



**Executive Committee Meeting**  
**Wednesday, August 3, 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>May 2022</i>	2 minutes	Approval
Finance Report	5 minutes	Acceptance
Policy Updates <i>Website Privacy, Title VI, Limited English Proficiency</i>	10 minutes	Recommendation
Brownfields Grant Project Opportunity	10 minutes	Recommendation
New Staff Position Proposal	10 minutes	Recommendation
SDIS Best Practices Options	5 minutes	Recommendation
Staff Reports <i>Annual Symposium</i>	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 inviting you to a scheduled Zoom meeting.

Topic: MCEDD Executive Committee Meeting

Time: Aug 3, 2022 04:00 PM Pacific Time (US and Canada)

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<https://us06web.zoom.us/j/82542485496?pwd=NEpYT0Y1bFh3aFZOVGg4MVI0WWZlZz09>

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

**ATTENDANCE**

*Attending:* Bob Hamlin, Scott Clements, Eric Proffitt, Ken Bailey, Dave Sauter, Joe Dabulskis, Steve Kramer

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

*Guest:* Krista Purser, Amy Griffiths from Kittleson.

**CALL TO ORDER / INTRODUCTIONS**

Bob Hamlin called the meeting to order at 4:01 p.m. A round of introductions took place.

**EXECUTIVE COMMITTEE MINUTES**

**Ken Bailey motioned** to approve the April 6, 2022, Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. All voted in favor and the motion carried.

**WASCO COUNTY TRANSIT DEVELOPMENT PLAN**

Krista Purser from Kittleson's joined the meeting to present the plan. The detailed look included an evaluation of future service opportunities, and ways to refine policies to begin implementing some changes. This committee's approval today will be brought to the MCEDD Board meeting for final acceptance of this plan. Outreach and engagement for the project included a public webpage throughout the project's time period. The stakeholder outreach included an advisory committee, representatives from the college, care organizations, tribes and other groups. The project included online and onboard surveys and an open house as methods to gain general public input. The Plan's goals included improvements to customer services to make public transit safe, attractive, and convenient for all. Improvements for accessibility and connectivity to other transit services were looked at, as well as increasing collaboration with partners to maximize services, and ensuring both environmental and fiscal sustainability.

In the Plan, five to six policies were updated outlining how to achieve these goals. The needs summary focused on health and human services groups including elderly and low-income populations. The Plan examined how people currently use The Link's services. Input centered around requests to increase the frequency of service and also to extend service hours later into the evenings and on weekends, especially Sundays. Improving efficiency of service was examined, and the plan presents some reconfigurations that will address these needs but not increase costs and staff time. The plan also looked at updating tools and technology such as phone apps, and at improving bus stop amenities and access. The current two mile spacing between fixed route stops was proposed to be shortened to one-half mile spacing (5-minute walk). Finally, the plan addressed future updates for the vehicle fleet, how to transition to electric and more sustainable vehicles.

Future service opportunities were divided into short-term, medium- and long-term. Expectations of growth were considered, as well as what infrastructure changes will be needed before fleet vehicles can be switched out to renewable energy.

Short term opportunities within existing funding pools recommendations were to add stops to the Blue Line, convert the Red Line from a loop to an out-and-back route, revise the Blue Line to serve future development, extend the intercity express, create additional service to South County, and make some updates to information technology (phone apps) and the fleet. Changes on the routes were designed to provide shorter trips for riders, reducing trip length and making the bus more competitive and faster. The Hood River service route could extend to the College campuses on both ends of the route.

Long term opportunities addressed needs with consideration for the development changes that are expected to happen at the Port. The out-and-back express service for downtown The Dalles plans include a transit center downtown. Another piece of the long-term plan was to replace and add new vehicles, technology improvements that will show riders real-time vehicle arrival and allow riders to better plan trips, increased educational support and continued Gorgepass marketing.

To increase service in the future, more funding will need to be secured. The Plan's financial forecast included a redistribution of the resources that currently exist. Additional service hours will require additional funding.

*Discussion: Jessica thanked Krista and said Kate will be bringing this to the Board for final approval. Bob Hamlin asked if this project will go before the Wasco County Commissioners before the Board meeting. Kate affirmed that she was scheduled to give Wasco County this presentation on June 1<sup>st</sup>. Steve Kramer endorsed the Plan as well drafted and well thought out. Bob asked if there was a recommendation to move forward. Consensus agreement was noted with heads nodding and thumbs up on the screen.*

## **FINANCE REPORT**

Jessica Metta presented the Financials for March 2022. Jessica reported that Dana has been working hard on both the audit and the budget. Jessica asked if there were any questions on the financial report. There were none. Jessica shared a brief summary on the updates to the time schedule for the Audit presentation. The delays between the CPAs and the Auditor will pass the May 31<sup>st</sup> extension. Dana has secured an additional 30-day extension, and the scheduling for consultants may still be an issue. Jessica requested to push the full Board meeting back to June 23<sup>rd</sup> so that the Audit could be presented.

*Discussion: Bob Hamlin was ok with changing the date of the Board meeting one week. Dave Sauter agreed, adding that he was not in favor of pushing it back two weeks. Eric Proffitt stated that he will be out of the area on those days but was in favor of the meeting on the 23<sup>rd</sup>. There was general agreement from the committee for the date of the 23<sup>rd</sup>.*

**Scott Clements motioned to accept** the financial report as given. Steve Kramer seconded the motion. All voted in favor, and the motion passed.

## **TELEWORK POLICY**

Jessica presented the final cleaned up version of this policy that includes the added flexibility around the workdays in the office as the Committee recommended at the last meeting. There was a general agreement to approve the updated version for recommendation to the Board.

## **BYLAWS UPDATE**

Jessica gave a brief background for this topic. The changes suggested here were the result of Jessica's research into the bylaws that was requested at the March meeting when the Executive Committee voted to add a forestry representative seat. The one place needing amendment to make this change in the bylaws is where the number of private sector members of the Board is currently stated as seven, which would need to change to eight. The bylaws do not define how the representatives will be organized throughout the region. Some other suggested updates are outlined in the packet.

*Discussion: Ken Baily agreed that all of these were good revisions.*

**Ken Bailey motioned to recommend** these changes to the full Board. Dave Sauter seconded the motion. All voted in favor, and the motion passed.

## **BOARD OF DIRECTORS VACANT HIGH TECH SEAT**

Our prior private sector tech rep on the MCEDD Board Jason Hartmann no longer works in the High Tech sector. Jason is pursuing remaining on the Board as the representative from Klickitat County to represent the Cities of Klickitat County. Ryan O'Connor is the only application to date for the tech rep. Ryan is an employee of Trillium Engineering. He is also involved with local government as a member of Bingen's City Council. Jessica noted that the application period was still open, and she promised to bring any other applications to the next meeting

*Discussion: Dave Sauter agreed that Ryan seemed well qualified from his resume.*

**Dave Sauter motioned to recommend** Ryan O'Connor to fill the vacant seat to the full Board. Eric Proffitt seconded the motion. All voted in favor, and the motion passed.

## **STAFF REPORTS**

**Carrie Pipinich reported highlights in Economic Development.**

- Under County Economic Development support, the main project of note since the last update is assistance to Grass Valley to put in a new City wastewater system. This project is a huge community investment for the town.
- The REDS leadership group in central Klickitat County is moving forward with a scheduled meeting to discuss progress with projects and discuss next steps. Venue, speakers, opportunities through infrastructure package.
- Under Resilience, Carrie reported that the first grant writing workshop session had 25 participants with attendees from all five of MCEDD's counties.
- The Broadband mapping project is on schedule to launch in the next week and a half. The website with speed test will be live and gathering data in all five counties.
- The GTA project update noted that the AUVSI conference mixer was a great success with positive feedback from all. This was a large project that is now completed successfully.

### **Kate Drennan gave her report for Transportation.**

- Wasco County is currently recruiting for the Public Transportation Advisory Committee. In particular, representatives are sought to represent low-income, seniors, Spanish speaking, South County and tribal populations that use public transit. Kate appealed to Board members to spread the word to any interested candidates.
- Kate reported on her presentation to the City of The Dalles on The Link's progress with ongoing grants. The big push for Gorge pass marketing to the Portland area is happening with radio ads on KINK, as well as Facebook and You Tube ads. KOIN TV will do a feature in the next couple of weeks.
- Phase 2 of the Gorge Transit strategy has begun!

### **Jessica Metta gave her Executive Director's report.**

- Request for Committee feedback on the process for the upcoming Board meeting with the Gilliam County project:
  - *Discussion: Ken recommended avoiding a heavy discussion at the June meeting and pushing this topic off until September. This will give time to return the discussion to the Task Force and the Executive Committees and clarify the next steps. Bob Hamlin stated that he had no opinion and was inclined to follow Ken's wisdom. Steve Kramer agreed with Ken on the need for more time.*
- Jessica reported on the Transit Center's gate repair. The computerized controller was destroyed, coincidentally occurring at the same time as a major power surge that affected the transformer that supplies power to the whole block. The replacement will cost between six to seven thousand dollars. Jessica requested input on how to cover this expense, offering two options. This could be covered under the building reserve fund that is set aside in every budget, or it could be funded by spreading out the cost.

*Discussion: Eric asked if it was possible that property insurance will cover the cost. Jessica was unsure but will look into this. She explained that we are adding a surge protector to the circuit. Steve asked if anyone knew why this happened, and recommended investigating to determine the cause in order to prevent the situation from happening again. Ken voted for using the building reserve fund to pay for the repair/replacement. Dave Sauter agreed, and he also was curious about why and how this happened. He agreed that looking into the possibility of insurance coverage was a good idea, even with a high deductible, some of the cost may be covered.*

- Jessica reported on the newly released Blumenauer proposal. This legislation proposes adding wilderness recreation designations for the Mt. Hood National Forest and the Columbia River Gorge. Both Hood River and Wasco Counties have submitted letters of concern. She informed the Committee that there will be an opportunity to submit comments on the draft language and asked for feedback focused on transportation. She asked if MCEDD should echo the concerns drafted by Wasco and Hood River Counties.

*Discussion: Steve Kramer also reported receiving the draft. He clarified that this is not considered to be a final version. He will also be looking to see the changes since the last draft proposal. Steve added that he was not against some of these concepts but felt that the funding needed to make these changes has not been addressed properly. As written, the proposal will strap county resources by pushing the funding for services to these areas onto the county. This is a federal process that needs to be supported by federal money. Scott Clements asked if copies were available to all committee members. Steve*

*replied that Blumenauer's office has asked for us to keep very close hold, but he offered to forward his copy to Jessica to send out to the Executive Committee members. Scott agreed that Economic Development has to be managed properly and that the committee members need to look closely at this legislation. Bob Hamlin noted that the Port of Cascade Locks is concerned with transportation and the bridge. Ken Bailey added that the water and soil conservation districts are opposed to this legislation, arguing that the proposal goes too far. The Forest Service does not have enough resources to manage the territory they already have, let alone the increased area that this bill proposes. Ken advocated for more information, stating the need to know more details before he can support this legislation. Steve stated that the bill is too broad, taking in too many different segments. This is not just a wilderness proposal, it includes National Recreation Areas, Wild and Scenic Areas, and river democracy acts. Transportation for the resorts on Mount Hood is also included. Steve felt the proposal was overloaded in what it is trying to accomplish. Bob asked if there will be more opportunity to discuss this further. Jessica replied that if MCEDD sends comments it should address broader aspects than just transportation as this will affect all sectors of our economy. She agreed that there is need to talk more about this. She thanked the Committee for their feedback as a starting place to work from.*

- Jessica next requested the Committee's feedback on the IRP loan payments options that were sent in the meeting packet. The calculations in the packet were for 30-year amortization. The additional interest payments calculations are for all five loans to be extended. The difference in what is owed in entirety is \$124,000 over 30 years. Jessica opened the floor up for discussion.  
*Discussion: Ken asked what the cost will be to convert all of the loans to 30 years. Jessica replied that there is no cost. Ken concluded that there is no reason not to do this. If there is a concern about the extra interest, there is no penalty to pay off early, so we retain the option to eliminate interest over the long term. This will give MCEDD a smaller required payment, but we can always pay higher than the minimum when we have a good year. Refinancing gives MCEDD more options, and we have the money on hand to use when it is needed. Steve appreciated Jessica's efforts to resolve this dilemma. He voted for refinancing for 30 years and continuing to revolve the funds. Scott added that the LAB also agreed with the refinancing option. Bob requested any further comments. Ken stated that we could run into problems if we give the money back and find out that we need it in a year or two. Refinancing will not hurt MCEDD in the long term. Scott agreed, stating that the rise in interest rates will make the LAB lending programs more attractive. Eric agreed that not long ago MCEDD didn't have a lot of money to lend. Ken felt that this was best solution: it will lower the required payment, and we have the option to pay more if we want to. This offers flexibility to deal as we move along.*

Jessica stated that she will move forward with the USDA on this. She was unclear if full Board approval was required and will check this with the USDA. Ken stated that the Executive Committee has the same power as the full Board, according to the Bylaws. This group can commit to do this, and the full Board can formally approve it later if needed.

**Ken Bailey motioned to re-amortize** all five IRP Loans for 30 years. Both Steve Kramer and Dave Sauter seconded the motion. All voted in favor. Bob Hamlin stated that the approval to

move forward with refinancing is an Executive Board decision. Jessica stated that she will go to the USDA to begin the process for refinancing.

**OTHER NEW BUSINESS/ COMMITTEE MEMBERS UPDATES**

Steve Kramer requested to set up a meeting with Klickitat and Skamania commissioners to continue with community outreach team to better utilize combined voices in response to the Federal legislation. He added that Commissioner Hege brought this idea forward today as a way to better use our voices. Topic for discussion is the Urban Growth Boundary issues that we all face. Wasco County Commissioners all feel that this is worth a sit-down conversation to move forward. Steve added that this is an unofficial meeting at this point. Steve will arrange the time and place and send out the invites to fellow Commissioners.

**ADJOURN**

Bob Hamlin adjourned the meeting at 5:09 pm.

*Respectfully submitted by Jill Brandt, Administrative Assistant.*



## FINANCIAL SUMMARY

As of June 30, 2022

### Balance Sheet

Total Cash balance as of 6/30/2022 is \$8,022,957.35. Accounts Receivable (1202) balance is \$672,284.32. There are three outstanding “big ticket” items that make up the majority of this amount: reimbursement from the USDA for a new loan funded in the amount of \$137,045, the remaining EDA Cares Planning Grant funds in the amount of \$158,978 and reimbursement from ODOT and WSDOT in the amount of \$100,000 for the Gorge Regional Transit Strategy Phase II. MCEDD Loans Receivable balance is currently \$1,922,678.58. Current Net Position as of 6/30/22 is \$13,208,675.39.

### Operations Budget vs. Actual

Total Revenues for the month of June are at 91.4% of budget. YTD revenue is at 52.8%. Total expenses for the month of June are 116.1% of budget and YTD expenses are 55.7%. Personnel expenses for the month of June are 123.3% of budget, but YTD wages are at 87.9%. June payroll expenses reflect one additional pay period from July that is for time worked in June, so those expenses are moved to the correct fiscal year, which is why June appears to be so far over budget. YTD Vehicle Costs ended at 144.5% of budget.

### Other Updates

- The Caselle transition is moving forward. The timeline that they have provided estimates finishing up by mid-September as long as we stay on track.
- We have completed the “Interim” phase of the FY22 audit and I am currently working on all of the necessary year-end processes for the “Final” audit which is scheduled for the last week in October.

Respectfully Submitted,

Dana Woods  
Finance Manager

Mid-Columbia Economic Development District

Balance Sheet

As of June 30, 2022

07/28/22

Accrual Basis

	Jun 30, 22
<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	8,706.55
10601 · LINK Cash	284,611.52
1010 · MCEDD Checking - Other	156,526.04
<b>Total 1010 · MCEDD Checking</b>	449,844.11
<b>1015 · MCEDD MM</b>	
15372 · MCEDD Micro Loan MM	2,405.68
1015 · MCEDD MM - Other	10.61
<b>Total 1015 · MCEDD MM</b>	2,416.29
<b>1020 · IRP</b>	
1021 · IRP - Sherman	135,883.00
1022 · IRP - WA	63,173.47
1020 · IRP - Other	-22,583.34
<b>Total 1020 · IRP</b>	176,473.13
<b>1030 · Loan Funds</b>	
1036 · EDA RLFs	199,593.04
1037 · EDA CARES RLF	146,052.77
1045 · Reg Strat	51,144.33
1050 · RBEG-OR	44,009.42
1055 · RBEG-WA	17,632.22
1057 · RBEG-KL	28,435.22
1067 · CDBG Microenterprises	32,711.26
<b>Total 1030 · Loan Funds</b>	519,578.26
1031 · Housing RLF	576,463.24
1070 · National Scenic Fund	342,915.46
<b>1120a · LGIP - IRP</b>	
1121a · LGIP - IRP Sherman	175,155.84
1122a · LGIP - IRP WA	175,155.84
1120a · LGIP - IRP - Other	1,000,890.45
<b>Total 1120a · LGIP - IRP</b>	1,351,202.13
<b>1130a · LGIP Loan Funds</b>	
1136 · EDA RLFs LGIP	501,333.53
1146 · Reg Strat LGIP	100,266.72
1151 · RBEG-OR LGIP	250,666.80
1156 · RBEG-WA LGIP	75,200.02
1158 · RBEG-KL LGIP	100,266.72
1167 · CDBG Micro LGIP	75,200.02
<b>Total 1130a · LGIP Loan Funds</b>	1,102,933.81
1131 · LGIP Housing RLF	1,504,000.68
1171 · LGIP National Scenic Fund	1,504,000.68
<b>Total 1000 · Bank Demand Deposits</b>	7,529,827.79
<b>1100 · CDS</b>	
1121 · IRP Reserve	96,047.12
<b>Total 1100 · CDS</b>	96,047.12
1122 · IRP - DDM Product	396,936.54
1125 · LINK Petty Cash	145.90
<b>Total Checking/Savings</b>	8,022,957.35

## Mid-Columbia Economic Development District

## Balance Sheet

As of June 30, 2022

07/28/22

Accrual Basis

	Jun 30, 22
<b>Accounts Receivable</b>	
1202 · Accounts Receivable	672,284.32
1205 · Interfund Loan Receivable	47,853.07
<b>Total Accounts Receivable</b>	720,137.39
<b>Other Current Assets</b>	
1200 · Receivables & Accruals	
1240 · Prepaid Expenses	15,930.48
1260 · Accrued Loan Interest	13,202.32
<b>Total 1200 · Receivables &amp; Accruals</b>	29,132.80
1300 · Loans Receivable	
1330 · MCEDD Loans Receivable	
1320 · IRP	934,820.64
1321 · IRP - Sherman	75,000.00
1322 · IRP - WA	85,750.34
1336 · EDA RLFs	128,641.68
1337 · EDA Cares RLF	497,552.20
1345 · Reg Strat	29,291.32
1350 · RBEG-OR	20,397.24
1372 · MCEDD Micro Loan	14,180.16
1373 · USDA NSA	137,045.00
<b>Total 1330 · MCEDD Loans Receivable</b>	1,922,678.58
1370 · OIB Loans Receivable	1,047,077.59
<b>Total 1300 · Loans Receivable</b>	2,969,756.17
1400 · Loan Payments Holding	
1420 · IRP	-512.41
1475 · OIB	-445.80
<b>Total 1400 · Loan Payments Holding</b>	-958.21
1500 · Allowance for Doubtful Loans	
1520 · IRP Allowance	-101,230.49
1521 · IRP - SH Co	-8,728.41
1522 · IRP - WA	-5,836.48
1536 · EDA RLFs Allowance	-18,154.76
1537 · EDA RLF CARES Allowance	-16,375.77
1545 · Reg Strat Allowance	-1,865.36
1555 · RBEG Allowance	-8,729.68
1571 · Housing RLF Allowance	-33,440.72
1575 · OIB Allowance	-133,666.93
<b>Total 1500 · Allowance for Doubtful Loans</b>	-328,028.60
<b>Total Other Current Assets</b>	2,669,902.16
<b>Total Current Assets</b>	11,412,996.90
<b>Fixed Assets</b>	
1600 · Fixed Assets	
1605 · Vehicles	377,037.00
1610 · Land	172,681.00
1620 · Buildings	1,442,782.00
1650 · Accumulated Depreciation	-196,822.00
<b>Total 1600 · Fixed Assets</b>	1,795,678.00
<b>Total Fixed Assets</b>	1,795,678.00

## Mid-Columbia Economic Development District

## Balance Sheet

07/28/22

As of June 30, 2022

Accrual Basis

	Jun 30, 22
<b>Other Assets</b>	
87 · Due To/From Internal Accounts	
88 · Due From Accounts	1,435,008.62
94 · Due To Accounts	-1,435,008.13
<b>Total 87 · Due To/From Internal Accounts</b>	0.49
<b>Total Other Assets</b>	0.49
<b>TOTAL ASSETS</b>	<b>13,208,675.39</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2005 · Interfund Loan Payable	47,853.63
2010 · A/P General	17,541.18
<b>Total Accounts Payable</b>	65,394.81
<b>Other Current Liabilities</b>	
2030 · Accrued Loan Payment	111,335.51
2050 · PTO - Accrued	69,518.56
2070 · Health Insurance Payable	-7,467.87
2080 · Life & Disability Payable	-190.15
2090 · WC SAIF Ins	2,658.27
2100 · Payroll Liabilities	
2120 · State Payroll Liabilities	
2115 · OR- SUTA Payroll Liabilities	
2105 · WBF Payroll Assessment	334.50
2115 · OR- SUTA Payroll Liabilities - Other	1,113.52
<b>Total 2115 · OR- SUTA Payroll Liabilities</b>	1,448.02
2120 · State Payroll Liabilities - Other	318.37
<b>Total 2120 · State Payroll Liabilities</b>	1,766.39
2180 · Payroll Liabilities - Prior Per	74,589.73
2100 · Payroll Liabilities - Other	253.59
<b>Total 2100 · Payroll Liabilities</b>	76,609.71
2800 · Deferred Revenue	8,908.96
2900 · Unavailable Revenue A/R	74,998.89
<b>Total Other Current Liabilities</b>	336,371.88
<b>Total Current Liabilities</b>	401,766.69
<b>Long Term Liabilities</b>	
2820 · IRP Loan Payable \$1million	285,323.06
2821 · IRP Loan Payable \$600,000	286,514.32
2822 · IRP Loan Payable \$750,000	468,438.51
2823 · IRP Loan Payable - WA \$310,000	242,855.92
2824 · IRP Loan Payable - SH \$200,000	152,886.93
<b>Total Long Term Liabilities</b>	1,436,018.74
<b>Total Liabilities</b>	1,837,785.43
<b>Equity</b>	
3100 · Fund Balances	4,836,403.85
3900 · Retained Earnings	6,022,423.89
Net Income	512,062.22
<b>Total Equity</b>	11,370,889.96
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>13,208,675.39</b>

## Mid-Columbia Economic Development District

## Budget vs. Actual FY22

July 2021 through June 2022

Accrual Basis

	Jul '21 - Jun 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%
4005 · Prior Period Adjustment	583.45			
4010 · Trans Frm/To Fund (MATCH)	0.00	86,492.00	-86,492.00	0.0%
4012 · Trans From/To Fund (SUPPORT)	17,456.82	11,422.00	6,034.82	152.8%
4100 · Federal	2,047,223.52	4,179,648.00	-2,132,424.48	49.0%
4200 · State	663,355.00	811,419.00	-148,064.00	81.8%
4300 · Local Match	73,389.22	87,500.00	-14,110.78	83.9%
4400 · Local Assessment	78,768.00	78,935.00	-167.00	99.8%
4500 · Contract Reimbursement	503,641.36	542,785.00	-39,143.64	92.8%
4600 · Loan Interest	189,764.15	311,948.00	-122,183.85	60.8%
4700 · Loan Processing Fees	14,131.72	26,140.00	-12,008.28	54.1%
4705 · Loan Filing Fees	5,258.78	5,350.00	-91.22	98.3%
4710 · Loan Late Fee	131.64	3,450.00	-3,318.36	3.8%
4750 · Investment Interest	9,285.21	1,129.00	8,156.21	822.4%
4800 · Other Revenue	62,746.47	92,745.00	-29,998.53	67.7%
4803 · Sponsor Donations	500.00	0.00	500.00	100.0%
4805 · Farebox Revenue	23,735.17	37,760.00	-14,024.83	62.9%
<b>Total Income</b>	<b>3,689,970.51</b>	<b>6,986,293.00</b>	<b>-3,296,322.49</b>	<b>52.8%</b>
<b>Gross Profit</b>	<b>3,689,970.51</b>	<b>6,986,293.00</b>	<b>-3,296,322.49</b>	<b>52.8%</b>
<b>Expense</b>				
5000 · Personnel Expense	1,819,164.00	2,182,241.00	-363,077.00	83.4%
6110 · Travel & Conference	11,571.48	33,160.00	-21,588.52	34.9%
6190 · Event Services	980.00	11,815.00	-10,835.00	8.3%
6200 · Equipment	5,715.76	13,084.00	-7,368.24	43.7%
6300 · Supplies	26,922.21	41,665.00	-14,742.79	64.6%
6400 · Professional Services	504,452.67	600,522.00	-96,069.33	84.0%
6500 · Vehicle Costs	156,075.63	108,016.00	48,059.63	144.5%
6600 · Communications	22,655.41	38,111.00	-15,455.59	59.4%
66900 · Reconciliation Discrepancies	53.63			
6700 · Building Costs	55,734.35	39,388.04	16,346.31	141.5%
6800 · Bonds & Insurance	24,197.50	14,452.00	9,745.50	167.4%
6900 · Other Materials & Supplies	13,719.58	2,027,998.00	-2,014,278.42	0.7%
9000 · Indirect Spread	-1.21	0.09	-1.30	-1,344.4%
9100 · Capital Purchase	438,055.00	448,455.00	-10,400.00	97.7%
9600 · Transfer to/from Source	18,451.76	2,000.00	16,451.76	922.6%
<b>Total Expense</b>	<b>3,097,747.77</b>	<b>5,560,907.13</b>	<b>-2,463,159.36</b>	<b>55.7%</b>
<b>Net Ordinary Income</b>	<b>592,222.74</b>	<b>1,425,385.87</b>	<b>-833,163.13</b>	<b>41.5%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	121,380.00	121,380.00	0.00	100.0%
7500 · Carryover to Next Year	0.00	684,889.00	-684,889.00	0.0%
<b>Total Other Expense</b>	<b>121,380.00</b>	<b>806,269.00</b>	<b>-684,889.00</b>	<b>15.1%</b>
<b>Net Other Income</b>	<b>-121,380.00</b>	<b>-806,269.00</b>	<b>684,889.00</b>	<b>15.1%</b>
<b>Net Income</b>	<b>470,842.74</b>	<b>619,116.87</b>	<b>-148,274.13</b>	<b>76.1%</b>

## Mid-Columbia Economic Development District

## Budget vs. Actual FY22

07/28/22

June 2022

Accrual Basis

	Jun 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4005 · Prior Period Adjustment	581.44			
4010 · Trans Frm/To Fund (MATCH)	0.00	7,374.99	-7,374.99	0.0%
4012 · Trans From/To Fund (SUPPORT)	1,520.34	951.83	568.51	159.7%
<b>4100 · Federal</b>	388,528.06	348,304.00	40,224.06	111.5%
<b>4200 · State</b>	0.00	67,618.25	-67,618.25	0.0%
<b>4300 · Local Match</b>	11,083.02	7,291.68	3,791.34	152.0%
<b>4400 · Local Assessment</b>	0.00	6,577.92	-6,577.92	0.0%
<b>4500 · Contract Reimbursement</b>	42,345.26	45,232.08	-2,886.82	93.6%
<b>4600 · Loan Interest</b>	12,203.46	25,995.66	-13,792.20	46.9%
<b>4700 · Loan Processing Fees</b>	3,630.68	2,178.34	1,452.34	166.7%
<b>4705 · Loan Filing Fees</b>	1,725.00	445.82	1,279.18	386.9%
<b>4710 · Loan Late Fee</b>	100.00	287.50	-187.50	34.8%
<b>4750 · Investment Interest</b>	3,101.66	94.08	3,007.58	3,296.8%
<b>4800 · Other Revenue</b>	11,148.17	7,728.74	3,419.43	144.2%
<b>4805 · Farebox Revenue</b>	2,042.81	3,146.67	-1,103.86	64.9%
<b>Total Income</b>	478,009.90	523,227.56	-45,217.66	91.4%
<b>Gross Profit</b>	478,009.90	523,227.56	-45,217.66	91.4%
<b>Expense</b>				
<b>5000 · Personnel Expense</b>	224,262.49	181,853.42	42,409.07	123.3%
<b>6110 · Travel &amp; Conference</b>	2,062.39	2,763.33	-700.94	74.6%
<b>6190 · Event Services</b>	480.00	984.59	-504.59	48.8%
<b>6200 · Equipment</b>	232.48	1,090.33	-857.85	21.3%
<b>6300 · Supplies</b>	4,462.80	3,472.09	990.71	128.5%
<b>6400 · Professional Services</b>	251,054.43	50,043.20	201,011.23	501.7%
<b>6500 · Vehicle Costs</b>	19,153.48	9,001.33	10,152.15	212.8%
<b>6600 · Communications</b>	5,453.49	3,175.92	2,277.57	171.7%
<b>6700 · Building Costs</b>	11,732.26	3,281.44	8,450.82	357.5%
<b>6800 · Bonds &amp; Insurance</b>	0.00	1,204.33	-1,204.33	0.0%
<b>6900 · Other Materials &amp; Supplies</b>	668.60	168,998.19	-168,329.59	0.4%
<b>9000 · Indirect Spread</b>	-1.21	-0.02	-1.19	6,050.0%
<b>9100 · Capital Purchase</b>	0.00	37,371.25	-37,371.25	0.0%
<b>9600 · Transfer to/from Source</b>	18,451.76	166.67	18,285.09	11,070.8%
<b>Total Expense</b>	538,012.97	463,406.07	74,606.90	116.1%
<b>Net Ordinary Income</b>	-60,003.07	59,821.49	-119,824.56	-100.3%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	10,115.00	10,115.00	0.00	100.0%
7500 · Carryover to Next Year	-684,886.00	0.00	-684,886.00	100.0%
<b>Total Other Expense</b>	-674,771.00	10,115.00	-684,886.00	-6,671.0%
<b>Net Other Income</b>	674,771.00	-10,115.00	684,886.00	-6,671.0%
<b>Net Income</b>	<b>614,767.93</b>	<b>49,706.49</b>	<b>565,061.44</b>	<b>1,236.8%</b>

## Memorandum

**To: MCEDD Executive Committee**  
**From: Jessica Metta, Executive Director**  
**Date: July 27, 2022**  
**Re: Updating Policies**

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### Request

Recommend approval of the updated Website Privacy Policy, Title VI Plan, and Limited English Proficiency Plan to the MCEDD Board of Directors.

### Overview

As part of our regular work, staff has been reviewing MCEDD's policies to determine which are in need of updates. The MCEDD Website Privacy Policy and the MCEDD Title VI Policy were both out of date. The Title VI policy also entails updating the Limited English Proficiency Plan. These draft documents are included in your meeting packet. A little more information about each is provided below.

### Website Privacy Policy

A Privacy Policy is a document or statement that describes how an entity gathers, uses, manages, and releases the information of customers or visitors to its website. By accessing the entity's website, users accept to having their information collected and disclosed in accordance with the entity's Privacy Policy. A simple Privacy Policy will identify the following basic elements:

- **Entity:** The name of the entity that owns the website collecting information from its users.
- **Website:** The URL address of the entity's website that the user will be browsing and accessing.
- **User's Information:** A description of the type of information that the website collects and discloses.
- **Collection, Use, and Disclosure:** What information the entity will collect, how they will collect and use the information, and when and to whom they will disclose the information.

MCEDD's current policy is outdated. Lauren Hernandez, Office Administrator, helped draft the policy using partner entities as an example. Jessica confirmed some items with Dee Holzman, our web developer.

### Title VI Policy

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance. Having a Title VI plan in place is a requirement of the Federal Transit Administration, which we receive funding from for The Link and our Mobility Management work. The plan outlines procedures for investigating and tracking Title VI complaints filed against MCEDD. Title VI Plans must be updated every three years, and ours was last updated four years ago. Dana Woods and Lauren Hernandez contributed to the draft update of this plan.

### Limited English Proficiency Plan

One of the components of the Title VI Plan is a Limited English Proficiency Plan. The plan is prepared as guidance to ensure that discrimination due to language does not take place and reiterates MCEDD's commitment to breaking down language barriers by implementing consistent standards of language assistance across its service area.

# PRIVACY POLICY

## MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

### Adopted XXX, 2022

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#### **Terms and Conditions**

Thank you for visiting the Mid-Columbia Economic Development (“we” or “us” or “our”) website [www.mcedd.org](http://www.mcedd.org). The following privacy policy (“Privacy Policy”) is designed to inform you, as a user of the Website, about the types of information we may gather about or collect from you in connection with your use of the Website. It also is intended to explain the conditions under which we use and disclose that information, and your rights in relation to that information. Changes to this Privacy Policy are discussed at the end of this document. Each time you use the Website, however, the current version of this Privacy Policy will apply. Accordingly, each time you use the Website you should check the date of this Privacy Policy (which appears at the beginning of this document) and review any changes since the last time you used the Website.

By using or accessing the Website, you are accepting the practices described in this Privacy Policy.

#### **Personally identification information**

The MCEDD website does not collect personal identification information. At times, users can click through to polls, contests, surveys, or to subscribe to the newsletter and may be asked for name, address, phone number, and/or email address. MCEDD may periodically link to surveys that request information about your interests and activities, your gender, age, and other demographic or relevant information as determined by us from time to time. MCEDD does not store this information and any use for surveys would be disclosed at that time. You may always choose not to provide information.

#### **Aggregated and Non-Personally-Identifying Information**

We may share aggregated and Non-Personally Identifying Information about users whenever they interact with our Website. We gather from users of the Website Non-Personally-Identifying Information of the sort that Web browsers, depending on their settings, may make available. That information includes but is not limited to the User’s Internet Protocol (IP) address, operating system, browser type, and the locations of the websites the user views right before arriving at, while navigating and immediately after leaving the Website.

Although such information is not Personally-Identifying Information, it may be possible for MCEDD to determine from an IP address a user’s Internet service provider and the geographic location of the visitor’s point of connectivity as well as other statistical usage data.

#### **Cookies**

We do not use cookies on our Website. A cookie is a piece of data stored on a website visitor’s hard drive to help us improve your access to our Website and identify repeat visitors to our Website.

#### **Google Analytics**

This website uses Google Analytics, a web analytics service provided by Google, Inc. (“Google”). Google Analytics uses cookies to help the website analyze how users use the website. The information collected may be used to, among other things, analyze and track data, determine the popularity of certain content, and better understand online activity.

If you do not want any information to be collected and used by Google Analytics, you can install an opt-out in your web browser (<https://tools.google.com/dlpage/gaoptout>) and/or opt out from Google Analytics for Display Advertising or the Google Display Network by using Google's Ads Settings.

### **Social Media**

We may use hyperlinks on the Website which will redirect you to a social network if you click on the respective link. However, when you click on a social plug-in, such as Facebook's "Like" button, Twitter's "tweet" button or the Instagram button, that particular social network's plugin will be activated and your browser will directly connect to that provider's servers. If you do not use these buttons, none of your data will be sent to the respective social network's plugin provider. For example, when you click on the Facebook's "Like" button on the Website, Facebook will receive your IP address, the browser version and screen resolution, and the operating system of the device you have used to access the Website. Settings regarding privacy protection can be found on the websites of these social networks and are not within our control.

### **Collection and Use of Information by Third Parties Generally**

Users may find content on our Website that links to the sites and services of our partners, suppliers, advertisers, sponsors, licensors, and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Website. This Privacy Policy does not apply to information provided to or gathered by the third parties that operate them. Before visiting a third party or using a third-party application, and before providing any Personally-Identifying Information to any such third party, users should inform themselves of the privacy policies and practices of the third party responsible for that website or application and should take those steps necessary to protect their (the users') privacy.

### **Privacy Policy Changes**

This Privacy Policy may change from time to time. When it does, we will revise the updated date at the top of this Privacy Policy. Unless stated otherwise, our current Privacy Policy applies to all information that we have about you and your account. It is the User's responsibility to review this Privacy Policy periodically and be aware of any updates.

### **Children**

The Children's Online Privacy Protection Act ("COPPA") protects the online privacy of children under 13 years of age. We do not knowingly collect or maintain Personally-Identifying Information from anyone under the age of 13, unless or except as permitted by law. Any person who provides Personally-Identifying Information through the Website represents to us that he or she is 13 years of age or older. If we learn that Personally-Identifying Information has been collected from a user under 13 years of age on or through the Website, then we will take the appropriate steps to cause this information to be deleted. If you are the parent or legal guardian of a child under 13 who has become a member of the Website or has otherwise transferred Personally-Identifying Information to the Website, please contact us using our contact information below to have that child's account terminated and information deleted

### **Contact**

If you have any questions regarding our Privacy Policy, please contact us at:

Mid-Columbia Economic Development District  
Attn: Finance and Operations Manager  
802 Chenoweth Loop Road  
The Dalles, OR 97058  
Email: [mcedd@mcedd.org](mailto:mcedd@mcedd.org)  
Phone: (541) 296-2266

**Mid-Columbia Economic Development  
District (MCEDD)**

**TITLE VI PLAN**

**Adopted June 15, 2017**

**Revised February 2018**

**Revised September 20, 2018**

**Revised XXXX, 2022**

## Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

As operator of The Link Public Transit service in The Dalles, Oregon, Mid-Columbia Economic Development District (MCEDD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, color, sex, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B

## Title VI Complaint Procedures

In order to comply with 49 CFR Section 21.9(b), MCEDD has developed procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request. Complainants, or their representative, may file a written complaint with the Title VI Complaint Coordinator at any time within one hundred and eighty (180) days from the date of the alleged discriminatory act.

If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

### How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- Name, address, phone number and relationship of Representative to Complainant, if applicable
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

A form is available at <http://www.mcedd.org/about/policies>, which may be completed for this purpose. (Attachment B)

### **The complaint may also be filed in writing with MCEDD at the following address:**

Mid-Columbia Economic Development District  
802 Chenoweth Loop Road W  
The Dalles, OR 97058  
By phone: 541-296-2266

*NOTE: MCEDD encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.*

### *What happens to your complaint after it is submitted to MCEDD?*

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by MCEDD will be directly addressed by MCEDD. MCEDD provides for staff to take complaints and forward them to the Title VI Complaint Coordinator (Office Administrator) who categorizes, tracks them, and develops responses and forwards them to the MCEDD Executive Director for approval. The Executive Director will investigate the complaint and make a determination. Formal investigation of the complaint will be confidential and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Customer will be notified of resolution.

MCEDD shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, MCEDD shall make every effort to address all complaints in an expeditious and thorough manner.

In instances where additional information is needed for investigation of the complaint, MCEDD will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information within thirty (30) calendar days may result in the administrative closure of the complaint.

Once sufficient information for investigating the complaint is received by MCEDD, a written response will be drafted, subject to review by the organization's attorney. If appropriate, MCEDD's attorney may administratively close the complaint. In this case, MCEDD will notify the complainant of the action as soon as possible.

### *How you will be notified of the outcome of your complaint*

MCEDD will send a final written response to the complainant and advise the complainant of his or her right to 1) appeal within seven (7) calendar days of receipt of the final written decision from MCEDD, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

A written appeal requesting review of a determination of unlawful denial of access or accommodation to services must include the customer's name, address, and telephone contact number. A statement of reason(s) why the applicant believes the denial of accommodation request or access to services was inappropriate is recommended. The MCEDD Board of Directors will set a mutually agreed-upon time and place for the review process with the applicant and/or representatives within 30 days of the request. The applicant may submit documents or other information to be included with the record and considered in the review process. Anyone needing special accommodations may contact MCEDD at 541-296-2266 for assistance.

The right of the appellant to a prompt and equitable resolution of the complaint must not be impaired by the appellant's pursuit of other remedies, such as filing of a complaint with the Department of Justice or other appropriate federal agency or the filing of a suit in state or federal court. Use of this procedure is not a prerequisite to the pursuit of other remedies.

In addition to the complaint process described above, a complainant may file a Title VI complaint or lawsuit with the following offices:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Oregon Department of Transportation  
Office of Civil Rights, MS 23  
3930 Fairview Industrial Drive SE  
Salem, OR 97302

Washington State Department of Transportation  
Public Transportation Division  
Attn: Title VI Coordinator  
PO Box 47387  
Olympia, WA 98504-47387

U.S. Department of Justice  
Civil Rights Division  
Coordination and Review  
Section – NWB  
950 Pennsylvania Ave, NW  
Washington, DC 20530

#### [Disposition of Complaints and Resolution](#)

***Sustained Complaints-*** If the complaint is substantiated and a probable cause of a discriminatory practice based on race, color, or national origin is found to exist, MCEDD shall endeavor to eliminate said practice by means of a Remedial Action Plan. The Remedial Plan shall include: a list of all corrective actions accepted by the agency; description of how the corrective action will be implemented; and a written assurance that the agency will implement the accepted corrective action in the manner discussed in the plan.

***Unsustained Complaints-*** If there is insufficient evidence to either prove or disprove the allegation(s) both parties to the complaint will be informed of the reason(s) for this disposition.

***Unfounded Complaint-*** If it is determined that an act reported pursuant to this policy/procedure did not in fact occur, a finding of unfounded shall be made.

***Exonerated Complaints-*** If it is determined that an act reported pursuant to this policy/procedure did in fact occur, but was lawful and proper within the guidelines established herein, a finding of exonerated shall be made.

#### [Recording Title VI Investigations, Complaints and Lawsuits](#)

In order to comply with 49 CFR Section 21.9(b), MCEDD prepares and maintains a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming MCEDD that allege discrimination on the basis of race, color, or national origin. This list includes the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the

status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response to the investigation, lawsuit, or complaint. The MCEDD Title VI Complaint Coordinator (Office Administrator) maintains these files until closed. The MCEDD Title VI Complaint Coordinator will also maintain a log of all complaints received. Records will be stored according to state and federal record retention requirements. Tracked information will be reported to ODOT and/or WSDOT as the grantor of the funds as required.

**Additional Information Upon Request**

At the discretion of FTA, information other than that required by the referenced circular may be requested, in writing, from MCEDD in order to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI requirements. The MCEDD Title VI Complaint Coordinator is available to provide additional information as needed and to respond to any inquiry.

**Board Composition and Minority Representation on Non-Elected Bodies**

Mid-Columbia Economic Development District is overseen by a Board of Directors, and the table depicting the membership of this Board as of June 2022 is depicted in the table below.

	Caucasian	Hispanic or Latino	Black or African American	Asian	Native Hawaiian	American Indian or Alaskan Native	Two or more races	Other
Population (2020 Census)	66,424	15,962	324	918	311	2,149	9,978	7,184
MCEDD Board of Directors	18	1	0	0	0	1	1	0

For the Board of Directors and Committees advising the MCEDD Board and transportation operations, MCEDD encourages participation of minorities on the Board and committees in the following manners:

- Posting information about the ability to participate on our website, through our social media platforms and through our newsletter.
- Sending press releases to the local newspapers in our regional service area.
- Conducting direct outreach to organizations and agencies representing the interests of minority populations and/or providing direct services to minority individuals.

**Record of Title VI or Other Civil Rights Investigations, Complaints or Lawsuits**

To date, there have been no Title VI investigations, complaints or lawsuits.

## **Limited English Proficiency Plan**

MCEDD is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area. MCEDD has adopted an updated Limited English Proficiency Plan as part of our Title VI policy. The plan is attached.

## **Notifying Beneficiaries of Their Rights Under Title VI**

Our website includes our Title VI policy and complaint form. The website also states the Anti-Discrimination Statement as listed in this plan. MCEDD's Title VI policy and complaint form are also posted at MCEDD's office (802 Chenoweth Loop Road W, The Dalles, OR). The Title VI Compliance Statement is included in rider guides and bus schedules as appropriate. Finally, the Title VI Compliance Statement is posted inside vehicles used for public transportation. Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

## **Analysis of Construction Projects**

Over the last three years MCEDD has not completed a construction project requiring an environmental assessment (EA) or environmental impact statement (EIS).

## **Inclusive Public Participation**

Community Outreach is a requirement of Title VI. MCEDD and its sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of MCEDD. MCEDD has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. MCEDD also follows public notification regulations as required by any federal funds received by MCEDD. Specific outreach mechanisms that are and will be employed by MCEDD include:

- In accordance with Oregon public meeting law, all public meetings, including transportation planning meetings, are advertised in local newspapers and open to the general public.
- Providing flexibility in scheduling meetings at times and locations that are accessible, including: a) holding meetings at various times, including after usual working hours and b) holding meetings at locations with access to transit, such as The Dalles Transit Center and c) holding meetings in the community such as at the library and senior center and d) always offering a virtual option.
- Individuals requiring an interpreter or other accommodations are encouraged to contact MCEDD in advance of meetings to allow for accommodations to be made.
- Engaging with partner entities directly serving minority populations to provide communication and outreach in the most direct and accessible manner.
- MCEDD's website includes a language translator that allows all web pages and materials to be translated into almost any language.
- MCEDD uses social media, including a Twitter account and Facebook page to post information and provide opportunities for public input and comment. In addition, a monthly newsletter is directly emailed to individuals requesting a copy. Current there are over 900

recipients. This communication method allows for additional opportunities to disseminate information about meetings and services.

- MCEDD partnered with the Next Door, Inc/Nuestra Comunidad Sana to provide rider information in plain language and to develop and air novellas on Radio Tierra. MCEDD also partnered with them to hold focus groups for Latino/a/Hispanic and Native American communities in the Gorge as part of the five-year update for the Comprehensive Economic Development Strategy.
- MCEDD embarked on an “Everybody Rides” campaign to assist individuals in better understanding their transportation system and recognizing that it is a resource available to all community members.
- MCEDD translated the summary version of the Comprehensive Economic Development Strategy into Spanish, as well as brochures marketing The Link Public Transit.

## **Anti-Discrimination Statement/Title VI Policy**

**Anti-Discrimination Statement:** Mid-Columbia Economic Development District and Gorge TransLink Alliance members are affirmative-action, equal-opportunity employers. Public Transportation services are available to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

**Declaración de Anti-discriminación:** Mid-Columbia Economic Development District y los miembros de la Gorge TransLink Alliance son empleadores de acción afirmativa e igualdad de oportunidades. Servicios de transporte públicos son disponibles a todos sin importar raza, color, origen nacional, genero, identidad de genero, religión, edad, altura, peso, incapacidad, creencias políticas, orientación sexual, estado de matrimonio , estado familiar o si es veterano de guerra.

MCEDD’s Title VI policy and complaint form are posted on the MCEDD website (<http://www.mcedd.org/about/policies/>) and at MCEDD’s offices (located at 802 Chenoweth Loop Road, The Dalles, OR). Title VI notification forms and complaint forms are available in English and Spanish. Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD’s office.

**Ref:** FTA Circular 4702.1B Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients

### **Purpose**

The purpose of this policy is to establish guidelines to effectively monitor and ensure that the Mid-Columbia Economic Development District (MCEDD) is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation’s (DOT) Title VI Regulations at 49 CFR Part 21.

### **Authorities**

Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

**Policy Statement**

MCEDD assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, as amended, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. MCEDD is committed to creating and maintaining programs and services that are free of all forms of discrimination.

**Responsibilities**

All employees of MCEDD shall follow the intent of these guidelines in a manner that reflects the organization's policy. Employees receiving information regarding violations of this order shall determine if there is any basis for the allegation and shall proceed with resolution as stated in the sections *Employee Responsibility* and/or *Investigation of Complaints and Appeal Process*.

**Certification and Assurance**

To ensure accordance with 49 CFR Section 21.7, every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI of the Civil Rights Act of 1964. This requirement shall be fulfilled when the applicant submits its annual certifications and assurances to FTA. The text of FTA's annual certifications and assurances is available on FTA's Web site. MCEDD complies with this instruction annually in order to receive FTA funding.

## ATTACHMENT B

### Title VI Complaint Form

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year):				
<p>Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.</p>				
<b>Section IV:</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No
<b>Section V:</b>				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?			Yes	No



## **Notification of Compliance with Title VI**

In order to comply with 49 CFR Section 21.9 (d) MCEDD has posted information for the public regarding the Title VI obligations and protections against discrimination afforded to the public by Title VI on the MCEDD website. MCEDD has also posted the following notice of compliance with Title VI, which is visible to the public at the MCEDD office and directs the public to the MCEDD website and to the appropriate phone number to inquire for more information. Additionally, this information is available upon request.

### **Notification of Compliance with Title VI**

Mid-Columbia Economic Development District (MCEDD) complies with Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients. Title VI obligations and protections against discrimination afforded to the public by Title VI can be found on the MCEDD website at <http://www.mcedd.org>. This information is also available upon request, please inquire inside office or contact Title VI Complaint Coordinator at (541) 296-2266.

### **Notificación de la conformidad con Title VI**

El Distrito del Desarrollo Económico de Mid-Columbia (MCEDD) se conforma con las pautas dependientes del Title VI y del Title VI para los recipientes federales de la administración del tránsito. Las obligaciones y las protecciones del Title VI contra la discriminación producida al público por Title VI se pueden encontrar en el Web site de MCEDD en <http://www.mcedd.org>. Esta información está también disponible a petición, investiga por favor dentro de oficina o entra en contacto con a coordinador de la queja del Title VI en (541) 296-2266.

**Mid-Columbia Economic Development  
District (MCEDD)**

**Limited English Proficiency Plan**

**Adopted: June 15, 2017**

**Revised: XXXX, 2022**

## Introduction

This *Limited English Proficiency Plan* has been prepared to address Mid-Columbia Economic Development District's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understands English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including Mid-Columbia Economic Development District (MCEDD).

MCEDD is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

### **Elements of an Effective LEP Policy**

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP person who needs language assistance
2. Identifying ways in which language assistance will be provided
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the LEP Plan

These recommended elements have been incorporated into this plan.

## Methodology and Four Factor Analysis

### Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

MCEDD analyzes four factors to determine what reasonable steps should be taken to ensure meaningful access for LEP persons:

1. The number or proportion of LEP person eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to MCEDD and the overall cost.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed.

### The Four-Factor Analysis

Each of the factors outlined above is examined to determine the extent of language assistance measures required. Recommendations in this plan are based on the results of the analysis.

#### *Factor 1: The Proportion, Numbers and Distribution of LEP Persons*

The Census Bureau has a range of four classifications of how well people speak English. The classifications are ‘very well,’ ‘well,’ ‘not well,’ and ‘not at all.’ Table 1 in the appendix of this plan shows data about the population of the MCEDD region who speak English less than ‘very well.’ Based on this information, there are 5,887 out of 80,573 (or **7.31%**) who speak English less than ‘very well’ with the majority speaking Spanish as their language.

#### *Factor 2: Frequency of Contact with LEP Individuals*

Contacts with MCEDD are made through its office in The Dalles, its websites, its social media pages, its officers, and its staff who make presentations and build networks among public agencies and private employers in the Columbia River Gorge region. MCEDD serves LEP persons daily via: Spanish content on the MCEDD and Gorge TransLink websites that are available online at all times. We have an office accessible to the public and therefore accessible to LEP individuals, however we currently do not have much contact with LEP individuals except in our business assistance services and transportation (The Link public transportation) department. Only The Link phone number receives calls that require translation (an average of three per month), which we are able to serve with bilingual staff. MCEDD also utilizes translation services from partner organizations in the region to produce publications to distribute in Spanish and has used Gorge Translation Services.

#### *Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP*

MCEDD serves individuals throughout a five-county bi-state region in a variety of ways which include Business Assistance Services, Mobility Management and Transportation Services, Technical Assistance Services and Regional Planning. While important to the region, the Technical Assistance and Regional Planning activities generally serve entities/organizations rather than individuals. The Business Assistance and Mobility Management/Transportation programs, however, engage directly with entities/organizations, as well as individuals. The nature of their services thus has greater potential for offering services to LEP individuals.

#### ***Factor 4: The Resources Available to MCEDD and the Overall Cost***

MCEDD reviewed its available resources that could be used for providing LEP assistance, specifically for written resource materials and translation services for the most likely needed programs and services. MCEDD's funds are limited. Thus, the costs associated with necessary translation are allocated on an as-needed basis each fiscal year. MCEDD's current in-house language capabilities are English, with limited Spanish. MCEDD partners with The Next Door, Inc. who have provided experienced staff fluent in Spanish to assist as needed. MCEDD has not encountered a need to have language services in other languages besides Spanish.

## **Implementation Plan**

### **Options**

Federal fund recipients have two main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis. MCEDD is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and a translator as a person who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.

Considering the relatively small scale of MCEDD, the low concentration of LEP individuals in the service area, and MCEDD's financial resources, it is necessary to limit language aid to the most basic and cost-effective services. Other than vital documents, if there are any language assistance measures required for the LEP individuals, MCEDD shall proceed with oral interpretation options to meet all requests for those language groups to ensure equal access while also complying with LEP regulations.

### **Proposed Actions**

MCEDD will take the following actions:

- With advance notice of at least seven working days, MCEDD will provide interpreter services at public meetings.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Publications of MCEDD's complaint form is made available on our website.
- In the event that a MCEDD employee encounters a LEP individual, they will follow the procedure listed below.

#### ***Office Encounter***

1. Provide an "I-speak" language identification cards to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to the Title VI coordinator who will contact an interpreter.
3. If the need for a vital document to be translated arises, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

#### ***In Writing***

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.

2. The Title VI Coordinator will contact a translator to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the elected agency to provide the requested service to the individual in a timely manner.

#### *Over the Phone*

1. If someone calls into MCEDD office speaking another language, every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

#### **MCEDD Staff Training**

MCEDD staff will be provided training at staff meetings of the requirements for providing meaningful access to services for LEP persons.

#### *Providing Meaningful Access to Limited English Proficient (LEP) Persons*

Title VI and its implementing regulations require that recipients of federal funds take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient. MCEDD partners with local nonprofits to provide translation services as necessary.

#### *Employee Responsibility*

Each employee shall:

1. Ensure that there are no barriers to service or accommodation that would prevent usage or access to services.
2. Train subordinates as to what constitutes discrimination and barriers to access.
3. Take prompt and appropriate action to avoid and minimize the incidence of any form of discrimination.
4. Notify the Executive Director in writing of the circumstances surrounding any reported allegations of discrimination no later than the next business day.

## **Notice and Access**

### **Providing Notice to LEP Persons**

MCEDD will provide language service by notifying LEP persons of services available free of charge. MCEDD will post the LEP Plan on our website. MCEDD will post notices of available services, in languages LEP persons would understand, in the office in places where LEP persons may seek services and on our website.

MCEDD staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year to identify modifications to this plan to improve outreach and services to Limited English Proficient Persons.

### **LEP Plan Access**

A copy of the LEP plan document can be requested at MCEDD's main office during normal business hours:

MCEDD Title VI Coordinator  
802 Chenoweth Loop Road  
The Dalles, OR 97058  
541-296-2266

Our website includes our Title VI policy and complaint form. The website also states the Anti-Discrimination Statement. MCEDD's Title VI policy and complaint form are also posted at MCEDD's office/ The Dalles Transit Center (802 Chenoweth Loop Road, The Dalles, OR). Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

Table 1: Language Spoken at Home (Population 5 yrs and over)

Label (Grouping)	Hood River County, Total, Estimate	Hood River County, Percent of specified language speakers, Speak English less than "very well", Estimate	Sherman County, Total, Estimate	Sherman County, Percent of specified language speakers, Speak English less than "very well", Estimate	Wasco County, Total, Estimate	Wasco County, Percent of specified language speakers, Speak English less than "very well", Estimate	Klickitat County, Total, Estimate	Klickitat County, Percent of specified language speakers, Speak English less than "very well", Estimate	Skamania County, Total, Estimate	Skamania County, Percent of specified language speakers, Speak English less than "very well", Estimate	All Five Counties, Total Population	All Five Counties, Population that Speaks English Less than "Very Well"	Percentage of Total
Population 5 years and over	21,820	3,264	1,617	5	24,672	1,527	21,045	933	11,419	158	80,573	5,887	7.31
Speak only English	15,359 (X)		1,566 (X)		20,853 (X)		18,357 (X)		10,888 (X)		67,023 (X)		(X)
Speak a language other than English	6,461	3,264	51	5	3,819	1,527	2,688	933	531	158	13,550	5,887	43.45
<b>SPEAK A LANGUAGE OTHER THAN ENGLISH</b>													
Spanish	6,107	3,140	15	5	3,374	1,414	2,148	857	366	146	12,010	5,562	46.31
5 to 17 years old	1,630	283	1	0	904	212	595	70	83	30	3,213	595	18.52
18 to 64 years old	4,271	2,713	14	5	2,310	1,103	1,465	741	264	113	8,324	4,675	56.16
65 years old and over	206	144	0	0	160	99	88	46	19	3	473	292	61.73
Other Indo-European languages	183	51	26	0	153	45	369	24	89	2	820	122	14.88
5 to 17 years old	29	16	0	0	10	0	23	14	24	0	86	30	34.88
18 to 64 years old	96	7	6	0	118	34	223	10	28	2	471	53	11.25
65 years old and over	58	28	20	0	25	11	123	0	37	0	263	39	14.83
Asian and Pacific Island languages	171	73	5	0	163	68	75	33	76	10	490	184	37.55
5 to 17 years old	9	0	0	0	27	12	0	0	2	0	38	12	31.58
18 to 64 years old	135	55	5	0	132	52	59	17	68	10	399	134	33.58
65 years old and over	27	18	0	0	4	4	16	16	6	0	53	38	71.70
Other languages	0	0	5	0	129	0	96	19	0	0	230	19	8.26
5 to 17 years old	0	0	0	0	22	0	18	18	0	0	40	18	45.00
18 to 64 years old	0	0	0	0	99	0	70	1	0	0	169	1	0.59
65 years old and over	0	0	5	0	8	0	8	0	0	0	21	0	0.00

## Memorandum

**To:** MCEDD Executive Committee  
**From:** Carrie Pipinich, Deputy Director of Economic Development  
**Date:** July 21, 2022  
**Re:** EPA Brownfield Coalition Assessment Grant

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### Action Requested

Recommendation: I am requesting input from the Executive Committee on proceeding with a regional application for an EPA Brownfield Coalition Assessment Grant and input on the approach of seeking a consultant to incorporate grant writing and implementation if awarded into a single scope of work.

Alternative A: Do not approve moving forward with exploring this grant resource.

### Overview

Through our role as support staff for the Wasco County Economic Development Commission, staff has participated on behalf of Wasco County in The Dalles-Wasco County Brownfield Coalition grant process for the last several years. This group, with the City of The Dalles acting as the lead entity and Wasco County and the Port of The Dalles serving as coalition members, was awarded \$600,000 in grant funding from EPA to support brownfield assessment and redevelopment planning over a three-year period.

The grant supports a contracted environmental consultant (Stantec in this case) to work with property owners to complete projects approved by the coalition's leadership group. Interested property owners apply to the program through a brief form and the leadership group reviews and approves applications to be addressed. It also requires some planned public outreach and engagement.

Project activity focuses on brownfield assessment and redevelopment planning but cannot pay for clean-up. Types of projects include:

- Regulated Building Material Surveys (RBMS): Focused on identifying things like lead-based paint or asbestos contamination for properties.
  - Example: *Wasco County was able to do an RBMS on an old building that North Central Public Health District would like to occupy to determine if their flooring had asbestos in it. They were able to leverage the results to support an application to the State of Oregon for clean-up funds to remove the materials. Similarly, the Tony's Building owned by The Dalles Urban Renewal Agency was able to leverage the results of an RBMS for an application to the State for funding to help tear the building down since asbestos was so pervasive in the building.*
  - Example: *A downtown property with lower floor retail and an unused upper floor requested an RBMS on the upper story to understand safe demolition needs for housing development.*
- Petroleum contamination, including underground storage tanks:
  - Example: *The Tony's Building owned by The Dalles Urban Renewal Agency was also able to leverage this resource to do soil sampling under and around an old underground storage tank. It had to be removed in order to complete sampling.*
  - Example: *The Honald Building in The Dalles has retail on the main floor and nine studio apartments on the upper floor. As part of their permitting process for the housing units, they were*

*required to connect to the City's stormwater system. When working on this piece of the process, they discovered an underground storage tank in the alley. They were approved to remove the oil tank to do soil sampling underneath.*

- Phase I & II Environmental Assessments: Reviewing historical data, current uses, and sampling as needed to determine extent of clean-up required or show that there is no known contamination. These are often needed for financing purposes.
  - Example: *Dirt Hugger purchased an old auto wrecking yard property in The Dalles for a retail location. They only need a small portion of the site for their operations. They are completing a Phase II assessment that will help them plan for potential redevelopment opportunities on the rest of the parcel.*
- Clean-up and Reuse Planning:
  - Example: *The Last Stop Saloon is a ground floor restaurant in downtown The Dalles with two unutilized stories of space in the stories above that could be used for housing. In addition to supporting a Phase I ESA and RBMS, the property owner was also provided with floor plan concepts for the upstairs housing units. These are not detailed building drawings but enough to utilize for project planning and seeking funding.*
  - Example: *Wasco County is receiving a parcel as part of the Strategic Investment Program agreement with Design LLC for additional data center development. This parcel is being considered for part of a proposed athletic complex. The feasibility study for the proposed facility will be completed with these funds.*
- Area Wide Planning: For a larger parcel or group of parcels that could have broader community impact, there is an opportunity to do reuse planning broadly defined.

Approximately one year after outreach began in earnest almost all of the \$600,000 has been allocated to projects through an application process with review by the project partners. Wasco County has approached MCEDD about interest in applying for additional funding to support continuation of this program. If MCEDD applies, our recommendation was that it would be at a regional level.

### **Opportunities and Costs**

#### Opportunities:

- \$1 million in funding for coalition assessment grants is the award threshold. There are no matching requirements from the community.
- The timeline for implementation would be a four-year timeline rather than a three-year timeline.
- We have seen positive and creative use of this funding in Wasco County to support redevelopment opportunities and believe it could be of value to regional partners.
- With limited opportunities for our communities along the Columbia River to expand their UGBs and the significant cost of building infrastructure to undeveloped areas, this seems like a good tool to support infill development.

#### Costs:

- There will be some up-front staff time to develop the RFP, support the grant application, and do outreach to potential partners.
- This will also require staff time to support implementation and administration, but this is an eligible expense for the grant funds if awarded.

### **Timeline and Next Steps**

If the Executive Committee supports moving forward, staff will do additional outreach in the region to determine interest in participation. Staff also proposes issuing a Request for Proposals that meets EPA procurement requirements to support the grant writing and implementation of the grant if awarded. This would provide grant writing support from a consultant who frequently submits these grants to EPA at no cost to MCEDD.

- August:
  - Executive Committee Feedback on grant opportunity and approach to moving forward.
  - Reach out to partners especially in Hood River, Skamania and Klickitat Counties to determine their interest in being included.
  - Issue RFP for Consultant.
- September:
  - Award consulting contract.
  - Grant guidelines issued.
- End of November/Early December: Grant Submission Deadline

**Memorandum**

**To: MCEDD Executive Committee**  
**From: Jessica Metta, Executive Director**  
**Date: July 25, 2022**  
**Re: New Staff Position Proposal**

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**Overview**

Kate Drennan is leaving the position of Deputy Director of Transportation at the end of July. In consultation with her about how best to fill her position, she recommended shifting some of the duties around and instead filling a new position for MCEDD, a Field Supervisor. I believe this would work well for the organization and I would like to make the change with Executive Committee approval. More details about duties are below.

**Regional Transportation Oversight**

Kate’s regional work will return solely to the Mobility Manager to lead, in consultation with the Executive Director. The Mobility Manager would now report to the Executive Director and would also take on supervision of the Travel Trainer. Because of the addition of staff management, the Mobility Manager will be moved to a Senior level position. MCEDD had a Senior Project Manager last in early 2021. Based on the prior salary schedule for this position and adjustments that have happened since then, the FY23 salary schedule would be as follows:

**Senior Project Manager, Senior Mobility Manager**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<i>FY23-Proposed</i>	\$71,418	\$74,989	\$78,738	\$82,675	\$86,808	\$91,148

**The Link Oversight**

The Transportation Operation Manager will take the lead on grant writing, grant reporting, longer-term planning and relationship building. The more day-to-day oversight of The Link’s operations would move to a new Field Supervisor (full proposed job description attached). The Transportation Operations Manager would retain direct supervision of the Drivers and Dispatchers and would now report to the Executive Director. The Transportation Operations Manager position received a 15% raise as of July 1 (10% salary adjustment and 5% COLA). I propose leaving the salary at the same rate for 6 months to provide more time for assessment of our needs, the duties of the new role, and comparable salary levels.

For the Field Supervisor, the new position salary schedule is presented below. Step 1 would equal Step 6 of the Lead Driver position. Columbia Area Transit recently posted a Field Supervisor position with the salary listed as \$52k to \$63k. Their position requires a Class B CDL and ours would not. MCEDD’s overall FY23 salary schedule is provided as additional information.

**Field Supervisor**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<i>FY23-Proposed</i>	\$47,553	\$49,931	\$52,427	\$55,049	\$57,801	\$60,691
<i>Hrly</i>	\$24.39	\$25.61	\$26.89	\$28.23	\$29.64	\$31.12

**Request**

Approve creation of a Field Supervisor position and its salary schedule. Approve the salary schedule for the Senior Project Manager position.

<b>TITLE</b>	<b>Field Supervisor</b>
<b>OVERTIME</b>	<b>Non-Exempt</b>
<b>Version</b>	<b>August 2022</b>

**PURPOSE OF POSITION:**

Under general direction of the Transportation Operations Manager, the Field Supervisor manages daily transit operations. Main responsibilities include but are not limited to hiring, training, scheduling, and managing drivers, responding to roadside emergencies, maintaining vehicles, monitoring routes, and ensuring the district follows safety procedures. Covers driving and dispatch duties as needed.

**ESSENTIAL JOB FUNCTIONS:**

The essential functions of the position include, but are not limited to, the functions outlined below. Regular and consistent attendance is an essential function of this position.

1. Work closely with Transportation Operations Manager in overseeing the Lead Driver, Drivers and Dispatchers including providing recommendations on hiring, training, work schedule, employee grievance, and performance evaluations.
  - Promotes and maintains accountability of staff.
  - Provides ongoing training for staff in adherence to policies and procedures.
  - Assists with the coordinated development and implementation of ADA, passenger assistance, and safety training programs for staff with management.
  - Trains and manages staff on MCEDD grievance policies and procedures.
  - Trains staff on adherence to laws appropriate to The Link.
  - Train staff on scheduling software.
  - Ensures drivers are properly trained on passenger assistance and defensive driving on a three year cycle (or more if needed).
  - Ensures staff maintains high customer service skills through training and coaching.
  - Manages scheduling of drivers, requested time off, and ensures all routes are covered.
  
2. Incidents
  - Documents service disruptions, security incidents and driver performance/behavior in accordance with policies and procedures. May assist drivers in filing of digital or physical reports.
  - Assists in the processing and follow up of customer service or staff complaints related to a driver or dispatcher – works directly with appropriate staff to resolve the issue and/or their manager, as appropriate.
  - Investigates accidents, incidents, disputes, and disturbances as assigned, in accordance with policy, and in conjunction with involved authorities.
  - Responds to emergency situations during and after normal business hours for the purpose of resolving immediate safety concerns.
  
3. Vehicles and Bus Stop Facilities
  - Ensures all vehicles adhere to the vehicle maintenance policy, that repairs are fixed in a timely manner and preventative maintenance as scheduled in advance to reduce unexpected downtime of vehicles.

- Input appropriate data into maintenance record keeping database. Keep inventory of vehicle supplies and order as needed.
  - Perform or assign minor maintenance (i.e. replace wipers, lights, etc).
  - Ensure vehicles have all required items and meet cleanliness standards.
  - Ensure bus stop facilities are maintained appropriately.
4. Implements and evaluates The Link routes and service delivery.
    - Reviews daily manifests for ridership, driver accounting, and timeliness of rides delivered.
    - Maintains processes to implement necessary policies and requirements.
    - Implements corrective actions as necessary.
    - Assigns staff for necessary service delivery.
  5. Covers dispatch operations and drive routes as needed.
  6. Supports Manager in working with internal and external personnel (state and public agencies, parents, transportation regulation agencies, vendors, etc.)
  7. Participates in meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, increasing knowledge of transportation, and serving as a MCEDD representative.

**AUXILIARY JOB FUNCTIONS:**

- Follow MCEDD policies and procedures. Follow all safety rules and procedures for work areas. Maintain work areas in a clean and orderly manner.
- Maintain cooperative working relationships with other District staff, member organizations, and the general public.
- Maintain proficiency by attending trainings and meetings, reading materials, and meeting with others in areas of responsibility.
- Set goals and establish processes and procedures to accomplish goals.
- Other duties as assigned.

**JOB QUALIFICATION REQUIREMENTS:**

**Minimum Qualifications:**

**Knowledge of** customer service practices; vehicle maintenance principles; management principles and modern personnel practices. General knowledge of public transit services.

**Ability to Work** in a team environment; prepare accurate daily reports; adjust to changing needs of The Link; communicate clearly and effectively both orally and in writing; research, plan, organize, prioritize, direct, and implement a variety of tasks related to operation of a vehicle(s); function as a mediator and facilitator; analyze issues quickly, summarize and present differing views accurately to promote positive resolution; work flexible hours to meet the program’s demands, including periodic coverage of Saturday duties; present a professional image of the program; read, comprehend and follow direction; meet deadlines; establish and maintain effective working relationships within the agency and in the community; create and maintain a positive, non-judgmental atmosphere for co-workers.

**Skills** in public transit implementation, and evaluation; communication; negotiation; customer service and planning principles.

**Desirable Qualifications:**

**Knowledge** of public transportation policies and special transportation needs of passengers. Thorough knowledge of transportation service delivery and of streets in the service delivery area. Ability to effectively communicate verbally in Spanish. Knowledge of transit scheduling software.

**Education, Experience and Training:** High school graduation or equivalence; formal driver’s training; four years’ experience working directly with the public; a Commercial Driver’s License with passenger endorsement; two years combination of management experience with at least one year of transit management preferred; or any satisfactory combination of experience and training as determined by the hiring authority.

**WORKING CONDITIONS:**

Usual office environment. The noise level in the work environment is usually moderate and subject to electronic influences. Work will take place within office, The Link vehicles and public environments. Occasional evening and weekend work will be required. Out of town or out of county travel or overnight lodging may be required on occasion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the Field Supervisor is frequently required to sit, talk, see, and hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel objects, tools, drive a vehicle using standard vehicle controls, standard keyboards of office equipment or controls; reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds, and assist persons with disabilities using mobility devices board and de-board from the vehicle. Specific vision abilities required by this job include close vision, night vision, and the ability to focus from near to far or far to near objects. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Specific Physical Job Functions and Physical Demands:**

1. Sit in driver’s seat for long periods of time.
2. Use full range of sense of hearing, including tone, pitch, and volume, when operating transit vehicle, using two-way radio, and assisting passengers and public.
3. Use full range of sense of speech, including audibility, annunciation, and projection, when using two-way radio and assisting passengers and public.
4. Use full range of sense of vision, including depth perception, accommodation, color vision, and acuity near/far when operating transit vehicle.
5. Finger (manual dexterity) vehicle controls and paperwork.
6. Handle transfers and other paperwork.
7. Push passengers in wheelchairs over short distances.
8. Pull passengers in wheelchairs over short distances.
9. Stoop when performing vehicle inspections and securing wheelchairs.
10. Crouch when performing vehicle inspections and securing wheelchairs.
11. Kneel when performing vehicle inspections and securing wheelchairs.
12. Bend at the knee, hip, and waist when operating vehicle, performing vehicle inspections, and securing wheelchairs.

13. Twist at the knee and waist when operating vehicle, performing vehicle inspections and securing wheelchairs.
14. Reach forward, rearward, upward, and downward when operating vehicle, performing vehicle inspections, and securing wheelchairs.
15. Stand while performing vehicle inspections and assisting passengers and the public.
16. Walk while performing vehicle inspections and assisting passengers and the public.
17. Be subject to wet, cold, and/or hot environmental conditions.
18. Be subject to a low risk of injury due to vehicle accident, mechanical failure, fire, and/or explosion.
19. Be subject to vehicle noise and vibration while operating transit vehicle.
20. Be subject to vehicle exhaust fumes and odors, and road dusts and mist.
21. Write reports in a coherent, legible manner.
22. Collect and count fares.
23. Clean & wash interior & exterior of vehicles.
24. Other functions that may be assigned.

### Comparison Chart of Typical Job-Related Activities

The following chart lists the types of movements and actions that the bus driver must perform and the frequency of these movements and actions.

Symbol descriptions: Symbol	Frequency	Explanation
NA	Not Present	Activity or Condition does not exist.
S	Seldom	Activity or Condition exists up to ¼ of the time.
O	Occasionally	Activity or Condition exists up to 1/3 of the time.
F	Frequently	Activity or Condition exists from 1/3 to 2/3 of the time.
C	Constantly	Activity or Condition exists 2/3 or more of the time.

Movement	Description	Tasks	Frequency
Reaching	Extending hand(s) and arm(s) in any direction	- <i>Steering</i> vehicle and operating controls. - <i>Securing</i> mobility device to vehicle floor. - <i>Checking</i> exterior and interior equipment while performing pre-trip inspection. - <i>Opening</i> and closing passenger and lift doors	C F O F
Walking	Moving about on foot to accomplish tasks.	- <i>Boarding</i> & deboarding vehicle. - <i>Moving</i> about work facility	F F
Pulling	Using upper extremities to exert force in order to draw, drag, haul objects in a sustained motion.	- <i>Assisting</i> passenger using mobility devices whose combined weight could be up to 600 lbs, onto and off of lift platform & while maneuvering inside vehicle.	F
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position requiring the use of the	- <i>Assisting</i> passenger using mobility devices whose combined weight could be up to 600 lbs, onto and off of lift platform & while maneuvering inside vehicle.	F

	upper extremities and back muscles.		
Climbing	Ascending or descending stairs using feet/legs &/or hands/arms	- <i>Boarding</i> & deboarding vehicle.	F
Balancing	Maintaining body equilibrium to prevent falling when walking, standing, crouching, reaching on narrow, slippery, or moving surfaces.	- <i>Bending</i> and reaching to secure mobility device to vehicle floor. - <i>Riding</i> on lift while steadying lift user &/or mobility device. - <i>Crouching</i> to look under vehicle while performing pre-trip inspection.	F F O
Stooping	Bending body downward & forward by bending spine at the waist. Requires full use of the lower extremities & lower back muscles.	- <i>Bending</i> & reaching to secure mobility device to vehicle floor. - <i>Looking</i> under vehicle and inside vehicle while performing pre-trip inspection.	F O
Kneeling	Bending legs at knee to come to rest on knee or knees.	- <i>Reaching</i> & twisting to secure mobility device to vehicle floor. - <i>Looking</i> under vehicle while performing pre-trip inspection.	F O
Crouching	Bending the body downward & forward by bending legs & spine.	- <i>Reaching</i> & twisting to secure mobility device to vehicle floor. - <i>Looking</i> under vehicle while performing pre-trip inspection.	F O
Crawling	Moving about on hands and knees.	- <i>Securing</i> mobility device to vehicle floor.	F
Grasping	Applying pressure to an object with the fingers & palm.	- <i>Holding</i> & turning vehicle steering wheel - <i>Whenever</i> maneuvering mobility devices & those using them. - <i>Operating</i> vehicle controls. - <i>Securing</i> & adjusting mobility device securement straps & clamps. - <i>Checking</i> mechanical parts while performing pre-trip inspection. - <i>Opening</i> & closing passenger & lift doors.	C F C F O F
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	- <i>Assisting</i> passengers using mobility devices whose combined weight could be up to 600 lbs onto & off of lift platform, over curb-cuts & driveways, & while maneuvering inside vehicle.	F

Fingering	Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.	- <i>Operating</i> vehicle & lift controls & buttons. - <i>Looking</i> under vehicle while performing pre-trip inspection.	C O
Feeling	Perceiving attributes of objects, such as size, shape, or temperature.	- <i>Monitoring</i> condition of vehicle systems by feeling for temperature. - <i>Identifying</i> location of securement tracks or brackets on floor of vehicle while reaching behind or under a seat or mobility device.	S F
Talking	Expressing or exchanging ideas by means of the spoken word. Conveying detailed or important spoken instruction to others accurately, loudly or quickly.	- <i>Communicating</i> with dispatcher & other operators via two-way radio. - <i>Assisting</i> general public with schedule & route information. - <i>Directing</i> others in times of duress or emergency.	F F S
Hearing	Perceiving the nature of sounds with or without correction. Ability to receive detailed information through oral communication, & the ability to make fine discriminations in sound.	- <i>Communicating</i> with dispatcher & other operators via two-way radio. - <i>Assisting</i> general public with schedule & route information. - <i>Interpreting</i> sound of traffic & emergency sirens. - <i>Monitoring</i> sounds & vibrations associated with engine & vehicle use.	F F C C

**SUPERVISORY RESPONSIBILITIES:**

Does not provide direct supervision to any employees but works closely with the Transportation Operations Manager in oversight of the Lead Driver, Drivers, and Dispatcher/ Schedulers.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Transportation Operations Manager.

**Acknowledgement:**

Received by Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

## SALARY SCALE FY23

### Executive Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$93,682	\$98,365	\$103,283	\$108,448	\$113,871	\$119,565
<i>FY23-Proposed</i>	\$98,366	\$103,283	\$108,447	\$113,870	\$119,565	\$125,543

### Deputy Directors

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$72,548	\$76,177	\$79,987	\$83,984	\$88,183	\$92,591
<i>FY23-Proposed</i>	\$76,175	\$79,986	\$83,986	\$88,183	\$92,592	\$97,221

### Finance Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$72,548	\$76,177	\$79,987	\$83,984	\$88,183	\$92,591
<i>FY23-Proposed</i>	\$76,175	\$79,986	\$83,986	\$88,183	\$92,592	\$97,221

### Loan Fund Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$63,794	\$66,986	\$70,333	\$73,851	\$77,544	\$81,419
<i>FY23-Proposed</i>	\$69,084	\$72,435	\$75,950	\$79,644	\$83,521	\$87,590

### Project Manager, Mobility Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$61,833	\$64,925	\$68,172	\$71,580	\$75,159	\$78,916
<i>FY23-Proposed</i>	\$68,016	\$71,418	\$74,989	\$78,738	\$82,675	\$86,808

### Transportation Operations Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$56,085	\$58,890	\$61,833	\$64,925	\$68,172	\$71,580
<i>FY23-Proposed</i>	\$64,498	\$67,724	\$71,108	\$74,664	\$78,398	\$82,317

### Program Manager, Travel Trainer

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$47,673	\$50,057	\$52,559	\$55,186	\$57,946	\$60,843
<i>FY23-Proposed</i>	\$52,440	\$55,063	\$57,815	\$60,705	\$63,741	\$66,927

### Office Administrator

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$46,681	\$49,015	\$51,466	\$54,040	\$56,742	\$59,578
<i>FY23-Proposed</i>	\$51,349	\$53,917	\$56,613	\$59,444	\$62,416	\$65,536

### Assistant Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$44,814	\$47,055	\$49,408	\$51,878	\$54,472	\$57,195
<i>FY23-Proposed</i>	\$49,295	\$51,761	\$54,349	\$57,066	\$59,919	\$62,915
Hrly	\$25.28	\$26.54	\$27.87	\$29.26	\$30.73	\$32.26

### Administrative Assistant

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$35,020	\$36,771	\$38,609	\$40,540	\$42,567	\$44,695
<i>FY23-Proposed</i>	\$38,522	\$40,448	\$42,470	\$44,594	\$46,824	\$49,165
Hrly	\$19.75	\$20.74	\$21.78	\$22.87	\$24.01	\$25.21

### Lead Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$33,872	\$35,565	\$37,344	\$39,211	\$41,171	\$43,230
<i>FY23-Proposed</i>	\$37,259	\$39,122	\$41,078	\$43,132	\$45,288	\$47,553
Hrly	\$19.11	\$20.06	\$21.07	\$22.12	\$23.22	\$24.39

### Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$32,897	\$34,542	\$36,269	\$38,082	\$39,986	\$41,986
<i>FY23-Proposed</i>	\$36,187	\$37,996	\$39,896	\$41,890	\$43,985	\$46,185
Hrly	\$18.56	\$19.49	\$20.46	\$21.48	\$22.56	\$23.68

### Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$32,259	\$33,872	\$35,565	\$37,344	\$39,211	\$41,171
<i>FY23-Proposed</i>	\$35,485	\$37,259	\$39,122	\$41,078	\$43,132	\$45,288
Hrly	\$18.20	\$19.11	\$20.06	\$21.07	\$22.12	\$23.22

## Memorandum

**To: MCEDD Executive Committee**  
**From: Jessica Metta, Executive Director**  
**Date: July 25, 2022**  
**Re: 2022 SDIS Best Practices Program**

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### **Overview**

Special Districts Association of Oregon (SDAO) provides MCEDD's general liability, auto liability, and property insurance. SDAO offers the SDIS Best Practices Program to assist special districts with implementing best practices to mitigate risk in areas of high exposure. MCEDD can receive credits on its property/casualty insurance contributions and can take up to 10% off our general liability, auto liability, and property insurance contributions for the 2023 policy year. Every year they update the tasks necessary to receive the 10% discount. While tasks are usually something staff can complete, this year's focus is on the Board and will require Board member engagement to achieve the full 10% discount (a value of \$1,739 on our 2022 policy). The deadline to complete all the below tasks is Nov. 4, 2022.

#### **1. Affiliate Organization Membership – Credit: 2%**

MCEDD will receive a 2% credit for being a member of specified list of affiliated organizations. Oregon Economic Development District Association is included in the list. Complete!

#### **2. Board Duties and Responsibilities Policy – Credit: 2%**

MCEDD must have adopted a policy regarding board duties and responsibilities, which we already have in place. Complete!

#### **3. Board Duties and Responsibilities Checklist– Credit: 2%**

To receive credit in this category, we must complete the self-evaluation checklist that is available within the Best Practices Survey located on the SDIS Insurance Site ([www.sdis.org](http://www.sdis.org)). The checklist is something staff can do, so we can consider this effectively complete!

#### **4. SDAO/SDIS Training – Credit: 2%**

MCEDD must certify that ALL members of the board have attended one online or in person class regarding board members duties and responsibilities or the board can engage in a Board Practices Assessment conducted by an SDAO consultant. Online trainings are 90 minutes and are self-guided.

The Board Practices Assessment (BPA) is conducted in a 90-minute on-site facilitated meeting with the full board (ideally) and management/staff personnel who normally participate in the board's meetings. SDAO has said we could do it with all members of the Executive Committee in attendance and it would be very beneficial if as many Board members possible could be there. The BPA is a self-assessment process in which participants will evaluate the board's effectiveness in key performance areas to identify strengths and weaknesses in the board's governance practices. Within a week following the meeting, the board will receive a written summary of their self-assessment along with a document called Consultant's Impressions and Recommendations. This is the one task I need Executive Committee feedback on completing.

**5. Board Member Education Program – Credit: 2%**

To receive the credit in this category, at least two members of the board will need to enroll in the SDAO Board Leadership Academy. There is no cost to enroll and Board members do NOT need to complete any trainings in the Academy for the district to receive credit in this category. They simply need to enroll. Steve Kramer and Erik Glover both agreed to enroll for MCEDD. We will need to confirm this has been done but theoretically this is completed.

**Request**

Discuss how to meet the #4 SDAO/SDIS Training component, including the option to not achieve this final 2% (est. \$350 value) and rely on only an 8% discount on our insurance.



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

**County Economic Development**

- Staff presented two housing grant applications to Sherman County and both were conditionally approved. The County also approved time extensions for two ongoing projects. There have been four projects completed in the last two months, so staff has been working with them to submit final documentation.
- Staff attended a One Stop meeting for the City of Grass Valley to present the potential wastewater project to funders and get information about funding options. The City Council will host another community meeting in September to discuss the funding options and get feedback from residents.
- Staff researched SDC costs for wastewater systems in the state and provided the details to the Biggs Service District.
- The Wasco County 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. Staff supported hosting a meeting of the Brownfield Advisory Committee that featured presentations by users of the program. All of the \$600,000 funds have been committed to projects. The project group will reconvene in October to get an update on project progress and determine if projects have come in underbudget opening up space for additional projects.
- The City of Dufur approached the EDC about updating the community vision we worked with the Port of The Dalles to support developing in 2016. A small group met to discuss the workplan for the project and has begun putting together a Steering Committee that will meet in September ahead of anticipated public outreach and community meetings in the fall.
- Staff also worked with the Dufur Park District to support a grant application to the Local Government Grant Program for a replacement bathhouse, ADA upgrades, and a splash pad. The project was presented to the Grant Advisory Committee and received notice that it was being recommended for funding by the Oregon Parks Commission! The Wasco County application and the Northern Wasco Park and Recreation District applications were not included in the recommendation.
- The Central Klickitat Regional Economic Diversification Strategy leadership group hosted a meeting with participants in the original gathering in September 2021 to discuss project progress and opportunities for collaboration. The group focused on challenges with workforce housing as a shared area of concern as well as highlighting progress on infrastructure projects, investments in the hospital, and development of a community parks plan. There was a lot of positive feedback about the gathering and interest in continuing this effort. MCEDD staff will continue to support as the group looks for additional resources for capacity.

**Rural Capacity Building Grant Projects**

*The Oregon State Legislature and The Ford Family Foundation have provided some resources to Economic Development Districts in Oregon to support rural capacity building, grant research and writing, and grant management for a variety of types of organizations in small communities. Projects*

*being supported with these funds will have updates reported in this section during the duration of the funding (FY23).*

- Staff have been working with the East Fork Irrigation District and partners to prepare a funding application to the Bureau of Reclamation to support improvements to conveyances associated with the Eastside Canal, which will be piped in 2023. The group was aiming for submission to a grant due at the end of July but decided to postpone due to uncertainty about match funding. A similar Reclamation grant will be opening soon that the project will likely be eligible for. Staff will track that and continue coordinating with the group on an application.
- Grant research began for two projects for Hood River County. The first is a park master plan for Tucker County Park as well as resources for improvements such as boat ramps and infrastructure improvements. Staff also reached out to learn more about the State's Seismic Rehab Grant program to explore its fit for the County Administration Building.
- Staff met with Mt Hood Townhall to discuss planning for their roof replacement project and needed capital campaign.
- The Dufur Fire Department reached out regarding resources for them to purchase a new ambulance. Staff is researching potential options to support this request.

### **Broadband**

- The [Mid-Columbia Broadband Speed](#) Survey launched in late June with speed test links for both Washington and Oregon imbedded to gather additional information on speed test gaps as well as information that will inform next steps for community engagement around access, utilization, and adoption of broadband in our communities. We have been sharing outreach materials, delivering flyers and postcards to promote the survey, and tabling at some community events to spread the word. Please reach out to Tasha ([natasha@mcedd.org](mailto:natasha@mcedd.org)) if you need materials to help share the survey in your networks! It will be open through the end of August.
- Staff has been working closely with Q-Life to explore if an application to NTIA's [Middle Mile Grant Program](#) is appropriate. Applications are due at the end of September.
- Save the date: We are working toward a Gorge Broadband Consortium Meeting September 9 at 1pm! We will have an in-person location in The Dalles as well as a virtual option for those that cannot make it in person.
- MCEDD provided support through our CARES funds to initial engineering and design for the Cascadia East Colocation Facility proposed by Q-Life in The Dalles to support Q-Life in taking additional steps toward funding for the project. Estimates came back at approximately \$1 million.

### **Industry Clusters, Entrepreneurship and Innovation**

- Staff supported transitioning administration of the GTA's robotics program to the Columbia Gorge STEM Hub in June and July. They will be taking over the robotics equipment lending, coaches training, and tournament support with continued fundraising by the GTA.
- Staff coordinated a successful GTA Summer Party in July at Innovative Composite Engineering (ICE) July 20<sup>th</sup>! The event included facility tours, food and beverage, and music. Approximately 50 people attended.
- In November, staff launched the Small Business Website Development support program with our CARES EDA grant funding to support small businesses who needed to build a website to create or

improve their online presence. The program wrapped up at the end of June with 17 new websites developed for small businesses and non-profits in the Gorge.

- The Wasco Innovation Initiative has continued to make progress. The group has completed several business interviews, developed a survey guide for service providers, and planned for a second “Innovators Drinks” event scheduled for Sunshine Mill Wednesday, June 27<sup>th</sup> at 5:30pm.

### Energy:

- Staff and partners have continued to work 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 worked with non-profit partners The Next Door and Energy Trust of Oregon to plan a focus group for the week of July 25. A community survey was also developed and will be distributed in August. Information collected in the survey and focus group will inform the project’s report.
- Staff and project partners from the Next Door, Solar Oregon, and Energy Trust of Oregon continued outreach for the Hood River County Solarize Campaign, which will include five educational workshops and the chance for home and business owners to sign-up for solar and/or energy storage installation with an identified contractor. The campaign ran into delays due to global trade and supply chain factors. These obstacles have mostly resolved and planning for the campaign has resumed. The group is tentatively planning for a mid-August through September campaign.
- MCEDD [has an RFP out](#) for development of a website for the Hood River County Energy Council. The Energy Council’s website will be used as a tool to increase community awareness and highlight Energy Council efforts. Proposals are due August 12.
- Staff is working with the Hood River County School District on an application to the Environmental Protection Agency’s Clean School Bus Rebate program. The school district plans on applying for one electric bus. If successful, the rebate program will also help fund charging infrastructure. This application is due August 19.
- Staff is working with the Energy Council’s Transportation and Land Use Subcommittee to plan an educational event about electric vehicles (EVs) for this fall. The online event will cover vehicles, charging, incentives, and more. Breakout groups will address issues that are relevant to personal vehicle owners and business owners/fleet operators.

### Infrastructure:

- **Biggs Water Project:** The contractor will be installing piping at the reservoir site and the pump station. The project is waiting on details from the reservoir manufacturer. Current estimates are that the foundation for the reservoir can be poured in late August followed by reservoir installation.
- **Crystal Springs Water District:** Staff supported the District in a monitoring review by Business Oregon. Both projects were in compliance.
- **Cascade Locks Wastewater:** Construction started in late May; however, a few weeks into construction, the contractor discovered a pipe that was shown in a different location on the plans and the engineers have been working on a redesign. The delay is expected to be about 3 weeks. In addition, one of the primary pumps at the main lift station has failed so the City is trying to secure rental of a temporary pump and the engineers and contractor are working on moving up the pump replacement in the project timeline. Staff has been reviewing payroll reports and doing worker

interviews since work started. The project was selected for HUD monitoring of labor standards and staff supported the City in submitting the required documentation.

- **City of Hood River:** The City has received initial guidance for congressionally appropriated funds for the project and staff has been working with them to understand the funding requirements. The City will have to go through EPA's application process to get a final funding award, which looks like it may take several more months. The City is still working on the low impact development redesign for Phase 2.
- **Dog River Pipeline:** The Timber Removal contractor started work in early July and the pipeline construction contractor started mid-July. Staff have started payroll reviews and interviews. The City held a ground breaking ceremony on July 18<sup>th</sup> for the project.
- **Sherman County Bus Barn:** The engineer has provided some preliminary design options for the project. There is a slope on the site that will require quite a bit of earthwork and potentially a retaining wall, which may increase the cost of the project. Staff will work with the County and engineer to review options.
- **Hood River County Kitchen Rehab:** Hood River County was awarded \$987,299 from the CDBG program for a project to remodel the kitchen at the Hood River Valley Adult Center. Staff have been working with the County to fulfill the CDBG requirements (environmental review, Section 3 plan, LEP plan, etc.) they need to complete before they can use funds for construction.



**Transportation Division Report**

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

**LINK Transportation**

- **Summer Pool / Farmers Market Bus:** This summer we are operating a summer route serving The Dalles Aquatic Center and Farmers Market. The bus operates on Tues/Thursday/Saturday during pool hours. Kids and parents can ride to the pool and farmers market free of charge. Rides between other stops on the route require a regular fare or use of the annual Gorge Pass.
- **Annual Inspections:** The Link is cycling each bus through a shop in Portland for our annual inspections. The facility we are using is also able to do repair work on the vehicles if issues are flagged during the inspection.
- **ODOT Contracts:** July 1 begins a new fiscal year, and The Link may begin tapping awarded grants for bus stop infrastructure and expansions of the Red and Blue Routes. MCEDD has signed a contract with Wasco County to pass through the competitive funds for the deviated routes.
- **Facilities:** We are still waiting on parts to replace a broken element in the gate to access the rear of the MCEDD shelter and bus barn. Supply chain issues have delayed arrival and the gate remains inoperable.
- **New Hire:** We have hired a new part-time driver, Nancy Skakel, who will help fill out our bus schedule. COVID, vacations, and reductions in scheduling with existing staff have required Jesus to cover driver schedules often. Adding Nancy should give us more schedule flexibility and capacity to cover shifts.

**Gorge TransLink Alliance and Mobility Management**

- **Marketing:** The GORge Pass team is hitting all the summer events, weekly farmers markets, fairs, and other festivities to share information about the transit systems and the annual pass. We held a successful event at the end of June that brought together chambers of commerce, tourism representatives, and transit providers to talk about ways to provide transportation and recreation for tourists that does not involve driving. Finally, we are planning for the 2023 pass and crafting a marketing schedule for the next year that focuses on local ridership, media, and highlighting Gorge communities.
- **Gorge Transit Strategy II:** The Project team has met several times, including the first meeting of the Transit Strategy Advisory Committee that has the transit providers and representatives of transportation agencies such as ODOT, WSDOT, and the SW WA Regional Transportation Council. The group is pulling together invitations for a wider group of stakeholders for the Stakeholder Advisory Group (STAG), which might include invitations to members of the MCEDD board. Finally, Kathy is supporting the consultants in drafting an Existing Conditions report that pulls together financial, ridership, and operating data from each of the regional providers and includes a summary of recent local and regional planning efforts.
- **Veterans Grant:** Travel Trainer Sara Crook has been working to implement a new grant for transportation services geared toward Veterans. The funds support travel training and transportation to medical appointments in the Gorge and onto Portland.



Executive Director's Report

Prepared for the August 2022 Executive Committee Meeting

**Regional Work and Outreach**

- 2022-2027 CEDS Plan Update: I still have not yet heard back on final approval by the EDA. I presented the strategy at the Bi-State Advisory Council meeting and the Klickitat County Public Economic Development Authority. I am continuing to meet with entities that are named often in the Action Plans to discuss implementation and met with CRITFC in this period.
- In partnership with Regional Solutions, we hosted a meeting of planners or other governmental staff on the topic of the housing crisis with about 28 attendees on zoom on July 14. We opened with a housing developer in The Dalles sharing his experience and challenges, and then had a roundtable to share what different communities are doing to address the problem. There was interest in a quarterly discussion with a topic focus. We are planning for a session on developer incentives in November.
- As reported in an email to the Board, we were pleased to hear we received the Regional Innovation Hub planning grant from Business Oregon (\$140k). We will hire a consultant to work with a large team of partners over the next year in developing a plan for an Innovation Hub, which we would then apply for a second phase grant from Business Oregon to establish. We are waiting on the contract from Business Oregon and plan to issue an RFP for the consultant in August.
- We held a meeting of the Expansion Task Force Committee on July 26 to review a draft proposal. The group encouraged outreach to a number of partners (Oregon ports and chambers, Condon and Arlington) and some additional research. I will be pulling this information together for the Executive Committee to discuss in depth at the September meeting.
- On July 28, we will host the next quarterly meeting of the Mid-Columbia Economic Resilience Team with presenters on fire conditions (US Forest Service), COVID-19 status (Oregon Health Authority) and a larger look at workforce and economy challenges with a possible recession and the “big resignation” (Washington state economist). We will also share roundtable updates. The next meeting will be in October.
- Associations: As President of Oregon Economic Development Districts Association, I met with the Association of Oregon Counties to introduce new staff to EDDs and our work, and discussed possible broadband staffing support grants from Oregon with their state broadband lead. We are planning an in-person meeting in the fall likely in Bend.
- We are hosting a meeting of the Hood River Economic Development Group, featuring a presentation from The Fruit Company on their development plans and discussion about MCEDD's projects affecting the county (grant writing, broadband, brownfields opportunity).
- I was only able to capture the end of the One Gorge meeting as a result of a conflict with OIB, but there was some discussion about MCEDD submitting updated comments on the Blumenauer legislation. ***Additional Executive Committee discussion is requested, with the Board members at the meeting leading.***

- Planning has begun for the November 4 Annual Columbia Gorge Economic Symposium. *Committee feedback on the theme is requested. There is additional information at the end of this report.*
- I engaged in regional outreach with meetings for Michael McElwee's retirement and with the Hood River Chamber, and the Klickitat County Public Economic Development Administration meeting in Goldendale. I also attended a celebration of Cardinal Glass' certification as an OSHA Voluntary Protection Program Star Site. I also submitted comments from MCEDD related to the Goldendale Pumped Storage project's draft Environmental Impact Statement and am finalizing our comments on the Gorge Commission's Climate Change Action Plan.

### **Business Assistance**

- We held the annual meeting of the Bi-State Advisory Council that featured our CEDS update and a discussion on the Economic Vital Signs indicators that the Gorge Commission will be tracking. The OIB and WIB shared how their programs are going. The WIB expressed the need for additional funding to lend.
- We have been approving and closing loans! Ami has been working really hard to get more funds out the door. In July we closed Gorge Wine Library (LAB) and Les Dalles Boutique (OIB). The LAB approved a loan to Gorges Brewing which we are also asking the OIB to replicate. These two are slated to close on August 2 (assuming OIB approval). We also hope to close 230 Clearwater LLC from the Attainable Housing fund on August 2 and Red Letters Enterprises (LAB) the first week of August as well. Yo Treats (MHEA) is also planned to close in August. Altogether, this would be \$1,837,000 in lending! This also fully expended the \$770,000 we received from the EDA as a new revolving loan fund with CARES funding, just barely meeting the deadline to get all the funds disbursed.
- We are continuing to struggle with USDA on getting approval for the first loan through the USDA Rural Business Development Grant for the Scenic Area. The environmental review they are requiring, including SHPO consultation, is time consuming.

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

- The Caselle transition continues! We held a kick-off call on July 11 with about 12 people from Caselle on the video chat to talk about all the next steps. We have received many follow up requests for information and Dana has been in a few additional meetings. We are responding as quickly as possible to them. The timeline they provided seems to suggest we could be transitioning in September.
- I worked with Chair Hamlin to appoint a Nominating Committee, which will meet in August. I contacted all Private Sector Board Members about their interest in staying on the Board (all said yes) and their interest in joining the Executive Committee. I also contacted the private sector members on the Loan Administration Board for reappointment, and reached out to the Oregon Chambers and Ports and Skamania County on reappointing their members. I posted the forestry private sector seat opening with an early August deadline.
- I received two responses to an RFP for a consultant to support MCEDD in developing a Diversity, Equity and Inclusion Plan. They were both about double what we had anticipated and I met with both consultants to explore a smaller scope. They will be revising their proposals and I hope to make a decision soon. We incorporated this into FY23 budget and plan to request a supporting grant from The Ford Family Foundation to partially cover the cost.

- Thanks to Kathy Fitzpatrick asking NADO to send out a request for examples of DEI statements, NADO interviewed me to include MCEDD in a report they just released on Incorporating Equity at a Regional Level. The NADO Research Foundation published their [report](#) on how ten different EDDs and Regional Development Organizations around the country are incorporating principles of diversity, equity, and inclusion into their work. I am proud to have MCEDD included!
  - I have registered to attend the CIS Conference in Salem in August and will be registering soon for the annual NADO conference in October, held in Pittsburgh this year.
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### **2022 Columbia Gorge Economic Symposium Concepts for Feedback**

The Symposium usually includes a keynote, an annual report from our local Oregon and Washington economists, and a themed panel often focusing on one of our key industries. We are planning for the event to be in person this year on Friday, November 4, ideally at the Fort Dalles Readiness Center (venue still pending). Some brainstormed theme options:

- Renewable Energy industry focus with panelists focused on different scales of renewable energy and at different engagement points. Possibly Avangrid, micro-hydro, electric vehicles in ag uses, PUD/ Coop partner. Goldendale Pumped Storage?
- Workforce focus. This could see if there is updated data on the future workforce needs for the region, see if there are innovative models for collaboration between economic development and workforce.
- Other suggestions?

The keynote is sometimes connected to the panel, but not always. We could invite the new CEO of Insitu Lynn Fox to share a future outlook for the company, we could identify speakers related to the panel, or I am open to other suggestions.