



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

MCEDD Office,
515 East Second Street,
The Dalles, OR

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>March 2, 2016</i>	5 minutes	Approval
Finance Report	10 minutes	Information
Audit Recommendation	10 minutes	Recommendation
Marshall Memorial Fellowship	10 minutes	Approval
Innovation Award	10 minutes	Approval
Executive Director Report	15 minutes	Information
Other New Business		
Adjourn		

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.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, MARCH 2, 2016
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

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

Teleconference: Jan Brending, Bob Hamlin and Bob Benton

Staff: Sherry Wickert, Sherry Bohn, Carrie Pipinich 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:

Bob Hamlin moved to approve the January 6, 2016 Executive Committee meeting minutes as presented. Ken Bailey seconded the motion. Motion carried unanimously.

FINANCE REPORT:

Sherry Wickert presented the January 2016 financial reports. She noted that the total cash accounts, while excluding the Housing RLF, are down from the prior year. She noted that the reduction in cash is due to new loans made and is now included as part of the Loans Receivable balances.

Sherry reported that January's Operations Budget vs. Actual includes the supplemental budget figures and that it also includes variances in both Revenue and Expenses. She reported that the Revenue for categories that include Federal, State, and Contract Reimbursement are below budget due to the billings associated with contracts. She also noted that even with the supplemental adjustment to loan interest, loan fund revenue continues to be under budget. Sherry reported that the largest difference is the category of Processing Fees. This category was not adjusted due to the anticipation of new loans to be made that will "catch up" with the annualized allocation. Sherry reported that the expenses for the loan fund program also continue to be below budget, making the overall impact much less than expected. She noted that Expense categories that are under budget due to the timing of expenses include Travel, Supplies, and Professional Services for contractual expenses. Sherry noted that Expenses for Other Materials and Supplies are higher than budget partly due to FY17 expenses included, but also for expenses for dues that were not budgeted.

BUDGET COMMITTEE:

Amanda Hoey reported that all three board position on the MCEDD Budget Committee transition this year due to Jeff Helfrich, Barbara Briggs and Jim Kacena no longer serving on the MCEDD board. She reported that the following three MCEDD board members are interested in serving on the budget committee:

- Dana Peck (WA Chambers representative)
- Eric Proffitt (Workforce representative)
- Nick Hogan (Cities of Skamania County representative)

Amanda also noted that these three would maintain the balance between Oregon and Washington members on the committee.

Amanda reported that one at-large position expires. She noted that this is the position currently held by Sam Bauer and that he is interested in being reappointed. Amanda reported that David Roth also expressed interest in serving on the budget committee. Their applications were provided to the Committee.

Amanda requested the Executive Committee discuss the expiring positions for the MCEDD board representatives and to recommend a candidate for the at-large position

Discussion: Ken Bailey stated that he felt both candidates were well qualified, but with three new MCEDD board members coming on the budget committee he thought that Sam Bauer would offer some continuity to the process.

Ken Bailey moved to recommend to the MCEDD Board appointment of the following to the budget committee: Dana Peck - term expiring February 2017, Eric Proffitt - term expiring February 2018, Nick Hogan - term expiring February 2019 and Sam Bauer- term expiring February 2019. Rod Runyon seconded the motion. Motion passed with one abstention – Eric Proffitt.

Discussion: Rod Runyon asked if there was an opportunity for David Roth to serve MCEDD in some other volunteer capacity. Amanda stated that she will contact David and discuss opportunities.

LOCAL DUES:

Amanda explained that annually the MCEDD Board must vote on assessment of dues for the next fiscal year. Amanda explained that local dues are used to leverage additional funding for the district and are currently used as part of the match that have allowed MCEDD to obtain EDA planning grants and Mobility Management grants.

Amanda explained the history of the assessment amounts. She explained the current dues schedule and requested the Executive Committee discuss and make a recommendation to the MCEDD Board for FY17.

Discussion: Ken Bailey asked if the local dues were covering the matching funds needed. He stated that if not, the MCEDD board needed to start the process to change that. Amanda explained that the dues did not completely cover the need for matching funds. Rod Runyon stated that he liked the process in place to review this issue annually. Ken Bailey stated that he supported no increase this year, but would like to strongly consider the possibility of increasing the local dues next year in order to better cover the need for matching funds and maintaining services. Eric Proffitt stated that the next biennium state budget will be hard hit so he would consider potential changes this year. Jan Brending stated that she felt she did not have enough information to make a recommendation to change dues this year. Ken Bailey restated an increase proposal should be considered next year. Bob Hamlin stated that he agreed with Ken Bailey and that it would give the Committee, Board and staff an opportunity to let everyone know that it might be increased next year.

Rod Runyon moved to keep the local dues assessment at the same rate, to notify all entities that MCEDD may be looking at an increase next year and that the Executive Committee will review this issue earlier next year. Eric Proffitt seconded the motion. Motion carried unanimously.

BROADBAND UPDATE:

Carrie Pipinich presented an overview of the funding and current activities associated with MCEDD's continued commitment to engaging in activities that advance broadband connectivity in the region. Carrie noted that in 2015 the Broadband Opportunity Council was formed as a place where federal agencies would come together to discuss broadband in the United States. She noted that much of the easy work has been done and that the work that remains is reaching those communities where geography and economics work against deployment and reaching individuals who do not yet have the same opportunities to use broadband to meet personal and professional goals. Carrie noted that there are still significant gaps in broadband service in the Mid-Columbia region. These areas are MCEDD's more rural locations and will likely require public participation through grant funds or other creative ways to support extending infrastructure, as the private business case is challenging to make. She also noted that broadband continues to be of critical importance to the economic vitality and competitiveness of the MCEDD region. Carrie stated that consistent service delivery from MCEDD, continuation of proactive broadband planning efforts and coordinating ongoing conversations related to broadband opportunities and issues is central to MCEDD's work. She noted that these regional coordination efforts require planned investment as they are more difficult to fund than some of the more specific, tangible projects that fit easily into a grant writing mold.

Amanda requested input from the Executive Committee on direction as MCEDD works through the sustainable funding model and core activities of its broadband strategy. She noted that staff recommends continuation of the following activities:

- Continue convening semi-annual Gorge Broadband Consortium meetings as a forum for ongoing conversation. Utilize these meetings and network to continue conversations related to Connect America Fund investment.
- Continue to be a resource related to improving community access. Support projects where funding is available to continue engagement.
 - A) Continue to host the Oregon Connections Telecommunications conference, as long as they are willing to return to the MCEDD region as we contract for services to act as local host.
 - B) Continue to engage in County economic development activities driven by contracts with those entities, such as in Wasco County.
- Maintain Gorgebroadband.org. Hosting is provided by in-kind sponsorship through Gorge.Net.
- Host Webworks Anywhere! Forums *only if* grant funding or adequate sponsorship is available to support the forums.

Discussion: Jan Brending expressed her support. Rod Runyon asked about the Google grant and if it was renewable. Amanda explained that it was a difficult fit the first time and MCEDD staff has not had an opportunity to sit down with Google staff to discuss future options yet. Rod Runyon asked if any of the involved communities had been asked to participate financially and suggested that they should be. Amanda stated that she liked the voluntary aspect. Ken Bailey stated that he supported the priorities as presented.

There was consensus from the Executive Committee to move forward as recommended by staff on priority activities and with option 1 in the memo.

EXECUTIVE DIRECTOR REPORT:

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

- Closed loans with Baseline Brewing and A/R Market.
- The Loan Administration Board approved a \$30,000 loan for Seckora Consulting, LLC and \$20,000 to the Little Huckleberry Food Truck.
- The Oregon Investment Board approved a \$258,000 loan to Beachwood Eatery, LLC dba 9th Street Sugar Bowl.
- Through MCEDD's National Association, Amanda stated that MCEDD is monitoring the progress of a recently introduced House Bill that includes EDA Revolving Loan Fund Reforms. She noted that the bipartisan bill, Public Buildings Reform and Savings Act of 2016 (H.R. 4487), includes language that authorizes the EDA to release the federal government's interest in connection with a grant not less than seven years after final disbursement of the grant. Currently, grant recipients such as MCEDD are required to comply with extensive federal reporting and audit requirements forever. H.R. 4487 was referred to the House Transportation and Infrastructure Committee and the House Financial Services Committee for further consideration.
- On February 24, 2016 MCEDD was pleased to host all of the State Directors for the US Department of Agriculture from across the nation as well as DC staff, including the Undersecretary. We were honored to have been selected for the visit, which was part of their "Finishing Strong" conference in Portland. Amanda thanked Board Chair Jan Brending for joining us on the final stop and Board member Robb Kimmes who provided the space at Skyline Hospital.
- The next Connect Mid-Columbia meeting is scheduled for March 10, 2016 at 9 am at the CGCC Lecture Hall in The Dalles.
- The Dark Sky Campaign application was submitted to Google and approved for funding.
- Amanda reported that MCEDD is analyzing its role with the Pacific Northwest Manufacturing Partnership for ways to make it more effective. Amanda requested the Executive Committee discuss appointing a representative from a MCEDD member organization to represent MCEDD and to interface and report back. She suggested previous board member Anne Mendenbach from the Port of Hood River.

Discussion: Ken Bailey asked if it would still be a MCEDD position. Amanda explained that it would. Jan Brending stated she supported making that recommendation to the MCEDD Board. There was Executive Committee consensus to recommend the appointment of Ann Mendenbach, to represent MCEDD at the Pacific Northwest Manufacturing Partnership. The item will be placed on the March MCEDD board meeting consent agenda.

- Amanda noted that she participated in a site visit with Nancy Straw from the Ford Family Foundation with Gorge Owned. She noted that the discussion included opportunities for enhancing investment in our region, options related to our revolving loan funds and the critical support of the SBDC network.
- Amanda reported that Jessica Metta and Jacque Schei are working on planning for the upcoming April 30 Wind Challenge. Amanda reported that the day prior is our STEM career day which is full with approximately 880 students. Amanda also noted that three

local Oregon high school level robotic teams advanced (one from Hood River and two from The Dalles).

- The IGA with the City of Antelope is now signed. MCEDD is supporting them with grant administration and labor standards management for their CDBG funded water project.
- Carrie Pipinich submitted the biennium Specialty Crop Block Grant concept proposal to further grow the Gorge Cidermasters. Amanda requested Executive Committee approval to accept the contract, if awarded.

Eric Proffitt motioned to accept a Specialty Crop Block Grant contract, if awarded. Ken Bailey seconded the motion. Motion carried unanimously.

Bob Hamlin left the meeting at 4:56 p.m.

- Amanda reported that MCEDD has received three proposals for removing the sink in our bathroom and installing one which is ADA compliant. The least cost bid is Ridgeline Plumbing.

Discussion: Eric Proffitt asked about the difference between the bids. Amanda explained the three quotes. Executive Committee consensus was to move forward with the project as it is mandatory, and with Ridgeline Plumbing as the least cost bid.

- Amanda noted that in February she attended the CIS conference, gathering information on changes in MCEDD's benefits and the impacts to MCEDD's budget.
- Steve Lawrence has stepped down from the MCEDD Board with a recent appointment to another board. We are working on a Cities of Wasco County replacement.
- All local dues are paid from all participating entities.

ADJOURN: Meeting adjourned at 5:01 p.m.

*Respectfully submitted,
Sherry Bohn, Office Administrator*



FINANCIAL SUMMARY

FOR: February 2016

MCEDD's February balance sheet has only variances in the distribution of Assets, specifically for the MCEDD's loan funds. The cash balances continue the trend of less cash and higher Loans Receivables balances for this fiscal year. The notable exception is the OIB loan fund program that has more cash available for lending and a lower Loans Receivable balance for 2016. Additionally, MCEDD's operational cash remains high partly due to matching funds for the Agora project that have not yet been expended.

The Operations Budget vs. Actual report reflects differences in both Revenue and Expenses. Revenue for Federal (4100), State (4200) and Contract Reimbursement (4500) continue to be under budget due to the timing for billings. Loan Fund program revenue continues to be below budget, as well as the expenses. Because of the reduction in actual expenses, most loan fund programs will cover expenses with revenue. Expense categories that are under budget due to the timing of expenses include Travel (6110), Supplies (6300), and Professional Services (6400) for contractual expenses. Expenses for Other Materials & Supplies are over budget, due to higher expenses than was anticipated. However, due to MCEDD's budgeting process, which adopts the budget by summary (all Materials and Supplies) there should not be an issue.

Respectfully Submitted,

Sherry Wickert
Finance & Operations Manager

Mid-Columbia Economic Development District

Balance Sheet

03/15/16

As of February 29, 2016

Accrual Basis

	Feb 29, 16	Feb 28, 15
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	38,014.43	52,908.02
1015 · MCEDD MM	327,037.88	191,494.33
1020 · IRP		
1021 · IRP - Sherman	69,543.25	107,055.43
1022 · IRP - WA	77,703.22	63,389.46
1020 · IRP - Other	122,940.99	84,559.72
Total 1020 · IRP	270,187.46	255,004.61
1030 · Loan Funds		
1036 · EDA RLFs	65,018.52	280,460.44
1045 · Reg Strat	161,440.96	164,601.25
1050 · RBEG-OR	30,178.43	135,287.43
1055 · RBEG-WA	38,130.47	77,346.96
1057 · RBEG-KL	92,944.90	81,885.22
1067 · CDBG Microenterprises	58,178.37	48,384.73
Total 1030 · Loan Funds	445,891.65	787,966.03
1031 · Housing RLF	2,000,759.77	0.00
1070 · National Scenic Fund	1,293,652.65	1,130,471.06
1095 · CGEDA Checking	0.00	200.42
Total 1000 · Bank Demand Deposits	4,375,543.84	2,418,044.47
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,031.33
1185 · CGEDA CD	0.00	18,599.41
Total 1100 · CDS	96,031.33	114,630.74
1122 · IRP - DDM Product	292,877.46	627,141.01
1196 · OR Telecom Conference	18,132.59	18,467.69
Total Checking/Savings	4,782,585.22	3,178,283.91
Accounts Receivable		
1202 · Accounts Receivable	38,582.33	42,149.12
Total Accounts Receivable	38,582.33	42,149.12
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	8,044.36	8,044.36
1227 · Accrued Loan Interest	23,572.93	21,292.00
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	-316.07	-10,044.23
1229 · Structured Accts Accr'd Int - Other	5,482.00	39,494.24
Total 1229 · Structured Accts Accr'd Int	5,165.93	29,450.01
Total 1200 · Receivables & Accruals	36,783.22	58,786.37
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	2,068,705.54	1,767,020.24
1321 · IRP - Sherman	183,588.67	132,414.40
1322 · IRP - WA	246,094.07	258,135.96
1336 · EDA RLFs	603,528.93	364,680.58
1345 · Reg Strat	11,326.70	14,095.62
1350 · RBEG-OR	265,014.18	150,292.05

Mid-Columbia Economic Development District

Balance Sheet

As of February 29, 2016

03/15/16

Accrual Basis

	Feb 29, 16	Feb 28, 15
1355 · RBEG-WA	57,292.22	17,037.71
1357 · RBEG-KL/SK	33,016.28	44,430.53
1367 · CDBG Microenterprises	47,570.48	55,921.57
Total 1330 · MCEDD Loans Receivable	3,516,137.07	2,804,028.66
1370 · OIB Loans Receivable	1,564,638.09	1,679,986.60
Total 1300 · Loans Receivable	5,080,775.16	4,484,015.26
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-127,089.85	-129,755.85
1521 · IRP - SH Co	-15,000.00	0.00
1522 · IRP - WA	-15,178.13	-15,727.81
1536 · EDA RLFs Allowance	-37,163.51	-29,699.69
1545 · Reg Strat Allowance	-644.83	-1,234.11
1555 · RBEG Allowance	-23,405.81	-15,403.71
1567 · CDBG Microenterprises	-3,171.24	-3,616.18
1575 · OIB Allowance	-45,000.00	-30,000.00
Total 1500 · Allowance for Doubtful Loans	-266,653.37	-225,437.35
Total Other Current Assets	4,850,905.01	4,317,364.28
Total Current Assets	9,672,072.56	7,537,797.31
TOTAL ASSETS	<u>9,672,072.56</u>	<u>7,537,797.31</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	98.48	-43.10
Total Accounts Payable	98.48	-43.10
Other Current Liabilities		
2030 · Accrued Loan Payment	71,027.31	71,186.01
2035 · Accrued Interest Payable	488.26	373.14
2050 · PTO - Accrued	24,497.84	24,889.44
2060 · Deferred Comp Payable	2,000.00	1,510.00
2090 · WC SAIF Ins	-111.96	-172.90
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	71.09	62.11
2115 · OR- SUTA Payroll Liabilities - Other	80.51	73.08
Total 2115 · OR- SUTA Payroll Liabilities	151.60	135.19
Total 2120 · State Payroll Liabilities	151.60	135.19
2100 · Payroll Liabilities - Other	3,073.96	2,912.11
Total 2100 · Payroll Liabilities	3,225.56	3,047.30
2800 · Deferred Revenue	6,666.66	7,916.64
Total Other Current Liabilities	107,793.67	108,749.63
Total Current Liabilities	107,892.15	108,706.53
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	551,573.23	588,221.59
2821 · IRP Loan Payable \$600,000	438,485.25	459,423.94
2822 · IRP Loan Payable \$750,000	625,806.66	650,921.44
2823 · IRP Loan Payable - Washington	309,906.38	309,990.41
2824 · IRP Loan Payable - Sherman	193,188.09	200,000.00

Mid-Columbia Economic Development District

Balance Sheet

03/15/16

As of February 29, 2016

Accrual Basis

	Feb 29, 16	Feb 28, 15
Total Long Term Liabilities	2,118,959.61	2,208,557.38
Total Liabilities	2,226,851.76	2,317,263.91
Equity		
3100 · Fund Balances	7,320,555.07	5,145,867.54
3110 · Carryforward Balance	22,692.87	15,443.51
Net Income	101,972.86	59,222.35
Total Equity	7,445,220.80	5,220,533.40
TOTAL LIABILITIES & EQUITY	<u>9,672,072.56</u>	<u>7,537,797.31</u>

Mid-Columbia Economic Development District
Operations Budget vs. Actual
July 2015 through February 2016

03/15/16

Accrual Basis

	Jul '15 - Feb 16	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	106,632.75	117,739.32	-11,106.57	90.6%
4200 · State	11,910.66	17,150.00	-5,239.34	69.4%
4300 · Local Match	12,684.91	12,104.04	580.87	104.8%
4400 · Local Dues	45,529.00	45,530.00	-1.00	100.0%
4500 · Contract Reimbursement	300,804.02	312,517.04	-11,713.02	96.3%
4600 · Loan Interest	173,620.75	184,419.00	-10,798.25	94.1%
4700 · Loan Processing Fees	6,848.19	21,933.32	-15,085.13	31.2%
4705 · Loan Filing Fees	750.42	6,033.32	-5,282.90	12.4%
4710 · Loan Late Fee	4,367.67	1,366.68	3,000.99	319.6%
4750 · Investment Interest	1,195.40	2,333.28	-1,137.88	51.2%
4800 · Receipts - Other	3,024.44	5,224.00	-2,199.56	57.9%
4803 · Sponsor Donations	0.00	0.00	0.00	0.0%
4934 · In-Kind Revenue	23,917.06	43,670.50	-19,753.44	54.8%
4935 · In Kind - MM	500.00	700.00	-200.00	71.4%
Total Income	1,037,451.74	1,070,249.50	-32,797.76	96.9%
Gross Profit	1,037,451.74	1,070,249.50	-32,797.76	96.9%
Expense				
5000 · Wages	292,288.40	300,091.60	-7,803.20	97.4%
5500 · Fringe Benefits	74,457.72	82,592.36	-8,134.64	90.2%
5700 · Payroll Taxes	25,869.26	25,913.84	-44.58	99.8%
6110 · Travel & Conference	11,007.52	23,548.64	-12,541.12	46.7%
6190 · Event Services	3,748.84	4,833.32	-1,084.48	77.6%
6200 · Equipment	2,753.37	2,839.00	-85.63	97.0%
6300 · Supplies	17,298.82	32,766.68	-15,467.86	52.8%
6400 · Professional Services	39,931.86	108,179.00	-68,247.14	36.9%
6600 · Communications	8,342.20	9,596.64	-1,254.44	86.9%
6700 · Building Costs	10,730.30	12,432.64	-1,702.34	86.3%
6800 · Bonds & Insurance	4,652.00	3,450.00	1,202.00	134.8%
6900 · Other Materials & Supplies	9,074.94	5,071.32	4,003.62	178.9%
9000 · Indirect Spread	0.00	-3,954.96	3,954.96	0.0%
9600 · Transfer to/from Source	5,195.66	0.00	5,195.66	100.0%
Total Expense	505,350.89	607,360.08	-102,009.19	83.2%
Net Ordinary Income	532,100.85	462,889.42	69,211.43	115.0%
Other Income/Expense				
Other Expense				
7010 · Bad Debt Expense	0.20	0.00	0.20	100.0%
7400 · Loan Payment	74,232.55	74,232.00	0.55	100.0%
7500 · Carryover to Next Year	368,359.34	379,274.00	-10,914.66	97.1%
7600 · In-Kind Contractual	24,417.06	44,370.50	-19,953.44	55.0%
Total Other Expense	467,009.15	497,876.50	-30,867.35	93.8%
Net Other Income	-467,009.15	-497,876.50	30,867.35	93.8%
Net Income	65,091.70	-34,987.08	100,078.78	-186.0%

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

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2016	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	427,937	9,500	-	437,437	97.83%
	Budgeted Expenses FY 2016 (Excludes In-Kind)	359,914				
	Gap/Surplus	68,023				
COD E	SPECIAL PROJECTS DETAILS	2016	NOTES			
	ANTICIPATED REVENUE					
517	Klickitat CDBG	17,000				
518	Cascade Locks CDBG	5,000				
519	Dallesport CDBG	7,750				
520	Google Broadband	7,000				
521	Specialty Crop Grant	31,300	2yr grant annual cash only, no in-kind			
522	Agency Coordination Pilot - Transportation	17,000	2yr project - starting FY15			
523	ODOT - Coordinated Human Sves Trans Plan	16,485	2yr project - starting FY16			
524	Travel Oregon Wine Country Mkting	3,250	Staffing \$250			
525	GTA Robotics (Wind Challenge)	18,700	2yr project			
526	MCCFL CDBG	6,649	Multiple year project			
527	City of Antelope - CDBG Project	4,918	Multiple year project			
528	DWD Wastewater CDBG	2,400				
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	12,656	New contract FY16			
582	HR EDG	7,000				
585	Commute Options	8,000	2yr project - starting FY16			
587	HR Drive Less Connect - ODOT	12,687	2yr project - starting FY16			
596	RBDG - Wine Marketing	15,440	Staffing \$500			
E599	Wasco Cultural Trust	400				
E906	Travel Oregon - JDRT	5,000				
	Gorge Night Sky - Google	1,000	Total grant \$7,500, with balance in FY17			
	TOTAL ANTICIPATED REVENUE	427,937				
	PROPOSALS SUBMITTED					
	City of The Dalles - EDA Mgt Project	7,500				
	Gorge Night Sky - ODOE	1,000				
	Gorge Night Sky - BPA	1,000				
	TOTAL PROPOSALS SUBMITTED	9,500				
	IN DEVELOPMENT					
	City of Cascades Locks - USDA Grant Admin					
	TOTAL IN DEVELOPMENT	-				

Memorandum

Date: March 29, 2016
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Request for Proposal – Auditing Services 2016

Overview

MCEDD received three responses to the Request for Proposal for Auditing Services submitted by the deadline. The RFP is attached, which outlines the general instructions, audit objectives and scope of services, the technical criteria, and format of the proposal. Listed below is a brief summary of each of the firms with staff analysis highlighting their qualifications, similar previous experience, rates, and responsiveness. Firms responding include:

- Kern and Thompson, LLC
- Lewis, Poe, Moeller, Gunderson & Roberts, LLC
- Onstott, Broehl & Cyphers, PC

Kern and Thompson, LLC

Address: 1618 SW 1st Avenue, Suite 215, Portland, OR 97201
Key Personnel: Richard Proulx, Kris Oliviera, and Eric Zehntbauer
Total Rate (4 years): \$68,700

Kern and Thompson, LLC is a firm based in Portland that performs audits for several government entities, which include the requirement of single audit. Based on their submitted proposal we cannot determine whether or not they have completed audits with loans funds or with EDA funds. Prior audits performed included the City of Seaside, Port of St Helens, Oregon State Bar Professional Liability Fund, Oregon Secretary of State Agency Program Audits, and others. Kern and Thompson, LLC stated that they received a peer review (a system of quality control for the accounting and auditing practice) in April 2015. They received a *pass* (the highest possible rating).

Staff Analysis: Kern and Thompson, LLC has extensive experience in accounting. Their total rate is the highest of the three submittals. They are not based in the MCEDD region but have provided a detailed proposal for engagement which includes a planning and evaluation phase to understand MCEDD's operations and assess internal controls, in addition to conducting the audit. Their proposal was complete, concise and addressed all requested elements of the RFP.

Lewis, Poe, Moeller, Gunderson & Roberts, LLC

Address: 1121 Adams Avenue, La Grande, OR 97850
Key Personnel: Yvonne Roberts, Mindy Davis and Michelle Long
Total Rate (4 years): \$54,199 (estimate)

Lewis, Poe, Moeller, Gunderson & Roberts, LLC is a firm based in La Grande, OR that performs audits for several government entities, which include the requirement of single audit. Prior audits performed included Northeast Oregon Economic Development District, Greater Eastern Oregon Development Corporation, Community Connection of NE Oregon and Morrow

Development Corporation. Based on their submitted proposal they have completed audits with loans funds and with EDA funds. The firm stated that they received a peer review (a system of quality control for the accounting and auditing practice) in May 2013. They received a *pass* (the highest possible rating).

Staff Analysis: The firm has audit experience with loan fund programs and has audited two similar entities (NEOEDD and GEODC). While they are based in LaGrande, I contacted NEOEDD to determine the responsiveness of the firm both during and outside of the audit. NEOEDD’s Director indicates that the audit firm is very responsive and the primary personnel, Yvonne Roberts, specializes in revolving loan funds. Their total rate is the lowest of those submitted. They submitted a complete proposal addressing all elements requested by the RFP.

Onstott, Broehl & Cyphers, PC

Address 100 E 4th Street, The Dalles, OR 97058

Key Personnel: Kenneth Onstott and Brien Gibson

Total Rate (4 years): \$67,650

Onstott, Broehl and Cyphers is a local firm that performs audits for several government entities, which include the requirement of single audit. They include Hood River County, Wasco County, City of Cascade Locks, and other. They have performed audits with both federal and state funding including those impacting loan programs. They have been MCEDD’s auditor for more than 10 years. Onstott, Broehl and Cyphers state that they received a peer review (a system of quality control for the accounting and auditing practice) in June 2015. They received a *pass* (the highest possible rating).

Staff Analysis: Onstott, Broehl and Cyphers has extensive experience in accounting. They are based within the MCEDD region and have been responsive in the past. Their total rate is the second highest of the three submittals. They submitted a complete proposal addressing all elements requested by the RFP.

Below is table containing the price quote for each of the four firms along with statistical data.

FIRM	2016 PRICE QUOTE	2017 PRICE QUOTE	2018 PRICE QUOTE	2019 PRICE QUOTE	TOTAL COST
Kern and Thompson, LLC	\$16,300	\$16,900	\$17,500	\$18,000	\$68,700
Seydel, Lewis, Poe, Moeller, & Gunderson, LLC	\$13,150	Increase per consumer price index-all urban consumers (calculated based on an estimated 2% increase annually) \$13,413 \$13681 \$13955 \$54,199			
Onstott, Broehl and Cyphers	\$16,200	\$16,700	\$17,150	\$17,600	\$67,650

- Average 2016 Rate: \$15,217
- Spread in 2016 Rates: \$3,150
- Variance in total rates: \$14,501

Request

The MCEDD Executive Committee is asked to review the three proposals for auditing services. The committee is asked to make a recommendation to the full board regarding which firm to engage in a contract for auditing services. MCEDD staff has provided an analysis of the three firms responsiveness based on the criteria included in the Request for Proposals. We do not provide a recommendation since the auditor will be evaluating financial information provided by staff and the decision of an auditor should be made independent of staff recommendations.

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

The Dalles, OR 97058

REQUEST FOR PROPOSAL – AUDITING SERVICES

2016

MUST BE MUNICIPAL AUDITOR, APPROVED/CERTIFIED BY
THE STATE OF OREGON.

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MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

REQUEST FOR PROPOSAL – AUDITING SERVICES

Mid-Columbia Economic Development District (MCEDD) invites you to submit a proposal for auditing services for fiscal year ending June 30, 2016, with possible continuation for three successive fiscal years through June 2019, in accordance with the following requirements and specifications.

A. GENERAL INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. All proposals must be submitted no later than March 28, 2016, at 3:00 p.m. at the following address:

Mid-Columbia Economic Development District
515 E. 2nd Street
The Dalles, OR 97058

The outer envelope in which proposals are tendered should be marked “Proposal for External Audit of the Mid-Columbia Economic Development District due March 28, 2016”

2. Three (3) copies of sealed proposals are required, which are not to be opened until after the final submission date and hour noted above. These submissions shall become the property of MCEDD without obligation.
3. The selection of the external auditor will be based upon responses received to the criteria included in Part C of this proposal.
4. Contact Sherry Wickert, Finance and Operations Manager, 515 E. 2nd Street, The Dalles, OR, 97058, (541) 541-296-2266, to answer any follow-up questions. Please do not contact any MCEDD board members about this request for proposal.
5. The audit contract may start as soon after the contract document is executed as is agreeable with both parties. The written audit report shall be completed and delivered within a reasonable time, but not later than four months after the close of the audit period ending June 30, 2016, and within the same time period in each successive year thereafter. An engagement letter is required each year.
6. Either party may cancel the written contract by giving notice, in writing to the other party at least forty-five (45) days prior to July 1 of each year.

7. Mid-Columbia Economic Development District reserves the right to reject any and all proposals, and has the right, in its sole discretion, to accept the proposal it considers most favorable to MCEDD's interest and the right to waive minor irregularities in procedure.

B. AUDIT OBJECTIVES AND SCOPE OF SERVICES

The audit will be for all funds and account groups for Mid-Columbia Economic Development District.

1. The proposal is for four (4) years, with separate audits each year. The periods to be audited are the fiscal years ending June 30, 2016, 2017, 2018, and 2019.
2. It is MCEDD'S intent to negotiate a four (4) year contract with the succeeding year contingent upon the successful completion of the first year of the contract as determined by MCEDD. Included in the fee shall be the printing cost of 25 copies of the audit report supplied to MCEDD, 1 copy of the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations and 2 copies of the Summary of Revenues and Expenditures (one copy will be mailed by you to the Secretary of State). The Finance and Operations Manager and the Executive Director shall authorize final draft approval.
3. The auditing services performed by the CPA shall allow the firm to express an opinion on: (a) whether the financial statements of MCEDD present fairly the financial position and financial results of financial operations in conformity with generally accepted accounting principles (GAAP); and (b) whether MCEDD has complied with laws and regulations that may have a material effect on the audited financial statements.
4. Use of Audit Reports. Audit reports are public documents and may be used as samples of work to respond to other agencies' requests for proposals.
5. The audit examination shall be made in accordance with the provisions of the OMB Uniform Guidance, 2 CFR 200 Subpart F and the Minimum Standards for Audits of Oregon Municipal Corporations. Financial statements shall be prepared according to GAAP. The report should be in accordance with auditing standards generally accepted in the United States of America and include a statement that the audit was made in accordance with GAAS and Government Auditing Standards issued by the Comptroller General of the U.S. A Schedule of Expenditures of Federal Awards (SEFA) will be included as part of the Single Audit Act.

6. The audit will include the Risk Assessment Standards, which are required by GAAS and will provide the following:
 - An in-depth understanding MCEDD and its environment including MCEDD's internal control systems;
 - A rigorous assessment of risks of material misstatement caused by fraud or error;
 - A linkage between assessed risks and the nature, timing and extent of audit procedures performed in response to those risks;
 - Guidance on the performance and documentation of tailored audit procedures.
7. Year-end fund account combinations and combined financial statements implementing the new reporting model for GASB 34 shall be the responsibility of the auditing firm and the cost of preparing such financial statements shall be included in the audit fee.
8. The audit firm shall also produce GAAP based financials for each individual fund.
9. The auditing firm is expected to provide MCEDD with a summary of any audit adjusting entries and a final trial balance upon completion of the fieldwork.
10. Any unusual conditions encountered during the course of the audit where services of the auditing firm must be extended beyond the normal work anticipated will require written notification to the Executive Director who will respond in writing concerning the additional services.
11. Recommendations based upon the auditing firm's review of the adequacy of internal accounting controls and other audit investigations shall be made a part of a formal management report separate from the financial audit. Such associated costs shall be included in the audit fee. The discussion of these recommendations shall be with the Fiscal & Operations Manager.
12. An exit conference is required of the auditing firm on completion of all fieldwork so as to inform the Executive Director of pertinent findings.
13. Mid-Columbia Economic Development District will furnish the following information and work papers in conjunction with the audit engagement:
 - Working profit and loss lead schedules.
 - Lead schedules with backup detail.
 - Balance sheet by fund type.

- Bank reconciliations for all checking accounts of MCEDD.
- Revolving loan fund detail.
- Schedule of Federal Financial Assistance.

14. In addition MCEDD will:

- Complete and balance all accounts at year-end.
- Provide staff assistance to the greatest extent possible.
- Prepare individual fund statements of revenues and expenditures on the non-GAAP budgetary basis (modified accrual).

C. EVALUATION CRITERIA

Proposals will be evaluated primarily on technical responses and price. In addition, consideration will also be given to the following:

1. The ability to understand MCEDD's auditing needs.
2. Availability of audit staff for assistance during fiscal year.

The Executive Director, Finance and Operations Manager and Chairman of the Board will review the proposals. In certain circumstances, the written proposals may be so similar in quality that oral interviews may be required to assist in making the final selection.

Based upon this review, a recommendation will be made to the Mid-Columbia Economic Development District Board as to award.

D. RESPONSE FORMAT

1. Title Page – Show the proposal subject, the name of the proposer's firm, firm and email addresses, telephone and fax numbers, and name of contact person and the date.
2. Table of Contents – Include a clear identification of the material by section and by page number.
3. Letter of Transmittal – This section shall be limited to two pages. Proposers may use this section to present any information that they consider essential to their proposal. Give the names of persons who will be authorized to make representations for the proposer, their title, addresses and telephone numbers.
4. Independence of the Proposer – The following information is required:
 - a. Describe any business, investment, or family relationships with Mid-Columbia Economic Development District, board members or appointed employees.
 - b. Describe any formal independence guidelines within your firm.

5. Response to Part E.

E. TECHNICAL CRITERIA AND PRICE

Your proposal should clearly respond to the following:

1. ORGANIZATION/LOCAL OFFICE TECHNICAL QUALIFICATIONS AND APPROACH

- a. State whether your audit organization is national, regional, or local.
- b. Indicate the number of people (by level) located within the local office that will handle the audit.
- c. For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum – 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.
- d. Indicate the local office's experience in providing additional services to government clients by listing the name of each government, the type(s) of services performed, and the year(s) of engagement with reference to performance auditing, rate structure development, etc.
- e. Describe your approach to the audit. This should include at least the following points:
 - 1) Type of audit program used (tailor-made, standard government, or standard commercial).
 - 2) Use of statistical sampling.
 - 3) Use of computer audit specialists.
 - 4) Organization of audit team and approximate percentage of time spent on audit.
 - 5) Management letter (provide a sample letter).
 - 6) Typical assistance expected from MCEDD staff.
 - 7) Tentative schedule for completing audit within specified deadlines of the RFP.

8) Policy on rotation of personnel to be assigned to the client the first year and each year thereafter.

- f. Include a sample of a recent audit report in accordance with the provisions of the OMB Uniform Guidance, 2 CFR 200 Subpart F, or the provisions of the Single Audit Act, OMB Circular A-133, OMB's Compliance Supplement, and the Minimum Standards for Audits of Oregon Municipal Corporations, audited by your firm.
- g. Describe your firm's expertise in auditing Federal and State grants and your approach to "Single Audits."
- h. Submit a copy of the report on your most recent external quality control review, with a statement indicating if it included a review of specific government engagements.
- i. Provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. Submit a copy of the most recent peer review. In addition, provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
- j. Describe how your proposal is the best value.

2. INDIVIDUAL AUDIT STAFF TECHNICAL QUALIFICATIONS

- a. Describe the experience in government audits of each senior and higher level person assigned to the audit, including years on each job and their position while on the audit. Indicate the percentage of the time the senior will be on-site.
- b. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Oregon. Provide information on relevant continuing professional education for the past three (3) years.
- c. Describe any specialized skill, training, or background in public finance by assigned individuals. This may include participation in state or national professional organizations, speaker or instructor roles in conferences or seminars or authorship of articles and books.

3. PRICE QUOTE

Provide the firm's not to exceed maximum fee, separated by fiscal years 2016 through 2019, for which the requested work in Part B of this proposal

will be done. Also include the hourly rates for each staff employee classification, separated by fiscal years 2016 through 2019.

The audit firm will not be reimbursed for any travel, per diem, photocopying, telephone bills, or other related expenses of the audit unless incurred at the specific request of Mid-Columbia Economic Development District.

F. DESCRIPTION OF MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT AND ITS ACCOUNTING SYSTEM

Mid-Columbia Economic Development District is located in The Dalles, Oregon. MCEDD is governed by a twenty member Board of Directors and employs seven full and part-time permanent employees.

Mid-Columbia Economic Development District was formed as an ORS190. MCEDD was organized to assist the counties of Wasco, Hood River and Sherman in Oregon, and Klickitat and Skamania in Washington, in obtaining and coordinating grants and loans for economic development and other related projects.

Mid-Columbia Economic Development District manages federal and state grant programs and multiple revolving loan funds.

The accounts are organized on the basis of funds. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. MCEDD has the following funds: Governmental, Proprietary and Fiduciary. Mid-Columbia Economic Development District uses QuickBooks as their accounting software.

Memorandum

Date: March 30, 2016
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Marshall Memorial Fellowship

Overview

The Marshall Memorial Fellowship, under the German Marshall Fund (GMF), is an international leadership development program designed to prepare leaders from both sides of the Atlantic for transatlantic relations. The program includes six months of distance learning and 24 days of first-hand experience through a transatlantic exchange. I have been selected with the 2016-17 Fellowship cohort and am one of only two selected from the Northwest, and the only from Oregon. The other Northwest fellow is from Seattle. Attached is a full listing of 2016-17 Fellows.

There will be six months of preparation that I will be able to complete concurrent with my existing responsibilities. There will be nearly a month of travel exchange, however, that will require me to be out of the office with very little connection, in order to allow for full immersion in the program. The program manual notes that “During this exchange, fellows each visit five communities for meetings with key decision and opinion makers and leaders of change. American fellows begin their fellowship in Washington, DC for a three day overlap with the Europeans. Their program in Europe begins in Brussels with a focus on the European Union, North Atlantic Treaty Organization, and Belgium. American fellows then travel to Northern Europe, Southern Europe, and Central or Eastern Europe before arriving in the final city, which varies with each program, but is typically a city of great historical significance to Europe.”

GMF awards 75 Fellowships each year to candidates from all sectors. The Fellowship represents a significant investment by GMF and I am honored to be selected. In the application, I noted a primary interest in furthering an understanding of what shapes resilient economies, including exploring the policies and investments which most impact the ability of regions to change in the face of economic shocks. The Marshall fellowship will broaden my perspective and allow me to learn from experienced practitioners. More information on the Fellowship and GMF is available here: <http://www.gmfus.org/transatlantic-leadership-initiatives/marshall-memorial-fellowship>.

Request

The Marshall Memorial Fellowship selection was announced at the MCEDD Board meeting. There are a few items for the Executive Committee to discuss and decide:

- 1) As part of my acceptance of the fellowship, I am required to submit an employer release form. I require the Executive Committee’s formal approval.
- 2) In order to facilitate the transatlantic exchange portion of the fellowship, I am requesting Executive Committee discussion of the travel requirements and time off.

Transatlantic Leadership Initiatives

Strengthening Transatlantic and Global Leaders



G | M | F The German Marshall Fund
of the United States
STRENGTHENING TRANSATLANTIC COOPERATION

2016 Marshall Memorial Fellows

Rami Ajami

CEO & Founder
Pip's Island
London (UK)

Abir Ali

Program Manager
New Economy Initiative/NEIdeas
Detroit, MI (USA)

William Austin Arensberg

Manager, Global Strategy Group
Samsung
Louisville, KY (USA)

Tristan Aureau

Member of the Council of State
Council of State
Paris (France)

Dr. Allison Ruth Binns

Senior Advisor
Chevron
Oakland, CA (USA)

Krzysztof Bolesta

Strategic Policy Advisor
Ministry of Environment of the Republic of Poland
Warsaw (Poland)

Andreas Alexander Borgeas

Country Supervisor
Fresno County
Fresno, CA (USA)

Jason Robert Bristol

Partner
Cohen Rosenthal & Kramer LLP
Cleveland, OH (USA)

Victoria Bucataru

Program Director
Foreign Policy Association of Moldova
Chisinau (Moldova)

Ana Bulgar

Senior Department Manager Strategy & Corporate
Development
OMV Petrom
Bucharest (Romania)

Dr. Emily Calderon Galdeano

Director of Research
Excelencia in Education
San Antonio, TX (USA)

Iñigo Calvo Sotomayor

Lecturer and Researcher at Deusto Business School
University of Deusto
Getxo (Spain)

Alejandra Campoverdi

Managing Editor
Los Angeles Times
Los Angeles, CA (USA)

Murat Cekic

Advisor
Turkey Europe Foundation
Istanbul (Turkey)

Prof. Francesco Clementi

Professor
University of Perugia
Perugia (Italy)

Edward Clark Copelin

Partner
Cornerpoint Partners, LLC
Atlanta, GA (USA)

Nadia Dalma

Head of Qualitative Analysis
Prolepsis Institute of Preventive Medicine
Environmental and Occupational Health
Athens (Greece)

Andras Derzsi-Horvath

Research Associate
Global Public Policy Institute
Berlin (Hungary)

Mathieu Deslandes

Deputy Editor in Chief
Rue89
Paris (France)

Kerry Elizabeth Donovan

State Senator
State of Colorado
Vail, CO (USA)

Erwan Dupuy

CEO
Saint-Gobain Weber France
Paris (France)

Amanda Maria Edmonds

Executive Director
Growing Hope
Ypsilanti, MI (USA)

Stacey Godfrey Evans

Attorney
S.G. Evans Law, LLC
Smyrna, GA (USA)

Antonella Fanuzzi

Project Leader
The Boston Consulting Group
Milan (Italy)

Dr. Giovanni Farese

Professor
LUISS Guido Carli
Rome (Italy)

Zoe Flood

Independent Journalist
London (UK)

Matthew Joseph Frederick

Supervisor of Construction
Williams Pipeline
Katy, TX (USA)

Rodrigo Garcia

Chief Investment Officer and Chief Financial Officer
Illinois State Treasury
Chicago, IL (USA)

Cristian Emilian Ghita

Parliamentary Advisor
Partidul National Liberal
Bucharest (Romania)

Pandwe Aletha Gibson

CEO Executive Director
EcoTech Visions
Miami, FL (USA)

Igor Goncharenko

Project Manager on Anti-Corruption Reform
Project Office of the National Reforms Council of
Ukraine
Kiev (**Ukraine**)

Alicia Gonzales

Executive Director
Chicago Run
Chicago, IL (**USA**)

Christina Grant

Assistant Superintendent
The School District of Philadelphia
Philadelphia, PA (**USA**)

Alana Jean Greer

Co-Founder
Community Justice Project
Miami, FL (**USA**)

Benjamin H. Hernandez

CFO
City of Houston
Houston, TX (**USA**)

Amanda Hoey

Executive Director
Mid-Columbia Economic Development District
The Dalles, OR (**USA**)

Laura Ann Hughes

Vice President, Communications & Community
Strategic Staffing Solutions
Detroit, MI (**USA**)

Goran Jeras

Cooperative Manager
Cooperative for Ethical Financing
Zagreb (**Croatia**)

Brandon Alexis Jessup

Business Systems Analyst
Detroit Employment Solutions Corporation
Redford, MI (**USA**)

Eric Johnson

State Representative
Texas House of Representatives
Dallas, TX (**USA**)

Jermain Christopher Kaminski

Research Scientist
RWTH Aachen University
Aachen (**Germany**)

Marcus Knuth

Member of Parliament
Venstre, Denmark's Liberal Party
Copenhagen (**Denmark**)

Dariusz Lasocki

Attorney at Law
Warsaw City Council, Poland
Warsaw (**Poland**)

Zazy Ivonne Lopez

Senior Policy Advisor
U.S. Department of Homeland Security
Laurel, MD (**USA**)

Brie Jeanette Loskota

Managing Director, Center for Religion and Civic
Culture
University of Southern California
Los Angeles, CA (**USA**)

Mergime Mahmutaj

Project Coordinator
City of Stuttgart
Stuttgart (**Germany**)

Lydia Maria Malmedie

PhD Candidate
University of Potsdam
Berlin (**Germany**)

Hermione Malone

Senior Director, Workforce Readiness & Supplier
Diversity
Cleveland Clinic
Cleveland, OH (**USA**)

Leire Mancisidor
Investment Director
Mundi Capital Partners
San Sebastian (**Spain**)

Andres Mantilla
Senior Vice President
Ceis Bayne East Strategic LLC
Seattle, WA (**USA**)

Samir Mayekar
Co-Founder & CEO
SiNode Systems
Chicago, IL (**USA**)

Jakob Mchangama
Executive Director
Justitia
Copenhagen (**Denmark**)

Aisha Kai Miller
Executive Vice President
Opportunity Finance Network
Philadelphia, PA (**USA**)

Karol Mojkowski
Program Leader
Civic Network Watchdog Poland
Warsaw (**Poland**)

Stephanie Morales
Operations Manager
Nationwide Insurance
Cleveland, OH (**USA**)

Miloš Nikolić
President
Libertarian Club Libek
Belgrade (**Serbia**)

Marvin Pires
Senior Program Manager
Stichting De Verre Bergen
Rotterdam (**Netherlands**)

Roberto Ramirez
Senior Assistant City Attorney
City of Arvada
Thornton, CO (**USA**)

Katarzyna Natalia Rybka-Iwanska
Head of the Institutional Cooperation Unit
Ministry of Foreign Affairs of the Republic of Poland
Warsaw (**Poland**)

Juan Luis Sánchez
CEO & Founder
eldiario.es
Madrid (**Spain**)

Natalija Sandic
Program Manager
Innovation Fund of the Republic of Serbia
Belgrade (**Serbia**)

Håvard Sandvik
European Affairs Manager
Friedrich Naumann Foundation for Freedom
Brussels (**Norway**)

Bruno Selun
Founder & Director
Kumquat Consult
Brussels (**France**)

Aaron T. Seybert
Executive Director
JP Morgan Chase & Co.
Ann Arbor, MI (**USA**)

Zoltan Laszlo Sipos
Journalist
Átlátszó Erdély
Cluj-Napoca (**Hungary**)

Christine Spornbauer
Program Director
Impact Hub Vienna
Vienna (**Austria**)

Dr. Maximilian Spinner

Desk Officer for Relations with Eastern European and
CIS Countries
Bundeskanzleramt
Berlin (**Germany**)

Jan Symon

Mayor
Municipality of Ostopovice
Ostopovice (**Czech Republic**)

Alexander Theodoridis

Managing Director
Boroume
Athens (**Greece**)

Dr.-Ing. Arne Treppschuh

Process Engineer
Steelplant Bous
Saarbruecken (**Germany**)

Dr. Paulo Nuno Vicente

Professor
Nova University of Lisbon
Montijo (**Portugal**)

Vlad Vasile Voiculescu

Vice President of Group Infrastructure Finance
Erste Group Bank
Vienna (**Romania**)

David Ross Werner

Chief Operating Officer
State of Georgia
Atlanta, GA (**USA**)

Brittany Leann Williams

Senior Project Manager
RNC Cleveland 2016 Host Committee
Independence, OH (**USA**)

Matcheld Eveline Zee

PhD Candidate
Leiden University
Leiden (**Netherlands**)

Memorandum

Date: March 30, 2016
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Innovation in American Government Award

Overview

MCEDD recently received notification from our National Association of Development Organizations of an opportunity to apply for the Innovations in American Government Award. The award is offered through Harvard Kennedy School's Ash Center for Democratic Governance and Innovation and recognizes programs demonstrating creative and effective government. The winners receive a \$100,000 grant to support replication and dissemination activities in 2017. Top finalists also receive monetary grants, but the amount of the award is unspecified. Applications are due April 15, 2016. All units of government- including special purpose districts like MCEDD are eligible to apply and the initial application inquiry involves response to a few brief questions.

MCEDD staff proposes submitting an application for the Agora Investment Platform. It is an innovative program and one we seek to further replicate. The program appears to fulfill minimum eligibility requirements and aligns with several desired award criteria. While the initial application is brief, the award cycle is a significant process which entails five rounds of applicant review involving practitioner and scholar screening, submission of a substantive and supplementary application, selection of finalists, two-day evaluator visit assessment, finalist presentations and winner selection. There would be increasing benefit to the Agora Platform in each stage of potential advancement throughout the award cycle.

The initial application is due April 15, 2016. More information is available at: <https://innovationsaward.harvard.edu/index.cfm>

Request

I request Executive Committee approval to submit an application response to the Innovation Award for the Agora Investment Platform.



**Executive Director's Report
Prepared for April 2016 Executive Committee Meeting**

This report covers activities in March 2016 since the last full board meeting.

Business Assistance Division

- The MCEDD Loan Administration Board approved loan modifications for the following:
 - Abide Craft Distillery, LLC dba Camp 1805
 - Oregon Growers and Shippers, LLC
 - Oregon Brineworks, LLC
 - Shindiggs Event Company, LLC dba Boda's Kitchen
- The **Oregon and Washington Investment Boards** continue efforts to identify a pathway for the authorized and not-yet appropriated funding which totals approximately \$1.9M. In March, staff participated in a call with the director of the USFS State/Private forestry regarding the Rural Development, Forestry and Communities account. Discussion centered on clearly defining the requirements of the account. Forest Service staff committed to exploring eligibility questions for a batch of example projects.
- Seckora Consulting withdrew their previously-approved loan application.
- The Oregon Investment Board approved loan modifications for the following:
 - Beachwood Eatery, LLC dba 9th Street Sugar Bowl
 - Defiance Brewing Company
- We have seen increasing activity with the **Cascade Locks-Hood River Enterprise Zone**. MCEDD contracted with Hood River County to provide management of certain aspects of the zone. In addition to the regular annual filing notifications, one application was received from Hood River Distillers and a preauthorization conference has been conducted. A second application is anticipated from a manufacturer in Odell. Staff also worked with a manufacturer moving into a Port of Cascade Locks facility, but they do not appear to meet required thresholds.

Economic Development Administration, Regional Economic Development

- The updated Comprehensive Economic Development Strategy (CEDS) was submitted by the deadline to our partners at the US Economic Development Administration. Sherry Bohn updated the MCEDD CEDS page and a formal letter went to all impacted project partners with a notification of project ranking.
- The **\$80,000 planning grant** application was submitted to EDA for our next cycle (April 1, 2016 to March 31, 2017). The proposed scope of work rests heavily on the required CEDS rework, but includes implementation activities to continue our broadband work as approved by the Executive Committee, providing industry cluster support, continuing industry development, and other activities. The final report for the 2015-2016 grant has been submitted to EDA.
- Mark Heystek, AmeriCorps RARE participant, is working on an update to the **Agora Investment Platform** toolkit and engaging our subcontractors in training on the use of Agora. We continue to further the replication of the Platform in additional regions in Oregon and explore further developments, including:
 - I had a call with representatives from the US Department of Agriculture, in follow-up to the visit by the State Directors and national office staff. They are

interested in exploring replication in their SET and Promise Zones. We have an additional demo scheduled with our private software developer to explore replication on a national level.

- Also participating in the call with USDA was an individual with the Casey Family Foundation who is interested in exploring Agora for further replication with tribes and tribal funders.
- The Oregon Economic Development Districts committed to further work on funder engagement during the last training call.
- I met with Governor's staff for the State of Oregon to discuss furthering State agency involvement as capital providers on Agora.
- See enclosed memo on the Innovation Award opportunity.
- Broadband activities continue as a core focus for MCEDD, with the following:
 - The next regional **Broadband Consortium** meeting is scheduled for April 14th. Carrie Pipinich has been working with Qlife on the recently released eRate option, a federal program designed to connect schools and libraries with modern telecommunications and internet access services
 - Carrie has been meeting with Klickitat County representatives regarding the **Connect America Funds (CAF)** awarded to CenturyLink. She has been coordinating conversations, as well, in Wasco County, with a meeting scheduled for March 31, 2016 with state and legislative staff.
 - Senator Cantwell visited the region on March 23rd. Staff had an opportunity to discuss the importance of enhancing broadband connections during a roundtable in Goldendale.
 - The **Oregon Connections Telecommunications** Conference committee continues to plan for an October event and has secured a keynote speaker: Peggy Smedley of Connected World Magazine.
- Michele Spatz, MCEDD Mobility Manager, continues to advance regional transportation interests with a focus on enhancing regional mobility. Projects include:
 - **Human Services Coordinated Transportation Plans** for Hood River, Wasco and Sherman counties. The public survey is live and linked from our homepage.
 - Mt Hood Express. With additional partners supporting the project, we are printing new promotion materials.
 - Skamania West-End Transit (WET) Bus. Michele is actively engaged through Gorge TransLink.
 - Commute Options and Drive Less Connect. In March she conducted outreach to CGCC and Insitu.
 - Michele participates as a member of the John Day Area Commission on Transportation (ACT) and attends the Region 1 ACT. Funding through the STIP Enhance, Fix It and Connect Oregon have been the primary topic areas. She also attends the Skamania and Klickitat Transportation Policy Committee meetings.
 - Michele is participating in the Columbia Gorge Transit Study, Historic Columbia River Highway Collaborative and on the committee for The Dalles Transportation System Plan.
- The Pacific Northwest Manufacturing Partnership leads were notified that Anne Medenbach will be acting as a MCEDD representative to the group, following the decision by the MCEDD Board.

Infrastructure

- Mt Hood Town Hall announced they were successful in obtaining a \$50,000 grant from the M.J. Murdock Charitable Trust for their kitchen project. The grant matches locally

raised funds and previously awarded grants from the Hoover Family Trust, the Hood River Lions Foundation and USDA's Rural Business Development. They will be remodeling the kitchen over the next few months. MCEDD provided technical assistance to the Town Hall in seeking USDA funding.

- Jacque Schei, MCEDD Project Manager, is providing support to the **City of Antelope's** CDBG award for a water system. The City is moving through their policies to meet first draw requirements.
- Jacque is also providing support to Wasco County and the **Mid-Columbia Center for Living** for their CDBG award for a new mental health facility. They have almost completed all first draw requirements and are working with a separate contractor on the environmental review.
- We are wrapping up the final elements with the Klickitat School District for their CDBG-funded Community Center. All funds should be expended by the end of March. They are going through a federal audit currently, so we have been providing necessary documents from our grant administration and labor standards work.
- MCEDD has two contracts to support the **Dallesport Water District**:
 - Grant administration and labor standards for a CDBG-funded water project. We supported the District in working through easement issues as they seek to move forward towards construction.
 - Grant administration for a wastewater planning project. The District recently re-issued an RFP for engineering services.
- The **City of Cascade Locks** has an agreement with MCEDD to support their CDBG-funded water system assessment project. The City is considering engaging MCEDD for further support on the implementation, which involves USDA funds.
- Staff met with representatives from the City of The Dalles and **Columbia Gorge Regional Airport** regarding their EDA-funded flex space. MCEDD submitted a draft IGA to support grant administration and labor standards.

Project Management

- Jessica Metta is providing the following support for the Gorge Tech Alliance:
 - The **STEM Career Day** is scheduled for April 29 and is full with more than 800 students participating and 18 businesses.
 - Three Gorge-based **FIRST Tech Challenge robotics teams** traveled to the West Super-Regional competition in Oakland, CA on March 24-26. The GTA assisted with sponsorship of the teams: the Bazinga Bots and Sa-BOT-age from The Dalles High School and Occam's Razor from Hood River Valley High School. Occam's Razor advances to the final level of competition, the World competition on April 27-30 in St. Louis, Missouri.
 - April 1st is the deadline for the Corwin Hardham Scholarship.
 - The **Gorge Wind Challenge** is scheduled for April 30. There is a contract in place between MCEDD and the GTA to put on the event. It is funded by Google.
- Carrie Pipinich continues to provide support for our fermentation industries. For the **Gorge Cider Society**, Cidercamp modifications are underway and Ciderfest is scheduled for April 16th. For the Columbia Gorge Winegrowers, we should have a contract in place in April for a consultant to complete the marketing plan.
- The next Columbia Gorge Bi-State Renewable Energy Zone meeting is scheduled for April 1, 2016 and will include a debrief from David Van't Hof, our government affairs specialist. We will also be finalizing a contract amendment with David.
- The Columbia Gorge Arts/Culture Alliance will be finalizing the annual Arts and Culture map in April. New this year will be a distribution point at the PDX welcome center.

- MCEDD is supporting the Gorge Night Sky project, which received a Google Community Data Center grant through the Tides Foundation. The **Gorge Night Sky Symposium** was moved to August and we are working with the Columbia Gorge Discovery Center on a date. We are trying to secure Paul Bogard, author of the End of Night, as a keynote speaker and will release an RFP for presenters in April. Dana Peck and Jonathan Lewis are the key committee members moving this effort forward. Additional sponsorship requests for the symposium are circulating for the Galaxy (\$5,000 and above), Supernova (\$1,000), Constellation (\$500) and Starlight (inkind) levels. The committee is also meeting with local PUD's regarding energy efficiency and opportunities to participate, as well as to set up Point of Sale rebates at retailers for energy efficient compliant fixtures.
- Export assistance: The MCEDD region has been named to participate in a project focused on supporting rural Oregon's food and beverage industry. The project offers companies free services to reduce risk and expand opportunities for revenue through exports. Companies planning to export can apply for help a) getting ready for export, b) creating an export action plan and c) getting access to financial and other export resources.
- County Economic Development. MCEDD provides services under contract with Wasco and Sherman counties as well as facilitation for the Hood River EDG. We support Klickitat and Skamania staff, when appropriate. Activities included:
 - Klickitat County will be updating their economic development strategic plan. We anticipate participation in that process in April and using the information to inform the 2017 CEDS.
 - Staff attended the annual Skamania EDC luncheon.
 - Steve Wheeler is the new chair for the Hood River Economic Development Working Group. The March meeting was postponed due to spring break and we anticipate bringing in IFA staff to the next meeting.
 - Jessica Metta is supporting Sherman County through the John Day River Territory, including Painted Hills promotion for the full solar eclipse. She is also talking with the County regarding grant writing support for CEDS priorities. MCEDD staff worked with one of the largest employers in the County, MCP, to understand implications of potential upcoming regulations.
 - Carrie Pipinich provided support for the Wasco County Economic Development. She is engaged with the City of Dufur as they have been invited to apply for Safe Drinking Water funds through the State. The EDC recommended appointment of Dean McAllister to fill a vacancy on the Commission.

Operations

- Personnel: Sherry Wickert's annual review was conducted in March. Jacque Schei's six month evaluation is scheduled for April. My evaluation will need to be conducted in May/June.
- Audit response: see enclosed memo.
- Annual report: I presented to the City of Hood River at their March 28th Council meeting.
- We are scheduling an SDIS risk assessment.
- Due to upcoming changes in CIS benefits in 2017, we are in the process of analyzing plan benefit changes.
- Facilities: The bathroom sink was updated, placing us in compliance with ADA regulations.
- Welcome Sue Knapp! An orientation was conducted with Sue in March.

Next Executive Committee meeting is Wednesday, May 4, 2016 at 4 pm.