



Executive Committee Meeting
Wednesday, January 6, 2016
4:00 P.M.

MCEDD Office
515 East Second Street
The Dalles, OR

AGENDA

<u>Topic</u>	<u>Time</u>	<u>Item</u>
Call to Order- Chairperson Jan Brending		
Introductions		
Executive Committee Minutes <i>December 2015</i>	5 minutes	Approval
Financial Report	10 minutes	Information
Insurance Longevity Credit	5 minutes	Approval
Salary Survey	15 minutes	Recommendation
Executive Director Report	10 minutes	Information
Other New Business/Good of the Order	10 minutes	Discussion

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

MCEDD is an equal opportunity lender, employer and provider.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, DECEMBER 2, 2015
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

In Person: Ken Bailey, Bill Schmitt, Eric Proffitt, Rod Runyon

Teleconference: Jan Brending, Bob Hamlin, Mike Smith

Board (non-Executive Committee): Dana Peck

Guests: Jonathan Lewis (*Friends of Goldendale Observatory*)

Staff: Sherry Wickert, Sherry Bohn and Amanda Hoey

CALL TO ORDER:

Jan Brending called the meeting to order at 4:00 p.m. Introductions took place. A quorum was present.

EXECUTIVE COMMITTEE MINUTES:

Ken Bailey moved to approve the November 4, 2015 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

FINANCE REPORT:

Sherry Wickert presented the October financial reports. She noted that the Loan Fund Cash and Loans Receivables reflect the continued trend of higher revenue and fewer new loans made. The Accounts Receivable balance is significantly below last year, due to last year's grant billings for ended projects and for a billing for Sherman IRP program match. Sherry reported that Accounts Payable currently reflects a zero balance, while last year's included a large payable that was pending reimbursement through grant funds. For October's Operations Budget vs. Actual Sherry reported that several actual balances differ from the budget figures. She noted that Loan fund revenue continues the trend of being below budget and is under budget by \$18,430, which includes October's variance of \$4,835. Sherry reported that for expenses, the categories of Travel, Professional Services, and Bonds and Insurance remain below budget due to the timing of expenses. Sherry also reported that the draft audit would be ready for review on Friday.

Discussion: Rod Runyon asked about the status of TGE, LLC's required balloon payment. Amanda Hoey stated that a check has not yet been received, but their deadline has not yet passed. A status update will be provided at the next Loan Administration Board meeting in December.

DARK SKY CAMPAIGN PROPOSAL:

Amanda explained that MCEDD was approached by Jonathan Lewis, member of Friends of Goldendale Observatory and Director of the Goldendale Chamber of Commerce Board, regarding an opportunity to engage in a dark sky/outdoor lighting education campaign. She explained that he has requested MCEDD to act as fiscal agent and convener for a gorge-wide campaign related to dark sky initiatives. The purpose would be to provide the following services:

- Develop an education campaign around emerging LED technology and the opportunity to implement it in ways which complement dark sky requirements. The education campaign would include retailer education regarding LED lights meeting dark sky requirements as well as student engagement and education regarding dark skies and the Goldendale Observatory.
- Increase the publicity for the Goldendale Observatory, and by extension, the region.

Jonathan Lewis presented on the potential impact of this initiative, highlighting the need to preserve our dark skies and implement strategies like vendor education. He noted that LED technology is skyrocketing and the timing is ideal to pursue this initiative.

Dana Peck presented on the economic impact, including tourism strategies in Goldendale utilizing the Goldendale Observatory as a centerpiece to encourage overnight trips. He noted the regional aspects of the strategy.

Amanda requested the board's approval to engage in the effort and submission of a grant application.

Discussion: Rod Runyon requested further detail on the role of MCEDD. Eric Proffitt and Rod Runyon asked about the amount of staff time that would be needed. Amanda Hoey noted that most of the work would be completed by volunteers, such as Jonathan Lewis, and much of the support would be handled by her. Ken Bailey stated that if this project is effective it could grow into something larger. Dana Peck used Biggs Junction as an example of what could be done with education. Eric Proffitt asked about the wind turbine lights and their effect on the project. Dana noted that these do not cast enough light to impact the Observatory, as far as he knows. Jan Brending asked if moving forward was contingent on receiving the grant. Eric Proffitt asked about the potential for a requesting getting a larger grant. Jonathan Lewis explained that that \$5,000 is their minimum grant request but it may be expanded. Bill Schmitt noted the possibility of pursuing a casino grant.

Bill Schmitt moved to approve the request to engage in the effort and submission of the grant application. Rod Runyon seconded the motion. Motion carried unanimously.

RURAL ENTREPRENEURSHIP DEVELOPMENT GRANT

Amanda Hoey reported that on November 16, 2015, Business Oregon released a grant application solicitation for Rural Entrepreneurship Development Capacity Building grants. Amanda reported that following the proposal release, she participated in a call with the lead staff for the program to gain additional insight on the program's potential application to our region. She reported that MCEDD then convened a meeting of stakeholders on November 23, 2015 with individuals from Columbia Gorge Community College Small Business Development Center (SBDC), Gorge Owned and Gorge Innoventure to discuss potential collaborative responses. The SBDC discussed their Latino outreach program, Gorge Innoventure discussed Bootcamps and Gorge Owned discussed their Invest program. Amanda reported that each of these program partners is further developing their concept description and MCEDD anticipates identifying areas of alignment to a potential application. Additional invitees and outreach include Gorge Grown, The Dalles Mainstreet and Next Door, Inc. Amanda explained that there is no anticipated financial contribution for match and that acting as fiscal agent, any budgetary impact should be revenue positive.

Amanda requested the Executive Committee provide input on the concepts and to provide a decision to allow MCEDD to move forward with an application, as appropriate. She recommended approving engagement in the concept and submission of a grant application, if needed, as fiscal agent or letter of support, if partnered entity.

Discussion: Jan Brending requested clarification on the budget. Amanda Hoey noted that it is still in design and concept phase. Jan Brending noted that

entrepreneurship was one of MCEDD's focuses and it aligns well with our mission. Ken Bailey stated that it was a good idea to engage and to see what we can find out.

Rod Runyon moved to approve engagement in the concept and submission of a grant application. Bill Schmitt seconded the motion. Motion carried unanimously.

NMTC SUPPORT LETTER REQUEST

Amanda reported that United Fund Advisors (UFA), a Community Development Entity based in Portland, Oregon, approached MCEDD regarding a request for a letter of support. UFA is interested in providing a local company with New Markets Tax Credit financing. In order to extend financing, they need to obtain a letter of support from a local economic development agency, such as MCEDD. The financing would be used to acquire, develop, construct, equip and operate a processing and packing facility in Hood River County.

Amanda requested the Executive Committee to make a determination on a letter of support. She explained that the company is a current loan client and has a business relationship with one of our members. She recommended making any support letter conditional upon the client committing to bringing their loan fully into compliance and ensuring our letter discloses that relationship.

Executive Session per ORS 192.660 (f) (Exempt Documents) at 4:30 p.m.

Regular Session reconvened at 4:38 p.m.

Ken Bailey moved to approve submitting the letter of support with the contingency that the client bring the loan fully into compliance and meet any legal obligations to the Port of Cascade Locks. Rod Runyon seconded the motion. Motion carried unanimously.

SALARY SURVEY:

Amanda Hoey explained that at the November Executive Committee meeting, the committee began a discussion on reviewing MCEDD's salary scales, as recommended by the MCEDD Budget Committee. She summarized the prior discussion and highlighted the comparables accessed. She presented five options for consideration based on the direction provided by the Executive Committee at the last meeting. Amanda requested the Executive Committee make a recommendation to the full board for consideration to advise the FY17 budget development.

Discussion: Jan Brending asked about the timing needed for the recommendation. She also asked how these options would impact the budget. Amanda Hoey explained the budget impacts, noting all options keep staff roughly in the same salary, just moves them between steps and allows for future expansion. Jan Brending asked which option Amanda preferred. Amanda stated her preferences for options 1 or 2. Eric Proffitt asked if this was still based on performance and budget constraints and asked if there was anything in the budget that allows for a one time performance bump. Amanda stated that it was still based on these factors. Jan Brending stated that she supported option 2. Ken Bailey stated that his first choice was also option 2. Bill Schmitt stated that he supported option 2.

Bill Schmitt moved to recommend option 2 to the full board for consideration. Eric Proffitt seconded the motion. Motion carried unanimously.

MEMBERSHIP STATUS:

Amanda Hoey updated the Executive Committee on the Gilliam Wheeler membership status and reported that it was slowly moving forward. Amanda reported that only two entities are still delinquent in dues payments: the Port of Hood River and City of Antelope, but an upcoming contract with the City should soon complete their payment. Jan Brending highlighted the correspondence between Michael McElwee, Port of Hood River Executive Director and Amanda Hoey related to request for payment of the Port's dues and Michael's reason for withholding payment.

Discussion: Jan Brending offered to draft a letter to Michael McElwee and Port of Hood River Chair, Brian Shortt, for review by the Executive Committee. Bill Schmitt stated that he did not see the need for a letter as MCEDD has already sufficiently responded to Michael. Eric Proffitt stated that he agreed with Bill Schmitt. Dana Peck stated his opinion on the need to reinforce that MCEDD is a well-established and effective regional economic development entity and provide a reminder of MCEDD's role and purpose. Ken Bailey noted that staff has responded well, but as the Port staff is not accepting the responses, a letter from the Board chair would help move the conversation forward. The consensus was that Jan Brending would write a letter stating MCEDD's position.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey briefly reviewed highlights from the Director's report, including the following:

- Key Bank contributed \$500 in sponsorship.
- Connect Mid-Columbia was cancelled due to weather and will be rescheduled for some time the beginning of January. The purpose of the meeting was to enhance the Mid-Columbia Comprehensive Economic Development Strategy with a more robust conversation around regional transportation. Due to timing the letters of support for the three Connect Oregon projects and the six STIP Enhance projects will need to be discussed at the MCEDD full board meeting.
- Amanda reported that Carrie Pipinich is working on a number of collaborative broadband efforts. She requested the committee discuss consideration of a letter of support regarding Connect America Funds.

Ken Bailey moved to approve submitting a letter related to the Connect America Funds. Eric Proffitt seconded the motion. Motion carried unanimously.

OTHER NEW BUSINESS:

Amanda Hoey reported that CREA had asked if MCEDD was interested in helping the organization with their fiscal management. She noted that it complemented MCEDD's work with CGBREZ. The consensus was that MCEDD should explore the opportunity.

ADJOURN: Meeting adjourned at 5:30p.m.

*Respectfully submitted,
Sherry Bohn, Office Administrator*



FINANCIAL SUMMARY

FOR: November 2015

The balance sheet has variances in both Assets and Liabilities. Although total cash is significantly higher, there is one notable decrease in cash. Loan Funds (1030) has decreased by \$195,867 due to new loans made. For liabilities, Accounts Payable (2010) current balance includes bills paid in December, while the prior year's balance included expenses that were pending reimbursement through grant funds. Other current liabilities include payroll expenses that were paid in December for November 2015.

MCEDD's Operations Budget vs. Actual report reflects variances in both Revenue and Expenses. For revenue, the most substantial is the continued lower than budget loan fund revenue, which is \$25,120.38. While overall payroll expenses are below budget by \$7,200, the majority of the difference is due to Fringe Benefits (5500). The less than expected is the result of less in costs associated with health insurance. Expenses for Travel (6110) and Professional Services (6400) remain below budget due to the timing of expenses. The category of Event Services (6190) is higher because of unforeseen events.

Respectfully Submitted,

Sherry Wickert
Finance & Operations Manager

Mid-Columbia Economic Development District
Operations Budget vs. Actual
 July through November 2015

	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	345,666.47	299,529.00	46,137.47	115.4%
4100 · Federal	60,836.12	64,286.31	-3,450.19	94.6%
4200 · State	5,211.86	7,825.00	-2,613.14	66.6%
4300 · Local Match	10,620.64	7,256.32	3,364.32	146.4%
4400 · Local Dues	45,529.00	45,530.00	-1.00	100.0%
4500 · Contract Reimbursement	212,055.23	222,491.32	-10,436.09	95.3%
4600 · Loan Interest	108,494.05	123,290.37	-14,796.32	88.0%
4700 · Loan Processing Fees	1,565.68	13,708.31	-12,142.63	11.4%
4705 · Loan Filing Fees	736.78	3,808.31	-3,071.53	19.3%
4710 · Loan Late Fee	2,747.76	929.19	1,818.57	295.7%
4750 · Investment Interest	739.48	1,458.24	-718.76	50.7%
4800 · Receipts - Other	3,749.35	2,250.00	1,499.35	166.6%
4803 · Sponsor Donations	0.00	0.00	0.00	0.0%
4934 · In-Kind Revenue	0.00	10,688.75	-10,688.75	0.0%
4935 · In Kind - MM	0.00	350.00	-350.00	0.0%
Total Income	797,952.42	803,401.12	-5,448.70	99.3%
Gross Profit	797,952.42	803,401.12	-5,448.70	99.3%
Expense				
5000 · Wages	180,026.66	181,632.13	-1,605.47	99.1%
5500 · Fringe Benefits	45,780.58	51,651.99	-5,871.41	88.6%
5700 · Payroll Taxes	15,959.11	15,682.87	276.24	101.8%
6110 · Travel & Conference	7,566.36	14,575.37	-7,009.01	51.9%
6190 · Event Services	3,874.54	833.31	3,041.23	465.0%
6200 · Equipment	1,790.52	1,839.00	-48.48	97.4%
6300 · Supplies	10,638.93	9,947.94	690.99	106.9%
6400 · Professional Services	10,154.74	63,292.50	-53,137.76	16.0%
6600 · Communications	5,457.15	6,121.62	-664.47	89.1%
6700 · Building Costs	6,349.27	7,770.37	-1,421.10	81.7%
6800 · Bonds & Insurance	1,580.00	3,450.00	-1,870.00	45.8%
6900 · Other Materials & Supplies	3,938.26	2,552.31	1,385.95	154.3%
9000 · Indirect Spread	0.00	-6,921.18	6,921.18	0.0%

8:41 AM

12/30/15

Accrual Basis

Mid-Columbia Economic Development District
Operations Budget vs. Actual
July through November 2015

	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
9600 · Transfer to/from Source	5,195.66			
Total Expense	298,311.78	352,428.23	-54,116.45	84.6%
Net Ordinary Income	499,640.64	450,972.89	48,667.75	110.8%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	46,397.01	46,395.00	2.01	100.0%
7500 · Carryover to Next Year	368,359.34	373,555.00	-5,195.66	98.6%
7600 · In-Kind Contractual	0.00	11,038.75	-11,038.75	0.0%
Total Other Expense	414,756.35	430,988.75	-16,232.40	96.2%
Net Other Income	-414,756.35	-430,988.75	16,232.40	96.2%
Net Income	84,884.29	19,984.14	64,900.15	424.8%

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
2016 PIPELINE**

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2016	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	422,270	77,900	35,000	535,170	78.90%
	Budgeted Expenses FY 2016 (Excludes In-Kind)	359,914				
	Gap/Surplus	62,356				
COD E	SPECIAL PROJECTS DETAILS	2016	NOTES			
	ANTICIPATED REVENUE					
517	Klickitat CDBG	17,000				
518	Cascade Locks CDBG	10,000				
519	Dallesport CDBG	7,750				
521	Specialty Crop Grant	37,909	2yr grant annual cash only, no in-kind			
520	Google Broadband	8,695				
522	Agency Coordination Pilot - Transportation	24,162	2yr project - starting FY15			
523	ODOT - Coordinated Human Sves Trans Plan	25,000	2yr project - starting FY16			
524	Travel Oregon Wine Country Mkting	6,000	Staffing \$250			
548	ColPac	2,500				
549	HR County Enterprise Zone Mgmt	1,000	Estimation based on hourly rate			
551	Urban Renewal	1,500				
554	Sherman Co ED	38,250				
557	GTA Staffing	65,852				
559	Wasco Co ED	35,000				
560	Oregon Connx	3,500				
570	OEDD Website	700				
571	Mobility Management	80,000				
575	GTA Robotics	7,050				
582	HR EDG	7,000				
585	Commute Options	8,000	2yr project - starting FY16			
587	HR Drive Less Connect - ODOT	17,362				
596	RBDG - Wine Marketing	15,440	Staffing \$500			
528	Dallesport CDBG - Wastewater	2,400				
E580	HR Cultural Trust - Arts/Culture Alliance	200				
	TOTAL ANTICIPATED REVENUE	422,270				
	PROPOSALS SUBMITTED					
	City of The Dalles - EDA Mgt Project	17,500				
527	City of Antelope - CDBG Project	20,000				
526	MCCFL CDBG	35,000				
	Wasco Cultural Trust	400				
	Travel Oregon - JDRT	5,000				
	TOTAL PROPOSALS SUBMITTED	77,900				
	IN DEVELOPMENT					
	AOC	20,000				
525	GTA Robotics (Wind Challenge)	15,000				
	TOTAL IN DEVELOPMENT	35,000				

MEMORANDUM

Date: December 17, 2015
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Insurance Longevity Credit

Overview

Annually MCEDD staff reviews our insurance coverage with our agent (Jon Davies of Columbia River Insurance) and the coverage we have through Special Districts Insurance Services. As part of that review we have an agreement that, if signed, allows us to receive a \$273 longevity credit with the agreement that the District will continue participation in the Trust from January 1, 2016 to December 31, 2017. As a matter of procedure, I would like to have the Executive Committee's approval for the "Longevity Credit and Rate Lock Agreement" given that this includes multiple fiscal years. There are financial advantages to us signing the agreement and few disadvantages. The agreement gives the Association leverage with their reinsurance program. Attached are the longevity credit statement and a summary of the coverage provided through Special Districts Insurance Services.

Recommendation

I recommend that the Executive Committee approve signing the attached longevity credit document and remaining a participant with the Special Districts Insurance Services Property and Liability Program from January 1, 2016 to December 31, 2017.



Longevity Credit and Rate Lock Agreement

Mid-Columbia Economic Development District

By signing this Agreement the Member agrees to remain a participant in the Special Districts Insurance Services (SDIS) Property and Liability Program from January 1, 2016 to December 31, 2017.

In return for this commitment the SDIS Trust agrees to the following:

1. Provide the Member with a Longevity Credit equal to: **\$273**
 - a. Amount to be mailed to the Member in January 2016: **\$136.50**
 - b. Amount to be mailed to the Member in January 2017: **\$136.50**

2. A maximum annual rate increase of five percent (5%) for policy year January 1, 2017 – December 31, 2017 based on the Member’s rates for the January 1, 2016 – December 31, 2016

The Member understands that breach of this agreement will require the Member to return the Longevity Credit plus interest to SDIS and will subject the Member to retroactive rate increases above the five percent (5%) maximum Rate Lock Guarantee.

** Total contributions assessed may increase more or less than the maximum guaranteed rate for changes in exposures such as the addition of vehicles, purchase of buildings, increase in operating budget or the addition of personnel. The rate guarantee does not apply to Excess Liability, Boiler and Machinery and Crime contributions because these are pass through costs to re-insurance carriers.*

It is so agreed this _____ day of _____, 20____

Special Districts Insurance Services

Mid-Columbia Economic Development District

Authorized Representative (Member)

Print Name and Title



Special Districts Insurance Services
Liability Coverage Declarations

Certificate Number: 31P50121-452

Coverage Period: 1/1/2016 through 12/31/2016

Named Participant:

Mid-Columbia Economic Development District
515 E Second St
The Dalles, OR 97058-2413

Agent of Record:

Columbia River Insurance
P.O. Box 500
Hood River, OR 97031-0059

Coverage is provided for only those coverages indicated below for which a contribution is shown or that the contribution is indicated as "included."

Coverage	Per Occurrence Limit	Annual Aggregate	Deductible	Contribution
Public Entity Liability Coverage including:	\$500,000	None	N/A	\$1,446.00
Increased Limits of Liability	\$4,500,000	None	N/A	\$526.00
Total Limit of Liability	\$5,000,000	None	N/A	N/A
Tort Liability - Coverage A	Included	Included	\$1,000	Included
Federal Acts Liability - Coverage B	Included	Included	\$1,000	Included
Other Jurisdictions - Coverage C	Included	Included	\$1,000	Included
Employee Benefits Liability	Included	Included	\$1,000	Included
Wrongful Acts/Public Officials	Included	Included	\$1,000	Included
Employment Practices (see below)	Included**	\$5,000,000	\$1,000	Included
Sexual Molestation	Included	Included	\$1,000	Included
Emergency Operations Pollution	Included	Included	\$1,000	Included
Potable Water Treatment Pollution	Included	Included	\$1,000	Included
Auto Liability	No Coverage	No Coverage	\$500	No Coverage
Non-Owned/Hired Auto Liability	Included	Included	\$500	\$150.00
Additional Coverages				
Unless otherwise indicated in Section III. ADDITIONAL COVERAGES of the SDIS Liability Coverage Document, the following Additional Coverages will not be in addition to the Total Limit of Liability identified above.				
Ethics Complaint Defense	\$2,500	\$5,000	None	Included
EEOC/BOLI Defense Costs	\$50,000	\$50,000	None	Included
Lead Liability Defense Costs	\$50,000	\$50,000	None	Included
Certified Acts of Terrorism	\$500,000	\$500,000	None	Included
OSHA Defense Costs	\$5,000	\$5,000	None	Included
Premises Medical Expense	\$5,000	\$5,000	None	Included
Limited Pollution Coverage	\$100,000	\$100,000	\$1,000	Included
Applicators Pollution Coverage	\$50,000	\$50,000	\$1,000	Included
OCITPA/ Credit Monitoring Expense Reimbursement	\$100,000	\$100,000	\$1,000	Included
Data Disclosure Liability	\$1,000,000	\$1,000,000	\$1,000	Included
Injunctive Relief Defense Costs	\$25,000	\$25,000	None	Included
Criminal Defense Costs	\$100,000	\$100,000	None	Included
Uninsured/Underinsured Motorist	No Coverage	No Coverage	\$500	No Coverage
Auto Physical Damage	No Coverage	No Coverage	N/A	No Coverage
Hired Auto Physical Damage	No Coverage	No Coverage	No Coverage	No Coverage

** \$25,000,000 maximum per Occurrence limit for all SDIS Trust Participants involved in the same Occurrence.
\$5,000,000 maximum per Occurrence and annual aggregate limit for all Employment Practices related Claims.
\$25,000 Employment Practices deductible for terminations when SDIS is not contacted for legal advice in advance.
\$10,000 controlled burn deductible if BPSST guidelines are not followed.



Special Districts Insurance Services
Liability Coverage Declarations

Lead Liability Defense Costs limited to \$200,000 for all members combined during the Coverage Period.
OCITPA Expense Reimbursement limited to \$500,000 for all members combined during the Coverage Period.

Forms Applicable to Named Participant:

SDIS Liability Coverage Document

This certificate is made and is mutually accepted by the Pool and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Liability Coverage Document. This certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the SDIS Liability Coverage Document and/or SDIS Auto Physical Damage Document.

Countersigned by: _____

A handwritten signature in black ink, appearing to read 'Frank Shelton', is written over a horizontal line.

Special Districts Insurance Services

Thursday, December 17, 2015



Special Districts Insurance Services
Property Coverage Declarations

Certificate Number: 31P50121-452

Coverage Period: 1/1/2016 through 12/31/2016

Named Participant:

Mid-Columbia Economic Development District
515 E Second St
The Dalles, OR 97058-2413

Agent of Record:

Columbia River Insurance
P.O. Box 500
Hood River, OR 97031-0059

Scheduled Property Values:

\$0 Buildings, Other Structures and Scheduled Outdoor Property
\$101,353 Personal Property
\$0 Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

Total Limit of Indemnification (Per Occurrence)

\$101,353 The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.
\$300,000,000 SDIS Per Occurrence Aggregate Loss Limit

Sublimits (Per Occurrence):

The subjects of coverage listed below are sub-limited within the "occurrence" Total Limit of Indemnification shown above. The limits reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Sublimits for Covered Property:

(Reference Section VIII - Covered Property in the SDIS Property Coverage Document)

\$250,000 Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment
\$100,000 Property of Employees/Volunteers - (subject to a \$5,000 maximum per person)
\$100,000 Mobile Equipment of others that is within your Care, Custody or Control or Rented or Leased for up to 30 days
\$10,000 Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)

Sublimits for Additional Coverages:

(Reference Section X - Additional Coverages in the SDIS Property Coverage Document)

\$5,000,000 Debris Removal - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)
\$50,000 Pollutant Clean-up and Removal From Land or Water- (Sublimit is \$50,000 or 20% of the scheduled location(s) value whichever is less)
\$10,000 Fungus as a Result of a "Covered Cause of Loss" - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)
\$10,000 Preservation of Undamaged Covered Property - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)
\$250,000 Professional Services - (Sublimit is \$250,000 or 10% of the covered portion of the loss whichever is less)
\$25,000 Fire Department Service Charge
\$10,000 Recharging of Fire Extinguishing Equipment
\$10,000 Arson Reward
\$5,000,000 Increased Cost of Construction - Enforcement of Ordinance or Law - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)
\$500,000 Increased Cost of Construction - Cost Resulting From Unforeseen Delay - (Sublimit is \$500,000 or 25% of loss, whichever is less)

Sublimits for Additional Coverages - Business Income and Extra Expense:

(Reference Section XI - Additional Coverages - Business Income and Extra Expense in the SDIS Property Coverage Document)

\$1,000,000	Business Income
\$1,000,000	Extra Expense
\$25,000	Enforcement of Order by Government Agency or Authority
\$25,000	Business Income from Dependent Property
\$100,000	Interruption of Utility Services
\$25,000	Inability to Discharge Outgoing Sewage

Sublimits for Coverage Extensions:

(Reference Section XII - Coverage Extensions in the SDIS Property Coverage Document)

\$2,000,000	Property in the Course of Construction. (If you have not complied with all of the notification requirements set forth in Section XII.A.4.a through Section XII.A.4.g above within 60 days, the most we will pay for property in the course of construction is \$500,000 for buildings, other structures, or scheduled outdoor property in the course of construction. If after 60 days if you have not complied with all of the notification requirements set forth in Section XII.A.4.a through Section XII.A.4.g above then no coverage will be provided for property in the course of construction.)
\$500,000	Newly Acquired or Constructed Property. (If after 60 days you have not complied with all of the notification requirements set forth in Section XII.A.4.a through Section XII.A.4.g then no coverage will be provided for newly acquired or constructed property.)
\$25,000	Unscheduled Outdoor Property
\$250,000	Vandalism and Malicious Mischief to Tracks and Artificial Turf Fields
\$250,000	Property in Transit
\$250,000	Accounts Receivable
\$50,000	Property Damaged by Overflow of Sewers or Drains
\$100,000	Covered Leashold Interest - (Sublimit is lesser of amount listed here, or an amount prorated based on time between the Loss and the earlier of: Lease Expiration; Re-occupancy of leased property; or lease of new property)
\$250,000	Valuable Papers and Records - (Sublimit is lesser of: Cost to research, replace, or restore the lost information; Actual Cash Value in blank state of paper, tape or other media if records are not actually researched, restored or replaced; or amount of sublimit listed here)
\$25,000	Property Damaged by Computer Virus
\$250,000	Miscellaneous Property Damaged by Specified Cause of Loss or Theft - (Sublimit lesser of: Appraised Value; Fair Market Value; or Sublimit listed here)



Special Districts Insurance Services
Property Coverage Declarations

Additional Sublimits and Deductibles (Per Occurrence):

Sublimits and Deductibles shown below, if any, are in addition to the sublimits shown above.

Locations Covered: Locations specifically listed on the Named Participant's Schedule of Property Values.

Perils Covered: Risks of Direct Physical Loss subject to the terms, conditions and exclusions of the current SDIS Property Coverage Document.

Deductibles: As indicated on the Schedule of Property Values on file with the Trust

Contribution: \$132.00

Forms Applicable: SDIS Property Coverage Document

This Declaration is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Property Coverage Document. This Declaration represents only a brief summary of coverages.

Countersigned by: Frank Stratton

Thursday, December 17, 2015

Special Districts Insurance Services



Special Districts Insurance Services

Comprehensive Crime Policy Certificate

Insured by the Travelers Casualty and Surety Company of America



Certificate Number: 31P50121-452

Coverage Period: 1/1/2016 through 12/31/2016

Named Participant:

Mid-Columbia Economic Development District
515 E Second St
The Dalles, OR 97058-2413

Agent of Record:

Columbia River Insurance
P.O. Box 500
Hood River, OR 97031-0059

This Certificate of Insurance is a coverage description intended to provide important information about the protection available to the the referenced Insured under the Crime Master Policy (the "Master Policy"). Keep this coverage description for your records. This coverage description is not an insurance policy and does not amend, extend or alter coverage afforded by the Master Policy described herein. The insurance afforded by the Master Policy as described herein is subject to all the terms, exclusions and conditions of such Master Policy. The period is specified in the Master Policy.

The Master Policy has been issued to: Special Districts Association of Oregon - see attached Schedule of Named Insured's listed per spreadsheet dated (current date) List of Special Districts Members, Scheduled Limits and Retentions. Address: 727 Center Street NE, Salem, Oregon, 97301. Policy Number: 105870359 Underwritten by: Travelers Casualty and Surety Company of America, Hartford, CT 06183 ("Travelers") to provide insurance to an Insured for as described in this Certificate.

<u>For Any One Loss:</u>	<u>Limit:</u>	<u>Retention:</u>
A1. Employee Theft - Per Loss Includes Faithful Performance of Duty, same limit as A1, CRI-7126 Non-Compensated Officers, Directors-includes Volunteer Workers as employees, Deletion of Bonded Employee and Treasurer/ Tax Collectors Exclusion - CRI-19044	\$250,000	\$1,000
A2. ERISA Fidelity - same limit as A.1 (CRI-19044)	\$250,000	\$1,000
B. Forgery or Alteration	\$250,000	\$1,000
C. On Premises	\$250,000	\$1,000
D. In Transit	\$250,000	\$1,000
E. Money Order Counterfiet Currency	\$250,000	\$1,000
F1. Computer Fraud	\$250,000	\$1,000
F2. Computer Restoration - same limit as A1 or maximum limit of \$100,000	\$100,000	\$1,000
G. Funds Transfer Fraud	\$250,000	\$1,000
H1. Personal Accounts Forgery or Alteration - same limit as A.	\$250,000	\$1,000

General Information:

Should you have any questions regarding the Master Policy or wish to view a complete copy of the Master Policy, please call the Special Districts Association of Oregon for general information at 1-800-285-5461



Special Districts Insurance Services

Comprehensive Crime Policy Certificate

Insured by the Travelers Casualty and Surety Company of America



H2. Identity Fraud Expense Reimbursement - same limit as A1 or maximum of \$25,000	\$25,000	\$0
CRI-19070 Social Engineering Fraud	\$60,000	\$1,000
I. Claims Expense \$5,000	\$5,000	\$0
	<u>Contribution:</u>	\$818.00

Claim Filing and General Information including a complete copy of the Master Policy:

Special Districts Association of Oregon
PO Box 23879
Tigard, OR
Phone: 800-305-1736

Our claims staff will then coordinate and submit the official claim to:

Travelers Casualty and Surety Company of America
Bond Specialty Insurance Claim Department
Cindy Bruder, 6060 S. Willow Drive, Greenwood Village, CO 80111
Phone: 720-200-8476 Email: BFPCLAIMS@travelers.com

General Information:

Should you have any questions regarding the Master Policy or wish to view a complete copy of the Master Policy, please call the Special Districts Association of Oregon for general information at 1-800-285-5461

Memorandum

Date: December 17, 2015
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Salary Survey, Part 2

Overview

MCEDD’s Executive Committee provided a recommended modification to employee salary scales, based on review of comparables and considering a number of factors and best practices. The Committee recommended revisions to the Executive Director and Project Manager pay scales (listed below). The MCEDD Board reviewed the recommendation at the December full board meeting and returned the topic to the Executive Committee for further discussion. While there was no disagreement related to the proposed scales, there was discussion as to which step current employees should move to in the proposed modification.

In the proposed modification, employees in a position affected by revised pay scales would be placed in the step nearest their current salary level (without dropping below their current pay rate). This proposal would move employees in affected positions down two steps in the scale. The Board discussed consideration for moving employees down only one step, which would provide them a pay raise and bring them more into line with the comparables. The Board returned the topic to the Executive Committee to discuss the concept, particularly considering the financial implications.

Reminder: MCEDD uses a step scale, with six “steps.” Employees are eligible for step increases after the first six months of employment and annually thereafter. Step increases are awarded based on performance and merit.

Proposed Scales

The proposed revised scales are as follows:

Executive Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	\$65,121	\$68,376	\$71,796	\$75,384	\$79,154	\$83,113
Change	\$72,000	\$75,600	\$79,380	\$83,349	\$87,516	\$91,892

Increase the Executive Director base salary by approximately \$7,000. Shifts Director down two steps to keep near level salary. Net immediate impact of approx. +\$250.

Finance Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
No Change	\$55,759	\$58,547	\$61,473	\$64,548	\$67,775	\$71,162

Loan Fund Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
No Change	\$55,759	\$58,547	\$61,473	\$64,548	\$67,775	\$71,162

Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	\$46,263	\$48,576	\$51,007	\$53,557	\$56,234	\$59,045
Change	\$51,250	\$53,813	\$56,503	\$59,328	\$62,295	\$65,409

Increase the Project Manager starting base salary by approx. \$5,000. Shifts current Project Managers down two steps to keep near level salaries. Net immediate impact of approx. +\$250/Full Time Project Manager.

Office Administrator

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
No Change	\$41,821	\$43,913	\$46,108	\$48,413	\$50,835	\$53,376

Discussion

The Executive Committee is asked to make a recommendation to the Board on placement of employees within the salary scales to advise the FY17 budget development. Options are provided below:

Original proposal: Employees in a position affected by revised pay scales would be placed in the step nearest their current salary level (without dropping below their current pay rate). There is nominal short term financial impact.

Alternative 1: Employees in a position affected by revised pay scales would be placed one step lower than their current step, in effect causing an immediate pay raise with the start of the new fiscal year. The short term financial impact is approximately \$13,400, without any COLA considerations.

Alternative 2: Employees in a position affected by revised pay scales would be placed in the step nearest their current salary level (without dropping below their current pay rate) however they would be eligible for consideration of a step increase on July 1, regardless of the timing of their usual consideration for a step increase. The decisions would be based on performance, merit and budget considerations. The Board makes these decisions for the Executive Director and the Director makes these decisions for all her employees. The short term financial impact ranges from nominal if no step increases are provided to approximately \$13,400 if all are provided.



Executive Director's Report
Prepared for January 2016 Executive Committee Meeting

This report covers activities throughout the month of December, 2015. It is an abbreviated report given the timing of the last full board meeting and the holidays.

Business Assistance Division

- Closed loans with **Veronica's Salsa** and **CRG Freight**.
- Loan Administration Board approved a modification to the loan approval for Arcelia Maribel Quintero De Marquez dba **Taqueria La Fogata**.
- We appear to have an agreement with **Apple Jam Audio** to pay-off of their loan near the start of the new year.
- Submitted the letter of support for the New Markets Tax Credit Financing request as discussed at the last Executive Committee meeting. The financing was scheduled to close in mid-December.

Economic Development Administration, Regional Economic Development

- MCEDD has notified local governments of the **Comprehensive Economic Development Strategy (CEDS)** update process, particularly for project submissions for 2016. We have requested County priorities returned by March 1, 2016 in order to prepare a recommendation for the March full board meeting.
- In February, the **State Directors for the US Department of Agriculture** are anticipated to visit the MCEDD region to talk with MCEDD about highlighted successes, our planning processes and USDA's contributions. We are honored to have been selected to engage with State Directors from across the nation.
- **Connect Mid-Columbia** has been rescheduled for Thursday, January 7, 2016.
- The two **workforce boards** covering our region are convening a joint meeting on December 18, 2015 to further explore opportunities to effectively serve our bi-state area.
- We are moving forward with the proposal for the **Dark Sky Campaign** and have an expression of interest from the Oregon Department of Energy to help sponsor.
- We received statements of appreciation from the Columbia Gorge Community College **SBDC** and the Washington State SBDC network for our letters of support.
- USDA- Rural Development Washington has released their Rural Business Development Grant application. One of the priority focus areas is **broadband** and MCEDD staff is analyzing options for response.

Infrastructure

- The **Parkdale Sanitary District** project which was approved for inclusion at the last board meeting is moving through USDA review and looking good thus far. The CEDS has been updated to reflect the new priority ranking.
- Groundbreaking for the new children's wing of **The Dalles Wasco County Library** will take place on December 23, 2015. The project was listed as a priority in the CEDS.
- DLCD approved funding to the City of The Dalles for technical assistance for a **Housing and Residential Lands Needs Assessment**.

Project Management

- Jacque Schei is supporting **Sherman County's** four cities in pursuing elements included in the recently completed downtown plans. MCEDD has been reaching out to the City of Rufus, at the request of the Oregon Infrastructure Finance Authority, to provide support for their recently approved SAPP water planning funds. Jacque has been working with the John Day River Territory to wrap up our RBEG grant and to submit a Travel Oregon grant request for kiosks.
- Carrie Pipinich has made significant progress with the **Wasco County Economic Development Commission** designated priorities. She is supporting the County in working with internet service providers and Qlife to analyze opportunities and the business case for expansion of broadband networks. She is working with the City of Dufur to pursue their critical infrastructure needs. Finally, she has been working with Wamic on their SAPP funding for water planning.
- At the request of the Wasco County Commission, Carrie (through her work with the EDC) has been coordinating the **NORCOR** industrial lands group to analyze options for best utilization of NORCOR-owned lands.
- David Van't Hof, our contracted Government Affairs Specialist, provided a proposal to continue efforts attached to the **Columbia Gorge Bi-State Renewable Energy Zone**. The proposal has been sent to the entities providing initial funding for consideration. If approved, MCEDD's Executive Committee needs to verify that we are willing to continue as fiscal agent.
- CREA held a board meeting in mid-December to review options for financial management and are not going to further pursue a change at this time. They would, however, like to explore opportunities for reciprocal membership.
- The **Gorge Cider Society** designated a new advisory team to work with Carrie. The initial advisory members include Sam Bailey (Crush), Bruce Nissen (LDB), Katrina McAlexander (Mountain View). Carrie is working on updating the cider map, supporting the group with organizational development and coordinating the Cidercon bus tour of the region. She is also working with Blue Collar creative on marketing.
- In December MCEDD released an RFP to identify an individual or company to develop a marketing plan for the **Columbia Gorge Winegrowers**. Check our website (mcedd.org) for the full description.
- The **Gorge Tech Alliance** approved extension of the base contract with MCEDD for managing the robotics program. The GTA also passed their annual budget. It includes anticipation to again host the annual STEAM Career Day, but not to host the Robot Rendezvous
- Over 300 kids aged 9 to 14 in fifty three teams from schools all around the Gorge participated in the **FIRST® LEGO® League robotics tournament**. Tournaments were held December 5 at The Dalles Middle School and December 12 and 13 at Wy'east Middle School. Many thanks to the Board members who stepped up to volunteer!
- The GTA held its second annual awards program, recognizing Steve Meir as the 2015 Technology Leader of the Year and Prigel Machine&Fabrication as the 2015 Technology Organization of the Year. Also recognized were Jackson Perrin as a finalist for Tech Leader of the Year and Hood River County Education Foundation as a finalist for the Tech Organization of the Year.

Operations

- **Audit:** Copies of the audit have been mailed to relevant funding sources.
- **Insurance:** An outline of our annual policy is included for your review. New this year is an additional discount on our rates due to our affiliation with the Oregon Economic Development District Association.

- I attended the **Oregon Business Leadership Forum**. In addition to many others, I had a good chance to talk with two of our largest Oregon statewide foundations.
- Training: In February, I will attend the CIS conference and Sherry Wickert will likely attend the SDAO conference. Mark Heystek attended winter training in December.

Upcoming Events:

- Oregon Governor's Transportation Forum January 4, 2016
- Gorge Tourism Studio Summit January 20th (register here: <http://www.cvent.com/d/rfqnjx>)
- **Next Executive Committee meeting: February 3, 2016**

Happy Holidays!

I will be out of the office until January 4, 2016. I wish you all the best for the new year!
