

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
FULL BOARD OF DIRECTORS  
Thursday, December 10, 2020  
4:00 P.M.**

**ZOOM TELECONFERENCE (ACCESS INFORMATION ATTACHED TO AGENDA)**

**BOARD MEETING AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order/Introductions	5 minutes	Information
Loan Client Highlight	5 minutes	Information
Consent Agenda September 2020 Minutes Revised ADA Policy Revised Personnel Policy	5 minutes	Approval
Audit Report- <i>Yvonne Roberts</i>	15 minutes	Information
Financial Report	5 minutes	Acceptance
2022 CEDS and Strategy Committee	10 minutes	Discussion
Executive Director Report	10 minutes	Discussion
Symposium Synopsis	10 minutes	Discussion
Committee Reports Executive Committee Transportation Administration Board Loan Administration Board	15 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> <i>Regular Session Reconvened</i>		
Staff Reports	15 minutes	Information
Regional Updates- <i>MCEDD Board members</i>	25 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 541-296-2266; TTY 711 at least 48 hours before the meeting.*

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

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

*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*

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MCEDD is an equal opportunity employer, lender and provider.

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MCEDD is inviting you to a scheduled Zoom meeting.

Topic: MCEDD Board Meeting

Time: Dec 10, 2020 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93163309439?pwd=OW1lWjB6cmxvaUZsNXRMeVFhWGlmZ09>

Meeting ID: 931 6330 9439

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MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
BOARD OF DIRECTORS MEETING  
THURSDAY, SEPTEMBER 24, 2020  
ZOOM VIRTUAL MEETING

*BOARD MEMBERS:* Jan Brending, Mike Foreaker, Scott Clements, Bob Hamlin, Dave Griffith, Mark Zanmiller, Ken Bailey, Eric Proffitt, Steve Kramer, Leana Kinley, Bill Schmitt, Tonya Brumley, Gordon Zimmerman, Buck Jones

*STAFF:* Israel Ayala-Guevara (Loan Fund Manager), 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), Jane Allen (Project Coordinator), Kathy Fitzpatrick (Mobility Manager)

*GUESTS:* Roger Whitley, Bonne Whitley

**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.

**LOAN CLIENT HIGHLIGHT**

Roger Whitley explained he and his wife Bonne Whitley purchased the Grass Valley Country Market with financing help from MCEDD. The funding from MCEDD gave the market the ability to serve the community of Grass Valley during the COVID-19 pandemic. The market was essential to the community, and the community supported the store to keep it viable. Roger reported the market had to release four employees due to COVID-19, but they are slowly becoming able to bring them back. Most employees are locals, and the market plans to hire another employee in addition to the six already hired. In addition to offering groceries and a deli, the market now has its OLCC license. Future plans for the market include selling over-the-counter medication and expanding the grocery selection. Bonne stated MCEDD's Loan Manager Israel Ayala was a great help through the process of applying for the loan and expressed appreciation for his help.

**CONSENT AGENDA**

Approval of the June 2020 MCEDD minutes and 2021 Meeting Schedule.

**Ken Bailey motioned to approve** the Consent Agenda. Scott Clements seconded the motion. Motion passed unanimously.

**FINANCIAL REPORT**

Dana Woods reported Total Cash balance as of 07/31/20 is \$4,741,357. Loans Receivable is down compared to this time last year. Preliminary Current Net Position is \$12,221,180. Dana noted the Executive Committee asked why the Federal Funding line was at \$0. Dana explained Federal Funding is mostly ODOT payments that come in on a quarterly basis, so the July amount of \$0 is not cause for concern.

Dana reported she has been preparing for the audit, which is the first week of October. Staff will participate in a demo for Caselle software in mid-October.

*Discussion: Leana Kinley asked if staff will look at other software brands. Dana replied the intent is to look around, and staff is open to suggestions.*

**Jan Brending motioned to accept** the financials as presented. Scott Clements seconded the motion. Motion passed unanimously.

### **PRIVATE SECTOR APPOINTMENTS**

Jessica Metta explained September is the annual renewal cycle for private sector members on the MCEDD Board as well as the private sector members on the Loan Administration Board and a new member on the Transportation Administration Board.

Ken Bailey, Scott Clements, Buck Jones, Robb Kimmes, Eric Proffitt, and Mark Zanmiller all currently serve on the MCEDD Board as private sector members. There is one vacant position. Dr. Marta Cronin volunteered to fill the vacant higher-education position on the board. The Executive Committee met in September and is recommending all current private sector members be reappointed and that Dr. Cronin is appointed to fill the vacant position.

**Jan Brending motioned to reappoint** all currently serving private sector members for a new term on the MCEDD Board and to appoint Dr. Marta Cronin to fill the vacant position. Bob Hamlin seconded the motion. Motion carried unanimously.

Jessica explained Scott Clements, Dillon Borton, and AJ Tarnasky serve as private sector members on the LAB. The Executive Committee is recommending all three be reappointed.

**Steve Kramer motioned to reappoint** Dillon Borton and Scott Clements to the private sector positions and to reappoint AJ Tarnasky to the alternate private sector position on the MCEDD Loan Administration Board. Bob Hamlin seconded the motion. Motion carried unanimously.

Jessica explained the Transportation Administration Board is looking to build up regional participation. Hood River County is the only county not represented on the board. The Hood River Transportation District expressed interest in having a Columbia Area Transit board member participate on the TAB to improve collaboration between the Link and CAT. Lara Dunn, CAT Chair, applied to fill the Hood River seat on the TAB, and the Executive Committee is recommending her appointment.

**Jan Brending motioned to appoint** Lara Dunn to the Transportation Administration Board. Tonya Brumley seconded the motion. Motion carried unanimously.

### **NOMINATING COMMITTEE REPORTS; ELECTIONS**

Jan Brending explained the Nominating Committee met to review the officers for MCEDD and is recommending Bill Schmitt as Chair, Bob Hamlin as Vice Chair, and Steve Kramer as Secretary/Treasurer. The Nominating Committee also reviewed private sector membership on the Executive Committee and is suggesting reappointment of Ken Bailey, Eric Proffitt, and Dana Peck.

**Ken Bailey motioned to approve** the slate of officers as presented. Tonya Brumley seconded the motion. Motion carried unanimously.

**Jan Brending motioned to appoint** Ken Bailey, Eric Proffitt, and Dana Peck as private sector members to the Executive Committee. Bob Hamlin seconded the motion. Motion carried unanimously.

**EXECUTIVE DIRECTOR REPORT:**

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

- The Annual Report is sent to local and agency partners to highlight MCEDD's work over the past year. It will also serve as an opportunity for Jessica to connect with partners in her new role as Executive Director. The report looks similar to prior years but is updated to reflect activities over the last fiscal year. The economic resiliency section was expanded to include activities as a result of COVID-19. Sections detailing MCEDD's work to support its counties have been expanded. Jessica noted she is proud of everything MCEDD staff has accomplished over the last year.
- The Mid-Columbia Economic Resiliency Team transitioned to every other week and now meets once per month. Meetings give the opportunity for partners to give regular updates and have led to good discussion, collaborative action items, and relationship building.
- MCEDD received grant documents for \$400,000 of EDA CARES Act Planning funds. Staff has developed a detailed grant management plan; this work will be integrated into the CEDS. Staff anticipates beginning work on the CEDS update in 2021. The work will take approximately one year to complete. Staff is exploring creative virtual options to engage the community and is working with Next Door to consider how to better engage and support underserved communities and populations. MCEDD intends to hire a new Project Manager to focus on recovery and resiliency.
- The Mount Hood Economic Alliance Board approved MCEDD's proposal for administration of their loan program. MCEDD has signed the contract and staff are working with Mary McArthur on transferring knowledge and files.
- MCEDD was successful in its two Impact Award applications to the National Association of Development Organizations which highlight Jacque Schei's work in economic resiliency and Kathy Fitzpatrick's work on the Gorge Translink Alliance website update.
- Buck Jones was nominated by MCEDD and many other organizations and was chosen as inspiring rural NW leader by the Rural Development Initiative.
- Staff is in conversation with several partners (The Next Door, Skyline Hospital) on next steps for Diversity, Equity, and Inclusion (DEI) work. Jessica has shared some resources with staff through weekly staff meetings and asked everyone for feedback on their goals for a DEI program at MCEDD.
- The Annual Symposium will be held virtually on November 6<sup>th</sup>. Anne Kubisch with The Ford Family Foundation will be the keynote speaker and will touch on resiliency and recovery. State level economic forecasters and regional economists will present as well as a panel of key industries to discuss how each sector has been impacted by and has adapted to COVID-19.

Buck Jones joined the meeting.

### **EXECUTIVE COMMITTEE REPORT:**

Bill Schmitt reviewed the Executive Committee report, highlighting the Committee voiced consensus not to complete as part of MCEDD's annual audit the GASB 75 related to post-employment benefits. The Committee also held a six-month review of the Executive Director and approved a raise.

### **TRANSPORTATION ADMINISTRATION BOARD/DEPUTY DIRECTOR REPORT:**

Brad Houghton provided the Transportation report, highlighting:

- The Transportation Administration Board held a quarterly meeting and discussed the Gorge Regional Transit Strategy Development, including discussion on rail transportation, Veterans' service providers, and emergency services workload with increased transportation in the Gorge; streamlining reporting requirements associated with STIF funds; and the addition of a second deviated fixed route in The Dalles.
- The Link applied for a grant for approximately \$360,000 for continued support of LINK operations. This application supports general public demand response transportation in Wasco County, and matching funds for intercity service between The Dalles and Hood River.

**Ken Bailey motioned to approve** applying for the grant to support continued operations at The Link. Jan Brending seconded the motion. Motion carried unanimously.

- The Link continues collaboration with 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 Link is also applying for a \$135,000 Google Community Grant.

**Jan Brending motioned to approve** the proposal for the joint grant application. Bob Hamlin seconded the motion. Motion carried unanimously.

**Jan Brending motioned to approve** the Google Community Grant application. Scott Clements seconded the motion. Motion carried unanimously.

- Staff anticipates a second deviated-fixed route starting in early October contingent on delivery of two new buses. Proposed east side deviated-fixed route stops include Lone Pine – Seufert Park; Water's Edge; East 12<sup>th</sup> Street and Dry Hollow Road; and Port of The Dalles – Klindt Drive. The Link provided a 30-day public comment period during the month of September.
- Staff has established a framework for a fall marketing campaign focusing on public transit visibility and awareness to increase ridership. Marketing will promote public transit and the addition of a second route. The Link received approval from the City of The Dalles to place information traffic-like signs in select parts of the community.

### **LOAN ADMINISTRATION BOARD REPORT**

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

- Loans for LDB Beverage Company and Brigham Fish Products closed; a loan to Pharaoh's Family Farm is anticipated to close soon.
- 18 loans are on deferral. MCEDD offered up to three months of no payment deferral to their loan balance, followed by six months interest-only payments options. This relief has allowed clients

to stay current on their loans and use the cashflow to help pay for employees and operating expenses. MCEDD has received more payoffs than expected during this time.

- Available to loan as of July 31, 2020 was approximately \$1,936,895 in MCEDD (non-housing) loan funds. This is an increase due to payoffs and the new \$770,000 MCEDD received from the EDA CARES Act RLF. Active inquires include a multi-unit housing project, a real estate agency, an irrigation pipe supply store, a restaurant, a storage unit business, and a commercial property with leasable business locations.
- Three Cascade Locks-Hood River Enterprise Zone applications are in progress, including an application from Slopeswell Cider Co., pFriem Family Brewers, and Thunder Island.
- The LAB Reviewed EDA allowed modifications to its revolving loan funds in light of COVID-19 and recommended an amendment to the amount of private dollars leveraged. It also reviewed Doubtful Loan Allowances and suggested a 6% balance for all funds of outstanding loans.
- At this period in time there are no delinquencies due to the deferrals offered to loan clients.

*Discussion: Ken Bailey noted his appreciation for the Loan Administration Board, stating that during a pandemic, it is a better option to have funds in the bank instead of many delinquent loans. Scott Clements added the loan program cannot and does not want to compete with forgivable loans and support coming from state and federal resources. He stated it is good that Israel has been able to manage the existing portfolio while working with the effects of forgivable loans and COVID-19 related financial support many businesses are taking advantage of in lieu of MCEDD funding.*

## **STAFF REPORTS**

Carrie Pipinich, Senior Project Manager, highlighted the following:

- MCEDD is wrapping up administration of its first pool of small business assistance funding from Business Oregon. MCEDD is supporting the City of The Dalles in allocating funding the City received through the CARES Act for its own small business assistance program.
- Staff has been working with local partners to explore strategies for addressing short-term broadband access needs for some 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 Sherman County's application to Business Oregon's Rural Broadband Capacity program to improve their wireless system and invest in additional solar based repeaters on movable trailers to reach residents.
- Staff has been working with Northern Wasco County PUD to support their small business utility bill relief program since June.
- 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.
- 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. The GTA will also host a screening of Chasing Grace Episode 3: Boss Ladies STEM Education.

Jacque Schei, Project Manager, highlighted the following:

- The City of Antelope's water project is complete. Jacque will partner with the City to give a presentation about the project at the Oregon Infrastructure Summit.

- Crystal Springs Water District is in phase two. 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.
- Biggs Service District opened bids for the water project 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.
- Odell Sanitary 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. 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.

Marla Harvey, Program Manager, highlighted the following:

- The Goldendale Pumped Storage project is still moving through the federal process. There is the potential for an ownership change, but this is still in discussion. The estimated economic impact of the project includes approximately 1,550 jobs during construction. Operations will support approximately 130 jobs.
- 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 MCEEDD'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.
- Staff supported two applications to Pacific Power's Mobility Grants. One is to Volunteers in Action. The application 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.
- 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. The County is contracting with MCEEDD to support implementation of this effort.

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

- Public transportation entities are leaders in helping communities respond and recover from disaster. They are still providing essential services. During the fires, transit agencies were stepping up to evacuate people and transport fire fighters. Public transportation is a key stakeholder in creating resilient, strong communities that can respond to emergencies.
- 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 new route extensions

would create a truly connected and seamless regional public transit system for the Columbia Gorge.

- Mt. Adams Transportation Service continues to focus on providing essential services. MATS will submit an application in October to the WSDOT Consolidated Grant Program to sustain their popular fixed route services from White Salmon to Hood River and from Goldendale to The Dalles.
- Columbia Area Transit 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.
- Sherman County Community Transit provides Dial-A-Ride and shopping bus services and has experienced a gradual return of ridership numbers.
- 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. Staff will use 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.
- Staff has almost completed the updates of the coordinated transportation plans for both Wasco and Sherman Counties.

## **REGIONAL UPDATES**

Board members provided updates as follows:

Jan Brending reported the water main project will wrap up soon. Most businesses are open, though in Bingen and White Salmon, a few of the bars are temporarily closed. The City is looking at options available to help nonprofits affected by COVID-19. Many businesses are looking at how to reorganize their interior spaces to meet social distancing requirements. Schools in Klickitat County are currently meeting with students remotely.

David Griffith reported the Port of Hood River confirmed a \$5 million Port Build Grant, which is a bi-state agreement from the Department of Transportation for the Hood River Bridge. The Port has worked out an arrangement with the Yakima Nation and the Nez Pierce tribe to cross the bridge without a charge. The Port of Cascade Locks' industrial building is complete. pFriem is in the new building. The Renewal Workshop's flex building is still under construction. The Port is in the process of constructing an emergency road to allow for a second exit from the business park in case of rail incidents that may block safe egress and entrance from area. Thunder Island Brewing moved into a new facility. The Port signed a lease with Green Integrative Health to use a flex building for a health clinic that will offer primary care. The Port of The Dalles welcomed a new RARE participant. The Riverfront Trail Committee is looking at trail repairs. Some problems are due to branches growing beneath the path. The Port has a 14,000 sq/ft building nearing completion.

Bob Hamlin reported the Big Hollow Fire resulted in timber loss and loss of timber sales. Skamania County is in phase 3. Skamania Lodge has received updates from the governor about moving operations up to a higher capacity. Restaurants in the area are doing well due to outdoor dining options. Courts are beginning jury trials again, which have been delayed for months due to COVID-19.

Tonya Brumley reported the Hood River Chamber of Commerce will hold a candidate forum in early October. The Chamber has moved out of its location at the Port of Hood River, and the Visitor's Center is now closed. This is due to the inability to fundraise due to COVID-19. The Chamber has consolidated down to two staff members. The Executive Director plans to continue the closure through winter with the hope of relocating in the summer of 2021. The lost revenue from the Transient Room Tax hurt the chambers. Harvest Fest is cancelled. The Dalles Chamber of Commerce continues to run with three staff members. The Chamber handed out over 12,000 masks to local businesses and individuals. It is uncertain at this time if annual holiday events will be held. The Chamber applied for a 501c3 foundation, and the application was approved. This should help with future tasks and funds. The Chamber is cohosting business education training in partnership with MCEDD and SBDC.

Leana Kinley reported the City of North Bonneville is trying to get financing for lift stations. The City is working with the County on a \$500,000 grant from ROCI for phase one of the park plaza project. The \$4 million grant funds through EDA have been obligated, the City is still waiting on confirmation that they have been awarded the funds. A letter of intent was signed for \$1 million through USDA for lift station work ahead of the waste water treatment plant project. The City is working on the 1<sup>st</sup> Street overlook project, which will allow for a walking path to circulate through town to expand the ability for pedestrian traffic to commercial businesses in town. The City is working on aligning zoning with the comprehensive plan.

Scott Clements reported the assisted care facility proposed in White Salmon is resubmitting an application to Washington State Housing Trust Fund for additional funding support to address a financing gap. Scott will report on the status of The Dalles village tribal housing project once he receives more information on the project from the Army Corp of Engineers.

Gordon Zimmerman reported Main Street in Cascade Locks is being paved. Thunder Island opened its facility on Main Street and is doing well. Gorges Beer is opening in May. The City of Cascade Locks received \$40,000 in CARES Act funding and allocated 16 \$2,500 grants to local businesses.

Mark Zanmiller reported that approximately \$100,000 of CARES funding was distributed to the warming shelter, to United Way Group to help with food security, and to groups helping child care organizations get required licensing. The City of Hood River's budget is on target. In a quarterly survey of tech companies in the Gorge, many are doing well this year despite COVID-19. Many tech companies have used COVID-19 funding assistance, and many have grown their workforce since March.

Eric Proffitt reported the unemployment rate for August was 7.7%, which is half of what it was in March. There are currently many employers hiring. Workforce Oregon is reaching out to businesses impacted by recent fires. The budget reflection in Oregon and Washington is better than anticipated, even with the pandemic. Employment service offices remain closed to allow employees to focus on pandemic assistance applications. Offices will remain closed through the end of the year, but staff is providing services through phone or email.

Steve Kramer reported Wasco County continues to monitor the COVID-19 situation. Some timber sales were lost in the White River fire, including private timber sales. The Main Street trick-or-treat event has been canceled this year.

Ken Bailey reported Orchard View had more employees this year than it ever has. It was a better year than average year because Oregon's crop was full and prices were up but Washington's crop was short. There were a few cases of COVID-19, but not enough to stop operations. Around 30 workers focused only on sanitizing. Orchard View worked with public health and offered a telemedicine pod at headquarters for any worker wanting to talk to a medical professional. Masks were required at all times as a safety precaution.

Dr. Marta Cronin thanked the Board for the opportunity to serve. The regional skills center and residential hall construction is ongoing and will be ready to open next fall term. Campus has partially reopened to offer services like the library and the book store. Staff is social distancing, and masks are required. Instruction will continue online through the winter except for those who are required to do one-on-one clinicals with the instructor.

Mike Foreaker noted he is looking forward to serving on the MCEDD Board. The Civic Center in Maupin is now open to the public. The City chose a long-term financing option for this project. The housing needs analysis project will begin soon. Mike thanked Carrie Pipinich for her help in completing the grant application for this project. Phase one of the Deschutes River Athletic Center Facility project is now complete.

Buck Jones reported CRITFC has many roles in the community when it comes to the pandemic, including a partnership with One Community Health to provide COVID-19 testing as well as helping distribute CARES Act funding to the fishing sites. Staff is working to get more funding from the State for the tribes. Staff has been handing out PPE and other resources such as sanitizer and food. Some PPE was received from Oregon Health Authority for the smoke from wildfires. CRITFC is thankful for partnerships it has developed throughout the Gorge and region. There will be a virtual cultural sensitivity training that all partners in the Gorge are welcome to attend – more information will be available in the future.

Bill Schmitt reported the Port went out for bid on the 5,000 sq/ft building to be built at the Dallesport location. The building will be the first of five at that location. Bids will be opened in mid-October.

#### **NEW BUSINESS**

No new business.

#### **ADJOURNMENT**

Meeting adjourned at 6:07 p.m.

*Respectfully submitted by Lauren Hernandez, Office Administrator*

## Memorandum

**Date: December 2, 2020**  
**To: MCEDD Board of Directors**  
**From: Brad Houghton, Deputy Director**  
**Re: Revision to ADA & Paratransit Policy (consent agenda)**

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### **Action (Consent Agenda)**

Adopt revisions to the MCEDD “ADA & Paratransit Policy” to reflect alignment with Federal Transit Administration requirements.

### **Background**

In order to better align with the federal ADA requirement we recommend modifying our MCEDD ADA Policy to coincide with the FTA Circular definition of wheelchair and requirements for service animals. In both cases, this is an addition to our existing ADA policy as outlined below.

Service Animals. The service animal must be on a leash, tether or harness unless use of such a device would interfere with the task the service animal performs or the person’s disability prevents use of such devices. The service animal must remain under control of the owner and behave appropriately at all times.

Approved Equipment. The mobility device must be in good working order; with batteries charges, tires inflated and all parts secured.

We have also updated our contact information for ADA Grievances to reflect the current Executive Director, Jessica Metta.

The updated policy with strikes/ underlines follows.

### **Reference**

Federal Transit Administration (FTA) Circular 4810.1, section 2.4.1 (wheelchair definition), and 2.6 (service animals).

## **Americans with Disabilities Act (ADA) Policy**

For the purposes of the District's policies, a disability is defined as:

- A physical or mental impairment that substantially limits one or more major life activities.
- A record of such impairment.
- Being regarded as having such impairment.

- 1.7.1 The District will make reasonable accommodations so that employees with disabilities can perform the essential functions of his or her job. The essential functions of each position are its most fundamental job duties – the duties which the position exists to perform—which are outlined in the applicable position description.
- 1.7.2 Reasonable accommodations may include actions to make existing facilities accessible to, and usable by, the disabled employees and applicants in question, modify work schedules, and acquire or modify equipment.
- 1.7.3 The District will only refuse to make accommodations that would constitute an undue hardship or if it places the person with a disability and/or other persons at imminent physical risk.
- 1.7.4 It is the intent of the District to apply these policies to all employment practices, including, but not limited to: job applications and testing; hiring; termination; advancement; promotion; tenure; compensation; training; recruitment; advertising of job openings; layoff and recall; leaves of absence; fringe benefits; and all other employment related activities.
- 1.7.5 The District will ensure that meetings, events, sponsored training, information exchanges, and social activities will be accessible to employees and all members of the public who are expected, invited, or allowed to attend.

## **MCEDD's Public Transportation: The LINK**

The LINK Public Transit at MCEDD is committed to providing safe, reliable, courteous, accessible and user-friendly services to our customers. To ensure equality and fairness, we will make reasonable modifications to our policies, practices and procedures to avoid discrimination and ensure programs and services are accessible to individuals with disabilities.

- Service Animals. The service animal must be on a leash, tether or harness unless use of such a device would interfere with the task the service animal performs or the person's disability prevents use of such devices. The service animal must remain under control of the owner and behave appropriately at all times.
- Approved Equipment. The mobility device must be in good working order; with batteries charges, tires inflated and all parts secured.

Reasonable Accommodation Request: Whenever feasible, a request for modification to our service should be made in advance, before the LINK is expected to provide the service. To request a modification, please contact Charlotte Sallee, Transportation Operations Director, at 541-288-9305 or [charlotte@mcedd.org](mailto:charlotte@mcedd.org).

### **ADA Grievances**

Contact: ~~Jessica Metta~~ ~~Amanda Hoey~~, ADA Coordinator  
~~802 Chenoweth Loop Rd~~ ~~515 East 2<sup>nd</sup> Street~~, The Dalles, OR 97058

Phone: 541-296-2266

Email: [jessica@mcedd.org](mailto:jessica@mcedd.org)

Grievance forms are available at <https://www.mcedd.org/about/policies/>

## Memorandum

**Date:** December 3, 2020  
**To:** MCEDD Board of Directors  
**From:** Jessica Metta, Executive Director  
**Re:** Personnel Policy Updates (consent agenda)

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### Action (Consent Agenda)

Adopt revisions to the MCEDD Personnel Policy as recommended by the Executive Committee.

### Overview

Periodically it is necessary to update our Personnel Policy to reflect changing conditions, address new rules, or add clarity. I am proposing several changes to our Personnel Policy, shown below using strikes and underlines with explanation following.

#### **Update #1, Hours of Work:**

- 2.2.4 Non-exempt employees are not permitted to work overtime without the prior approval of their supervisor.
- 2.2.5 Exempt Employees are not required to fill out hourly time records for the purposes of pay. Time sheets for exempt employees are used to track program expenses and overall attendance.
- 2.2.6 ~~Exempt employees will be allowed time off with pay as approved by the Executive Director. At least one day of advance notice should be provided to the Executive Director of any time intended to be taken.~~

Exempt employees have working schedules/days that may require work on evenings or weekends and allowance for flexibility as to daily working hours. Exempt employees that are absent for a full day must use Personal Time Off rather than flexing their schedule. While some flexibility is allowed, exempt employees are still expected to maintain acceptable attendance and punctuality during what is considered their normal working schedule. In general terms, outside from the typical lunch break and pre-approved absences, absences from what would be considered a normal workday of over one hour requires communication to the supervisor of the expected absence. At no time during regular working hours should a supervisor be unaware as to why the employee is out of the office. Communication of such absence can be completed via the utilization of the shared calendar but preferably via direct communication with the supervisor (conversation, email, phone call).

**Reasoning:** The language to be removed has different information than our section on use of leave and is not needed as that section says, “Personal Time Off is available for vacation, sick leave, and all other needed time off. Whenever possible employees shall give their direct supervisor or the Executive Director at least two weeks notice of intent to use scheduled PTO. For unscheduled use of PTO, employees should give their direct supervisor or the Executive Director as much notice as possible (See work week/attendance).”

The added language provides a little clarity for exempt employees about how to communicate with a supervisor about adjusting schedules and about flexibility.

## Update #2, Fringe Benefits/ Holidays:

6.8 If a non-exempt employee is required to work on a holiday observed by the district, the employee shall either be paid or given compensatory time for all hours worked at the rate of one and one-half times the regular rate. The amount of paid holiday time the employee earns on this date is what they normally would have received less the amount of time worked. For example, if a full-time non-exempt employee works 5 hours, the employee will be paid one and one-half times the regular rate for 5 hours and at the regular rate for 2.5 hours to total 7.5 hours.

**Reasoning:** This provides particular clarity for Link drivers who work on holidays about how much paid holiday time they accrue and their rate of pay.

## Update #3, Fringe Benefits/ Inclement Weather:

6.11 **Inclement Weather and Emergency Closures:** Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office. During adverse weather conditions the The Executive Director will make a determination to close the office operations or to remain open. If the office is open MCEDD is continuing operations, employees unable to report for work may elect to not be paid or to utilize PTO leave.

Exempt employees will be paid for all absences [full-day or partial day] related to emergency closures.

Non-exempt employees will not be paid for time away from work due to office closure; however, with supervisory approval, available Personal Time Off may be used. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two (2) hours, whichever is greater.

**Reasoning:** This expands the language about when the office might be closed, generalizes language to include Link operations, and provides clarity to all employees about being paid or using PTO if we are not able to work due to emergency closures.

## Update #4, Electronic Equipment and Telecommunications Policy/ Cell Phone Use:

12.2 **Cell Phone Usage:** This policy regarding cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email.

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones. Additionally, employees who are operating Link vehicles shall not use cell phones even in hands-free mode or with earbuds or headphones while operating the vehicle (moving or not moving). For work-related emergency situations, employees operating Link vehicles may use a cell phone. Such calls should be kept short and should the circumstances warrant [e.g., heavy traffic, bad weather, unfamiliarity with area], the employee should locate an appropriate area to pull over to continue the call.

Employees who violate this policy will be subject to disciplinary actions.

**Reasoning:** This strengthens our guidance that cell phones should not be used while operating Link vehicles except during emergencies.

#### **Update #5, Oregon Family Leave Act:**

7.7.5 Bereavement Leave is leave taken due to the death of a family member.

**Reasoning:** This updates our Oregon Family Leave section to include the needed reference to Bereavement Leave.

#### **Update #6, Code of Ethics/ Personal Appearance:**

**14.6 Personal Appearance:** Each employee is responsible to present a proper, businesslike appearance whether in the office, a District vehicle, or other site. Good taste and good judgment in personal attire is expected. Employees contribute to the atmosphere and reputation of MCEDD in the way they present themselves. A professional appearance is essential to a favorable impression with those we serve. Good grooming and appropriate dress reflect employee pride and inspire confidence.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and must utilize personal time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean. A reasonable standard of dress rules out overly-revealing clothing, tank tops, halter-tops, or any extreme in dress, accessory, fragrance, or hairstyle.

a. For bus driver positions, appropriate attire includes collared shirts, jeans or slacks, and closed toed shoes. The Link logo shirt is preferred. Khaki shorts are authorized during the summer months.

b. For all other positions, appropriate attire includes collared shirts and slacks, or blouses with skirts or slacks. Jeans, shorts, casual t-shirts, and flip flops are examples of inappropriate attire. Jeans without holes, frays, etc. may be worn on Fridays only. If you are meeting clients, business dress is always appropriate. When working from home, employees on video conferences should conform to these guidelines for their tops.

**Reasoning:** Clarity on dress codes would be helpful to ensure all staff is presenting a professional appearance.

The update includes other minor language, numbering and grammatical edits.

**Memorandum**

**Date: December 2, 2020**

**To: MCEDD Board of Directors**

**From: Jessica Metta, Executive Director**

**Re: Audit Request**

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Yvonne Roberts of Connected Professional Accountants, LLC will present the audit report for the year ended June 30, 2020. Print copies will be available at the MCEDD office following the meeting or mailed to MCEDD Board members upon request.



## FINANCIAL SUMMARY

As of October 31, 2020

Balance Sheet. Total Cash balance as of 10/31/2020 is \$5,594,362.26. Accounts Receivable (1202) balance of \$193,387.93, is mostly comprised of Contract Reimbursements for Special Projects, Mobility Management, and Transportation Operations. Loans Receivable (1300) continues to decrease due to principal payments received. October principal payments totaled \$37,423.80, thus reducing the Loans Receivable balance. Accrued Loan Payment (2030) of \$39,840.70 represents the total liability (P&I) through October 31, 2020. Accrued Interest Payable (2035) of \$3503.27 represents interest accrued from FY20 for IRP loan liabilities. Long Term Liability balances are paid down \$104,016.66 since this time last year. Current Net Position is \$11,891,622.37. This figure may shift due to the FY20 audit process.

Operations Budget vs. Actual. Total Revenues for the month of October are at 94.8% of budget. Total expenses are at 65.7% of budget. Personnel expense (5000) continues to be below budget. This can be attributed partially to the fact that 2 new positions were budgeted for the full year but are just now being filled. Building costs (6700) appear to be significantly over budget, but the budget number is skewed due to the way that the interfund loan was budgeted. The expense for the new buses will show up on the November financials as Capital Expense (9100). Loan Payment expense (7400) is the scheduled October IRP loan payment.

Respectfully Submitted,

Dana Woods  
Finance Manager

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

	Oct 31, 20	Oct 31, 19
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 - Bank Demand Deposits</b>		
<b>1010 - MCEDD Checking</b>		
10372 - MCEDD Micro Loan Checking	5,240.00	0.00
10601 - LINK Cash	464,422.75	-21,263.06
1010 - MCEDD Checking - Other	6,226.95	162,829.14
<b>Total 1010 - MCEDD Checking</b>	475,889.70	141,566.08
<b>1015 - MCEDD MM</b>		
15372 - MCEDD Micro Loan MM	5,018.44	28,823.85
15601 - LINK MM	258,001.45	204,333.15
1015 - MCEDD MM - Other	34,877.83	303,351.44
<b>Total 1015 - MCEDD MM</b>	297,897.72	536,508.44
<b>1020 - IRP</b>		
1021 - IRP - Sherman	86,749.21	77,875.30
1022 - IRP - WA	52,018.85	24,448.05
1020 - IRP - Other	110,633.41	150,453.66
<b>Total 1020 - IRP</b>	249,401.47	252,777.01
<b>1030 - Loan Funds</b>		
1036 - EDA RLFs	276,944.38	132,367.52
1045 - Reg Strat	146,520.11	10,364.42
1050 - RBEG-OR	157,076.38	42,833.66
1055 - RBEG-WA	98,741.42	4,562.12
1057 - RBEG-KL	130,612.09	4,793.39
1067 - CDBG Microenterprises	109,381.23	80,401.42
1030 - Loan Funds - Other	183.62	-0.01
<b>Total 1030 - Loan Funds</b>	919,459.23	275,322.52
1031 - Housing RLF	1,492,481.77	1,794,361.43
1070 - National Scenic Fund	1,466,880.08	1,182,329.58
<b>Total 1000 - Bank Demand Deposits</b>	4,902,009.97	4,182,865.06
<b>1100 - CDS</b>		
1121 - IRP Reserve	96,072.01	96,072.12
1100 - CDS - Other	-8.14	-8.14
<b>Total 1100 - CDS</b>	96,063.87	96,063.98
1122 - IRP - DDM Product	596,138.42	241,222.27
1125 - LINK Petty Cash	150.00	150.00
<b>Total Checking/Savings</b>	5,594,362.26	4,520,301.31
<b>Accounts Receivable</b>		
1202 - Accounts Receivable	193,387.93	182,395.10
1205 - Interfund Loan Receivable	78,426.05	0.00
<b>Total Accounts Receivable</b>	271,813.98	182,395.10
<b>Other Current Assets</b>		
1200 - Receivables & Accruals		

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

	Oct 31, 20	Oct 31, 19
1210 · Accrued Revenue	7,431.25	10,000.00
1240 · Prepaid Expenses	12,083.47	329.36
1260 · Accrued Loan Interest	20,630.31	31,188.55
<b>Total 1200 · Receivables &amp; Accruals</b>	40,145.03	41,517.91
<b>1300 · Loans Receivable</b>		
<b>1330 · MCEDD Loans Receivable</b>		
1320 · IRP	1,838,421.68	2,209,333.71
1321 · IRP - Sherman	153,629.24	165,702.31
1322 · IRP - WA	273,255.54	299,775.02
1336 · EDA RLFs	549,603.70	650,826.27
1345 · Reg Strat	32,194.37	166,726.43
1350 · RBEG-OR	155,115.67	286,819.69
1355 · RBEG-WA	0.00	94,334.36
1357 · RBEG-KL/SK	0.00	125,991.60
1367 · CDBG Microenterprises	0.00	27,852.70
1371 · Housing RLF	565,602.69	243,759.51
1372 · MCEDD Micro Loan	16,034.88	0.00
<b>Total 1330 · MCEDD Loans Receivable</b>	3,583,857.77	4,271,121.60
1370 · OIB Loans Receivable	1,461,813.15	1,807,821.00
<b>Total 1300 · Loans Receivable</b>	5,045,670.92	6,078,942.60
<b>1400 · Loan Payments Holding</b>		
1420 · IRP	157.13	0.00
1436 · EDA RLFs	10.00	0.00
1467 · CDBG Microenterprises	-12.40	0.00
1475 · OIB	85.96	0.00
<b>Total 1400 · Loan Payments Holding</b>	240.69	0.00
<b>1500 · Allowance for Doubtful Loans</b>		
1520 · IRP Allowance	-112,150.28	-132,493.11
1521 · IRP - SH Co	-9,329.15	-10,387.61
1522 · IRP - WA	-17,452.77	-15,257.43
1536 · EDA RLFs Allowance	-33,468.48	-41,277.39
1545 · Reg Strat Allowance	-1,947.64	-10,036.11
1555 · RBEG Allowance	-9,445.49	-30,833.86
1567 · CDBG Microenterprises	0.00	-2,021.76
1571 · Housing RLF Allowance	-33,936.18	-14,737.95
1575 · OIB Allowance	-148,149.53	-48,906.65
<b>Total 1500 · Allowance for Doubtful Loans</b>	-365,879.52	-305,951.87
<b>Total Other Current Assets</b>	4,720,177.12	5,814,508.64
<b>Total Current Assets</b>	10,586,353.36	10,517,205.05
<b>Fixed Assets</b>		
<b>1600 · Fixed Assets</b>		
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

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

	<u>Oct 31, 20</u>	<u>Oct 31, 19</u>
Total 1600 - Fixed Assets	1,305,269.00	1,305,269.00
<b>Total Fixed Assets</b>	<b>1,305,269.00</b>	<b>1,305,269.00</b>
<b>Other Assets</b>		
87 - Due To/From Internal Accounts		
88 - Due From Accounts	1,086,442.11	142,624.99
94 - Due To Accounts	-1,086,442.10	-142,624.99
<b>Total 87 - Due To/From Internal Accounts</b>	<b>0.01</b>	<b>0.00</b>
<b>Total Other Assets</b>	<b>0.01</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b><u>11,891,622.37</u></b>	<b><u>11,822,474.05</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2010 - A/P General	4,037.58	4,924.87
2005 - Interfund Loan Payable	78,426.03	0.00
<b>Total Accounts Payable</b>	<b>82,463.61</b>	<b>4,924.87</b>
<b>Other Current Liabilities</b>		
2030 - Accrued Loan Payment	39,840.70	39,595.68
2035 - Accrued Interest Payable	3,503.27	3,757.89
2050 - PTO - Accrued	57,299.21	50,619.87
2070 - Health Insurance Payable	-18,959.56	-23,599.33
2080 - Life & Disability Payable	-208.29	-731.31
2090 - WC SAIF Ins	3,213.68	-8,096.92
<b>2100 - Payroll Liabilities</b>		
2110 - Federal Payroll Liability	-187.49	-187.49
<b>2120 - State Payroll Liabilities</b>		
<b>2115 - OR- SUTA Payroll Liabilities</b>		
2105 - WBF Payroll Assessment	153.67	171.86
2115 - OR- SUTA Payroll Liabilities - Other	82.24	91.50
<b>Total 2115 - OR- SUTA Payroll Liabilities</b>	<b>235.91</b>	<b>263.36</b>
2120 - State Payroll Liabilities - Other	84.63	78.71
<b>Total 2120 - State Payroll Liabilities</b>	<b>320.54</b>	<b>342.07</b>
<b>2100 - Payroll Liabilities - Other</b>	<b>500.00</b>	<b>0.00</b>
<b>Total 2100 - Payroll Liabilities</b>	<b>633.05</b>	<b>154.58</b>
2800 - Deferred Revenue	17,583.31	11,304.20
<b>Total Other Current Liabilities</b>	<b>102,905.37</b>	<b>73,004.66</b>
<b>Total Current Liabilities</b>	<b>185,368.98</b>	<b>77,929.53</b>
<b>Long Term Liabilities</b>		
2820 - IRP Loan Payable \$1million	363,344.34	401,776.57
2821 - IRP Loan Payable \$600,000	331,054.82	352,994.87
2822 - IRP Loan Payable \$750,000	521,941.86	548,296.90
2823 - IRP Loan Payable - WA \$310,000	258,740.95	269,206.32
2824 - IRP Loan Payable - SH \$200,000	159,779.14	166,603.11
<b>Total Long Term Liabilities</b>	<b><u>1,634,861.11</u></b>	<b><u>1,738,877.77</u></b>

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

	<u>Oct 31, 20</u>	<u>Oct 31, 19</u>
<b>Total Liabilities</b>	1,820,230.09	1,816,807.30
<b>Equity</b>		
<b>3100 - Fund Balances</b>	4,227,474.55	4,224,238.85
<b>3110 - Carryforward Balance</b>	613,930.00	-94,957.37
<b>3900 - Retained Earnings</b>	5,659,605.43	5,471,435.59
<b>Net Income</b>	-429,617.70	404,949.68
<b>Total Equity</b>	<u>10,071,392.28</u>	<u>10,005,666.75</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>11,891,622.37</b></u>	<u><b>11,822,474.05</b></u>

## Mid-Columbia Economic Development District

## Budget vs. Actual FY21

July through October 2020

11/23/20

Accrual Basis

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	0.00	204,286.00	-204,286.00	0.0%
4010 · Trans Frm/To Fund (MATCH)	0.00	5,333.40	-5,333.40	0.0%
4012 · Trans From/To Fund (SUPPORT)	-2,861.51	8,333.44	-11,194.95	-34.3%
4100 · Federal	106,773.69	270,438.76	-163,665.07	39.5%
4200 · State	243,931.00	159,164.72	84,766.28	153.3%
4300 · Local Match	37,500.00	26,666.60	10,833.40	140.6%
4400 · Local Assessment	82,710.00	22,930.00	59,780.00	360.7%
4500 · Contract Reimbursement	175,215.27	161,836.10	13,379.17	108.3%
4600 · Loan Interest	89,370.95	111,633.52	-22,262.57	80.1%
4700 · Loan Processing Fees	8,071.52	9,366.68	-1,295.16	86.2%
4705 · Loan Filing Fees	0.00	1,533.44	-1,533.44	0.0%
4710 · Loan Late Fee	1,005.47	1,383.32	-377.85	72.7%
4750 · Investment Interest	623.02	205.76	417.26	302.8%
4800 · Other Revenue	3,447.71	2,873.36	574.35	120.0%
4803 · Sponsor Donations	500.00			
4805 · Farebox Revenue	4,874.17	12,586.68	-7,712.51	38.7%
<b>Total Income</b>	<b>751,161.29</b>	<b>998,571.78</b>	<b>-247,410.49</b>	<b>75.2%</b>
<b>Gross Profit</b>	<b>751,161.29</b>	<b>998,571.78</b>	<b>-247,410.49</b>	<b>75.2%</b>
<b>Expense</b>				
66900 · Reconciliation Discrepancies	-485.00			
5000 · Personnel Expense	355,503.00	490,580.58	-135,077.58	72.5%
6110 · Travel & Conference	850.37	8,100.12	-7,249.75	10.5%
6190 · Event Services	0.00	5,666.68	-5,666.68	0.0%
6200 · Equipment	1,140.42	6,944.72	-5,804.30	16.4%
6300 · Supplies	1,905.62	14,294.52	-12,388.90	13.3%
6400 · Professional Services	14,502.03	71,457.86	-56,955.83	20.3%
6500 · Vehicle Costs	20,224.71	28,920.04	-8,695.33	69.9%
6600 · Communications	10,109.87	16,632.16	-6,522.29	60.8%
6700 · Building Costs	8,490.28	4,351.84	4,138.44	195.1%
6800 · Bonds & Insurance	0.00	1,929.36	-1,929.36	0.0%
6900 · Other Materials & Supplies	2,039.63	6,106.40	-4,066.77	33.4%
9000 · Indirect Spread	-11,606.22	-21,438.20	9,831.98	54.1%
9100 · Capital Purchase	0.00	58,873.36	-58,873.36	0.0%
9600 · Transfer to/from Source	-6,204.00	666.64	-6,870.64	-930.6%
<b>Total Expense</b>	<b>396,470.71</b>	<b>693,086.08</b>	<b>-296,615.37</b>	<b>57.2%</b>
<b>Net Ordinary Income</b>	<b>354,690.58</b>	<b>305,485.70</b>	<b>49,204.88</b>	<b>116.1%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	40,677.32	40,677.36	-0.04	100.0%
7500 · Carryover to Next Year	577,326.00	321,874.00	255,452.00	179.4%
<b>Total Other Expense</b>	<b>618,003.32</b>	<b>362,551.36</b>	<b>255,451.96</b>	<b>170.5%</b>
<b>Net Other Income</b>	<b>-618,003.32</b>	<b>-362,551.36</b>	<b>-255,451.96</b>	<b>170.5%</b>
<b>Net Income</b>	<b>-263,312.74</b>	<b>-57,065.66</b>	<b>-206,247.08</b>	<b>461.4%</b>

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

12/03/20

Accrual Basis

	Jul - Oct 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4012 · Trans From/To Fund (SUPPORT)	3,342.49
4100 · Federal	67,200.89
4200 · State	243,931.00
4300 · Local Match	26,666.68
4500 · Contract Reimbursement	26,659.40
4800 · Other Revenue	375.06
4805 · Farebox Revenue	4,874.17
<b>Total Income</b>	373,049.69
<b>Gross Profit</b>	373,049.69
<b>Expense</b>	
5000 · Personnel Expense	194,395.56
6200 · Equipment	2,493.92
6300 · Supplies	2,732.42
6400 · Professional Services	7,871.75
6500 · Vehicle Costs	28,292.53
6600 · Communications	8,539.19
6700 · Building Costs	5,507.64
6900 · Other Materials & Supplies	932.11
9000 · Indirect Spread	15,475.52
<b>Total Expense</b>	266,240.64
<b>Net Ordinary Income</b>	106,809.05
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
7500 · Carryover to Next Year	402,941.00
<b>Total Other Expense</b>	402,941.00
<b>Net Other Income</b>	-402,941.00
<b>Net Income</b>	-296,131.95

Mid-Columbia Economic Development District  
Planning YTD P&L  
July through October 2020

	101 Planning (100 Federal Grants)	102 EDA Cares Planning Grant (100 Federal Grants)
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4100 - Federal	26,666.68	0.00
4300 - Local Match	20,880.00	0.00
4803 - Sponsor Donations	500.00	0.00
<b>Total Income</b>	<u>48,046.68</u>	<u>0.00</u>
<b>Gross Profit</b>	48,046.68	0.00
<b>Expense</b>		
5000 - Personnel Expense		
5100 - Wages		
5050 - Wages - Paid Leave	1,900.41	289.78
6560 - Payroll Expenses	4,136.17	1,777.89
5100 - Wages - Other	16,615.37	4,342.12
<b>Total 5100 - Wages</b>	<u>22,651.95</u>	<u>6,409.79</u>
5500 - Fringe Benefits		
5550 - Fringe Benefits - Paid Leave	480.58	67.97
5500 - Fringe Benefits - Other	4,858.60	1,438.14
<b>Total 5500 - Fringe Benefits</b>	<u>5,339.18</u>	<u>1,506.11</u>
5700 - Payroll Taxes		
5750 - Payroll Expenses - Paid Leave	155.98	24.38
5700 - Payroll Taxes - Other	1,710.83	514.75
<b>Total 5700 - Payroll Taxes</b>	<u>1,866.81</u>	<u>539.13</u>
5800 - Payroll Expense - Prior Period		
5080 - Wages Prior Period	-3,395.17	0.00
<b>Total 5800 - Payroll Expense - Prior Period</b>	<u>-3,395.17</u>	<u>0.00</u>
<b>Total 5000 - Personnel Expense</b>	26,462.77	8,455.03
6110 - Travel & Conference	350.00	188.52
6300 - Supplies	59.96	0.00
6600 - Communications		
6610 - Advertising	0.00	244.00
<b>Total 6600 - Communications</b>	<u>0.00</u>	<u>244.00</u>
6700 - Building Costs		
6710 - Building Rent	493.86	177.99
<b>Total 6700 - Building Costs</b>	<u>493.86</u>	<u>177.99</u>
9000 - Indirect Spread		
9040 - Transportation Facility Spread	254.13	81.19
9000 - Indirect Spread - Other	2,463.88	787.22
<b>Total 9000 - Indirect Spread</b>	<u>2,718.01</u>	<u>868.41</u>
<b>Total Expense</b>	<u>30,084.60</u>	<u>9,933.95</u>
<b>Net Ordinary Income</b>	17,962.08	-9,933.95
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
7500 - Carryover to Next Year		
7540 - Restricted Carryover	9,879.00	0.00
<b>Total 7500 - Carryover to Next Year</b>	<u>9,879.00</u>	<u>0.00</u>
<b>Total Other Expense</b>	<u>9,879.00</u>	<u>0.00</u>
<b>Net Other Income</b>	-9,879.00	0.00
<b>Net Income</b>	<u><u>8,083.08</u></u>	<u><u>-9,933.95</u></u>

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

	320 IRP <u>(300 Loan Funds)</u>	321 IRP Sherman <u>(300 Loan Funds)</u>	322 IRP WA <u>(300 Loan Funds)</u>	336 EDA RLFs <u>(300 Loan Funds)</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4200 · State	0.00	0.00	0.00	0.00
4600 · Loan Interest	47,085.19	3,779.11	6,985.78	13,681.81
4700 · Loan Processing Fees	4,875.33	0.00	0.00	1,524.74
4710 · Loan Late Fee	499.34	0.00	80.00	232.70
4750 · Investment Interest	115.62	4.80	2.04	0.00
<b>Total Income</b>	<u>52,575.48</u>	<u>3,783.91</u>	<u>7,067.82</u>	<u>15,439.25</u>
<b>Gross Profit</b>	52,575.48	3,783.91	7,067.82	15,439.25
<b>Expense</b>				
5000 · Personnel Expense	3,653.14	483.71	545.79	3,268.33
6110 · Travel & Conference	0.00	0.00	0.00	0.00
6300 · Supplies	0.00	0.00	0.00	0.00
6400 · Professional Services	2,157.32	0.00	16.58	561.44
6600 · Communications	0.00	0.00	0.00	0.00
6700 · Building Costs	69.06	10.96	12.13	59.67
6900 · Other Materials & Supplies	109.96	14.31	11.34	19.85
9000 · Indirect Spread	2,427.00	321.35	362.61	2,171.37
<b>Total Expense</b>	<u>8,416.48</u>	<u>830.33</u>	<u>948.45</u>	<u>6,080.66</u>
<b>Net Ordinary Income</b>	44,159.00	2,953.58	6,119.37	9,358.59
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	33,470.00	2,830.00	4,377.32	0.00
7500 · Carryover to Next Year	48,149.00	98.00	12,086.00	0.00
<b>Total Other Expense</b>	<u>81,619.00</u>	<u>2,928.00</u>	<u>16,463.32</u>	<u>0.00</u>
<b>Net Other Income</b>	<u>-81,619.00</u>	<u>-2,928.00</u>	<u>-16,463.32</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>-37,460.00</u></u>	<u><u>25.58</u></u>	<u><u>-10,343.95</u></u>	<u><u>9,358.59</u></u>

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

	<u>337 EDA Cares Act RLF</u> <u>(300 Loan Funds)</u>	<u>345 Reg Strat</u> <u>(300 Loan Funds)</u>	<u>350 RBEG-OR</u> <u>(300 Loan Funds)</u>	<u>355 RBEG-WA</u> <u>(300 Loan Funds)</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4200 · State	0.00	0.00	0.00	0.00
4600 · Loan Interest	0.00	1,968.02	3,961.95	433.96
4700 · Loan Processing Fees	0.00	252.81	1,117.96	43.28
4710 · Loan Late Fee	0.00	0.00	193.43	0.00
4750 · Investment Interest	0.00	0.00	0.00	0.00
<b>Total Income</b>	<u>0.00</u>	<u>2,220.83</u>	<u>5,273.34</u>	<u>477.24</u>
<b>Gross Profit</b>	0.00	2,220.83	5,273.34	477.24
<b>Expense</b>				
5000 · Personnel Expense	323.34	179.98	335.94	181.69
6110 · Travel & Conference	0.00	0.00	0.00	0.00
6300 · Supplies	0.00	0.00	0.00	0.00
6400 · Professional Services	36.08	570.00	394.16	43.28
6600 · Communications	0.00	0.00	0.00	0.00
6700 · Building Costs	5.88	3.14	5.87	3.16
6900 · Other Materials & Supplies	2,600.00	6.96	2.18	0.97
9000 · Indirect Spread	214.81	119.57	223.19	120.72
<b>Total Expense</b>	<u>3,180.11</u>	<u>879.65</u>	<u>961.34</u>	<u>349.82</u>
<b>Net Ordinary Income</b>	-3,180.11	1,341.18	4,312.00	127.42
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	0.00	0.00	0.00	0.00
7500 · Carryover to Next Year	0.00	-2,868.00	0.00	0.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>-2,868.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Other Income</b>	0.00	2,868.00	0.00	0.00
<b>Net Income</b>	<u><u>-3,180.11</u></u>	<u><u>4,209.18</u></u>	<u><u>4,312.00</u></u>	<u><u>127.42</u></u>

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

	<u>357 RBEG-KL</u> <u>(300 Loan Funds)</u>	<u>370 CDBG Micro</u> <u>(300 Loan Funds)</u>	<u>371 Housing RLF</u> <u>(300 Loan Funds)</u>	<u>372 MCEDD Micro Loan</u> <u>(300 Loan Funds)</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4200 · State	0.00	0.00	0.00	0.00
4600 · Loan Interest	957.39	17.96	9,869.54	630.24
4700 · Loan Processing Fees	239.40	18.00	0.00	0.00
4710 · Loan Late Fee	0.00	0.00	0.00	0.00
4750 · Investment Interest	0.00	0.00	245.47	0.00
<b>Total Income</b>	<u>1,196.79</u>	<u>35.96</u>	<u>10,115.01</u>	<u>630.24</u>
<b>Gross Profit</b>	1,196.79	35.96	10,115.01	630.24
<b>Expense</b>				
5000 · Personnel Expense	121.62	44.20	712.95	159.72
6110 · Travel & Conference	0.00	0.00	0.00	0.00
6300 · Supplies	0.00	0.00	0.00	0.00
6400 · Professional Services	0.00	0.00	0.00	0.00
6600 · Communications	0.00	0.00	0.00	0.00
6700 · Building Costs	2.43	0.77	14.27	2.82
6900 · Other Materials & Supplies	2.05	2.05	30.56	30.56
9000 · Indirect Spread	80.79	29.37	473.67	106.11
<b>Total Expense</b>	<u>206.89</u>	<u>76.39</u>	<u>1,231.45</u>	<u>299.21</u>
<b>Net Ordinary Income</b>	989.90	-40.43	8,883.56	331.03
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	0.00	0.00	0.00	0.00
7500 · Carryover to Next Year	0.00	0.00	38,156.00	0.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>38,156.00</u>	<u>0.00</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>-38,156.00</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>989.90</u></u>	<u><u>-40.43</u></u>	<u><u>-29,272.44</u></u>	<u><u>331.03</u></u>

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

	390 Loan Fund Costs :91 Oregon Community Foundation			
	(300 Loan Funds)	(300 Loan Funds)	Total 300 Loan Funds	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4200 · State	0.00	50,000.00	50,000.00	50,000.00
4600 · Loan Interest	0.00	0.00	89,370.95	89,370.95
4700 · Loan Processing Fees	0.00	0.00	8,071.52	8,071.52
4710 · Loan Late Fee	0.00	0.00	1,005.47	1,005.47
4750 · Investment Interest	129.96	0.00	497.89	497.89
<b>Total Income</b>	<u>129.96</u>	<u>50,000.00</u>	<u>148,945.83</u>	<u>148,945.83</u>
<b>Gross Profit</b>	129.96	50,000.00	148,945.83	148,945.83
<b>Expense</b>				
5000 · Personnel Expense	6,886.17	15,123.40	32,019.98	32,019.98
6110 · Travel & Conference	85.20	225.00	310.20	310.20
6300 · Supplies	75.46	0.00	75.46	75.46
6400 · Professional Services	337.50	0.00	4,116.36	4,116.36
6600 · Communications	164.00	0.00	164.00	164.00
6700 · Building Costs	131.45	305.86	627.47	627.47
6900 · Other Materials & Supplies	0.00	0.00	2,830.79	2,830.79
9000 · Indirect Spread	-13,409.20	10,047.43	3,288.79	3,288.79
<b>Total Expense</b>	<u>-5,729.42</u>	<u>25,701.69</u>	<u>43,433.05</u>	<u>43,433.05</u>
<b>Net Ordinary Income</b>	5,859.38	24,298.31	105,512.78	105,512.78
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	0.00	0.00	40,677.32	40,677.32
7500 · Carryover to Next Year	0.00	25,000.00	120,621.00	120,621.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>25,000.00</u>	<u>161,298.32</u>	<u>161,298.32</u>
<b>Net Other Income</b>	0.00	-25,000.00	-161,298.32	-161,298.32
<b>Net Income</b>	<u><u>5,859.38</u></u>	<u><u>-701.69</u></u>	<u><u>-55,785.54</u></u>	<u><u>-55,785.54</u></u>

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

	Jul - Oct 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4100 · Federal	46,099.80
4200 · State	212,719.97
4300 · Local Match	64,730.00
4500 · Contract Reimbursement	148,775.87
4803 · Sponsor Donations	500.00
<b>Total Income</b>	472,825.64
<b>Gross Profit</b>	472,825.64
<b>Expense</b>	
5000 · Personnel Expense	
5100 · Wages	126,355.71
5500 · Fringe Benefits	28,602.26
5700 · Payroll Taxes	10,731.58
5800 · Payroll Expense - Prior Period	-14,439.88
<b>Total 5000 · Personnel Expense</b>	151,249.67
6110 · Travel & Conference	853.75
6300 · Supplies	-794.81
6400 · Professional Services	
6410 · Legal Services	80.00
<b>Total 6400 · Professional Services</b>	80.00
6600 · Communications	
6610 · Advertising	244.00
6630 · Printing	157.27
6650 · Telephone & Networking	147.47
<b>Total 6600 · Communications</b>	548.74
6700 · Building Costs	2,945.99
6900 · Other Materials & Supplies	-260.00
6950 · Grants Disbursed	212,719.97
9000 · Indirect Spread	14,585.26
<b>Total Expense</b>	381,928.57
<b>Net Ordinary Income</b>	90,897.07
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
7500 · Carryover to Next Year	82,721.00
<b>Total Other Expense</b>	82,721.00
<b>Net Other Income</b>	-82,721.00
<b>Net Income</b>	8,176.07

**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	849,950	25,000	60,255	935,205	90.88%
	Budgeted Expenses (Excludes In-Kind)	538,326	620,803				
	Gap/Surplus	70,646	229,147				
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, 4		43,000	Phase 2 \$5000 from HR County partners, Phase 4 is 5% of \$850,000			
	Wasco County Business Grant admin		36,703	5% of \$734,067			
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	9,167				
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			
574	Energy - Meyer Memorial Trust		65,000				
5741	Energy Trust of Oregon - Comm Solar	3,400	5,550	Sustainable Northwest \$5000			
5742	CGBREZ	9,079	7,300				
574	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				
	<b>TOTAL ANTICIPATED REVENUE</b>	<b>608,972</b>	<b>849,950</b>				
	<b>PROPOSALS SUBMITTED</b>						
	Cascade Locks Electrical (EDA Disaster application)	25,000	25,000				
	<b>TOTAL PROPOSALS SUBMITTED</b>	<b>25,000</b>	<b>25,000</b>				
	<b>IN DEVELOPMENT</b>						
	Goldendale Community Strategic Planning						
	City of TD - EPA Brownfields Coalition						
	Gorge Regional Airport - EDA		25,000				
	Wasco County Business Grant admin		35,255	5% of \$705,118			
	<b>TOTAL IN DEVELOPMENT</b>	<b>-</b>	<b>60,255</b>				
	<b>DECLINED</b>						
	<b>TOTAL DECLINED</b>	<b>-</b>	<b>-</b>				

**MCEDD Dashboard**

<b>Loan Program</b>	<b>Target</b>	<b>Q1 FY2020 (July 1 - Sept 30)</b>	<b>Q2 FY2020 (Oct 1 - Dec 31)</b>	<b>Q3 FY2020 (Jan 1 - Mar 31)</b>	<b>Q4 FY2020 (Apr 1 - June 30)</b>	<b>Q1 FY2021 (July 1 - Sept 30)</b>
Lending Activity	\$215,000 loaned/quarter	\$ 52,000.00	\$ -	\$ 884,500.02		\$ -
Loan Utilization Rate- All RLFs	75% or more	89.19%	94.40%	91.91%	80.96%	62.40%
Loan Utilization rate- EDA RLFs	75% or more	*	90.30%	*	74.81%	*
Loan Delinquency Rate (>30 days)	5% or less	1.33%	13.80%	10.75%	0.00%	20.70%
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	1 Job /\$52,000 Loaned	0	1 Job /\$52,029 Loaned	0	0
Inquiries/outreach	20 inquiries per quarter 5 outreach visits per quarter	18 inquiries 6 outreach visits	20 inquiries 5 outreach visits	10 Inquires 3 outreach visits	15 inquiries 3 outreach visits	20 Inquiries, 4 outreach visits
Reporting Completed on Time	All	All	ALL	ALL	ALL	ALL

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

<b>Finance</b>	<b>Target</b>	<b>Q1 FY2020 (July 1 - Sept 30)</b>	<b>Q2 FY2020 (Oct 1 - Dec 31)</b>	<b>Q3 FY2020 (Jan 1 - Mar 31)</b>	<b>Q4 FY2020 (Apr 1 - June 30)</b>	<b>Q1 FY2021 (July 1 - Sept 30)</b>
Special Projects Revenue Gap	At or exceeding budget	135,567	155,817		70,646	229,147
Local Jurisdiction Participation	100%	100%	100%	100%	100%	100%
Average days of accounts receivable	33	26.91	30.14	27.05	27.23	27.52
Operational YTD Actual vs. Budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 79.3% Expenses: 52.1%	Revenue: 45% Expenses: 40.5%	Revenue: 82.8% Expenses: 73.1%	Revenue: 84.2% Expenses: 74.2%	Revenue: 70.1% Expenses: 54.5%

<b>Human Resources</b>	<b>Target</b>	<b>Q1 FY2020 (July 1 - Sept 30)</b>	<b>Q2 FY2020 (Oct 1 - Dec 31)</b>	<b>Q3 FY2020 (Jan 1 - Mar 31)</b>	<b>Q4 FY2020 (Apr 1 - June 30)</b>	<b>Q1 FY2021 (July 1 - Sept 30)</b>
Performance Evaluation Completed on Time	100%	100%	100%	100%	100%	100%
Average Employment Length (Years)	3 years	2.7	2.97	2.43	2.80	2.43

<b>Board of Directors</b>	<b>Target</b>	<b>Q1 FY2020 (July 1 - Sept 30)</b>	<b>Q2 FY2020 (Oct 1 - Dec 31)</b>	<b>Q3 FY2020 (Jan 1 - Mar 31)</b>	<b>Q4 FY2020 (Apr 1 - June 30)</b>	<b>Q1 FY2021 (July 1 - Sept 30)</b>
Board Meeting Attendance	75%	67%	81%	81%	76%	66%
Meetings Lacking Quorum	0	1	0	0	0	0
Board Vacancies	0	0	0	0	0	0

<b>Project Mgmt/ Regional Coordination</b>	<b>Target</b>	<b>Q1 FY2020 (July 1 - Sept 30)</b>	<b>Q2 FY2020 (Oct 1 - Dec 31)</b>	<b>Q3 FY2020 (Jan 1 - Mar 31)</b>	<b>Q4 FY2020 (Apr 1 - June 30)</b>	<b>Q1 FY2021 (July 1 - Sept 30)</b>
Number of objectives addressed from CEDS Reporting Completed on Time	2/quarter	8	8	8	8	7
	All	All	All	All	All	All

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

## MEMORANDUM

**Date:** December 3, 2020  
**To:** MCEDD Board of Directors  
**From:** Jessica Metta, Executive Director  
**Re:** CEDS Steering Committee Appointment

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### Overview

We are embarking on a major re-work of our Mid-Columbia Comprehensive Economic Development Strategy (CEDS) for 2022. This strategy guides our activities for regional economic development and is representative of our entire five-county region. We anticipate kicking off the process in March 2021 for a process that will stretch over a year. The Executive Committee recommended formulating a CEDS strategy committee to act in an advisory capacity to the MCEDD Board of Directors. The committee would allow MCEDD to maximize staff resources with support and direction from the committee through regular conference calls, reviewing draft materials, obtaining input on the CEDS product and increasing participation in the strategy workshops. This process was utilized in the 2017 update and worked well for MCEDD. We are seeking formal appointment of a new strategy committee. Meetings of the committee would be publicly noticed.

The Executive Committee discussed opening the steering committee to Board members who were interested and other partners. The committee will plan CEDS outreach events and provide feedback on the strategy. We will be planning to start the process in a virtual format but hope that meetings transition to in-person at some point. Broad invitations will be sent to our economic development partners to allow for input to the strategy. In addition, the final plan is presented to, and adopted by the MCEDD Board of Directors. A draft meeting schedule and plan is attached.

The proposed strategy committee includes the following individuals:

<b>Name</b>	<b>Geography</b>	<b>Represents</b>
Kevin Waters, Skamania EDC	Skamania County	Public Sector
Business Rep	Sherman County	Private Sector
Richard Foster, Klickitat County EDA	Klickitat County	Public Sector
Buck Jones, CRITFC	Regional	Private Sector, Fisheries
Carrie Pipinich, Wasco EDC/ Sherman County Economic Development	Wasco and Sherman Counties	Public Sector
Liliana Justo Bello, The Next Door Inc.	Regional	Nonprofits, Latinx Business Outreach
Maui Meyers	Hood River County	Private Sector, Real Estate/ Restaurants
Hannah Brause, Washington State Extension	Klickitat and Skamania Counties	Private Sector, Agriculture
Dana Peck, Goldendale Chamber	Klickitat County	Private Sector, Small Business
Gorge Tech Alliance Rep	Regional	Private Sector, High Tech
Genevieve Scholl	Hood River County	Public Sector, Regional Economic Development

## **DRAFT Schedule**

Seven public sessions to develop the draft plan with time for review, and incorporating *themes of resiliency and equity* throughout:

- March 2021: Economic Impacts of COVID-19, Resiliency: Present assessment of economic impacts of COVID-19 and set resiliency tone.
- April 2021: Demographics and Data: More overarching data than COVID-19 impacts, looking at longer-term trends to help us plan for the future.
- May 2021: Sector Focus Areas, including more in-depth industry cluster analysis and how resilient each is.
- June 2021: Analysis of Strengths, Weaknesses, Opportunities and Threats, including resiliency and equity focus.
- July 2021: Vision and Goals, including resiliency and equity focus.
- September 2021: Strategies, including resiliency and equity focus.
- October 2021: Measuring Success, including resiliency and equity focus.
- November 2021: Annual Symposium, with draft presented.
- December 2021: MCEDD Board reviews draft and submits draft to EDA, open for public comments.
- March 2022: MCEDD Board prioritizes projects and adopts final CEDS.

## **Request**

Appoint a CEDS steering committee, with allowance for the appointee to include an alternate if they are unable to participate.



**Executive Director's Report**

**Prepared for the December 2020 Board of Directors Meeting**

**Business Assistance**

- Staff held discussions with the LAB this quarter on processing of applications, additional COVID-19 relief for clients, and the allowance for doubtful loans balance.
- We continue to move forward with a videography project to help the Oregon Investment Board communicate about their loan program. Contractor Immense Imagery filmed five OIB clients and an OIB Board member and is completing B roll footage to build out the product. Increased visibility for the OIB will be great for MCEDD as well. Ami Beaver has been working most closely to oversee this project.
- As of October 1, the Mount Hood Economic Alliance administration has transferred to MCEDD. I met virtually with several Board members from Clackamas County to talk about increasing our outreach there and Israel attended a virtual meeting of a key communicators group in Clackamas County to promote the MHEA program. We held a meeting for the Mount Hood Economic Alliance (MHEA) Board of Directors, our first as their management staff. The meeting was to introduce our staff, share updates on the transition, and discuss a delinquent joint loan client. We are also working to update Board terms, insurance certificates and to transition their website.
- We have moved to a cloud-based version of Portfol, the database we use to manage our loan program! This will enable more remote work of staff that needs Portfol as well as loan client access to their information through the Portfol website.
- I was happy to learn that NADO, our national association, was successful in finally achieving defederalization of EDA revolving loan funds that are older than seven years. This means we will no longer have to report on loans made with those funds and will have flexibility to determine how we would like to use those funds.
- I have been working with Governor Brown's office and Multnomah County to recruit and appoint a new member for the OIB to fill a vacancy that has been open for about a year. We have two applicants thus far and Multnomah County is conducting outreach to identify more.
- The OIB in November approved a loan modification request for Farmers Conservation Alliance and is considering a modification request for Romulus West LLC.
- I am coordinating with Skamania EDC to set the annual Bi-State Advisory Council meeting of OIB, WIB and partners. The meeting had been set for Dec. 15, 10am to noon. The meeting will start the process to update the Economic Vitality Plan for the entities, set to be reviewed every five years.

**Regional**

- The Gorge Commission's final Management Plan update was adjusted to allow for produce stands after comments made by Ken Bailey and myself. While there are other issues with the plan, this felt like a win.
- The monthly October meeting of the Mid-Columbia Economic Resiliency Team focused on updates from public health and from K-12 schools. The main November meeting was the Symposium, but we also held meetings in late November and early December after the two Governors announced their plans to stem the sharp increase in COVID cases. At the last two

meetings, we had about 50 attendees to review the guidance from the two states, discuss resources available to help businesses and employees, and identify any next steps for the region.

- I am participating in the North Central Racial Equity in Recovery Council that is convened by Nate Stice in Governor's Brown Regional Solutions office. We met weekly in November to provide local feedback on policies being developed to inform the Governor's budget. Nate and I have discussed how suggestions from this group could be incorporated into MCEDD's work on COVID-19 recovery as appropriate.
- I sent out letters to our counties to start them thinking about their next CEDS project priorities! This would come to the March 2021 Full Board meeting.
- I participated in a meeting discussing childcare options in Cascade Locks. We also communicated resources to the group looking to start a feasibility study for childcare in Goldendale.
- Carrie and I are building out the work plan for the big 2021-2022 CEDS update as well as the workplan for our EDA CARES Act Planning grant. With new staff now on board, we are looking forward to redistributing projects and really focusing on these two big plans.
- We have a new EDA representative for Oregon, Wes Cochran. His prior experience is with USDA Rural Development in Washington and he has some good familiarity with the region and EDDs in general. I have met with him virtually to introduce him to MCEDD.
- I supported a meeting of the Hood River Economic Development Group to start discussions about the next CEDS project list and for the group to share general updates. I am also supporting the Hood River Economic Development Group partners in starting discussions to renew the Cascade Locks- Hood River Enterprise Zone designation before it expires on June 30, 2021. Presentations to the zone sponsors this fall have been going well.
- I was elected Vice President of the Oregon Economic Development Districts. Staff has also been helping this group move to a new web platform – thank you, Jacque!

### **Facilities and Operations**

- Dana and I survived our first audit! Kudos to Dana and all of our staff who work to provide information to the auditors, and thank you to the Board for speaking with them. The Board will hear more at the Board meeting, and Dana and I are focused on addressing issues.
- Brad continues to discuss with Wasco County Information Services if we might be able to work together for our IT management. The current proposal from Wasco County is expensive compared to our current annual costs and would require us to install dark fiber between our facilities. I appreciate Brad's support for our IT issues!
- I held a Board orientation with Marta Yera Cronin and Mike Foreaker. I also have reached out to a number of Board members and other key community partners for a check in and have spoken with many of you. Thank you for your time!
- I submitted a request through SDAO for our admin COVID-19 expenses but learned ORS 190 are not eligible for their CARES funds. They suggested finding a local government to subcontract with, but as our expenses are not large, I did not pursue this.
- I held a three-month evaluation for Dana Woods and Brad Houghton.
- I attended the virtual NADO Annual Training Conference. There were several useful sessions, such as cybersecurity, continuity of operations plans, diversity plans.
- We have started incorporating Diversity, Equity and Inclusion focus in our staff meetings with a monthly DEI discussion and weekly "learning moments" from staff that could have a DEI component.

- I developed personal travel guidance for staff in the era of COVID-19. We reviewed our COVID-19 procedures to match the recent OSHA rules and are completing the required Exposure Risk Assessment, Infection Control Plan, and updated employee training by the state deadlines. Much of the administrative staff continues to be fully remote and only meeting with people virtually. Many thanks to Lauren Hernandez, Jacque Schei and the Safety Committee for their work on our rules!
- Thank you also to Jacque for helping us submit an SDAO Safety and Security grant for some projects to support our facility being lower-touch in light of COVID-19, including making the employee entry door in the rear an automatic open.
- Dana and I are going through the annual insurance renewal process with SDAO. Our rates look like they will be higher because of adding the bus barn, two bus shelters and two additional vehicles.
- Staff participated in a virtual site visit from WSDOT to review how we are managing the Mobility Management grant in accordance with their policies. There are a few items we are following up on but in general it went well.
- We successfully hired Alice zaWitt to our new Project Manager position. She will be focusing on our resiliency work as well as the Gorge Technology Alliance. She started November 30 and we are glad to have her!
- With the expanded capacity from the EDA CARES RLF and MHEA, we created an Assistant Project Manager position to reflect the loan support person approved in the budget. I have promoted Ami Beaver to this role, leaving the Administrative Assistant role open. We also shifted duties of the Admin Assistant and Office Administrator.
- We posted the Administrative Assistant position after promoting Ami Beaver to Assistant Project Manager. We received 11 applications with a good pool of skills and are working through the interview process. Thanks to Eric Proffitt for support in sending us applicants!
- We have been working through the review of our Project Manager versus Program Manager job descriptions and looking to add more definition between the two positions. I have been reaching out to partner EDDs and SDAO to find resources for this task.
- On other facility items, Lauren Hernandez has led seeking quotes for a new janitorial contract and she and Brad Houghton researched options to address our file storage issues. Our facility is struggling to handle all the paper records we are required to keep, some for 75 years. The recommendation is to invest in some better filing systems and closely look at what documents we may be able to dispose of quicker. Future options could include digital record keeping but this has an annual fee of about \$4500 at present.
- Dana and I have started looking at other financial software systems with demos from Caselle and another service recommended by another EDD. We will be gathering quotes and comparing systems soon.

## Memorandum

**Date: November 23, 2020**

**To: MCEDD Board of Directors**

**From: Jane Allen**

**Re: Annual Symposium Review**

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### Overview

MCEDD hosted the first ever virtual Columbia Gorge Economic Symposium on Friday, November 6<sup>th</sup>, 2020. This year's event was centered around impacts from the COVID-19 pandemic and shed light on how industries have been adapting to this ongoing crisis. Anne Kubisch, President of the Ford Family Foundation, gave the keynote address, with a focus on recovery and resilience. A panel of six key industry leaders in the Gorge discussed how the pandemic has changed their industry and what the future may hold. Statewide economists Josh Lehner (Oregon) and Steve Lerch (Washington) and regional economists Scott Bailey (Washington) and Dallas Fridley (Oregon) shared economic forecasts and employment trends, while commenting on existing policies that will play a role in the region's ability to recover from the recent economic downturn. Oregon Manufacturing Extension Partnership and The Dalles Chamber of Commerce sponsored the event.



### Highlights

- Over 200 people registered for the event.
- Lisa Farquharson from The Dalles Chamber of Commerce facilitated the industry panel.
- Overall, attendees said that they enjoyed the panelists and speakers.

### Survey Responses

Following the Symposium, MCEDD staff sent out a survey to attendees to collect feedback on the design and content of the event. We received 18 responses to the survey.

### Recommendations

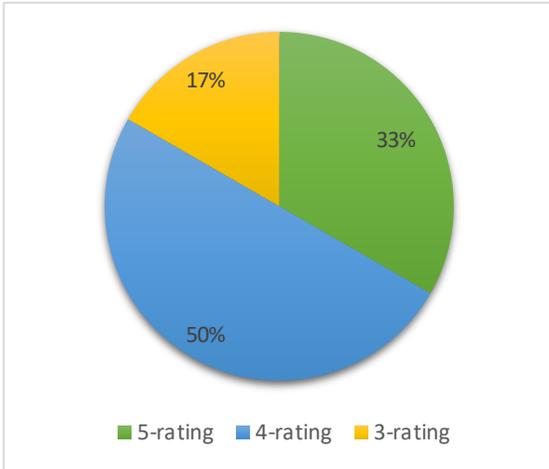
- Create networking opportunities before and after the event for both in-person and virtual settings.
- Extend the length of the panel discussion; allow more time for Q&A afterwards.
- Panel should feature more representation from small businesses in the Gorge.

# Survey Feedback

## Survey Responses: 18

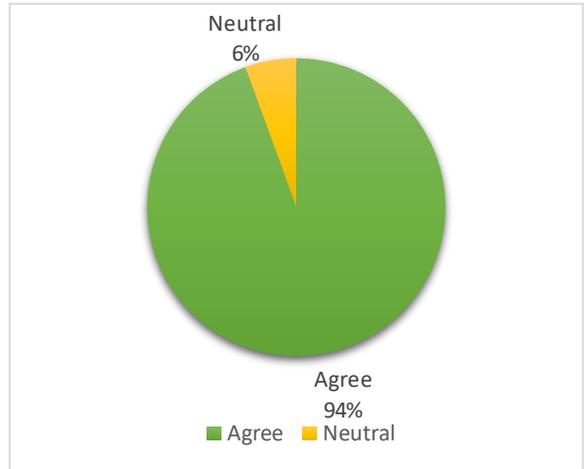
### Overview

Overall, how would you rate the event?

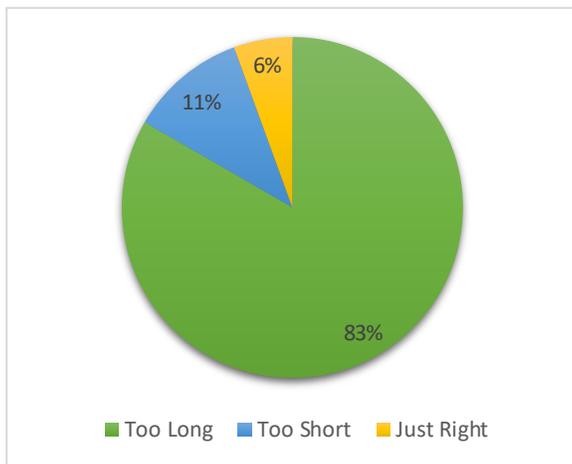


### Event Organization

The Symposium was well-moderated.



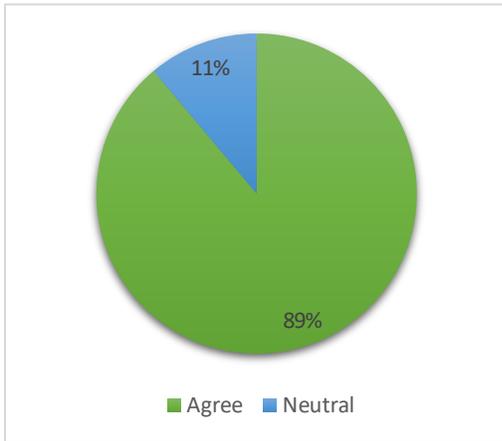
### Length of the Event.



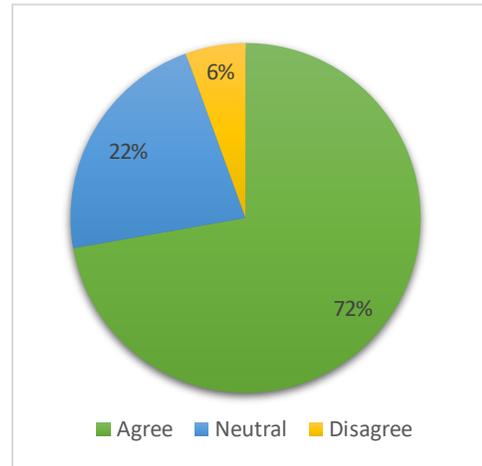
# Presenters and Information

*Keynote speaker and industry panel*

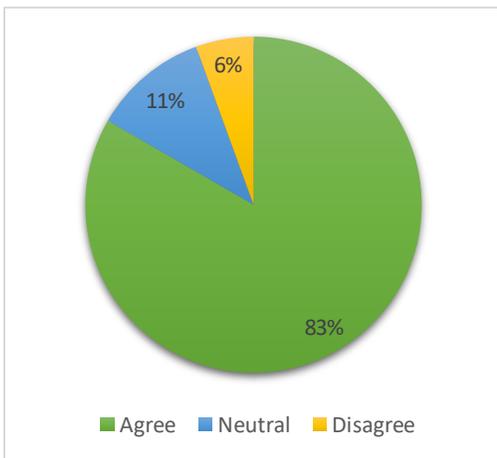
**The Industry Panel represented appropriate mix of business representatives.**



**The Industry Panel provided diverse perspectives.**

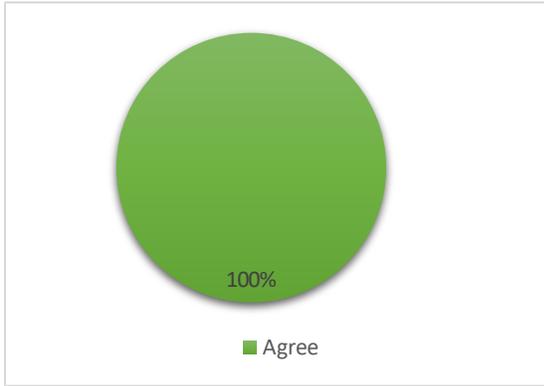


**Helped further my understanding of the opportunities and challenges for industry in the region.**

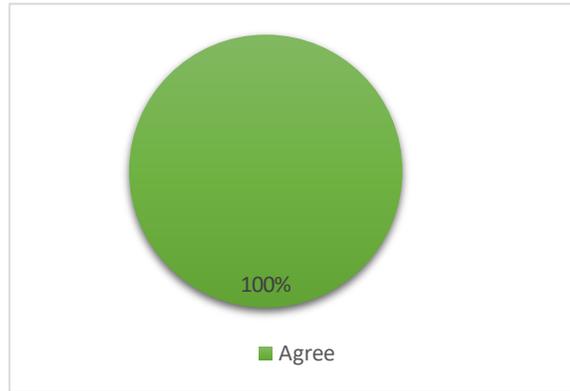


# State and Regional Economists

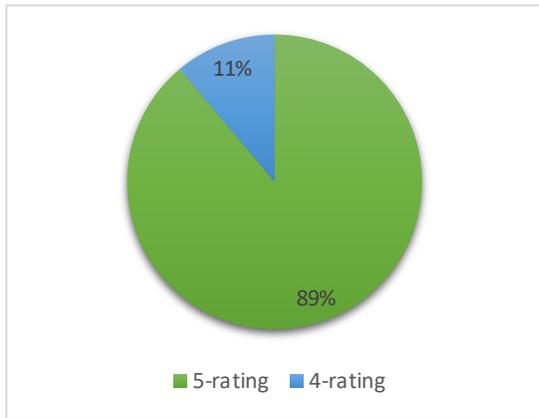
**Provided relevant data.**



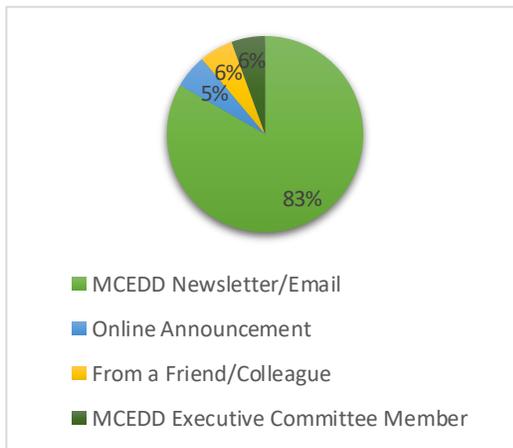
**Relayed information in a manner that was clear and comprehensible.**



**Likelihood of returning next year.**



**How did you hear about the Symposium?**





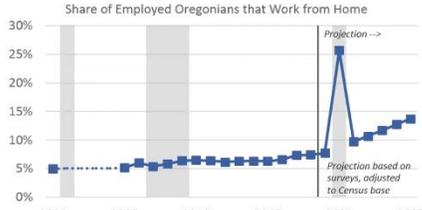
## What hath 2020 wrought



- Pandemic
- Protests
- Wildfires
- Drought
- Working from Home

### Working at Home on the Rise

Share of Employed Oregonians that Work from Home



Source: Census, Brynjolfsson et al, Upwork, Oregon Office of Economic Analysis




## Written Samples

Staff pulled a sample of written responses from the survey, including topics to be covered in the future, highlights of the event, and recommendations.

### Topics to cover at future Symposiums:

- *“Key issues that are preventing economic growth in the area. Such as housing, cost of living, policy & restrictions, infrastructure.”*
- *“More representation of some even smaller businesses in the gorge. Restaurants, gift stores, athletic stores etc.”*
- *“The impact of art, artistic endeavors, performing arts, the creative community, on our local economy.”*



### What attendees liked the most:

- *“It gave me a better idea of how local entrepreneurs are finding ways to survive a rapid major change in the economy.”*
- *“Appreciate the Ford Family Foundation presentation, as we rarely get to see folks from granting agencies. This makes them more real.”*

### Things we can improve for next year:

- *“Hopefully, the ability to attend in person and get the benefit of hallway networking.”*
- *“Possibly allow more time for the panel discussions as they tend to take longer than time allotted so continue to be cut short.”*

A presentation slide for The Ford Family Foundation. The slide features the foundation's logo on the left, a central text block with the mission statement and financial data, a vertical list of 'Areas of focus' (Children, Education, Arts, Community, Economy) with icons, a map of Oregon and Siskiyou County on the right, and a small video inset in the top right corner. The text on the slide includes: 'THE Ford Family FOUNDATION', 'Our mission: Successful citizens and vital rural communities. We invest in both people and places to achieve that mission.', '\$934M Assets', '\$45M Distributed annually', '43 Staff members', '12/31/2019', 'www.tfff.org', and 'We serve the people and rural communities of Oregon and Siskiyou County, Calif.' The 'Areas of focus' list includes: CHILDREN, EDUCATION, ARTS, COMMUNITY, and ECONOMY.

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## Key Takeaways

### Successes

- Based on attendee feedback, the panel discussion and keynote address were the highlights for many attendees.
- The event was more accessible because of the virtual setting.
- Many people have since viewed the event recording on Youtube, increasing the reach of this year’s Symposium.

### Things to Improve

- Create more opportunities to network – if held virtually next year, this could be done by utilizing a platform with chatroom features.
- Ensure time is allotted for the audience to interact with the speakers and panelists.
- Incorporate a wide array of topics for discussion such as housing, tourism, small businesses, and arts and culture.



## **Executive Committee Report**

**December 2020**

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

- Discussed a rotation policy for private sector members on the Executive Committee as suggested by the Nominating Committee. It was decided to not add a rotation policy but have staff conduct outreach to all private sector board members to determine their interest in joining the Executive Committee before the Nominating Committee meets annually.
- Heard updates to staffing at MCEDD with a new Project Manager position, new Assistant Project Manager position, and shifts to the duties of the Administrative Assistant and Office Administrator.
- Approved acceptance of several transportation grants to ODOT and WSDOT focused on the Mobility Management program.
- Heard updates needed to the ADA and Paratransit Policy and recommended changes to the Full Board for adoption.
- Discussed The Link's position on transporting COVID-19 positive patients and agreed to retain the status quo. We would lend a vehicle to an entity for doing this but do not have the staff to do it. The vehicle would need to be added to the entity's insurance.
- Approved signing an endorsement of the Performing Arts Initiative project in Hood River.
- Discussed the 2022 CEDS Strategy Committee formation and the process for the 2022 update. The Executive Committee suggested others to invite to the Strategy Committee and agreed to bring it to the Full Board.
- Heard updates needed to the Personnel Policy and recommended changes to the Full Board for adoption.
- Approved contracting with the Oregon counties as needed to administer business grants recently funded by Governor Brown.



To: MCEDD Board of Directors  
From: Brad Houghton, Deputy Director  
Date: December 1, 2020  
**Re: Deputy Director's Report**

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### **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 that included the following:
  - Kittelson & Associates, Inc. reviewed steps for the Wasco County Transit Development Plan including the timeline, policy and land use review process, public involvement, and periodic updates.
  - We have been exploring the possibility of an agency partnership on the existing annual Gorge Pass. Both MATS and Skamania County Transit have been included in the discussion and are supportive. This would create a universal fare program that would allow riders access to all four agencies' fixed route services and provide an opportunity for a coordinated marketing and outreach effort. CAT has tentatively committed to ensuring that the trial period of the universal fare program is revenue neutral, meaning CAT would offset any revenue loss through 2021. TAB approved adoption of an annual Gorge Pass in coordination with CAT on a 1-year trial basis.
  - TAB requested that the staff look into providing public transportation for positive COVID-19 patients. Based on conversations with North Central Public Health (NCPH), the staff recommended to the Executive Committee that transport continue to take place with Mid-Columbia Fire and Rescue and NCPH. MCEDD Executive Committee endorsed this approach.
  - Addition of the second deviated fixed route in The Dalles, fall marketing campaign, installation of bus shelters, grant applications and new additions to the bus fleet.

### **LINK Transportation**

#### *Operations*

- **New Services:** We started our east side second route on October 5<sup>th</sup> and offered free rides for two weeks. We have expanded service to include a deviated fixed route focused on the east side of The Dalles. Bus stops include: Lone Pine - Seufert Park, Water's Edge, East 12<sup>th</sup> Street and Dry Hollow Road, and Port of The Dalles - Klindt Drive. 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.
- **Fall Marketing Campaign:** We have launched a fall marketing campaign focusing on public transit visibility and awareness to increase ridership. We have published and distributed new

brochures in English and Spanish, updated our billboards, published public service announcement, and conducted 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 twenty-five LINK information signs across the community, and the Public Works Department donated time and materials to complete the project.



- 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 do not have one. Installation of plexi-glass surrounds in our buses to protect our drivers is now complete. MCEDD Lobby closed on November 18<sup>th</sup> and temporarily halted the sale of Greyhound tickets.

#### *Grants*

- Regional Marketing: We worked with the CAT and submitted a regional marketing grant focused on regional transit messaging, branding, COVID-19 recovery, transit access and mobility management. This included a request to add an additional full-time equivalent employee to MCEDD for Mobility Management.
- Mid-Columbia Medical Center (MCMC) did not approve our \$5,000 grant request for installation of a bus shelter at MCMC, but we believe we can cover the cost of installation at this location. Our Google Community Grant Program application was approved in the amount of \$20,000 and will be used to facilitate installation of the two remaining bus shelters we have on-hand.
- We are in the process of laying the groundwork for submission of the Statewide Transportation Improvement Fund (STIF) Formula grant in early February. The Public Transportation Advisory Committee (PTAC) will review and prioritize projects and recommend approval to the Wasco County Board of County Commissioners in early January.

#### *Physical Assets*

- New Buses: We have taken delivery of 2 new buses. As discussed previously, we've also been awarded a grant for 4 additional replacement vehicles as well as one expansion vehicle, and plan to place that order in January 2021 for a July 2021 delivery.

- Bus Shelters:
  - Crestline Construction has completed installation of a bus shelter at West 8<sup>th</sup> Street and Cherry Heights (adjacent to Goodwill). The Chamber of Commerce hosted a ribbon cutting ceremony on October 27<sup>th</sup>.
  - Port of The Dalles approved a variance request from Crates Point Development, LLC for placement of a bus shelter along Klindt Drive near Department of Human Services and Columbia Pain Management. We anticipate completion of this bus shelter this winter.
  - We continue to lay the groundwork for the installation of bus shelters at the Mid-Columbia Medical Center (MCMC), Bret Clodfelter Way, and downtown as part of the 1<sup>st</sup> Street Project. The City of The Dalles Public Works Department continues to be instrumental in providing computer-aided drawings to support the planning phase of these projects and is participating in site preparation to offset overall cost.



#### *Other Items*

- Wasco County Transit Development Plan: ODOT, Wasco County and MCEDD staff completed the evaluation of consultant proposals for this 20-year masterplan. Kittleson and Associates was chosen with work to begin the first part of 2021. Kittelson participated in our most recent TAB and PTAC to introduce their staff and provide an overview of the project.
- We hired a new dispatcher Rena Bowman and a two new bus driver Jesse Witkowski. We are currently hiring to replace a part-time driver.



To: MCEDD Board of Directors

Date: December 2, 2020

From: Carrie Pipinich, Senior Project Manager

**Re: Senior Project Manager's Report**

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### **Broadband and Economic Resilience**

- **Business Training:** As part of the Rural Opportunities Initiative grant, staff has worked with the SBDC and local chambers of commerce to host several small business training sessions this fall, covering topics such as Digital Marketing Strategies, Planning for Business Resilience, and Taking Your Business Online. These events were hosted virtually and free for all to attend. Staff is currently exploring additional marketing methods to increase participation for the next round of training sessions beginning early 2021. Additionally, staff is working to coordinate a regional lender's roundtable as part of this effort. The event is scheduled for January 19, 2021. 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 met with partners in Skamania County to discuss opportunities to engage around broadband gaps in service. Next steps focused on encouraging residents and businesses to take the Washington State Broadband Office's [speed test](#) to help better quantify gaps.
- Staff supported submission of a FEMA BRIC application for QLife to develop a colocation facility for telecommunications providers at their emergency operations and 911 dispatch center. This could provide additional redundancy for networks locally as well as lay the foundation for developing redundant paths to other, larger colocation facilities to the East that would be more robust in the event of a Cascadia Subduction earthquake type event.
- Staff was asked to present on the region's broadband work at the NADO Annual Training Conference in October and was able to highlight projects from across our five counties as well as share about how we approach broadband in our CEDS.
- Staff has been working to support developing and implementing grant programs supported by the additional business grant funds available to counties in Oregon starting this month.

### **Wasco County Economic Development Commission (EDC):**

- **COVID-19 Response:** Staff worked closely with Wasco County, the Emergency Operations Center, and North Central Public Health to support addressing business impacts from COVID-19 in Wasco County. This has included:
  - Staff completed the first round of intake with Northern Wasco County PUD to support their small business utility bill relief program. Staff processed 70 applications and supported almost \$15,000 in bill reduction to businesses. With the current increased restrictions, the PUD has reached out to explore additional support opportunities.
  - Staff supported the City of The Dalles and Wasco County in processing grant applications for a round of the COVID-19 Emergency Business Assistance Grant program for businesses in Wasco County. Grants were funded by Business Oregon, with match from the City and County. The City awarded 17 grants to businesses in The Dalles, totaling just over \$57,000.
- **Technical Assistance:** Staff worked with a variety of communities to support connecting to resources and a few are noted. Staff worked with Wamic Water & Sanitary Authority to support completing the intake process for a one-stop meeting with funding agencies to explore next steps for their approximately \$1.4 million wastewater system repair and replacement project.

Staff participated in the first meeting for the City of Maupin's Housing Needs Analysis and will participate in the advisory committee for this process. Staff met with the City of Shaniko to discuss their water system needs and supported them in identifying potential funding sources and developing an RFP for an engineering firm to update their water system feasibility study.

- The City of The Dalles' Coalition Brownfield Assessment Grant project leadership team met with EPA to discuss grant requirements and beginning the project. The EDC will be supporting their public engagement process as well as participating in the leadership team.
- Staff is wrapping up the annual Community Enhancement Project process and met with community economic development project owners in The Dalles, Dufur, Maupin, and Mosier as well as conducted outreach to individual project owners in other communities throughout the County.

#### **Sherman County Economic Development:**

- Staff completed updates to the two existing programs for the Sherman County Housing Grants. Staff is working to explore additional incentive opportunities that could be paired with the existing Rehab and New Rental grants in addition to processing applications that have recently been submitted.
- Little Wheats Daycare has started development of a business plan with support from a consultant and will continue meeting to discuss over the next several months. Staff is supporting Little Wheats through this process and helping them connect with resources to help with future budget development.
- The City of Grass Valley restarted discussions around the feasibility of developing a wastewater system. Staff met with them regarding final engineer selection and next steps, supported development of a grant application to Business Oregon's Water/Wastewater program for funding, and is working with the City, engineering firm, and DEQ's technical assistance staff to plan for a public meeting to discuss the project in the new year.

#### **Gorge Technology Alliance:**

- **Events:** Staff has been working with the GTA to identify strategies to adapt networking activities to meet COVID-19 restrictions. Both the virtual Tech Showcase in September and the Chasing Grace Episode 3: Boss Ladies screening at the drive-in screen at Sunshine Mill Winery were successful events this fall with good attendance. Staff is working with the Gorge Women in STEM group to support a follow up to the Chasing Grace event with the filmmaker in the new year. The Board determined that a virtual winter party would not be a good substitute for the regular networking gathering so has canceled this event.
- **Tech Awards:** The GTA is conducting its annual Tech Awards process. Staff worked with the Board to adapt the awards process to increase engagement with membership through voting for a winner from the two finalists in each category. STEM Educator finalists are Tom Dalbey from May Street Elementary and Ajay Rundell from The Dalles High School and Dry Hollow Elementary. Tech Leader of the Year finalists include Rob Coatney from Zepher Flight Labs and Sierra Olympic Technologies, Inc. And, in addition to providing a contribution to the STEM leader of the year's efforts, the GTA will provide a donation to the non-profit of choice for the Tech Leader of the year this year!
- Staff also began the GTA's annual membership/sponsorship drive to support the GTA's work.

#### **Additional Items:**

- **Conferences:** Staff participated in two additional conferences this fall. The Regards to Rural Conference focused on rural entrepreneurship and the Oregon Infrastructure Summit and Brownfields Conference focused on project approaches in both of these areas.



To: MCEDD Board of Directors  
From: Jacque Schei, Project Manager  
Date: November 30, 2020  
**Re: Project Manager's Report**

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**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 has been 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. Jacque continues to work with the City on final funding requirements and expects them to be complete 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. Mobilization for construction of the project began in October, with actual construction expected to start in late November.

**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. The project has received required approvals from OHA and the Hood River County Planning Department. A request for bids will be published on December 2, with bids due on January 12, 2021 at 2:00 pm.

**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 do not 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 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. Well construction and testing of the well was completed in late November. The engineer should have final designs and bid documentation for the second phase of the project to USDA for review by the end of the year.

### **Business Grant Program**

MCEDD supported another round of the COVID-19 Emergency Business Assistance Grant program with funding from Business Oregon to support businesses in Hood River, Wasco, and Sherman Counties. Grants were awarded to entities in Hood River, Sherman and Wasco Counties. This round offered increased award amounts and flexibility in eligibility requirements. Since maximum award amounts were increased, past grant recipients were able to apply for supplemental awards as well. In total, MCEDD awarded \$800,000 in grants this round to 154 businesses in the region, with approximately \$448,000 going to entities in Hood River County, \$322,000 to entities in Wasco County and just under \$30,000 to entities in Sherman County. At the end of November, MCEDD was notified they would receive an additional \$50,000 for this round of business grants. There are several applicants currently on a wait list, so awards will be made in the order applications were completed until the funds are exhausted.



To: MCEDD Board of Directors  
Date: November 24, 2020  
From: Kathy Fitzpatrick, Mobility Manager  
**Re: Mobility Management/Transportation Report**

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**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.*

**Wasco and Sherman Counties: Coordinated Human Services Transportation Plan Updates**

The purpose of locally developed, coordinated human services transportation plans is to identify transportation needs and solutions to improve transportation services for target populations that include people with disabilities, seniors, and low-income individuals. MCEDD’s Mobility Manager has completed the updates of the plans for both Wasco and Sherman counties. The Sherman County plan was adopted by the Sherman County Court on November 18, 2020. The Wasco County plan will be presented to the Wasco County Board of Commissioners on December 16, 2020.

**Gorge Regional Transit Strategy**

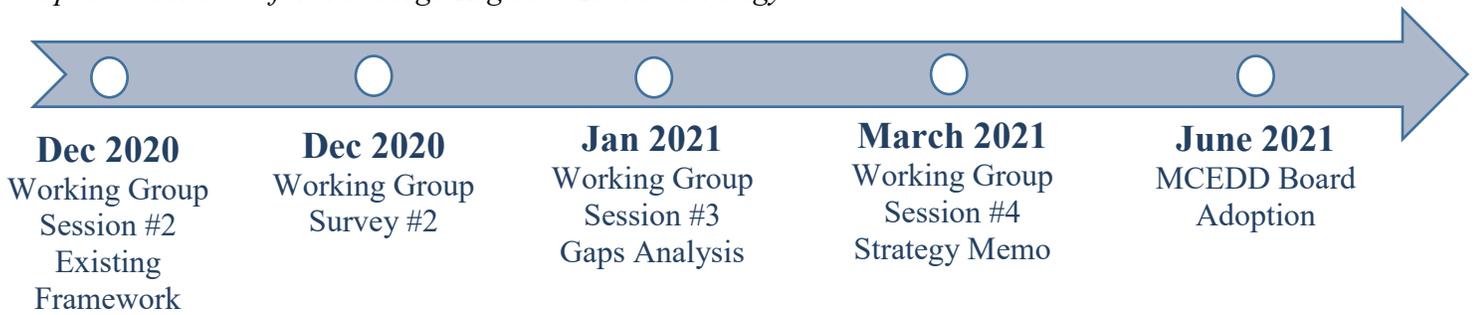
The purpose of the Gorge Regional Transit Strategy Phase 1 is to combine the goals, policies, and prioritizations of local transportation planning efforts in the Columbia Gorge to establish a foundation for a regional strategy and vision for public transportation.

- 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

On December 1, 2020, the Working Group will convene to discuss the draft Existing Framework Memo and will continue to build on the System Principles that were the product of Working Group Session #1 in order to develop a collective regional transit vision. The draft Existing Framework Memo and the work products that support the memo can be found at <https://gorgetranslink.com/gorge-transit-strategy/>.

<b>Regional Transit System Principles</b>	
Community Vitality	Regional Coordination
Built Environment and Connectivity	Access and Equity
Regional Traffic Management	Financial Sustainability
Environment/Climate/Resiliency	

*Updated Schedule for the Gorge Regional Transit Strategy*



**Safe Routes to School Grants**

Kathy worked with the City of The Dalles and North Wasco County School District 21 to submit a successful application for the ODOT Safe Routes to School Project Identification Program grant. Kathy will work with the Project Management Team and Alta Planning, the consultant, to develop a Safe Routes to School Master Plan for the Chenowith and Wahtonka schools. Kathy will also be a member of the Project Management Team for a similar Safe Routes to School planning project for May Street Elementary and the Hood River Middle School in the City of Hood River.

**The 2020 Oregon Get There Challenge**

Spearheaded locally by the Mid-Columbia Economic Development District and statewide by ODOT, the annual Get There Challenge helps people discover healthy and economical travel options like public transit, walking, or biking to work, school, or play. Washington residents can participate if they are choosing transportation options that take them into Oregon. Kathy works closely with Commute Options to coordinate the regional Challenge outreach and promotion. Participants were entered to win local and state-wide prizes when they logged their trips on the Get There



website during a two-week period in the month of October. Oregon E-bikes in Hood River has always been a great Get There Challenge partner and this year provided one of the large state-wide prizes.

**Grant Applications**

Fall is grant season and Kathy focused on submitting WSDOT and ODOT grants to support the Mobility Management position as well as the Phase 2 of the Gorge Regional Transit Strategy. She also provided significant support for all five of the regional transit providers in drafting their own applications.



To: MCEDD Board of Directors

Date: November 30, 2020

From: Marla Harvey, Energy Coordinator

**Re: Program Management Report**

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**Regional Renewable Energy Coordination:**

- **Goldendale pumped storage hydro project:** [Copenhagen Infrastructure Partners](#) (CIP) takes over ownership of the Goldendale pumped storage hydro project. Rye Development will continue to manage development of the project until December. Staff participated in and supported outreach for a discussion with the developers to introduce CIP, provide an opportunity for local engagement with the project, and review project status. The Federal Energy Regulatory Commission (FERC) is expected to release a project review timeline in January and the process is expected to take two years. The Goldendale Project was the first project to be approved to move forward via expedited permitting review.
- **Columbia Gorge Bi-State Renewable Energy Zone (CGBREZ):** Staff supported a CGBREZ meeting focused on the pumped-storage closed loops hydro project and other regional project updates. Staff is helping collect names of Gorge construction and renewable contractors interested in working on regional solar project construction.

**Hood River County Energy Council Coordination and Project Support**

- MCEDD was awarded a two year \$120,000 grant from the Meyer Memorial Trust focused on increasing capacity for Energy Council Work Plan implementation. The grant provides funding for Energy Council staffing, resources for interpretation and translation, Diversity Equity and Inclusion training, and for a community-based partner organization to co-develop strategies to increase access to energy efficiency resources among low-income and Latinx communities.
- Staff supported coordination with grant contractors around an additional level of review for the Pacific Power Mobility grant that would provide Hood River County, Port of Hood River and Columbia Area Transit resources to understand and prepare for electric vehicle adoption through data collection, training, and installation of charging infrastructure.
- **Hood River County Energy Resilience Contract:** Hood River County is contracting with MCEDD to manage a grant funded by the Energy Trust of Oregon to 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 physical resilience.
- Staff prepared a survey for businesses as part of an effort to better understand the economic value of energy resilience and is finalizing a list of businesses to interview in five key industry sectors. This will provide anecdotal examples that define the value of energy resilience for these industries assuming a 3-hour, 3-day and 2-week electricity outage. Staff will expand outreach beyond Pacific Power territory using funding from the Meyer Memorial Trust grant contract.
- Staff released an RFP for a contractor to help research funding strategies for resilient energy systems. The [RFP](#) closes on December 9, 2020.

- In coordination with the Energy Trust of Oregon, staff supported data collection and coordination for on-going solar plus storage resilience assessments at nine critical facilities. Project contractors presented initial feasibility findings to the Hood River Fire Station, the Hood River Health Department, the Hood River Adult Center and FISH Foodbank to seek site feedback for finalization. Staff also introduced feasibility studies to new Hood River School District Superintendent and received positive interest.
- Staff is supporting coordination with the City and County of Hood River for free site evaluations, funded by Energy Trust of Oregon, at various City and County buildings. Site evaluations will give each entity a summary of potential upgrades, general costs and savings.
- Four Gorge region teachers applied for a clean energy fellowship and a team of two Wy'East Middle School teachers were awarded. Staff is working to connect them to local resources and and input for their next steps.
- Staff coordinated and spoke at a joint Hood River City Council and Hood River County Board of Commissioners Work Session focused on Energy Plan implementation and energy resilience and presented energy plan updates to the Port of Cascade Locks Commission.
- Staff presented on a panel alongside the Oregon Department of Energy and Oregon Institute for Technology and Oregon State Representative Karin Power at the Sustainable Northwest Fall Resilience Symposium to highlight the Energy Council's coordination role in securing resources to foster greater energy resilience in Hood River County.
- In response to Energy Council request, staff coordinated the drafting and approval of Energy Council comments on Public Utilities Commission draft work plans in response to Oregon Executive Order 20-04. Comments highlighted the ways the plans would impact the ability of Hood River County to meet the goals of the Energy Plan and intended to make Hood River County's energy priorities visible to agency decision makers. Staff supported presentations to the City of Hood River, Hood River County, Port of Hood River, and the Port of Cascade Locks to get governing body buy in on the comments.