



Mid-Columbia Economic Development District

**Executive Committee Meeting  
Wednesday, December 2, 2020  
4:00 P.M.**

Zoom video conference (access information on next page)

**AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions		
Executive Committee Minutes <i>November 2020</i>	5 minutes	Approval
Finance Report	5 minutes	Acceptance
2022 CEDS and Strategy Committee	10 minutes	Decision
Personnel Policy Updates	10 minutes	Decision
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

Time: Dec 2, 2020 01:00 PM Pacific Time (US and Canada)

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

**ATTENDANCE**

*Attending:* Eric Proffitt, Ken Bailey, Bob Hamlin, Joe Dabulskis, Bill Schmidt, Dana Peck  
*Staff:* Jessica Metta (Executive Director), Lauren Hernandez (Office Administrator), Carrie Pipinich (Senior Project Manager), Brad Houghton (Deputy Director)

**CALL TO ORDER**

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

**EXECUTIVE COMMITTEE MINUTES**

**Ken Bailey motioned to approve** the September 2020 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

Dana Peck joined the meeting.

**FINANCE REPORT**

Jessica Metta presented the financials for the month of September. Total Cash balance as of 09/30/2020 is \$5,534,205.75. She explained the Accounts Receivable balance of \$138,217.18 is mostly comprised of Contract Reimbursements for Special Projects, Mobility Management, and Transportation Operations. Long Term Liability balances are paid down \$103,933.93 since this time last year. Current Net Position is \$11,745,705.66. This figure may shift due to the FY20 audit process.

Jessica explained Federal Revenue and State Revenue appear to be lagging behind as compared to the quarterly budget, in part due to the timing of the quarterly reporting requirements for Transportation Operations and timing of when revenue is actually received. Contract Reimbursement is aligned with the budget for this quarter. Travel & Conference expenses are down. Capital Purchase is currently \$0, but the spending will happen in the near future with the anticipated arrival of the new buses within the next week.

**Bob Hamlin motioned to accept** the financials as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

**EXECUTIVE COMMITTEE PRIVATE SECTOR MEMBER ROTATION**

Jessica Metta explained that when the Nominating Committee met this summer, they suggested the Executive Committee consider a policy about rotating Private Sector membership on the Executive Committee. Jessica noted there are pros and cons to doing this. Currently there are no term limits for members on any MCEDD committees. Rotating membership will give new perspectives and increase a feeling of ownership in the organization, but it is valuable to continue with membership as is, as current members have the experience and offer valuable historical perspective. Jessica explained some Private Sector Board members already have heavy meeting loads and therefore cycling these members onto the Executive Committee can be challenging.

Jessica explained the Executive Committee could choose from several options:

1. No change. There would continue to be no term limits for Private Sector Board members to serve on the Executive Committee.
2. Add a limit of a specific length to the number of one-year terms that a Private Sector member could serve on the Executive Committee.
3. Other options as identified by the Committee.

*Discussion: Bob Hamlin asked if any private sector member has approached Jessica to ask if there are openings on the Executive Committee. Jessica replied no. Bob stated the lack of inquiries makes him think that no change is necessary. Eric Proffitt stated that having the same Executive Committee membership during this particular time for the organization is a good thing. Eric noted no member will stand in the way of a new member if they express interest, but experience is important, and high attendance is absolutely necessary. Ken Bailey stated it would be good to reach out to the MCEDD Board to see if there is any interest. He also noted one downside of rotating members is that the learning curve can take a few years. Dana Peck stated that having a representative from the chamber organizations is valuable and a good way to keep the communication open. The Executive Committee agreed to make no changes to membership requirements at this time but asked Jessica to reach out to other board members to inquire about interest before next year's Nominating Committee meeting.*

### **STAFFING UPDATES**

Jessica Metta explained that as a result of several grants and opportunities for the organization, MCEDD is continuing to grow in staff and shifting duties between existing staff.

New Project Manager: With expanded capacity from the EDA CARES Planning Grant, MCEDD is able to bring on a new Project Manager position. This position will focus on the EDA CARES Planning scope of work as well as serve as the lead for the Gorge Technology Alliance. Alice ZaWitt has been hired and will begin November 30<sup>th</sup>.

New Assistant Project Manager: With the expanded capacity from the EDA CARES RLF and the Mount Hood Economic Alliance contract, MCEDD is able to add an Assistant Project Manager position to more fully focus on supporting the loan program. This would shift the loan support pieces off the current Administrative Assistant position. Ami Beaver was offered a promotion to fill this position, and she accepted. She has been working on loan clients in her role as Administrative Assistant, and will now solely focus on supporting the loan program.

Administrative Assistant: With loan support duties shifted off this position, the role will provide more support for the Gorge Technology Alliance than it currently does. This role will also take on Board and committee management for MCEDD, duties that had been done by the Office Administrator.

Office Administrator: With the Board and committee management duties shifted off this position, the role can provide more support for the Finance Manager, Executive Director, and project management team as needed.

*Discussion: Ken Bailey stated he agrees with looking at the current structure and moving duties to where they work the best. With the growth MCEDD has had, an increased workload has followed. Ken also suggested staff should do some crossover training. Eric Proffitt asked if there*

*is space in the office for additional staffing. Jessica replied there may be more shared desk spaces between staff who coordinate their schedules between being in the office and working from home. Ken stated MCEDD should have a plan for if there is another significant staff increase.*

### **TRANSPORTATION GRANT APPLICATIONS**

Brad Houghton explained staff brought some discussion of transportation grant applications to the Full Board meeting in September, but more developments have happened since then, and he requested the Executive Committee approve acceptance of the grants below:

- WSDOT Consolidated Grant Program grant for the Gorge TransLink Mobility Management Project. This grant will sustain the Gorge TransLink Mobility Management project in Skamania and Klickitat counties in Washington and Hood River, Wasco and Sherman counties.
- WSDOT Consolidated Grant Program grant for the Gorge Regional Transit Strategy Phase II. This will support development of a roadmap for a regionally coordinated and robust public transportation system in this five-county, bi-state region.
- ODOT Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network grant for the Gorge TransLink Alliance Mobility Management Project. This project will expand the existing Gorge TransLink Alliance Mobility Management Project to include projects like the Gorge Regional Transit Strategy Phase II, special populations outreach and expanded staff support. This would include hiring a new full-time employee focused on outreach and travel training in Hood River and Wasco Counties.
- ODOT Statewide Transportation Improvement Fund Intercommunity Discretionary grant for marketing the Gorge Regional Transit System through GORge Pass. This marketing project is part of the GorgeTranslink Alliance. Primary goals are to use marketing, public relations, and outreach to businesses, transit partners, and tourism partners to increase awareness, access, ridership, and sales of the GORge Pass (GP) and the regional transit network.

**Ken Bailey motioned to authorize** staff to accept the grants as presented. Bob Hamlin seconded the motion. Motion carried unanimously.

### **ADA POLICY UPDATE**

Brad Houghton explained that to better align with the federal ADA requirement, staff recommends modifying MCEDD's ADA Policy to coincide with the FTA Circular definition of wheelchair and requirements for service animals. In both cases, this is an addition to MCEDD's existing ADA policy. Brad stated staff has also updated MCEDD's contact information for ADA grievances to reflect the current Executive Director, Jessica Metta.

*Discussion: Eric Proffitt asked if there is a definition for what qualifies as a service animal. Brad explained the addition to the ADA Policy has to do with tethering and controlling a service animal in the vehicle but does not give a definition. Jessica Metta explained MCEDD has received guidance that if a rider says their animal is a service animal, the Link must transport the animal if it is tethered and under control. Eric asked if staff can ask what service the animal performs. Jessica replied she does not believe so. Brad noted staff will look into the specific regulations around service animals and report back to the committee. Joe Dabulskis asked if there are guidelines for appropriate behavior. Brad explained this ADA Policy change will address animal behavior in that a rider must maintain control of their animal while on board.*

**Bob Hamlin motioned to recommend** approval of the revision to the MCEDD ADA & Paratransit Policy to the full board. Ken Bailey seconded the motion. Motion carried unanimously.

### **SENIOR PROJECT MANAGER REPORT**

Carrie Pipinich, Senior Project Manager, highlighted the following:

- Staff meet with representatives from the Shaniko Community Council to discuss an update to their water system.
- Staff has wrapped up support for Northern Wasco PUD's COVID-19 Small Business Relief Program and processed 61 applications to date. Staff also supported the City of The Dalles and Wasco County in processing grant applications for a round of the Small Business Assistance Grant program for businesses in Wasco County.
- Staff is working with the Wamic Water and Sanitary District to move toward a One Stop meeting with funders to discuss addressing their wastewater compliance challenges with a major overhaul of their system.
- Staff met with the City of Grass Valley regarding restarting the process to explore feasibility for development of a wastewater system.
- MCEDD received \$800,000 for a final round of the Small Business Assistance Grant program funded by Business Oregon in early October and began outreach to communities.
- Staff is working closely with the SBDC and Chambers of Commerce to host business trainings supported by our Rural Opportunity Initiative grant. Staff anticipates starting additional WebWorks trainings this fall, followed by Business Planning for Resilience, Accessing Capital and a Lenders Roundtable over the coming six months.
- Staff was invited to present on MCEDD's broadband efforts at NADO's Annual Training Conference in mid-October. The presentation highlighted how broadband is incorporated into our CEDS, infrastructure project and coordination approaches, and utilization training.
- Staff focused heavily on the GTA's fall events since our last meeting, including the Gorge Tech Showcase and Chasing Grace Episode Three: Boss Ladies.
- Staff received notification that MCEDD received a \$120,000 two-year Meyer Memorial Foundation grant supporting increased partnerships around energy efficiency, enhancing the approach to equity in Energy Council's implementation activities, and coordination for continuing the Energy Council's work.
- Staff has completed a workplan for the Energy Resilience planning work, prepared and will soon release an RFP to identify a consultant to research energy resilience funding opportunities, and worked with the Energy Council to support identifying key industries and companies for interviews focused on the value of energy resilience to key sectors.
- The City of Antelope's Recorder has resigned, so completion of project closeout items has been delayed.
- The well drilling contractor started in mid-August and recently finished drilling the well for the Biggs Water Project.

## **DEPUTY DIRECTOR REPORT**

Brad Houghton, Deputy Director, highlighted the following:

- The Link started the new east side second route on October 5<sup>th</sup>. Staff has launched a fall marketing campaign including new brochures in English and Spanish, updating billboard advertising, publishing public service announcements, and conducting radio spots. MCEDD received approval from the City of The Dalles to place twenty-five Link information signs across the community, and the Public Works Department donated time and materials to complete the project.
- Crestline Construction completed installation of a bus shelter at West 8<sup>th</sup> Street and Cherry Heights (adjacent to Goodwill). MCEDD held a ribbon cutting ceremony in coordination with the Chamber of Commerce on October 27<sup>th</sup>.
- Staff anticipates delivery of 2 new buses by the end of the month. MCEDD has been awarded a grant for 4 additional replacement vehicles and plans to place that order in January 2021 for a July 2021 delivery.
- MCEDD was approved for \$310,000 for continued support of LINK operations. The grant application includes costs for an additional 12/2 passenger bus, and operating costs to include personnel, maintenance, and personal protective equipment.
- MCEDD continues close collaboration with its Gorge transit partners. Columbia Area Transit (CAT) has proposed submitting a joint CAT/LINK STIF Discretionary Grant application to support intercity service between the two communities.
- The Gorge Regional Transit Strategy Project Management Team (PMT) has continued work to revise the timeline and milestones for PMT meetings, working groups and public outreach.
- Staff have been exploring the possibility of an agency partnership on the existing annual CAT Gorge Pass. Both MATS and Skamania County Transit have been included in the discussion and are supportive. The TAB approved adoption of an annual Gorge Pass in coordination with CAT on a 1-year trial basis.
- The TAB requested that staff look into providing public transportation positive COVID-19 personnel. MCEDD staff offered to loan a vehicle to support transport, but that offer was declined due to concerns over insurance.

*Discussion: Jessica Metta explained that MCEDD, with guidance from the Executive Committee, requested NCPHD add the vehicle to their own insurance policy if using it, but their insurance agent would not allow this, so the arrangement broke down. Bill Schmitt stated that if MCEDD made the offer and was unable to follow through due to the insurance liability, there is no further action to take.*

## **EXECUTIVE DIRECTOR REPORT**

Jessica Metta, Executive Director, highlighted the following:

- The Loan Administration Board approved a \$20,750 loan to Pharaoh's Farm in North Bonneville, which was the first loan with EDA CARES RLF funds. The commercial eviction moratorium was lifted in Oregon. Jessica noted MCEDD has been contacted by a loan client who was shut down and will not reopen.
- As of October 1, the Mount Hood Economic Alliance administration has transferred to MCEDD.
- NADO was successful in achieving defederalization of EDA revolving loan funds that are older than seven years. This is all of MCEDD's EDA loan funds except for the new CARES Act

funds. This means MCEDD will no longer have to report on loans made with those funds and will have flexibility to determine how to use those funds.

*Discussion: Ken Bailey asked if there is financial liability for the new CARES Act fund. Jessica explained there is only a reporting requirement and no financial liability. MCEDD received the CARES Act RLF funds because it was already in good standing.*

- The Performing Arts Initiative reached out to ask for an endorsement from MCEDD. The PAI is working to construct a large theater facility in the Hood River area.

*Discussion: Eric Proffitt asked if the project is economic development. Jessica replied that yes, it is intending to be. Ken Bailey stated the project will likely create jobs. Jessica noted the PAI is requesting a letter of support and MCEDD will have no liability. The Executive Committee came to the consensus to approve a letter of support for the PAI project.*

- There are currently 199 participants registered for MCEDD's virtual annual Economic Symposium.
- The audit is complete. The summary was that while the auditors feel comfortable with the current staff and FY21, the FY20 financials had several issues due to all the organizational changes and different people working in the finances last year. Dana Woods is focused on cleaning the finances up, but the audit will have more findings than is usual or desired.
- Jessica is now Vice President of the OEDD. She learned the president would be in the role for a year to mentor her. This will be a good opportunity to connect with other EDDs in the state and increase visibility for MCEDD.
- There has been a change in EDA and regional director personnel.

### **OTHER NEW BUSINESS**

Bill Schmitt stated the Port will break ground on the first incubator building near the middle of the month.

### **ADJOURN**

Meeting adjourned at 4:51 p.m.

*Respectfully submitted, Lauren Hernandez, Office Administrator*





## FINANCIAL SUMMARY

As of October 31, 2020

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

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

Respectfully Submitted,

Dana Woods  
Finance Manager

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

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

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

	Oct 31, 20	Oct 31, 19
1210 · Accrued Revenue	7,431.25	10,000.00
1240 · Prepaid Expenses	12,083.47	329.36
1260 · Accrued Loan Interest	20,630.31	31,188.55
<b>Total 1200 · Receivables &amp; Accruals</b>	<b>40,145.03</b>	<b>41,517.91</b>
<b>1300 · Loans Receivable</b>		
<b>1330 · MCEDD Loans Receivable</b>		
1320 · IRP	1,838,421.68	2,209,333.71
1321 · IRP - Sherman	153,629.24	165,702.31
1322 · IRP - WA	273,255.54	299,775.02
1336 · EDA RLFs	549,603.70	650,826.27
1345 · Reg Strat	32,194.37	166,726.43
1350 · RBEG-OR	155,115.67	286,819.69
1355 · RBEG-WA	0.00	94,334.36
1357 · RBEG-KL/SK	0.00	125,991.60
1367 · CDBG Microenterprises	0.00	27,852.70
1371 · Housing RLF	565,602.69	243,759.51
1372 · MCEDD Micro Loan	16,034.88	0.00
<b>Total 1330 · MCEDD Loans Receivable</b>	<b>3,583,857.77</b>	<b>4,271,121.60</b>
1370 · OIB Loans Receivable	1,461,813.15	1,807,821.00
<b>Total 1300 · Loans Receivable</b>	<b>5,045,670.92</b>	<b>6,078,942.60</b>
<b>1400 · Loan Payments Holding</b>		
1420 · IRP	157.13	0.00
1436 · EDA RLFs	10.00	0.00
1467 · CDBG Microenterprises	-12.40	0.00
1475 · OIB	85.96	0.00
<b>Total 1400 · Loan Payments Holding</b>	<b>240.69</b>	<b>0.00</b>
<b>1500 · Allowance for Doubtful Loans</b>		
1520 · IRP Allowance	-112,150.28	-132,493.11
1521 · IRP - SH Co	-9,329.15	-10,387.61
1522 · IRP - WA	-17,452.77	-15,257.43
1536 · EDA RLFs Allowance	-33,468.48	-41,277.39
1545 · Reg Strat Allowance	-1,947.64	-10,036.11
1555 · RBEG Allowance	-9,445.49	-30,833.86
1567 · CDBG Microenterprises	0.00	-2,021.76
1571 · Housing RLF Allowance	-33,936.18	-14,737.95
1575 · OIB Allowance	-148,149.53	-48,906.65
<b>Total 1500 · Allowance for Doubtful Loans</b>	<b>-365,879.52</b>	<b>-305,951.87</b>
<b>Total Other Current Assets</b>	<b>4,720,177.12</b>	<b>5,814,508.64</b>
<b>Total Current Assets</b>	<b>10,586,353.36</b>	<b>10,517,205.05</b>
<b>Fixed Assets</b>		
<b>1600 · Fixed Assets</b>		
1610 · Building/Land	1,216,060.00	1,216,060.00
1605 · Vehicles	164,627.00	164,627.00
1650 · Accumulated Depreciation	-75,418.00	-75,418.00

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

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

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

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

## Mid-Columbia Economic Development District

## Budget vs. Actual FY21

July through October 2020

11/23/20

Accrual Basis

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

## Memorandum

**Date:** November 24, 2020  
**To:** MCEDD Executive Committee  
**From:** Jessica Metta, Executive Director  
**Re:** 2022 CEDS and Strategy Committee

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### **Overview**

Annually MCEDD updates the Comprehensive Economic Development Strategy (CEDS) for our five-county region and every five years we go through a major rework of that strategy. The last major rework was completed in 2017 so we are due for our major rework to be completed in 2022. With the EDA CARES Planning grant work focused on resiliency and recovery, we plan to begin the lengthy update process in 2021. As staff considers the manner in which we conduct outreach, host meetings and address the requirements laid out by our federal funders, we have two areas for Executive Committee consideration and discussion. The first is the composition of the Strategy Committee and the second is the process we use to develop the revised strategy.

### **CEDS Strategy Committee**

While the CEDS is formally adopted by the MCEDD Board of Directors, it can be developed by a separate strategy committee with a formal recommendation to the Board. In the past, the MCEDD Board has acted as the CEDS Strategy Committee as we have determined the board to be broadly representative of the economic interests of the region. Under this format we have conducted meetings with broad invites to stakeholders to encourage participation and obtain their feedback. MCEDD staff has provided the primary support and has compiled/developed the strategy. For the 2017 update, the MCEDD Board agreed to appoint a CEDS Strategy Committee to include additional formal members. This format worked well in 2017 and staff is again requesting this action. Consideration would be to ensuring geographic diversity and sector focus, but an option to consider additional private sector members as well as a more inclusive look at those underrepresented on our governing body. We would again propose retaining the public component and comprehensive stakeholder engagement under this structure. In addition, MCEDD staff would still compile the strategy, but the Committee would act in a strong advisory capacity to staff and would ultimately present the Strategy to the Board for consideration of adoption.

### **Process**

We are updating the process for which we will develop the CEDS based on guidance from EDA and best practices published by our National Association. Prior updates included meeting rotation within all five counties. This time, we will be planning to start the process in a virtual format but hope that meetings transition to in-person at some point. We would plan to meet monthly starting in March with a draft presented at the 2021 Economic Symposium, pending Executive Committee guidance.

### **Request**

The Executive Committee is asked to make a recommendation on the structure of the CEDS strategy committee and discuss the CEDS 2021 process.

## Memorandum

**Date:** November 24, 2020  
**To:** MCEDD Executive Committee  
**From:** Jessica Metta, Executive Director  
**Re:** Personnel Policy Updates

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### Overview

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

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

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

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

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

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



## Update #2, Fringe Benefits/ Holidays:

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

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

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

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

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

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

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

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

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

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

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

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

## Update #5, Oregon Family Leave Act:

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

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

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

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

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

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

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

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

The update includes other minor language, numbering and grammatical edits. The full policy with strikes and underlines will be provided for the Board meeting.

### Request:

Accept the suggested edits and recommend adoption by the MCEDD Board of Directors.



Executive Director's Report

Prepared for the December 2020 Executive Committee Meeting

**Business Assistance**

- The Loan Administration Board approved a collateral release for F&B 1, LLC dba Pita Pit in Hood River. Staff also alerted LAB that another round of relief for our loan clients is being considered based on new COVID-19 closures in Oregon and Washington. Dana and I are exploring the financial impacts thus far of the loan client relief from this Spring as it compares to our budget.
- The number of loan inquiries has increased lately with several potential applications in development. If certain inquiries complete the lending process, it would enable us to fully revolve the micro-loan funds and the attainable housing funds.
- We held a meeting for the Mount Hood Economic Alliance (MHEA) Board of Directors, our first as their management staff. The meeting was to introduce our staff, share updates on the transition, and discuss a delinquent joint loan client. Israel attended a virtual meeting of a key communicators group in Clackamas County to promote the MHEA program. We are also working to update Board terms, insurance certificates and to transition their website.
- We continue to move forward with a videography project to help the Oregon Investment Board communicate about their loan program. Contractor Immense Imagery filmed five OIB clients and an OIB Board member and is completing B roll footage to build out the product. Increased visibility for the OIB will be great for MCEDD as well. Ami Beaver has been working most closely to oversee this project.
- I have been working with Governor Brown's office and Multnomah County to recruit and appoint a new member for the OIB to fill a vacancy that has been open for about a year. We have two applicants thus far and Multnomah County is conducting outreach to identify more.
- The OIB met this month to consider a loan modification request for Farmers Conservation Alliance.
- I am coordinating with Skamania EDC to set the annual Bi-State Advisory Council meeting of OIB, WIB and partners. The meeting had been set for Dec. 8 but will need to be rescheduled. The meeting will start the process to update the Economic Vitality Plan for the entities, set to be reviewed every five years.

**Regional**

- The 2020 Economic Symposium was a success with engaging presentations that stayed on schedule and about 145 participants. A follow up survey has been generating responses. Jane Allen is preparing a summary of the event that will be shared at the December Full Board meeting. *Executive Committee feedback on the event is welcome!*
- We held another meeting of the Mid-Columbia Economic Resiliency Team in November after the two Governors announced their plans to stem the sharp increase in COVID cases. We had about 50 attendees to review the guidance from the two states, discuss resources available to help businesses and employees, and identify any next steps for the region.

- I participated in a meeting discussing childcare options in Cascade Locks. We also communicated resources to the group looking to start a feasibility study for childcare in Goldendale.
- We were pleased to see Skamania County PUD received a \$50,000 WA Community Economic Revitalization Board request for a “Skamania Broadband Needs Assessment and Feasibility Study” related to constructing fiber optic broadband infrastructure in Skamania County. Staff will be reaching out to see how we can support them.
- Carrie and I are building out the work plan for the big 2021-2022 CEDS update as well as the workplan for our EDA CARES Act Planning grant. With new Project Manager Alice zaWitt starting on Nov. 30, we are looking forward to redistributing projects and really focusing on these two big plans.
- I met virtually with the new EDA representative for Oregon, Wes Cochran. His prior experience is with USDA Rural Development in Washington and he has some good familiarity with the region and EDDs in general.
- I supported a meeting of the Hood River Economic Development Group to start discussions about the next CEDS project list and for the group to share general updates.
- We are waiting to hear what additional funds we might get from Business Oregon to give out as business grants in our three Oregon counties. I cannot give enough praise to our project management team that has been working so hard to get out over \$1 million in funds from just MCEDD. Oregon has also announced over \$500,000 will be distributed to each county to give out in light of the latest “freeze” and we are communicating with our three counties about possible support provided by MCEDD staff to distribute the funds.

### **Facilities and Operations**

- Dana and I are going through the annual insurance renewal process with SDAO.
- Staff participated in a virtual site visit from WSDOT to review how we are managing the Mobility Management grant in accordance with their policies. There are a few items we are following up on but in general it went well.
- We reviewed our COVID-19 procedures to match the recent OSHA rules and are completing the required Exposure Risk Assessment, Infection Control Plan, and updated employee training by the state deadlines.
- We posted the Administrative Assistant position after promoting Ami Beaver to Assistant Project Manager. We received 11 applications with a good pool of skills and are working through the interview process. ***Thanks to Eric Proffitt for your support in sending us applicants!***
- We have been working through the review of our Project Manager versus Program Manager job descriptions and looking to add more definition between the two positions. I have been reaching out to partner EDDs and SDAO to find resources for this task.