

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS**

Special Board Meeting: Board Practices Assessment

WEDNESDAY, OCTOBER 5, 2022

3:30 P.M.

Hood River Library Meeting Room, 502 State Street, Hood River, OR

Or Via Zoom: <https://us06web.zoom.us/j/89175466651>

Or call: 719-359-4580, Meeting ID: 891 7546 6651

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Contract Approvals	5 minutes	Information
Board Practices Assessment <i>Led by Consultant from Special Districts Association of Oregon</i>	80 minutes	Discussion
Adjournment		

Accessibility: The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact us at least 48 hours before the meeting.

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

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

For information only. No action required.



FINANCIAL SUMMARY

As of August 31, 2022

Balance Sheet

Total Cash balance as of 8/31/2022 is \$7,329,769.12. Accounts Receivable (1202) balance is \$429,515.01. MCEDD Loans Receivable balance is currently \$3,010,451.09. There was one new MCEDD loan closed during the month of August. Current Net Position as of 8/31/22 is \$14,081,808.86.

Operations Budget vs. Actual

Total Revenues for the month of August are at 50.4% of budget. Total expenses for the month of August are 74.3% of budget. Personnel expenses for the month of August are 81.4% of budget. We are continuing to see higher than anticipated fuel costs so August Vehicle expenses are 123.3% of budget.

Other Updates

- The Caselle transition is moving forward. We will not meet the latest projected timeline of mid-September.
- Preparation for Audit is also moving forward. The Audit is scheduled for the week of Oct. 24.

Respectfully Submitted,

Dana Woods
Finance Manager

Mid-Columbia Economic Development District

Balance Sheet

As of August 31, 2022

09/28/22

Accrual Basis

	Aug 31, 22	Aug 31, 21
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking		
10372 · MCEDD Micro Loan Checking	10,571.87	2,050.27
10601 · LINK Cash	518,534.18	-166,415.85
1010 · MCEDD Checking - Other	238,196.35	303,789.85
Total 1010 · MCEDD Checking	767,302.40	139,424.27
1015 · MCEDD MM		
15372 · MCEDD Micro Loan MM	2,405.68	4,176.02
15601 · LINK MM	0.00	458,001.45
1015 · MCEDD MM - Other	10.65	34,994.20
Total 1015 · MCEDD MM	2,416.33	497,171.67
1020 · IRP		
1021 · IRP - Sherman	156,308.20	100,862.71
1022 · IRP - WA	53,220.48	54,619.10
1020 · IRP - Other	41,791.58	94,604.57
Total 1020 · IRP	251,320.26	250,086.38
1030 · Loan Funds		
1036 · EDA RLFs	205,445.27	478,570.26
1037 · EDA CARES RLF	135,763.96	0.00
1045 · Reg Strat	51,887.00	149,499.79
1050 · RBEG-OR	45,369.52	172,191.33
1055 · RBEG-WA	17,633.12	96,276.24
1057 · RBEG-KL	28,436.69	129,786.07
1067 · CDBG Microenterprises	32,712.94	108,965.84
Total 1030 · Loan Funds	517,248.50	1,135,289.53
1031 · Housing RLF	85,410.50	1,833,391.28
1070 · National Scenic Fund	157,669.82	1,645,586.69
1120a · LGIP - IRP	1,354,445.09	0.00
1130a · LGIP Loan Funds		
1136 · EDA RLFs LGIP	502,536.77	0.00
1146 · Reg Strat LGIP	100,507.36	0.00
1151 · RBEG-OR LGIP	251,268.41	0.00
1156 · RBEG-WA LGIP	75,380.50	0.00
1158 · RBEG-KL LGIP	100,507.36	0.00
1167 · CDBG Micro LGIP	75,380.50	0.00
Total 1130a · LGIP Loan Funds	1,105,580.90	0.00
1131 · LGIP Housing RLF	1,257,227.37	0.00
1171 · LGIP National Scenic Fund	1,507,610.35	0.00
Total 1000 · Bank Demand Deposits	7,006,231.52	5,500,949.82
1100 · CDS		
1121 · IRP Reserve	96,043.43	96,045.01
Total 1100 · CDS	96,043.43	96,045.01
1122 · IRP - DDM Product	227,344.17	891,180.85
1125 · LINK Petty Cash	150.00	150.00
Total Checking/Savings	7,329,769.12	6,488,325.68

Mid-Columbia Economic Development District

Balance Sheet

As of August 31, 2022

09/28/22

Accrual Basis

	Aug 31, 22	Aug 31, 21
Accounts Receivable		
1202 · Accounts Receivable	429,515.01	541,990.30
1205 · Interfund Loan Receivable	45,195.04	61,145.67
Total Accounts Receivable	474,710.05	603,135.97
Other Current Assets		
1200 · Receivables & Accruals		
1210 · Accrued Revenue	20,000.00	20,000.00
1260 · Accrued Loan Interest	14,147.25	14,451.07
Total 1200 · Receivables & Accruals	34,147.25	34,451.07
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,042,869.21	1,706,814.69
1321 · IRP - Sherman	75,000.00	142,739.34
1322 · IRP - WA	84,140.95	94,438.94
1336 · EDA RLFs	124,310.57	294,819.27
1337 · EDA Cares RLF	736,302.59	347,443.74
1345 · Reg Strat	28,978.30	30,802.81
1350 · RBEG-OR	19,160.97	142,778.66
1371 · Housing RLF	750,000.00	239,128.27
1372 · MCEDD Micro Loan	12,643.50	20,742.72
1373 · USDA NSA	137,045.00	0.00
Total 1330 · MCEDD Loans Receivable	3,010,451.09	3,019,708.44
1370 · OIB Loans Receivable	1,249,418.60	1,255,348.41
Total 1300 · Loans Receivable	4,259,869.69	4,275,056.85
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-37,392.83	-101,230.49
1521 · IRP - SH Co	-3,000.00	-8,728.41
1522 · IRP - WA	-3,430.01	-5,836.48
1536 · EDA RLFs Allowance	-5,145.67	-18,154.76
1537 · EDA RLF CARES Allowance	-19,902.09	-16,375.77
1545 · Reg Strat Allowance	-1,171.65	-1,865.36
1555 · RBEG Allowance	-815.89	-8,729.68
1571 · Housing RLF Allowance	-30,000.00	-33,440.72
1572 · MCEDD Micro Allowance	-567.21	0.00
1573 · USDA NSA Allowance	-5,481.80	0.00
1575 · OIB Allowance	-41,883.10	-133,666.93
Total 1500 · Allowance for Doubtful Loans	-148,790.25	-328,028.60
Total Other Current Assets	4,145,226.69	3,981,479.32
Total Current Assets	11,949,705.86	11,072,940.97
Fixed Assets		
1600 · Fixed Assets		
1605 · Vehicles	773,440.00	377,037.00
1610 · Land	172,681.00	172,681.00
1620 · Buildings	1,453,177.00	1,442,782.00
1650 · Accumulated Depreciation	-267,195.00	-196,822.00
Total 1600 · Fixed Assets	2,132,103.00	1,795,678.00
Total Fixed Assets	2,132,103.00	1,795,678.00

Mid-Columbia Economic Development District

Balance Sheet

As of August 31, 2022

09/28/22

Accrual Basis

	Aug 31, 22	Aug 31, 21
Other Assets		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	1,415,469.42	1,939,599.22
94 · Due To Accounts	-1,415,469.42	-1,939,599.22
Total 87 · Due To/From Internal Accounts	0.00	0.00
Total Other Assets	0.00	0.00
TOTAL ASSETS	14,081,808.86	12,868,618.97
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2005 · Interfund Loan Payable	45,195.11	61,145.74
2010 · A/P General	14,050.17	8,203.43
Total Accounts Payable	59,245.28	69,349.17
Other Current Liabilities		
2030 · Accrued Loan Payment	19,900.95	19,886.62
2035 · Accrued Interest Payable	4,187.08	4,420.40
2050 · PTO - Accrued	64,990.25	69,518.56
2070 · Health Insurance Payable	-8,971.51	-28,595.92
2080 · Life & Disability Payable	-289.02	-1,040.57
2085 · Retirement Payable	37.03	0.00
2090 · WC SAIF Ins	2,798.62	2,204.45
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	70.40	0.00
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	257.15	155.74
2115 · OR- SUTA Payroll Liabilities - Other	826.37	516.65
Total 2115 · OR- SUTA Payroll Liabilities	1,083.52	672.39
2120 · State Payroll Liabilities - Other	222.94	191.12
Total 2120 · State Payroll Liabilities	1,306.46	863.51
2180 · Payroll Liabilities - Prior Per	0.00	2.90
2100 · Payroll Liabilities - Other	-1.78	-122.34
Total 2100 · Payroll Liabilities	1,375.08	744.07
2800 · Deferred Revenue	15,575.62	6,666.66
2900 · Unavailable Revenue A/R	271,607.60	98,422.89
Total Other Current Liabilities	371,211.70	172,227.16
Total Current Liabilities	430,456.98	241,576.33
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	285,323.06	324,527.78
2821 · IRP Loan Payable \$600,000	286,514.32	308,895.37
2822 · IRP Loan Payable \$750,000	468,438.51	495,323.28
2823 · IRP Loan Payable - WA \$310,000	237,517.85	248,185.46
2824 · IRP Loan Payable - SH \$200,000	152,886.93	159,779.14
Total Long Term Liabilities	1,430,680.67	1,536,711.03
Total Liabilities	1,861,137.65	1,778,287.36

Mid-Columbia Economic Development District

Balance Sheet

As of August 31, 2022

	<u>Aug 31, 22</u>	<u>Aug 31, 21</u>
Equity		
3100 · Fund Balances	5,243,201.85	4,836,403.85
3110 · Carryforward Balance	0.00	684,886.00
3900 · Retained Earnings	6,661,634.27	6,022,423.89
Net Income	315,835.09	-453,382.13
Total Equity	<u>12,220,671.21</u>	<u>11,090,331.61</u>
TOTAL LIABILITIES & EQUITY	<u>14,081,808.86</u>	<u>12,868,618.97</u>

Mid-Columbia Economic Development District
Budget vs. Actual FY23
August 2022

09/28/22

Accrual Basis

	Aug 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 · Trans Frm/To Fund (MATCH)	0.00	1,500.00	-1,500.00	0.0%
4012 · Trans From/To Fund (SUPPORT)	-1,068.04	961.58	-2,029.62	-111.1%
4100 · Federal	6,666.67	252,172.24	-245,505.57	2.6%
4200 · State	16,925.00	109,431.73	-92,506.73	15.5%
4300 · Local Match	0.00	9,583.34	-9,583.34	0.0%
4400 · Local Assessment	85,949.00	7,206.75	78,742.25	1,192.6%
4500 · Contract Reimbursement	82,989.15	45,827.34	37,161.81	181.1%
4600 · Loan Interest	23,971.09	20,313.26	3,657.83	118.0%
4700 · Loan Processing Fees	2,160.00	3,492.42	-1,332.42	61.8%
4705 · Loan Filing Fees	465.97	547.91	-81.94	85.0%
4710 · Loan Late Fee	60.00	329.17	-269.17	18.2%
4750 · Investment Interest	7,052.87	1,553.42	5,499.45	454.0%
4800 · Other Revenue	4,908.83	15,638.25	-10,729.42	31.4%
4805 · Farebox Revenue	6,899.85	2,070.08	4,829.77	333.3%
Total Income	236,980.39	470,627.49	-233,647.10	50.4%
Gross Profit	236,980.39	470,627.49	-233,647.10	50.4%
Expense				
5000 · Personnel Expense	154,916.33	190,203.67	-35,287.34	81.4%
6110 · Travel & Conference	1,502.49	2,234.59	-732.10	67.2%
6190 · Event Services	169.98	658.33	-488.35	25.8%
6200 · Equipment	232.48	919.00	-686.52	25.3%
6300 · Supplies	2,363.68	2,101.99	261.69	112.4%
6400 · Professional Services	43,636.01	62,917.20	-19,281.19	69.4%
6500 · Vehicle Costs	13,172.43	10,682.83	2,489.60	123.3%
6600 · Communications	1,620.20	3,283.00	-1,662.80	49.4%
6700 · Building Costs	4,807.89	4,872.70	-64.81	98.7%
6800 · Bonds & Insurance	0.00	1,827.17	-1,827.17	0.0%
6900 · Other Materials & Supplies	1,009.92	3,927.24	-2,917.32	25.7%
9000 · Indirect Spread	0.00	11,859.49	-11,859.49	0.0%
9100 · Capital Purchase	0.00	5,127.33	-5,127.33	0.0%
9600 · Transfer to/from Source	0.00	166.67	-166.67	0.0%
Total Expense	223,431.41	300,781.21	-77,349.80	74.3%
Net Ordinary Income	13,548.98	169,846.28	-156,297.30	8.0%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	10,115.00	4,861.92	5,253.08	208.0%
Total Other Expense	10,115.00	4,861.92	5,253.08	208.0%
Net Other Income	-10,115.00	-4,861.92	-5,253.08	208.0%
Net Income	3,433.98	164,984.36	-161,550.38	2.1%

Mid-Columbia Economic Development District

Budget vs. Actual FY23

July through August 2022

09/28/22

Accrual Basis

	Jul - Aug 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	0.00	251,135.00	-251,135.00	0.0%
4010 · Trans Frm/To Fund (MATCH)	0.00	992.00	-992.00	0.0%
4012 · Trans From/To Fund (SUPPORT)	1,109.49	1,923.20	-813.71	57.7%
4100 · Federal	231,783.34	504,344.60	-272,561.26	46.0%
4200 · State	16,925.00	218,863.70	-201,938.70	7.7%
4300 · Local Match	70,000.00	19,166.60	50,833.40	365.2%
4400 · Local Assessment	85,949.00	14,413.50	71,535.50	596.3%
4500 · Contract Reimbursement	246,270.25	91,654.60	154,615.65	268.7%
4600 · Loan Interest	41,349.28	40,626.40	722.88	101.8%
4700 · Loan Processing Fees	19,035.01	6,984.80	12,050.21	272.5%
4705 · Loan Filing Fees	2,125.09	1,095.90	1,029.19	193.9%
4710 · Loan Late Fee	180.00	658.30	-478.30	27.3%
4750 · Investment Interest	12,863.87	3,106.80	9,757.07	414.1%
4800 · Other Revenue	5,906.24	31,276.50	-25,370.26	18.9%
4805 · Farebox Revenue	8,579.85	4,140.20	4,439.65	207.2%
Total Income	742,076.42	1,190,382.10	-448,305.68	62.3%
Gross Profit	742,076.42	1,190,382.10	-448,305.68	62.3%
Expense				
5000 · Personnel Expense	244,586.33	380,407.30	-135,820.97	64.3%
6110 · Travel & Conference	2,027.73	4,469.10	-2,441.37	45.4%
6190 · Event Services	169.98	1,316.70	-1,146.72	12.9%
6200 · Equipment	933.32	1,838.00	-904.68	50.8%
6300 · Supplies	3,623.12	4,204.10	-580.98	86.2%
6400 · Professional Services	68,040.55	125,835.00	-57,794.45	54.1%
6500 · Vehicle Costs	27,010.20	21,365.70	5,644.50	126.4%
6600 · Communications	2,876.42	6,566.00	-3,689.58	43.8%
6700 · Building Costs	8,533.02	9,745.00	-1,211.98	87.6%
6800 · Bonds & Insurance	12,852.50	3,654.30	9,198.20	351.7%
6900 · Other Materials & Supplies	5,358.16	7,854.60	-2,496.44	68.2%
9000 · Indirect Spread	0.00	23,718.09	-23,718.09	0.0%
9100 · Capital Purchase	0.00	10,254.70	-10,254.70	0.0%
9600 · Transfer to/from Source	0.00	333.30	-333.30	0.0%
Total Expense	376,011.33	601,561.89	-225,550.56	62.5%
Net Ordinary Income	366,065.09	588,820.21	-222,755.12	62.2%
Other Income/Expense				
Other Expense				
7010 · Bad Debt Expense	30,000.00			
7400 · Loan Payment	20,230.00	9,723.80	10,506.20	208.0%
7500 · Carryover to Next Year	167,373.00	176,437.00	-9,064.00	94.9%
Total Other Expense	217,603.00	186,160.80	31,442.20	116.9%
Net Other Income	-217,603.00	-186,160.80	-31,442.20	116.9%
Net Income	148,462.09	402,659.41	-254,197.32	36.9%

Memorandum

Date: September 28, 2022
To: MCEDD Executive Committee
From: Carrie Pipinich, Deputy Director of Economic Development
Re: Contract Negotiations Approvals

Action Requested

Recommendation: Approval for the Executive Director to move forward with negotiating contracts for:

- ECONorthwest to support MCEDD in implementing the Regional Innovation Hub Planning Grant awarded by Business Oregon
- Maul Foster Alongi as recommended by the Brownfield RFQ Review Committee to contract for support developing an EPA Brownfield grant application and its implementation if awarded.

Background

MCEDD's procurement policies require that for procurements over \$50,001 Executive Committee approval is required.

Regional Innovation Hub Planning Contract: The Regional Innovation Hub Planning grant from Business Oregon awarded \$140,000 to MCEDD and the contract was executed in August. MCEDD budgeted for \$115,000 of this funding to go to a consultant(s) to conduct the bulk of the scope of work while reserving some funds for staff engagement and event expenses. This procurement falls into the guidelines for an intermediate procurement process as outlined by MCEDD's procedures.

A Request for Proposals process was developed and implemented. The RFP was posted on the MCEDD website for approximately one month, included in the MCEDD newsletter and promoted in MCEDD's social media channels as well as sent to three potential responders that MCEDD was aware of. Two responses were submitted; both were qualified and came within budget. The Executive Director, Deputy Director for Economic Development, and Industry Engagement Project Manager independently reviewed and scored the proposals based on the criteria outlined in the RFP. Total scores were compiled and ECONorthwest was ranked first.

Brownfield RFQ: The Executive Committee approved in August 2022 moving forward with a process to identify a consultant who could both provide grant writing support and grant implementation for an EPA Brownfield Coalition Assessment grant. Staff then developed an RFQ for these services.

The total grant request would be for \$1 million in funding, so staff followed the formal procurement process outlined for goods or services over \$150,000 in MCEDD's policies. The RFQ was issued on August 10, 2022 and was open through September 20, 2022. In addition to the channels noted above for distribution, MCEDD also posted the RFQ to Oregon's state procurement board called Oregon Buys. Staff formed a review committee of stakeholders representing diverse geographies in the region to independently score the two responsive proposals received. Staff compiled the scores provided by this group and met with them September 29 to discuss a formal recommendation for contracting based on the scoring. The Committee noted that both proposers were very qualified but recommends moving forward with Maul Foster Alongi for this process.

For completion during the meeting. No need to do anything in advance.

SDAO BOARD PRACTICES ASSESSMENT

**Mid-Columbia Economic Development District
October 5, 2022**

Board of Directors: Buck Jones, David Sauter, Garret Stump, Bob Hamlin, Judge Joe Dabulskis, Jonathan Lewis, Jason Hartmann, Ken Bailey, Kevin Greenwood, Leana Kinley, Les Perkins, Marta Yera Cronin, Mike Foreaker, Mark Zanmiller, Ryan O'Connor, Pat Albaugh, Robb Kimmes, Eric Proffitt, Scott Clements, Steve Kramer, Tonya Brumley

Staff: Dana Woods, Jessica Metta, Jill Brandt

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				
Adherence to standards of good stewardship				
Demonstration of good governance practices				
Operational Compliance & Resilience				
Overall regulatory compliance & timeliness of compliance reporting				
Potential challenges				
Organizational resilience				

Mid-Columbia Economic Development District

SDAO Board Practices Assessment

October 5, 2022 - Page 2 of 3

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Budget and Finance				
Consistency in budgeting to meet needs				
Soundness of financial practices				
Customer Relations				
Management of service problems				
Improvements to customer service				
Personnel Administration				
Staff morale and work climate				
Management of employee performance				
Alignment of positions and work assignments				

Mid-Columbia Economic Development District

SDAO Board Practices Assessment

October 5, 2022 - Page 3 of 3

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Policies and Procedures				
Soundness of administrative policies				
Consistency between work practices and policies				
Efficiency of staff and work systems				