



Mid-Columbia Economic Development District

Executive Committee Meeting
Wednesday, August 5, 2020
4:00 P.M.

Zoom video conference (access information on next page)

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>June 2020</i>	5 minutes	Approval
Finance Report	10 minutes	Acceptance
Mount Hood Economic Alliance Proposal	10 minutes	Decision
2020 Economic Symposium Planning	10 minutes	Information
Senior Project Manager Report	5 minutes	Information
Deputy Director Report	5 minutes	Information
Executive Director Report	10 minutes	Information
Other New Business; Committee Members Updates		
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 the MCEDD office at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MCEDD is an equal opportunity lender, employer and provider.

MCEDD is inviting you to a scheduled Zoom meeting.

Topic: MCEDD Executive Committee Meeting/Four Rivers Community Corporation Meeting
Time: Aug 5, 2020 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96670279056?pwd=VFMzTW50VUw0TktlbGhTaEd1SkkwQT09>

Meeting ID: 966 7027 9056

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MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, JUNE 3, 2020
4:00 PM
ZOOM TELECONFERENCE

ATTENDANCE

Attending: Bill Schmitt, Ken Bailey, Dana Peck, Joe Dabulskis, Les Perkins, Bob Hamlin, Eric Proffitt
Staff: Jessica Metta (Executive Director), Lauren Hernandez (Office Administrator), Carrie Pipinich (Senior Project Manager)

CALL TO ORDER

Bill Schmitt called the meeting to order at 4:00 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES

Dana Peck motioned to approve the May 2020 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

GRANT APPLICATIONS APPROVAL

Jessica Metta explained there are several COVID-19 related grant opportunities open to MCEDD. She asked for the Executive Committee's approval to accept or apply for the following funds:

Business Oregon

Business Oregon released an RFP for \$5 million in funding open only for proposals from Community Development Financial Institutions and Economic Development Districts. MCEDD was the only eligible applicant in the region. There is no match required for the funds. Staff believes the grant program can be administered under work already in place for Wasco and Sherman County Economic Development. For Hood River County, there are no economic development contracts in place, but Hood River County, the City of Hood River, and the City of Cascade Locks agreed to contribute funds to cover admin. MCEDD applied for \$250,000, split among the counties as follows: \$100,000 to Hood River County, \$100,000 to Wasco County, and \$50,000 to Sherman County.

Discussion: Ken Bailey asked if the amounts for each county are different assuming the need in each county and if there is an ability to move funds around to another county. Jessica explained the turn-around time to get the funds out is approximately 6 weeks. Staff brainstormed that the first 2 weeks would focus on the fund disbursement as noted, but in the last 4 weeks, all remaining funds would be pooled and accessible to all three counties. Jessica noted the grant requires businesses to meet certain requirements, but the funds are first come, first served.

Ken Bailey moved to accept the grant under the COVID-19 Business Oregon grant program if awarded. Les Perkins seconded the motion. Motion carried unanimously.

EDA CARES Act Planning Grant

The EDA received CARES funds and has invited eligible institutions like Economic Development Districts to apply for two non-competitive pots of money. MCEDD was invited to apply for a non-competitive \$400,000 planning grant award for work over a 24-month period.

There is no match requirement. Jessica noted the plan is to hire another project manager to serve as regional disaster economic recovery coordinator to help the region recover from COVID-19. Work could include identifying key infrastructure projects to help prepare for grant applications, assessing broadband capacity, and subcontracting with the SBDC to have additional staff capacity on the Washington side.

EDA CARES Act Revolving Loan Fund

As part of CARES Act Recovery Assistance, EDA has invited certain recipients of existing EDA funded RLF awards to apply for a supplemental RLF award. MCEDD has been invited to apply for \$770,000 in loan funds, plus 10% in administration funds. There is no penalty for not getting the loan funds out in the required 24-month timeframe. Jessica noted MCEDD may hire a full-time support position that would be 50% dedicated to helping with the loan program and 50% potentially dedicated to supporting the finance program.

Discussion: Ken Bailey asked if the funds would be administered through the Loan Administration Board and if the funds have favorable rates that will help get the funds out as quickly as possible. Jessica replied the funds have favorable rates and there are many options depending on what the LAB decides. Ken asked if the funds are restricted. Jessica noted the funds need to meet the same use as MCEDD's other EDA funds, but they must be tied to COVID-19.

Les Perkins motioned to approve applying for the EDA CARES Act Planning Grant and the EDA CARES Act Revolving Loan Fund. Eric Proffitt seconded the motion. Motion carried unanimously.

STAFFING UPDATES

Jessica Metta reported Brad Houghton has been hired as MCEDD Deputy Director and will begin in July. The Finance and Operations Manager position deadline was extended and interviews have been held. A dispatch position has been advertised and is open.

Discussion: Eric Proffitt asked if applicants to the Finance position had feedback about the pay rate or skill qualifications. Jessica replied she has not received feedback regarding this. Jessica noted she has been working with Summer Sears during the interim period, and she has had good feedback on the position, including the need for a new software system. Jessica stated Summer is under a 3 month contract and may be less available after July. She stated that Carol Friend was contracted to clean up MCEDD's QuickBooks system. Her contract will be extended to complete this work.

Jessica notified the Executive Committee that MCEDD is close to 25 or more employees, at which point MCEDD reaches the threshold for being responsible for meeting requirements of the Oregon Family Leave Act. Additional tracking and paperwork will be needed with more employees.

FOUR RIVERS EXPENSES

Jessica Metta reported that when the Four Rivers Community Corporation board met in May, it discussed how to cover its annual expenses of approximately \$2,700. Annual expenses include general liability insurance, Secretary of State CT-12 filing fees, and general supplies. There is not enough in the general balance to pay for the upcoming insurance payment. Jessica confirmed The Four Rivers board has the lowest cost option for insurance. The Four Rivers board discussed charging an administration fee on grants received through the fund. Jessica discussed with the Wasco County Cultural Coalition the

possibility of contributing to covering annual expenses. The Coalition was not receptive to this idea, as it receives limited funds from the state. Jessica stated the 501(c)3 is useful for MCEDD to have access to for pass through grants and donations, and it is in MCEDD's best interest to cover the annual expenses.

Discussion: Ken Bailey stated MCEDD has discussed having a 501(c)3 for many years, and should take responsibility for the one it acquired. He stated that if it is not used, MCEDD should let it go, but it could be helpful for future opportunities that might come along. Eric Proffitt asked how the 501c3 has been used since MCEDD acquired it. Jessica stated that aside from the Cultural Coalition, GTA Robotics has received donations through the organization. Bob Hamlin noted covering the expenses would be an unbudgeted expense and asked if it could be put into the FY21 budget. Jessica replied the insurance payment is due in July, so yes. She can add the expense to the regular full budget for the next MCEDD Board meeting. Les Perkins asked what the long-term plan is. Jessica replied the Four Rivers board will discuss if it wants to retain a small percentage of pass-through funds to cover a portion of fees. Bill Schmitt suggested putting a time limit on how long MCEDD will cover the Four Rivers' annual fees.

Bob Hamlin motioned to recommend to the MCEDD Board to keep the Four Rivers Community Corporation 501(c)3 active for next five years and to budget its annual fees into the MCEDD budget for the next five years. Eric Proffitt seconded the motion. Motion carried unanimously.

SENIOR PROJECT MANAGER REPORT

Carrie Pipinich, Senior Project Manager, highlighted the following:

- Staff has been working with several organizations in Sherman County to support business planning efforts. Staff has assisted Little Wheats Daycare prepare to apply for Ford Family Foundation funding. Staff is also working with the Sherman County Fair Board on the business plan for the proposed covered arena facility.
- Staff is working with partners to identify business assistance resources related to mitigating COVID-19 impacts. This includes working with local partners to support a proposal for Business Oregon's RFP focused on business assistance grants. Staff was approached by Northern Wasco PUD about providing technical assistance based on Klickitat PUD's efforts to reduce operating expenses for small businesses.
- The GTA agreed to provide a grant to the Gorge MakerSpace to support their robotics program and was awarded a grant from SOAR Oregon to support implementation of their annual work plan.
- Staff arranged a Community Solar financial summary meeting with Port of Hood River to review findings from financial analysis of a potential community solar project in Hood River County.
- The City of Antelope has completed construction on the new reservoirs and water system. Staff will spend time completing project closeout requirements.
- Sherman County issued an invitation for bids for construction of the Bigg's Junction well as part of their water system project.

EXECUTIVE DIRECTOR REPORT

Jessica Metta, Executive Director, highlighted the following:

- The Loan Administration Board met and made decisions about delinquent loan clients.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Executive Committee moved into Executive Session at 4:39 p.m.

Regular session was reconvened at 4:43 p.m.

EXECUTIVE DIRECTOR REPORT CONTINUED

Jessica Metta, Executive Director, highlighted the following:

- MCEDD has been asked to loan a vehicle to Wasco County for transport of COVID-19 patients. We offered to loan a vehicle but not staff to drive. The County notified MCEDD that North Central Public Health District will be using the vehicle. MCEDD sent NCPHD an MOU, including the requirement to add the vehicle to NCPHD's insurance roster. NCPHD requested MCEDD keep the vehicle on MCECDD's insurance register. Jessica noted if MCEDD keeps the vehicle on its insurance register, MCEDD maintains the liability.

Discussion: Bill Schmitt stated the vehicle should go on NCPHD's insurance roster if we are to move forward with the vehicle loan. The Executive Committee agreed.

- The Transportation Administration Board discussed the selling of a piece of property on the Transit Center lot to the property next door. Federal restriction made this a difficult process. A commercial appraisal would cost approximately \$3,500. MCEDD was contacted by a real estate agent who communicated that a buyer is interested in the property, but instead of purchasing it, they want to lease it. ODOT said this was the easier option, and MCEDD will have to get a market value lease rate. All funds would go towards the transportation program. Jessica asked for feedback on exploring this option.

Discussion: Ken stated the property could be used for staff parking in the future if the organization continues to grow. Jessica explained the real estate agent offered for the buyer to cover the lot adjustment fee if MCEDD will cover the rest of the fees. Ken stated it doesn't seem the interested party is taking much value for the lease based on this offer. The Executive Committee agreed the property could be valuable to MCEDD in the future and is not interested in selling or leasing at this time.

- MCEDD was requested to comment to the Gorge Commission as they finalize the update of the Management Plan by August. Jessica asked how the Executive Committee would like MCEDD to engage responding to the Urban Areas boundary or other pieces of the Management Plan.

Discussion: Dana Peck noted it is good for MCEDD to weigh in, especially in partnership with other entities. Ken Bailey stated he helped facilitate the working group for the Economic Development portion of the plan and not much headway was made. The Executive Committee discussed the process of submitting comments and suggested Jessica could run a draft of any comments by Executive Committee members. The Executive Committee agreed MCEDD should write its own letter instead of signing on to another letter, as this would have more impact.

OTHER NEW BUSINESS

No new business.

ADJOURN

Meeting adjourned at 5:01 p.m.

Respectfully submitted, Lauren Hernandez, Office Administrator



FINANCIAL SUMMARY

As of June, 2020

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

Balance Sheet. Total Cash balance as of 06/30/20 is \$4,262,589. Accounts Receivable (1202) balance is largely due to contractual and grant related receivables. The impact on the Loan programs will continue to be monitored as deferrals and loan modifications begin to happen due to COVID-19. Accrued Loan Payment (2030) is MCEDD's liability to the USDA for the IRP funds, of which a large payment usually takes place in June. The liability has been accruing throughout the fiscal year. The annual payment was made to USDA in June in the amount of \$25,470. Current Net Position (preliminary) is \$11,741,606.

Operations Budget vs. Actual.

Revenue

Total Revenue reflects receipt of 84.2% of the anticipated revenue through June budget for FY20. Farebox revenue was significantly lower than budgeted, but we do anticipate some CARES Act funding to make up for the loss. Reimbursement revenue is expected to remain solid through the end of the FY, as many projects are still moving forward.

Expenses

Most personnel that were laid off have returned to work. As a reimbursing employer who reaps the benefits of a very low Unemployment Insurance tax rate, MCEDD will be reimbursing the State for benefits paid to employees. These costs are personnel expenses. Bus barn project is complete. The Capital Purchase line ended the year slightly over budget due to the Transit Center remodel and bus barn.

On a FY basis, 84.2% of revenue has been recognized and 74.2% of the expense budget has been spent. These numbers may change slightly as entries are made to close out the year in preparation for the annual audit.

Because this is the first financial summary that I have prepared for the Board, I followed previous formats but would be open to suggestions or feedback as to what information the Board would like to see in future reports.

Respectfully Submitted,

Dana Woods
Finance Manager

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

	May 31, 20	May 31, 19
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking		
10372 · MCEDD Micro Loan Checking	1,310.00	0.00
10601 · LINK Cash	223,287.46	521,230.65
1010 · MCEDD Checking - Other	218,704.59	-451,640.00
Total 1010 · MCEDD Checking	443,302.05	69,590.65
1015 · MCEDD MM		
15372 · MCEDD Micro Loan MM	5,939.39	30,000.00
15601 · LINK MM	7,562.43	100,439.02
1015 · MCEDD MM - Other	74,814.55	217,903.14
Total 1015 · MCEDD MM	88,316.37	348,342.16
1020 · IRP		
1021 · IRP - Sherman	88,962.94	71,532.85
1022 · IRP - WA	29,972.05	58,095.59
1020 · IRP - Other	128,082.25	147,661.20
Total 1020 · IRP	247,017.24	277,289.64
1030 · Loan Funds		
1036 · EDA RLFs	174,453.68	87,089.28
1045 · Reg Strat	55,901.47	6,725.21
1050 · RBEG-OR	52,146.01	29,014.19
1055 · RBEG-WA	5,818.28	868.52
1057 · RBEG-KL	45,985.00	4,694.30
1067 · CDBG Microenterprises	107,569.85	72,634.86
1030 · Loan Funds - Other	34.69	0.00
Total 1030 · Loan Funds	441,908.98	201,026.36
1031 · Housing RLF	1,481,352.72	1,791,744.64
1070 · National Scenic Fund	1,299,681.50	1,056,061.80
Total 1000 · Bank Demand Deposits	4,001,578.86	3,744,055.25
1100 · CDS		
1121 · IRP Reserve	96,072.01	96,072.12
1100 · CDS - Other	-8.14	-8.14
Total 1100 · CDS	96,063.87	96,063.98
1122 · IRP - DDM Product	222,845.02	156,400.23

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

	<u>May 31, 20</u>	<u>May 31, 19</u>
1125 · LINK Petty Cash	150.00	50.00
Total Checking/Savings	4,320,637.75	3,996,569.46
Accounts Receivable		
1202 · Accounts Receivable	153,161.59	16,242.70
Total Accounts Receivable	153,161.59	16,242.70
Other Current Assets		
1200 · Receivables & Accruals		
1210 · Accrued Revenue	6,400.00	14,166.66
1240 · Prepaid Expenses	10,193.80	9,320.39
1260 · Accrued Loan Interest	55,513.96	29,161.83
Total 1200 · Receivables & Accruals	72,107.76	52,648.88
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	2,199,236.52	2,251,786.12
1321 · IRP - Sherman	157,007.49	175,624.84
1322 · IRP - WA	292,097.06	264,010.55
1336 · EDA RLFs	616,723.47	700,475.28
1345 · Reg Strat	121,378.05	167,391.26
1350 · RBEG-OR	282,309.40	306,936.86
1355 · RBEG-WA	93,117.77	95,000.00
1357 · RBEG-KL/SK	83,837.10	126,000.00
1367 · CDBG Microenterprises	2,249.80	35,015.25
1371 · Housing RLF	564,566.05	246,064.91
1372 · MCEDD Micro Loan	18,980.37	0.00
Total 1330 · MCEDD Loans Receivable	4,431,503.08	4,368,305.07
1370 · OIB Loans Receivable	1,681,937.11	1,893,756.04
Total 1300 · Loans Receivable	6,113,440.19	6,262,061.11
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-132,493.11	-158,999.33
1521 · IRP - SH Co	-10,387.61	-8,115.80
1522 · IRP - WA	-15,257.43	-25,097.07
1536 · EDA RLFs Allowance	-41,277.39	-34,023.66
1545 · Reg Strat Allowance	-10,036.11	-2,138.04
1555 · RBEG Allowance	-30,833.86	-12,426.19
1567 · CDBG Microenterprises	-2,021.76	-2,736.88
1571 · Housing RLF Allowance	-14,737.95	-27,918.84

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

	<u>May 31, 20</u>	<u>May 31, 19</u>
1575 · OIB Allowance	-48,906.65	-47,404.77
Total 1500 · Allowance for Doubtful Loans	-305,951.87	-318,860.58
Total Other Current Assets	5,879,596.08	5,995,849.41
Total Current Assets	10,353,395.42	10,008,661.57
Fixed Assets		
1600 · Fixed Assets		
1610 · Building/Land	1,216,060.00	1,216,060.00
1605 · Vehicles	164,627.00	127,534.00
1650 · Accumulated Depreciation	-75,418.00	-21,675.00
Total 1600 · Fixed Assets	1,305,269.00	1,321,919.00
Total Fixed Assets	1,305,269.00	1,321,919.00
Other Assets		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	142,624.99	0.00
94 · Due To Accounts	-142,624.99	0.00
Total 87 · Due To/From Internal Accounts	0.00	0.00
Total Other Assets	0.00	0.00
TOTAL ASSETS	<u>11,658,664.42</u>	<u>11,330,580.57</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	100,524.38	13,687.12
Total Accounts Payable	100,524.38	13,687.12
Other Current Liabilities		
2030 · Accrued Loan Payment	107,060.70	106,881.12
2035 · Accrued Interest Payable	257.82	166.47
2050 · PTO - Accrued	50,619.87	40,398.10
2070 · Health Insurance Payable	-6,121.36	-22,849.94
2080 · Life & Disability Payable	-222.06	-674.43
2090 · WC SAIF Ins	-5,208.28	-2,293.90
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	-187.38
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	210.60	223.72

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

	<u>May 31, 20</u>	<u>May 31, 19</u>
2115 · OR- SUTA Payroll Liabilities - Other	152.50	163.51
Total 2115 · OR- SUTA Payroll Liabilities	363.10	387.23
2120 · State Payroll Liabilities - Other	131.15	148.83
Total 2120 · State Payroll Liabilities	494.25	536.06
Total 2100 · Payroll Liabilities	306.76	348.68
2800 · Deferred Revenue	65,554.20	65,403.42
Total Other Current Liabilities	212,247.65	187,379.52
Total Current Liabilities	312,772.03	201,066.64
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	401,776.57	439,828.29
2821 · IRP Loan Payable \$600,000	352,994.87	374,717.70
2822 · IRP Loan Payable \$750,000	521,941.86	548,296.90
2823 · IRP Loan Payable - WA \$310,000	263,997.61	274,411.33
2824 · IRP Loan Payable - SH \$200,000	166,603.11	173,359.52
Total Long Term Liabilities	1,707,314.02	1,810,613.74
Total Liabilities	2,020,086.05	2,011,680.38
Equity		
3100 · Fund Balances	4,143,812.48	7,572,025.03
3110 · Carryforward Balance	-94,957.37	45,111.98
3900 · Retained Earnings	5,471,435.59	1,671,855.82
Net Income	118,287.67	29,907.36
Total Equity	9,638,578.37	9,318,900.19
TOTAL LIABILITIES & EQUITY	<u>11,658,664.42</u>	<u>11,330,580.57</u>

Mid-Columbia Economic Development District

Budget vs. Actual FY20

July 2019 through May 2020

07/28/20

Accrual Basis

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	717,487.48	572,645.00	144,842.48	125.3%
4010 · Trans Frm/To Fund (MATCH)	11,160.87	166.66	10,994.21	6,696.8%
4012 · Trans From/To Fund (SUPPORT)	-20,354.15	12,702.24	-33,056.39	-160.2%
4100 · Federal	385,891.35	691,987.07	-306,095.72	55.8%
4200 · State	457,442.05	680,779.00	-223,336.95	67.2%
4300 · Local Match	64,153.28	30,250.00	33,903.28	212.1%
4400 · Local Assessment	60,946.00	74,200.50	-13,254.50	82.1%
4500 · Contract Reimbursement	673,818.63	836,010.08	-162,191.45	80.6%
4600 · Loan Interest	300,897.95	339,361.88	-38,463.93	88.7%
4700 · Loan Processing Fees	14,982.45	21,770.83	-6,788.38	68.8%
4705 · Loan Filing Fees	1,355.50	4,216.68	-2,861.18	32.1%
4710 · Loan Late Fee	3,653.77	3,758.33	-104.56	97.2%
4750 · Investment Interest	1,718.75	975.32	743.43	176.2%
4800 · Other Revenue	8,684.75	8,742.25	-57.50	99.3%
4803 · Sponsor Donations	500.00			
4805 · Farebox Revenue	23,075.29	32,083.33	-9,008.04	71.9%
4934 · In-Kind Revenue	0.00	29,732.08	-29,732.08	0.0%
Total Income	2,705,413.97	3,339,381.25	-633,967.28	81.0%
Gross Profit	2,705,413.97	3,339,381.25	-633,967.28	81.0%
Expense				
5000 · Personnel Expense	1,138,485.89	1,391,217.72	-252,731.83	81.8%
6110 · Travel & Conference	18,391.15	32,312.50	-13,921.35	56.9%
6190 · Event Services	2,305.00	3,575.00	-1,270.00	64.5%
6200 · Equipment	52,936.60	11,284.16	41,652.44	469.1%
6300 · Supplies	17,810.15	40,406.69	-22,596.54	44.1%
6400 · Professional Services	156,349.04	440,762.46	-284,413.42	35.5%
6500 · Vehicle Costs	57,869.23	107,998.91	-50,129.68	53.6%
6600 · Communications	24,988.20	38,520.16	-13,531.96	64.9%
6700 · Building Costs	23,155.40	40,709.15	-17,553.75	56.9%
6800 · Bonds & Insurance	14,176.00	10,091.58	4,084.42	140.5%
6900 · Other Materials & Supplies	9,092.71	11,989.09	-2,896.38	75.8%
9000 · Indirect Spread	-634.10	0.41	-634.51	-154,658.5%
9100 · Capital Purchase	370,620.59	361,023.67	9,596.92	102.7%
9600 · Transfer to/from Source	-2,149.03	1,833.33	-3,982.36	-117.2%
Total Expense	1,883,396.83	2,491,724.83	-608,328.00	75.6%
Net Ordinary Income	822,017.14	847,656.42	-25,639.28	97.0%
Other Income/Expense				
Other Expense				
7300 · Student Tickets	624.00			
7400 · Loan Payment	111,265.00	111,870.88	-605.88	99.5%
7500 · Carryover to Next Year	626,563.00	479,563.00	147,000.00	130.7%

Mid-Columbia Economic Development District

07/28/20

Budget vs. Actual FY20

Accrual Basis

July 2019 through May 2020

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7600 · In-Kind Contractual	0.00	29,732.08	-29,732.08	0.0%
Total Other Expense	738,452.00	621,165.96	117,286.04	118.9%
Net Other Income	-738,452.00	-621,165.96	-117,286.04	118.9%
Net Income	83,565.14	226,490.46	-142,925.32	36.9%

Mid-Columbia Economic Development District

Balance Sheet

As of June 30, 2020

07/27/20

Accrual Basis

	Jun 30, 20	Jun 30, 19
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking		
10372 · MCEDD Micro Loan Checking	2,620.00	0.00
10601 · LINK Cash	122,385.50	294,903.87
1010 · MCEDD Checking - Other	169,932.82	28,423.76
Total 1010 · MCEDD Checking	294,938.32	323,327.63
1015 · MCEDD MM		
15372 · MCEDD Micro Loan MM	5,939.39	29,089.07
15601 · LINK MM	7,562.43	0.00
1015 · MCEDD MM - Other	74,828.48	222,919.41
Total 1015 · MCEDD MM	88,330.30	252,008.48
1020 · IRP		
1021 · IRP - Sherman	90,462.94	74,632.87
1022 · IRP - WA	31,172.05	69,345.46
1020 · IRP - Other	129,812.92	142,818.49
Total 1020 · IRP	251,447.91	286,796.82
1030 · Loan Funds		
1036 · EDA RLFs	204,660.49	90,214.74
1045 · Reg Strat	57,851.47	6,663.66
1050 · RBEG-OR	53,008.01	29,883.18
1055 · RBEG-WA	6,598.28	1,390.99
1057 · RBEG-KL	47,482.00	3,648.14
1067 · CDBG Microenterprises	108,065.85	73,663.43
1030 · Loan Funds - Other	53.65	-0.01
Total 1030 · Loan Funds	477,719.75	205,464.13
1031 · Housing RLF	1,483,901.30	1,789,555.63
1070 · National Scenic Fund	1,386,643.67	897,450.84
Total 1000 · Bank Demand Deposits	3,982,981.25	3,754,603.53
1100 · CDS		
1121 · IRP Reserve	96,072.01	96,070.80
1100 · CDS - Other	-8.14	-8.14
Total 1100 · CDS	96,063.87	96,062.66
1122 · IRP - DDM Product	183,393.79	118,221.66
1125 · LINK Petty Cash	150.00	50.00
Total Checking/Savings	4,262,588.91	3,968,937.85
Accounts Receivable		
1202 · Accounts Receivable	339,007.43	159,900.99
Total Accounts Receivable	339,007.43	159,900.99
Other Current Assets		
1200 · Receivables & Accruals		
1210 · Accrued Revenue	-26,187.50	0.00
1240 · Prepaid Expenses	11,282.22	9,812.76
1260 · Accrued Loan Interest	47,879.68	29,236.06
Total 1200 · Receivables & Accruals	32,974.40	39,048.82

Mid-Columbia Economic Development District
Balance Sheet
As of June 30, 2020

07/27/20

Accrual Basis

	<u>Jun 30, 20</u>	<u>Jun 30, 19</u>
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	2,182,276.62	2,208,218.50
1321 · IRP - Sherman	156,296.52	173,126.89
1322 · IRP - WA	291,378.49	251,125.86
1336 · EDA RLFs	589,255.31	678,366.80
1345 · Reg Strat	120,254.82	167,268.46
1350 · RBEG-OR	282,124.75	292,897.61
1355 · RBEG-WA	92,950.64	95,000.00
1357 · RBEG-KL/SK	82,891.90	126,000.00
1367 · CDBG Microenterprises	1,770.54	33,696.08
1371 · Housing RLF	564,566.05	245,632.53
1372 · MCEDD Micro Loan	18,030.73	0.00
Total 1330 · MCEDD Loans Receivable	<u>4,381,796.37</u>	<u>4,271,332.73</u>
1370 · OIB Loans Receivable	1,619,576.74	2,052,261.17
Total 1300 · Loans Receivable	<u>6,001,373.11</u>	<u>6,323,593.90</u>
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-132,493.11	-132,493.11
1521 · IRP - SH Co	-10,387.61	-10,387.61
1522 · IRP - WA	-15,257.43	-15,067.55
1536 · EDA RLFs Allowance	-41,277.39	-40,702.01
1545 · Reg Strat Allowance	-10,036.11	-10,036.11
1555 · RBEG Allowance	-30,833.86	-30,833.86
1567 · CDBG Microenterprises	-2,021.76	-2,021.76
1571 · Housing RLF Allowance	-14,737.95	-14,737.95
1575 · OIB Allowance	-48,906.65	-47,404.77
Total 1500 · Allowance for Doubtful Loans	<u>-305,951.87</u>	<u>-303,684.73</u>
Total Other Current Assets	<u>5,728,395.64</u>	<u>6,058,957.99</u>
Total Current Assets	<u>10,329,991.98</u>	<u>10,187,796.83</u>
Fixed Assets		
1600 · Fixed Assets		
1610 · Building/Land	1,216,060.00	1,216,060.00
1605 · Vehicles	164,627.00	164,627.00
1650 · Accumulated Depreciation	-75,418.00	-75,418.00
Total 1600 · Fixed Assets	<u>1,305,269.00</u>	<u>1,305,269.00</u>
Total Fixed Assets	<u>1,305,269.00</u>	<u>1,305,269.00</u>
Other Assets		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	142,624.99	142,624.99
94 · Due To Accounts	-142,624.99	-142,624.99
Total 87 · Due To/From Internal Accounts	<u>0.00</u>	<u>0.00</u>
Total Other Assets	<u>0.00</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>11,635,260.98</u></u>	<u><u>11,493,065.83</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	62,300.91	25,870.89
Total Accounts Payable	<u>62,300.91</u>	<u>25,870.89</u>

Mid-Columbia Economic Development District

Balance Sheet

As of June 30, 2020

07/27/20

Accrual Basis

	Jun 30, 20	Jun 30, 19
Other Current Liabilities		
2030 · Accrued Loan Payment	109,196.72	0.00
2035 · Accrued Interest Payable	91.35	5,987.95
2050 · PTO - Accrued	50,619.87	50,619.87
2070 · Health Insurance Payable	7,111.58	-6,366.56
2080 · Life & Disability Payable	-12,575.92	-245.52
2090 · WC SAIF Ins	-5,257.76	-8,555.86
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	-187.49
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	256.64	98.62
2115 · OR- SUTA Payroll Liabilities - Other	211.97	9.11
Total 2115 · OR- SUTA Payroll Liabilities	468.61	107.73
2120 · State Payroll Liabilities - Other	185.68	0.00
Total 2120 · State Payroll Liabilities	654.29	107.73
2180 · Payroll Liabilities - Prior Per	0.00	50,671.28
2100 · Payroll Liabilities - Other	100.00	0.00
Total 2100 · Payroll Liabilities	566.80	50,591.52
2800 · Deferred Revenue	65,554.20	9,076.28
Total Other Current Liabilities	215,306.84	101,107.68
Total Current Liabilities	277,607.75	126,978.57
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	363,724.85	401,776.57
2821 · IRP Loan Payable \$600,000	331,272.04	352,994.87
2822 · IRP Loan Payable \$750,000	521,941.86	548,296.90
2823 · IRP Loan Payable - WA \$310,000	263,997.61	274,411.33
2824 · IRP Loan Payable - SH \$200,000	166,603.11	173,359.52
Total Long Term Liabilities	1,647,539.47	1,750,839.19
Total Liabilities	1,925,147.22	1,877,817.76
Equity		
3100 · Fund Balances	4,143,812.48	4,143,812.48
3110 · Carryforward Balance	-94,957.37	0.00
3900 · Retained Earnings	5,471,435.59	5,055,594.02
Net Income	189,823.06	415,841.57
Total Equity	9,710,113.76	9,615,248.07
TOTAL LIABILITIES & EQUITY	11,635,260.98	11,493,065.83

Mid-Columbia Economic Development District

Budget vs. Actual FY20

July 2019 through June 2020

07/28/20

Accrual Basis

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	717,487.48	572,645.00	144,842.48	125.3%
4010 · Trans Frm/To Fund (MATCH)	11,160.87	0.00	11,160.87	100.0%
4012 · Trans From/To Fund (SUPPORT)	-20,354.15	13,857.00	-34,211.15	-146.9%
4100 · Federal	610,287.02	754,895.00	-144,607.98	80.8%
4200 · State	457,442.05	742,668.00	-285,225.95	61.6%
4300 · Local Match	69,119.12	33,000.00	36,119.12	209.5%
4400 · Local Assessment	60,946.00	80,946.00	-20,000.00	75.3%
4500 · Contract Reimbursement	744,615.70	912,011.00	-167,395.30	81.6%
4600 · Loan Interest	315,579.71	370,212.96	-54,633.25	85.2%
4700 · Loan Processing Fees	15,012.45	23,750.00	-8,737.55	63.2%
4705 · Loan Filing Fees	1,355.50	4,600.00	-3,244.50	29.5%
4710 · Loan Late Fee	3,752.02	4,100.00	-347.98	91.5%
4750 · Investment Interest	1,857.60	1,064.00	793.60	174.6%
4800 · Other Revenue	9,399.62	9,537.00	-137.38	98.6%
4803 · Sponsor Donations	500.00			
4805 · Farebox Revenue	24,103.29	35,000.00	-10,896.71	68.9%
4934 · In-Kind Revenue	0.00	32,435.00	-32,435.00	0.0%
Total Income	3,022,264.28	3,590,720.96	-568,456.68	84.2%
Gross Profit	3,022,264.28	3,590,720.96	-568,456.68	84.2%
Expense				
5000 · Personnel Expense	1,215,405.55	1,517,692.00	-302,286.45	80.1%
6110 · Travel & Conference	18,395.15	35,250.00	-16,854.85	52.2%
6190 · Event Services	2,305.00	3,900.00	-1,595.00	59.1%
6200 · Equipment	53,169.08	12,310.00	40,859.08	431.9%
6300 · Supplies	20,115.02	44,080.00	-23,964.98	45.6%
6400 · Professional Services	167,512.05	480,759.00	-313,246.95	34.8%
6500 · Vehicle Costs	62,491.76	117,817.00	-55,325.24	53.0%
6600 · Communications	30,322.65	42,022.00	-11,699.35	72.2%
6700 · Building Costs	25,454.48	44,410.00	-18,955.52	57.3%
6800 · Bonds & Insurance	14,176.00	11,009.00	3,167.00	128.8%
6900 · Other Materials & Supplies	9,175.44	13,079.00	-3,903.56	70.2%
9000 · Indirect Spread	-980.63	0.00	-980.63	100.0%
9100 · Capital Purchase	408,527.50	393,844.00	14,683.50	103.7%
9600 · Transfer to/from Source	-8,261.52	2,000.00	-10,261.52	-413.1%
Total Expense	2,017,807.53	2,718,172.00	-700,364.47	74.2%
Net Ordinary Income	1,004,456.75	872,548.96	131,907.79	115.1%
Other Income/Expense				
Other Expense				
7300 · Student Tickets	624.00			
7400 · Loan Payment	121,380.00	122,040.96	-660.96	99.5%
7500 · Carryover to Next Year	626,563.00	479,563.00	147,000.00	130.7%

Mid-Columbia Economic Development District

Budget vs. Actual FY20

July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7600 · In-Kind Contractual	0.00	32,435.00	-32,435.00	0.0%
Total Other Expense	<u>748,567.00</u>	<u>634,038.96</u>	<u>114,528.04</u>	<u>118.1%</u>
Net Other Income	<u>-748,567.00</u>	<u>-634,038.96</u>	<u>-114,528.04</u>	<u>118.1%</u>
Net Income	<u>255,889.75</u>	<u>238,510.00</u>	<u>17,379.75</u>	<u>107.3%</u>

MEMORANDUM

To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Date: July 29, 2020
Re: Mount Hood Economic Alliance Proposal

Request: Approve submission of a proposal to Mount Hood Economic Alliance for administration of their business loan program.

Overview

This item has been discussed informally over the last several months with the Executive Committee and mentioned at the June Full Board meeting. Mary MacArthur is currently contracted to administer the loan program for the Mount Hood Economic Alliance (MHEA) loan program and will be retiring in September. There is interest from MHEA to consider contracting with MCEDD to administer their program going forward given our overlapping territory and many similar loan clients.

MHEA is a partnership between Clackamas, Hood River and Wasco counties that provides secondary financing for businesses unable to secure (enough) financing through conventional banking means. It has its own Board of Directors with representation from the three counties, including Ken Bailey and Steve Kraemer from our Board. MCEDD staff (myself or Israel Ayala-Guevara) serves as a backup board member. They currently have seven loan clients, four of which we share in common. Their total portfolio is around \$750,000.

MCEDD would work closely with the MHEA Board of Directors to administer its revolving loan fund in a similar way to how we administer the Oregon Investment Board. This work would include:

1. Management of the MHEA Loan Program;
2. Loan contracting and performance monitoring;
3. Marketing of MHEA Loan Program throughout Clackamas, Hood River and Wasco Counties;
4. Management of MHEA finances with monthly reports, annual audit, quarterly Board meetings and Board of Director appointments; and
5. Coordination with economic development partners.

While our relationships for marketing and with economic development partners in Hood River and Wasco Counties is strong, we recognize that we would plan for focused outreach in Clackamas County to build our relationships there.

MHEA in the past has paid \$18,000 for administration and we believe that would adequately cover our costs. If approved by the Executive Committee, our proposal would request a rate of \$18,000 for one year with the possibility to reassess how the program is working for MCEDD and MHEA at the end of the year.

Memorandum

Date: July 28, 2020

To: MCEDD Executive Committee

From: Carrie Pipinich, Senior Project Manager, Tatiana Eckhart, Project Coordinator

Re: 2020 Columbia Gorge Economic Symposium

Request

Staff is looking for additional guidance and input as staff begin to plan for the 2020 Economic Symposium:

1. Agenda
2. Keynote Speaker Ideas
3. Proposed panelists

Overview

The Columbia Gorge Economic Symposium is MCEDD's annual event showcasing the economy of the bi-state Columbia Gorge region, with presentations from industry leaders and regional economists. The Symposium is currently scheduled for November 6, 2020.

This year, staff has determined that the best course of action will be to plan for a shift to a virtual Symposium given the usual attendance (approximately 100) and shifting conditions around COVID-19. This approach will ensure that we do not have to shift quickly as guidelines for event sizes change and will be a conservative approach to supporting the health of our attendees and communities.

Additionally, in 2021 MCEDD will be working through a major update for the CEDS to be adopted in early 2022. Every five years MCEDD works through this process, and the Symposium acts as the kickoff for the effort so that our discussions around strategy changes have a foundation in the current economic trends and data. Staff will explore best practices for engagement through these platforms to support a robust conversation and opportunities for input by attendees throughout the series of sessions.

Agenda: Focus Area, Keynote, and Industry Panel

Given the impacts to regional economy COVID-19 is having, the 2020 symposium will focus on sharing data on these trends and future impacts and the adaptive strategies industries are taking in order to remain resilient in the face of an uncertain economy. Please see the attached DRAFT agenda provided for input as we work to shift our format to a virtual strategy.

Staff will be seeking a keynote speaker that can speak to adaptation and change, and welcome input from the Executive Committee on potential ideas. Due to the virtual nature of the symposium, there are opportunities to think more broadly about potential speakers. Additionally, staff will seek to have a more robust economic information section with economists focused on forecasting from each state in addition to our usual local economists.

Staff proposes having a panel that reflects the key industry clusters listed in the current CEDS to talk about COVID-19 impacts on their industry and adaptations that are supporting businesses in moving forward. Staff has not begun outreach to potential panelists yet, but proposed panelists from key industry sectors in the Columbia Gorge include:

- Forestry: Jason Spadaro, SDS
- High Tech/UAS: Jaime Mack, Zepher,
- Healthcare: Dennis Knox, MCMC
- Agriculture, with a focus on value-added production and fermentation: Orchard View Representative or WA-side business
- Arts/Culture/Tourism: Rudy Kellner, Pfriem,
- Renewable Energy: Nicole Hughes, Renewable Northwest

Opportunities and Costs

The proposed scope of the 2020 Economic Symposium would incur drastically fewer costs than holding the event in-person given no venue rental or catering will be required. Staff anticipates a cost for the online platform to use the webinar version of Zoom (up to \$140 for one month), and potential for supporting a keynote speaker that requires payment if enough sponsorship is identified. Currently, Oregon Manufacturing Extension Partnership has agreed to sponsor at \$500.

Columbia Gorge Economic Symposium

Friday, November 6, 2020

Virtual (via Zoom)

Agenda

Pre-event slides start playing at 8:45 a.m.

- 9:00 a.m. Welcome and Introductions
Jessica Metta, Welcome remarks (CEDS Kick Off + Planning Committee Intro)
- 9:10 a.m. Keynote Remarks
Adaptive Leadership, Approaches to Resilience
- 9:35 a.m. State and National Economic Trends and COVID-recovery
Josh Lehner (Oregon Office of Economic Analysis) – Economic Forecast—OR Washington Counterpart
- 10:00am Regional Industry Trends and Forecasts
*Scott Bailey, Washington Regional Economist
Dallas Fridley, Oregon Regional Economist*
- 10:25 a.m. Break
- 10:30 a.m. Key Industry COVID-19 Adaptations + Opportunities
General Panel Discussion
- 11:10 p.m. Breakout Rooms: Discussion on COVID-19 Data and Impacts
*Focus on CEDS; any additional data RE COVID
Potential Report Outs by Room Leaders*
- 11:30 p.m. Closing remarks
- 12:00 p.m. Adjourn and networking via option breakout rooms



**Senior Project Manager's Report
Prepared for the June 2020 Executive Committee Meeting**

County Economic Development

- Staff have been working with several organizations in Sherman County to support business planning efforts. Staff worked with the Fair Board to complete a business plan for a new arena that was presented to the County Court who approved the funds to move forward with plans for construction. Little Wheats Daycare received a \$5,000 grant from The Ford Family Foundation to support development of a business plan. Staff is helping them develop a contract to use for the consultant they plan on hiring. Staff has also helped them submit an application to the Gorge Community Response Fund to support purchase of additional COVID-19 related supplies needed for reopening the center.
- Staff is beginning the process to update the Sherman County Housing Grant program to reflect current priorities and updates identified through implementation of the program over the last several years.
- Staff is working with partners to identify business assistance resources related to mitigating COVID-19 impacts. This has included:
 - Supported 38 businesses in the Northern Wasco PUD's territory access their COVID-19 Small Business Relief Program and processed 50 applications.
 - Supported a successful application to Business Oregon for \$200,000 for the City of The Dalles and Wasco County for small business grants. This program has the same requirements as the funding MCEDD provided but also requires local match. Staff will work with partners to support outreach and determine eligibility.
- In Wasco County, staff has continued to work with several communities on infrastructure projects. These have included support for an application to the Safe Routes to School Infrastructure program from the City of Dufur and engagement with their next steps to support their waste water system project. Waste water system planning in Wamic to address compliance challenges. And, identifying potential resources for Maupin to support a water system master plan.
- Staff also worked with the Wasco County Economic Development Commission to submit comments on the Gorge 2020 Draft Management Plan update.

Resilience and Broadband

- **Business Grants:** The project management team has come together to implement the Business Oregon COVID-19 Small Business Assistance Grant Program. We started outreach in early July. We began accepting applications on July 7 and plan to close the application period on August 14 in order to meet our deadline for expenditure with Business Oregon. Awards to date: one in Sherman County for a total of \$3,081, nine in Hood River County for a total of \$30,000, and nine in Wasco County for a total of \$22,500. We are continuing to do additional outreach to partners and businesses that may be eligible. A huge thank you to the team for stepping up to take this on!

- **Business Training:** Staff has met with the SBDC and is in the process of meeting with the relevant Chambers to support development of a training schedule to implement the activities outlined in the ROI Grant. These trainings will focus on business planning for resilience, accessing capital, and broadband based tools. Additionally, MCEDD was awarded an additional \$40,000 through USDA RD's Rural Business Development Grant Program to support equipment to have quality streaming, developing training videos, and increasing Spanish translation for materials and at least one training session.
- Staff supported three applications to Business Oregon's Rural Broadband Capacity Grant Program to support funding for improved connectivity in South Wasco County, the Mosier area, and Sherman County. The program received over 100 applications for almost \$50 million in requests for a \$10 million pool open for only just over a week.
- **Gorge Broadband Consortium:** Staff is coordinating a virtual Gorge Broadband Consortium meeting for July 31, 2020. The meeting will include updates from the two State broadband offices and Link Oregon in addition to opportunities for updates from local internet providers and community partners.

Industry Clusters

- The GTA Board welcomed Jarrett Gilbert, CGCC's Vice President of Instructional Services to its Board at its July meeting.
- The GTA decided to skip the rescheduled AUVSI conference and begin planning for a presence at the 2021 conference, including coordinating booth locations and a mixer event to increase the visibility of the Gorge as a tech destination. Staff is starting planning for the Tech Showcase to be held virtually in partnership with the Cascade Chapter of AUVSI in September. This will provide an opportunity for additional visibility for local companies that are growing or taking on new activities in the tech cluster.
- Staff met with the Devonshire Group who is renewing discussions about opportunities for a biomass campus in Hood River County to discuss potential resources.

Energy

- Staff is working with Hood River County and the Energy Trust of Oregon to develop a final scope of work for their energy resilience planning efforts. MCEDD staff will manage the project and support grant management. This project will focus on integrating energy resilience elements into Emergency Management planning.
- Staff is working with the [Clean Cities Coalition](#) to pursue grant opportunities to support public vehicle fleet electrification audits, training and vehicle transition. Staff is in conversation with Columbia Area Transit, Hood River County, Volunteers in Action, and The Next Door to understand the needs and opportunities for vehicle electrification and anticipates submitting one-two applications for Pacific Power's new Mobility Grant program to support this work.

Grant Management

- Antelope Water Project – all construction is complete and the system is up and running. The City will hold a dedication ceremony in August or September. Staff continues to support the City in completing project closeout requirements.

- Biggs Water Project – a contractor has been selected for the well drilling, Jones Drilling, Inc. Construction is expected to be complete within four months of contract signing. Concurrently, the engineer will ensure final approvals of the remainder of the water system design and prep bid documentation for advertisement later this summer.
- Crystal Springs Water District – Bids were opened for construction of Phase 2 of the Westside/Mid Valley project on July 21. The apparent low bidder is Crestline Construction. The District Board will need to meet to vote on awarding a contract. The District has also applied for additional loan funds to complete the project and will meet with the IFA Board on August 7 to discuss the request. The South Valley project has been delayed and a bid advertisement is anticipated at the end of summer. On the purchase of the Odell Water Company, the PUC has the sale agreement in their queue to review, but there have been delays in review and approval due to COVID-19.
- Cascade Locks Wastewater – still in design phase. MCEDD support at this point is minimal and is expected to increase in early 2021.
- Odell Sanitary District – The District’s discharge permit was renewed last year with new Total Maximum Daily Load (TMDL) standards that the District is unable to meet. After analysis, they have concluded that relocating the outfall from Odell Creek to the Hood River was the optimal solution. As a result, the District intends to construct an additional outfall line from the treatment plant directly to the Hood River to remove all excess thermal loading from Odell Creek. The design must be complete by December 31, 2020, and the construction by December 31, 2021. Staff has participated in discussions with Business Oregon, USDA and the District to determine appropriate funding options for the work and will support application development moving forward.

Deputy Director's Report
Prepared for the August 2020 Executive Committee Meeting

LINK Transportation

- CARES Act: We received a grant for approximately \$130,000 to support the LINK operations. This grant has no match requirement. Additionally, the match rate of one of our other operating grants was significantly reduced to support our operations through COVID-19.
- Operating Hours: As of June 8th we are back to operating Monday through Friday from 6:00am to 6:00pm, and have resumed taking cash and tickets. Saturday service is still suspended until mid-August due to staffing. The MCEDD Link Lobby is open, and we have resumed Greyhound and LINK tickets sales.
- Deviated Fixed Route (DFR): We now pass each stop every 30 minutes versus 60 minutes effectively doubling the frequency of our stops for prospective riders. This schedule modification was coordinated with CAT and MATS to ease connection between services. DFR allows riders to coordinate pick-up or drop off within 1/4 mile of the designated stop. The LINK website has been updated with the new schedule, and a PDF is available on the website for download and printing.
- East Side (Second) Route: We anticipate expanding service with a second route in the August/September timeframe. This required the hiring of two additional bus drivers which is now complete, and delivery of 2 new buses which we anticipate in the next 30-60 days. Proposed stops for the new route are Water's Edge, Department of Human Services at the Port, 12th Street and Dry Hollow Rd, Veteran's Service Office, and Mid-Columbia Medical Center.
- Personal Protective Equipment (PPE): We remain in full compliance with the transit rules issued by Governor Brown. Including PPE for staff, passenger spacing and mask wear. LINK provides masks for riders that don't have one. We are waiting on an estimate from Creative Bus Sales for the purchase and installation of plexi-glass barriers to protect our drivers.
- Bus Barn: A final inspection was completed on June 16th and the facility is currently in use.
- New Buses: We anticipate delivery of 2 buses in September. We have also been awarded a grant for 4 additional replacement vehicles, and plan to place that order in January 2021 for a July 2021 delivery.
- Bicycle Racks: We installed our last bicycle rack on Tuesday, July 14th. Racks are now installed on all of our buses not scheduled for replacement. Our new buses have been ordered with the bicycle racks already installed.
- Bus Shelters: We have submitted a proposed bus shelter presentation for 3 separate locations to the City of The Dalles Engineer and Planning Department for review/comment. We plan to submit building permit applications for two of the locations (Mid-Columbia Medical Center, 8th Street and Cherry Heights) in the coming weeks following endorsement by private property owners. We are discussing the third location, in coordination with the City of The Dalles, for possible incorporation into the 1st Street Project or the Federal Street Plaza. We submitted a \$5000 grant application to Mid-Columbia Health Foundation for support of the bus shelter at their facility and will hear back in early August.

Gorge TransLink Alliance and Mobility Management

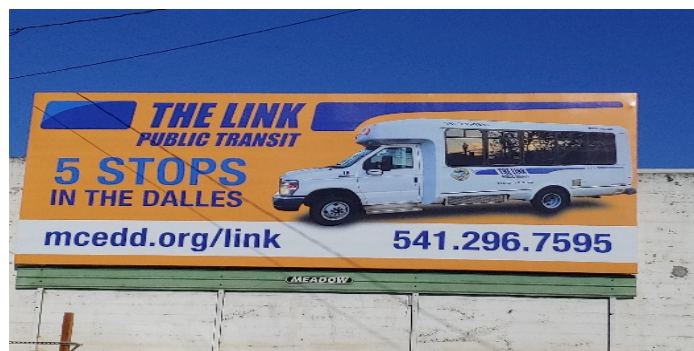
- Kathy has increased the frequency of meetings with the five transportation providers improving collaboration on operational policies, route and bus stop logistics for transfer between services, and shared technologies. Transportation providers continue to respond to the COVID-19 pandemic and

the shifting transportation needs of residents. We continue work with health and human service agencies to provide COVID-19 testing and supplies to the Native American community, and migrant farm workers.

- The Gorge Regional Transit Strategy Project Management Team (PMT) is scheduled to begin working with the US DOT's Volpe Research Center the first week of August. The PMT includes MCEDD, WSDOT, and ODOT representatives. The work will focus on the existing framework for the Strategy, and on a gap analysis.
- Kathy has been instrumental in leading outreach with The Next Door, Inc in an effort to teach people how to access and use the transportation network. Outreach has included distribution of flyers, one-on-one education with Next Door staff, and awareness of online resources.
- Kathy continues to work on updates for both the Wasco and Sherman County Coordinated Plans. Close coordination with stakeholders and outreach to new partners will ensure plans are comprehensive and inclusive of the needs and challenges of all residents.
- Kathy continues participating in the Advisory Committee Meetings for the Historic Columbia River Highway. The committee is currently working with ODOT and the USFS to find transit and multimodal solutions for re-opening the Waterfall Corridor and Multnomah Lodge while allowing for safe social distancing.
- Kathy continues work with the Columbia Gorge Community College (CGCC) on a potential student group transit pass. CGCC is moving forward with plans to develop student housing, which will also be an opportunity for transportation demand management planning.
- Wasco County Transit Development Plan: We continue to refine the scope of work for this 20 year masterplan with ODOT staff. ODOT intends to issue a Request for Proposals for consultants soon and we hope to start this project in the fall.

Other Items

- New Committee: We worked with ODOT and Wasco County to officially combine the STF and STIF Advisory Committees into the new Wasco County PTAC! Wasco County Board of Commissioners approved the bylaws, dissolved the prior committees and appointed all prior members to the new committee.
- Advertising. LINK billboards are up. One is on 2nd Street on the east side of downtown and the other is near Mama Jane's. Once the movie theater is back open for business we intend to run ads there. Finally, we continue to promote the deviated fixed route on Facebook and through press releases.





Executive Director's Report

Prepared for the August 2020 Executive Committee Meeting

Business Assistance

- The Loan Administration Board approved a restructure request for LDB Beverages in Stevenson and is considering a new loan request for current client On-Site Supply House in Hood River.
- MCEDD has received a number of payoffs recently, including Ziegenhagen, All Seasons Carpet Cleaning, Riverhood Rentals, Ellson, The Grateful Farmer, and is expecting Tectonic Cellars to pay off. This has greatly increased our available to loan amounts.
- We are in process for closing the restructured loans for Brigham Fish Products and LDB Beverage.
- So far, we have provided COVID related deferral support to 28 of our roughly 64 loans. As the pandemic continues to evolve, we would be available to support clients that have not yet benefited from the program.
- Israel and I are focused on supporting the Hood River-Cascade Locks Enterprise Zone to ensure all businesses meet their filing deadlines and new businesses benefit. Over the next year, I will be working with the taxing entities on considering a renewal for this zone as it expires June 30, 2021.
- We are assisting the Oregon Investment Board in development of marketing materials about their loan program. The OIB budgeted \$5000 this year for the project and we issued an RFP with an August 7 deadline for videography services.
- We have received the grant documents for our new EDA CARES Act RLF, which I am in the process of reviewing and signing. This grant included \$770,000 in loan funds and \$77,000 in administrative funds. We were given the option to amend our RLF plan based on some flexibilities EDA has offered due to COVID and will be asking the Loan Administration Board for their feedback. If the LAB recommends changes, this would come to the Sept. 24 Full Board meeting for adoption.

COVID-19 Response

- Our meetings with the Mid-Columbia Economic Resiliency Team have transitioned to every other week. We have focused recent topics on school reopening, economic forecasts, the hospitality industry and the tech industry.
- The team is pulling together additional COVID-related business trainings including one in July on workplace outbreaks and masking rules, which had about 100 attendees. The next one planned is August 4 on High Intensity Workplace Training. Find information and recordings of events here: <https://www.mcedd.org/business-trainings/>
- Carrie is reporting on our Business Oregon COVID-19 grant program, but I will add that we have been communicating with Business Oregon about the challenges of finding eligible businesses. We will have to return unused funds to the state and will be encouraging them to relax some restrictions for future rounds of funding that are anticipated.

Facilities and Operations

- As Brad reports, the final walk through of the bus barn was in mid-June and the facility is being well used at providing weather protection for the fleet. We have also been regularly using the vehicle gate for the employee parking lot to ensure it is working properly.
- We held our annual safety walkthrough of the facility and are planning to submit a grant application to SDIS for safety projects.

- Dana Woods, Finance and Operations Manager, started July 1 part-time and full-time as of July 16. Brad Houghton, Deputy Director, started July 6. I have been focused on supporting them as they get up to speed and have already been impressed at what a great addition to the team they both are! We also brought on Sherry Stevenson as new Dispatcher/ Scheduler and two new bus drivers, Margaret Rodriguez and Louis Herring. Due to funding available for the Hood River County energy work, we reduced Marla Harvey's hours to 30 hours per week for at least July and August, pending a grant application from Meyer Memorial Trust. It is looking more positive that we will have funds to bring her back to full-time.
- I conducted annual reviews for Ami Beaver and Israel Ayala-Guevara, and a review for Carrie Pipinich at being six-months in her new position. I will be working with the Executive Committee to plan my six-month review in September.
- This is the time of year we work through our Board appointments and hold a Nominating Committee meeting. I am pleased that all current Board members were happy to stay on. Sue Knapp has resigned from Maupin City Council and thus our Cities of Wasco County position is open and posted to our website. Jan Brending, Dana Peck and Mark Zanmiller met as the Nominating Committee and recommended the current officers and private-sector Executive Committee members retain their positions. All of these items will come to the September 24th Full Board meeting.

Other Items

- After receiving Executive Committee support in June, I submitted comments to the Gorge Commission as they finalize the update of the Management Plan. These were sent out as an update to the Board via email. I also met with the new Hood River County Gorge Commissioner Michael Mills. As there are a number of new Commissioners, I reached out to Gorge Commission Executive Director Krystyna Wolniakowski to offer to provide an overview of MCEDD's work and partnership with the Gorge Commission at a future meeting. She suggested November/ December as a good timeframe.
- We submitted two Impact Award applications to the National Association of Development Organizations (NADO) to highlight our work in economic resiliency as well as the Gorge Translink Alliance website update. We have been successful at these applications in the past and it is a good opportunity to acknowledge staff's projects.
- I have been having conversations with several partners (The Next Door, Skyline Hospital) on next steps for Diversity, Equity and Inclusion work. The big question continues to be how we fund ourselves to put in the staff time and/or hire a consultant. Two of the best opportunities are to include an equity-focus as we develop the next Comprehensive Economic Development Strategy and also as we continue our COVID-19 response with the EDA CARES Act planning grant.