



Mid-Columbia Economic Development District

**Executive Committee Meeting**  
**Wednesday, May 4, 2022**  
**4:00 P.M.**

Via Zoom Only (Information on Reverse)

**AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions		
Executive Committee Minutes <i>April 2022</i>	2 minutes	Approval
Wasco County Transit Development Plan Presentation	20 minutes	Recommendation
Finance Report	5 minutes	Acceptance
Telework Policy Update	5 minutes	Recommendation
Bylaws Update	10 minutes	Recommendation
Tech Board Seat Vacancy	5 minutes	Recommendation
Staff Reports	10 minutes	Information
Other New Business; Committee Members Updates		
Adjourn		

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services, or assistance, please contact the MCEDD office at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MCEDD is an equal opportunity lender, employer and provider.

MCEDD is inviting you to a scheduled Zoom meeting.

Topic: Executive Committee Meeting

Time: May 4, 2022 04:00 PM Pacific Time (US and Canada)

**Join Zoom Meeting**

<https://us06web.zoom.us/j/88593679234>

Meeting ID: 885 9367 9234

**One tap mobile**

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**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
TUESDAY, April 6, 2022  
4:00 PM  
ZOOM TELECONFERENCE**

**ATTENDANCE**

*Attending:* Bob Hamlin, Scott Clements, Eric Proffitt, Ken Bailey, Leana Kinley, Les Perkins, Steve Kramer

*Staff:* Jessica Metta (Executive Director), Kate Drennan (Deputy Director of Transportation), Jill Brandt (Administrative Assistant)

**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**

**Scott Clements** motioned to approve the March 1, 2022, Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. All voted in favor and the motion carried.

**FINANCE REPORT**

Jessica Metta presented the Financials for February 2022. Dana Woods, who normally presents this report, was finishing the audit with consultant Summer Sears. Jessica stated that there was nothing unusual in the report and there have been no significant changes.

*Discussion: Leana Kinley asked if the FY22 info was being transitioned into Caselle, or if the program would start with FY23 data. Jessica replied that Caselle will have the historical data from FY22 as a baseline for comparison with FY23 and future years.*

**Leana Kinley** motioned to accept the financial report as given. Eric Proffitt seconded the motion. All voted in favor, and the motion passed.

**COMMITTEE & BOARD MEETING FORMAT**

Jessica presented virtual and in-person format options for both Executive Committee and Full Board meetings to the Committee. Jessica noted that even before COVID-19, in-person meetings have always had an option for remote attendance. MCEDD has the equipment for the video conferencing option to continue. Jessica suggested alternating in-person and virtual formats, then put the question out for discussion.

*Discussion: Scott Clements stated that with the Full Board meeting, there were a lot of people for a small room. Jessica replied that we reserve the largest spaces, such as the Hood River Fire Hall, where people can spread out a bit more. Board plus staff in the room is approximately 25-30 people. Eric Proffitt suggested the Readiness Center in The Dalles as a possible space, or the Armory in Hood River for the September meeting. Eric stated that he was good with Zoom, hybrid or in-person formats. Bob Hamlin agreed, noting that zoom is more convenient but is not the same as meeting in-person. Les Perkins agreed. Ken Bailey stated that he likes Zoom but being retired, has more flexibility than some. Ken further added that the long travel times for a one-hour meeting is not an efficient use of time, and fuel costs need to be considered also. Leana*

*Kinley stated that her biggest challenge with the Board meeting is that it happens concurrently with her City Council meeting. Remote is the only way she can attend both meetings. For Leana, coming to The Dalles for Executive Committee meetings is two hours of travel for a one-hour meeting. She is able to do this occasionally but not monthly. Bob agreed that the occasional in-person meeting is worth travelling for, and the convenience of Zoom is undeniable. Jessica summarized that the Executive Committee will remain virtual with Zoom, unless there is a special reason to be in-person that can be addressed as situations occur. For Full Board meetings, the proposal going forward is for two of the four meetings to be in-person. Leana commented that the weather potential for the December meeting recommends the virtual format. Jessica thanked the group for their feedback.*

*Steve Kramer joined at 4:13 pm.*

### **SALARY SCHEDULE**

Jessica presented the committee with data pulled from comparable sources for MCEDD's annual salary review. This review is conducted in conjunction with the FY23 budget preparation. In the memo, all of MCEDD's employment positions were noted, with a recommendation for adjustment included for each position. After issuing the memo, Jessica realized the increase added for project managers will make the pay for these positions higher than the Loan Fund Manager position, and suggested the latter be boosted by \$2000 to keep it commensurate with the responsibilities in comparison to project managers. The Program Manager/ Office Manager and Admin positions did not have raises last year besides a COLA. MCEDD's Transportation Operations manager salary is low compared to CAT and Cascades East Transit. Jessica recommended going up 2 steps or 10%. For the Drivers position comparison, CAT drivers received a big boost this year. However, CAT requires a Class B CDL and has a Union, factors that do not apply at The Link. Jessica recommended a 5% boost for The Link's drivers.

*Discussion: Steve Kramer asked what percentage the COLA will be. Jessica replied that this recommendation is not finalized and that generally it is first considered by the budget committee and then the Full Board. Jessica stated that she has asked Dana if MCEDD can afford 5% as a COLA. Usually, the COLA is based on the CPI and runs at about 2%, but this year was recorded as 7-8%. Bob asked about the timeline for the Budget Committee. Jessica answered that she will take the Executive Committee's input today to put into the draft budget, which is on schedule to be finalized this month. The Budget committee will meet in May to review and approve it.*

*Scott Clements asked for clarification. Using the Transportation Operations Manager position as an example, if the COLA increase is 5%, then this position will get the 10% base raise plus another 5%? Jessica agreed that it was correct.*

*Eric thanked Jessica for the detailed information and stated his concern if the agency can afford this level of increase. Jessica appreciated this question and replied that grant funding will cover much of the increases. The concern is especially valid for the transportation grants that have a two-year cycle where funding will not increase this next year. Jessica added that if this committee approves this projected salary scale, the budget preparation will aim to cover it. Eric Proffitt asked if MCEDD has increased its dues from the cities and counties. Jessica explained that the Board had approved a dues schedule for five years that would increase every year with*

*the goal of matching the EDA planning grant. Per this schedule, the dues have been going up a small amount each year. FY24 is the last year of the approved dues increases.*

*Ken Bailey stated that he approved of the proposal. He felt that the raises were reasonable. His concern was the increasing difficulty with recruiting in the economy as a whole. He warned that if MCEDD does not remain competitive on the higher side of wages, the agency will not be able to attract and retain the talent that it needs.*

*Scott asked about the potential to step the increase in over a period of the next year as quarterly or semi-annual increases as a way to feather in the additional expense. Jessica appreciated this suggestion and will discuss it with Dana. Jessica said she can move forward with the consensus on approval. She reminded the committee that this item will come again for final approval with the budget in June.*

*Leana asked if this proposal would move to the Budget committee next with an update to the Loan Fund Manager position wages as Jessica suggested. Jessica agreed.*

### **TELEWORK POLICY UPDATE**

Jessica presented the telework policy that is currently in effect. Since this policy has not been updated since the COVID-19 pandemic, it is not current with actual practices that have been developed over the past two years. The policy has been edited with track changes to show recommended changes to reflect actual current practices. This updated policy provides more language for protections for MCEDD and incorporates some suggestions from the Special Districts Association of Oregon (SDAO). The policy changes are presented for the Committee's feedback and recommendation for approval to the full Board.

*Discussion: Scott asked about the requirement of two days per week minimum in the office. Jessica felt this was a reasonable accommodation request depending on specific needs. Leana suggested adding "special accommodations may be made on case-by-case basis." Jessica reported that in practice, the number of telework days has been negotiated, and some folks will be at one day for a while. She added that MCEDD's staff can work well fully remote, but there are in-person benefits that are lost in terms of teamwork and pooling knowledge together in one building. Having employees at all different levels in the office increases the resources available to everyone.*

*Ken agreed that the policy would be better with more discretionary power for the Executive Director. This will keep the flexibility to allow what works.*

*Eric Proffitt asked what the policy was pre-pandemic. Jessica replied that it was a special exception to be able to work from home at all. Les Perkins asked Jessica to compare the overall productivity pre-pandemic to now. Jessica responded that overall, she felt that staff have done well. Jessica added that working remotely is different for the long-time staff. Eric agreed that new staff require a probationary period to become grounded, get cross training, and have access to the pooled resources and knowledge in the office.*

*Steve Kramer voiced his concern regarding burnout among the long-term staff and suggested that Jessica keep a close eye on the folks working from home.*

*Bob asked if there was any method to measure the quality of work being done. Jessica outlined the supervisory process in place for all MCEDD employees with regular check ins to ensure targets are being met.*

*Ken asked if there was a workplan in writing. Jessica keeps an excel spreadsheet for overall annual planning for the organization, plus each individual employee has annual goals that are identified at their evaluation. Jessica added that some positions are more scripted than others.*

*Jessica appreciated the Committee's feedback on keeping flexibility with the minimum number of days for remote work. She added that if a situation is not working it can be changed.*

*Eric asked about section 2.7.7 Workers Comp that covers an employee while working regardless of location. He presented a hypothetical situation of a staff person working from home and getting hurt while walking from their restroom to their home office. Jessica replied that the language here is essentially the same as job related injuries. A safety committee report would be filled out, and several people would review the report to determine if the situation was negligent on the employee's part.*

*Ken commented asked if there room for everyone in the office since MCEDD's staff has grown. Jessica replied some staff are sharing the same desk on alternate days. Our RARE office space will be opening up in the fall, which will add some additional space.*

*The Committee recommended to clean up the language and bring this back to the next meeting for approval.*

### **BACKGROUND CHECK POLICY**

Jessica has brought this policy to the Committee because MCEDD has received background checks that have needed some discussion, and further clarification is needed. Jessica explained that the policy in the packet contains language from a university's policy website that was helpful to the situations we have encountered. Currently, MCEDD has general language that states there will be a background check as a condition of employment. Driver positions require a driving record check. This proposal adds more language to clarify that there will be a credit history check on all positions that deal with finance transactions. This will add the Dispatch positions, Office Manager, Finance Manager, Loan Fund Manager, Executive Director and both Deputy Director positions. This change is open for feedback.

*Discussion: Eric recommended that Jessica consult Oregon Statutes for language about who can and cannot be credit checked on for employment.*

*Leana stated that her organization requires a driving record check to comply with the insurance policy's requirements. She suggested creating a matrix that outlines reasons whether or not to move a person forward in the hiring process. This will keep the flexibility to discuss if there are issues of concern but provides a clear delineation of concerns. Leana was unsure how to adapt a matrix to issues with credit reports but thought something similar might be helpful and objective. This could help to avoid any discrimination due to bad credit.*

*Bob asked about the costs for credit checks and for driver's license background checks. Jessica recalled a \$15 charge for credit checks but had no number for the driving checks. Eric was*

*emphatic that these checks are important to have and are a very small investment. Jessica will clean this policy up and bring it back to the next meeting.*

### **STAFF UPDATES**

Jessica provided the following updates:

- MCEDD's new staff person Lindsay McClure started this past Monday. Lindsay was hired as the new Energy Project Manager and has one week of overlap with Marla.
- Board member Jason Hartmann has left his position at Zepher and has moved to Full Sail. As a result, MCEDD will need to refill the high-tech representative seat. Jan Brending's retirement will open up a Washington Cities Rep seat for Klickitat County. Jason might be able to fill this seat through his role as White Salmon City Councilor and stay on the Board.
- The major CEDS update is finished! The final version of the Strategy is being added to our website before the press release.
- MCEDD has the possibility of accessing the new fiber network that Q-Life might be installing out to Chenoweth Loop. This will be direct access from the street. The potential costs are a \$5,000 one-time fee to connect, with a continuing monthly charge for the ISP. MCEDD currently uses Spectrum, but the option to connect locally, and to support Q-Life's Broadband access expansion in Wasco County are both desirable. Jessica added that she has not yet had an opportunity to discuss how to cover this cost with Dana but is seeking Board input on this question.

*Discussion: Leana endorsed fiber access. Les also endorsed the reliability and speed of fiber access but thought that the connection fee was steep. Bob stated that all Board members are for local fiber connection, but he too was concerned about the high hook-up fee. Scott confessed absolute ignorance on the subject. Bob stated that everyone wants more speed and complains about their current broadband connection.*

- Kate is finishing up the Transit Development Plan. Jessica asked if the Executive Committee wanted a presentation from either the consultants or from Kate at the May or June meeting. There was agreement and support for a consultant presentation.

### **OTHER NEW BUSINESS/ COMMITTEE MEMBERS UPDATES**

Leana Kinley reported that Stevenson's projects have broken ground. The \$2 million Phase 1 Wastewater treatment bids close on April 13th. Stevenson has also hired a new public works director.

Steve Kramer reported that the DC community Outreach team trip was successful, and that he would like to get together informally with Commissioners Hamlin and Sauter to discuss the economics that we have in common. Bob and Dave appreciated this offer and will look for Steve's invite.

### **ADJOURN**

Bob Hamlin adjourned the meeting at 4:57 pm.

*Respectfully submitted by Jill Brandt, Administrative Assistant.*

# Wasco County Transit Development Plan

Executive Committee Meeting

May 2022



# Agenda

- Welcome
- Project Purpose
- Project Schedule
- Vision and Goals
- Needs Summary
- Future Service Opportunities
- Capital Improvements
- Technology Improvements
- Financial Plan
- Q&A

# Project Purpose

This plan will guide efforts to improve the transit experience and reduce greenhouse gases by providing a strategy for updating, operating, and funding transit in Wasco County for the next 20 years



# Project Schedule



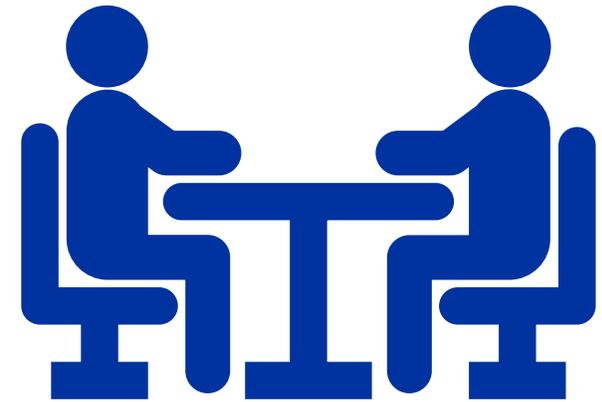
	1 - Project Initiation and Existing Conditions	Spring/Summer
	2 – Transit Needs and Transit Supportive Development	Summer
	3 – Evaluation of Future Service Opportunities	Fall
	4 – Transit Goals, Policies, and Service Design	Winter
	5 – Draft TDP	Winter/Spring
	<b>6 – Adoption</b>	Spring

2021

2022

# Outreach and Engagement

- Project Webpage (ongoing updates)
- Stakeholder Outreach Events (7 calls)
- Online/On-board Survey (49 responses)
- Open House (70 website viewers)



# Vision and Goals



## **Goal 1: Customer-Focused Services**

Provide services that are safe, attractive, and convenient for all riders.



## **Goal 2: Accessibility and Connectivity**

Improve access and connections within and between communities in the county as well as key destinations outside the county.

# Vision and Goals



## **Goal 3: Coordination**

Collaborate with public and private partners to maximize services.



## **Goal 4: Health**

Foster public health by increasing use of active travel and improving access to the outdoors, health care, healthy food, and similar healthy places.

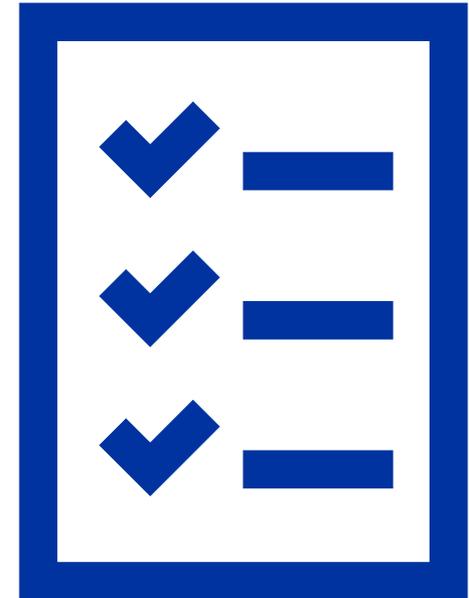


## **Goal 5: Sustainability**

Foster environmental, economic, and fiscal sustainability through transit investments.

# Needs Summary

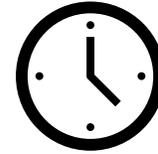
- Needs were identified through:
  - An online and on-board survey
  - Outreach calls
  - A review of other planning processes in the area
  - An analysis of the existing transit system



# Needs Summary



**Increase  
Frequency**



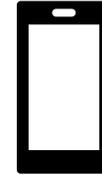
**Extend Service  
Hours**



**Increase Weekend  
Service**



**Improve Efficiency of  
Route Service**



**Update Tools and  
Technology**



**Increase Education  
and Marketing**



**Improve Bus Stop  
Amenities and Access**



**Update Vehicle Fleet**

## Future Service Opportunities

Short-Term Opportunities

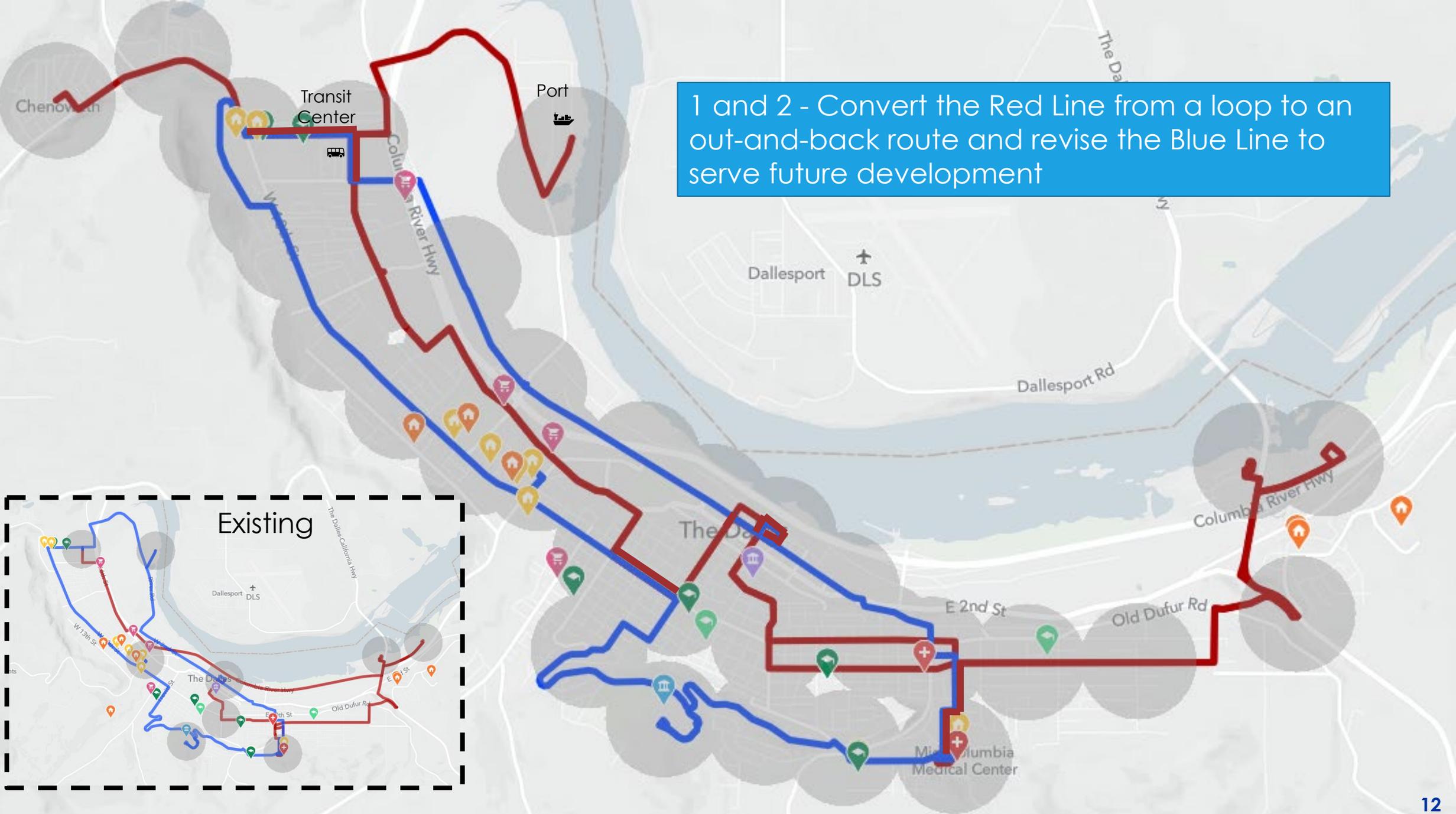
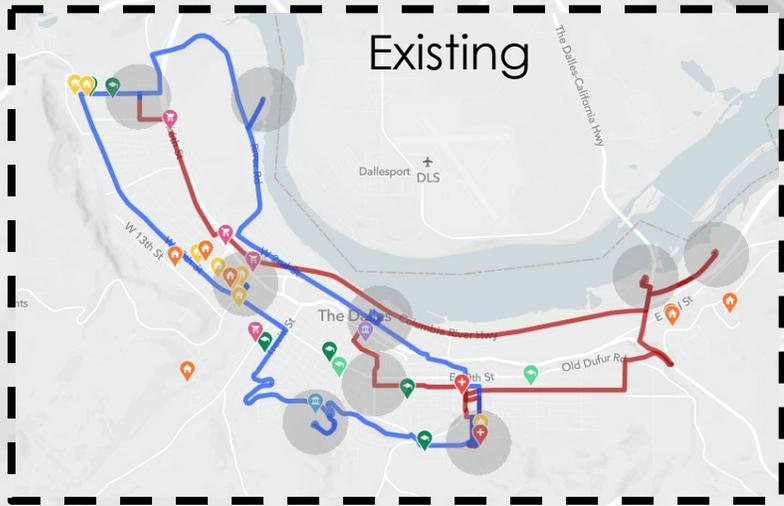
Medium-Term Opportunities

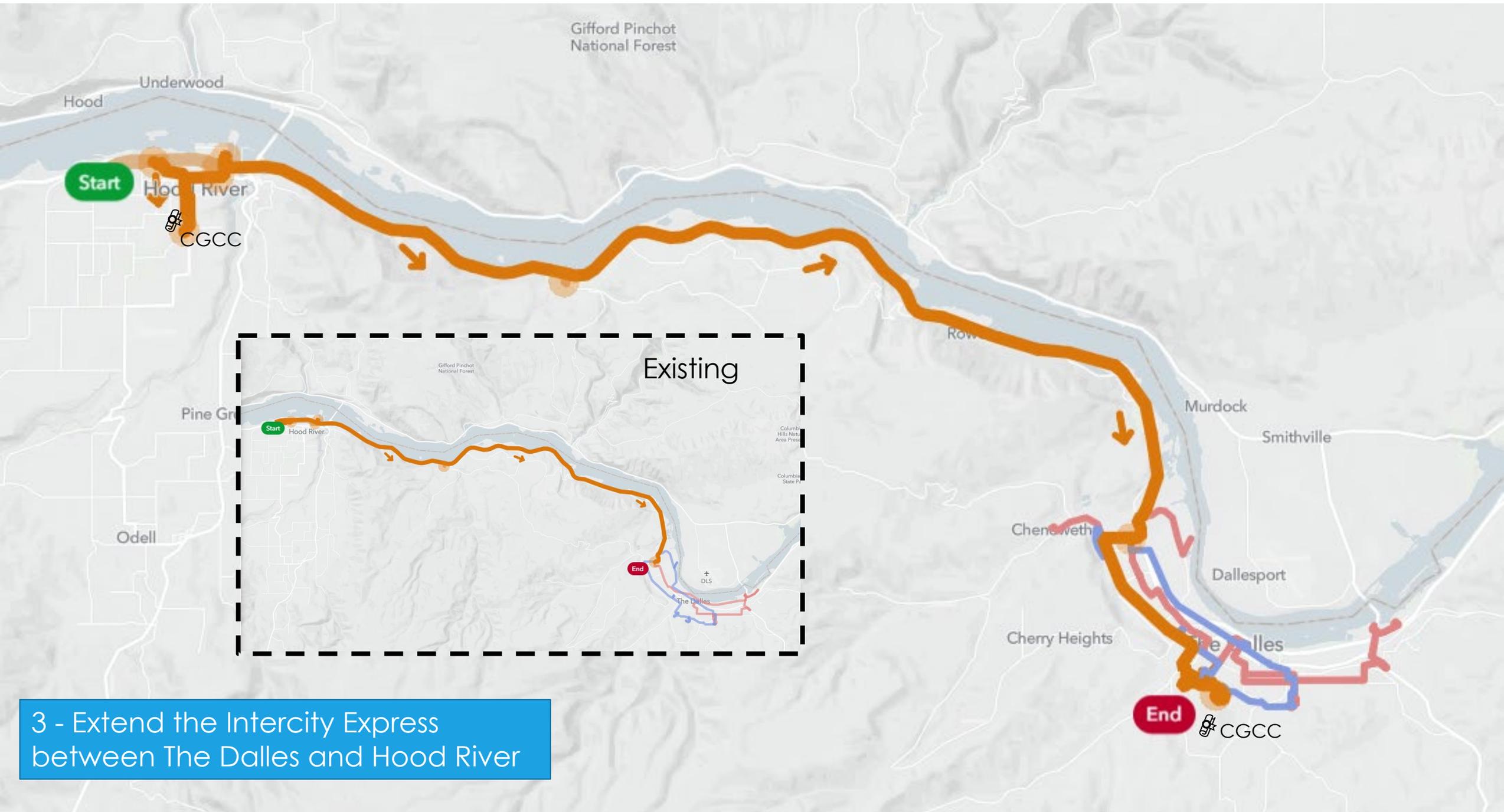
Long-Term Opportunities

# Short-Term Opportunities

1. Add stops to the Blue Line
2. Convert the Red Line from a loop to an out-and-back route and revise the Blue Line to serve future development
3. Extend the Intercity Express between The Dalles and Hood River
4. Provide Additional Service to and Around South County
5. Update Information & Technology
6. Update Vehicle Fleet

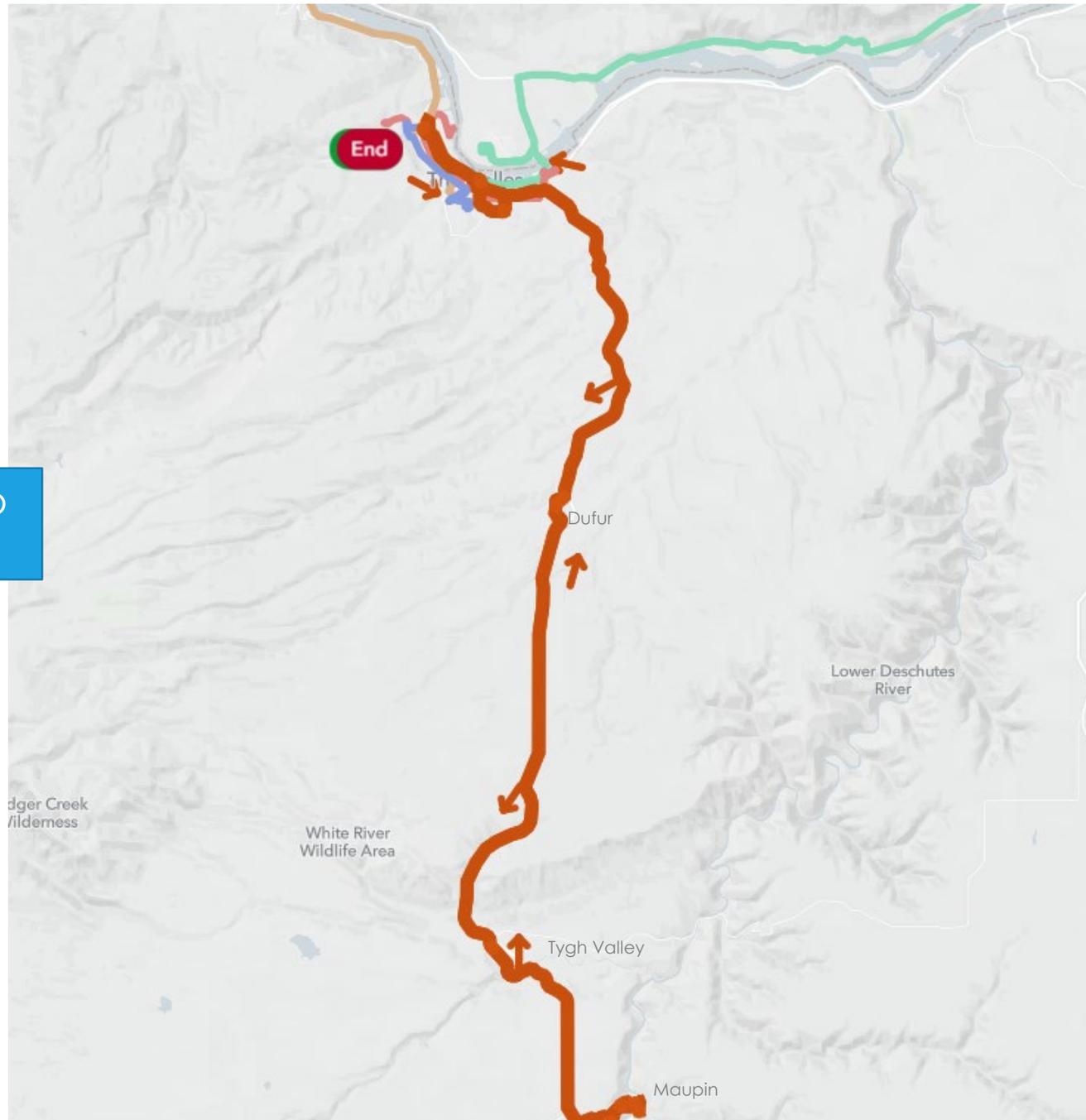
1 and 2 - Convert the Red Line from a loop to an out-and-back route and revise the Blue Line to serve future development





3 - Extend the Intercity Express between The Dalles and Hood River

4 - Formalize Out-and-Back Route to Maupin

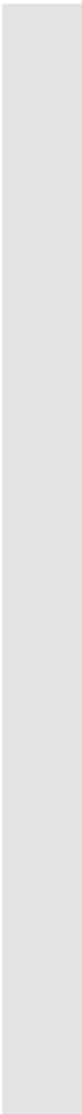


# Medium-Term Opportunities

7. Provide Additional Service to and Around South County
8. Provide Service Enhancements in The Dalles
9. Update Information and Technology
10. Update Vehicle Fleet



7A - New Out-and-Back Route to Madras



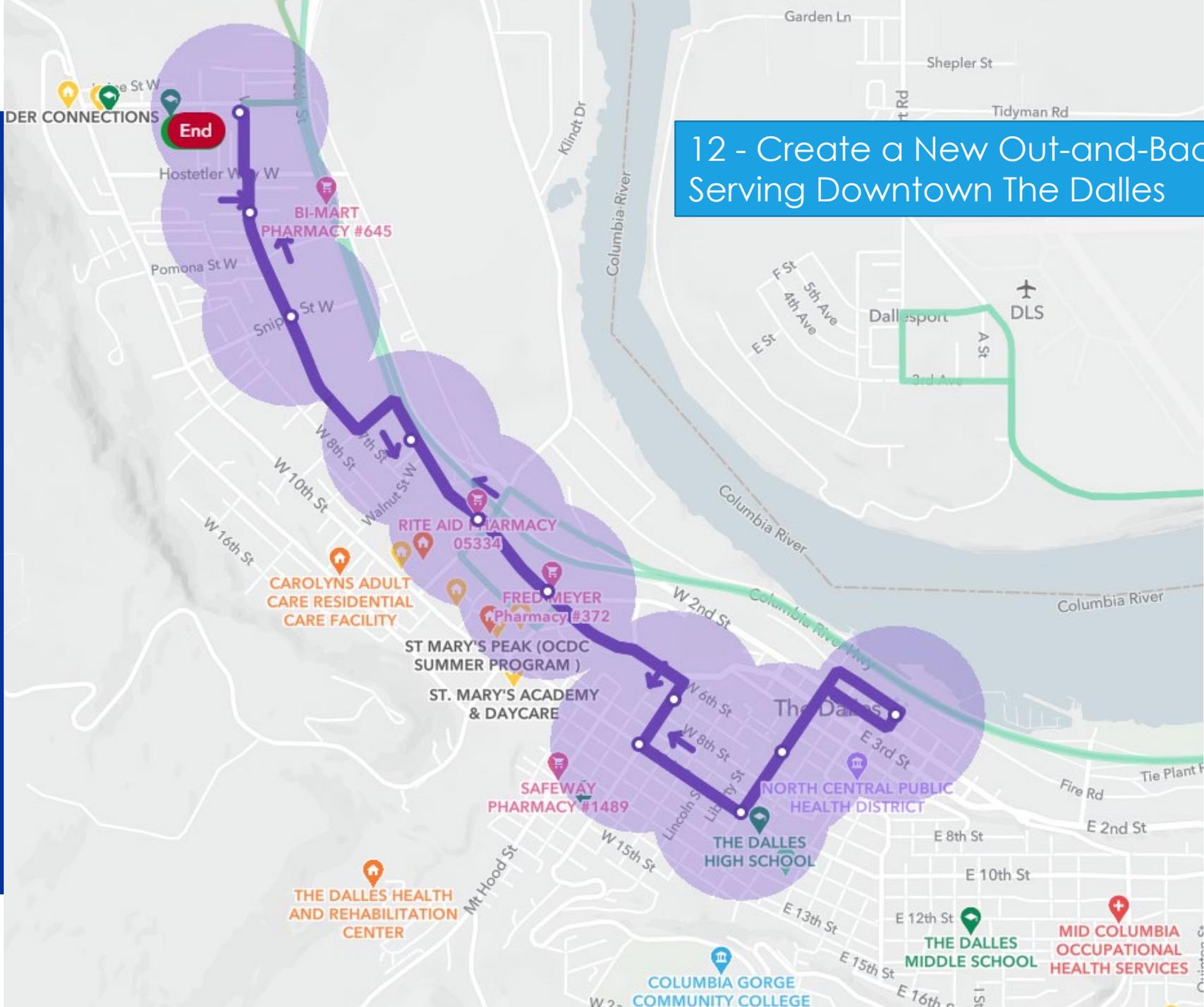
7B - New Out-and-Back Route  
Connecting Warm Springs  
Reservation, Madras Shaniko,  
and Antelope



# Long-Term Opportunities

11. Revise the Red Line to Serve Future Development Near the Port
12. Create a New Out-and-Back Route Serving Downtown The Dalles
13. Enhance the Downtown Transit Stop to a Transit Center
14. Provide Service Enhancements in The Dalles
15. Provide Intercity Service Enhancements
16. Update Vehicle Fleet

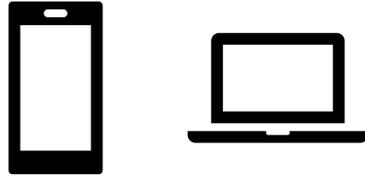
## 12 - Create a New Out-and-Back Route Serving Downtown The Dalles



# Capital Improvements

Capital Needs	Short-Term	Medium-Term	Long-Term	Unconstrained
<b>Vehicles</b>	Replace 2 Vehicles	Purchase 3 vehicles/3 years	Purchase 3 vehicles/3 years	Additional vehicles will be needed based on the amount of additional service provided
<b>Bus Stops</b>	Construct approximately 25 new bus stops	Construct 1 new stop	Create secondary transit center downtown	--
<b>Electric Charging</b>	Install electric charging infrastructure for fleet conversion			

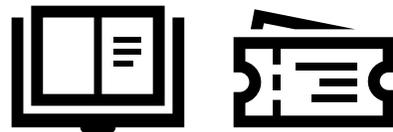
# Technology Improvements



- Provide Mobile Apps and Online Trip-Planning Resources

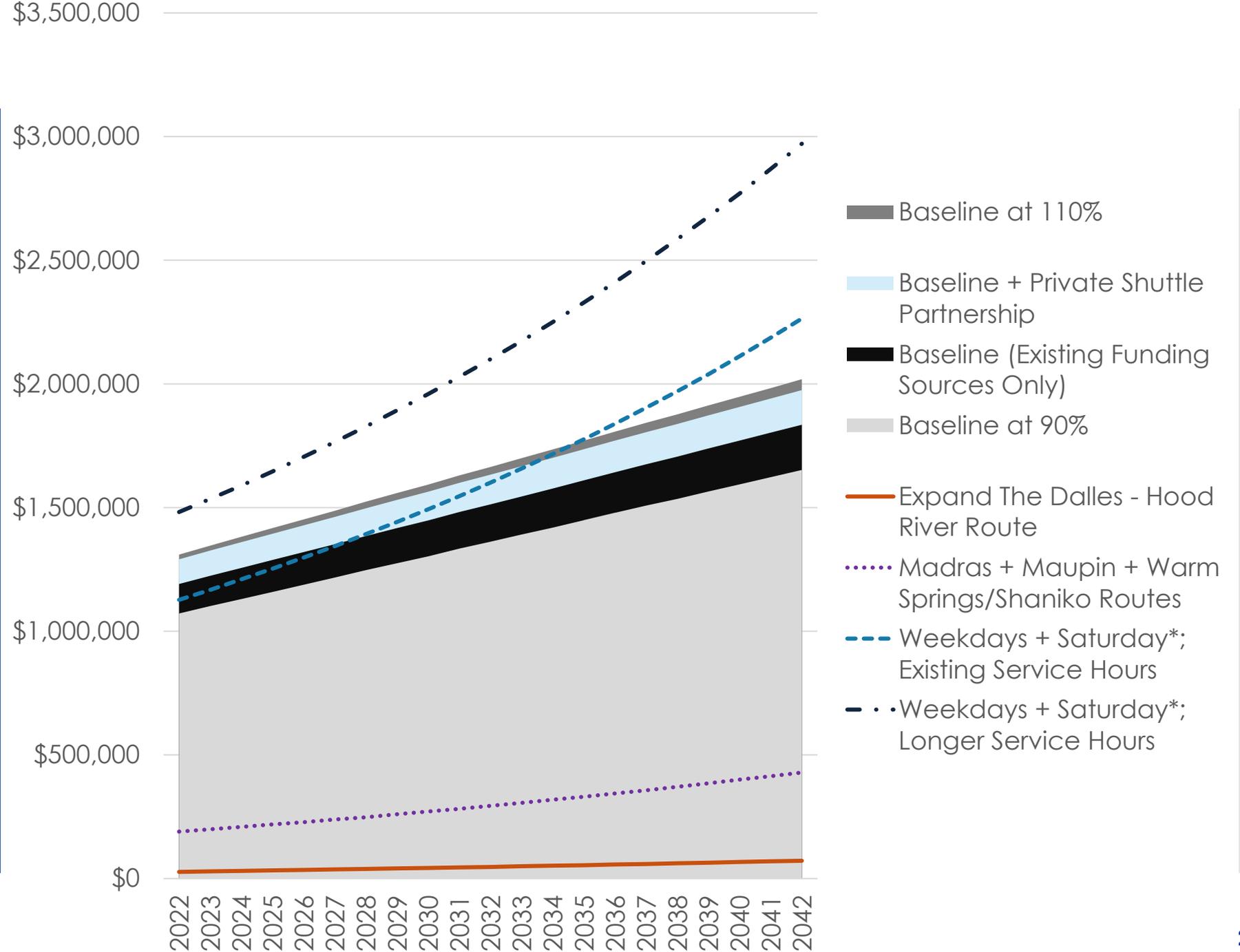


- Provide Real-Time Vehicle Arrival Information

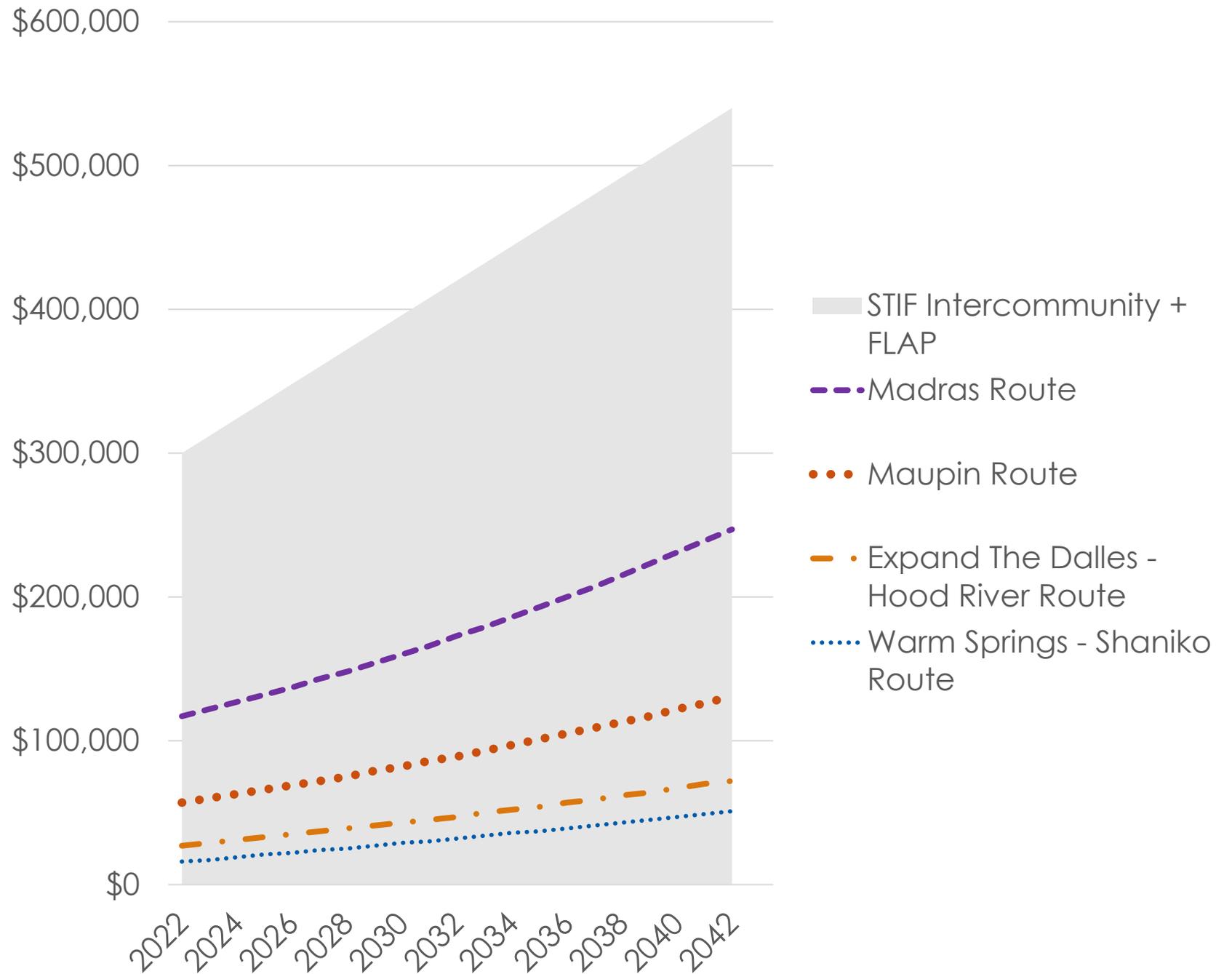


- Increase Education and Support for Purchasing Fares

# Fiscally Constrained and Unconstrained Funding



# Fiscally Constrained and Unconstrained Funding



# Financial Plan



## Current Funding

- Under current funding, The LINK can **redistribute** resources and provide minor improvements



## Increased Funding

- With additional funding, The LINK can provide **additional** service over longer time periods, greater frequency, and/or more geographic area

# Q&A

What questions do you have about the service plans?

What would improve these plans?

What should be explored further?





## FINANCIAL SUMMARY

As of March 31, 2022

### **Balance Sheet**

Total Cash balance as of 3/31/2022 is \$8,009,454.54. Accounts Receivable (1202) balance is \$416,773.49. Loans Receivable balance is currently \$1,990,291.47. You may notice that in the Fixed Assets section of the balance sheet, the Land and Buildings are now separated into two separate lines, whereas previously they were reported as a combined line item. This is a result of the work that the consultant did while reviewing the balance sheet. Current Net Position as of 3/31/22 is \$13,057,793.33.

### **Operations Budget vs. Actual**

Total Revenues for the month of March are at 74.5% of budget. YTD revenue is at 49.7%. Total expenses for the month of March are 42.9% of budget and YTD expenses are 52.1%. Personnel expenses for the month of March are 80.8% of budget. Vehicle maintenance and fuel costs continue to be a concern, but it does appear that Materials and Services will still be under budget for the year, so a Supplemental Budget may not be required.

### **Other Updates**

- The Caselle transition is moving forward. Caselle has assigned their Transition Team resources, so the next step will be to have a project kickoff call via Microsoft Teams. This is the meeting where Caselle will get to know our organization and how our Funds are structured. This will be a crucial step in the process to make sure that we are utilizing the software's full potential while hopefully being able to automate some of the monthly processes.
- Hoping to finish up the FY23 Budget document this week for distribution to the budget committee next week.

Respectfully Submitted,

Dana Woods  
Finance Manager

## Mid-Columbia Economic Development District

04/27/22

## Balance Sheet

Accrual Basis

As of March 31, 2022

	Mar 31, 22	Mar 31, 21
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 · Bank Demand Deposits</b>		
<b>1010 · MCEDD Checking</b>		
10372 · MCEDD Micro Loan Checking	7,575.80	8,515.00
10601 · LINK Cash	63,702.43	238,027.21
1010 · MCEDD Checking - Other	213,454.94	-10,121.16
<b>Total 1010 · MCEDD Checking</b>	284,733.17	236,421.05
<b>1015 · MCEDD MM</b>		
15372 · MCEDD Micro Loan MM	2,405.68	4,729.51
15601 · LINK MM	458,001.45	458,001.45
1015 · MCEDD MM - Other	35,080.64	134,919.69
<b>Total 1015 · MCEDD MM</b>	495,487.77	597,650.65
<b>1020 · IRP</b>		
1021 · IRP - Sherman	138,351.59	89,362.62
1022 · IRP - WA	61,127.69	53,977.46
1020 · IRP - Other	50,527.09	106,366.30
<b>Total 1020 · IRP</b>	250,006.37	249,706.38
<b>1030 · Loan Funds</b>		
1036 · EDA RLFs	176,033.61	448,650.38
1037 · EDA CARES RLF	17,166.11	0.00
1045 · Reg Strat	50,545.17	144,438.60
1050 · RBEG-OR	41,908.01	157,083.55
1055 · RBEG-WA	19,211.43	96,292.97
1057 · RBEG-KL	28,747.84	124,357.03
1067 · CDBG Microenterprises	32,836.69	108,258.26
<b>Total 1030 · Loan Funds</b>	366,448.86	1,079,080.79
1031 · Housing RLF	342,683.66	1,506,363.67
1070 · National Scenic Fund	297,364.73	1,486,840.00
<b>1130a · LGIP Loan Funds</b>		
1136 · EDA RLFs LGIP	500,373.36	0.00
1146 · Reg Strat LGIP	100,074.67	0.00
1151 · RBEG-OR LGIP	250,186.68	0.00
1156 · RBEG-WA LGIP	75,056.00	0.00
1158 · RBEG-KL LGIP	100,074.67	0.00
1167 · CDBG Micro LGIP	75,056.00	0.00
1130a · LGIP Loan Funds - Other	-0.05	0.00
<b>Total 1130a · LGIP Loan Funds</b>	1,100,821.33	0.00
1131 · LGIP Housing RLF	1,501,120.02	0.00
1171 · LGIP National Scenic Fund	1,501,120.02	0.00
<b>Total 1000 · Bank Demand Deposits</b>	6,139,785.93	5,156,062.54
<b>1100 · CDS</b>		
1121 · IRP Reserve	96,047.64	96,047.64
<b>Total 1100 · CDS</b>	96,047.64	96,047.64
1122 · IRP - DDM Product	1,773,475.07	835,896.18
1125 · LINK Petty Cash	145.90	150.00
<b>Total Checking/Savings</b>	8,009,454.54	6,088,156.36
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	416,773.49	244,233.91
1205 · Interfund Loan Receivable	51,840.85	67,791.97
<b>Total Accounts Receivable</b>	468,614.34	312,025.88

## Mid-Columbia Economic Development District

04/27/22

## Balance Sheet

Accrual Basis

As of March 31, 2022

	Mar 31, 22	Mar 31, 21
<b>Other Current Assets</b>		
<b>1200 · Receivables &amp; Accruals</b>		
1210 · Accrued Revenue	-18,750.00	0.00
1240 · Prepaid Expenses	14,773.17	11,379.82
1260 · Accrued Loan Interest	10,360.41	38,634.94
<b>Total 1200 · Receivables &amp; Accruals</b>	6,383.58	50,014.76
<b>1300 · Loans Receivable</b>		
1330 · MCEDD Loans Receivable		
1320 · IRP	975,271.21	1,597,064.91
1321 · IRP - Sherman	0.00	149,732.93
1322 · IRP - WA	87,817.85	262,740.32
1336 · EDA RLFs	138,570.98	376,987.04
1337 · EDA Cares RLF	482,719.45	20,750.00
1345 · Reg Strat	29,748.43	31,500.31
1350 · RBEG-OR	24,053.18	149,422.55
1371 · Housing RLF	235,680.06	561,347.52
1372 · MCEDD Micro Loan	16,430.31	13,443.94
<b>Total 1330 · MCEDD Loans Receivable</b>	1,990,291.47	3,162,989.52
1370 · OIB Loans Receivable	1,114,510.68	1,445,046.83
<b>Total 1300 · Loans Receivable</b>	3,104,802.15	4,608,036.35
<b>1400 · Loan Payments Holding</b>		
1420 · IRP	-590.00	0.00
1436 · EDA RLFs	0.00	1,326.90
1467 · CDBG Microenterprises	0.00	-12.40
1475 · OIB	150.00	-14,027.51
<b>Total 1400 · Loan Payments Holding</b>	-440.00	-12,713.01
<b>1500 · Allowance for Doubtful Loans</b>		
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
1537 · EDA RLF CARES Allowance	-16,375.77	0.00
1545 · Reg Strat Allowance	-1,865.36	-1,947.64
1555 · RBEG Allowance	-8,729.68	-9,445.49
1571 · Housing RLF Allowance	-33,440.72	-33,936.18
1575 · OIB Allowance	-133,666.93	-148,149.53
<b>Total 1500 · Allowance for Doubtful Loans</b>	-328,028.60	-365,879.52
<b>Total Other Current Assets</b>	2,782,717.13	4,279,458.58
<b>Total Current Assets</b>	11,260,786.01	10,679,640.82
<b>Fixed Assets</b>		
<b>1600 · Fixed Assets</b>		
1605 · Vehicles	377,037.00	214,361.00
1610 · Land	172,681.00	1,605,958.00
1620 · Buildings	1,442,782.00	0.00
1650 · Accumulated Depreciation	-196,822.00	-123,337.00
<b>Total 1600 · Fixed Assets</b>	1,795,678.00	1,696,982.00
<b>Total Fixed Assets</b>	1,795,678.00	1,696,982.00

## Mid-Columbia Economic Development District

04/27/22

## Balance Sheet

Accrual Basis

As of March 31, 2022

	Mar 31, 22	Mar 31, 21
<b>Other Assets</b>		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	1,898,617.14	1,553,336.39
94 · Due To Accounts	-1,897,287.82	-1,553,334.10
Total 87 · Due To/From Internal Accounts	1,329.32	2.29
Total Other Assets	1,329.32	2.29
<b>TOTAL ASSETS</b>	<b>13,057,793.33</b>	<b>12,376,625.11</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2005 · Interfund Loan Payable	53,170.24	67,792.02
2010 · A/P General	13,439.66	1,143.45
Total Accounts Payable	66,609.90	68,935.47
<b>Other Current Liabilities</b>		
2030 · Accrued Loan Payment	87,198.05	87,504.02
2035 · Accrued Interest Payable	126.69	162.84
2050 · PTO - Accrued	69,518.56	57,299.21
2070 · Health Insurance Payable	-28,129.05	-22,313.54
2080 · Life & Disability Payable	-866.35	-340.87
2090 · WC SAIF Ins	2,586.93	3,739.85
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	0.00	-187.49
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	286.67	100.88
2115 · OR- SUTA Payroll Liabilities - Other	1,016.26	25.49
Total 2115 · OR- SUTA Payroll Liabilities	1,302.93	126.37
2120 · State Payroll Liabilities - Other	310.99	0.00
Total 2120 · State Payroll Liabilities	1,613.92	126.37
2180 · Payroll Liabilities - Prior Per	2.90	2.90
2100 · Payroll Liabilities - Other	-159.07	220.05
Total 2100 · Payroll Liabilities	1,457.75	161.83
2800 · Deferred Revenue	-0.03	4,249.96
2900 · Unavailable Revenue A/R	98,422.89	0.00
Total Other Current Liabilities	230,315.44	130,463.30
Total Current Liabilities	296,925.34	199,398.77
<b>Long Term Liabilities</b>		
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	242,855.92	253,479.49
2824 · IRP Loan Payable - SH \$200,000	152,886.93	159,779.14
Total Long Term Liabilities	1,497,604.51	1,602,981.07
Total Liabilities	1,794,529.85	1,802,379.84
<b>Equity</b>		
3100 · Fund Balances	4,836,051.85	4,663,870.85
3110 · Carryforward Balance	684,886.00	-117,089.67
3900 · Retained Earnings	6,022,775.89	5,611,343.73
Net Income	-280,450.26	416,120.36
Total Equity	11,263,263.48	10,574,245.27
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>13,057,793.33</b>	<b>12,376,625.11</b>

**Mid-Columbia Economic Development District**  
**Operations Budget vs. Actual**  
**July 2021 through March 2022**

04/27/22

Accrual Basis

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	0.00	709,570.00	-709,570.00	0.0%
4012 · Trans From/To Fund (SUPPORT)	14,697.21	8,566.51	6,130.70	171.6%
4100 · Federal	1,383,055.64	3,134,736.00	-1,751,680.36	44.1%
4200 · State	508,651.00	608,564.25	-99,913.25	83.6%
4300 · Local Match	52,500.00	65,624.96	-13,124.96	80.0%
4400 · Local Assessment	78,768.00	59,201.24	19,566.76	133.1%
4500 · Contract Reimbursement	400,784.66	407,088.76	-6,304.10	98.5%
4600 · Loan Interest	154,578.80	233,961.02	-79,382.22	66.1%
4700 · Loan Processing Fees	10,351.04	19,604.98	-9,253.94	52.8%
4705 · Loan Filing Fees	3,150.44	4,012.54	-862.10	78.5%
4710 · Loan Late Fee	31.64	2,587.50	-2,555.86	1.2%
4750 · Investment Interest	2,874.85	846.76	2,028.09	339.5%
4800 · Other Revenue	31,290.94	69,558.78	-38,267.84	45.0%
4805 · Farebox Revenue	17,020.23	28,319.99	-11,299.76	60.1%
<b>Total Income</b>	<b>2,657,754.45</b>	<b>5,352,243.29</b>	<b>-2,694,488.84</b>	<b>49.7%</b>
<b>Gross Profit</b>	<b>2,657,754.45</b>	<b>5,352,243.29</b>	<b>-2,694,488.84</b>	<b>49.7%</b>
<b>Expense</b>				
5000 · Personnel Expense	1,282,038.18	1,636,680.74	-354,642.56	78.3%
6110 · Travel & Conference	8,126.32	24,870.01	-16,743.69	32.7%
6190 · Event Services	0.00	8,861.23	-8,861.23	0.0%
6200 · Equipment	5,018.32	9,813.01	-4,794.69	51.1%
6300 · Supplies	19,585.73	31,248.73	-11,663.00	62.7%
6400 · Professional Services	223,807.38	450,392.40	-226,585.02	49.7%
6500 · Vehicle Costs	104,612.80	81,012.01	23,600.79	129.1%
6600 · Communications	13,969.45	28,583.24	-14,613.79	48.9%
6700 · Building Costs	39,018.03	29,543.72	9,474.31	132.1%
6800 · Bonds & Insurance	24,197.50	10,839.01	13,358.49	223.2%
6900 · Other Materials & Supplies	13,601.60	1,521,003.43	-1,507,401.83	0.9%
9000 · Indirect Spread	0.00	0.15	-0.15	0.0%
9100 · Capital Purchase	438,055.00	336,341.25	101,713.75	130.2%
9600 · Transfer to/from Source	0.00	1,499.99	-1,499.99	0.0%
<b>Total Expense</b>	<b>2,172,030.31</b>	<b>4,170,688.92</b>	<b>-1,998,658.61</b>	<b>52.1%</b>
<b>Net Ordinary Income</b>	<b>485,724.14</b>	<b>1,181,554.37</b>	<b>-695,830.23</b>	<b>41.1%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	91,035.00	91,035.00	0.00	100.0%
7500 · Carryover to Next Year	684,886.00	684,889.00	-3.00	100.0%
7600 · In-Kind Contractual	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>775,921.00</b>	<b>775,924.00</b>	<b>-3.00</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>-775,921.00</b>	<b>-775,924.00</b>	<b>3.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-290,196.86</b>	<b>405,630.37</b>	<b>-695,827.23</b>	<b>-71.5%</b>

**Mid-Columbia Economic Development District**  
**Operations Budget vs. Actual**  
**March 2022**

04/27/22

Accrual Basis

	Mar 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4012 · Trans From/To Fund (SUPPORT)	2,036.77	951.83	1,084.94	214.0%
4100 · Federal	312,220.67	348,304.00	-36,083.33	89.6%
4200 · State	0.00	67,618.25	-67,618.25	0.0%
4300 · Local Match	0.00	7,291.68	-7,291.68	0.0%
4400 · Local Assessment	0.00	6,577.92	-6,577.92	0.0%
4500 · Contract Reimbursement	47,439.36	45,232.08	2,207.28	104.9%
4600 · Loan Interest	11,800.45	25,995.66	-14,195.21	45.4%
4700 · Loan Processing Fees	0.00	2,178.34	-2,178.34	0.0%
4705 · Loan Filing Fees	123.94	445.82	-321.88	27.8%
4710 · Loan Late Fee	0.00	287.50	-287.50	0.0%
4750 · Investment Interest	1,161.23	94.08	1,067.15	1,234.3%
4800 · Other Revenue	6,543.45	7,728.74	-1,185.29	84.7%
4805 · Farebox Revenue	3,014.09	3,146.67	-132.58	95.8%
<b>Total Income</b>	<b>384,339.96</b>	<b>515,852.57</b>	<b>-131,512.61</b>	<b>74.5%</b>
<b>Gross Profit</b>	<b>384,339.96</b>	<b>515,852.57</b>	<b>-131,512.61</b>	<b>74.5%</b>
<b>Expense</b>				
5000 · Personnel Expense	146,846.92	181,853.42	-35,006.50	80.8%
6110 · Travel & Conference	3,320.38	2,763.33	557.05	120.2%
6190 · Event Services	0.00	984.59	-984.59	0.0%
6200 · Equipment	331.12	1,090.33	-759.21	30.4%
6300 · Supplies	3,793.27	3,472.09	321.18	109.3%
6400 · Professional Services	18,659.72	50,043.20	-31,383.48	37.3%
6500 · Vehicle Costs	17,437.76	9,001.33	8,436.43	193.7%
6600 · Communications	2,253.66	3,175.92	-922.26	71.0%
6700 · Building Costs	4,053.28	3,281.44	771.84	123.5%
6800 · Bonds & Insurance	0.00	1,204.33	-1,204.33	0.0%
6900 · Other Materials & Supplies	2,072.64	168,998.19	-166,925.55	1.2%
9000 · Indirect Spread	0.00	-0.02	0.02	0.0%
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%
<b>Total Expense</b>	<b>198,768.75</b>	<b>463,406.07</b>	<b>-264,637.32</b>	<b>42.9%</b>
<b>Net Ordinary Income</b>	<b>185,571.21</b>	<b>52,446.50</b>	<b>133,124.71</b>	<b>353.8%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	10,115.00	10,115.00	0.00	100.0%
<b>Total Other Expense</b>	<b>10,115.00</b>	<b>10,115.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>-10,115.00</b>	<b>-10,115.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>175,456.21</b>	<b>42,331.50</b>	<b>133,124.71</b>	<b>414.5%</b>

## Memorandum

**Date:** April 27, 2022

**To:** MCEDD Executive Committee

**From:** Jessica Metta, Executive Director

**Re:** Telework Policies

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### Overview

The Executive Committee reviewed a draft update to MCEDD's existing telework policies at their April meeting and had some discussion about number of days in the office. The Committee requested that staff slightly adjust the draft to add more flexibility and bring it back to the May meeting. The attached revision has the one additional sentence highlighted in yellow. All else is the same as at the April meeting. Attached is a clean copy for easier reading and a version using tracked changes.

### Request

Review the draft Telework Policy changes and recommend approval to the full Board.

2.7 Telework: The District may permit employees to work at their home. All employees must be approved in advance to telework by their supervisor and have a signed Teleworking Agreement.

#### 2.7.1. Eligibility

- A. Employees eligible for telecommuting must have job functions that are of a nature where face-to-face communications, with the public, the District, or with other staff, are minimal or may be scheduled. Additionally, the need for specialized equipment or material for these employees must either be minimal or capable of being scheduled so as not to disrupt District operations during regular business hours or the work of other employees.
- B. All new employees to MCEDD may telework after successfully completing the six-month probationary period. The expectation is that for the first six months of employment the employee will work in the office at least three days per week.
- C. The Executive Director can modify, suspend, or terminate the telecommuting agreement if needed to address business needs of the District, as a result of a change in the employee's job performance, or for other reasons related to District operations.

#### 2.7.2 Employee Responsibilities and Expectations

- A. All employees are required to work in the office, on a scheduled basis, a minimum of two days per work week. Special accommodations may be made by the Executive Director on a case-by-case basis.
- B. Employees will have the same working hours while telecommuting that they would have at the office. In other words, if the employee would normally work an eight to five day in the office, the employee should work an eight to five day at home.
- C. For non-exempt employees, provision for breaks and lunch time will be the same as if the employee was working in the office. Overtime will not be permitted unless prior authorization is acquired.
- D. Employees will have the internet, suitable office space, and equipment needed for a successful telecommuting arrangement. No office furniture will be provided.
- E. Employees are responsible for supplying their home office with sundry items such as paper, ink, office furniture, etc.
- F. All employees are expected to maintain a home office that provides appropriate privacy during virtual meetings when dealing with sensitive or protected information.
- G. Employees must be able to comply with public records law and confidentiality.

#### 2.7.3 Employee Responsibilities Related to IT

- A. The employee is expected to ensure they have an adequate, password protected internet connection at their home to be able to work efficiently, attend webinars and virtual meetings, utilize the VPN, answer phone calls, and meet any other virtual needs.

- B. Employees will be responsible for troubleshooting employee-provided home network or broadband services with help from their Internet Service Provider. MCEDD will not reimburse an employee for internet usage.
- C. All equipment supplied by MCEDD will be maintained by or at the direction of MCEDD. Our IT provider and MCEDD support staff will only provide device support that relates to MCEDD devices and connection.
- D. Equipment supplied by the employee, will be maintained by the employee. MCEDD accepts no responsibility for damage or repairs to employee-owned equipment.
- E. Employees will notify MCEDD immediately in the event of a theft, breakdown, or other issue with supplied equipment, software, or other materials. Employees will follow MCEDD direction regarding any necessary repair, update, replacement, etc. Employees may be required to bring equipment to the MCEDD office for periodic maintenance.
- F. Surge protectors must be used with any District owned equipment.

#### 2.7.4 Telecommute Security

- A. Employees are required to have all internet, cellular or similar access points are protected with strong passwords or passphrases.
- B. All internet, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
  - 1. Login and password information is secure and protected, even from family members
  - 2. Basic network practices are being applied with appropriate security standards
  - 3. Web-based systems are secure
  - 4. Two-factor authentication is enabled and being used (if available)
- C. All data is saved in MCEDD authorized shared network drives, cloud locations (e.g., Google Drive), or MCEDD-provided media. No data can be saved to personal storage media (e.g., Flash drives, hard drives, personal cloud storage accounts, etc.)
- D. VPN access is only allowed on MCEDD issued devices. No personal devices will be connected via VPN.
- E. Employees should be conscious of not printing any sensitive information at their home office and the employee should utilize their time in the MCEDD offices for the printing such documents. Some positions may require the need to print such information at a home office and the employee is responsible for ensuring the security and appropriate disposal of those documents.
- F. The employee is responsible to ensure any other measures used to secure information are taken.
- G. Employees are expected to ensure physical office security by taking steps like keeping sensitive material or customer information secure by hiding devices when not in use and any other measures appropriate for the job and the environment.
- H. Employees are expected to follow all MCEDD policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate

level of security for confidential electronic information in transit or at the alternate worksite.

- I. Personal computers or tablets should not be used for MCEDD business.
- J. Performance of illegal activities through the MCEDD network or on MCEDD time by any user, authorized or otherwise, is prohibited. The employee bears responsibility for and consequences of misuse of their access.

#### 2.7.5 Supervisor Responsibilities

- A. Supervisors are responsible for monitoring employee compliance with teleworking agreements, relevant policies, performance standards, expectations for work product and productivity and time accountability.
- B. Supervisors are responsible for approving the telework schedule for each employee.
- C. Supervisors are responsible for ensuring their non-exempt employees maintain their work schedule, including taking all breaks, and do not work outside of that schedule, including utilizing their cell phones after hours for work purposes.

#### 2.7.6 MCEDD Responsibilities

- A. MCEDD does not expect employees to incur costs to modify their home office, and MCEDD will not be responsible for costs associated with improvements of a home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the remote office space. In addition, MCEDD will not take responsibility for any increased home costs resulting from the work from home arrangement (e.g., home insurance coverage, increased utility costs, taxes).
- B. MCEDD will provide standard office equipment for the employee's home office. This will include a computer, keyboard, mouse, and one monitor. MCEDD reserves the right to modify what computer equipment is supplied at any time.
- C. MCEDD does not provide mileage reimbursement for employees driving from duty station to duty station, such as to/from their home office to/from the MCEDD office.
- D. An employee's salary, benefits and insurance coverage does not change because of teleworking.

2.7.6 Workers Compensation: Injuries sustained by an employee while performing work on behalf of MCEDD regardless of location, is normally covered by the workers' compensation policy. If you sustain an injury while teleworking, you must notify your supervisor and complete any required documentation. Worker's compensation will NOT apply to non-job-related injuries that may occur in the home.

2.7 Telework: The District may permit employees to work at their home. All employees must be approved in advance to telework by their supervisor and have a signed Teleworking Agreement.

2.7.1. Eligibility

- A. Employees eligible for telecommuting must have job functions that are of a nature where face-to-face communications, with the public, the District, or with other staff, are minimal or may be scheduled. Additionally, the need for specialized equipment or material for these employees must either be minimal or capable of being scheduled so as not to disrupt District operations during regular business hours or the work of other employees.
- B. All new employees to MCEDD may telework after successfully completing the six-month probationary period. The expectation is that for the first six months of employment the employee will work in the office at least three days per week.
- C. 2.7.7The Executive Director can modify, suspend, or terminate the telecommuting agreement if needed to address business needs of the District, as a result of a change in the employee's job performance, or for other reasons related to District operations.

2.7.2 Employee Responsibilities and Expectations

- A. All employees are required to work in the office, on a scheduled basis, a minimum of two days per work week. Special accommodations may be made by the Executive Director on a case-by-case basis.
- B. Employees will have the same working hours while telecommuting that they would have at the office. In other words, if the employee would normally work an eight to five day in the office, the employee should work an eight to five day at home.
- A.C. 2.7.4For non-exempt employees, provision for breaks and lunch time will be the same as if the employee was working in the office. Overtime will not be permitted unless prior authorization is acquired.
- D. 2.7.2Employees will have the internet, suitable office space, and equipment needed for a successful telecommuting arrangement. MCEDD will provide a laptop computer. The employee may agree to use her/his own phone, printer and fax. The employee will provide his/her own internet. No office furniture will be provided.
- E. Employees are responsible for supplying their home office with sundry items such as paper, ink, office furniture, etc.
- B.F. All employees are expected to maintain a home office that provides appropriate privacy during virtual meetings when dealing with sensitive or protected information.
- G. Employees must be able to comply with public records law and confidentiality.

2.7.3 Employee Responsibilities Related to IT

Have provisions related to data and information security to ensure adequate protection of District data and equipment.

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- A. The employee is expected to ensure they have an adequate, password protected internet connection at their home to be able to work efficiently, attend webinars and virtual meetings, utilize the VPN, answer phone calls, and meet any other virtual needs.
- B. Employees will be responsible for troubleshooting employee-provided home network or broadband services with help from their Internet Service Provider. MCEDD will not reimburse an employee for internet usage.
- C. All equipment supplied by MCEDD will be maintained by or at the direction of MCEDD. Our IT provider and MCEDD support staff will only provide device support that relates to MCEDD devices and connection.
- D. Equipment supplied by the employee, will be maintained by the employee. MCEDD accepts no responsibility for damage or repairs to employee-owned equipment.
- A-E. Employees will notify MCEDD immediately in the event of a theft, breakdown, or other issue with supplied equipment, software, or other materials. Employees will follow MCEDD direction regarding any necessary repair, update, replacement, etc. Employees may be required to bring equipment to the MCEDD office for periodic maintenance.
- F. ~~2.7.5~~ The District will be responsible for repair and maintenance of any equipment provided by the District. The Employee will be responsible for repair and maintenance of equipment owned by the employee. Surge protectors must be used with any District owned equipment.

#### 2.7.4 Telecommute Security

- A. Employees are required to have all internet, cellular or similar access points are protected with strong passwords or passphrases.
- B. All internet, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
  - 1. Login and password information is secure and protected, even from family members
  - 2. Basic network practices are being applied with appropriate security standards
  - 3. Web-based systems are secure
  - 4. Two-factor authentication is enabled and being used (if available)
- C. All data is saved in MCEDD authorized shared network drives, cloud locations (e.g., Google Drive), or MCEDD-provided media. No data can be saved to personal storage media (e.g., Flash drives, hard drives, personal cloud storage accounts, etc.)
- D. VPN access is only allowed on MCEDD issued devices. No personal devices will be connected via VPN.
- E. Employees should be conscious of not printing any sensitive information at their home office and the employee should utilize their time in the MCEDD offices for the printing such documents. Some positions may require the need to print such information at a home office and the employee is responsible for ensuring the security and appropriate disposal of those documents.

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- F. The employee is responsible to ensure any other measures used to secure information are taken.
- G. Employees are expected to ensure physical office security by taking steps like keeping sensitive material or customer information secure by hiding devices when not in use and any other measures appropriate for the job and the environment.
- H. Employees are expected to follow all MCEDD policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential electronic information in transit or at the alternate worksite.
- I. Personal computers or tablets should not be used for MCEDD business.
- J. Performance of illegal activities through the MCEDD network or on MCEDD time by any user, authorized or otherwise, is prohibited. The employee bears responsibility for and consequences of misuse of their access.

#### 2.7.5 Supervisor Responsibilities

- A. Supervisors are responsible for monitoring employee compliance with teleworking agreements, relevant policies, performance standards, expectations for work product and productivity and time accountability.
- B. Supervisors are responsible for approving the telework schedule for each employee.
- C. Supervisors are responsible for ensuring their non-exempt employees maintain their work schedule, including taking all breaks, and do not work outside of that schedule, including utilizing their cell phones after hours for work purposes.

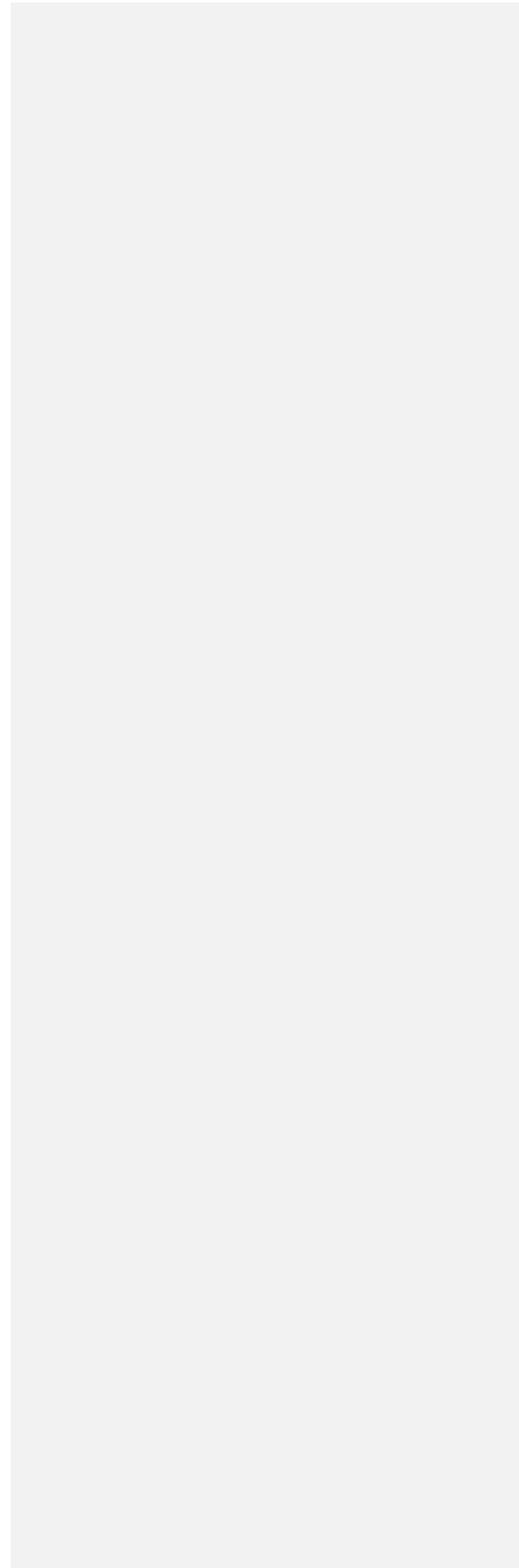
#### 2.7.6 MCEDD Responsibilities

- A. MCEDD does not expect employees to incur costs to modify their home office, and MCEDD will not be responsible for costs associated with improvements of a home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the remote office space. In addition, MCEDD will not take responsibility for any increased home costs resulting from the work from home arrangement (e.g., home insurance coverage, increased utility costs, taxes).
- B. MCEDD will provide standard office equipment for the employee's home office. This will include a computer, keyboard, mouse, and one monitor. MCEDD reserves the right to modify what computer equipment is supplied at any time.
- C. MCEDD does not provide mileage reimbursement for employees driving from duty station to duty station, such as to/from their home office to/from the MCEDD office.
- D. An employee's salary, benefits and insurance coverage does not change because of teleworking.

2.7.6 Workers Compensation: Injuries sustained by an employee while performing work on behalf of MCEDD regardless of location, is normally covered by the workers' compensation policy. If you sustain an injury while teleworking, you must notify your supervisor and complete any required documentation.

~~2.7.6 The employee will be covered by worker's compensation insurance for all job-related injuries occurring in the home during the telecommuter's defined work period.~~

Worker's compensation will NOT apply to non-job-related injuries that may occur in the home.



## Memorandum

**Date:** April 27, 2022  
**To:** MCEDD Executive Committee  
**From:** Jessica Metta, Executive Director  
**Re:** Bylaws Update

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### Overview

At its March 17, 2022 meeting, the full Board of Directors approved adding another private sector seat to the Board focused on the forestry industry. This change would require an amendment to MCEDD's Bylaws. The Bylaws do not specify which industries are included but do specify the total number of private sector seats, which has been updated from seven to eight in the attached draft. Staff used this opportunity to also adjust a few other items in the Bylaws to reflect the current reality of MCEDD's work and how it functions. One item for discussion is highlighted in yellow.

### Request

Review the draft Bylaws updates, suggest any edits and/or recommend approval to the full Board.

Bylaws of the  
Mid-Columbia Economic Development District

ARTICLE I  
THE ENTITY

Section A. Area of Operation:

The area of operation of the Mid-Columbia Economic Development District (MCEDD) shall be within the corporate boundaries of the Oregon counties of Hood River, Sherman and Wasco, and the Washington counties of Klickitat and Skamania. (The MCEDD shall hereafter be called the District.)

Section B. Establishment:

The District was formed by representation from the five counties in 1969 and was designated an “Economic Development District” by the Economic Development Administration, U.S. Department of Commerce, on June 10, 1970. Bylaws were adopted and the District established pursuant to the laws of the States of Washington (RCW 39.34) and Oregon (ORS 190) and by agreement of its members.

Section C. Mission and Goals:

The District’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. The primary goals are:

1. Creation of employment opportunities and the diversification of the area’s economic base through business expansion and the development of new business and industry.
  - a. Provide financing packaging assistance along with a variety of financing program options to promote business and industrial development.
  - b. Provide support to existing community marketing and business assistance programs.
  - c. Help retain existing employers in the area by assisting in the removal of obstacles to growth and/or continued operation in the area.
2. Provide planning and coordination of economic development related activities and act as a liaison between appropriate Oregon, Washington and Federal interests.
3. Administer local, state or federal programs which have economic benefit within the five-county area.

ARTICLE II  
MEMBERSHIP AND REPRESENTATION

Section A. Membership:

Any general purpose district (city or county) or special purpose district or any organization founded for or involved in economic development, within the boundaries of the five counties, shall be eligible to become participating members of the District. The governing body of each county of government may approve membership from other districts, organizations, or associations.

Section B. Public Sector Representation, Board of Directors:

The elected governing body of each member county shall designate one of its members to represent it and serve at the pleasure of the county governing body as a voting member of the Board of Directors.

The governing body of each member county shall also appoint one voting representative to the Board of Directors from any city (who is a member of the District) within the county, and shall appoint that representative selected by the city upon receiving a written request designating the individual to be appointed. If more than one city within a county has become a member of this Agency, the governing body of that county may rotate the appointment of the voting representative between such cities within the county. The voting representative appointed is to serve at the pleasure of the designating county. The city representatives from the Oregon counties shall serve a two-year term which shall expire on odd numbered years, while the representatives from the Washington counties shall serve a two-year term that expires on even numbered years.

The member Port Districts shall select voting representatives to the Board of Directors from their elected commissioners or a senior staff level person for two-year terms. Oregon Ports shall select one representative whose position shall expire on even numbered years. Washington Ports shall select one representative whose position shall expire on odd numbered years. Port representatives should rotate among the member Ports in each state upon expiration of the current term.

Section C. Private Sector Representation, Board of Directors:

The Executive Committee shall select ~~seven~~ eight voting Private Sector representatives from regional business sectors. Appointments will be for a one-year period which may be renewed. These selections will be made after the other voting representative positions have been filled. Nominations for these positions may be submitted by the interests to be represented or by other Board members. Appointments shall be ratified by the Board. "Private Sector Representative" is defined as an individual in a responsible decision-making position in a for-profit organization, or that individual's representative. In addition, representatives from an institution of post-secondary education or workforce development or labor group are eligible to serve in these positions.

The Chambers of Commerce shall select voting representatives to the Board of Directors for two-year terms. Oregon Chambers shall select one representative whose position shall expire on even numbered years. Washington Chambers shall select one representative whose position shall expire on odd numbered years. Chamber representatives should rotate among the Chambers of Commerce in each state upon expiration of the current term.

Section D. Removal:

A Board member may be removed for missing three consecutive regular Board meetings without reasonable cause approved by a majority of the board membership. After two absences by a Board member, he or she will be notified that an absence at the next meeting will be cause for consideration of their removal from the Board and a letter will also be sent to the appointing body. Following three consecutive absences, the Board member may be removed upon a majority vote of the other members present at a regular or special meeting. The member being considered for removal may appear and be heard at such meeting before a vote is taken. If a Board member is removed, then a new member will be appointed by the appointing body. The Board may take action to excuse a board member from attendance requirements.

A Board member formally charged with fraud, dishonesty or embezzlement will be immediately suspended from the Board. A Board member may be removed for conviction of fraud, dishonesty, embezzlement, or other good cause upon the vote of a majority of the other members present at a regular or special meeting. The meeting shall be held not less than ten (10) days after a notice setting forth the intended action, a statement of the reasons therefore, and the date of the meeting when the matter will be acted upon, has been sent by certified mail to the member being considered for removal. The member being considered for removal may appear and be heard at such meeting before a vote is taken.

A selecting entity may replace its representative(s) at any time and the position may be filled with a representative appointed by the selecting entity for the unexpired term.

Section E. Voting Control:

At each meeting of the Board of Directors of the District, each Board member shall be entitled to vote in person and shall have one vote. All questions, except as otherwise provided by law or herein, shall be determined by a majority of the members of the Board present at any duly called meeting. Proxy votes will not be allowed.

Section F. Member Resignation/Termination:

Member organizations of the District may resign their membership by giving notice to the District at least 60 days prior to the beginning of the District's fiscal year.

Non-payment of dues or not making approved arrangements by July 1 within the fiscal year of MCEDD shall be grounds for termination of membership. When a membership is terminated any member of the Board of Directors representing or appointed by that membership shall be removed.

Section G. Dissolution:

This organization shall be dissolved at any time when less than four of the governing bodies of the five counties remain as members of the District. After payment of all outstanding financial commitments, any remaining funds shall be forthwith distributed to the District members in the same proportion as such members contributed to the District in its last fiscal year of operation.

ARTICLE III  
MEETINGS

Section A. Annual Meetings:

The regular annual meeting of the members shall be held in September of each year, at such place within the five counties as is specified in the notice of the meeting.

The regular annual meeting shall be held to elect officers and/or appoint Board members and transact such other business as may come before the meeting.

Failure to hold the annual meeting at the designated time shall not work a forfeiture to dissolution of the District. If the annual meeting is not held at the designated time, the Chairperson or Board may call the annual meeting at a time fixed by the Board not more than sixty (60) days after such designated time. If the annual meeting is not held at the designated time or during the sixty-day period thereafter, the annual meeting may be called by members having one-fifth of the votes entitled to be cast at the meeting.

Section B. Regular Meetings:

Regular meetings of the Board shall be held quarterly or as needed, at a specified place, day and hour at a location within one of the five counties.

Section C. Special Meetings:

Special meetings of the Board may be called at any time by the Chairperson, or by a quorum of the Executive Committee, and it shall thereupon be the duty of the Chairperson to cause notice of such meeting. The Chairperson or Executive Committee members calling the meeting shall fix the place, day, and hour of the meeting, and shall state the purpose or purposes for which the meeting was called. The meeting shall be held within the five-county area.

Section D. Notice of Meetings:

Notice of the place, day and hour and purpose of any regular or annual meeting of the Board shall be delivered, by U.S. mail, e-mail, or given to each member entitled to vote at such meeting not less than five (5) days nor more than fifty (50) days before the date set for the meeting either personally or by mail (special meetings require ten (10) days prior notice or telephone notification). If notice of a meeting is mailed, such notice shall be deemed to be delivered when deposited in the United States mail, with postage fully prepaid thereon, addressed to the members at their most recent address as they appear on the records of the District. If notice is delivered by email, such notice shall be deemed to be delivered if not returned to sender within twenty-four (24) hours. Notices will also be posted/ advertised in accord with the open meetings laws for any Board or Committee meeting.

Section E. Quorum:

At any properly called meeting of the Board or Committee, a majority of the voting representatives shall constitute a quorum for conducting business.

Section F. Organization:

The Chairperson, and in his or her absence, the Vice-Chairperson, shall preside at each meeting of the Board and shall act as Chairperson thereof. The meetings shall be conducted in accordance with Roberts Rules of Order.

ARTICLE IV  
RIGHTS AND LIABILITIES OF DIRECTORS

Section A. Liability of Members and Representatives of Debts:

Individual voting members and the private and public property of the members and their representatives shall be exempt from execution or other liability for any debts of the District nor shall they be liable or responsible for any debts or liabilities of the District.

Section B. Loans to Board Members:

No personal or private loans may be made by the District to its Board members or their immediate families as provided in 13 CFR 302.3 and in ORS 65.364. No member of the Board or their immediate families may be an officer, director, or owner of a small business concern receiving financial assistance from the District.

ARTICLE V  
OFFICERS

Section A. Number and Qualifications:

The officers of the Mid-Columbia Economic Development District shall be a Chairperson, a Vice-Chairperson, and a Secretary-Treasurer. They shall perform such duties as may be designated by the Board. A member may not hold more than one office.

Section B. Election and Term of Office:

The officers shall be Board members elected annually by the Board at their regular annual meeting. If the election of officers shall not be held at such meeting, such election of officers shall be held as soon thereafter as may be convenient. Each officer shall hold office for terms of one (1) year or until his or her successor shall have been elected. A vacancy in any office shall be filled by the Board for the unexpired portion of the term. A nominating committee appointed by the Chairperson shall meet prior to the annual meeting.

Section C. Chairperson:

The Chairperson: (1) shall be the principal presiding officer of the District Board of Directors and shall preside at all meetings of the members and at all meetings of the Board at which he or she is present; (2) may sign any instruments authorized by the Board to be executed, except in cases in which the signing and execution thereof shall be expressly delegated by the Board or by these bylaws to some other officer or agent of the MCEDD, or shall be required by law to be otherwise signed or executed; and (3) shall, in general, perform all duties incident to the office of the chairperson and such other duties as may be prescribed by the Board from time to time.

Section D. Vice-Chairperson:

In the absence of the Chairperson, or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall also perform such other duties as from time to time may be prescribed by the Board.

Section E. Secretary-Treasurer:

The Secretary-Treasurer shall: (1) keep the minutes of the meetings of the Board in one or more books provided for that purpose; (2) see that all notices are duly given in accordance with these bylaws; (3) be custodian of the MCEDD records; (4) keep general charge of the books of the MCEDD; and, (5) in general, perform all duties incident to the office of Secretary-Treasurer, and such other duties as from time to time may be prescribed by the Board, or may assign these duties to staff.

Section F. Removal of Officers:

Any officer elected may be removed by a majority vote of the Board whenever in its judgment the best interests of the District are not being served by the officer.

Section G. Resignations and Vacancies:

Any officer may resign at any time by giving notice in writing to the Chairperson and the Board, and unless otherwise provided herein, each resignation shall be effective upon receipt of the notice. A vacancy in office because of death, resignation, removal, disqualification, or any other cause may be filled from the Board for the unexpired portion of the term by a majority vote of the Board.

ARTICLE VI  
DIVISIONS

~~Section A. Business Assistance Division:~~

~~—————The Business Assistance Division oversees the MCEDD Revolving Loan Funds, provides loan packaging assistance and any other program directly providing assistance to small businesses (may include “small business incubators”). Staff will be assigned to this division. The Loan Administration Board established in Article VII, Section B. will be responsible for the operation of this program in accordance with approved management plans.~~

~~Section B. Technical Assistance Division:~~

~~—————The Technical Assistance Division provides planning, grant writing and coordination services to communities and organizations where needed within the realm of economic development.~~

Section A. Economic Development Division:

The Economic Development Divisions provides Business Assistance, Technical Assistance, and Regional Coordination for Economic Development issues. This work includes the provision of planning, grant writing, grant administration and coordination services to communities and organizations where needed within the realm of economic development, as well as oversight of the MCEDD Revolving Loan Funds, loan packaging assistance and any other program directly providing assistance to small businesses (may include “small business incubators”). The Loan Administration Board established in Article VII, Section B. will be responsible for the operation of MCEDD’s Revolving Loan Funds in accordance with approved management plans.

Section B. Transportation Division:

The Transportation Division provides Technical Assistance and Regional Coordination for Transportation issues. This work includes Mobility Management services and the provision of planning, grant writing, grant administration and coordination services to communities and organizations where needed within the realm of transportation, as well as operation of The Link Public Transit.

ARTICLE VII  
COMMITTEES

Section A. Executive Committee:

The Executive Committee shall consist of at least seven members. Each county (geographic area) within the District shall be represented by a Public Sector Board member on the Executive Committee. At least two Private Sector representatives will be appointed by the full Board at the Annual Meeting. Additional Public Sector and/or Private Sector representatives may be appointed at the discretion of the full Board at the Annual Meeting. The Officers of the MCEDD Board of Directors will each fill one of the Executive Committee positions. Vacancies occurring during the year will be filled by Board action at a regular or special meeting of the MCEDD Board.

The Executive Committee shall have the same powers and authority as the Board of Directors and may take any action(s) on behalf of the Board. The Executive Committee may meet monthly, or as needed to conduct all operations of the District. Significant policy decisions will be referred by the Executive Committee to the full Board of Directors for consideration during a regular or special meeting.

Section B. Loan Administration Board:

A Loan Administration Board shall be selected in accordance with requirements of the approved Revolving Loan Fund Plan governing Economic Development Administration and US Department of Agriculture grant funds and shall serve a term of one year. The Loan Administration Board shall have the authority to make all loan decisions and take any required action on behalf of the MCEDD Board. Do we want to add more language around how the LAB is at present? "Each county (geographic area) within the District shall be represented by a Public Sector Board member on the Loan Administration Board. At least two Private Sector representatives and one alternate will be appointed by the full Board at the Annual Meeting."

Section C. Nominating Committee:

A Nominating Committee shall be appointed by the Chairperson to meet prior to the annual meeting to nominate a slate of officers for the next year and to nominate at least two Private Sector representatives to the Executive Committee.

Section D. Committees:

The Board of Directors or Chairperson may provide for or appoint other committees to assist the Board of Directors in the management and affairs of the District.

Section E. Committee and Loan Administration Board Authority and Reports:

Minutes of the Committee and Loan Administration Board meetings will be maintained at the MCEDD offices. A report of Committee and Loan Administration Board activities will be made at the next regular MCEDD Board meeting.

ARTICLE VIII  
STAFF

Section A. Executive Director:

The Executive Director shall be hired by the Executive Committee with the concurrence of the majority of the full Board of Directors upon such terms and conditions as the Board may determine, and shall serve at the pleasure of the Board.

Section B. Executive Director, Power and Duties:

The power and duties of the Executive Director are:

1. To act as the chief executive officer of the District and to direct and implement the business and affairs of the District, under the policy guidance of the Board of Directors.
2. To have general charge of the property of the District and to supervise and control all employees of the District.
3. To hire, upon the advice of the MCEDD ~~Division-Executive~~ Committees, all employees and agents of the District and fix their titles, terms of employment, powers, duties and compensation, in accordance with

District Policy and Committee recommendations; and to discharge any employee or agent within the guidelines established by District policy ~~and in accordance with the appropriate Committee recommendation.~~

4. To act in the name of, and on behalf of, the District in regard to such commitments of the District as permitted by Regulatory Agencies and which are appropriate and consistent with the purposes stated herein as the Board may from time to time determine.
5. To sign and countersign all drafts, notes, orders or other undertakings for the payment of money by the District, as authorized by the Board of Directors or Executive Committee.
6. To sign all records and documents whereunto the signatures of the Executive Director shall be lawfully required.

## ARTICLE IX FUNDS, CHECKS AND DEPOSITS

### Section A. Program and Budget:

Annually, and before July 1 of each year, the Board of Directors shall propose a program and adopt a budget for the District for the ensuing year. At this meeting, the Board shall further vote an assessment of dues to member organizations for the purpose of providing the necessary funds to accomplish the program as approved by the Board. On or after July 1 of each year, but prior to March 1 of the same fiscal year, each member organization shall forthwith pay to the District the amount of said dues assessment. Failure to pay the assessed dues within the allotted time may result in the termination of membership.

Designated dues, donations, grants, contract funds, etc., will be used solely by the Division so designated, in accordance with approved budgets and management plans.

### Section B. Gifts and Grants-In-Aid:

The Board of Directors or Executive Committee may accept on behalf of the District any contribution, gift, bequest or devise for the general purposes or any special purpose of the District, and the Board of Directors and Executive Committee are specifically authorized to accept grants to aid on such conditions as may be approved by the Board of Directors from the United States, the states of Oregon and Washington, or any bureau or agency thereof, as well as from any other lawful source, public or private.

### Section C. Deposits:

All funds of the District shall be deposited to the credit of the District in such banks, trust companies or other depositories that meet funding agency requirements as the Board of Directors may select.

### Section C. Disbursements:

Upon budget approval by the Board of Directors, disbursements on accounts and expenses provided for in the budget may be made under the authority of such officer or officers, agent or agents as shall from time to time be authorized by resolution of the Board of Directors.

## ARTICLE X FISCAL YEAR

Fiscal Year: The fiscal year of the District shall commence July 1 of each year.

## ARTICLE XI AMENDMENTS

Amendments: Amendments to these bylaws, except revisions made to 13CFR302.3, which shall modify these bylaws on the revision date, may be proposed at any regular meeting of the Board when a quorum is present and shall take effect when the amendment receives the concurring vote of a majority of voting representatives.

*Amended this 18<sup>th</sup> day of July, 1990.*

*Amended this 16<sup>th</sup> day of January, 2002 /s/ Joan Frey, Chairperson MCEDD Board of Directors*

*Amended this 14<sup>th</sup> day of December, 2005 /s/ Dan Ericksen, Chairperson, MCEDD Board of Directors*

*Amended this 19<sup>th</sup> day of July, 2006 /s/ Les Perkins, Chairperson, MCEDD Board of Directors*

*Amended this 10<sup>th</sup> day of September 2009 /s/ Barbara Briggs, Chairperson, MCEDD Board of Directors*

*Amended this 15<sup>th</sup> day of December, 2011 /s/ Don Stevens, Chairperson, MCEDD Board of Directors*

*Amended this 13<sup>th</sup> day of September, 2012 /s/ Don Stevens, Chairperson, MCEDD Board of Directors*

*Amended this 19<sup>th</sup> day of September, 2013 /s/ Don Stevens, Chairperson, MCEDD Board of Directors*

*Amended this 19<sup>th</sup> day of March 2015 /s/ Mike Smith, Chairperson, MCEDD Board of Directors*

*Amended this \_\_\_ day of \_\_\_ 2022 /s/ Bob Hamlin, Chairperson, MCEDD Board of Directors*

## **Memorandum**

**Date: April 27, 2022**  
**To: MCEDD Executive Committee**  
**From: Jessica Metta, Executive Director**  
**Re: Tech Seat Vacancy**

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### **Overview**

Jason Hartmann was the private sector representative on MCEDD's Board for the tech industry through a position with Zepher. He recently moved to Full Sail and no longer would fit the definition for the tech industry. We posted the vacancy on our website, issued a press release and shared it in our newsletter. Jason also helped recruit a replacement. Ryan O'Connor has submitted an application that is included in this packet. He serves as Director of Engineering with Trillium Engineering in Hood River. He also serves on Bingen City Council. The posting is open through May 5. Staff will bring any additional applications to the Executive Committee meeting.

Jason Hartmann was interested in continuing on the MCEDD Board. With Jan Brending retiring after the June MCEDD meeting from her seat as the representative for Klickitat County's cities, staff has asked Klickitat County if they might consider Jason for the role through his White Salmon City Council position. We do not yet have a final answer, but it was looking very likely.

### **Request**

Review the tech rep applications. Contingent on receiving more applications on May 5, the Executive Committee could recommend Ryan O'Connor's appointment to the mid-term vacancy, or could recommend additional recruitment activities. Any appointment would be brought to the June full Board meeting for final approval.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT (MCEDD)  
BOARD OF DIRECTORS  
INTEREST FORM**

The purpose of this form is to assist the MCEDD Executive Committee, Board and staff in evaluating the qualifications of an applicant for appointment to the MCEDD Board of Directors. **Please complete the entire form and return to:**

*MCEDD, 802 Chenoweth Loop Road, The Dalles, OR 97058*  
[appointments@mcedd.org](mailto:appointments@mcedd.org)  
*For questions call 541-296-2266.*

**PERSONAL DATA**

Preferred Mailing Address: Home  Business

Preferred Title \_\_\_\_\_ (e.g. Mr, Mrs, Ms, Dr, etc.)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_ ext \_\_\_\_\_

Cell Phone (optional) (\_\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

**EDUCATION**

Schools attended, including high school. *A current resume may be substituted for this section.*

School	City & State	Dates	Degree/Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____





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

**County Economic Development**

- Staff worked with two Sherman County Housing Grant program applicants to submit completed applications. Staff will convene the Grant Review Committee to review and provide recommendations to the County. Staff has also been checking in with current applicants to determine if their projects will be delayed. Several will need time extensions.
- Staff supported planning for and attended a community meeting in the City of Grass Valley to discuss details of the feasibility study for a community wastewater system and answer any questions residents may have. Staff worked with the Mayor and Engineer to complete and submit a One Stop application to Business Oregon. A One Stop meeting will be scheduled for late May/early June. After the One Stop meeting, the City will schedule another community meeting to discuss funding details.
- Staff drafted a scope of work for engineering services for a new fire hall and a request for proposals for the North Sherman County Fire Protection District. Staff will meet with the District on April 26 to discuss the scope and next steps.
- Staff is researching funding options and ODOT plans for electric vehicle charging stations after several inquiries about opportunities to locate stations in smaller communities in Wasco and Sherman counties.
- Staff continued to support Hood River County in preparing a CDBG CV application in partnership with the Hood River Adult Center. Staff attended the Board of County Commissioners April meeting, where they approved the submission of the application. Staff worked with the County to submit a final draft to Business Oregon.
- Staff completed the Wasco County EDC's 2022 to 2027 [Strategic Action Plan](#) after a nine-month process with the EDC, its sub-committees, and partners. The plan reflects increased focus on entrepreneurship, broadband, and other critical infrastructure in the coming five years. The Action plan will have minor updates annually to reflect a new Community Enhancement Projects list.
- In partnership with the Port of The Dalles, CGCC, and several State economic development representatives, the EDC launched its Innovators Drinks series with an event at Freebridge Brewing that highlighted Amity Labs and Wy'East RC&D. The event had about 30 attendees and lively discussion.
- These same partners are developing a business interview tool that will help the Wasco County Innovation team to gather additional information on current support systems and gaps in services needed to enhance digital and technology focused opportunities in new and old industry clusters in the County.
- The EDC has continued to serve as Wasco County's representative on the Brownfield Coalition Assessment grant awarded to the City of The Dalles coalition that includes the County and Port. Approximately \$200,000 in funds remain uncommitted of the \$600,000 awarded. After an initial period focused on The Dalles area, staff has ramped up outreach in the smaller communities and is getting some interest.
- The Central Klickitat Regional Economic Diversification Strategy leadership group completed outreach presentations to the County Economic Development Authority, the City

of Goldendale, and several other partners. The group is planning for a gathering in June that will reengage the REDS participants from the fall to talk about project progress, provide opportunity for identifying collaboration areas, and highlight resources coming available through the infrastructure package.

### **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. Three small businesses launched their newly designed websites under the Small Business Website Design Program. Six other sites are nearing 90% completion and will be live. Twenty-two small businesses have been assigned to web developers for website creation under the program.
- Staff has continued to develop content for resilience profiles and topics for our local chambers of commerce to share and to highlight on MCEDD's channels.
- 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. After some delays at the State level, this tool should launch in May, and staff is working to finalize outreach strategies and materials 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 develop a grant writing training focused on local governments and non-profits in the region. The series will include four sessions (May 4, 11, 25 and June 1) with virtual and in person options. We have approximately 20 registrations currently. For more information or to sign up, please visit [our website](#). A big thank you to the City of The Dalles for hosting us!

### **Industry Clusters**

- Business Oregon is developing a cluster study for the UAV/UAS cluster along the I-84 corridor. Staff is working with them to support outreach to local companies in the sector and MCEDD Board Member Mark Zanmiller is participating in the steering committee.
- Staff facilitated the planning of a Gorge cluster of GTA member organizations at the annual AUVSI trade show in Orlando, FL. Staff also planned a sponsored offsite GTA mixer event on the first evening of the trade show on April 26th, 2022. The purpose of the Gorge cluster and GTA Mixer is to brand the Gorge as a high-tech hub within the automated unmanned vehicle industry.
- Staff coordinated several regular GTA events in March and April, including a Spring Happy Hour at CGCC's new Regional Skills Center at The Dalles campus and a Geek lunch focused on the Small Business Innovation Research Grant Program. Staff has continued to support the Gorge Women in STEM group in hosting monthly events.

### **Energy**

- The Hood River County Energy Council approved its 2022-2025 work plan during the April 14, 2022 Energy Council meeting.
- Staff and partners are working on the "Creating Equitable Access to Energy Efficiency Resources and Improving Homes" project, which is 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 completed interviews with representatives from community groups and service providers to learn about their assistance programs and gaps they encounter when trying to get assistance to the families they intend to reach. Staff and partners are also working on survey and focus group planning, two elements that will play a big role in informing the project's summary report.

- Staff and project partners from The Next Door, Solar Oregon, and Energy Trust of Oregon began outreach for the Hood River County Solarize Campaign, five educational workshops and the chance for homeowners to sign-up for solar and/or energy storage installation. The campaign will run for six weeks starting in the middle of May.
- Grant application planning is underway for local critical facilities that will be applying to receive planning or development funding for community renewable energy and/or community energy resilience projects. These projects will help Hood River County increase its energy independence to mitigate against the impacts of long-term power outages. Nine sites in Hood River County are interested in applying, although not every site will apply for the first round of funding, which has an application deadline of June 10th.

### **Infrastructure Grant Administration**

- **Biggs Water Project:** No major updates.
- **Crystal Springs Water District:** No major updates.
- **Cascade Locks Wastewater:** Construction has been delayed due to material/supply delays. The contractor expects to be able to start construction in May.
- **City of Hood River:** The City has received contracting documents from Business Oregon for the ARPA funds. Staff is working with the City to understand what the requirements will be for these funds. The City is expected to approve both this and the Water-Wastewater contract during its May 9<sup>th</sup> meeting.
- **Dog River Pipeline:** Staff attended two pre-bid meetings to discuss funder requirements for two contracts that the City of The Dalles has advertised. Staff worked with the City to draft addenda related to prevailing wage requirements. Bids for the timber removal contract are scheduled to be opened on April 26. Bids for the main construction contract are scheduled to be opened on May 5
- **Sherman County Bus Barn:** An engineer for the project has been identified, Pillar Consulting Group, and the County approved a contract with them. Initial design work is expected to start in May.



**Transportation Division Report**

**Prepared for the May 2022 Executive Committee Meeting**

**LINK Transportation**

- **Public Transit Advisory Committee:** The community advisory committee that advises Wasco County on public transportation expenditures is seeking new members. In particular, we are looking for volunteers to represent low-income individuals/families, seniors, Spanish-speaking, and Native American communities. We are also looking for a representative from South Wasco County.
- **City of the Dalles Presentation:** In mid-April Kate provided the annual update on The Link's activities and plans to City Council. The presentation was well received, and one Councilor noted how significant the growth and expansion of Link services have been under MCEDD leadership.
- **Driver & Rider Policy Updates:** We have made a number of policy updates to our riders' guide and drivers manual to reflect rules around no-shows, rider etiquette, unimproved roads and so on. Driver updates included information about the use of buses and the inclusion of absenteeism policies from the employee handbook.
- **Facilities:** We needed to replace a catalytic converter after it was stolen while the bus was being serviced at a dealership. We also continue to have greater than anticipated expenditures on fuel and maintenance. We have adjusted next year's budget to account for increased fuel costs and wear and tear from added revenue miles.
- **The Wasco County Transit Development Plan.** In early April we held a three week online open house, along with an in-person open house for members of the public to review draft recommendations. The open house website included an interactive map with the proposed route changes to comment on, as well as a survey. The Plan is in its final stages and will be reviewed by the Executive Committee.

**Gorge TransLink Alliance and Mobility Management**

- **Marketing:** The marketing grant is in full swing with a big spring marketing push geared toward the greater Portland-Metro market. We've developed several radio ads playing across many stations, along with several short YouTube videos and social media reels. Kate recorded a radio interview with KINK radio that is playing in different length spots through Earth week. She also recorded three interviews with KOIN TV at Multnomah Falls to play across three different programs. We are hoping this marketing deluge will push more tourists traveling into the Gorge to purchase a pass for their recreational activities.
- **Gorge Transit Strategy II:** The project kicked off in April with the first project management team meeting with the consultants. The team awarded the contracts includes Kittelson & Associates, EcoNW, and JLA Public Involvement. The project will kick off with a Public Involvement Plan and a compilation report of existing services across all the regional transit providers.



Executive Director's Report

Prepared for the May 2022 Executive Committee Meeting

**Regional Work and Outreach**

- **2022-2027 CEDS Plan Update:**
  - I submitted the final CEDS plan approved by the Board in March to EDA for approval and have not yet heard back.
  - As soon as the website ([www.GorgeEconomy.org](http://www.GorgeEconomy.org)) for the CEDS was complete, we issued a press release about the report being final. Beautiful print documents are in-hand and will be delivered or mailed to partners over the next few weeks.
  - Presentations: I presented the strategy at the April Mid-Columbia Economic Resiliency Team meeting and have presentations scheduled with all five of the county boards. I will next be reaching out to cities and ports. I have also started meeting with entities that are named often in the Action Plans to discuss implementation. Thus far, I have met with The Next Door and Skamania County Economic Development Commission.
- **EDA Work:**
  - We are hosting Wes Cochran, our Oregon representative for the Economic Development Administration, and Sheba Person-Whitley, the new EDA Director for the Seattle Regional Office, in a full-day visit on April 28 with stops in Stevenson, Cascade Locks, Hood River, The Dalles and Dallesport. Thank you to all of the Board members who will be participating!
  - Our EDA Planning grant expired on March 31, and we submitted an application for the next round (a 3-year grant at \$80,000 per year). We are still waiting to receive the final contract although the application has been tentatively approved. We completed reporting for the prior EDA grant which included a 5-year look-back of accomplishments.
- Associations: Oregon Economic Development Districts Association has issued an RFQ for a consultant to coordinate the organization. I am assisting with recruitment as President, and finalized an update to their marketing brochure. I continue to attend online meetings with OEDD and WEDA for learning opportunities.
- We hosted a meeting of the Mid-Columbia Economic Resilience Team with about 30 attendees to share updates, hear economic data, and discuss drought and fire conditions. The group expressed value in continuing to meet quarterly, likely always virtually.
- I have started meeting with partners (Hood River and Wasco County thus far) to explore needs in the region for the use of the new funds in Oregon for grant writing. We have not yet seen contracts for these but expect them shortly. The work will be mostly in FY23.
- I met with Judge Farrar from Gilliam County again to discuss their joining the district and will be crafting a draft proposal. This could be brought to the Expansion Task Force prior to the Executive Committee, or straight to the Executive Committee. The goal is to have it available for Board discussion at the June meeting. ***Committee feedback is requested.***
- In learning more about Tax Increment Financing which is newly available in Washington, I reached out to out WA partners about interest in learning more together. After positive interest, I am planning a training for May.

- We hosted a meeting of the Hood River Economic Development Group, which featured a discussion on the Blumenauer legislation and a presentation from Farmer's Conservation Alliance.
- I engaged in regional outreach with meetings with Sen. Merkley's staff, Sen. Cantwell and Murray's staff, Rep. Bentz's staff, the Gorge Commission, Mid-Columbia Housing Authority, in addition to the organizations noted above.

### **Business Assistance**

- Through an Oregon Community Foundation grant, we are hosting a series of Pub Talks throughout our Oregon counties this year and are contracting with the SBDC to improve the usability of our loan application and translate it into Spanish. The first Pub Talk is May 5, 5:30-7:30pm at the Bargeway Pub in The Dalles – everyone is welcome!
- I have been continuing conversations with USDA about our inability to make our IRP loan payments. ***I will try to have a proposal for discussion at the May Executive Committee meeting.*** We will need to get Board approval to ask for our loans to be reamortized, and would like to do this prior to the June payment.
- We issued a letter to 70 banks in the region to remind them how our programs can support their activities. We also attended several chamber events for outreach.
- The Loan Administration Board approved a loan to Data Schuss Inc, which has not yet closed. The OIB approved their annual budget and a loan to Votum Restaurant Group LTD, which has not yet closed.

### **Facilities, Trainings and Operations**

- I held evaluations for Kate Drennan during this period. On hiring, we have a part-time driver retiring in May in addition to the part-time position we have been unable to fill. We are also recruiting for a Project and Industry Engagement Manager to fill the position most recently held by Cheryl Eniero.
- I had a few conversations about the fiber being brought to the building as discussed at the April meeting. I don't have an official proposal with a firm amount. That may happen in May or June depending on an award that QLife is expecting.
- Much of the focus is on finishing the FY23 budget, as Dana reported. Summer Sears made good progress and we hope to have an answer soon on when we can schedule the Board meeting with our auditors for final approval of the audit.
- I did a review of all existing policies to identify which need to be updated. We will be bringing updates to the Title IV -LEP Plan and the Website Security Policy to the Committee at some point.

## Memorandum

**To: MCEDD Executive Committee**

**From: Jessica Metta, Executive Director**

**Date: May 3, 2022**

**Re: MCEDD Intermediary Relending Program (IRP) Loan Payment Options**

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### **Overview**

In my staff report for the Executive Committee meeting, I mentioned this would likely be coming. USDA has offered to reamortize our IRP loans for up to 30 years, still at 1% interest, and will not require that we become delinquent before they can work with us. Dana has run some draft amortization schedules to determine how that could change our loan payments. That information is presented below. I do not yet have figures on how this would change our total interest paid on the loans. We will need to have the Board approve whatever the Executive Committee recommends and would like to have this done prior to our next payment in June.

<b>MCEDD Loan Identifier</b>	<b>Final Year of Loan</b>	<b>Amount Remaining (Est.)</b>	<b>Current Annual Payment</b>	<b>Payment with 30 - Year Reamortization (Est.)</b>
IRP \$1Mill	6/23/2029	\$327,331	\$42,250	\$12,574
IRP \$600K	6/22/2034	\$311,468	\$25,470	\$11,969
IRP \$750K	11/09/2037	\$470,543	\$31,838	\$18,151
IRP Sherman \$200K	10/14/2041	\$153,682	\$13,131	\$9,391
IRP Washington \$310K	8/17/2042	\$243,281	\$8,490	\$5,924
<b>TOTALS</b>		<b>\$1,506,305.00</b>	<b>\$121,179.00</b>	<b>\$58,009.00</b>

### **Options:**

1. Reamortize all five loans for 30 years.
2. Reamortize only the three oldest loans for 30 years since the payments to IRP Sherman and IRP Washington are not much different.
3. Reamortize all five loans, or a subset of the loans, for a term less than 30 years.
4. Return the funds to USDA to close one or more of the loans. This would reduce the amount of funds we have available to lend.