021



MCEDD Loan Administration Board Schedule

Meets the first and third Tuesday of each month at 8:00 a.m.
MCEDD office or Teleconference number: 1-866-755-7677. Passcode: 799986.



FINANCIAL SUMMARY

As of July, 2020

NOTE: Financial Reports are Preliminary. Some adjustments are expected.

Balance Sheet. Total Cash balance as of 07/31/20 is \$4,741,357. Accounts Receivable (1202) balance is largely due to contractual and grant related receivables. The impact on the Loan programs will continue to be monitored as deferrals and loan modifications begin to happen due to COVID-19. Accrued Loan Payment (2030) is MCEDD's liability to the USDA for the IRP funds, of which a large payment usually takes place in June. The liability will accrue throughout the fiscal year. Current Net Position (preliminary) is \$12,221,180.

Operations Budget vs. Actual.

Revenue

Revenue for the month of July is at 46.3%. This is lower than the budgeted number due to the fact that the FY 21 carryover amount will not be posted until the audit is completed in October. Local Assessments and the Q1 STIF payments were received in July which made up the majority of the monthly revenue.

Expenses

Expenses for the month of July are at 37.5%, the majority being personnel expenses. As a reimbursing employer who reaps the benefits of a very low Unemployment Insurance tax rate, MCEDD will be reimbursing the State for benefits paid to employees who were laid off. MCEDD has submitted these costs for CARES Act reimbursement.

On a FY basis, 7.2% of revenue has been recognized and 7.6% of the expense budget has been spent. At one month into the new fiscal year, I would expect these numbers to be around 8%, so both are close to being right on track.

The finances at MCEDD involve a significant amount of "moving pieces", and I think that between Jessica and I, we have identified some areas where things can be improved. One of my goals in the audit process this year will be to work with the auditors to identify processes that can be streamlined for efficiency.

Respectfully Submitted,

Dana Woods
Finance Manager

Mid-Columbia Economic Development District

Budget vs. Actual FY21

July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	0.00	275,536.00	-275,536.00	0.0%
4010 · Trans Frm/To Fund (MATCH)	0.00	6,333.42	-6,333.42	0.0%
4012 · Trans From/To Fund (SUPPORT)	429.56	1,985.23	-1,555.67	21.6%
4100 · Federal	0.00	106,852.29	-106,852.29	0.0%
4200 · State	119,203.00	51,211.49	67,991.51	232.8%
4300 · Local Match	31,000.00	10,833.23	20,166.77	286.2%
4400 · Local Assessment	62,710.00	6,857.50	55,852.50	914.5%
4500 · Contract Reimbursement	29,883.91	76,437.36	-46,553.45	39.1%
4600 · Loan Interest	20,010.27	27,908.38	-7,898.11	71.7%
4700 · Loan Processing Fees	7,543.58	2,341.67	5,201.91	322.1%
4705 · Loan Filing Fees	0.00	383.48	-383.48	0.0%
4710 · Loan Late Fee	700.00	345.80	354.20	202.4%
4750 · Investment Interest	122.91	82.06	40.85	149.8%
4800 · Other Revenue	251.69	1,222.34	-970.65	20.6%
4805 · Farebox Revenue	960.42	2,642.67	-1,682.25	36.3%
Total Income	272,815.34	570,972.92	-298,157.58	47.8%
Gross Profit	272,815.34	570,972.92	-298,157.58	47.8%
Expense				
66900 · Reconciliation Discrepancies	-485.00			
5000 · Personnel Expense	86,854.16	157,117.55	-70,263.39	55.3%
6110 · Travel & Conference	52.22	3,066.65	-3,014.43	1.7%
6190 · Event Services	0.00	5,541.67	-5,541.67	0.0%
6200 · Equipment	333.48	1,736.24	-1,402.76	19.2%
6300 · Supplies	-1,570.08	3,771.70	-5,341.78	-41.6%
6400 · Professional Services	6,400.00	31,572.77	-25,172.77	20.3%
6500 · Vehicle Costs	2,844.13	7,328.53	-4,484.40	38.8%
6600 · Communications	779.94	4,228.93	-3,448.99	18.4%
6700 · Building Costs	893.86	13,850.76	-12,956.90	6.5%
6800 · Bonds & Insurance	0.00	482.37	-482.37	0.0%
6900 · Other Materials & Supplies	870.83	1,605.82	-734.99	54.2%
9000 · Indirect Spread	-580.67	-4,318.50	3,737.83	13.4%
9100 · Capital Purchase	0.00	35,532.00	-35,532.00	0.0%
9600 · Transfer to/from Source	0.00	166.63	-166.63	0.0%
Total Expense	96,392.87	261,683.12	-165,290.25	36.8%
Net Ordinary Income	176,422.47	309,289.80	-132,867.33	57.0%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	10,169.33	9,955.17	214.16	102.2%
7500 · Carryover to Next Year	0.00	628,481.00	-628,481.00	0.0%
Total Other Expense	10,169.33	638,436.17	-628,266.84	1.6%
Net Other Income	-10,169.33	-638,436.17	628,266.84	1.6%
Net Income	166,253.14	-329,146.37	495,399.51	-50.5%

Mid-Columbia Economic Development District
Balance Sheet
As of July 31, 2020

09/11/20

Accrual Basis

	Jul 31, 20	Jul 31, 19
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking		
10372 · MCEDD Micro Loan Checking	3,275.00	0.00
10601 · LINK Cash	120,761.78	60,892.01
1010 · MCEDD Checking - Other	467,754.09	50,118.50
Total 1010 · MCEDD Checking	591,790.87	111,010.51
1015 · MCEDD MM		
15372 · MCEDD Micro Loan MM	5,395.78	29,089.07
15601 · LINK MM	258,001.45	204,684.85
1015 · MCEDD MM - Other	34,841.23	182,938.54
Total 1015 · MCEDD MM	298,238.46	416,712.46
1020 · IRP		
1021 · IRP - Sherman	87,920.99	77,281.10
1022 · IRP - WA	32,781.72	73,035.60
1020 · IRP - Other	118,518.86	102,575.01
Total 1020 · IRP	239,221.57	252,891.71
1030 · Loan Funds		
1036 · EDA RLFs	261,742.57	99,111.06
1045 · Reg Strat	59,333.79	7,859.90
1050 · RBEG-OR	158,326.77	35,015.13
1055 · RBEG-WA	101,017.94	2,258.24
1057 · RBEG-KL	48,483.14	4,352.15
1067 · CDBG Microenterprises	108,183.91	76,311.52
1030 · Loan Funds - Other	76.52	-0.01
Total 1030 · Loan Funds	737,164.64	224,907.99
1031 · Housing RLF	1,485,802.63	1,791,056.64
1070 · National Scenic Fund	1,389,138.90	931,995.89
Total 1000 · Bank Demand Deposits	4,741,357.07	3,728,575.20
1100 · CDS		
1121 · IRP Reserve	96,072.01	96,072.12
1100 · CDS - Other	-8.14	-8.14
Total 1100 · CDS	96,063.87	96,063.98
1122 · IRP - DDM Product	507,505.59	192,983.72
1125 · LINK Petty Cash	150.00	50.00
Total Checking/Savings	5,345,076.53	4,017,672.90
Accounts Receivable		
1202 · Accounts Receivable	289,357.42	207,149.97
Total Accounts Receivable	289,357.42	207,149.97
Other Current Assets		
1200 · Receivables & Accruals		
1210 · Accrued Revenue	3,587.50	10,000.00
1240 · Prepaid Expenses	11,282.22	0.00
1260 · Accrued Loan Interest	35,074.37	20,482.35
Total 1200 · Receivables & Accruals	49,944.09	30,482.35

Mid-Columbia Economic Development District
Balance Sheet
As of July 31, 2020

09/11/20

Accrual Basis

	<u>Jul 31, 20</u>	<u>Jul 31, 19</u>
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,903,949.51	2,268,906.26
1321 · IRP - Sherman	157,158.25	172,036.92
1322 · IRP - WA	291,677.05	250,702.09
1336 · EDA RLFs	559,795.68	674,034.63
1345 · Reg Strat	119,097.72	167,095.74
1350 · RBEG-OR	157,424.83	291,203.16
1355 · RBEG-WA	0.00	94,825.10
1357 · RBEG-KL/SK	81,922.90	126,000.00
1367 · CDBG Microenterprises	1,299.54	31,545.63
1371 · Housing RLF	565,603.43	245,326.48
1372 · MCEDD Micro Loan	17,527.77	0.00
Total 1330 · MCEDD Loans Receivable	<u>3,855,456.68</u>	<u>4,321,676.01</u>
1370 · OIB Loans Receivable	<u>1,528,774.00</u>	<u>2,034,775.27</u>
Total 1300 · Loans Receivable	<u>5,384,230.68</u>	<u>6,356,451.28</u>
1400 · Loan Payments Holding		
1467 · CDBG Microenterprises	-12.40	0.00
Total 1400 · Loan Payments Holding	<u>-12.40</u>	<u>0.00</u>
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-54,805.89	-132,493.11
1521 · IRP - SH Co	-10,387.61	-10,387.61
1522 · IRP - WA	-15,257.43	-15,067.55
1536 · EDA RLFs Allowance	-41,277.39	-40,702.01
1545 · Reg Strat Allowance	-10,036.11	-10,036.11
1555 · RBEG Allowance	-30,833.86	-30,833.86
1567 · CDBG Microenterprises	-2,021.76	-2,021.76
1571 · Housing RLF Allowance	-14,737.95	-14,737.95
1575 · OIB Allowance	20,581.70	-47,404.77
Total 1500 · Allowance for Doubtful Loans	<u>-158,776.30</u>	<u>-303,684.73</u>
Total Other Current Assets	<u>5,275,386.07</u>	<u>6,083,248.90</u>
Total Current Assets	<u>10,909,820.02</u>	<u>10,308,071.77</u>
Fixed Assets		
1600 · Fixed Assets		
1610 · Building/Land	1,216,060.00	1,216,060.00
1605 · Vehicles	164,627.00	164,627.00
1650 · Accumulated Depreciation	-75,418.00	-75,418.00
Total 1600 · Fixed Assets	<u>1,305,269.00</u>	<u>1,305,269.00</u>
Total Fixed Assets	<u>1,305,269.00</u>	<u>1,305,269.00</u>
Other Assets		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	170,977.87	142,624.99
94 · Due To Accounts	-170,977.89	-142,624.99
Total 87 · Due To/From Internal Accounts	<u>-0.02</u>	<u>0.00</u>
Total Other Assets	<u>-0.02</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>12,215,089.00</u></u>	<u><u>11,613,340.77</u></u>

Mid-Columbia Economic Development District
Balance Sheet
As of July 31, 2020

09/11/20

Accrual Basis

	Jul 31, 20	Jul 31, 19
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	42,074.60	6,581.69
Total Accounts Payable	42,074.60	6,581.69
Other Current Liabilities		
2030 · Accrued Loan Payment	119,366.05	10,115.00
2035 · Accrued Interest Payable	91.35	5,987.95
2050 · PTO - Accrued	50,619.87	50,619.87
2070 · Health Insurance Payable	8,431.52	-22,846.76
2080 · Life & Disability Payable	613.86	-628.08
2090 · WC SAIF Ins	-5,377.05	-8,755.43
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	-187.49
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	152.21	163.70
2115 · OR- SUTA Payroll Liabilities - Other	91.07	206.28
Total 2115 · OR- SUTA Payroll Liabilities	243.28	369.98
2120 · State Payroll Liabilities - Other	62.79	73.85
Total 2120 · State Payroll Liabilities	306.07	443.83
2100 · Payroll Liabilities - Other	200.00	0.00
Total 2100 · Payroll Liabilities	318.58	256.34
2800 · Deferred Revenue	52,220.86	11,304.20
Total Other Current Liabilities	226,285.04	46,053.09
Total Current Liabilities	268,359.64	52,634.78
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	363,724.85	401,776.57
2821 · IRP Loan Payable \$600,000	331,272.04	352,994.87
2822 · IRP Loan Payable \$750,000	521,941.86	548,296.90
2823 · IRP Loan Payable - WA \$310,000	263,997.61	274,411.33
2824 · IRP Loan Payable - SH \$200,000	166,603.11	173,359.52
Total Long Term Liabilities	1,647,539.47	1,750,839.19
Total Liabilities	1,915,899.11	1,803,473.97
Equity		
3100 · Fund Balances	4,252,487.41	4,224,238.85
3110 · Carryforward Balance	-94,957.37	-94,957.37
3900 · Retained Earnings	5,788,711.78	5,471,435.59
Net Income	352,948.07	209,149.73
Total Equity	10,299,189.89	9,809,866.80
TOTAL LIABILITIES & EQUITY	12,215,089.00	11,613,340.77

Mid-Columbia Economic Development District
Planning (101) Profit & Loss
July 2020

	<u>Jul 20</u>
Ordinary Income/Expense	
Income	
4300 · Local Match	5,220.00
Total Income	<u>5,220.00</u>
Gross Profit	5,220.00
Expense	
5000 · Personnel Expense	8,114.14
6300 · Supplies	14.99
6700 · Building Costs	80.28
9000 · Indirect Spread	879.45
Total Expense	<u>9,088.86</u>
Net Ordinary Income	<u>-3,868.86</u>
Net Income	<u><u>-3,868.86</u></u>

Mid-Columbia Economic Development District
Loans YTD P&L
July 2020

09/11/20

Accrual Basis

	320 IRP (300 Loan Funds)	321 IRP Sherman (300 Loan Funds)	322 IRP WA (300 Loan Funds)
Ordinary Income/Expense			
Income			
4600 · Loan Interest	10,622.96	747.13	1,007.95
4700 · Loan Processing Fees	4,214.66	0.00	0.00
4710 · Loan Late Fee	318.20	0.00	0.00
4750 · Investment Interest	10.66	0.00	0.00
Total Income	15,166.48	747.13	1,007.95
Gross Profit	15,166.48	747.13	1,007.95
Expense			
5000 · Personnel Expense			
5100 · Wages	973.71	37.33	110.72
5500 · Fringe Benefits	244.37	10.06	27.81
5700 · Payroll Taxes	83.53	3.21	9.52
Total 5000 · Personnel Expense	1,301.61	50.60	148.05
6300 · Supplies	0.00	0.00	0.00
6700 · Building Costs			
6710 · Building Rent	12.88	0.50	1.46
Total 6700 · Building Costs	12.88	0.50	1.46
6900 · Other Materials & Supplies			
6931 · ACH Collection Fees	8.01	0.00	0.89
6930 · Bank Service Charges	25.00	0.00	0.00
Total 6900 · Other Materials & Supplies	33.01	0.00	0.89
9000 · Indirect Spread			
9040 · Transportation Facility Spread	6.57	0.26	0.75
9050 · Loan Fund Costs Allocated	934.26	36.32	106.27
9000 · Indirect Spread - Other	134.50	5.23	15.30
Total 9000 · Indirect Spread	1,075.33	41.81	122.32
Total Expense	2,422.83	92.91	272.72
Net Ordinary Income	12,743.65	654.22	735.23
Other Income/Expense			
Other Expense			
7400 · Loan Payment	8,367.50	707.50	1,094.33
Total Other Expense	8,367.50	707.50	1,094.33
Net Other Income	-8,367.50	-707.50	-1,094.33
Net Income	4,376.15	-53.28	-359.10

Mid-Columbia Economic Development District
Loans YTD P&L
July 2020

09/11/20

Accrual Basis

	336 EDA RLFs (300 Loan Funds)	345 Reg Strat (300 Loan Funds)	350 RBEG-OR (300 Loan Funds)
Ordinary Income/Expense			
Income			
4600 · Loan Interest	2,736.34	815.08	440.43
4700 · Loan Processing Fees	0.00	0.00	1,747.69
4710 · Loan Late Fee	222.70	0.00	159.10
4750 · Investment Interest	0.00	0.00	0.00
Total Income	2,959.04	815.08	2,347.22
Gross Profit	2,959.04	815.08	2,347.22
Expense			
5000 · Personnel Expense			
5100 · Wages	934.55	44.89	201.70
5500 · Fringe Benefits	232.97	10.81	50.15
5700 · Payroll Taxes	80.38	3.87	17.36
Total 5000 · Personnel Expense	1,247.90	59.57	269.21
6300 · Supplies	0.00	0.00	0.00
6700 · Building Costs			
6710 · Building Rent	12.35	0.59	2.66
Total 6700 · Building Costs	12.35	0.59	2.66
6900 · Other Materials & Supplies			
6931 · ACH Collection Fees	2.92	1.95	0.97
6930 · Bank Service Charges	0.00	0.00	0.00
Total 6900 · Other Materials & Supplies	2.92	1.95	0.97
9000 · Indirect Spread			
9040 · Transportation Facility Spread	6.30	0.30	1.36
9050 · Loan Fund Costs Allocated	895.71	42.76	193.23
9000 · Indirect Spread - Other	128.95	6.16	27.82
Total 9000 · Indirect Spread	1,030.96	49.22	222.41
Total Expense	2,294.13	111.33	495.25
Net Ordinary Income	664.91	703.75	1,851.97
Other Income/Expense			
Other Expense			
7400 · Loan Payment	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	664.91	703.75	1,851.97

Mid-Columbia Economic Development District
Loans YTD P&L
July 2020

09/11/20

Accrual Basis

	355 RBEG-WA (300 Loan Funds)	357 RBEG-KL (300 Loan Funds)	370 CDBG Micro (300 Loan Funds)
Ordinary Income/Expense			
Income			
4600 · Loan Interest	433.96	542.03	11.15
4700 · Loan Processing Fees	1,581.23	0.00	0.00
4710 · Loan Late Fee	0.00	0.00	0.00
4750 · Investment Interest	0.00	0.00	0.00
Total Income	2,015.19	542.03	11.15
Gross Profit	2,015.19	542.03	11.15
Expense			
5000 · Personnel Expense			
5100 · Wages	49.47	15.66	25.17
5500 · Fringe Benefits	12.41	3.76	5.63
5700 · Payroll Taxes	4.25	1.35	2.15
Total 5000 · Personnel Expense	66.13	20.77	32.95
6300 · Supplies	0.00	0.00	0.00
6700 · Building Costs			
6710 · Building Rent	0.65	0.21	0.33
Total 6700 · Building Costs	0.65	0.21	0.33
6900 · Other Materials & Supplies			
6931 · ACH Collection Fees	0.97	0.97	0.97
6930 · Bank Service Charges	0.00	0.00	0.00
Total 6900 · Other Materials & Supplies	0.97	0.97	0.97
9000 · Indirect Spread			
9040 · Transportation Facility Spread	0.33	0.10	0.17
9050 · Loan Fund Costs Allocated	47.47	14.91	23.65
9000 · Indirect Spread - Other	6.83	2.15	3.40
Total 9000 · Indirect Spread	54.63	17.16	27.22
Total Expense	122.38	39.11	61.47
Net Ordinary Income	1,892.81	502.92	-50.32
Other Income/Expense			
Other Expense			
7400 · Loan Payment	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	1,892.81	502.92	-50.32

Mid-Columbia Economic Development District
Loans YTD P&L
July 2020

09/11/20

Accrual Basis

	371 Housing RLF (300 Loan Funds)	372 MCEDD Micro Loan (300 Loan Funds)	390 Loan Fund Costs (300 Loan Funds)
Ordinary Income/Expense			
Income			
4600 · Loan Interest	2,487.46	165.78	0.00
4700 · Loan Processing Fees	0.00	0.00	0.00
4710 · Loan Late Fee	0.00	0.00	0.00
4750 · Investment Interest	63.00	0.00	22.87
Total Income	2,550.46	165.78	22.87
Gross Profit	2,550.46	165.78	22.87
Expense			
5000 · Personnel Expense			
5100 · Wages	115.38	94.21	1,653.87
5500 · Fringe Benefits	27.97	20.44	434.84
5700 · Payroll Taxes	9.67	8.03	138.56
Total 5000 · Personnel Expense	153.02	122.68	2,227.27
6300 · Supplies	0.00	0.00	12.99
6700 · Building Costs			
6710 · Building Rent	1.51	1.21	22.04
Total 6700 · Building Costs	1.51	1.21	22.04
6900 · Other Materials & Supplies			
6931 · ACH Collection Fees	7.64	7.64	0.00
6930 · Bank Service Charges	0.00	0.00	0.00
Total 6900 · Other Materials & Supplies	7.64	7.64	0.00
9000 · Indirect Spread			
9040 · Transportation Facility Spread	0.77	0.62	11.25
9050 · Loan Fund Costs Allocated	109.83	88.06	-2,492.46
9000 · Indirect Spread - Other	15.81	12.68	230.16
Total 9000 · Indirect Spread	126.41	101.36	-2,251.05
Total Expense	288.58	232.89	11.25
Net Ordinary Income	2,261.88	-67.11	11.62
Other Income/Expense			
Other Expense			
7400 · Loan Payment	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	2,261.88	-67.11	11.62

Mid-Columbia Economic Development District
Loans YTD P&L
July 2020

09/11/20

Accrual Basis

	Total 300 Loan Funds	TOTAL
Ordinary Income/Expense		
Income		
4600 · Loan Interest	20,010.27	20,010.27
4700 · Loan Processing Fees	7,543.58	7,543.58
4710 · Loan Late Fee	700.00	700.00
4750 · Investment Interest	96.53	96.53
Total Income	28,350.38	28,350.38
Gross Profit	28,350.38	28,350.38
Expense		
5000 · Personnel Expense		
5100 · Wages	4,256.66	4,256.66
5500 · Fringe Benefits	1,081.22	1,081.22
5700 · Payroll Taxes	361.88	361.88
Total 5000 · Personnel Expense	5,699.76	5,699.76
6300 · Supplies	12.99	12.99
6700 · Building Costs		
6710 · Building Rent	56.39	56.39
Total 6700 · Building Costs	56.39	56.39
6900 · Other Materials & Supplies		
6931 · ACH Collection Fees	32.93	32.93
6930 · Bank Service Charges	25.00	25.00
Total 6900 · Other Materials & Supplies	57.93	57.93
9000 · Indirect Spread		
9040 · Transportation Facility Spread	28.78	28.78
9050 · Loan Fund Costs Allocated	0.01	0.01
9000 · Indirect Spread - Other	588.99	588.99
Total 9000 · Indirect Spread	617.78	617.78
Total Expense	6,444.85	6,444.85
Net Ordinary Income	21,905.53	21,905.53
Other Income/Expense		
Other Expense		
7400 · Loan Payment	10,169.33	10,169.33
Total Other Expense	10,169.33	10,169.33
Net Other Income	-10,169.33	-10,169.33
Net Income	11,736.20	11,736.20

Mid-Columbia Economic Development District
Special Projects & Grants YTD P&L
 July 2020

	Jul 20
Ordinary Income/Expense	
Income	
4200 · State	250,000.00
4300 · Local Match	5,000.00
4500 · Contract Reimbursement	
4550 · Accrued Contract Reimbursement	10,000.00
4500 · Contract Reimbursement - Other	15,135.91
Total 4500 · Contract Reimbursement	25,135.91
Total Income	280,135.91
Gross Profit	280,135.91
Expense	
5000 · Personnel Expense	
5100 · Wages	
6560 · Payroll Expenses	4,548.31
5100 · Wages - Other	10,179.43
Total 5100 · Wages	14,727.74
5500 · Fringe Benefits	3,465.12
5700 · Payroll Taxes	1,258.27
Total 5000 · Personnel Expense	19,451.13
6110 · Travel & Conference	15.23
6300 · Supplies	-1,598.06
6700 · Building Costs	
6710 · Building Rent	192.43
Total 6700 · Building Costs	192.43
6950 · Grants Disbursed	55,581.26
9000 · Indirect Spread	
9040 · Transportation Facility Spread	98.21
9000 · Indirect Spread - Other	2,009.98
Total 9000 · Indirect Spread	2,108.19
Total Expense	75,750.18
Net Ordinary Income	204,385.73
Net Income	204,385.73

Mid-Columbia Economic Development District
Transportation YTD P&L
July 2020

09/11/20

Accrual Basis

	Jul 20
Ordinary Income/Expense	
Income	
4012 · Trans From/To Fund (SUPPORT)	429.56
4300 · Local Match	1,666.67
4500 · Contract Reimbursement	3,248.00
4800 · Other Revenue	
4825 · Greyhound Commission	93.44
4820 · Greyhound Sales	158.00
Total 4800 · Other Revenue	251.44
4805 · Farebox Revenue	960.42
Total Income	6,556.09
Gross Profit	6,556.09
Expense	
5000 · Personnel Expense	
5100 · Wages	
6560 · Payroll Expenses	355.20
5100 · Wages - Other	14,024.46
Total 5100 · Wages	14,379.66
5500 · Fringe Benefits	4,983.25
5700 · Payroll Taxes	1,413.81
Total 5000 · Personnel Expense	20,776.72
6200 · Equipment	
6220 · Equip Leased/Rented	220.48
6230 · Equip Repair/Maint	113.00
Total 6200 · Equipment	333.48
6400 · Professional Services	
6450 · Contractual	6,400.00
Total 6400 · Professional Services	6,400.00
6500 · Vehicle Costs	
6510 · Repairs & Maintenance	104.11
6520 · Fuel	1,299.05
Total 6500 · Vehicle Costs	1,403.16
6700 · Building Costs	
6720 · Utilities and Janitorial	579.64
Total 6700 · Building Costs	579.64
6900 · Other Materials & Supplies	
6910 · Dues and Fees	750.00
Total 6900 · Other Materials & Supplies	750.00

Mid-Columbia Economic Development District
Transportation YTD P&L
July 2020

	<u>Jul 20</u>
9000 · Indirect Spread	
9040 · Transportation Facility Spread	-336.85
9060 · Transportation Admin Spread	-7,905.99
9000 · Indirect Spread - Other	2,146.97
	<hr/>
Total 9000 · Indirect Spread	-6,095.87
	<hr/>
Total Expense	24,147.13
	<hr/>
Net Ordinary Income	-17,591.04
	<hr/>
Net Income	-17,591.04
	<hr/> <hr/>

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY 20-21 COMBINED PIPELINE**

SPECIAL PROJECTS SUMMARY		ANTICIPATED FY 20	Anticipated FY 21	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	608,972	709,080	90,000	37,500	836,580	84.76%
	Budgeted Expenses (Excludes In-Kind)	538,326	620,803				
	Gap/Surplus	70,646	88,277				
PROJ CODE	SPECIAL PROJECTS DETAILS	FY20	FY21	NOTES			
205	LEOF Resilience	43,497	-	Completed in FY20			
206	Rural Opportunity Initiative		115,000				
207	Business Oregon COVID-19 Business Admin- Ps 2		5,000	Includes \$5000 from HR County partners for admin			
525	GTA Wind Challenge		20,000	FY20 event canceled, funds eliminated			
526	MCCFL - CDBG	12,000	-	Complete in FY20			
527	City of Antelope - CDBG /SDWRLF	25,000	11,500	Complete Fall of FY21			
534	Crystal Springs	-	56,250	Some funds could extend into FY22			
5011	CREA - Financial Services	6,000	6,000				
549	CL-HR Enterprise Zone	5,981	5,000				
550	Broadband Support - SBDC	3,456	500				
554	Sherman Co EDC	45,000	45,000				
557	GTA Staffing	60,000	60,000				
559	Wasco Co EDC	75,000	75,000				
5593	South Wasco Parks & Rec Dist	2,000	-	Complete in FY20			
570	OEDD Website	700	700				
571	Mobility Management	72,720	112,925	Biennium			
5715	MM County Planning Support - Sherman	-	5,500	Complete Fall of FY21			
575	GTA Robotics	8,402	14,750				
582	Hood River EDG	7,000	7,000				
585	Commute Options	8,000	8,000				
587	HR Drive Less Connect - ODOT	15,988	21,315	3-yr ODOT grant, ends 6/30/21			
574	Hood River Energy Plan	94,209	35,000	\$36,000 in hand for local match			
5741	Energy Trust of Oregon - Comm Solar	3,400	5,550	Sustainable Northwest \$5000			
5742	CGBREZ	9,079	7,300				
	Energy - HRC Energy Trust of Oregon		75,000				
500	AmeriCorps RARE TFFF match	10,000	10,000				
701	Commuter Pass	71,540	40,040	Multi-year project			
5110	Cascade Locks Corrosion Control	20,000	-	Complete in FY20			
5112	Biggs Water Development	10,000	20,000	Multi-year project			
5113	CL Wastewater System Upgrade	-	3,000				
	TOTAL ANTICIPATED REVENUE	608,972	709,080				
	PROPOSALS SUBMITTED						
574	Energy - Meyer Memorial Trust		65,000				
	Cascade Locks Electrical (EDA Disaster application)	25,000	25,000				
	TOTAL PROPOSALS SUBMITTED	25,000	90,000				
	IN DEVELOPMENT						
	Goldendale Community Strategic Planning						
	City of TD - EPA Brownfields Coalition						
	Gorge Regional Airport - EDA		25,000				
207	Business Oregon COVID-19 Business Admin- Ps 4		12,500	Assuming 5% admin of \$250,000 for grants			
	TOTAL IN DEVELOPMENT	-	37,500				
	DECLINED						
	TOTAL DECLINED	-	-				

MCEDD Dashboard

Loan Program	Target	Q4 FY2019 (April 1 - Jun 30)	Q1 FY2020 (July 1 - Sept 30)	Q2 FY2020 (Oct 1 - Dec 31)	Q3 FY2020 (Jan 1 - Mar 31)	Q4 FY2020 (Apr 1 - June 30)
Lending Activity	\$215,000 loaned/quarter	\$ 886,500.00	\$ 52,000.00	\$ -	\$ 884,500.02	\$ -
Loan Utilization Rate- All RLFs	75% or more	87.96%	89.19%	94.40%	91.91%	80.96%
Loan Utilization rate- EDA RLFs	75% or more	89.12%	*	90.30%	*	74.81%
Loan Delinquency Rate (>30 days)	5% or less	9.30%	1.33%	13.80%	10.75%	0.00%
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	1 job/\$8,691 loaned	1 Job /\$52,000 Loaned	0	1 Job /\$52,029 Loaned	0
Inquiries/outreach	20 inquiries per quarter 5 outreach visits per quarter	15 inquiries 5 outreach visits	18 inquiries 6 outreach visits	20 inquiries 5 outreach visits	10 Inquires 3 outreach visits	15 inquiries 3 outreach visits
Reporting Completed on Time	All	All	All	ALL	ALL	ALL

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

Finance	Target	Q4 FY2019 (April 1 - Jun 30)	Q1 FY2020 (July 1 - Sept 30)	Q2 FY2020 (Oct 1 - Dec 31)	Q3 FY2020 (Jan 1 - Mar 31)	Q4 FY2020 (Apr 1 - June 30)
Special Projects Revenue Gap	At or exceeding budget	67,137	135,567	155,817		70,646
Local Jurisdiction Participation	100%	100%	100%	100%	100%	100%
Average days of accounts receivable	33	30.15	26.91	30.14	27.05	27.23
Operational YTD Actual vs. Budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 84.75% Expenses: 76.6%	Revenue: 79.3% Expenses: 52.1%	Revenue: 45% Expenses: 40.5%	Revenue: 82.8% Expenses: 73.1%	Revenue: 84.2% Expenses: 74.2%

Human Resources	Target	Q4 FY2019 (April 1 - Jun 30)	Q1 FY2020 (July 1 - Sept 30)	Q2 FY2020 (Oct 1 - Dec 31)	Q3 FY2020 (Jan 1 - Mar 31)	Q4 FY2020 (Apr 1 - June 30)
Performance Evaluation Completed on Time	100%	100%	100%	100%	100%	100%
Average Employment Length (Years)	3 years	2.95	2.7	2.97	2.80	2.80

Board of Directors	Target	Q4 FY2019 (April 1 - Jun 30)	Q1 FY2020 (July 1 - Sept 30)	Q2 FY2020 (Oct 1 - Dec 31)	Q3 FY2020 (Jan 1 - Mar 31)	Q4 FY2020 (Apr 1 - June 30)
Board Meeting Attendance	75%	70%	67%	81%	81%	76%
Meetings Lacking Quorum	0	0	1	0	0	0
Board Vacancies	0	1	0	0	0	0

Project Mgmt/ Regional Coordination	Target	Q4 FY2019 (April 1 - Jun 30)	Q1 FY2020 (July 1 - Sept 30)	Q2 FY2020 (Oct 1 - Dec 31)	Q3 FY2020 (Jan 1 - Mar 31)	Q4 FY2020 (Apr 1 - June 30)
Number of objectives addressed from CEDS Reporting Completed on Time	2/quarter	8	8	8	8	8
	All	All	All	All	All	All

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

Memorandum

Date: September 14, 2020
To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Re: Private Sector Appointments

Overview

September is the annual renewal cycle for the private sector members on the MCEDD Full Board as well as the private sector Loan Administration Board members. This September also represents an opportunity to add a Hood River County representative to the Transportation Administration Board. These three requests are combined in this memo.

1) MCEDD Full Board Private Sector Members

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

- Ken Bailey
- Scott Clements
- Buck Jones
- Robb Kimmes
- Eric Proffitt
- Mark Zanmiller
- (vacant- previously held by Stephanie Hoppe)

Recommendation from the Executive Committee

The MCEDD Executive Committee requests the MCEDD Board reappoint all currently serving private sector members for a new term on the MCEDD Board and appoint Dr. Marta Yera Cronin to fill the vacant position.

2) Loan Administration Board

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

Private Sector Loan Administration Board Candidates

Currently, the private sector MCEDD Loan Administration Board positions are held by Scott Clements, Dillon Borton and AJ Tarnasky. All have expressed interest in seeking reappointment to the MCEDD Loan Administration Board.

Recommendation from the Executive Committee

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

3) Transportation Administration Board

The MCEDD Transportation Administration Board (TAB) is an unpaid committee that meets quarterly to make transportation policy for The Link and guidance for our mobility management work. As of March 2020, all counties are represented except Hood River County. The TAB originally had greater cross-representation with the MCEDD Board but only Dana Peck remains on both. In discussing options with Les Perkins, and also in getting several inquiries about the TAB from Hood River County Transportation District (Columbia Area Transit), it would be ideal to appoint a member of their Board to the TAB. While this would not increase cross-representation with the MCEDD Board, it would better align our interests and bring additional transportation experience to the TAB. After staff outreach, we received an application from Lara Dunn, Columbia Area Transit Board Chair, to the Transportation Administration Board.

Recommendation from the Executive Committee

The MCEDD Executive Committee requests the MCEDD Board appoint Lara Dunn to the Transportation Administration Board.

Memorandum

Date: September 14, 2020

To: MCEDD Board of Directors

From: MCEDD Nominating Committee

Re: MCEDD Slate of Officers and Private Sector Executive Committee Membership

Slate of Officers

The MCEDD Nominating Committee met prior to the annual meeting to discuss a slate of officers for the MCEDD Board. The nominating committee was composed of Dana Peck (Washington Chambers), Mark Zanmiller (Cities of Hood River County) and Jan Brending (Cities of Klickitat County). The Chair of the Board appoints the committee and selects members to include balanced representation from Oregon and Washington.

The officers of MCEDD include a Chairperson, Vice Chairperson, and Secretary/Treasurer. All officers serve one-year terms and all positions are unpaid positions. The committee proposes retaining the current slate of officers for another year as follows:

MCEDD Officers	
Position	Nomination
Chair	Bill Schmitt (Washington Ports)
Vice-Chair	Bob Hamlin (Skamania County)
Secretary/Treasurer	Steve Kramer (Wasco County)

Executive Committee Membership, Private Sector

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

MCEDD Executive Committee, Private Sector Membership	
Position	Nomination
Executive Committee, Private Sector	Ken Bailey
Executive Committee, Private Sector	Eric Proffitt
Executive Committee, Private Sector	Dana Peck

Requests:

Action 1: The MCEDD Board is asked to vote on the slate of officers presented.

Action 2: The MCEDD Board is asked to vote on private sector membership on the Executive Committee.



**Executive Director's Report
Prepared for the September 2020 Full Board Meeting**

Annual Report

The annual report summarizing MCEDD's activities last fiscal year is attached. This report is sent to our partners to highlight our work over the last year and will serve as an opportunity for me to connect in my new role. I am proud of the work that our talented professional staff completed over the last year, honored to serve as its leader, and grateful to the Board for your leadership and vision that guides us!

Regional Support

- After surveying the participants on their preference, our meetings with the Mid-Columbia Economic Resiliency Team transitioned to every other week and now once per month. We have focused recent topics on school reopening, economic forecasts, the hospitality industry, the tech industry, childcare needs, and business assistance needs. These topics are in addition to regular updates from a host of partners. These meetings have led to good discussion, some collaborative action items, and relationship building. I am in discussions with Nate Stice to consider how this group will integrate with the new Regional Racial Justice Council that he has been tasked for form for our Oregon counties.
- We received the grant documents for the EDA CARES Act Planning funds (\$400,000 covering two years) and have developed the detailed grant management plan to inform our work. We intend to hire a Project Manager focused on recovery (and possibly a support person for the loan program with the RLF grant). The scope we submitted includes funding a Diversity, Equity and Inclusion consultant to work with MCEDD on our outward-facing programs.
- I participated in a meeting of Oregon Small Business United, a newly formed advocacy group, to learn more about the group's activities. Our Oregon Economic Development Districts have also been communicating regularly over email about issues related to the Business Oregon grant funds, EDA CARES Planning or RLF funds. I signed onto a joint letter to the Oregon Emergency Board and sent an email informing MCEDD's Oregon state legislators of some of the issues with the Business Oregon grant funds.
- I submitted comments twice to the Gorge Commission as they finalize the update of the Management Plan. Our primary concerns were around the Urban Area Boundary amendments as and agricultural uses. I met with the new Hood River County Gorge Commissioner Michael Mills. As there are a number of new Commissioners, I reached out to Gorge Commission Executive Director Krystyna Wolniakowski to offer to provide an overview of MCEDD's work and partnership with the Gorge Commission at a future meeting. She suggested November/December as a good timeframe.
- We held a meeting of the Four Rivers Community Corporation Board of Directors to approve submission of a grant application for The Link to MCMC Foundation and an admin percentage to support operating costs of the entity. The Board decided not to set a percentage at this time.

Business Assistance

- We are assisting the Oregon Investment Board in development of marketing materials about their loan program. The OIB budgeted \$5000 this year for the project. We have held an initial kickoff

meeting with Immense Imagery from The Dalles as the selected contractor. Increased visibility for the OIB will be great for MCEDD as well.

- We are continuing to increase outreach to fill the Multnomah County vacancy on the OIB. Board suggestions would be welcome.
- The Mount Hood Economic Alliance Board approved our proposal for administration of their loan program. We have signed the contract and are working with Mary McArthur on transferring knowledge and files. The entity has six loans at present, three of which are also MCEDD loan clients. I am waiting for the fire danger in Clackamas County to die down for more outreach in that community.
- We received the grant documents for our new EDA CARES Act RLF. This grant included \$770,000 in loan funds and \$77,000 in administrative funds. The funds do not have to strictly be tied to COVID-19 relief and we will be working to get these out by the expiration date as a way to build up our available loan funds in the long term.
- We have put into motion the switch from desktop Portfol, our loan management database, to a cloud version. This will allow better access to staff working remotely, allows loan clients to access their account, and hopefully will resolve the ongoing issues we have had with the desktop version.
- Israel attended a virtual training for advanced loan fund management.

Project Management

- We were successful in our two Impact Award applications to the National Association of Development Organizations (NADO)! These two awards highlight Jacque Schei's work in economic resiliency as well as Kathy Fitzpatrick's work on the Gorge Translink Alliance website update. I am pleased with the opportunity to acknowledge their great work!
- Over the next year, I will be working with the taxing entities in Hood River County on considering a renewal for their Enterprise Zone as it expires June 30, 2021. This work will be through our contract with Hood River Economic Development Group. I have been supporting meetings for this group every other month.
- We signed an updated contract with Oregon Economic Development Districts for management of their website and will be subcontracting with Gorge Web Design for moving the site to Wordpress.

Staff Operations

- DEI: I had conversations with several partners (The Next Door, Skyline Hospital) on next steps for Diversity, Equity and Inclusion (DEI) work. The big question continues to be how we fund ourselves to put in the staff time and/or hire a consultant. While it appears we can fund a consultant for support on our outward programs through the EDA CARES Planning grant, our internally-focused work will be staff driven unless another grant can be secured. I have shared some resources with staff through our weekly staff meetings and asked everyone for feedback on their goals for a DEI program at MCEDD.
- Staff changes: Dana Woods, Finance and Operations Manager, started July 1 part-time and full-time as of July 16. Brad Houghton, Deputy Director, started July 6. I have been focused on supporting Dana and Brad as they get up to speed and have already been impressed at what a great addition to the team they both are! Due to funding available for the Hood River County energy work, we reduced Marla Harvey's hours to 30 hours per week for July and part of August but were able to bring her back to full time as a result of additional Energy Trust of Oregon

funds. We wished Tatiana Eckhart well as her RARE position ended in August, and are happy to welcome Jane Allen to the team.

- Reviews: I conducted annual reviews for Ami Beaver and Israel Ayala-Guevara, and a review for Carrie Pipinich at being six-months in her new position.
- I have been working primarily from the office to be more available as support for new staff. The project management team continues to be fully remote but others are mostly in the office and following Oregon state guidance.
- All of the new grants and shifts in personnel mean we will next need to focus on how to balance out the work for our Project Management team. This has been one of the puzzles we are trying to solve at present.

Facilities

- I have turned over facility management and IT support to Brad Houghton and have appreciated his work to find best solutions for MCEDD. He has spent a lot of time over the last month dealing with our phone system, which is not working properly. RADCOMP has finally agreed to switch to a new system at no cost to us. Brad reached out to Wasco County Information Services to see if we might be able to work together and initial talks I have had with their administrator have been positive. We expect a proposal to see if it might be a better move for MCEDD for long-term IT support. We are also looking at replacing our server with CARES funds available to special districts.
- We held our annual safety walkthrough of the facility. We are planning to submit a grant application to SDIS for safety projects, considering facility modifications that would reduce the number of high-touch surfaces for germ transmission.



Mid-Columbia Economic Development District

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

Fiscal Year 2020

Annual Report

**Mid-Columbia Economic
Development District**
802 Chenoweth Loop Road
The Dalles, OR 97058
www.mcedd.org



From the Board Chair and Executive Director

It is our pleasure to present the Mid-Columbia Economic Development District annual report. This has been a year like no other, with the appearance of COVID-19 in early 2020 and all the economic changes it has brought to our region. But we are strong, having just celebrated 50 years of MCEDD serving the five county bi-state region, building economic vitality and focusing on opportunities to support business and entrepreneurs. That is 50 years of learning to work collaboratively as we adapt to change and build an even better foundation for economic success.

This year, on top of pivots to address the pandemic, we continued to deliver high quality technical assistance, business assistance and industry support through our core programs, while also expanding our service offerings. Significant milestones and accomplishments in fiscal year 2020 include:

- Supporting **economic resiliency** as a result of COVID-19 with information and resource sharing, trainings, loans and grants responses to a myriad of economic shocks in 2018.
- Providing technical assistance for our members accessing **federal economic disaster funding** for public works projects.
- Implementing the regional **Comprehensive Economic Development Strategy**, in coordination with our members, and hosting a sold-out Economic Symposium to build connections across the region.
- Launching **the Gorge Regional Transit Strategy** to support the regional Gorge TransLink public transportation system.
- Expanding the LINK transportation system, providing **over 22,000 passenger trips**.
- Providing direct business assistance through our loan programs, providing **almost \$1 million in funding this fiscal year to businesses**.
- Consolidating MCEDD's **administrative office** into the The Dalles Transit Center for better staff connection and cost savings.
- Supporting **MCEDD through a transition** in the Executive Director position.

We invite you to explore this annual report, which provides a snapshot of the resources MCEDD delivered to our service area in fiscal year 2020. And, as we embark on a new year of more changes, we extend our appreciation to our members and partners.

Sincerely,

Bill Schmitt

Bill Schmitt,
MCEDD Board Chair

Jessica Metta

Jessica Metta
MCEDD Executive Director

Overview

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

2020 Board of Directors

Bill Schmitt, Chair
Washington Ports

Bob Hamlin, Vice Chair
Skamania County

Steve Kramer, Sec/Treas
Wasco County

Rex Johnston
Klickitat County

Les Perkins
Hood River County

Joe Dabulskis
Sherman County

Eric Proffitt
Workforce

Scott Clements
Private Business

Ken Bailey
Agriculture

Tonya Brumley
Oregon Chambers

David Griffith
Oregon Ports

Robert Kimmes
Healthcare

Stephanie Hoppe
Higher Education

Gordon Zimmerman
Cities of Hood River

Dana Peck
Washington Chambers

Sue Knapp
Cities of Wasco



Staff and the Executive Committee adapted with Zoom meetings.

Leana Kinley
Cities of Skamania

Jan Brending
Cities of Klickitat County

Mark Zanmiller
High Tech

Erik Glover
Cities of Sherman

Buck Jones
Food and Beverage

MCEDD Staff

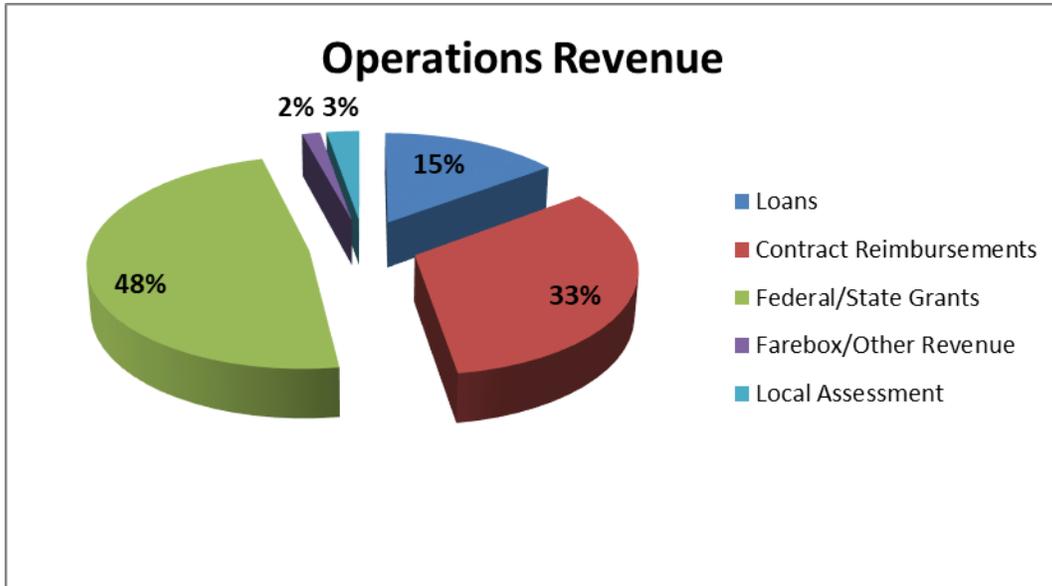
A professional staff provides business assistance, technical assistance and regional coordination for the five-county bi-state area of the Columbia River Gorge.

Jessica Metta, *Executive Director*
Brad Houghton, *Deputy Director*
Dana Woods, *Finance and Operations*
Carrie Pipinich, *Senior Project Manager*
Israel Ayala Guevara, *Loan Fund Manager*
Jacque Schei, *Project Manager*
Marla Harvey, *Program Manager*
Lauren Hernandez, *Office Administrator*
Ami Beaver, *Administrative Assistant*
Tatiana Eckhart, *RARE Project Coordinator*

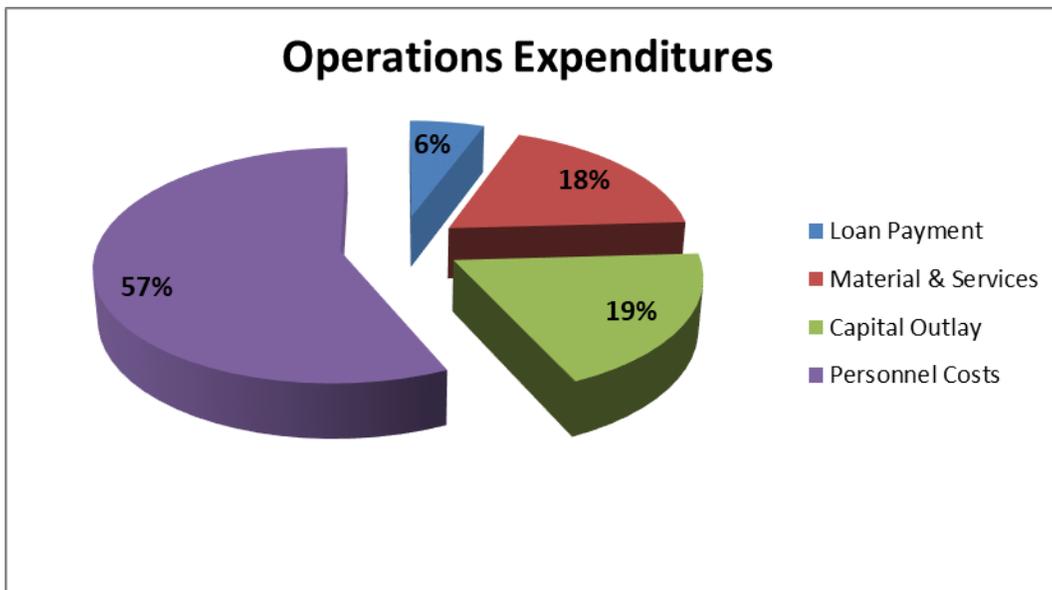
Kathy Fitzpatrick, *Mobility Manager*
Charlotte Sallee, *Transportation Operations Manager*
Cheryl Sallee, *Transportation Operations Manager*
DeAnn DePaepe and Sherry Stephenson, *Link Dispatchers/ Schedulers*
Gerald Benedict, Fred Bergren, Scott Isaak, Robbyn Deswert, Nancy Reed, Gary Methvin, Casey Ruiz, Antonio Silva, Jim Hall, Steve Wilson, Louis Herring, and Margaret Rodriguez, *Link Drivers*

Statement of Financial Activities

MCEDD's Operations Revenue is derived from Loans (15%), Contract Reimbursements (33%), Federal and State Grants (48%), Local Dues (3%), Farebox and Other Revenue (2%). Operations Revenue totaled \$2,243,774 in FY20.



MCEDD's Operations Expenditures are categorized into four categories, Loan Payments (6%), Materials and Services (18%), Capital Outlay (19%), and Personnel Costs (57%). The office remodel for our combined facility at The Dalles Transit Center, as well as the completion of a bus barn for The Link, resulted in a much higher Capital Outlay figure than is typical. Total Operations Expenditures were \$2,139,829 in FY20.



Regional Economic Development Strategy

Updating the Regional Strategy

The Comprehensive Economic Development Strategy (CEDs) is a guide to understanding the regional economy and crafting goals, strategies and actions to create jobs, raise income levels, diversify the economy, and improve the quality of life.

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

Columbia Gorge Economic Symposium

MCEDD hosted the annual Columbia Gorge Economic Symposium in November 2019, featuring David Anderson, the CEO of NW Natural, as keynote speaker, followed by regional economists presenting data on employment, wages, and industry changes.

MCEDD's 50th Anniversary

The Symposium celebrated MCEDD's 50th anniversary with a congratulatory video message from Governor Kate Brown regarding the organization's past and future impact on the region. The event also honored Board members past and present for their guidance of the organization over the years.



MCEDD coordinated a panel session of representatives of the region's key industries including WyEast Timber Services, Cascade Cherry Growers/ Sage Fruit Company, Imperial Stock Ranch, pFriem Family Brewers, Cardinal Glass Industries, Real Carbon, and The Renewal Workshop. The companies discussed critical components of our regional economy and issues to explore moving forward. The symposium filled to capacity with approximately 150 attendees.

Vision

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

Priority Areas

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

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

Join us for the next **Columbia Gorge Economic Symposium**, scheduled for a virtual platform on November 6, 2020!

Economic Resiliency

Resiliency Materials

Building on work from our Comprehensive Economic Development Strategy (CEDs) and experiences in response to economic shocks, MCEDD staff, with support from our AmeriCorps RARE intern, conducted an assessment of responses to past disasters to identify strategies that will enhance future economic responsiveness and resiliency. The resulting report summarizes effective practices used in past disasters and identifies areas for improvement and opportunities for addressing gaps.

To address one gap identified in the report, MCEDD developed a communication toolkit of one-page documents to use in disaster preparedness and response (English and Spanish versions available) and a home on our webpage: mcedd.org/ready. The tools use consistent design elements that can be adapted to use across the region, regardless of the event. In addition, MCEDD worked with the graphic designer to develop statewide versions of the toolkit for use by members of the Oregon Economic Development Districts.

Mid-Columbia Economic Resiliency Team

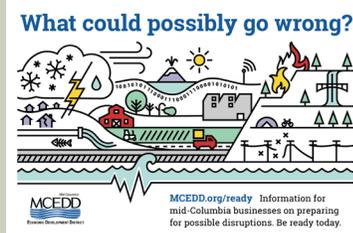
In response to the COVID-19 crisis, MCEDD and Governor Brown's Regional Solutions Team jointly convened the Mid-Columbia Economic Resiliency Team, a bi-state team of local, regional, and state officials from Washington and Oregon to collaborate, coordinate, and communicate on a COVID-19 economic response and recovery strategy. Our staff created a COVID-19 page linked from the mcedd.org/ready page to post resources and updates. We also hosted weekly meetings with the team to discuss economic recovery topics, emailed a regular digest of resources and information to the team for dispersal, coordinated with Joint Information Centers regionally, and worked with partners to collect information on economic impacts. This work will be ongoing in FY21 as we continue our pandemic response and recovery.

Broadband

Effective networks are critical to resiliency and a key component to our comprehensive regional economic development strategy. MCEDD places a core focus on increasing broadband accessibility throughout the region. This year, MCEDD's broadband work was highlighted at the Western Governor's Association's Reimagining the Rural West conference, and staff engaged in the following activities:

- Moderated the only session on broadband at the Oregon Infrastructure Summit. The session highlighted the Maupin Fiber Project as well as projects from other areas in Oregon.

Assessment of Strategies to Support Economic Resiliency, July 2019



Prepare in advance and be ready to respond if an economic shock or disaster occurs.

Broadband Training

Our staff hosted three WebWorks Business Trainings to highlight ways to leverage connectivity for businesses in Maupin, Condon, and Hood River.



Broadband, continued

- Supported the Sherman Cities Fiber Project in partnership with GorgeNet to complete connections in City of Rufus and plan for improved connections in Biggs Junction. This project provides high-speed, wired connections in each community, reducing traffic on the broader countywide wireless network that serves farms and ranches around the County.
- Engaged in the City of Goldendale Broadband Planning efforts, and also with a variety of stakeholders for technical assistance and actions focused on broadband availability assessments.

Community Economic Development

Our staff worked with communities across the region to support economic development projects that enhance the resilience of our economy and communities. Projects this year included:

- Engaged in economic development planning efforts through Economic Opportunities Analysis (EOA) processes for Cities of The Dalles, Grass Valley, Maupin, Moro, Rufus, and Wasco. These efforts leveraged CEDS industry clusters and several data sources to identify economic trends and buildable lands in each community, and to highlight parcels where zoning may not be appropriate for desired development.
- Supported the City of Maupin in efforts to seek funding for and begin the process of conducting a Housing Needs Analysis. Paired with their EOA, this will provide a holistic picture of development opportunities and any needed shifts in zoning needed to support growth and build on investment in robust broadband infrastructure.
- Worked to identify funding for, and moving infrastructure assessments or feasibility studies forward in Biggs Junction, Dufur, Grass Valley, Pine Grove and Wamic.
- Administered Sherman County's two housing grant programs that encourage development of new rental housing units and rehabilitation of existing housing.
- Participated in Klickitat County's Buildable Lands Inventory planning efforts.

Community Economic Development

Staff assisted the community of Grass Valley (population approx. 160) in Sherman County explore the transition from septic-only to a community wastewater treatment system to allow for business growth.



Columbia River Gorge National Scenic Area Oregon Investment Board



Sustained Impact:

From a \$4 million allocation, the Board has approved grants and loans (utilizing revolved funds) totaling almost \$9.8 million.

Leveraging:

Leveraged over \$15.2 million in private funds and more than \$13.3 million in public funds.

Employment:

Funds are provided through grants and loans to support infrastructure, business assistance, and workforce development. The Board has provided funding to projects to directly create or retain nearly 700 jobs.

Fiscal Year 2020 Summary

Project funding awarded through the Columbia River Gorge National Scenic Area Oregon Investment Board helps to strengthen and diversify the economy of the region. Staffing is provided by MCEEDD. Key activities in FY 2020 included:

Deployment of an **Emergency Relief Loan program** which allowed the Board to be responsive in providing flexible financing during the pandemic. Two loans were provided through this program to a florist and a restaurant, both in Hood River, to alleviate impacts caused by COVID-19.

The Board also proactively offered **relief to current loan clients in response to COVID-19**. Clients were able to receive up to three months of deferred interest and principal payments, followed by up to six months of interest-only payments. **Almost ten** existing OIB loan clients benefited from this support.

To highlight the work of the OIB and increase visibility for its impact in the region, the Board also explored a videography marketing project in FY20, which will be launched in FY21.

Loan Client Profile: Lucy's Informal Flowers



Lucy's Informal Flowers is a full service floral shop in Hood River. Lucy's offers flowers arranged or by the stem, plants, cards and gifts. With a working capital loan from the OIB, Lucy's was able to complete maintenance on their delivery vehicle and flower cooler so they can continue to provide beautiful flowers for a wide variety of clients in the Columbia River Gorge.

Oregon Investment Board Members

John Kasberger, Chair * Jill Amery, Vice Chair * Jorge Barragan, Secretary/Treasurer
Doug Roof * Tammy Miller * Craig Bowder

Business Assistance Division

Since inception of our business loan program, MCEDD has made 311 loans to businesses totaling over \$18.36 million. This year **the loan program funded more than \$900,000 in new loans** in support of:

- Development of seven attainable housing units in The Dalles.
- Acquisitions of two essential rural grocery markets, one each in Wasco County and Sherman County.
- New business startup of a backflow company.
- Expansion of a new women's clothing boutique.

MCEDD's Loan Administration Board also proactively offered **relief to current loan clients in response to COVID-19**. Clients were able to receive up to three months of deferred interest and principal payments, followed by up to six months of interest-only payments. **Almost fifteen** existing MCEDD loan clients benefited from this support.



Loan client Willow & Bark Boutique, The Dalles

Loan Administration Board Members

Scott Clements, Chair * Bob Hamlin, Vice Chair * Joe Dabulskis * Les Perkins * Rex Johnston * Steve Kramer * Dillon Borton * AJ Tarnasky

Loan Client Profiles: Mid-Columbia Backflow LLC



Mid-Columbia Backflow, LLC specializes in residential and commercial backflow testing and landscape irrigation repair. With financing secured through MCEDD, owner Philip Agnor was able to purchase a local backflow testing business, allowing him to expand his customer base and service area.

Maupin Market



Sara Morelli purchased the Maupin Market at the end of 2019 with financing help from MCEDD and an award from Business Oregon's Small Business Sustainability Fund. The store serves travelers, seasonal tourists, and local residents. The market is a reliable local source for pantry staples and household items.

Infrastructure Development

Project Highlights: Antelope



The City of Antelope completed construction on its Water System Improvements project in June 2020, including two new 80,000-gallon reservoirs.

Cascade Locks



The Cascade Locks Corrosion Control Treatment Facility was completed in November 2019.

Increasing Resources for Priority Infrastructure

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

- **1. Technical assistance** to secure funding and move projects toward construction, including support for EDA Disaster Fund applications for Skamania PUD, City of Cascade Locks, and City of Stevenson, as well as an EDA application for Columbia Gorge Regional Airport.
- **2. Water/ wastewater systems:**
 - **Biggs Service District water system:** labor standards and grant administration support for USDA Rural Development grant and loan.
 - **City of Antelope water system:** labor standards and grant administration support; support in receiving additional Safe Drinking Water (SDW) RLF loan and Water/Wastewater program grant and loan.
 - **Crystal Springs Water District water project:** labor standards and grant administration support for two SDWRLF projects, support in requesting an increase in funding to cover cost increases since original application.
 - **Cascade Locks corrosion control treatment facility project:** labor standards, grant administration, and project completion support for SDWRLF.
 - **Cascade Locks wastewater:** new agreement for grant administration and labor standards support for a Clean Water State RLF project.
 - **Regional wastewater coordination:** continuation of discussion of shared needs and opportunities.
- **3. Other infrastructure improvements** including helping **South Wasco Parks and Recreation District** with labor standards and grant administration for Oregon State Marine Board and Department of Fish and Wildlife grants for improvements to the Pine Hollow boat ramp.

Transportation

A Vibrant Regional Public Transportation Network

Gorge TransLink Alliance



Gorge TransLink Alliance

MCEDD staff manages this alliance of regional transportation providers. This year staff worked to support:

- Increased regional connectivity and transit services.
- 100% increase in regional transit ridership through December 2019.
- Launch of the Gorge Regional Transit Strategy, a region-wide transit planning effort.
- Full-service emergency response to COVID-19 pandemic, providing essential services for residents.

The Link Public Transportation

As operator of Wasco County's public transportation service provider The Link, MCEDD increased capacity and expanded service this year, including:

- New weekly service to South Wasco County and Native American communities at Celilo Village and Lone Pine in-lieu site.
- Expanded staff and hours for more service, including service on Saturdays
- Purchase of a new ADA-accessible bus.
- Completion of the Transit Center bus barn to better protect the vehicles from the elements.



The regional transit response to COVID-19 included:

- Partnerships with food banks, grocery stores, and public health agencies,
- Thousands of grocery, pharmacy, and prepared meal deliveries per week, and
- Continued transit services for essential workers with many providers offering free rides.



The Link Public Transportation



FY20 by the Numbers:

- Total Passenger One-Way Trips: **22,236**
- Elderly/Disabled One-Way Trips: **10,262**
- Revenue Service Hours: **8,489**
- Revenue Service Miles: **108,017**

Transportation Administration Board Members

Steve Lawrence, Chair * Tyler Stone, Vice Chair * Darcy Long-Curtis
Dee Van Gilder * Sophie Miller * Dana Peck * Kathy Schwartz * Lara Dunn

Industry Sector Support

Expanding Industries

MCEDD has targeted development of opportunities in strong regional industry sectors.

Renewable Energy

Staff coordinates the Columbia Gorge Bi-State Renewable Energy Zone with focus this year on support for the regional priority Goldendale Pumped Storage Hydro project, sharing information on developing relevant federal storage legislation, and utility Integrated Resource Plan Request for Proposals.

MCEDD also provides project management assistance to the **Hood River County Energy Council**, which supports development of energy projects that increase economic and physical resilience. In addition to regular monthly meetings, staff supported:

- Getting ten critical facilities in Hood River County in the first-of-their-kind “energy resilience” studies to design solar and storage systems to keep the buildings operating for two weeks during a power outage.
- Grant writing and management for four energy projects that, if awarded, would increase access to energy efficiency upgrades for low-income communities, increase transportation access, and increase renewable energy development.

High Technology

The Gorge Technology Alliance contracts with MCEDD for project management assistance. In addition to regular membership meetings, highlights this year included:

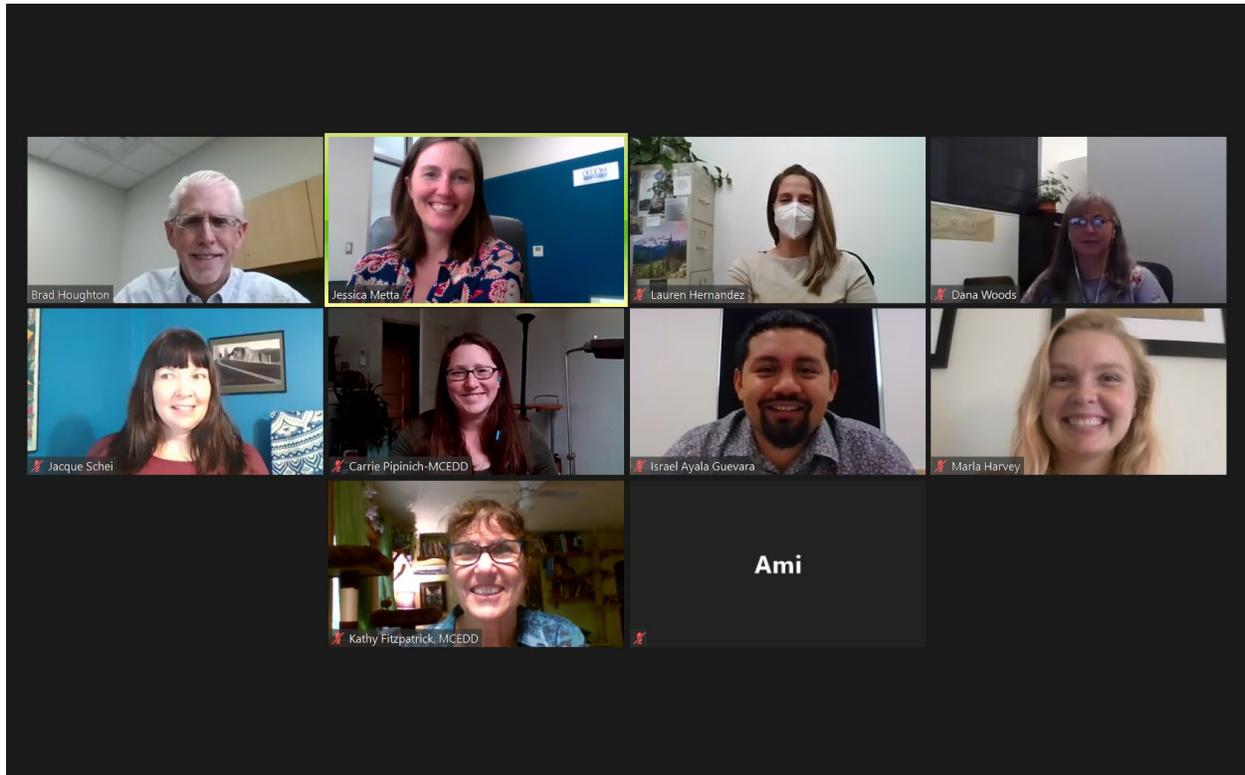
- The third-annual Gorge Tech Showcase highlighted ten businesses to an audience of around 75 people from around the Gorge and the Portland Metro area.
- The screening of the second episode in the Chasing Grace series focused on the role of women in tech with around 50 attendees and a robust panel discussion.
- Staff attended three targeted university career fairs to draw new talent to the region to support this critical sector.
- The GTA completed a rebranding effort and will be highlighting the results throughout the year (new logo at right).

COVID-19 Adaptations

Staff worked diligently to plan for execution of major events for the Gorge Tech Alliance, including the Wind Challenge, STEM Career Day, and an international drone trade show, but these events were canceled due to COVID-19. The local tech industry has continued its strong performance during COVID-19, with the GTA focusing on local connections and networking opportunities via technology platforms.



In Closing



Some of MCEDD's staff connecting during our weekly staff meetings, held virtually since COVID-19. We are honored to work with so many members and partners through the region, and proud of the work in this report.



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The Dalles, Oregon 97058
www.mcedd.org

MCEDD is an equal opportunity Employer, Lender and Provider.



Executive Committee Report

September 2020

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

- Approved adding Brad Houghton as a signer on the MCEDD Bank Accounts.
- Voiced consensus not to complete as part of our annual audit the GASB 75 related to post-employment benefits. In the past, the MCEDD Board did not feel the need to complete the GASB 75 since MCEDD does not offer any post-employment benefits, it adds cost to the audit, and our funders have not been concerned about this finding in our audit thus far. The Executive Committee did not see a need to change this approach in 2020.
- Approve submission of a proposal and later a contract with Mount Hood Economic Alliance for administration of their business loan program.
- Discuss plans for the 2020 Symposium including a virtual format, free tickets, and draft agenda.
- Recommend private sector appointments to the Board and Loan Administration Board as well as a Hood River County representative to the Transportation Administration Board.
- Learned that Mike Foreaker, Maupin City Council, had applied for the Cities of Wasco County seat on the MCEDD Board.
- Approved an amendment to our EDA Revolving Loan Fund plan that would allow 1:1 leverage with private dollars. This change is a result of flexibilities offered by the EDA due to COVID-19.
- Discussed a draft of the 2020 Annual Report.
- Held a six-month review of the Executive Director and approved a raise.
- Discussed additional engagement on the Gorge Commission's 2020 Management Plan update.
- Heard updates from staff covered elsewhere during the September Board meeting.



To: MCEDD Board of Directors
From: Brad Houghton, Deputy Director
Date: September 16, 2020
Re: Deputy Director's Report

Deputy Director Duties

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

Transportation Administration Board (TAB)

- We held a quarterly meeting of the TAB where they discussed:
 - Gorge Regional Transit Strategy Development including discussion on rail transportation, Veterans' service providers, and emergency services workload with increased transportation in the Gorge.
 - Streamlining of reporting requirements associated with STIF funds.
 - Addition of a second deviated fixed route in The Dalles, resuming Saturday service, installation of bus shelters, and the COVID operating environment.

LINK Transportation

Operations

- CARES Act: We applied for a grant for approximately \$360,000 for continued support of LINK operations. This application supports our general public demand response transportation in Wasco County, and matching funds for intercity service. Grant application includes costs for an additional 12/2 passenger bus, and operating costs to include personnel, maintenance, and personal protective equipment. ***The MCEDD staff requests that the Board motion to approve acceptance of this grant application if approved.***
- We continue close collaboration with our gorge transit partners, to include sharing of intercity service between The Dalles and Hood River starting in the summer of 2021. Columbia Area Transit (CAT) has proposed submitting a joint CAT/LINK STIF Discretionary Grant application to support intercity service between the two communities. ***The MCEDD staff requests that the Board motion to approve the proposal for a joint grant application.*** Gorge transit partners are also continuing to explore potential opportunities for a universal pass system.
- Operating Hours: As of August 22nd we are back to offering Saturday service. The MCEDD LINK lobby is open, and we have resumed Greyhound and LINK ticket sales.
- Personal Protective Equipment (PPE). We remain in full compliance with the transit rules issued by Governor Brown, including PPE for staff, passenger spacing, and mask wear. LINK provides masks for riders that don't have one. We are waiting on delivery of plexi-glass barriers to protect our drivers, but anticipate installation within the next 30-days.
- Deviated Fixed Route (DFR): We now pass each stop every 30 minutes versus 60 minutes effectively doubling the frequency of our stops for prospective riders. This scheduled

modification was coordinated with CATS and MATS to ease connection between services. DFR allows riders to coordinate pick-up or drop off within 1/4 mile of the designated stop. The LINK website has been updated with the new schedule, and a PDF is available on the website for download and printing.

- **New Services: East Side (Second) Route:** We now anticipate our second route starting in the early October timeframe. Our timing is contingent on delivery of two new buses which we expect any day now. We have expanded our proposed east side deviated fixed route bus stops as outlined below, and have postured ourselves to add an additional stop should the new housing development on the east side be approved. We provided for a 30-day public comment period during the month of September to include newspaper, radio and two collaborative public sessions using ZOOM.
 - Lone Pine – Seufert Park
 - Water’s Edge
 - East 12th Street and Dry Hollow Road
 - Port of The Dalles – Klindt Drive
- **Fall Marketing Campaign:** We have established a framework for a fall marketing campaign focusing on public transit visibility and awareness to increase ridership. We have prepared new brochures, billboards, public service announcements, and radio spots to promote public transit and the addition of a second route. We have also received approval from the City of The Dalles to place LINK information traffic-like signs in select parts of the community. We anticipate launching our fall marketing campaign in early October.



Physical Assets

- **Bus Shelters:** We have coordinated with Goodwill Industries of the Columbia Willamette, Inc. resulting in the granting of an easement for the installation of a bus shelter to the east of Goodwill in the vacant lot. MCEDD posted a request for proposals for site preparation and installation of this bus shelter with project completion anticipated in early November. We are also laying the groundwork for the installation of bus shelters at the Port, Bret Clodfelter Way, and downtown as part of the 1st Street Project. The Mid-Columbia Health Foundation did not approve our \$5,000 grant request for installation of a bus shelter at Mid-Columbia Medical Center, but we believe we can cover the cost of installation at this location. The City of The Dalles Public Works Dept. has been instrumental in providing computer-aided drawings to support the planning phase of these projects, and has offered to assist in site preparation to offset overall cost.
- **Bicycle Racks:** We installed our last bicycle rack on July 14th. Racks are now installed on all our buses not scheduled for replacement. Our new buses have been ordered with the bicycle racks already installed.

- Vehicles: We are still waiting on delivery of the 2 new buses as mentioned earlier. Additionally, we plan to order 4 new additional buses in January 2021 for delivery in July.

Other Items

- Wasco County Transportation Development Plan: ODOT, Wasco County and MCEDD staff completed the evaluation of consultant proposals for this 20 year masterplan. We project a consultant to be announced soon, and work to begin the first part of 2021.
- Kathy has been instrumental in leading outreach. This has included public education on online resources, transit information/scheduling awareness, and distribution of 200 free ticket to Next Door, Inc., for our migrant farm workers. We received positive feedback from each initiative.
- We hired new drivers Margaret Ruiz, Louis Herring and Yevgeniy Blashchishen, and new dispatcher Sherry Stephenson. We are currently hiring to replace a fulltime dispatch position.
- We held a quarterly meeting of the Wasco County Public Transportation Advisory Committee meeting where they discussed consolidation of STIF/STF bylaws, results of the coordinated transportation plan surveys, and the application for the next round of STIF funding which will be submitted the fall.



To: MCEDD Board of Directors

Date: September 15, 2020

From: Carrie Pipinich, Senior Project Manager

Re: Project Management Report

Broadband and Economic Resilience

- **Small Business Assistance Grant Program:** MCEDD is wrapping up administration of its first pool of small business assistance funding from Business Oregon. As of September 15, 2020, award summaries include: Sherman County - \$10,581 (4 awards); Wasco County - \$103,731.51 (39 awards); Hood River County - \$60,855 (19 awards). Several awards are pending, awaiting approval from Business Oregon or submission of final documentation before payment can be made. A huge thank you to the staff for all of their work on outreach, questions, and processing.
- **Business Training:** Staff has met with the SBDC and Chambers of Commerce to develop a training schedule for our business resilience series. WebWorks trainings will be this fall, followed by Business Planning for Resilience, Accessing Capital and a Lenders Roundtable between now and May. For more information, visit the Business Trainings page on MCEDD's [website \(https://www.mcedd.org/business-trainings/\)](https://www.mcedd.org/business-trainings/).
- Staff worked with Business Oregon and Regional Solutions to support a training on minimizing the risk of COVID-19 transmission in high intensity workplaces. A video of the training along with other training sessions to support businesses as they adapt to COVID-19 have been posted at the link above.
- **Gorge Broadband Consortium:** Staff coordinated a virtual Gorge Broadband Consortium meeting July 31, 2020. The meeting included updates from our internet service providers (ISPs) and communities on work being done to support enhanced broadband services to meet needs during COVID-19 as well as our State Broadband Offices and USDA Rural Development. Highlights focused on additional planning engagement and funding resources.
- Staff has been working with local partners to explore strategies for addressing short term broadband access needs for some of our vulnerable populations as well as working to identify additional broadband access assessment information that has been collected in order to work toward longer term connectivity solutions in communities without robust access.
- Staff supported submission of three applications to Business Oregon's Rural Broadband Capacity program, focused on South Wasco County, the Mosier area, and Sherman County. Sherman County's application to improve their wireless system and invest in additional solar based repeaters on movable trailers to reach residents was covered.

Wasco County Economic Development Commission (EDC):

- **COVID-19 Response:** Staff has been working closely with Wasco County, the Emergency Operations Center, and local partners to support addressing business impacts from COVID-19 in Wasco County. This has included:
 - Working with Northern Wasco County PUD to support their small business utility bill relief program since June. Staff processed 57 applications and supported over \$11,000 in bill reduction provided to businesses.
 - Supporting a successful application from the City of The Dalles and Wasco County for Small Business Assistance funding. This program opened up on September 9th. Staff has already received 23 applications and is working through processing these requests.

- **Technical Assistance:** Staff worked with a variety of communities to support connecting to resources and a few are noted. Staff worked closely with the City of Dufur to support preparation of their 2020 Safe Routes to School Infrastructure Grant application for approximately 2000 feet of sidewalk, bike lanes and a flashing safety beacon for the most challenging intersection. Staff worked with Wamic Water & Sanitary Authority to support finalizing their engineering study for their waste water system which identified an approximately \$1.4 million replacement alternative as well as including a phased approach with three phases of approximately \$550,000 in investment each. Staff has begun discussions with Business Oregon about a one-stop meeting for the project to explore funding scenarios. Staff supported the City of Maupin in the review process for their selection of a consultant to develop their Housing Needs Analysis, and will participate in the advisory committee for this process.
- The EDC welcomed new leadership, with Megan Thompson from Sage Fruit/Cascade Cherry Growers and Nan Wimmers from Columbia Gorge Real Estate taking the Chair and Vice Chair roles respectively.

Sherman County Economic Development:

- Staff met with the Sherman County Housing Grant Committee and County Court to discuss the County's housing grant program goals. Additionally, staff met with the administrators of similar programs in Morrow and Gilliam Counties to discuss program impacts. This will provide a foundation for the program updates that staff is drafting for consideration.
- With assistance from staff, Little Wheats Daycare received a \$5,000 grant from The Ford Family Foundation for development of a business plan. Staff has drafted a personal services contract to secure a consultant and is coordinating the execution of the contract. In addition, staff worked with Little Wheats to complete an application for MCEDD's emergency business assistance grant program.
- Staff worked with the Biggs Service District to outline a process for developing a Capital Improvement Plan and updating System Development Charges for the wastewater system.

Gorge Technology Alliance:

- **Events:** Staff has been working with the GTA to identify strategies to adapt networking activities to meet COVID-19 restrictions. The GTA has shifted Geek Lunch, HR Coffee, and the CEO Excellence forum to virtual platforms and is moving forward with a virtual Tech Show Case on Wednesday September 24th. Register [here](#) if you are interested in joining! The GTA will also host a screening of Chasing Grace Episode 3: Boss Ladies at the drive-in screen at Sunshine Mill Winery in The Dalles in partnership with Columbia Gorge Women in STEM. Registration for that event can be found [here](#).
- **STEM Education:** Staff is working to identify opportunities to support robotics efforts in the Gorge during COVID-19 and anticipates the season going virtual and extending its timeline as well. Additionally, the SW Washington Career Connected Learning group received funding to support connecting women in STEM careers with girls and young women in the region and staff will work to connect them to existing resources.
- The GTA welcomed to the Board Jarret Gilbert, CGCC Vice President of Instructional Services!

Additional Items:

- **Infrastructure Summit:** Staff is serving on the planning committee for the statewide [Infrastructure Summit](#). The event will be held virtually October 5th and 6th.
- **RARE:** Welcome Jane Allen, the Resource Assistance for Rural Environments (RARE) participant placed at MCEDD! She is finishing orientation this week and will start full time with MCEDD on Monday, September 21st.



To: MCEDD Board of Directors
From: Jacque Schei, Project Manager
Date: September 10, 2020
Re: Project Manager's Report

Grant Administration/Labor Standards Projects

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.

City of Antelope: City of Antelope was awarded a CDBG grant (\$1,025,515), Safe Drinking Water Revolving Loan Fund loan (\$170,000 loan and \$330,000 forgivable loan); and a water/wastewater program grant/loan (\$150,000 grant and \$150,000 loan) to support construction of its transmission mains, adding a water storage reservoir, and upsizing the water mains in the distribution network. Construction on the project is complete, however the final administrative requirements are still ongoing. The City Recorder left his position in August, so that has delayed tasks. Jacque is working with the City to get them up to speed on status of tasks so they can be completed prior to the deadline (December 31, 2020).

Crystal Springs Water District (CSWD) Mid-Valley Reservoir: CSWD has been awarded funds from the Safe Drinking Water Revolving Loan Fund (SDWRLF; \$3,743,000 loan and \$500,000 forgivable loan) for the Mid-Valley Reservoir and replacement of 13,000 feet of pipe. Phase 1 of the project is complete. A bid advertisement was published in late June and bids were opened on July 21, 2020. The District made a request to the IFA Board for additional loan funds to complete the project and the request was approved. Therefore, a contract was awarded to the lowest responsible bidder, Crestline Construction, in early August. Construction is scheduled to start in October.

CSWD South Valley Reservoir: CSWD has received funding from the SDWRLF (\$2,717,000 loan and \$280,000 forgivable loan) to construct an 800,000 gallon reservoir for the south half of the District. Engineers have completed the environmental review and design and OHA has given final approval of the environmental review. This project is still under land use review with the Hood River County Planning Department, with bidding scheduled to take place after approval is received.

CSWD Odell Water Company Consolidation: CSWD has applied for funding from the SDWRLF to support consolidation of its water system with the Odell Water Company (OWC). The Odell system is already connected to the CSWD system, but funding is needed for reconstruction of the OWC spring intake. Before the state issues an award, CSWD must finalize a sales agreement for the OWC. The CSWD Board reached a purchase agreement with the OWC in December of 2019, and an application for review of the sale was submitted to the Oregon Public Utility Commission (PUC). CSWD has heard that COVID-19 issues have impacted the review schedule for the PUC and don't have an estimated timeline for completion.

City of Cascade Locks Wastewater System Improvements: The City of Cascade Locks has received interim funding (\$4,456,600) from Oregon Department of Environmental Quality under the Clean Water State Revolving Loan Fund program to perform wastewater system upgrades to their

aging system, including repair and rehabilitation of collection system deficiencies, improvements to the main wastewater lift station, and improvements to the treatment facility. Long term financing will be provided by USDA Rural Development. MCEDD has an agreement with the City to support grant administration and labor standards management for the project. However, since the project is currently in the design phase, minimal time is expected from staff until they are closer to the bidding/construction phase which will be in early 2021.

Biggs Service District Water System Improvements: Biggs Service District was awarded a loan/grant (\$1,560,000 loan; \$535,500 grant) by USDA Rural Development at the end of January for improvements to its water system, including drilling of a new well, construction of a new pump station and 400,000 reservoir, installation of distribution and service lines, valves, and meters for water users. Bids were opened in June and a contract with the lowest responsible bidder, Jones Drilling, was executed. Construction started on August 12 and is expected to be complete within four months. Concurrently, the engineer will ensure final approvals of the remainder of the water system design and prep bid documentation for advertisement later this summer. Staff is working with the Biggs Service District in developing a fee structure for the new water system. The base monthly rate and usage fee were adopted last year, but additional fees still need to be identified and adopted.

Other Infrastructure Support

Odell Sanitary District – The District’s discharge permit was renewed last year with new Total Maximum Daily Load (TMDL) standards that the District is unable to meet. After analysis, they have concluded that relocating the outfall from Odell Creek to the Hood River was the optimal solution. As a result, the District intends to construct an additional outfall line from the treatment plant directly to the Hood River to remove all excess thermal loading from Odell Creek. The design must be complete by December 31, 2020, and the construction by December 31, 2021. Staff has participated in discussions with Business Oregon, USDA and the District to determine appropriate funding options for the work and will support application development moving forward.



To: MCEDD Board of Directors
Date: September 24, 2020
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. These providers include Mt Adams Transportation Service (Klickitat County), Skamania County Transit, Columbia Area Transit (CAT), the Link (Wasco County), and Sherman County Community Transit.

Skamania County Transit (Skamania County Senior Services)

Skamania County Transit has applied for a WSDOT Regional Mobility Grant to extend the current fixed route that connects Carson and Stevenson to Vancouver. The extended route would provide the missing link between Skamania County and Klickitat County, where the bus would connect with the Mt. Adams Transportation Services fixed route service to cross the bridge into Hood River or continue on to White Salmon. The second extended section would cross the Bridge of the Gods and connect to Columbia Area Transit in Cascade Locks. The application received a cash match from Columbia Area Transit, logistical, planning, and grant writing support from the Mobility Manager, and support from the Gorge TransLink Alliance. These new route extensions would create a truly connected and seamless regional public transit system for the Columbia Gorge.



Mt. Adams Transportation Service (Klickitat County)

Mt. Adams Transportation Service (MATS) continues to focus on providing essential services. Still responding to needs created by the pandemic, MATS transports over 500 prepared meals per week, groceries, food boxes, and prescription medication to Klickitat County's most vulnerable residents and to those in quarantine. MATS will submit an application in October to the WSDOT Consolidated Grant Program in October to sustain their very popular fixed route services from White Salmon to Hood River and from Goldendale to The Dalles.

Columbia Area Transit

Columbia Area Transit (CAT) has resumed all services including the Columbia Gorge Express that runs from The Dalles to Portland on a Monday-Sunday schedule. In order to comply with physical distancing requirements, CAT has launched a reservation system aimed at preventing capacity issues. As a reminder of the important role of transit in our communities, Columbia Area Transit and MCEDD as The Link received requests during the height of the fires to provide buses and drivers to help with the evacuations in Clackamas County if needed. All transit agencies should work with their County's Emergency Management programs on evacuation exercises and table top drills to prepare for mass evacuation events.

Sherman County Community Transit

Sherman County Community Transit provides Dial-A-Ride and shopping bus services and has experienced a gradual return of their ridership numbers.

The Link Public Transit (Wasco County)

Updates will be shared by Brad Houghton and Charlotte Sallee for MCEDD.

Gorge Regional Transit Strategy

All materials of the work accomplished to date can be found at <https://gorgetranslink.com/gorge-transit-strategy/>.

Phase I Objectives:

1. Strengthen partnerships
2. Synthesize existing and ongoing planning efforts
3. Complete foundational assessments (gap, capacity, opportunity analysis)
4. Synthesize existing goals and policies into a high level regional vision

Collaboration with USFS and the Volpe Center Research Team: The USFS (Columbia River Gorge National Scenic Area) offered assistance from the US DOT Volpe Center for the Gorge Transit Strategy. The Volpe Center worked with the Gorge Regional Transit Strategy Project Management Team over the last two months to build on their prior transportation plan research work in the Columbia Gorge. The Mobility Manager is using their work to structure the synthesis of the regional plans and to format the gaps analysis. The Project Management Team is currently planning to add facilitation assistance to host the final Working Group meetings on a virtual platform.

Coordinated Transportation Plan Updates for Wasco and Sherman Counties

MCEDD's Mobility Manager has almost completed the updates of the coordinated transportation plans for both Wasco and Sherman Counties. The purpose of locally developed, coordinated human services transportation plans is to identify transportation needs and solutions in order to improve transportation services for target populations that include people with disabilities, seniors, and low income individuals.

Kathy is grounding the work on extensive community outreach into both counties, including weekly meetings with groups like the Gorge Native American Collaborative, in order to provide a comprehensive needs assessment for Wasco and Sherman counties' most underserved residents.



To: MCEDD Board of Directors
Date: September 14, 2020
From: Marla Harvey, Program Manager
Re: Project Management Report

HRCEP Implementation Funding: Staff has supported a variety of funding applications to implement the Hood River County Energy Plan.

- Staff is assisting in efforts led by the Energy Council, in coordination with Hood River County Emergency Management, to submit a FEMA Building Resilience Infrastructure and Communities grant to fund solar and battery systems at critical facilities and other resilience building activities.
- Staff and key stakeholders met with Meyer Memorial Trust grant staff regarding MCEDD's application for funding to support Energy Plan Implementation and staffing capacity. Feedback from the meeting was positive but an official grant award decision will be made at the end of September or in October.
- Supported the City of Hood River in completing a Pacific Power Blue Sky grant application to fund a micro-hydro generator to replace pressure reducing valves in their water lines near Dee Bridge.
- Staff supported two applications to Pacific Power's Mobility Grants. These included:
 - Volunteers in Action (VIA), a special department of Providence Hood River Hospital, serves older adults with long-term healthcare needs and those with developmental, mental, or physical disabilities, by organizing volunteers to provide assistance in Hood River and Klickitat Counties. Through this project the Energy Council seeks to widen program access through the purchase of a Tesla Model X, accompanying charging station, winter tires, ADA accessibility device, and a COVID-19 airflow barrier.
 - In partnership with the Clean Cities Coalition, an application was submitted to support tracking and analyzing vehicle usage characteristics of Columbia Area Transit, the Port of Hood River and Hood River County fleets, to support a data driven approach to determining which vehicles would be most effective to shift to zero emissions in the near future. The project seeks to address additional barriers by procuring a workplace charging station and supporting fleet training on electric vehicles.
- **Hood River County Energy Resilience Planning:** Energy Trust of Oregon is providing funding for a scope of work that would significantly increase the County's ability to define threats related to power outages, prioritize activities to mitigate these impacts, and access funding for projects that increase both community and economic resilience as well as emergency preparedness. This includes quantifying the economic impacts of power outages for key business sectors, developing a framework for prioritizing energy projects at the community level and sharing recommendations on incorporating them into relevant planning efforts, and researching and pursuing appropriate funding opportunities. The County is contracting with MCEDD to support implementation of this effort.
- **Hood River County Joint Meeting:** Per the input from the Community Scale Sub-committee and Energy Council Chair, staff is working to schedule a joint meeting with Hood River City Council and Hood River County Board of Commissioners to review the Energy Council's community energy

resilience work, gather feedback on the Energy Council's direction, and provide space for an update from Pacific Power on Public Safety Power Shutoffs. The meeting is tentatively scheduled October 13, 2020 at 4:45 pm.

- **Communication and Outreach:** Staff connected ETO residential program staff to FISH Foodbank, Providence Hospital, and One Community Health to explore collaboration opportunities around LED light bulb giveaway programs. Staff helped Columbia Area Transit (CAT) access free charging stations for their new electric demand response vans. Staff spoke with CAT about ways to integrate the Hood River County Energy Plan goals and strategies into updates to CAT's new Coordinated Plan. CAT will present to the Energy Council after initial review. Staff was invited to weigh in on a feature on Hood River County for the Oregon Department of Energy. Staff supported connections between project management staff for the electric tractor pilot efforts and local growers.
- **Forth electric car share:** The Hood River car share is expected to "soft launch" in early Fall. Staff supported development of a press release.
- **Site Evaluations:** Staff supported conversations with City and County staff to pursue Site Evaluations, funded by the ETO, at the City's Wastewater Treatment Plant, Fire Station, City Hall, and the County Business Administration building, Public Works, and Court House. Site evaluations will give each entity a level summary of potential upgrades, general costs and savings.