



Executive Committee Meeting
Wednesday, February 2, 2022
4:00 P.M.

Via Zoom Only (Information on Reverse)

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>November 2021</i>	2 minutes	Approval
Finance Report	5 minutes	Acceptance
MCEDD Drug and Alcohol Policy Update	5 minutes	Recommendation
Organizational Plan	15 minutes	Discussion
Draft Diversity, Equity, and Inclusion Statement	10 minutes	Discussion
Deputy Director Reports	10 minutes	Information
Executive Director Report	5 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 inviting you to a scheduled Zoom meeting.

Topic: MCEDD Executive Committee Meeting/ Four Rivers Meeting

Time: February 2, 2022 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91371958366?pwd=MEpTWFQ2WnBubmFqT2pnZjh0UW5pZz09>

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**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, NOVEMBER 3, 2021
4:00 PM
ZOOM TELECONFERENCE**

ATTENDANCE

Attending: Les Perkins, Ken Bailey, Leana Kinley, Joe Dabulskis, Steve Kramer, Eric Proffitt, Dave Sauter, Scott Clements, Bob Hamlin

Staff: Jessica Metta (Executive Director), Jill Brandt (Administrative Assistant), Carrie Pipinich (Deputy Director of Economic Development), Kate Drennan (Deputy Director of Transportation), Dana Woods (Financial Officer), Lauren Hernandez (Office Administrator)

Guests: Tammy Kaufman (Columbia River Gorge Commission)

CALL TO ORDER / INTRODUCTIONS

Bob Hamlin called the meeting to order at 4:02 p.m. A round of introductions took place.

EXECUTIVE COMMITTEE MINUTES

Eric Proffitt motioned to approve the October 6, 2021 Executive Committee meeting minutes as presented. Leana Kinley seconded the motion. All voted in favor and the motion carried.

FINANCE REPORT

Dana Woods presented the Financials for August and September and reported on September as the most current. On the Balance Sheet, the Total Cash balance as of 9/30/2021 was \$6,494,636.43. The Accounts Receivable balance was \$709,665.23, considerably higher than previously reported mainly due to invoices submitted to ODOT for the bus purchase reimbursement. There was one new loan funded from OIB in August in the amount of \$15,000. The Loans Receivable decreased by \$105,127 since July. In the Operations Budget, Revenues were lower than expected. The higher-than-normal expense was due to the new bus purchase expense hitting in September, because the budget for this purchase was allocated evenly across the fiscal year. Personnel expenses for the month of September were at 94.1% of budget. There were no updates this month on the Caselle transition. The MCEDD final audit started this week.

Scott Clements motioned to accept the financial report as presented. Dave Sauter seconded the motion. All voted in favor, and the motion carried unanimously.

NATIONAL SCENIC AREA USDA REVOLVING LOAN FUND

Jessica Metta gave the Executive Committee a report on the OIB meeting discussion and their request for clarification regarding the RLF plan for the USDA grant award. The intention of the grant application was to secure investment funds for both the OIB and the WIB. With the award secured, the next step was to develop the RLF (Revolving Loan Fund) Plan that would guide the board with the disbursement of funds. The Gorge Commission questioned the application of National Scenic Area rules to this fund, asserting that these funds should and do fall under the NSA rules that stipulate that the Oregon and Washington Investment Boards decisions must be approved by the Gorge Commission.

However, this funding is from the USDA, which is a separate administration with its own rules. The application had no language that tied the funds to NSA rules. Because of the Gorge Commission's dissent, the USDA was consulted for interpretation. Their initial response was that only USDA rules applied but they are seeking input from higher up in the administration as well as legal. A letter from the USDA office of General Counsel is expected to arrive next week. At the OIB meeting, the board requested that staff seek legal advice to bring back before they would proceed with any approval of the RLF. Jessica explained to the Executive Committee that she was hesitant to reach out to legal counsel because the responsibility for any legal costs was not discussed and is unclear. Jessica also stated that Senator Merkley's staff feedback regarding the wording in their press release was clear that the press release did not equate to policy. Also, the USDA did not make any reference that this was NSA funding in their award. The federal delegation's support letter sent as part of the application did not reference MCEDD's application as specifically to be NSA funds. Jessica suggested that both the OIB and MCEDD's Board wait for the USDA to weigh in before taking any action.

Discussion: Ken Bailey agreed that it was appropriate to follow the USDA's rules. The USDA funds were won through an open application that MCEDD competed for. He also pointed out that the Port of Klickitat applied for and received money out of the total \$2 million with no other obligation. Ken stated that he had no problem with meeting the goals of the NSA, and that the only disagreement here is that the Gorge Commission would deny the eligibility of Klickitat County to receive loans out of the funding that MCEDD was awarded. MCEDD had applied for this funding to be used to support the whole region.

Bob Hamlin stated that a very strange and unusual situation had developed wherein Skamania County was suddenly allied with the Gorge Commission. Ken observed that this could almost qualify as a conflict of interest for Bob. Scott Clements urged the Board to wait for more information as the best action moving forward at this point.

Dave Sauter added that Klickitat County was waiting for a determination from a higher jurisdiction. He stated that Klickitat County had supported the application and was under the impression that they were included as a recipient the same as all of MCEDD's other counties. Dave added that this dissension has caused Klickitat County officials to re-look at the whole policy and references as to why Klickitat County has never been eligible for WIB funds. Klickitat County's stance on the Gorge Commission ordinances, whether to enforce and approve them, is up for interpretation. Dave added that Klickitat County has ordinances in place, and he felt that Klickitat had the most stringent ordinances within the six MCEDD counties. Dave also stated that he was aware of and understood the Skamania EDC's position.

Bob observed that he was stuck in the middle between the rock and the hard place. Steve Kramer concurred with waiting for the decision from the USDA. Eric Proffitt expressed his confusion about whether this loan was directly tied to the NSA money that had been promised years ago, or if this was new money that was open to the whole MCEDD region.

Ken Bailey explained the history of the withheld portion of NSA funding that is at the root of the Gorge Commission's belief that this award is to be subject to NSA enforcement. Ken stated that Mid Columbia's local governments were never able to get a direct connection to the promised

money, and that federal legislators did a workaround to find a way to get the money for this region. Ken said the small USDA award to Port of Klickitat supports that the USDA did not designate this funding as a commitment to the Gorge National Scenic Act.

Jessica Metta stated that she will keep the Board informed with any new information from the USDA.

TRANSPORTATION HIGHLIGHTS

Kate Drennan, Deputy Director of Transportation, presented to the Board MCEDD's work with the 2022 Gorge Pass and the Wasco County Transit Development Plan.

Kate put the Gorge transit map up on screen and gave the Board a summary of the 2022 Gorge Pass: costs and benefits, service area, transit providers and local businesses, recreational access, Gorge Equity Fund. As the operator of The Link, this pass has direct impacts on MCEDD's services. MCEDD recently received a NADO award for this work in recognition of the unique regional partnership between the four transportation providers.

Kate then summarized The Wasco County Transit Development Plan work that has been done to date. The consultants Kittleson and Associates have completed draft future service options that are currently under public review. Kate explained to the Board that this project will result in significant changes for The Link that will improve and increase transit services. Some enhancements under review include expanded hours, adding Sunday service and running later on weekends.

Discussion: Scott Clements asked where he could see interrelationship of all transit systems in Gorge? Kate directed him to the Translink Alliance website which has all of the Gorge's transportation systems and a trip planner to help with timing and stops. She also recommended visiting gorgepass.com, where maps and timetables are all available. Kate also explained that Google's trip planner is the same app used for driving directions, just select the bus emblem. Kate recommended Google as the best option to consult if one is travelling outside of MCEDD's service area. Steve Kramer suggested bringing the TDP information before the Wasco County Commission and thanked Kate for her work.

DEPUTY DIRECTOR REPORTS

Jessica suggested Kate's other presentations could be considered her update. Carrie Pipinich summarized details from her report:

- The Sherman County housing project has been shifted to Jacque's management.
- The grant application for Rural Opportunity Initiative was approved, and next steps in this project will work around entrepreneurship. Carrie is currently waiting for the contract from Business Oregon as the next step in this project.
- An Infrastructure Planning and Finance Workshop has been scheduled for November 9th from 10am to 2pm in Maupin.
- The EDA Build Back Better Regional Challenge grant application was submitted.
- GTA events: Tech showcase was last month. The Winter Party is coming up, where awards will be presented.
- Marla Harvey is currently developing a contract with the Next Door to help with weatherization for the underserved.

- Dog River pipeline project costs were coming in higher than what was estimated. Jacque Schei is searching for more funding to fill the gaps. Good progress has been reported in all other construction projects.

Discussion: Steve Kramer acknowledged Carrie's work with Q Life and thanked her for her efforts.

EXECUTIVE DIRECTOR REPORT

Jessica Metta announced Ami Beaver has been selected as MCEDD's new Loan Fund Manager. She asked the Board about developing a DEI statement for MCEDD. Over the past year, staff have discussed DEI topics once per month. In the last conversation, staff had suggested that MCEDD develop a DEI statement. Jessica asked for initial board feedback. The DEI statement would be focused on MCEDD's position – what is our goal and our work in this area?

Discussion: Leana Kinley agreed that this is a good idea. She appreciated that this effort has come from employees and is not board directed. She felt that to be effective and meaningful, employees have to "buy in." Ken Bailey stated that he felt this was a great start towards MCEDD crafting a DEI goal. He added that this discussion has been talked about in other organizations that he is part of. He agreed that MCEDD should have a clear DEI goal. Beginning with a DEI statement shows awareness and can be built on in future. Scott agreed. Jessica thanked the Board for their feedback and will draft a statement for the next Executive Committee meeting. The Ford Family Foundation was suggested as a source to consult for DEI goals and strategic planning. Jessica then segued into the letter that Steve Kramer brought for discussion and support.

Steve explained that he is seeking MCEDD's official support to be added to the workforce letter of support. In this letter, Oregon workforce partnerships and investment boards throughout state are asking legislators to release money that is sitting in Salem to be spread across state for workforce development. Wasco County has approved their logo to be used in this letter and several other OEDDs. Steve would like to add MCEDD's logo if the Committee agrees. Bob Hamlin had no concerns and supported it. He felt that a consensus of this board was sufficient. Bob noted that he saw all heads nodding in support. Steve added that CGCC added their logo as well and thanked everyone for their support.

OTHER NEW BUSINESS / COMMITTEE MEMBERS UPDATES

Scott Clements reported that the Rand Road affordable housing project in the City of Hood River was interviewing for the finalists for development teams today, and this project is moving forward.

Leana Kinley stated that she was awaiting the outcome on the election results for the Stevenson Mayoral race.

ADJOURN

The meeting adjourned at 5:03 p.m.

Respectfully submitted, Jill Brandt, Administrative Assistant



FINANCIAL SUMMARY

As of December 31, 2021

Balance Sheet

Total Cash balance as of 12/31/2021 is \$7,273,318.05, an increase from the previous month. Accounts Receivable (1202) balance is \$425,934.45, an increase mainly due to the quarterly transportation invoices in the month of December. There were no new loans funded in November or December. The current Loans Receivable (1300) balance is \$3,724,761.66, a decrease from the October financials due to loan payoffs in the IRP, RBEG, EDA and OIB funds. Current Net Position as of 12/31/21 is \$12,968,800.04.

Operations Budget vs. Actual

Total Revenues for the month of November are at 51.6% of budget and 64.4% for the month of December. YTD revenue is at 50.8%. The Federal funding line makes up the majority of revenue which is comprised mainly of ODOT and EDA Cares RLF funds. Total expenses for the month of November are 41% and 43.7% for the month of December. Personnel expenses for the month of December are 80% of budget.

Other Updates

- The first round of financial data for upload into Caselle has been sent. According to the Caselle implementation team, this data population process will happen three times over the course of the conversion.
- Year end reporting (W-2's and 1099's) has been completed.
- The LGIP bank accounts have been established.
- I am starting the preparation of the budget spreadsheets for the FY23 budget process.
- We are contracting with a CPA to complete the clean up for the FY21 Audit.

Respectfully Submitted,

Dana Woods
Finance Manager

Mid-Columbia Economic Development District

Balance Sheet

01/26/22

As of November 30, 2021

Accrual Basis

	Nov 30, 21	Nov 30, 20
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	317,563.12	283,480.42
1015 · MCEDD MM	495,619.88	297,905.05
1020 · IRP		
1021 · IRP - Sherman	136,846.52	88,552.81
1022 · IRP - WA	57,720.64	53,817.73
1020 · IRP - Other	41,186.20	106,997.69
Total 1020 · IRP	235,753.36	249,368.23
1030 · Loan Funds		
1036 · EDA RLFs	627,519.38	286,919.03
1045 · Reg Strat	149,168.09	146,912.71
1050 · RBEG-OR	178,817.36	159,147.66
1055 · RBEG-WA	94,735.39	98,758.55
1057 · RBEG-KL	127,677.31	130,632.14
1067 · CDBG Microenterprises	107,988.86	109,400.10
Total 1030 · Loan Funds	1,285,906.39	931,770.19
1031 · Housing RLF	1,837,218.06	1,495,005.94
1070 · National Scenic Fund	1,679,578.51	1,493,251.84
Total 1000 · Bank Demand Deposits	5,851,639.32	4,750,781.67
1100 · CDS		
1121 · IRP Reserve	96,047.12	96,054.95
Total 1100 · CDS	96,047.12	96,054.95
1122 · IRP - DDM Product	1,030,670.80	717,910.78
1125 · LINK Petty Cash	145.00	150.00
Total Checking/Savings	6,978,502.24	5,564,897.40
Accounts Receivable		
1202 · Accounts Receivable	206,082.75	285,577.54
1205 · Interfund Loan Receivable	57,157.89	73,109.01
Total Accounts Receivable	263,240.64	358,686.55
Other Current Assets		
1200 · Receivables & Accruals		
1210 · Accrued Revenue	-11,250.00	20,000.00
1240 · Prepaid Expenses	2,152.97	783.37
1260 · Accrued Loan Interest	13,841.51	30,555.48
Total 1200 · Receivables & Accruals	4,744.48	51,338.85
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1337 · EDA Cares RLF	483,025.54	20,750.00
1320 · IRP	1,608,221.55	1,703,759.59
1321 · IRP - Sherman	97,023.17	155,485.87
1322 · IRP - WA	91,420.51	273,276.92
1336 · EDA RLFs	189,262.06	550,053.22
1345 · Reg Strat	30,361.32	32,071.41
1350 · RBEG-OR	138,701.66	154,035.02
1371 · Housing RLF	237,679.36	565,602.69
1372 · MCEDD Micro Loan	19,056.92	15,534.44
Total 1330 · MCEDD Loans Receivable	2,894,752.09	3,470,569.16

Mid-Columbia Economic Development District

Balance Sheet

As of November 30, 2021

01/26/22

Accrual Basis

	Nov 30, 21	Nov 30, 20
1370 · OIB Loans Receivable	1,219,499.72	1,458,408.64
Total 1300 · Loans Receivable	4,114,251.81	4,928,977.80
1400 · Loan Payments Holding		
1420 · IRP	0.00	-4,507.41
1421 · IRP - SH	0.00	-4,507.41
1422 · IRP - WA	0.00	-1,669.66
1436 · EDA RLFs	1,326.90	-4,662.11
1467 · CDBG Microenterprises	-12.40	-12.40
1475 · OIB	0.00	-16,358.38
Total 1400 · Loan Payments Holding	1,314.50	-31,717.37
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-101,230.49	-112,150.28
1521 · IRP - SH Co	-8,728.41	-9,329.15
1522 · IRP - WA	-5,836.48	-17,452.77
1536 · EDA RLFs Allowance	-18,154.76	-33,468.48
1545 · Reg Strat Allowance	-1,865.36	-1,947.64
1555 · RBEG Allowance	-8,729.68	-22,705.49
1571 · Housing RLF Allowance	-33,440.72	-33,936.18
1575 · OIB Allowance	-133,666.93	-148,149.53
Total 1500 · Allowance for Doubtful Loans	-311,652.83	-379,139.52
Total Other Current Assets	3,808,657.96	4,569,459.76
Total Current Assets	11,050,400.84	10,493,043.71
Fixed Assets		
1600 · Fixed Assets		
1610 · Building/Land	1,615,463.00	1,605,958.00
1605 · Vehicles	377,037.00	214,361.00
1650 · Accumulated Depreciation	-196,822.00	-123,337.00
Total 1600 · Fixed Assets	1,795,678.00	1,696,982.00
Total Fixed Assets	1,795,678.00	1,696,982.00
Other Assets		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	1,624,791.70	1,453,226.51
94 · Due To Accounts	-1,624,791.58	-1,453,226.50
Total 87 · Due To/From Internal Accounts	0.12	0.01
Total Other Assets	0.12	0.01
TOTAL ASSETS	<u>12,846,078.96</u>	<u>12,190,025.72</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	17,169.66	14,962.50
2005 · Interfund Loan Payable	57,158.01	73,109.02
Total Accounts Payable	74,327.67	88,071.52
Other Current Liabilities		
2010a · A/P Audit	-325.96	0.00
2030 · Accrued Loan Payment	48,847.61	48,131.04
2035 · Accrued Interest Payable	213.57	162.84
2050 · PTO - Accrued	69,518.56	57,299.21
2070 · Health Insurance Payable	2,161.87	-18,959.54
2080 · Life & Disability Payable	671.62	-204.86
2090 · WC SAIF Ins	6,580.04	3,928.32
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-173.53	159.31
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	312.74	223.47

Mid-Columbia Economic Development District

Balance Sheet

As of November 30, 2021

01/26/22

Accrual Basis

	Nov 30, 21	Nov 30, 20
2115 · OR- SUTA Payroll Liabilities - Other	651.94	170.81
Total 2115 · OR- SUTA Payroll Liabilities	964.68	394.28
2120 · State Payroll Liabilities - Other	212.79	265.77
Total 2120 · State Payroll Liabilities	1,177.47	660.05
2180 · Payroll Liabilities - Prior Per	29,811.16	0.00
2100 · Payroll Liabilities - Other	843.11	553.61
Total 2100 · Payroll Liabilities	31,658.21	1,372.97
2800 · Deferred Revenue	-9,083.40	10,916.64
Total Other Current Liabilities	150,242.12	102,646.62
Total Current Liabilities	224,569.79	190,718.14
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	324,527.78	363,344.34
2821 · IRP Loan Payable \$600,000	308,895.37	331,054.82
2822 · IRP Loan Payable \$750,000	468,438.51	495,323.28
2823 · IRP Loan Payable - WA \$310,000	248,170.67	258,740.95
2824 · IRP Loan Payable - SH \$200,000	152,886.93	159,779.14
Total Long Term Liabilities	1,502,919.26	1,608,242.53
Total Liabilities	1,727,489.05	1,798,960.67
Equity		
3100 · Fund Balances	4,836,051.85	4,663,870.85
3110 · Carryforward Balance	684,886.00	-117,089.67
3900 · Retained Earnings	6,092,235.98	5,611,444.57
Net Income	-494,583.92	232,839.30
Total Equity	11,118,589.91	10,391,065.05
TOTAL LIABILITIES & EQUITY	<u>12,846,078.96</u>	<u>12,190,025.72</u>

Mid-Columbia Economic Development District
Operations Budget vs. Actual
November 2021

	Nov 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	0.00	0.00	0.00	0.0%
4012 · Trans From/To Fund (SUPPORT)	1,851.27	2,870.66	-1,019.39	64.5%
4100 · Federal	6,666.67	348,304.00	-341,637.33	1.9%
4200 · State	134,965.00	48,581.51	86,383.49	277.8%
4300 · Local Match	0.00	5,625.01	-5,625.01	0.0%
4400 · Local Assessment	0.00	6,577.92	-6,577.92	0.0%
4500 · Contract Reimbursement	88,389.38	45,232.08	43,157.30	195.4%
4600 · Loan Interest	18,364.64	25,995.66	-7,631.02	70.6%
4700 · Loan Processing Fees	18.04	2,178.34	-2,160.30	0.8%
4705 · Loan Filing Fees	0.00	445.82	-445.82	0.0%
4710 · Loan Late Fee	20.16	287.50	-267.34	7.0%
4750 · Investment Interest	112.43	94.08	18.35	119.5%
4800 · Other Revenue	4,611.92	7,728.74	-3,116.82	59.7%
4805 · Farebox Revenue	1,551.66	3,146.67	-1,595.01	49.3%
Total Income	<u>256,551.17</u>	<u>497,067.99</u>	<u>-240,516.82</u>	<u>51.6%</u>
Gross Profit	256,551.17	497,067.99	-240,516.82	51.6%
Expense				
5000 · Personnel Expense	141,336.66	178,453.25	-37,116.59	79.2%
6110 · Travel & Conference	1,175.81	2,763.33	-1,587.52	42.6%
6190 · Event Services	0.00	984.59	-984.59	0.0%
6200 · Equipment	220.48	1,090.33	-869.85	20.2%
6300 · Supplies	2,166.61	3,055.42	-888.81	70.9%
6400 · Professional Services	10,520.08	36,709.87	-26,189.79	28.7%
6500 · Vehicle Costs	21,519.68	8,964.25	12,555.43	240.1%
6600 · Communications	1,708.18	3,152.00	-1,443.82	54.2%
6700 · Building Costs	3,584.05	3,170.11	413.94	113.1%
6800 · Bonds & Insurance	0.00	1,204.33	-1,204.33	0.0%
6900 · Other Materials & Supplies	1,979.34	168,998.19	-167,018.85	1.2%
9000 · Indirect Spread	-1,610.61	-287.03	-1,323.58	561.1%
9100 · Capital Purchase	0.00	37,371.25	-37,371.25	0.0%
9600 · Transfer to/from Source	0.00	166.67	-166.67	0.0%
Total Expense	<u>182,600.28</u>	<u>445,796.56</u>	<u>-263,196.28</u>	<u>41.0%</u>
Net Ordinary Income	73,950.89	51,271.43	22,679.46	144.2%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	10,115.00	10,115.00	0.00	100.0%
7500 · Carryover to Next Year	0.00	0.00	0.00	0.0%
7600 · In-Kind Contractual	0.00	0.00	0.00	0.0%
Total Other Expense	<u>10,115.00</u>	<u>10,115.00</u>	<u>0.00</u>	<u>100.0%</u>
Net Other Income	<u>-10,115.00</u>	<u>-10,115.00</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u>63,835.89</u>	<u>41,156.43</u>	<u>22,679.46</u>	<u>155.1%</u>

Mid-Columbia Economic Development District

Balance Sheet

01/26/22

As of December 31, 2021

Accrual Basis

	Dec 31, 21	Dec 31, 20
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	198,362.55	406,782.48
1015 · MCEDD MM	495,632.51	297,793.66
1020 · IRP		
1021 · IRP - Sherman	139,844.78	86,554.98
1022 · IRP - WA	59,135.60	52,440.31
1020 · IRP - Other	50,836.15	111,076.04
Total 1020 · IRP	249,816.53	250,071.33
1030 · Loan Funds		
1036 · EDA RLFs	638,312.51	279,855.17
1045 · Reg Strat	149,541.88	143,214.19
1050 · RBEG-OR	290,394.71	153,978.61
1055 · RBEG-WA	94,737.79	96,413.52
1057 · RBEG-KL	127,680.54	123,217.63
1067 · CDBG Microenterprises	107,991.59	108,393.14
Total 1030 · Loan Funds	1,408,659.02	905,072.26
1031 · Housing RLF	1,838,689.89	1,497,528.27
1070 · National Scenic Fund	1,755,336.87	1,514,334.95
Total 1000 · Bank Demand Deposits	5,946,497.37	4,871,582.95
1100 · CDS		
1121 · IRP Reserve	96,047.64	96,031.33
Total 1100 · CDS	96,047.64	96,031.33
1122 · IRP - DDM Product	1,230,628.04	726,629.16
1125 · LINK Petty Cash	145.00	150.00
Total Checking/Savings	7,273,318.05	5,694,393.44
Accounts Receivable		
1202 · Accounts Receivable	425,934.45	350,174.41
1205 · Interfund Loan Receivable	55,828.63	71,779.75
Total Accounts Receivable	481,763.08	421,954.16
Other Current Assets		
1200 · Receivables & Accruals		
1210 · Accrued Revenue	-12,500.00	0.00
1240 · Prepaid Expenses	2,774.56	2,408.37
1260 · Accrued Loan Interest	11,684.91	37,668.47
Total 1200 · Receivables & Accruals	1,959.47	40,076.84
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1337 · EDA Cares RLF	480,677.78	20,750.00
1320 · IRP	1,409,856.02	1,689,973.79
1321 · IRP - Sherman	94,887.41	155,485.87
1322 · IRP - WA	90,705.66	271,411.67
1336 · EDA RLFs	185,361.89	546,631.84
1345 · Reg Strat	30,209.72	31,924.42
1350 · RBEG-OR	27,652.68	152,922.01
1371 · Housing RLF	237,182.26	565,124.79
1372 · MCEDD Micro Loan	18,483.82	15,015.16
Total 1330 · MCEDD Loans Receivable	2,575,017.24	3,449,239.55

Mid-Columbia Economic Development District

Balance Sheet

01/26/22

As of December 31, 2021

Accrual Basis

	Dec 31, 21	Dec 31, 20
1370 · OIB Loans Receivable	1,149,744.42	1,434,605.70
Total 1300 · Loans Receivable	3,724,761.66	4,883,845.25
1400 · Loan Payments Holding		
1420 · IRP	0.00	-4,507.41
1421 · IRP - SH	0.00	-4,507.41
1422 · IRP - WA	0.00	-1,222.50
1436 · EDA RLFs	1,326.90	-5,109.27
1467 · CDBG Microenterprises	-12.40	-12.40
1475 · OIB	1,658.00	-17,868.42
Total 1400 · Loan Payments Holding	2,972.50	-33,227.41
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-101,230.49	-112,150.28
1521 · IRP - SH Co	-8,728.41	-9,329.15
1522 · IRP - WA	-5,836.48	-17,452.77
1536 · EDA RLFs Allowance	-18,154.76	-33,468.48
1545 · Reg Strat Allowance	-1,865.36	-1,947.64
1555 · RBEG Allowance	-8,729.68	-22,705.49
1571 · Housing RLF Allowance	-33,440.72	-33,936.18
1575 · OIB Allowance	-133,666.93	-148,149.53
Total 1500 · Allowance for Doubtful Loans	-311,652.83	-379,139.52
Total Other Current Assets	3,418,040.80	4,511,555.16
Total Current Assets	11,173,121.93	10,627,902.76
Fixed Assets		
1600 · Fixed Assets		
1610 · Building/Land	1,615,463.00	1,605,958.00
1605 · Vehicles	377,037.00	214,361.00
1650 · Accumulated Depreciation	-196,822.00	-123,337.00
Total 1600 · Fixed Assets	1,795,678.00	1,696,982.00
Total Fixed Assets	1,795,678.00	1,696,982.00
Other Assets		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	1,626,120.96	1,454,555.77
94 · Due To Accounts	-1,626,120.85	-1,454,555.74
Total 87 · Due To/From Internal Accounts	0.11	0.03
Total Other Assets	0.11	0.03
TOTAL ASSETS	<u>12,968,800.04</u>	<u>12,324,884.79</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	8,172.08	13,030.00
2005 · Interfund Loan Payable	55,828.74	71,779.78
Total Accounts Payable	64,000.82	84,809.78
Other Current Liabilities		
2010a · A/P Audit	-325.96	0.00
2030 · Accrued Loan Payment	58,962.61	58,300.37
2035 · Accrued Interest Payable	213.57	162.84
2050 · PTO - Accrued	69,518.56	57,299.21
2070 · Health Insurance Payable	-20,110.07	-21,157.40
2080 · Life & Disability Payable	-18.24	-276.61
2090 · WC SAIF Ins	6,880.26	4,121.77
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	-187.49
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	167.53	86.41

Mid-Columbia Economic Development District

Balance Sheet

As of December 31, 2021

01/26/22

Accrual Basis

	Dec 31, 21	Dec 31, 20
2115 · OR- SUTA Payroll Liabilities - Other	57.72	8.86
Total 2115 · OR- SUTA Payroll Liabilities	225.25	95.27
2120 · State Payroll Liabilities - Other	0.00	255.59
Total 2120 · State Payroll Liabilities	225.25	350.86
2180 · Payroll Liabilities - Prior Per	29,811.16	0.00
2100 · Payroll Liabilities - Other	369.94	433.02
Total 2100 · Payroll Liabilities	30,218.86	596.39
2800 · Deferred Revenue	4,249.93	4,249.97
Total Other Current Liabilities	149,589.52	103,296.54
Total Current Liabilities	213,590.34	188,106.32
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	324,527.78	363,344.34
2821 · IRP Loan Payable \$600,000	308,895.37	331,054.82
2822 · IRP Loan Payable \$750,000	468,438.51	495,323.28
2823 · IRP Loan Payable - WA \$310,000	248,170.67	258,740.95
2824 · IRP Loan Payable - SH \$200,000	152,886.93	159,779.14
Total Long Term Liabilities	1,502,919.26	1,608,242.53
Total Liabilities	1,716,509.60	1,796,348.85
Equity		
3100 · Fund Balances	4,836,051.85	4,663,870.85
3110 · Carryforward Balance	684,886.00	-117,089.67
3900 · Retained Earnings	6,092,235.98	5,611,444.57
Net Income	-360,883.39	370,310.19
Total Equity	11,252,290.44	10,528,535.94
TOTAL LIABILITIES & EQUITY	<u>12,968,800.04</u>	<u>12,324,884.79</u>

Mid-Columbia Economic Development District
Operations Budget vs. Actual
December 2021

01/26/22

Accrual Basis

	Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	0.00	0.00	0.00	0.0%
4012 · Trans From/To Fund (SUPPORT)	726.65	2,870.66	-2,144.01	25.3%
4100 · Federal	243,354.31	348,304.00	-104,949.69	69.9%
4200 · State	0.00	48,581.51	-48,581.51	0.0%
4300 · Local Match	2,500.00	5,625.01	-3,125.01	44.4%
4400 · Local Assessment	0.00	6,577.92	-6,577.92	0.0%
4500 · Contract Reimbursement	52,200.87	45,232.08	6,968.79	115.4%
4600 · Loan Interest	17,643.95	25,995.66	-8,351.71	67.9%
4700 · Loan Processing Fees	15.00	2,178.34	-2,163.34	0.7%
4705 · Loan Filing Fees	0.00	445.82	-445.82	0.0%
4710 · Loan Late Fee	0.00	287.50	-287.50	0.0%
4750 · Investment Interest	117.96	94.08	23.88	125.4%
4800 · Other Revenue	1,026.83	7,728.74	-6,701.91	13.3%
4805 · Farebox Revenue	2,341.71	3,146.67	-804.96	74.4%
Total Income	319,927.28	497,067.99	-177,140.71	64.4%
Gross Profit	319,927.28	497,067.99	-177,140.71	64.4%
Expense				
5000 · Personnel Expense	142,684.00	178,453.25	-35,769.25	80.0%
6110 · Travel & Conference	235.87	2,763.33	-2,527.46	8.5%
6190 · Event Services	0.00	984.59	-984.59	0.0%
6200 · Equipment	353.98	1,090.33	-736.35	32.5%
6300 · Supplies	1,165.57	3,055.42	-1,889.85	38.1%
6400 · Professional Services	27,003.38	36,709.87	-9,706.49	73.6%
6500 · Vehicle Costs	10,162.84	8,964.25	1,198.59	113.4%
6600 · Communications	1,781.35	3,152.00	-1,370.65	56.5%
6700 · Building Costs	9,971.08	3,170.11	6,800.97	314.5%
6800 · Bonds & Insurance	0.00	1,204.33	-1,204.33	0.0%
6900 · Other Materials & Supplies	1,364.02	168,998.19	-167,634.17	0.8%
9000 · Indirect Spread	171.34	-287.03	458.37	-59.7%
9100 · Capital Purchase	0.00	37,371.25	-37,371.25	0.0%
9600 · Transfer to/from Source	0.00	166.67	-166.67	0.0%
Total Expense	194,893.43	445,796.56	-250,903.13	43.7%
Net Ordinary Income	125,033.85	51,271.43	73,762.42	243.9%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	10,115.00	10,115.00	0.00	100.0%
7500 · Carryover to Next Year	0.00	0.00	0.00	0.0%
7600 · In-Kind Contractual	0.00	0.00	0.00	0.0%
Total Other Expense	10,115.00	10,115.00	0.00	100.0%
Net Other Income	-10,115.00	-10,115.00	0.00	100.0%
Net Income	114,918.85	41,156.43	73,762.42	279.2%

Mid-Columbia Economic Development District
Operations Budget vs. Actual
 July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	0.00	689,199.00	-689,199.00	0.0%
4012 · Trans From/To Fund (SUPPORT)	-43,939.12	17,224.04	-61,163.16	-255.1%
4100 · Federal	1,018,269.81	2,089,824.00	-1,071,554.19	48.7%
4200 · State	288,511.00	291,488.94	-2,977.94	99.0%
4300 · Local Match	52,500.00	33,749.94	18,750.06	155.6%
4400 · Local Assessment	78,768.00	39,467.48	39,300.52	199.6%
4500 · Contract Reimbursement	314,337.00	271,392.52	42,944.48	115.8%
4600 · Loan Interest	112,734.35	155,974.04	-43,239.69	72.3%
4700 · Loan Processing Fees	10,201.04	13,069.96	-2,868.92	78.0%
4705 · Loan Filing Fees	2,505.54	2,675.08	-169.54	93.7%
4710 · Loan Late Fee	20.16	1,725.00	-1,704.84	1.2%
4750 · Investment Interest	688.99	564.52	124.47	122.0%
4800 · Other Revenue	21,140.53	46,372.56	-25,232.03	45.6%
4805 · Farebox Revenue	10,306.52	18,879.98	-8,573.46	54.6%
Total Income	<u>1,866,043.82</u>	<u>3,671,607.06</u>	<u>-1,805,563.24</u>	<u>50.8%</u>
Gross Profit	1,866,043.82	3,671,607.06	-1,805,563.24	50.8%
Expense				
5000 · Personnel Expense	802,896.95	1,070,719.50	-267,822.55	75.0%
6110 · Travel & Conference	4,154.85	16,580.02	-12,425.17	25.1%
6190 · Event Services	0.00	5,907.46	-5,907.46	0.0%
6200 · Equipment	4,377.24	6,542.02	-2,164.78	66.9%
6300 · Supplies	12,877.77	18,332.48	-5,454.71	70.2%
6400 · Professional Services	94,139.25	220,262.78	-126,123.53	42.7%
6500 · Vehicle Costs	70,957.54	53,785.50	17,172.04	131.9%
6600 · Communications	9,125.27	18,912.00	-9,786.73	48.3%
6700 · Building Costs	27,927.19	19,031.38	8,895.81	146.7%
6800 · Bonds & Insurance	12,698.00	7,226.02	5,471.98	175.7%
6900 · Other Materials & Supplies	11,292.52	1,014,008.86	-1,002,716.34	1.1%
9000 · Indirect Spread	-2,687.66	-1,721.92	-965.74	156.1%
9100 · Capital Purchase	438,055.00	224,227.50	213,827.50	195.4%
9600 · Transfer to/from Source	0.00	999.98	-999.98	0.0%
Total Expense	<u>1,485,813.92</u>	<u>2,674,813.58</u>	<u>-1,188,999.66</u>	<u>55.5%</u>
Net Ordinary Income	380,229.90	996,793.48	-616,563.58	38.1%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	60,690.00	60,690.00	0.00	100.0%
7500 · Carryover to Next Year	683,337.00	683,340.00	-3.00	100.0%
7600 · In-Kind Contractual	0.00	0.00	0.00	0.0%
Total Other Expense	<u>744,027.00</u>	<u>744,030.00</u>	<u>-3.00</u>	<u>100.0%</u>
Net Other Income	<u>-744,027.00</u>	<u>-744,030.00</u>	<u>3.00</u>	<u>100.0%</u>
Net Income	<u>-363,797.10</u>	<u>252,763.48</u>	<u>-616,560.58</u>	<u>-143.9%</u>

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Date: January 24, 2022
Re: MCEDD Drug and Alcohol Policy Updates

Overview

In December, MCEDD staff participated in a review of our FTA drug and alcohol testing program for our transit program. In an effort to assess compliance with the United States Department of Transportation (USDOT) and Federal Transit Administration (FTA) Drug and Alcohol Testing Regulations, the Oregon Department of Transportation (ODOT) contracted the firm of RLS & Associates, Inc. (RLS) to conduct drug and alcohol reviews for ODOT FTA sub-recipients like MCEDD.

ODOT is responsible for the implementation and oversight of ODOT's federal and state transit grant programs. The Drug & Alcohol Compliance Monitoring Program is designed to assist ODOT's Public Transit Division and public transportation providers with the assessment of how transit agencies in Oregon meet the compliance requirements of USDOT-FTA drug and alcohol regulations, 49 CFR Part 40 and 49 CFR Part 655.

RLS recommended several improvements to our program, one being an update of our Drug and Alcohol Policy to address compliance with all USDOT – FTA drug and alcohol regulations. A draft of the updated policy using tracked changes is included with this memo.

Request

MCEDD Executive Committee recommend approval of the updated Drug and Alcohol Policy to the MCEDD Board of Directors at its March 2022 meeting.



Mid-Columbia Economic Development District

MCEDD DRUG AND ALCOHOL POLICY

Adopted: December 14, 2017

Revised: ~~January 18,~~
~~2018~~March 17, 2022

Subject To Federal Drug and Alcohol Testing
US DOT 49 CFR Part 655
Federal Transit Administration

A. PURPOSE

- 1) The Mid-Columbia Economic Development District (MCEDD) provides public transit and paratransit services for the residents of Wasco County, Oregon. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, MCEDD declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of MCEDD and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of MCEDD will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service

vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has **acreatinine and** specific gravity values **that are** lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative test result: A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine ~~at levels above the minimum thresholds as~~ specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Split Specimen Collection: A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.

- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.

- a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR ~~1300~~1308.11 through ~~1300~~1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. ~~Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.~~ It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in ~~Section H~~ of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

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b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a MCEDD supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

c. Alcohol: The use of beverages containing alcohol (including ~~any~~ mouthwash, medication, food, candy) or any other substances ~~such that containing~~ alcohol is present in a manner which violates the ~~body while performing safety-sensitive job functions~~ conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty ~~any time there is a quantifiable presence of if they have used~~ a prohibited drug ~~in the body above the minimum thresholds as~~ defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02- 0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or

- ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
 - 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
 - 7) MCEDD, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
 - 8) Consistent with the Drug-free Workplace Act of 1988, all MCEDD employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the MCEDD management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

H. TESTING REQUIREMENTS

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion-~~or~~, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under MCEDD authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.
- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with MCEDD. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to MCEDD. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.

- 5) Any covered employee who questions the results of a required drug test ~~under paragraphs L through P of this policy~~ may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. MCEDD will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however MCEDD will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections
- a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to MCEDD that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to MCEDD that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or

equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).

- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original specimen was out of range;
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive

alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

- 3) MCEDD affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
 - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
 - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
 - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company

authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.

- e. If a pre-employment test is canceled, MCEDD will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide MCEDD with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. MCEDD is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide MCEDD proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All MCEDD FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only

be conducted just before, during, or just after the performance of a safety- sensitive job function. However, under MCEDD's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

- 2) MCEDD shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the MCEDD.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. MCEDD shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the MCEDD. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS - A post-accident test of the employee operating the

public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

- a. The accident results in injuries requiring immediate medical treatment away from the scene, unless ~~and~~ the covered employee ~~may have contributed~~ can be completely discounted as a contributing factor to the accident.
- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, ~~and~~ unless the covered employee ~~may have contributed~~ can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that MCEDD is unable to perform an FTA drug and alcohol test (i.e.,

employee is unconscious, employee is detained by law enforcement agency), MCEDD may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under MCEDD authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under MCEDD's authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

MCEDD will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. ~~For an initial positive drug test a Return to Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return to Duty alcohol test is required and a drug test is allowed.~~ Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test

refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.

- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal includes-is defined as any of the following circumstances:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 - c. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
 - f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
 - a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from MCEDD employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of MCEDD and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.
 - d. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with MCEDD.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

MCEDD is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the MCEDD Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an

employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over MCEDD or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

Attachment A

This policy shall be applied to the following positions. The following positions perform safety-sensitive functions:

SAFETY-SENSITIVE POSITIONS

- Driver (including On-Call, Seasonal and Part-Time)
- Dispatcher
- ~~LINK-Transportation~~ Operations Manager

Attachment B: Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

MCEDD Drug and Alcohol Program Manager (DAPM)

MCEDD Finance and Operations Manager

Address: 802 Chenoweth Loop Road, The Dalles, OR

Telephone Number: 541-296-2266

MCEDD Designated Employer Representative (DER)

MCEDD Transportation Operations ~~Director~~ Manager

Address: 802 Chenoweth Loop Road, The Dalles, OR

Telephone Number: 541-288-9301

Medical Review Officer

Name: Matthew Noble M.D.

Address: 1740 SE Lambert St. Portland, OR 97202

Telephone Number: (503) 494-7551

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Substance Abuse Professional

Name: Debbie Leas

Title: LMFT, CADC II, SAP

Address: 1923 NE Broadway Portland, OR 97232

Telephone Number: (503) 826-4949

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HHS Certified Laboratory Primary Specimen

Name: MCMC Occupational Health

Address: 1825 E. 19th St. The Dalles, OR 97058

Telephone Number: (541) 296-7811

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Attachment C

Mid-Columbia Economic Development District

ACKNOWLEDGEMENT OF EMPLOYER'S DRUG AND ALCOHOL POLICY

I, _____, the undersigned, hereby acknowledge that I have received a copy of the MCEDD Drug and Alcohol Policy mandated by the U.S. Department of Transportation, Federal Transit Administration (FTA) for all covered employees who perform a safety-sensitive function.

I further understand that receipt of this policy constitutes a legal notification of the contents, and that it is my responsibility to become familiar with and adhere to all provisions contained therein. I will seek and get clarifications for any questions from the employer contact person listed in the policy. I also understand that compliance with all provisions contained in the policy is a condition of my employment.

I further understand that the information contained in the approved policy dated _____ is subject to change, and that any such changes, or addendum, shall be disseminated to me in a manner consistent with FTA requirements.

Employee Signature

Date

Witness Signature

Date

Memorandum

To: MCEDD Executive Committee

From: Jessica Metta, Executive Director

Date: January 27, 2022

Re: Organizational Plan Concept: Strategic Plan and/ or Diversity, Equity, and Inclusion Plan

Overview

Staff discussed options with The Ford Family Foundation to support organizational plans for MCEDD, including development of a Strategic Plan and/ or a Diversity, Equity, and Inclusion (DEI) Plan. Ford offers Technical Assistance grants for these purposes of up to \$5,000 to cover consultant costs, for example. Prior to moving further on these concepts, I request discussion from the Executive Committee on interest in either or both options.

DEI Plan Concept

In June 2020, staff voiced their interest in DEI work for the organization and received support from the Board at their meeting. I am interested in contracting with an expert DEI consultant to help develop an internal and external DEI plan for MCEDD. In the absence of a grant to cover a consultant, we have had staff discussions at a monthly optional meeting to discuss DEI topics and explore how MCEDD does our work internally and externally with a DEI lens. A consultant would help expand and formalize these activities. The outcome would be a plan identifying goals for our organizational practices and work in the community to support equitable outcomes for businesses and residents in the region. Two other economic development districts in Oregon were interested in possibly joining together in a cohort model.

Strategic Plan Concept

At the 2021 NADO Conference, I learned of other economic development districts that develop organizational strategic plans separate from their Comprehensive Economic Development Strategy (CEDS). Historically MCEDD has developed its work plan from the CEDS, and as a service organization, we primarily have considered and responded to community needs as they arise. Among many things, this has included taking on operation of The Link, responding to economic disasters like COVID-19, considering Gilliam County joining the district, and operational items like consolidating our offices into The Dalles Transit Center.

Some partners have more recently asked about MCEDD's long term goals for how it engages in transportation. The Gorge Regional Transit Strategy is soon starting Phase 2 of the project, including consideration of governance models that could discuss options for MCEDD.

Engaging a strategic planning consultant could be an opportunity to have discussions with the Board, partners, and staff about how MCEDD services could shift as we look to the future of regional needs and the organization's mission, goals and capacity.

Optional Next Steps

- Bring a recommendation to the Full Board at the March meeting for their feedback and approval.
- Ask staff to research costs for consultants (DEI, Strategic, or both).
- Put these concepts on hold until some designated time in the future.
- Provide staff with other direction on desires for the organization.

Memorandum

To: MCEDD Executive Committee

From: Jessica Metta, Executive Director

Date: January 24, 2022

Re: MCEDD Diversity, Equity, and Inclusion Statement

Overview

At the December Executive Committee meeting, I let the Committee know that MCEDD staff was interested in developing a Diversity, Equity, and Inclusion (DEI) Statement for the organization and requested your feedback. The Executive Committee said it was fine with this request and staff has since researched options and developed a draft for your review. The intention is for the Board to approve this statement.

Background

In June 2020, staff voiced their interest in DEI work for the organization and received support from the Board at their meeting. Staff has since been holding a monthly optional meeting to discuss DEI topics and explore how MCEDD does our work internally and externally with a DEI lens. The desire to develop a statement arose from staff this fall at that monthly meeting. Kathy Fitzpatrick helped research DEI statement options with other economic development districts and other kinds of organizations nationally and locally. Staff reviewed the research and developed this draft statement for consideration by the Executive Committee:

MCEDD's mission is to promote the creation of family-wage jobs, the diversification of the economic base, and the growth, development and retention of business and industry within the five-county district. We are committed to doing this work in a way that promotes equitable outcomes for the diversity of all businesses and residents in the region. While race and gender are historical markers of diversity, we believe that diversity includes categories such as age, disability, nationality, intellectual perspective, socioeconomic background, religion, sexual orientation, and gender identity. Inclusion empowers the voice of all members of a community. We believe that equity is achieved when systemic, institutional, and historical barriers based on the categories above are dismantled and no longer predict socioeconomic, education, and health outcomes. We also believe that diversity among our staff and various boards and committees strengthens our work through a variety of perspectives. We will approach our mission through this culture of diversity, equity, and inclusion for the benefit of all residents, businesses, MCEDD employees, board and committee members.

If the Board approves a statement, it would be added to MCEDD's Personnel Policy and to our website. The statement would also be part of a full DEI Plan for the organization if one is developed and it may be updated through the plan development process.

Request

MCEDD Executive Committee suggest any desired edits to the statement and recommend approval to the Board of Directors at its March 2022 meeting.



Transportation Division Report

Prepared for the February 2022 Executive Committee Meeting

LINK Transportation

- We are working on applications for grants to help with the ongoing operations of our service as well as new capital investments. This includes supporting Wasco County in applying to the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Discretionary Program, and the 5339 Bus and Bus Facilities Grant. The 5310 program is used to support operation of our deviated fixed routes. The 5339 program is intended to help with capital costs associated with purchases of new buses and bus stop facilities and shelters. Match for both grants would come from Statewide Transportation Improvement Funds (STIF) we received through Wasco County.

ACTION REQUESTED: Motion to approve MCEDD application to ODOT 5339 Bus and Bus Facilities Grant program for capital funds for bus replacement and bus stop facilities.

- **Snowstorms!** At the end of December and early January the Gorge has several days of severe weather. The Link implemented Snow Routes and suspended the Hood River Route on days when I-84 was closed by ODOT. Dial-a-Ride services were reduced to priority rides such as medical and necessary grocery trips. We shared snow route information on our website, the Translink website, and via social media. Our dispatchers called any impacted riders with scheduled rides on those days.
- **The Wasco County Transit Development Plan** consultant team is drafting Plan recommendations. Kate presented options under consideration to the Wasco County Commission in mid-January. The team will share draft Plan recommendations with the public in early Spring via an online open-house and potentially an in-person event at MCEDD to gather public feedback on the Plan. The Plan will include short-, mid-, and long-term recommendations.

Gorge TransLink Alliance and Mobility Management

- **Marketing:** The marketing grant for the Annual GORge Pass has continued efforts to sell passes to individuals, employers, and through Civic Groups such as Chambers of Commerce or Rotaries. During the winter the team made presentations to City Council and County Commissions, as well as other groups. We've also been doing radio interviews, using paid ads, and tabling at events. Our winter focus is on ad campaigns around:
 - winter driving & activities
 - new years resolutions and getting outdoors
 - car-free valentines dates
 - Mt. Hood attractions
- **Gorge Transit Strategy II:** ODOT and MCEDD have entered into contract negotiations with a consultant team for phase 2 of the GTS. The team will be contacting stakeholders for participation in early Spring.
- **Rural Veterans Healthcare Transportation Grant Awards Announcement:** Kathy Fitzpatrick assisted both Sherman County Community Transit and Columbia Area Transit with their grant applications for projects that will enhance transit service for Veterans in all five counties of the MCEDD region. Both Counties were awarded the grants by the OTC in January.



**Economic Development Division Report
Prepared for the February 2022 Executive Committee Meeting**

County Economic Development

- Hood River County submitted a pre-application to Business Oregon in December and was invited to submit a full application for the project (kitchen renovation at the Hood River Valley Adult Center). Staff is working with the County and Adult Center on the full application and associated requirements. The plan is to have the application complete prior to the March 21 BOCC meeting and request approval to submit during that meeting.
- The Port of Skamania has a near-final draft of their EDA application to support site development and construction of one flex building. The Port recently received an award of \$2 million from the Washington Department of Commerce Community Economic Revitalization Board to support the project. The Skamania County BOCC also approved use of \$250,000 of .09 funds as match the project. The full EDA application should be ready to submit in the next few weeks.
- The draft business plan for the Wasco School Event Center has been completed and was scheduled to be presented to the Wasco City Council on January 18.
- The Sherman County Housing program received one new housing grant application in late December. The Grant Review Committee put forth a recommendation for approval to the Sherman County Court and the Court conditionally approved the application.
- The City of Rufus was awarded a Brownfield Grant from the State of Oregon to complete a hazardous building materials survey and abatement planning for their Community Center.
- Staff jointly hosted an outreach meeting in Sherman County with the Regional Solutions Team to review potential projects from communities and further connect them with funding resources at the State level.
- Staff presented the Wasco County EDC's Community Enhancement Projects list to the Board of County Commissioners and it was accepted as presented. This list will be submitted to MCEDD for consideration in the regional CEDS list discussions.
- Staff hosted the first meeting of the Wasco County Broadband Action Team in its role as Wasco EDC staff. The meeting had approximately 20 attendees and provided opportunity for good discussion on strategies to support broadband in the County. Next steps will focus on a survey and interview process to gather additional information about broadband needs.
- Staff has supported the initial meetings of the Central Klickitat Regional Economic Diversification Strategy leadership group to discuss implementation of the strategy and projects discussed during the fall meeting. The group is starting with conducting some engagement with key stakeholders like the County's economic development board, the City of Goldendale's Council, the PUD, the Hospital Board, and others.

Resilience and Broadband

- In November, staff launched the Small Business Website Development support program to support small businesses who needed to build a website to create or improve their online presence. 27 responses have been received. Fourteen small businesses are working with the contracted website developers currently, with three websites nearing completion. The

remaining businesses will work with the web developers as capacity becomes available in the coming months.

- Staff has interviewed three additional businesses that were referred by various Chambers of Commerce as exemplary in their abilities to adapt to challenges faced due to the pandemic. The interviews are being developed into a Business Resilience Focus series that will be highlighted in upcoming newsletters and on the MCEDD website.
- Staff has engaged with a group of Broadband Action Team leaders, fellow EDDs, and Link Oregon to push forward a mapping project that would create a similar resource to what is available in Washington focused on speed test data. This tool should launch in the next month or so, and staff is working on developing an outreach strategy and materials to utilize in our five counties to encourage participation. At our request, our two Washington counties will be included in the process and data will be shared with the Washington State Broadband Office's map for longer term use.
- Staff has been working with several partners to explore developing a grant writing training this spring focused on local governments and non-profits in the region. The initial effort will include an outreach survey to determine interest and level of skills to ensure that the training developed is in line with needs.
- Staff has been reviewing information on infrastructure package resources, the final Treasury rules for the ARPA funding in communities, and other opportunities to support connecting communities with these resources moving forward.

Industry Clusters

- Staff facilitated the development, completion, and acceptance of the GTA's 2022 Budget and an annual workplan focusing on engagement and communications.
- Staff is coordinating the planning and implementation of a Gorge cluster and mixer event at the upcoming AUVSI Xponential 2022 trade show in Orlando, FL in April. GTA members have coordinated exhibit space near each other in an effort to brand the Gorge as a high-tech hub as well.
- Staff coordinated several regular GTA events in January, including Geek Lunch with Dr. Kevin McCabe of Doublestrand Consulting focused on bioaerosol elimination of coronavirus in the workplace and an HR Coffee meeting. Upcoming events include a GWIS resume critique event and a podcast review club.

Energy:

- Staff kicked off the "Creating Equitable Access to Energy Efficiency Resources and Improving Homes" project focused on identifying and addressing barriers to accessing solar, solar + storage and energy efficiency among low-moderate income and Latinx communities in Hood River County. Staff convened representatives from five providers who offer relevant services to kick off the effort. A key takeaway from the the meeting was that lack of contractors to complete energy efficiency work was a major barrier.
- Staff hosted the first of three meetings to develop the Hood River County Energy Council's new four-year work plan. Staff prepared materials focused on completed and ongoing work, stakeholder input summaries, and tools for prioritization. Staff is now supporting the three volunteer subcommittee leads in formalizing project descriptions for prioritization by the full Energy Council in developing their four-year workplan.

Infrastructure:

- **Biggs Water Project:** Crestline has been doing some mobilization work since the contract was executed, but requested a revised construction start date of February 15, 2022, as supply chain issues are creating delays in delivery of materials. The Biggs Service District Board adopted revised monthly base rates as well as a full schedule of rates associated with water service. Next steps include finalizing a user agreement template and getting review from USDA before sending to water system users to complete.
- **Crystal Springs Water District:** Construction continues on both the Westside and South Reservoir projects. Staff is completing weekly payroll reviews on both projects. The estimated completion dates for both projects has been extended until at least spring of 2022. Material delays created delays in the schedules so that there is some work that needs to be put on hold until the temperatures warm up. The District has moved forward with the purchase of the Odell Water Company and will be starting next steps for that project soon.
- **Cascade Locks Wastewater:** Bids were opened in mid-December. The lowest apparent bidder is James W. Fowler Company (Dallas, OR). The low bid was \$5.9 million (\$1 million above the engineer's estimate at time of bid and approximately \$2 million over original budget estimates for construction). Since the City received a \$2.5 million CDBG award last year, they have enough funding to proceed with the project. The City is also opting to proceed with some of the additive alternatives, increasing total construction costs to \$6,292,695. Next steps include approval of the award by the City Council, execution of the contract, and scheduling a pre-construction meeting.
- **City of Hood River:** The City is awaiting contract documents from Business Oregon for the Water/Wastewater award they received as well as for the ARPA funding allocated to the project. Currently, the City is finishing the design for the next phase and has recently submitted a Joint Permit Application for the work. Tentative timeline is for the design to be complete in May, with an invitation for bids to be advertised shortly thereafter and construction to start in early summer.
- **Dog River Pipeline:** The City of The Dalles issued a request for bids for the purchase of pipeline materials (bid opening Jan. 28), with the intent of purchasing the bulk of the piping needed for the project before advertising for construction bids in order to address potential delays in securing those materials. The City is also preparing to issue an RFP for timber removal services soon. The City will also be making a request at an upcoming IFA Board meeting for an additional \$4.5 million in funding.
- **Sherman County Bus Barn:** The County has requested MCEDD support for administration of a grant they received from ODOT to construct a bus barn on county-owned property. Staff have been working with Sherman Transit to draft an RFQ for design and engineering services. The RFQ was released January 24, with responses due by February 18.



Executive Director's Report

Prepared for the February 2022 Executive Committee Meeting

Regional and Outreach

- **2022-2027 CEDS Plan Update:** We issued the draft document for public comment through January 7 and sent it directly to partners listed in the plan for feedback. We have since consolidated all comments into a final version and sent it to our EDA rep for review and to our graphic designer Blue Marble Creative for improving the look of the hard-copy and online versions. We also explored Spanish translation and are considering moving forward with this for a summary version. I have also drafted up conceptual Implementation Teams around each goal area to explore if that would be a new way to keep momentum going and move projects forward.
- Our current EDA Planning grant expires on March 31, and we have been invited to apply for the next round. It would again be a 3-year grant at \$80,000 per year. We are developing grant application materials.
- We continue to focus on using our CARES Planning grant funds to support recovery and resiliency projects in the region. Carrie's report has some details, and these are related to my activities. I am developing a contract with Gorge Grown Food Network related to a series of trainings for value-added ag businesses, producers, and others they support. I have also had conversations with staff from CRITFC about options to support the fish processing facility in Bingen. We have requested some grant budget adjustments, but we seem to be on track to spend it out by the grant end date of June 30, 2022.
- We are holding a meeting of the Hood River Economic Development Group in January to discuss a draft Hood River County CEDS project list. Many thanks to RARE Tasha Blaircobb on her work to pull project information together. I will present the list to the Hood River Board of County Commissioners for final approval in February.
- I am transitioning to President of the Oregon Economic Development Districts, which will increase my work with this entity. Current projects include implementing a grant to build capacity for the organization through a hired staff person/ consultant to move projects forward more quickly. I also reached out to Washington Economic Development Association to learn more about membership and have registered to attend their Spring Legislative Conference on March 2-3 in Olympia. **Discussion point: Request to adjust the March Executive Committee meeting to Tuesday, March 1, 4pm to accommodate the conference.**
- We have held two meetings of an Expansion Task Force to explore bringing Gilliam County into the MCEDD district. Conversations have centered on differences in services that MCEDD provides on the Oregon and Washington sides. A resulting meeting with our Washington Board members is in the works to explore if there are improvements to make. Regarding Gilliam County, staff will be pulling together options for the Board to discuss in draft form, possibly at its March meeting.
- I helped host Laura Ives, our Washington representative for the Economic Development Administration, in a tour of Klickitat and Skamania Counties on January 26. She was enthusiastic about the day and our partners came away with useful ideas and information for EDA funding. Stops included Klickitat County Services Building, Dallesport Industrial Park,

Bingen Point, Stevenson, and Cascades Business Park in North Bonneville. Thank you to our Board members who participated!

- I engaged in regional outreach with meetings with Sen. Murray's staff, Rep. Bentz's staff, two different staff meetings with the WA Department of Commerce, Klickitat County EDA staff, Rep. Blumenauer's staff (and submitted comments on his draft Gorge legislation). I also attended the virtual Gorge Commission meeting.

Business Assistance

- Ami developed a grant application to the Ford Family Foundation to request technical assistance funds to cover several trainings to increase her skills. We are still waiting on a response.
- The OIB and then USDA approved a Revolving Loan Fund plan for the new USDA National Scenic Area RLF on the Oregon side. I reviewed a draft for the WIB and expect a final one shortly to then submit to USDA for approval. Once both plans are approved, we will do some additional loan marketing outreach.
- We have finally received approval for the candidate for one of OIB's Multnomah County seats! I am scheduling an orientation with the new member (Troutdale City Councilor Jamie Kranz).
- Ami has been attending Chamber networking events and contacting several banks to promote our loan funds. We welcome additional marketing and outreach ideas.
- The Loan Administration Board approved a \$10,000 loan to existing client Pharaoh's Family Farm. LAB and OIB have had some modification requests for existing clients as well. There are some applications in the pipeline but many are small (\$20,000 or less). We have continued to receive early pay offs.
- Mount Hood Economic Alliance met to review a draft Revolving Loan Fund plan for the entity and discussed possibly lending to those without citizenship. This is a need we have heard from our partners at The Next Door. I had a follow up meeting with MESO (Microenterprise Services of Oregon) to learn about their lending to those without citizenship. They do not lend to undocumented individuals and require things like DACA status, for example.

Facilities, Trainings and Operations

- I drafted a 2022 Work Plan for MCEDD and can share it with the Executive Committee in March.
- As approved at the December Board meeting, we opened an account with the Oregon Local Government Investment Pool.
- With thanks to our Safety Committee (Marla Harvey, Lauren Hernandez, Jesus Mendoza), we have updated our Safety Plan.
- I held an annual review for Carrie Pipinich during this period.
- Other items in the works: follow ups to the Drug and Alcohol program review, salary survey prep for the budget process, contracting with a CPA for the audit, prep for my annual review by the Board.