



Mid-Columbia Economic Development District

**Executive Committee Meeting
Wednesday, June 7, 2023
4:00 P.M.**

Via Zoom:

<https://us06web.zoom.us/j/82542485496?pwd=NEpYT0Y1bFh3aFZOVGg4MVI0WWZIZz09>

Or call 253-215-8782, Meeting ID: 825 4248 5496, Passcode: 487882

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>May 2023</i>	2 minutes	Approval
Finance Report	5 minutes	Approval
Grant Approvals	5 minutes	Approval
Paid Leave Oregon Rules in Personnel Policy	5 minutes	Recommendation
New Bank Account Opening	5 minutes	Approval
Attainable Housing Partnership with City of Hood River Urban Renewal Agency	15 minutes	Discussion
Deputy Director Report	5 minutes	Information
Executive Director Report	5 minutes	Information
Other New Business; Committee Members Updates	5 minutes	Information
Adjourn		

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

MCEDD is an equal opportunity lender, employer and provider.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, MAY 3, 2023
4:00 PM
ZOOM TELECONFERENCE**

ATTENDANCE

Attending: Eric Proffitt, Steve Kramer, Lori Zoller, Les Perkins, Ken Bailey, Scott Clements, Joe Dabulskis

Staff: Jessica Metta (Executive Director), Jill Brandt (Administrative Assistant)

CALL TO ORDER / INTRODUCTIONS

Steve Kramer called the meeting to order at 4:03 p.m. A round of introductions took place.

EXECUTIVE COMMITTEE MINUTES

Commissioner Kramer called for any comments or questions on the March 1, 2023, minutes.

Eric Proffitt motioned to approve the March 1, 2023 Executive Committee meeting minutes as presented. Les Perkins seconded the motion. All voted in favor, and the motion carried.

FINANCIALS

Dana Woods was away at a conference, so Jessica reported on the financials. The total cash balance as of 3/31/23 was \$7,550,669.70. Accounts Receivable balance was \$65,435.26, which was lower than usual because the quarterly transportation invoicing was not completed at the time of this report. Net Position as of March 31st was \$14,164,713.66. On the Operations Budget vs. Actual, total revenues through the month of March were at 45.08% of budget, and the expenses were at 60.32% of the budget.

Jessica said that Northern Wasco Parks and Rec District reached out to ask if MCEDD could manage their finances. Our staff has capacity so we plan to move forward with a contract that will be similar to what we have with CREA but more involved. MCEDD will not do their payroll.

She reported that MCEDD's Budget is almost complete. It includes background research in a salary survey in order to remain competitive in the market. The schedule was compiled from information from the Oregon and Washington Employment Departments, other EDDs in Oregon and at CAT for the transportation salaries. She reviewed the data with Leana Kinley. The budget is recommending a 5% increase for COLA to match March's inflation rate without further market rate adjustments.

Discussion: Steve Kramer appreciated that there were no findings or concerns with the first portion of the audit. He appreciated staff's work on the audit.

Scott Clements asked if any LAB funds were due to be returned because they have not been distributed. Jessica explained that the only monies with a deadline for distribution at this point are the USDA scenic area funds under the OIB's portfolio. This money has a September 30th deadline and MCEDD plans to ask for a two-year extension, because the original 2 years is not long enough to distribute \$2 million. The only loan fund distribution concern for MCEDD at

this point is the IRP fund, which needs to have enough funds disbursed to cover our loan payment to USDA.

Ken Bailey motioned to approve the financial report as given. Scott Clements seconded the motion. All voted in favor, and the motion passed.

GRANT APPROVAL

Jessica informed the Board that an application was submitted and has been approved by the Washington Department of Commerce, awarding MCEDD \$50,000 for ICAP launch. This funding will allow MCEDD to work with Uncrewed Aerial Systems (UAS) companies on the Washington side to grow innovation. This matches the Oregon side funding that MCEDD has from Business Oregon, and the plan is to work with Skamania EDC and the Klickitat EDA to grow this sector on the Washington side. There is no match required for these funds, and the work will start quickly and expire on May 30th, 2024. Board approval is required for MCEDD to accept this contract.

Scott Clements motioned to approve contracting with the Washington Department of Commerce for the ICAP (Innovative Cluster Accelerator Program) Launch. Eric Proffitt seconded the motion. All voted in favor, and the motion carried.

CASCADES RENEWABLE TRANSMISSION PROJECT SUPPORT THROUGH CREA

Jessica reviewed the information presented in the packet memo. MCEDD already provides financial support to CREA (Community Renewable Energy Association), which has agreed to apply for a grant on behalf of the Cascades Renewable Transmission Line Project that will run a line from the Big Eddy substation at The Dalles to Portland. The line will be laid in the sediment under the Columbia River up to Bonneville Dam, where it will exit and go overland around the dam installation, then return to the River and run to Portland, where it will exit at the substation there. This project was presented at last year's Symposium. The intention is for MCEDD to support the project with financial administration of the grant. CREA has asked for a Letter of Understanding from MCEDD that we will support grant administration for this project. The letter is written with many "off-ramps" and is not binding, but CREA wishes to include it in their application to strengthen their bid.

Judge Joe Dabulskis joined the meeting.

Discussion: Les Perkins added that public outreach is going on for this project now. He is in support because overland transmission lines are impossible to build, and this company has done this type of project successfully on the East Coast.

Eric asked about the feasibility issues with the tribes and the salmon issues, if there is toxic sediment that will get stirred up during the project. Les agreed that the company will be consulting with the tribes. He agreed that there are barriers for sure, but they are less than the barriers that an overland installation presents. This is known technology that has been completed in other places that have salmon, so there is data to present on this issue. The company will still need to do research to answer questions from the fisheries. The company hopes to be building the line within the next 5 years. It is not known if this is a realistic timetable at this point.

Scott asked about the line's route, and Les clarified that it will be along the riverbed, come overland around the Bonneville Dam and then return to the river until it exits at Portland. There are three places where it will be out of the river. From Big Eddy to the river at The Dalles, around Bonneville, and at the exit point near Hayden Island in Portland.

Scott asked if there were any right of way issues. Les replied that the whole line will be underground. The land portions will follow the public right of way whenever possible. The cable itself is about 2 inches in diameter and will be wrapped with fiber optic cable for Broadband transmission. This will also benefit our region significantly.

Steve clarified that this Letter of Understanding proposed to continue discussions with CREA to facilitate their grant with MCEDD interested in performing the grant administration for the project.

Les Perkins motioned to approve signing a Letter of Understanding with CREA to assist with managing the Cascades Renewable Transmission Project. Scott Clements seconded the motion. All voted in favor, and the motion passed.

EXECUTIVE DIRECTOR REPORT

Jessica reported on the Gorge Pitch Fest Competition. This event will allow businesses to pitch their ideas for cash prizes. The top prize is near \$8000. The event will be on June 14th at the Granada Theater in The Dalles, and May 17th is the deadline to enter for the competition. There are free tickets for the audience. All moneys given out will be from sponsorships. There is a lot of interest and excitement for this event.

There have been no responses for Legal assistance to be funded by the Washington Microenterprise Grant. To spend the grant out, we have reached out to our existing Washington loan clients and asked to assist them with their needs such as website building and attorney fees for patents. All four of the clients have projects that we will be helping with.

Work has begun on a study with the University of Oregon on the long-term impacts of the OIB and WIB loan programs. There will be a survey sent out to past loan clients that will track where they are at now to give a picture of the long-term results in jobs and investments. There will also be a question asking for any suggestions for improvements to our lending program as part of the survey. The study will be completed by grad students and is at no cost to us.

Jesus has launched new and expanded fixed routes for The Link with three times the number of stops that were on the previous routes. The Link had an info booth at the Cherry Festival Parade.

Kristyn Fix has resigned to take a position with East Cascade Works. She was supporting the GTA and the Pitch Fest competition, the Innovation Hub work and the Grant Writing workshop. Her position was posted last Monday and there is already one applicant. There was a bit of delay in posting while the funding for the position was developed into next year's budget.

Advocacy for MCEDD and other Oregon EDD's to continue with grant writing for small rural communities continues with testimony before the Oregon legislature this evening. There is a trip to

Wenatchee coming up for the Washington Economic Development Association meeting, and travel to Denver for the GTA's mixer at the Uncrewed Aerial Systems national tradeshow.

For the Pumped Storage project, FERC came out with a draft environmental impact statement with an open house tonight for comments. MCEDD will submit a letter stating that this project is on our priority list, the jobs creation and energy storage are all important pieces to support in the region. The letter will also note our Board's vote and Jon Lewis will testify. There is an ask to please continue to work with the tribes so that the project can move forward with full community support.

Discussion: Lori Zoller added that the open house is tonight at the Goldendale Grange at 7pm.

Steve commented that losing Kristyn was a blow to MCEDD, but he was glad to note her continuing support of the region will continue with workforce development.

OTHER NEW BUSINESS/ COMMITTEE MEMBERS UPDATES

Eric reported that unemployment has continued with historically low numbers. Only 400 active job recruitments in The Dalles and Hood River.

Les reported that Hood River County is hiring a new Administrator, and Eric said that he would find applicants for the position.

Steve added that Wasco County is looking for an HR Director.

ADJOURN

Chair Kramer adjourned the meeting at 4:35pm.

Respectfully submitted by Jill Brandt, Administrative Assistant



FINANCIAL SUMMARY

As of April 30, 2023

Balance Sheet

Total Cash balance as of 4/30/23 is \$7,469,275.87. Accounts Receivable (1202) balance is \$325,753.35, of which \$216,810 is Transportation related. MCEDD Loans Receivable balance is currently \$2,853,492.42. There were no new MCEDD loans closed during the month of April and one loan client that paid off which affected one MCEDD loan fund as well as OIB. The Allowance for Doubtful loans will need to be adjusted to account for these payoffs. Current Net Position as of 4/30/23 is \$14,240,668.08.

Operations Budget vs. Actual

Total Revenues through the month of April are at 51.96% of budget. Total expenses through the month of April are 68.61% of budget. Personnel expenses through the month of April are 69.61% of budget. The Indirect allocations (account numbers 9000 and 9040) lines have been reconciled and corrected.

One item of note, the Budget vs Actual monthly summary does include the OIB's income in the Loan Interest and the Investment Interest lines. The Budget vs Actual Fund Level Detail report only includes the MCEDD loan funds, so if you were to compare the Interest lines of these two reports, they will not match.

Other Updates

- Now that the budget is complete, I will begin the reconciliation process as well as preparation of the many spreadsheets that are required for the audit process.
- One of MCEDD's Bank Accounts (Account 1015 on the Balance Sheet) has always been noted as and referred to as a Money Market Account. This account is actually not a Money Market Account, it is a regular checking account. This account earns the same interest rate as MCEDD's regular checking account, which is the only activity that this account sees each month. Because of the number of bank accounts that MCEDD has, and because there is really no advantage to having these funds in a separate account, we would ask for the Executive Committee's approval to move these funds to the respective MCEDD checking account and close the account that is referred to as the Money Market account.

Respectfully Submitted,

Dana Woods
Finance Manager

Mid-Columbia Economic Development District
Balance Sheet
As of April 30, 2023

4/30/2023

Checking/Savings

1000 Bank Demand Deposits

1010 MCEDD Checking

1038 MCEDD Micro Loan \$ 16,324.40

1060 Link Cash \$ 858,128.56

1010 MCEDD Checking \$ 59,493.32

Total MCEDD Checking \$ 933,946.28

1015

MCEDD Micro Loan MM \$ 1,588.57

1015 MCEDD MM \$ 10.73

Total Money Market \$ 1,599.30

1020 IRP

1021 IRP Sherman \$ 151,144.30

1022 IRP WA \$ 53,482.11

1020 IRP Other \$ 45,375.64

Total IRP \$ 250,002.05

1030 Loan Funds

1036 EDA RLF's \$ 93,888.62

1037 EDA CARES RLF \$ 195,325.90

1045 Reg Strat \$ 54,476.11

1050 RBEG-OR \$ 63,579.47

1055 RBEG-WA \$ 16,542.55

1057 RBEG-KL \$ 27,835.12

1067 CDBG Microenterprises \$ 32,612.06

Total Loan Funds \$ 484,259.83

1031 Housing RLF \$ 102,713.36

1070 National Scenic Fund \$ 149,103.26

1120 LGIP - IRP \$ 1,381,897.06

1136 LGIP Loan Funds \$ 1,117,738.04

1131 LGIP Housing RLF \$ 1,282,708.92

1171 LGIP National Scenic Fund \$ 1,232,744.35

Total Bank Demand Deposits \$ 6,936,712.45

1100 CDs

1121 IRP Reserve \$ 96,047.12

Total 1100 CDs \$ 96,047.12

Mid-Columbia Economic Development District

Balance Sheet

As of April 30, 2023

1122 IRP-DDM Product	\$	436,366.30
1125 LINK Petty Cash	\$	150.00
TOTAL CHECKING / SAVINGS	\$	7,469,275.87
Accounts Receivable		
1202 Accounts Receivable	\$	325,753.35
1205 Interfund Loan Receivable	\$	34,560.96
TOTAL ACCOUNTS RECEIVABLE	\$	360,314.31
Other Current Assets		
1200 - Receivables & Accruals		
1210 Accrued Revenue	\$	14,375.00
1240 Prepaid Expenses	\$	15,164.84
1260 Accrued Loan Interest	\$	15,640.56
TOTAL RECEIVABLES & ACCRUALS	\$	45,180.40
1300 - Loans Receivable		
1330 - MCEDD Loans Receivable		
1320 IRP	\$	839,062.90
1321 IRP - Sherman	\$	72,096.81
1322 IRP - WA	\$	78,013.75
1336 EDA RLF's	\$	241,560.92
1337 EDA RLF CARES	\$	700,416.49
1345 Reg Strat	\$	27,673.90
1350 RBEG-OR	\$	-
1371 Housing RLF	\$	750,000.00
1372 MCEDD Micro Loan	\$	7,622.65
1373 USDA NSA	\$	137,045.00
Total 1330 - MCEDD Loans Receivable	\$	2,853,492.42
1370 OIB Loans Receivable	\$	1,571,348.49
TOTAL 1300 - Loans Receivable	\$	4,424,840.91
1400 - Loan Payments Holding		
TOTAL 1400 - Loan Payments Holding	\$	-

Mid-Columbia Economic Development District

Balance Sheet

As of April 30, 2023

1500 - Allowance for Doubtful Loans		
1520 IRP Allowance	\$	(38,961.53)
1521 IRP-SH Co	\$	(3,000.00)
1522 IRP-WA	\$	(3,337.38)
1536 EDA RLF's Allowance	\$	(11,047.82)
1537 EDA RLF CARES Allowance	\$	(29,288.53)
1545 Reg Strat Allowance	\$	(1,152.95)
1555 RBEG Allowance	\$	(766.44)
1571 Housing RLF Allowance	\$	(30,000.00)
1572 MCEDD Micro Allowance	\$	(474.66)
1573 USDA NSA Allowance	\$	(5,481.80)
1575 OIB Allowance	\$	(67,535.30)
TOTAL 1500 - Allowance for Doubtful Loans	\$	<u>(191,046.41)</u>

Total Other Current Assets \$ 4,639,289.21

TOTAL CURRENT ASSETS \$ 12,108,565.08

Fixed Assets

1600 - Fixed Assets		
1605 Vehicles	\$	773,440.00
1610 Land	\$	172,681.00
1620 Buildings	\$	1,453,177.00
1650 Accumulated Depreciation	\$	(267,195.00)
Total 1600 -Fixed Assets	\$	<u>2,132,103.00</u>

Other Assets

Due To / From Internal Accounts		
1800 Due From Accounts	\$	1,263,964.70
1801 Due To Accounts	\$	(1,263,964.70)
Total Due To/Due From Internal Accounts	\$	<u>-</u>

TOTAL ASSETS \$ 14,240,668.08

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable		
2005 Interfund Loan Payable	\$	(38,394.69)
2010 A/P General	\$	(87,675.70)
Total Accounts Payable	\$	<u>(126,070.39)</u>

Mid-Columbia Economic Development District

Balance Sheet

As of April 30, 2023

Other Current Liabilities

2030 Accrued Loan Payment	\$	(97,503.68)
2035 Acrued Interest Payable	\$	(103.57)
2050 PTO-Accrued	\$	(64,990.25)
2070 Health Insurance Payable	\$	14,114.28
2080 Life & Disability Payable	\$	(78.48)
2085 Retirement Payable	\$	300.97
2090 WC SAIF ins	\$	(4,156.53)
2100 Payroll Liabilities	\$	(1,171.59)
2120 - State Payroll Liabilities	\$	3,593.48
2115 - OR-SUTA Payroll Liabilities	\$	218.31
2105 - WBF Payroll Assessment	\$	(211.76)
2120 - State Payroll Liabilities	\$	3,593.48
2180 - Payroll Liabilities - Prior Per	\$	-
2100 - Payroll Liabilities - Other	\$	(1,171.59)
2800 Deferred Revenue	\$	(13,333.26)
2900 Unavailable Revenue A/R	\$	(261,232.60)

Total Other Current Liabilities \$ (422,132.79)

Total Current Liabilities \$ (548,203.18)

Long Term Liabilities

2820 IRP Loan Payable \$1 Million	\$	(285,323.06)
2821 IRP Loan Payable \$600,000	\$	(286,514.32)
2822 IRP Loan Payable \$750,000	\$	(441,284.90)
2823 IRP Loan Payable - WA \$310,000	\$	(232,139.57)
2824 IRP Loan Payable - SH \$200,000	\$	(145,925.80)

Total Long Term Liabilities \$ (1,391,187.65)

TOTAL LIABILITIES \$ (1,939,390.83)

Equity

3100 Fund Balances	\$	(5,408,719.91)
3110 Carryforward Balance	\$	(117,758.58)
3900 Retained Earnings	\$	(6,606,643.51)
Net Income	\$	(168,155.25)

Total Equity \$ (12,301,277.25)

TOTAL LIABILITIES & EQUITY \$ (14,240,668.08)

**Mid-Columbia Economic Development District
Budget vs Actual FY23**

4/30/2023 6/30/2023

Account	Account Title	Balance	Budget	Unearned/Unexpended	% of Budget
	4010 Trans Frm/To Fund (Match)	\$ 9,845.70	\$ 15,992.00	\$ 6,146.30	61.57%
	4012 Trans Frm/To Fund (Support)	\$ 18,245.39	\$ 22,539.00	\$ 4,293.61	80.95%
	4014 STIF Student Tickets	\$ 474.00	\$ -	\$ (474.00)	
	4100 Federal	\$ 869,799.77	\$ 3,026,067.00	\$ 2,156,267.23	28.74%
	4200 State	\$ 728,364.00	\$ 1,313,181.00	\$ 584,817.00	55.47%
	4300 Local Match	\$ 92,135.90	\$ 115,000.00	\$ 22,864.10	80.12%
	4400 Local Assessment	\$ 85,949.00	\$ 86,481.00	\$ 532.00	99.38%
	4500 Contract Reimbursement	\$ 535,524.69	\$ 549,928.00	\$ 14,403.31	97.38%
	4600 Loan Interest	\$ 257,389.46	\$ 171,133.00	\$ (86,256.46)	150.40%
	4700 Loan Processing Fees	\$ 28,313.55	\$ 41,017.00	\$ 12,703.45	69.03%
	4705 Loan Filing Fees	\$ 9,993.94	\$ 5,850.00	\$ (4,143.94)	170.84%
	4710 Loan Late Fee	\$ 1,766.70	\$ 2,950.00	\$ 1,183.30	59.89%
	4750 Investment Interest	\$ 113,774.71	\$ 12,761.00	\$ (101,013.71)	891.58%
	4820 Greyhound Sales	\$ 5,459.65	\$ -	\$ (5,459.65)	
	4825 Greyhound Commission	\$ 406.16	\$ -	\$ (406.16)	
	4800 Other Revenue	\$ 28,540.54	\$ 8,595.00	\$ (19,945.54)	332.06%
	4805 Farebox Revenue	\$ 31,373.14	\$ 50,599.00	\$ 19,225.86	62.00%
Total Income		\$ 2,817,356.30	\$ 5,422,093.00	\$ 2,604,736.70	51.96%
	Expense				
	5000 Personnel Expense	\$ 1,588,801.06	\$ 2,282,447.00	\$ 693,645.94	69.61%
	6110 Travel & Conference	\$ 18,421.97	\$ 26,815.00	\$ 8,393.03	68.70%
	6190 Event Services	\$ 4,985.20	\$ 7,900.00	\$ 2,914.80	63.10%
	6200 Equipment	\$ 3,073.16	\$ 11,028.00	\$ 7,954.84	27.87%
	6300 Supplies	\$ 15,661.99	\$ 25,224.00	\$ 9,562.01	62.09%
	6400 Professional Services	\$ 374,807.54	\$ 652,407.00	\$ 277,599.46	57.45%
	6500 Vehicle Costs	\$ 118,752.65	\$ 128,194.00	\$ 9,441.35	92.64%
	6600 Communications	\$ 13,954.11	\$ 38,846.00	\$ 24,891.89	35.92%
	6700 Building Costs	\$ 61,998.68	\$ 58,472.00	\$ (3,526.68)	106.03%
	6800 Bonds & Insurance	\$ 25,843.50	\$ 21,926.00	\$ (3,917.50)	117.87%
	6900 Other Materials & Supplies	\$ 10,569.33	\$ 47,127.00	\$ 36,557.67	22.43%
	9000 Indirect Spread	\$ -	\$ 3.00	\$ 3.00	0.00%
	9040 Transportation Facility Spread	\$ -	\$ 5.00	\$ 5.00	0.00%
	9050 Loan Fund Costs Allocated	\$ -	\$ 1.00	\$ 1.00	0.00%
	9060 Transportation Admin Spread	\$ -	\$ -	\$ -	0.00%
	9100 Capital Purchase	\$ 61,233.00	\$ 61,528.00	\$ 295.00	99.52%
	9600 Transfer to/from Source	\$ 9,845.70	\$ 2,000.00	\$ (7,845.70)	492.29%
Total Expense		\$ 2,307,947.89	\$ 3,363,923.00	\$ (1,055,975.11)	68.61%
	Net Ordinary Income	\$ 509,408.41	\$ 2,058,170.00	\$ (2,567,578.41)	
	Other Income/Expense				
	7010 Bad Debt Expense	\$ 72,256.16	\$ -	\$ (72,256.16)	
	7300 Student Tickets	\$ 474.00	\$ -	\$ (474.00)	
	7400 Loan Payment	\$ 101,150.00	\$ 58,342.00	\$ (42,808.00)	173.37%
	7050 Unrestricted Carryover	\$ 62,823.00	\$ 41,489.00	\$ (21,334.00)	151.42%
	7540 Restricted Carryover	\$ 104,550.00	\$ 114,112.00	\$ 9,562.00	91.62%
Total 7500	Carryover to Next Year	\$ 167,373.00	\$ 155,601.00	\$ (11,772.00)	
	Total Other Expense	\$ 341,253.16	\$ 213,943.00	\$ 127,310.16	159.51%
	Net Other Income	\$ (341,253.16)	\$ (213,943.00)	\$ (127,310.16)	159.51%
	Net Income	\$ 168,155.25	\$ 1,844,227.00	\$ (2,694,888.57)	

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

FEDERAL GRANTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CARRYOVER/TRANSFERS</u>					
100-4012 TRANS FROM/TO FUND (SUPPORT)	.00	.00	8,457.00	8,457.00	.0
TOTAL CARRYOVER/TRANSFERS	.00	.00	8,457.00	8,457.00	.0
<u>FEDERAL REVENUE</u>					
100-4100 FEDERAL	6,666.67	66,666.70	80,000.00	13,333.30	83.3
TOTAL FEDERAL REVENUE	6,666.67	66,666.70	80,000.00	13,333.30	83.3
<u>LOCAL MATCH/ASSESSMENT</u>					
100-4300 LOCAL MATCH	5,961.92	59,619.20	71,543.00	11,923.80	83.3
TOTAL LOCAL MATCH/ASSESSMENT	5,961.92	59,619.20	71,543.00	11,923.80	83.3
<u>OTHER REVENUE</u>					
100-4800 OTHER REVENUE	.00	4,126.58	2,000.00	(2,126.58)	206.3
TOTAL OTHER REVENUE	.00	4,126.58	2,000.00	(2,126.58)	206.3
TOTAL FUND REVENUE	12,628.59	130,412.48	162,000.00	31,587.52	80.5

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

FEDERAL GRANTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 50</u>					
100-5050 WAGES - PAID LEAVE	.00	12,564.44	.00	(12,564.44)	.0
100-5080 WAGES PRIOR PERIOD	.00	(6,080.91)	.00	6,080.91	.0
TOTAL DEPARTMENT 50	.00	6,483.53	.00	(6,483.53)	.0
<u>WAGES</u>					
100-5100 WAGES	5,549.73	72,734.91	96,170.00	23,435.09	75.6
TOTAL WAGES	5,549.73	72,734.91	96,170.00	23,435.09	75.6
<u>FRINGE BENEFITS</u>					
100-5500 FRINGE BENEFITS	858.14	14,661.41	24,551.00	9,889.59	59.7
100-5550 FRINGE BENEFITS - PAID LEAVE	.00	2,865.31	.00	(2,865.31)	.0
100-5580 FRINGE BENEFITS PRIOR PERIOD	.00	(1,358.81)	.00	1,358.81	.0
TOTAL FRINGE BENEFITS	858.14	16,167.91	24,551.00	8,383.09	65.9
<u>PAYROLL TAXES</u>					
100-5700 PAYROLL TAXES	517.24	6,408.68	10,346.00	3,937.32	61.9
100-5750 PAYROLL EXPENSES - PAID LEAVE	.00	1,111.80	.00	(1,111.80)	.0
100-5780 PAYROLL TAXES PRIOR PERIOD	.00	(510.91)	.00	510.91	.0
TOTAL PAYROLL TAXES	517.24	7,009.57	10,346.00	3,336.43	67.8
<u>TRAVEL/EVENTS</u>					
100-6110 TRAVEL & CONFERENCE	182.22	3,247.92	3,933.00	685.08	82.6
100-6190 EVENT SERVICES	.00	2,792.00	1,300.00	(1,492.00)	214.8
TOTAL TRAVEL/EVENTS	182.22	6,039.92	5,233.00	(806.92)	115.4
<u>SUPPLIES</u>					
100-6300 SUPPLIES	.00	297.71	750.00	452.29	39.7
TOTAL SUPPLIES	.00	297.71	750.00	452.29	39.7
<u>PROFESSIONAL SERVICES</u>					
100-6420 AUDIT SERVICES	710.78	1,389.78	1,774.00	384.22	78.3
100-6450 CONTRACTUAL	.00	.00	2,750.00	2,750.00	.0
TOTAL PROFESSIONAL SERVICES	710.78	1,389.78	4,524.00	3,134.22	30.7

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

FEDERAL GRANTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING COSTS</u>					
100-6610 ADVERTISING	.00	29.98	.00	(29.98)	.0
100-6630 PRINTING	.00	.00	200.00	200.00	.0
100-6650 TELEPHONE & NETWORKING	.00	.00	540.00	540.00	.0
TOTAL OPERATING COSTS	.00	29.98	740.00	710.02	4.1
<u>BUILDING COSTS</u>					
100-6710 BUILDING RENT	334.81	2,825.48	3,460.00	634.52	81.7
100-6715 REMODEL ALLOC (ADMIN)	25.69	335.60	377.00	41.40	89.0
100-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	1,428.59	1,966.00	537.41	72.7
TOTAL BUILDING COSTS	360.50	4,589.67	5,803.00	1,213.33	79.1
<u>OTHER MATERIALS & SUPPLIES</u>					
100-6910 DUES AND FEES	.00	3,450.00	3,250.00	(200.00)	106.2
TOTAL OTHER MATERIALS & SUPPLIES	.00	3,450.00	3,250.00	(200.00)	106.2
<u>DEPARTMENT 90</u>					
100-9000 INDIRECT SPREAD	835.01	6,735.49	8,903.00	2,167.51	75.7
100-9040 TRANSPORTATION FACILITY SPREAD	167.40	1,412.74	1,730.00	317.26	81.7
TOTAL DEPARTMENT 90	1,002.41	8,148.23	10,633.00	2,484.77	76.6
<u>DEPARTMENT 96</u>					
100-9600 TRANSFER TO/FROM SOURCE	.00	(2,070.59)	.00	2,070.59	.0
TOTAL DEPARTMENT 96	.00	(2,070.59)	.00	2,070.59	.0
TOTAL FUND EXPENDITURES	9,181.02	124,270.62	162,000.00	37,729.38	76.7
NET REVENUE OVER EXPENDITURES	3,447.57	6,141.86	.00	(6,141.86)	.0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

LOAN FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CARRYOVER/TRANSFERS</u>					
300-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	13,931.00	13,931.00	.0
TOTAL CARRYOVER/TRANSFERS	.00	.00	13,931.00	13,931.00	.0
<u>FEDERAL REVENUE</u>					
300-4100 FEDERAL	.00	218,450.00	2,108,365.00	1,889,915.00	10.4
TOTAL FEDERAL REVENUE	.00	218,450.00	2,108,365.00	1,889,915.00	10.4
<u>INTEREST/LOAN/PRINCIPLE</u>					
300-4600 LOAN INTEREST	17,368.79	169,358.33	171,133.00	1,774.67	99.0
TOTAL INTEREST/LOAN/PRINCIPLE	17,368.79	169,358.33	171,133.00	1,774.67	99.0
<u>LOAN FEES</u>					
300-4700 LOAN PROCESSING FEES	.00	16,688.55	41,017.00	24,328.45	40.7
300-4705 LOAN FILING FEES	1,130.09	8,171.28	5,850.00	(2,321.28)	139.7
300-4710 LOAN LATE FEE	115.00	1,181.58	2,950.00	1,768.42	40.1
300-4750 INVESTMENT INTEREST	11,671.99	84,811.04	12,761.00	(72,050.04)	664.6
TOTAL LOAN FEES	12,917.08	110,852.45	62,578.00	(48,274.45)	177.1
TOTAL FUND REVENUE	30,285.87	498,660.78	2,356,007.00	1,857,346.22	21.2

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

LOAN FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 50</u>					
300-5050 WAGES - PAID LEAVE	.00	9,434.70	.00	(9,434.70)	.0
300-5080 WAGES PRIOR PERIOD	.00	(3,479.34)	.00	3,479.34	.0
TOTAL DEPARTMENT 50	.00	5,955.36	.00	(5,955.36)	.0
<u>WAGES</u>					
300-5100 WAGES	6,523.85	68,703.19	83,250.00	14,546.81	82.5
TOTAL WAGES	6,523.85	68,703.19	83,250.00	14,546.81	82.5
<u>FRINGE BENEFITS</u>					
300-5500 FRINGE BENEFITS	1,425.19	15,157.86	21,254.00	6,096.14	71.3
300-5550 FRINGE BENEFITS - PAID LEAVE	.00	2,085.35	.00	(2,085.35)	.0
300-5580 FRINGE BENEFITS PRIOR PERIOD	.00	(837.42)	.00	837.42	.0
TOTAL FRINGE BENEFITS	1,425.19	16,405.79	21,254.00	4,848.21	77.2
<u>PAYROLL TAXES</u>					
300-5700 PAYROLL TAXES	626.61	6,091.04	8,956.00	2,864.96	68.0
300-5750 PAYROLL EXPENSES - PAID LEAVE	.00	855.45	.00	(855.45)	.0
300-5780 PAYROLL TAXES PRIOR PERIOD	.00	(292.85)	.00	292.85	.0
TOTAL PAYROLL TAXES	626.61	6,653.64	8,956.00	2,302.36	74.3
<u>TRAVEL/EVENTS</u>					
300-6110 TRAVEL & CONFERENCE	5.00	1,139.72	3,900.00	2,760.28	29.2
300-6190 EVENT SERVICES	63.25	63.25	.00	(63.25)	.0
TOTAL TRAVEL/EVENTS	68.25	1,202.97	3,900.00	2,697.03	30.9
<u>SUPPLIES</u>					
300-6300 SUPPLIES	14.99	201.25	.00	(201.25)	.0
TOTAL SUPPLIES	14.99	201.25	.00	(201.25)	.0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

LOAN FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
300-6410	.00	1,886.00	10,093.00	8,207.00	18.7
300-6420	1,818.05	7,450.05	4,536.00	(2,914.05)	164.2
300-6450	.00	2,311.49	3,393.00	1,081.51	68.1
300-6470	38.00	8,019.20	5,850.00	(2,169.20)	137.1
	<u>1,856.05</u>	<u>19,666.74</u>	<u>23,872.00</u>	<u>4,205.26</u>	<u>82.4</u>
<u>OPERATING COSTS</u>					
300-6620	.00	17.10	.00	(17.10)	.0
	<u>.00</u>	<u>17.10</u>	<u>.00</u>	<u>(17.10)</u>	<u>.0</u>
<u>BUILDING COSTS</u>					
300-6710	351.87	2,631.17	2,994.00	362.83	87.9
300-6714	.00	.00	22.00	22.00	.0
300-6715	29.64	320.92	311.00	(9.92)	103.2
300-6716	.00	1,306.81	1,682.00	375.19	77.7
	<u>381.51</u>	<u>4,258.90</u>	<u>5,009.00</u>	<u>750.10</u>	<u>85.0</u>
<u>OTHER MATERIALS & SUPPLIES</u>					
300-6910	.00	1,096.59	.00	(1,096.59)	.0
300-6930	.00	235.05	.00	(235.05)	.0
300-6931	49.47	483.34	.00	(483.34)	.0
300-6940	.00	.00	21,694.00	21,694.00	.0
	<u>49.47</u>	<u>1,814.98</u>	<u>21,694.00</u>	<u>19,879.02</u>	<u>8.4</u>
<u>DEPARTMENT 70</u>					
300-7010	.00	46,603.96	.00	(46,603.96)	.0
300-7050	.00	37,604.00	15,574.00	(22,030.00)	241.5
	<u>.00</u>	<u>84,207.96</u>	<u>15,574.00</u>	<u>(68,633.96)</u>	<u>540.7</u>
<u>DEPARTMENT 74</u>					
300-7400	10,115.00	101,150.00	58,342.00	(42,808.00)	173.4
	<u>10,115.00</u>	<u>101,150.00</u>	<u>58,342.00</u>	<u>(42,808.00)</u>	<u>173.4</u>

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

LOAN FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 80</u>					
300-8000 LGIP FMV ADJUSTMENT	.00	(40,372.99)	.00	40,372.99	.0
TOTAL DEPARTMENT 80	.00	(40,372.99)	.00	40,372.99	.0
<u>DEPARTMENT 90</u>					
300-9000 INDIRECT SPREAD	872.47	6,266.34	7,707.00	1,440.66	81.3
300-9040 TRANSPORTATION FACILITY SPREAD	175.93	1,315.53	1,499.00	183.47	87.8
300-9050 LOAN FUND COSTS ALLOCATED	.00	.00	1.00	1.00	.0
TOTAL DEPARTMENT 90	1,048.40	7,581.87	9,207.00	1,625.13	82.4
TOTAL FUND EXPENDITURES	22,109.32	277,446.76	251,058.00	(26,388.76)	110.5
NET REVENUE OVER EXPENDITURES	8,176.55	221,214.02	2,104,949.00	1,883,734.98	10.5

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CARRYOVER/TRANSFERS</u>					
500-4010 TRANS FRM/TO FUND (MATCH)	.00	9,845.70	15,992.00	6,146.30	61.6
500-4040 RESTRICTED CARRYOVER	.00	.00	29,008.00	29,008.00	.0
500-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	20,000.00	20,000.00	.0
TOTAL CARRYOVER/TRANSFERS	.00	9,845.70	65,000.00	55,154.30	15.2
<u>FEDERAL REVENUE</u>					
500-4100 FEDERAL	.00	40,928.07	178,917.00	137,988.93	22.9
TOTAL FEDERAL REVENUE	.00	40,928.07	178,917.00	137,988.93	22.9
<u>STATE REVENUE</u>					
500-4200 STATE	.00	293,892.00	634,388.00	340,496.00	46.3
TOTAL STATE REVENUE	.00	293,892.00	634,388.00	340,496.00	46.3
<u>LOCAL MATCH/ASSESSMENT</u>					
500-4300 LOCAL MATCH	610.13	77,266.94	100,445.00	23,178.06	76.9
TOTAL LOCAL MATCH/ASSESSMENT	610.13	77,266.94	100,445.00	23,178.06	76.9
<u>CONTRACT REIMBURSEMENT</u>					
500-4500 CONTRACT REIMBURSEMENT	21,778.92	349,392.33	502,328.00	152,935.67	69.6
500-4550 ACCRUED CONTRACT REIMBURSEMENT	10,000.00	100,000.00	.00	(100,000.00)	.0
TOTAL CONTRACT REIMBURSEMENT	31,778.92	449,392.33	502,328.00	52,935.67	89.5
<u>OTHER REVENUE</u>					
500-4800 OTHER REVENUE	8,900.00	9,175.00	6,595.00	(2,580.00)	139.1
TOTAL OTHER REVENUE	8,900.00	9,175.00	6,595.00	(2,580.00)	139.1
TOTAL FUND REVENUE	41,289.05	880,500.04	1,487,673.00	607,172.96	59.2

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 50</u>					
500-5050 WAGES - PAID LEAVE	.00	73,836.52	.00	(73,836.52)	.0
500-5080 WAGES PRIOR PERIOD	.00	(11,151.99)	.00	11,151.99	.0
TOTAL DEPARTMENT 50	.00	62,684.53	.00	(62,684.53)	.0
<u>WAGES</u>					
500-5100 WAGES	44,027.68	394,501.82	600,914.00	206,412.18	65.7
TOTAL WAGES	44,027.68	394,501.82	600,914.00	206,412.18	65.7
<u>FRINGE BENEFITS</u>					
500-5500 FRINGE BENEFITS	7,784.48	79,945.58	153,401.00	73,455.42	52.1
500-5550 FRINGE BENEFITS - PAID LEAVE	.00	15,688.97	.00	(15,688.97)	.0
500-5580 FRINGE BENEFITS PRIOR PERIOD	.00	(2,496.16)	.00	2,496.16	.0
TOTAL FRINGE BENEFITS	7,784.48	93,138.39	153,401.00	60,262.61	60.7
<u>PAYROLL TAXES</u>					
500-5700 PAYROLL TAXES	4,211.59	35,440.57	64,648.00	29,207.43	54.8
500-5750 PAYROLL EXPENSES - PAID LEAVE	.00	6,628.26	.00	(6,628.26)	.0
500-5780 PAYROLL TAXES PRIOR PERIOD	.00	(960.10)	.00	960.10	.0
TOTAL PAYROLL TAXES	4,211.59	41,108.73	64,648.00	23,539.27	63.6
<u>TRAVEL/EVENTS</u>					
500-6110 TRAVEL & CONFERENCE	508.45	6,596.96	14,982.00	8,385.04	44.0
500-6190 EVENT SERVICES	1,007.36	2,129.95	6,600.00	4,470.05	32.3
TOTAL TRAVEL/EVENTS	1,515.81	8,726.91	21,582.00	12,855.09	40.4
<u>SUPPLIES</u>					
500-6300 SUPPLIES	163.96	2,293.74	8,075.00	5,781.26	28.4
TOTAL SUPPLIES	163.96	2,293.74	8,075.00	5,781.26	28.4

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
500-6410	LEGAL SERVICES	.00	227.85	1,000.00	772.15 22.8
500-6420	AUDIT SERVICES	1,629.27	7,107.27	3,751.00 (3,356.27) 189.5
500-6450	CONTRACTUAL	9,205.32	163,885.82	460,162.00	296,276.18 35.6
500-6470	FILING FEES	29.76	258.78	.00 (258.78) .0
	TOTAL PROFESSIONAL SERVICES	10,864.35	171,479.72	464,913.00	293,433.28 36.9
<u>OPERATING COSTS</u>					
500-6610	ADVERTISING	.00	299.00	3,300.00	3,001.00 9.1
500-6620	POSTAGE & FREIGHT	.00	.00	450.00	450.00 .0
500-6630	PRINTING	.00	257.27	4,045.00	3,787.73 6.4
500-6640	PUBLICATIONS & SUBS	.00	159.00	.00 (159.00) .0
500-6650	TELEPHONE & NETWORKING	.00	41.34	1,041.00	999.66 4.0
	TOTAL OPERATING COSTS	.00	756.61	8,836.00	8,079.39 8.6
<u>BUILDING COSTS</u>					
500-6710	BUILDING RENT	2,266.13	15,788.74	21,620.00	5,831.26 73.0
500-6715	REMODEL ALLOC (ADMIN)	199.77	1,894.48	2,369.00	474.52 80.0
500-6716	REMODEL ALLOC (TRANSIT CENTER)	.00	7,898.69	12,283.00	4,384.31 64.3
	TOTAL BUILDING COSTS	2,465.90	25,581.91	36,272.00	10,690.09 70.5
<u>OTHER MATERIALS & SUPPLIES</u>					
500-6910	DUES AND FEES	110.00	970.00	300.00 (670.00) 323.3
500-6935	ONLINE PROCESSING FEES	.00	10.09	.00 (10.09) .0
500-6940	OTHER MATERIALS & SERVICES	.00	.00	605.00	605.00 .0
	TOTAL OTHER MATERIALS & SUPPLIES	110.00	980.09	905.00 (75.09) 108.3
<u>DEPARTMENT 70</u>					
500-7050	UNRESTRICTED CARRYOVER	.00	23,465.00	24,161.00	696.00 97.1
	TOTAL DEPARTMENT 70	.00	23,465.00	24,161.00	696.00 97.1
<u>DEPARTMENT 75</u>					
500-7540	RESTRICTED CARRYOVER	.00	37,542.00	47,104.00	9,562.00 79.7
	TOTAL DEPARTMENT 75	.00	37,542.00	47,104.00	9,562.00 79.7

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 90</u>					
500-9000	5,601.71	37,623.14	55,629.00	18,005.86	67.6
500-9040	1,133.07	7,894.37	10,812.00	2,917.63	73.0
TOTAL DEPARTMENT 90	6,734.78	45,517.51	66,441.00	20,923.49	68.5
TOTAL FUND EXPENDITURES	77,878.55	907,776.96	1,497,252.00	589,475.04	60.6
NET REVENUE OVER EXPENDITURES	(36,589.50)	(27,276.92)	(9,579.00)	17,697.92	(284.8)

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CARRYOVER/TRANSFERS</u>					
800-4012 TRANS FROM/TO FUND (SUPPORT)	.00	.00	2,008.00	2,008.00	.0
TOTAL CARRYOVER/TRANSFERS	.00	.00	2,008.00	2,008.00	.0
<u>LOCAL MATCH/ASSESSMENT</u>					
800-4300 LOCAL MATCH	(6,572.05)	(64,750.24)	(76,988.00)	(12,237.76)	(84.1)
TOTAL LOCAL MATCH/ASSESSMENT	(6,572.05)	(64,750.24)	(76,988.00)	(12,237.76)	(84.1)
<u>LOCAL MATCH/ASSESSMENT</u>					
800-4400 LOCAL ASSESSMENT	.00	85,949.00	86,481.00	532.00	99.4
TOTAL LOCAL MATCH/ASSESSMENT	.00	85,949.00	86,481.00	532.00	99.4
<u>CONTRACT REIMBURSEMENT</u>					
800-4500 CONTRACT REIMBURSEMENT	.00	.00	5,000.00	5,000.00	.0
TOTAL CONTRACT REIMBURSEMENT	.00	.00	5,000.00	5,000.00	.0
<u>LOAN FEES</u>					
800-4750 INVESTMENT INTEREST	.01	182.13	.00	(182.13)	.0
TOTAL LOAN FEES	.01	182.13	.00	(182.13)	.0
<u>OTHER REVENUE</u>					
800-4800 OTHER REVENUE	.00	9,925.00	.00	(9,925.00)	.0
800-4850 INTERFUND LOAN INCOME	.00	10,634.08	.00	(10,634.08)	.0
TOTAL OTHER REVENUE	.00	20,559.08	.00	(20,559.08)	.0
TOTAL FUND REVENUE	(6,572.04)	41,939.97	16,501.00	(25,438.97)	254.2

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 50</u>					
800-5050 WAGES - PAID LEAVE	645.61	(100,447.31)	.00	100,447.31	.0
800-5080 WAGES PRIOR PERIOD	.00	(9,444.04)	.00	9,444.04	.0
TOTAL DEPARTMENT 50	645.61	(109,891.35)	.00	109,891.35	.0
<u>WAGES</u>					
800-5100 WAGES	6,426.12	139,218.83	69,728.00	(69,490.83)	199.7
TOTAL WAGES	6,426.12	139,218.83	69,728.00	(69,490.83)	199.7
<u>FRINGE BENEFITS</u>					
800-5500 FRINGE BENEFITS	3,786.90	37,411.71	17,800.00	(19,611.71)	210.2
800-5550 FRINGE BENEFITS - PAID LEAVE	.00	(22,212.11)	.00	22,212.11	.0
800-5580 FRINGE BENEFITS PRIOR PERIOD	.00	(2,204.43)	.00	2,204.43	.0
TOTAL FRINGE BENEFITS	3,786.90	12,995.17	17,800.00	4,804.83	73.0
<u>PAYROLL TAXES</u>					
800-5700 PAYROLL TAXES	665.13	11,069.00	7,502.00	(3,567.00)	147.6
800-5750 PAYROLL EXPENSES - PAID LEAVE	.00	(9,274.46)	.00	9,274.46	.0
800-5780 PAYROLL TAXES PRIOR PERIOD	.00	(791.53)	.00	791.53	.0
TOTAL PAYROLL TAXES	665.13	1,003.01	7,502.00	6,498.99	13.4
<u>TRAVEL/EVENTS</u>					
800-6110 TRAVEL & CONFERENCE	343.53	7,349.47	3,500.00	(3,849.47)	210.0
TOTAL TRAVEL/EVENTS	343.53	7,349.47	3,500.00	(3,849.47)	210.0
<u>EQUIPMENT</u>					
800-6200 EQUIPMENT	.00	.00	750.00	750.00	.0
800-6220 EQUIP LEASED/RENTED	12.00	532.36	.00	(532.36)	.0
TOTAL EQUIPMENT	12.00	532.36	750.00	217.64	71.0
<u>SUPPLIES</u>					
800-6300 SUPPLIES	533.09	7,688.37	6,400.00	(1,288.37)	120.1
TOTAL SUPPLIES	533.09	7,688.37	6,400.00	(1,288.37)	120.1

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
800-6410	LEGAL SERVICES	.00	400.00	1,000.00	600.00 40.0
800-6420	AUDIT SERVICES	3,927.79	30,768.79	9,274.00 (21,494.79) 331.8
800-6450	CONTRACTUAL	6,033.00	21,710.50	35,155.00	13,444.50 61.8
800-6470	FILING FEES	.00	9.02	.00 (9.02) .0
	TOTAL PROFESSIONAL SERVICES	9,960.79	52,888.31	45,429.00 (7,459.31) 116.4
<u>OPERATING COSTS</u>					
800-6610	ADVERTISING	.00	255.00	850.00	595.00 30.0
800-6620	POSTAGE & FREIGHT	248.75	1,377.57	850.00 (527.57) 162.1
800-6630	PRINTING	.00	266.00	500.00	234.00 53.2
800-6640	PUBLICATIONS & SUBS	.00	166.60	800.00	633.40 20.8
800-6650	TELEPHONE & NETWORKING	100.99	686.62	.00 (686.62) .0
	TOTAL OPERATING COSTS	349.74	2,751.79	3,000.00	248.21 91.7
<u>BUILDING COSTS</u>					
800-6715	REMODEL ALLOC (ADMIN)	(255.10)	(2,551.00)	(3,061.00)	(510.00) (83.3)
800-6716	REMODEL ALLOC (TRANSIT CENTER)	.00	.00	(15,951.00)	(15,951.00) .0
800-6730	REPAIRS AND MAINTENANCE	.00	4,742.00	.00 (4,742.00) .0
	TOTAL BUILDING COSTS	(255.10)	2,191.00	(19,012.00)	(21,203.00) 11.5
<u>BONDS & INSURANCE</u>					
800-6800	BONDS & INSURANCE	.00	6,019.50	6,051.00	31.50 99.5
800-6810	INSURANCE - VEHICLE	.00	175.00	.00 (175.00) .0
800-6820	INSURANCE - BUILDING	.00	3,577.00	.00 (3,577.00) .0
	TOTAL BONDS & INSURANCE	.00	9,771.50	6,051.00 (3,720.50) 161.5
<u>OTHER MATERIALS & SUPPLIES</u>					
800-6910	DUES AND FEES	.00	2,633.44	15,906.00	13,272.56 16.6
800-6930	BANK SERVICE CHARGES	.00	322.03	.00 (322.03) .0
800-6935	ONLINE PROCESSING FEES	.00	1.25	.00 (1.25) .0
	TOTAL OTHER MATERIALS & SUPPLIES	.00	2,956.72	15,906.00	12,949.28 18.6
<u>DEPARTMENT 70</u>					
800-7050	UNRESTRICTED CARRYOVER	.00	1,754.00	1,754.00	.00 100.0
	TOTAL DEPARTMENT 70	.00	1,754.00	1,754.00	.00 100.0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>DEPARTMENT 90</u>						
800-9000	INDIRECT SPREAD	(14,457.56)	(98,737.99)	(142,306.00)	(43,568.01)	(69.4)
	TOTAL DEPARTMENT 90	(14,457.56)	(98,737.99)	(142,306.00)	(43,568.01)	(69.4)
<u>DEPARTMENT 96</u>						
800-9600	TRANSFER TO/FROM SOURCE	.00	2,070.59	.00	(2,070.59)	.0
	TOTAL DEPARTMENT 96	.00	2,070.59	.00	(2,070.59)	.0
	TOTAL FUND EXPENDITURES	8,010.25	34,541.78	16,502.00	(18,039.78)	209.3
	NET REVENUE OVER EXPENDITURES	(14,582.29)	7,398.19	(1.00)	(7,399.19)	73981

Memorandum

Date: May 31, 2023
To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Re: Grant Approvals

Request

Approve submission of two grant applications: one to the 5311 Operations Projects Recovery Discretionary Grant program and one to the EDA Economic Recovery Corps Grant program.

5311 Operations Projects Recovery Discretionary Grant Program Request

Oregon Department of Transportation Public Transportation Division announced in May a final solicitation of approximately \$8 million for Recovery Discretionary Grant funding. These awards will support the continued recovery from COVID-19 and preservation of transit services. Applications are due June 16 and do not require match. Our grant amount request is still being finalized but the estimate is \$180,000 for two years of service.

MCEDD's request would support three areas of need:

- 1) **Adding a part-time driver to increase dial-a-ride service during peak hours on Monday, Wednesday, and Fridays.** This will be particularly helpful to provide more Non-Emergency Medical Transportation rides and will mostly serve the elderly/disabled population. The increase could also be an opportunity to enhance service in more rural communities such as Dufur and Maupin, which are difficult to serve based on the distance from The Dalles and our staff level. We would likely need to hire a new part-time driver.
- 2) **Adding an additional daily trip each weekday to the intercity shuttle between The Dalles and Hood River.** There is interest to increase frequency of the shuttle from 4 to 5 trips per day, Monday through Friday. The additional trip will provide the opportunity to keep the existing bus schedule for work commuters, while enhancing the service by adding a midday trip. We would use an existing full-time driver.
- 3) **Adding a shuttle to serve Native American families living in the Villages and the In-Lieu and Treaty Fishing Access sites in Wasco and Klickitat Counties.** During the COVID-19 pandemic period, the MCEDD Mobility Manager coordinated with the five transportation providers in MCEDD's five-county region to provide access to testing, treatment, and vaccines to these communities. They continue to face significant transportation challenges that impact their ability to seek health care, groceries, youth education, higher education, Fishers' training for food handling and boat safety, and participate in social and cultural activities. The Mobility Manager has been working with the transportation providers to try to provide access through the existing public transportation services, but most of the sites are not served by fixed route transit and in most counties the dial a ride services cannot meet the needs for many different reasons, including trip purpose and eligibility.

We would form a Daily Needs loop shuttle that would operate like a shopping shuttle for the Native American population in the five-county region. This would be launched as a pilot project with ongoing assessments to determine what modifications might be necessary to serve the purpose. The West Daily Needs shuttle would be operated once a week by Columbia Area

Transit and would serve the sites in Hood River and Skamania Counties, stopping at each site before returning to Hood River to take people to appointments, shopping, laundromats, and more. The East Daily Needs shuttle would be operated once a week by The Link and would serve the sites in Wasco and Klickitat Counties, taking people to destinations in The Dalles. The shuttles would operate on the same day of the week and would stop at each site at roughly the same time of day so that riders have a reliable schedule to depend on. The service will be open to the public, but the focus is on the needs of this special population. We could cover this with existing staff.

EDA Economic Recovery Corps Grant Program Request

The Economic Development Administration (EDA) announced a new Economic Recovery Corps initiative to “create a connected network addressing the resource gap between planning and implementation, boosting the capacity of communities to implement locally driven economic development strategies. Through a \$30 million cooperative agreement, the ERC will recruit and place more than 65 trained Fellows in economic development organizations throughout the nation. Serving two-and-a-half year terms, Fellows will help organizations (known as Host Entities) develop and execute regional economic development plans and projects in the communities they serve.”

We would like to apply for a Fellow to increase our ability to implement the CEDS, which we generally struggle with given the level of funding in the EDA Planning Grant. The application is due June 30 and does not require match. We would be required to provide office space, management time, and cover travel costs in the region. The EDA will be recruiting Fellows and will provide significant training for them. We see this as similar to the RARE program but on a larger scale and longer timeline, potentially resulting in even higher quality applicants.

Memorandum

Date: May 31, 2023

To: MCEDD Executive Committee

From: Jessica Metta, Executive Director

Re: Paid Leave Oregon Rules in Personnel Policy

Request

Recommend the Full Board approve the updated Personnel Policy to incorporate the Paid Leave Oregon rules.

Overview

Paid Leave Oregon is a new insurance program as approved by the Oregon legislature to cover paid time off. Funding the program started in January 2023 with a contribution from both the employer and employee. Benefits begin in September 2023, meaning now is the time to update our Personnel Policy to incorporate the state rules.

Special Districts Association of Oregon provided access to a policy pack by HR Answers that we used as a template for our rules. They are incorporated into the attached Personnel Policy in underlined text starting on page 26. Items highlighted in yellow were up to the discretion of the employer and can be discussed at the Executive Committee meeting for feedback.



Mid-Columbia Economic Development District

PERSONNEL POLICIES AND PROCEDURES MANUAL

Effective Date: June 15, 2023

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Mid-Columbia Economic Development District Personnel Policies and Procedures Manual

1. Administrative Procedures

- 1.1 **Purpose:** These policies are adopted in the interest of establishing uniform and equitable procedures for dealing with personnel matters.
- 1.2 **Scope:** These policies shall provide procedures for recruiting, selecting, classifying, compensating and discharging all employees of the District. These policies are intended to provide guidelines and procedures, not substantive contractual or property rights.
- 1.3 **Adoption and Amendment:** These personnel policies are adopted by the Mid-Columbia Economic Development District Board of Directors (Board). The Board expressly reserves the right to change, add to, or delete policies at any time. The effective date of these policies is the date noted of the effective date shown on page 1. These policies replace and supersede all pre-existing policies, procedures, or orders relating to personnel matters of the District and its employees, enacted prior to this date.
- 1.4 **Administration of Personnel Policies:** Except as otherwise stated in these policies or otherwise altered by the Board, the Mid-Columbia Economic Development District Board delegates to the Executive Director the authority to recruit, select, appoint, hire, terminate and direct staff, and the day-to-day administration of these personnel policies.
- 1.5 **Personnel Records:**
 - 1.5.1 A personnel file for each employee is kept in the District offices. The files shall be kept in a secure file cabinet and be accessible only on a need to know criteria. An employee's personnel file contains the employee's name, title and/or position held, job application, job description, salary, W-4 form, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. The employee's I-9 form will be maintained in a separate file. All medical-related records and drug testing records will be maintained in separate confidential files. These will include, but are not limited to, the following documents: pre-offer pre-employment medical exam results, all medical exam results on current employees, drug-test records, documents gathered in connection with considering accommodations for employees under the American with Disabilities Act and applicable state non-discrimination statutes, leave of absence request forms and medical certification information obtained in connection with the employee's request for a family and medical leave for a serious health condition for an employee or an employee's covered family member, and all other records of a medically-related nature.
 - 1.5.2 An employee has the right to review his/her file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the District denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.
 - 1.5.3 Background screenings are stored in protected files. This information is not considered part of the employee's personnel file, so it is not available to employees for review.

1.5.3 Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information and approval by the Executive Director.

1.6 Equal Employment Opportunity:

1.6.1 The District is an equal employment opportunity employer. The District employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's age, color, gender, marital status, medical condition, military status, national origin, pregnancy, physical handicap or disability, race, religion, sexual orientation or any characteristic protected by law.

1.6.2 Each employee is expected to promote a work environment that reflects care, concern, and respect for every person.

1.7 Americans with Disabilities Act (ADA):

For the purposes of the District's policies, a disability is defined as:

- A physical or mental impairment that substantially limits one or more major life activities.
- A record of such impairment.
- Being regarded as having such impairment.

1.7.1 The District will make reasonable accommodations so that employees with disabilities can perform the essential functions of his or her job. The essential functions of each position are its most fundamental job duties – the duties which the position exists to perform—which are outlined in the applicable position description.

1.7.2 Reasonable accommodations may include actions to make existing facilities accessible to, and usable by, the disabled employees and applicants in question, modify work schedules, and acquire or modify equipment.

1.7.3 The District will only refuse to make accommodations that would constitute an undue hardship or if it places the person with a disability and/or other persons at imminent physical risk.

1.7.4 It is the intent of the District to apply these policies to all employment practices, including, but not limited to: job applications and testing; hiring; termination; advancement; promotion; tenure; compensation; training; recruitment; advertising of job openings; layoff and recall; leaves of absence; fringe benefits; and all other employment related activities.

1.7.5 The District will ensure that meetings, events, sponsored training, information exchanges, and social activities will be accessible to employees and all members of the public who are expected, invited, or allowed to attend.

1.8 Retaliation: The District will not tolerate unlawful retaliation against employees for engaging in a protected activity. Federal Laws such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and The American with Disabilities Act, all prohibit an employer from retaliating against an employee engaged in a protected activity. Any act of retaliation by an employee may result in serious adverse disciplinary action, up to and including termination. Please also see the MCEDD 'Prevention of Workplace Discrimination, Harassment and Retaliation Policy.'

1.9 Harassment: Please see the MCEDD 'Prevention of Workplace Discrimination, Harassment and Retaliation Policy.'

1.10 Whistleblower Protections

1.10.1 The District encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent District activity to report it to the Human Resources Director or designee. The employee may also provide the information to another District manager, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Human Resources Director.

1.10.2 The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.

1.10.3 Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director or designee immediately. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

1.10.4 All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Director or designee who is responsible for investigating and coordinating corrective action.

1.11 Workplace Violence: The District recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the public. The District will deal with threats and acts of violence made by an employee or member of the public against another person's life, health, well-being, family, or property in a zero-tolerance manner.

1.12 Non-Smoking: Oregon law prohibits smoking in all District workplace buildings and in public meetings. No person shall smoke or carry any lighted smoking instrument in a room where a public meeting is being held or is to continue after a recess. For purposes of this subsection, a public meeting is being held from the time the agenda or meeting notice indicates the meeting is to commence regardless of the time it actually commences. As used in this section:

(a) "Public meeting" means any regular or special public meeting or hearing of a public body to exercise or advise in the exercise of any power of government in buildings or rooms rented, leased or owned by the State of Oregon or by any county, city or other political subdivision in the state regardless of whether a quorum is present or is required.

(b) "Public body" means the state or any department, agency, board or commission of the

state or any county, city or other political subdivision in the state.

(c) "Smoking instrument" means any cigar, cigarette, pipe or other smoking equipment.

- 1.13 Drug Free Workplace:** The Drug Free Workplace Act of 1988 requires the District to preserve a work environment free from the effects of drugs, alcohol, or other performance-impairing substances.
- 1.13.1 The manufacture, distribution, dispensation, possession or use of unlawful drugs or alcohol on District premises or during work hours by District employees is strictly prohibited. The District may discipline or terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours.
- 1.13.2 The District may also discipline or terminate an employee who reports to work under the influence of alcohol, drugs, or any controlled substance. The District may also discipline or terminate an employee who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the District's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the District or others.
- 1.13.3 The District is committed to supporting employees who undergo treatment and rehabilitation for alcohol or other chemical dependency.
- 1.13.4 The District has an adopted Drug and Alcohol Policy for employees performing a safety-sensitive function, including those operating transportation programs. All covered employees are required to adhere to the policy.
- 1.14 Seat Belts:** Anyone operating a vehicle on District business must wear seat belts at all times.
- 1.15 Safety:** The District is committed to providing a safe work environment that complies with all applicable federal, state, and local laws.
- 1.15.1 Every employee is responsible for maintaining a safe work environment and following the District's safety rules. Each employee should be familiar with safety and health procedures relevant to their duties. In addition, each employee is responsible for maintaining a safe work area. Each employee shall promptly report all unsafe or potentially hazardous conditions to their direct supervisor and the Executive Director. The District will make every effort to remedy problems as quickly as possible.
- 1.15.2 In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their direct supervisor and the Executive Director.
- 1.15.3 If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state workers' compensation law. The District carries workers' compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.
- 1.16 Driving While on MCEDD Business:** Employees using a vehicle to conduct MCEDD's business must possess a valid driver's license. MCEDD may verify the validity of your driver's license. Employees using a private vehicle to conduct MCEDD's business must also carry auto liability insurance and must make any necessary arrangements with their insurance carriers.
- 1.16.1 All employees who may be required to drive on MCEDD business may, at any time, have their driving record checked by MCEDD or its insurance company and MCEDD may

receive automated reports from the Department of Motor Vehicles that notify MCEDD when there are transactions on your driving record such as speeding tickets and citations.

1.16.2 While on MCEDD business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees must be in compliance with MCEDD's Drug and Alcohol rules and regulations at all times while responsible for, and in control of, MCEDD vehicles.

1.16.3 Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations.

1.16.4 Any traffic citations, including parking tickets, incurred while operating a private vehicle while on District business are the responsibility of the employee and will not be reimbursed by the District. Employees who incur fines in MCEDD vehicles will be personally responsible for payment of such fines, unless the Executive Director approves payment. Employees who are issued citations for any offense while using a MCEDD vehicle must notify their supervisor immediately, when practicable, but in no case later than 24 hours following the citation. Failure to provide such notice may be grounds for disciplinary action. *See also, "Cell Phone Use While Driving" policy (Section 12.2).*

1.17 At-will Employer. Employees and the District reserve the right to end [at-will] the employment relationship, with or without cause, at any time. No District employee has the authority to enter into any agreement contrary to this at-will relationship and it cannot be altered except when in writing and signed by the Chairman of the Board. The District is not bound by any oral promises concerning the length or terms of employment. Although the employment relationship is at-will, it is the intent of the District to follow the employment practices outlined in this manual, unless application of a policy or practice is impractical or would result in hardship.

The District strives for fair treatment of all employees, however, misunderstandings and problems may occur in any organization. Such matters should be resolved as early and fairly as possible. Disagreements relating to work assignment, pay, promotion opportunity or aspect of the work relationship should be openly discussed with the Executive Director. Every effort should be made in honest attempt to understand each other's perspectives and make every effort to resolve differences. If the employee believes she/he is not being treated fairly the dispute resolution process may be used.

2. General Provisions

2.1 Types of Employees: Each employee's type and status is listed in their job description. Employees may generally be categorized as follows:

- **Full Time:** An employee who works a minimum of 32.5 hours per week. A full-time employee may be exempt or non-exempt.
- **Part Time:** An employee who works less than 32.5 hours in a workweek. A part time employee may be exempt or non-exempt.
- **Temporary:** An employee who is hired for a limited period of time. Temporary employees are ineligible for employer-paid benefits, except for those mandated by law. Temporary employment does not count towards anniversary dates.
- **Non-Exempt:** An employee subject to the minimum wage and overtime provisions of federal and/or state law. A non-exempt employee may be paid either on an hourly or a salary basis.
- **Exempt:** An employee exempt from the provisions of federal and state law. Exempt employees are paid on a salary basis and include administrative, executive, professional and certain computer-skilled employees.

2.2 Hours of Work:

2.2.1 The general office hours at Mid-Columbia Economic Development District are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Specific workday and workweek schedules for each employee will be determined from time-to-time by the appropriate manager based on the organization's needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

2.2.2 The normal workweek shall consist of thirty-seven and one-half (37.5) hours. For the purpose of calculating an employee's hours, the workweek is Sunday through Saturday, beginning and ending at midnight on Saturday. Managers may allow a flexible schedule of seventy-five (75) hours over two weeks.

2.2.3 Non-exempt employees are required to take at least a ½ hour unpaid lunch and may take up to a 1-hour unpaid lunch if they work more than 6 hours in a workday. Non-exempt employees are required to take a 10-minute paid rest or coffee break for every four-hour segment worked. The rest break should be given in the middle of each segment, whenever possible.

2.2.4 Non-exempt employees will be paid overtime compensation, either in pay or in compensatory time off at the rate of one and one-half times their normal hourly rate for work in excess forty (40) hours in their normal workweek. Accruals of compensatory time for non-exempt employees shall be limited to a maximum of 60 hours at any point in time. Compensatory time accrued in excess of 60 hours will be paid at one and one-half times the normal hourly rate. Employees may request the use of compensatory time off in the same manner as they request annual leave.

2.2.5 Non-exempt employees are not permitted to work overtime without the prior approval of their supervisor.

- 2.2.6 Exempt Employees are not required to fill out hourly time records for the purposes of pay. Time sheets for exempt employees are used to track program expenses and overall attendance.
- 2.2.7 Exempt employees have working schedules/days that may require work on evenings or weekends and allowance for flexibility as to daily working hours. Exempt employees that are absent for a full day must use Personal Time Off rather than flexing their schedule. While some flexibility is allowed, exempt employees are still expected to maintain acceptable attendance and punctuality during what is considered their normal working schedule. In general terms, outside of the typical lunch break and pre-approved absences, absences from what would be considered a normal workday of over one hour requires communication to the supervisor of the expected absence. At no time during regular working hours should a supervisor be unaware as to why the employee is out of the office. Communication of such absence can be completed via the utilization of the shared calendar but preferably via direct communication with the supervisor (conversation, email, phone call).
- 2.2.8 Mid-Columbia Economic Development District promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

Mid-Columbia Economic Development District will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with the Finance and Operations Manager. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

2.3 Attendance: Employees shall be in attendance in accordance with policies regarding hours of work, holidays and leaves of absence.

- 2.3.1 Records of attendance shall be kept and reported at least monthly.
- 2.3.2 Time Records for Non-Exempt Employees: The time sheet is a record of time worked and must be filled out bi-monthly. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee will be issued a time sheet at the start of their employment and the start of each calendar year.

Time sheets should be reviewed carefully for completeness and accuracy at the end of each pay period, as they will be used to calculate pay. Supervisors will review and initial time sheets each pay period. Time sheets must be completed via computer. If an error needs to be corrected, the time sheet should be taken to the manager/supervisor for appropriate action. All manual entries or corrections must be

made, reviewed, and initialed by the supervisor or other appropriate management member. Time sheets should be reviewed, signed, and turned in at the end of the pay period. Your signature on the time sheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. Employees should never allow others to make entries on his/her time sheet. Willfully falsifying a time sheet will be grounds for corrective action, up to and including termination.

2.3.3 Non-exempt employees unable to work due to illness or injury or unable to report to work on time should notify their supervisor as soon as possible, preferably by no later than one hour after the employee's scheduled start time. The employee is responsible for keeping their direct supervisor advised of the expected duration of the absence. The direct supervisor or the Executive Director may request that an employee provide verification from a health care provider of sick leave absences of more than three days.

2.3.4 An employee who is absent without authorization or notification is subject to disciplinary action, including termination. (See Sec. 10.2)

2.4 Conflict of Employment:

2.4.1 Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the District's opinion, with the best interests of the District or interfere with the employee's ability to perform his/her assigned District job. Examples include, but are not limited to, outside employment which:

- 1) prevents the employee from being available for work during normal working hours, or creates attendance or performance problems for the employee;
- 2) is conducted during the employee's work hours;
- 3) uses District telephones, computers, supplies, or any other resources, facilities or equipment;
- 4) is employment with a firm which has contracts with or does business with the District; or
- 5) may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

2.4.2 Outside employment shall be reviewed in advance by the Executive Director. The District shall determine what constitutes conflict of employment.

2.5 Political Activity:

2.5.1 Except as noted in these policies, employees are otherwise free to fully exercise their constitutional First Amendment Rights.

2.5.2 When situations arise that the employee's views/actions are being seen as the District's, it is responsibility of the employee to make known through a statement that his or her beliefs are independent of the District.

2.5.3 No person shall solicit for any contribution to be used for partisan, political purposes in the District's offices. Employees may not campaign on District time or while representing the District in any way. Employees may not allow others to use District facilities or funds for political activities.

2.5.4 No employees or representatives may use resources paid for with grant funds (Federal, State or otherwise) for political purposes. This includes, but is not limited to:

- Posting personal campaign posters on grant-funded equipment and facilities.
- Charging copying costs of political materials to a grant project.
- Using grant-funded resources to support or oppose a current ballot measure.

- 2.6 Travel Expenses:** Employees required to travel shall be entitled to reimbursement for all expenses associated with their duties.
- 2.6.1 **Transportation:** The actual cost of transportation, taxi fares, telephone costs and similar items that are incidental and are necessary to the performance of official business while in travel status.
- 2.6.2 **Mileage:** Travelers may use their private vehicle for business purposes if it is less expensive than renting a car or using alternative transportation. Reimbursement for personal vehicle use may be claimed at the standard IRS mileage rate. All travel must be by the most direct or expeditious route possible and any employee who travels by an indirect route must bear any extra expense occasioned thereby. Employees using their own vehicles for travel incurred for the District business will be required to carry an automobile insurance policy with coverage as specified by their state of residence and a valid driver's license.
- 2.6.3 **Lodging:** Hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts and reimbursement may not exceed the GSA per diem maximum rate.
- 2.6.4 **Meals:** Employees will be allowed meal expenses directly related to business. To claim a travel meal, a person must be on travel status or attending an in-District meeting where a meal is served and provide actual receipts. Reimbursement may not exceed the GSA per diem maximum rate.
- 2.6.4.a For breakfast, personnel must be on travel status for two hours or more before the beginning of their regularly scheduled work time and for dinner, personnel must be in travel status for two or more hours beyond the end of their regularly scheduled work time. For other than local travel, lunch is an allowable expense.
- 2.6.4.b Meals included in the registration fee for a conference, seminar or other event are not to be claimed separately for reimbursement.
- 2.6.4.c Expenses for non-employees who accompany the employee on a trip are not reimbursable.
- 2.6.4.d Any expenditure for alcoholic beverages is not reimbursable.
- 2.6.4.e Any expenditure for entertainment is not reimbursable.
- 2.6.5 **Meals at Local Meetings:** Meals at local meetings, where attendance by the employee is required, will be provided at no charge to the employee.
- 2.7 Telework:** The District may permit employees to work at their home. All employees must be approved in advance to telework by their supervisor and have a signed Teleworking Agreement.
- 2.7.1. **Eligibility**
- A. Employees eligible for telecommuting must have job functions that are of a nature where face-to-face communications, with the public, the District, or with other staff, are minimal or may be scheduled. Additionally, the need for specialized equipment or material for these employees must either be minimal or capable of being scheduled so as not to disrupt District operations during regular business hours or the work of other employees.

- B. All new employees to MCEDD may telework after successfully completing the six-month probationary period. The expectation is that for the first six months of employment the employee will work in the office at least three days per week.
- C. The Executive Director can modify, suspend, or terminate the telecommuting agreement if needed to address business needs of the District, as a result of a change in the employee's job performance, or for other reasons related to District operations.

2.7.2 Employee Responsibilities and Expectations

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

2.7.3 Employee Responsibilities Related to IT

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

2.7.4 Telecommute Security

- A. Employees are required to have all internet, cellular or similar access points are protected with strong passwords or passphrases.
- B. All internet, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
 1. Login and password information is secure and protected, even from family members

- 2. Basic network practices are being applied with appropriate security standards
- 3. Web-based systems are secure
- 4. Two-factor authentication is enabled and being used (if available)
- C. All data is saved in MCEDD authorized shared network drives, cloud locations (e.g., Google Drive), or MCEDD-provided media. No data can be saved to personal storage media (e.g., Flash drives, hard drives, personal cloud storage accounts, etc.)
- D. VPN access is only allowed on MCEDD issued devices. No personal devices will be connected via VPN.
- E. Employees should be conscious of not printing any sensitive information at their home office and the employee should utilize their time in the MCEDD offices for the printing such documents. Some positions may require the need to print such information at a home office and the employee is responsible for ensuring the security and appropriate disposal of those documents.
- F. The employee is responsible to ensure any other measures used to secure information are taken.
- G. Employees are expected to ensure physical office security by taking steps like keeping sensitive material or customer information secure by hiding devices when not in use and any other measures appropriate for the job and the environment.
- H. Employees are expected to follow all MCEDD policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential electronic information in transit or at the alternate worksite.
- I. Personal computers or tablets should not be used for MCEDD business.
- J. Performance of illegal activities through the MCEDD network or on MCEDD time by any user, authorized or otherwise, is prohibited. The employee bears responsibility for and consequences of misuse of their access.

2.7.5 Supervisor Responsibilities

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

2.7.6 MCEDD Responsibilities

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

2.7.7 Workers Compensation: Injuries sustained by an employee while performing work on

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

2.8 Cell Phone Allowance: Certain employees may be entitled to receive an allowance toward the cost of their personal cell phones. The allowance will be granted upon the Executive Director's approval, primarily for those whose jobs require consistent travel and who do not have other MCEDD-issued communication equipment.

Allowances will be paid monthly as part of the employee's paycheck. This monthly allowance is taxable income; therefore, the individual will be taxed in accordance with IRS tax regulations. Since these phones will be the property of the employee, they may be used for personal calls and can be combined or enhanced with other personal plans.

This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, or benefits based on a percentage of salary etc.

3. Recruitment and Selection

- 3.1 Recruitment:** Openings for staff positions with the District shall be advertised in the Mid-Columbia Gorge region and other areas selected by the District to produce a pool of qualified candidates. The Employment departments of the States of Oregon and Washington shall also be notified of position openings.
- 3.1.1 Recruitment announcements shall include job requirements, minimum qualifications from the job description, salary range, selection methods, and how, when, and where to apply and the District's policy to recruit, hire, classify and promote employees per the policy outlined in Section 1.6.1.
- 3.1.2 The Executive Director, or Board if hiring an Executive Director, will establish selection criteria designed to determine each applicant's knowledge, skills, and ability to perform the duties and responsibilities of the open position. Selection procedures may include written, oral and/or performance examinations, which measure the applicant's, or employee's job-related ability, knowledge and skills. No question in any test or in any application form shall be so framed as to attempt to elicit information concerning sex, gender, race, color, age, marital status, sexual orientation, military status, ancestry, national origin, mental or physical disability or political or religious affiliation.
- 3.1.3 At the time of application all applicants must meet the minimum qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment.
- 3.1.4 Any information submitted in application materials or related documents shall be verified prior to hiring to determine the applicant's qualifications for employment. Any false or misleading information supplied as part of an application for employment will be grounds for rejecting the applicant or dismissing an employee.
- 3.2 Promotions:** Notwithstanding Section 3.1, the Executive Director may fill a vacancy by promoting a qualified employee or intern.
- 3.3 Appointment:** The District delegates responsibility for selection and appointment of all staff, except the Executive Director, to the Executive Director.
- 3.3.1 Appointment to positions is through a competitive process based on merit, following an evaluation of the applicant's training, education, experience and knowledge, and ability to perform the job for which application is made. This evaluation shall include a thorough background and reference check, which at a minimum will include verification of educational background and dates of previous employment. The background check may also include checking the applicant's driving record.
- 3.3.2 Appointment shall be made in accordance with these personnel rules.
- 3.4 Employment of Relatives:** Employees' relatives will not be employed by the District under any of the following circumstances:
- Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
 - Where one party would be responsible for auditing the work of the other; or
 - Where other circumstances might lead to potential conflict of the interests.

3.5 Physical Exams: Employment may be contingent upon an applicant's successful completion of a medical examination. The District may require the finalist or leading applicant to take a pre-employment physical examination. This examination will be provided by the District at District expense.

4. Position Classification

- 4.1 Position Classification:** The District shall classify and compensate employees based on job descriptions developed by the District. The District delegates responsibility for developing and revising job descriptions for all employees except the Executive Director, to the Executive Director.
- 4.2 Reclassification:** Positions may be reclassified using the procedures for classifying the original position.

5. Employee Compensation

- 5.1 Employee Compensation:** The District maintains a pay plan covering all positions in the District showing the minimum and maximum rates of pay. In arriving at such salary ranges consideration is given to prevailing rates of pay for comparable work in other public and in private employment. The District shall endeavor, within budgetary constraints, to use the following compensation procedure:
- 5.1.1 New employees shall generally start at the bottom of the applicable range. The Board or the Executive Director may start an employee at a higher step if the qualifications of the employee warrant.
 - 5.1.2 After completion of a successful six-month employment period the employee may be eligible to advance one salary increment or step.
 - 5.1.3 After twelve months of successful continuous employment, the employee may be eligible to advance one salary increment or step. Each twelve-month anniversary thereafter, the employee may be eligible to advance one step increase until the top of the applicable range is reached. A step increase or pay advance is not guaranteed.
 - 5.1.4 The Executive Director may elect to recognize extraordinary job performance by exceeding the regular step increases.
 - 5.1.5 In no case shall the maximum compensation for a range be exceeded unless additional compensation has been approved by the Board.
- 5.2 Pay Adjustments:** The District may, as financial condition allows, give additional pay adjustments.
- 5.3 Pay Equity:** Mid-Columbia Economic Development District strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with Executive Director to obtain clarification.
- 5.4 Pay Schedule:** Employees shall be paid on a bi-monthly basis on the 10th and 25th days of the month. The pay period from the 1st through the 15th of the month will be paid on the 25th day of the same month. The pay period from the 16th through the last day of the month will be paid on the 10th day of the following month.
- 5.5 Method of Payment / Delivery of Notice of Direct Deposit:** Employees are normally paid by direct deposit. A pay stub showing gross earnings, deductions, and net salary will be provided to each employee on pay day and are placed in employee mailboxes or mailed to those employees working remotely. Pay stubs will not be delivered to anyone else without employees written consent.
- 5.6 Part-time Employment:** Part-time employment shall be compensated on the basis of hours worked in relation to full-time employment. That is, an employee who works half-time will receive one-half of the full time pay.
- 5.7 Volunteers:** The District may use unpaid volunteers at its discretion. Volunteers shall receive no compensation, but travel and other out-of-pocket expenses may be reimbursed.

The service of a volunteer may be discontinued at any time for any reason. Volunteers must abide by all applicable rules, policies, and practices of the District, and are held to the same standard of performance as applies to regular employees. Volunteers must be approved by the Executive Director and work under the direction of a MCEDD staff member.

5.8 Interns: The District may use interns at its discretion. The terms of the internship shall be set by the Executive Director on a case-by-case basis.

5.9 Payroll Deductions:

5.9.1 Required Deductions: All mandated federal and state required deductions will be made from the employee's paycheck.

Employees are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. Employees may file a new W-4 form any time. When an employee submits an updated Form W-4, the organization will implement the desired changes at the start of the next payroll period. We encourage employees to seek tax advice if they have questions about withholding amounts.

5.9.2 Optional Deductions: Other deductions may be made from the employee's paycheck with the employee's written request, including, but not limited to:

- United Way contributions
- Insurance contributions
- Monies due the District
- Retirement and deferred compensation
- Credit Union
- Any other deduction of general interest to District employees affecting 2 or more employees may be authorized by the employee with the approval of the Finance Director

6. Fringe Benefits

- 6.1 Eligibility:** Employees shall be eligible for fringe benefits as described in this policy. Eligibility for benefits is defined as outlined in the chart below.

Full Time	Part Time	Temporary
Eligible for benefits on the 1 st day of the month following hire.	Employees working 30 or more hours on a weekly basis shall be eligible for a prorated portion of benefits. Benefits eligibility begins the 1 st day of the month following reaching the threshold of hours actually worked.	Ineligible for employer-paid benefits.

- 6.2 Retirement:** Employees will receive an amount approved by the Board in a 457-retirement program administered by the District. Information pertaining to the specific coverage is available from the Finance & Operations Manager.

- 6.3 Insurance:** The District shall provide group medical, dental, vision and long-term disability and life insurance for eligible employees. Part-time employees will receive a prorated benefit, which is based on hours worked. In addition, coverage may be offered to the employee's spouse or same sex domestic partner, and/or family at an additional cost. Information regarding current costs and benefits is available from the Finance and Operations Manager.

Health insurance coverage is a condition of employment for the employee, unless health care coverage is provided through a spouse or same sex domestic partner. Employees will be notified of any changes in contribution prior to a new enrollment year. Coverage begins the first of the next month following the employment date, unless the employee begins work on the first working day of the month whereby coverage starts on the first of the month of the employment date.

If an employee's health insurance is provided through coverage from a spouse or same sex domestic partner, and insurance criteria is met, employees may have the option to waive District provided health coverage and receive a predetermined amount of cash back, if approved by the District.

The District provides an option for the employee to elect to participate in a Section 125 Premium Only plan.

- 6.4 Workers Comp:** The District pays an employer share of 50% of the cost of coverage under the State of Oregon Workers Benefit Fund.
- 6.5 Unemployment:** The District is a participant under the State of Oregon unemployment compensation plan.
- 6.6 Holidays:** Full-time employees shall be entitled to paid holidays on each of the recognized holidays. Part-time employees receive a prorated percentage of holiday benefits.

- New Year's Day
- Martin Luther King Jr.'s Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Veteran's Day

- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

- 6.7** When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.
- 6.8** If a non-exempt employee is required to work on a holiday observed by the district, the employee shall either be paid or given compensatory time for all hours worked at the rate of one and one-half times the regular rate. The amount of paid holiday time the employee earns on this date is what they normally would have received less the amount of time worked. For example, if a full-time non-exempt employee works 5 hours, the employee will be paid one and one-half times the regular rate for 5 hours and at the regular rate for 2.5 hours to total 7.5 hours.
- 6.9** Employees who are off work on an unpaid leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave.
- 6.10 Employee Assistance Program:** The District recognizes that employees and their family members may, from time to time, face personal issues that affect their careers and personal lives, or both. Solutions to some of these problems may not be readily apparent. To this end, we offer the services of outside professional counseling for the employee and the employee's family to help deal with personal problems such as working relationships, family relationships, substance abuse, finance management, etc. Employee or a member of the family may consult with these professionals on a confidential basis in accordance with the Employee Assistance Program offered by the District.
- 6.11 Inclement Weather and Emergency Closures:** Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office. The Executive Director will make a determination to close operations or to remain open. If MCEDD is continuing operations, employees unable to report for work may elect to not be paid or to utilize PTO leave.

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

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

7. Leaves and Absences

7.1 Personal Time Off (PTO): All full-time employees shall accrue PTO per the following schedules:

- | | |
|--------------------|--|
| 0 through 3 years | - 8.5 hours per pay period, credited at the end of the pay period (total 17 hours per month) |
| 4 through 15 years | - 11 hours per pay period, credited at the end of the pay period (total 22 hours per month) |
| 16 plus years | - 13 hours per pay period, credited at the end of the pay period (total 26 hours per month) |

Part time employees shall accrue PTO at a prorated percentage based on the number of regular hours worked.

- | | |
|--------------------|--|
| 0 through 3 years | - 0.10 hour PTO per regular hour worked, credited at the end of the pay period |
| 4 through 15 years | - 0.13 hour PTO per regular hour worked, credited at the end of the pay period |
| 16 plus years | - 0.16 hour PTO per regular hour worked, credited at the end of the pay period |

Personal Time Off is available for vacation, sick leave, and all other needed time off. Whenever possible employees shall give their direct supervisor or the Executive Director at least two weeks' notice of intent to use scheduled PTO. For unscheduled use of PTO, employees should give their direct supervisor or the Executive Director as much notice as possible (*See work week/attendance*).

Personal Time Off will not accrue during any leave without pay or while covered under workers compensation for time loss for on the job injury, disease, or illness.

Personal Time Off shall begin to accrue upon hire, per the schedule listed above. PTO may be used any time after it is credited.

For purposes of payout at termination or separation, the maximum accrual is 195 hours with a 75% payout on accrued hours (up to the accrual of 195 hours) at termination or separation.

Personal Time Off leave is capped at the end of the calendar year, allowing only up to a maximum number of 225 hours to roll over into the next calendar year.

Employees who have accumulated sick leave at the time this change in policy is put into effect will retain that sick leave accrued. The accumulated sick leave may be used instead of PTO for medical leave. Any unused sick leave will be forfeited on termination of employment.

7.2 Shared Leave: An employee can donate a portion of his or her PTO leave to another employee who is suffering from, or a member of whose household is suffering from, an extraordinary or severe illness or injury, provided:

- 7.2.1.a The leave sharing is approved by the Executive Director.
- 7.2.1.b The receiving employee has exhausted or will exhaust, his or her PTO, and must go on leave without pay or terminate employment. The receiving employee must be absent for at least one week beyond the date when the employee's leave will be exhausted.

7.2.1.c The donating employee may donate a minimum of 7.5 hours. There is no maximum donation provided the donation does not cause the employee's annual leave balance to fall below eighty hours.

7.2.1.d All donated leave must be given voluntarily.

7.3 Leave Without Pay: Employees may request a personal leave of absence without pay for a reasonable period of time up to sixty (60) days. Leave without pay (LWOP) may only be requested when an employee has used all available leave types and /or paid time off. LWOP is a last resort leave available at the Executive Director's discretion on an exception basis only. Requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the District.

7.3.1 **Eligibility:** Permanent full or part-time employees with at least one year of service may request LWOP.

7.3.2 **Requests.** Requests must be submitted in writing to the Executive Director and include the reason for leave, date expected for beginning leave, duration of leave, and expected date to return to work. Requests must be approved by the Executive Director before the leave begins. It is the employee's responsibility to report to work at the end of the approved leave. Any employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned.

7.3.3 **Status of Employee Benefits During Unpaid Leave of Absence.** The District will not pay for group health or dental insurance premiums during any portion of an unpaid leave of absence. Coverage is terminated at the end of the month in which the leave commenced. Employee is eligible to continue medical, dental and vision through COBRA. Rates are the same as active rates plus a 2% admin fee. COBRA coverage is billed through and paid directly to CIS. Annual Personal Time Off will not accrue during unpaid leave of absence.

7.4 Workers Compensation Leave: An employee who suffers a work-related injury or illness may file an application for worker's compensation. The employee shall become eligible to receive compensation from the Workers' Compensation insurance carrier in accordance with Oregon law. Accrued sick leave may be used until claim is processed.

7.5 Jury Duty: Employees will be allowed necessary leave during their normal scheduled work period to serve on the jury of a federal, state, or municipal court or if they are subpoenaed as a witness in a case pending in a federal, state, or municipal court. Employees should notify their supervisor or the Executive Director immediately after receiving notification to report to serve on jury duty or when subpoenaed.

7.5.1 Non-exempt employees will be paid their regular base rate for authorized absences to serve as a juror or subpoenaed witness. Exempt employees will be paid their regular salary.

7.5.2 Payment received from the courts during paid jury duty must be paid to the District. Expense reimbursements, such as mileage, do not need to be paid to the District.

7.6 Military Leave is granted to all employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Generally, advanced notice is required before taking military service or training leave. (See also *Oregon Military Family Leave Act (OMFLA)* and *Federal Military Family Leave (FMFLA)* for additional military leave information).

7.7 Oregon Family Leave Act: Eligible employees may take unpaid Oregon Family Leave (OFLA) for the purposes commonly referred to as parental leave, serious health condition leave, pregnancy disability leave, sick child leave, bereavement leave, and military family leave as defined below:

7.7.1 Parental Leave is leave taken to care for the employee's newborn, newly adopted or newly placed foster child under 18 years of age or for a newly adopted or newly placed foster child 18 years of age or older which is incapable of self-care because of a physical or mental impairment. It includes leave time to effectuate for the legal process required for placement of a foster child or the adoption of a child. *Note: If both parents work for MCEDD, they are not entitled to take concurrent leave except in limited situations. Employees will only be allowed to take leave in two or more non-consecutive periods with the Executive Director's prior approval. With the Executive Directors' approval, employees may be allowed to work intermittently during their parental leave. Requests for this option would be reviewed on a case-by-case basis for approval by the Executive Director.*

7.7.2 Serious Health Condition is leave taken to provide care for a family member with a serious health condition as defined in 839-009-0210(19); or to recover from or seek treatment for a serious health condition that renders an employee unable to perform at least one essential function of the employee's regular position.

7.7.3 Pregnancy Disability Leave is leave taken by an employee for the eligible employee's own disability related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care. Pregnancy disability leave is a form of serious health condition leave.

7.7.4 Sick Child Leave is leave taken to care for an employee's child suffering from an illness or injury that requires home care but is not a serious health condition, or to care for an employee's child whose school or childcare provider has been closed in conjunction with a statewide public health emergency declared by a public health official. Routine medical or dental appointments do not qualify under this provision. Provisions of OFLA will be construed to the extent possible in a manner that is consistent with any similar provisions of the Federal Family Medical Leave Act (FMLA). When both OFLA and FMLA apply, the provision that is more beneficial to the employee's circumstance shall apply. Not every detail of the OFLA and FMLA laws can be included, and MCEDD will administer this policy in accordance with all legal requirements. Requests for leave under these laws will be reviewed on a case-by-case basis. For the purposes of taking parental leave under OFLA, an employee must be employed by MCEDD for at least 180 calendar days immediately preceding the date on which the parental leave begins. For purposes of taking all other types of family medical leave under OFLA, including pregnancy disability leave, an employee must be employed by MCEDD for an average of at least 25 hours per week during the 180 calendar days immediately preceding the date the family and medical leave begins. To qualify for FMLA, an employee must have been employed by MCEDD for at least twelve (12) months and worked at least 1,250 hours in the previous months.

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

7.7.6 Military Family Leave Act is leave taken by the **spouse** or **domestic partner** of a member of the Armed Forces of the United States, the National Guard, or the military reserve forces of the United States who has been called to active duty or notified of an impending call or order to active duty, or who is on leave from active duty during a period of military conflict. Eligible employees are entitled to 14 days of **unpaid** leave per deployment and must provide notice to the Executive Director, of intention to take leave within five business days of receiving official notice of an

impending call or order to active duty or of a leave from deployment, or as soon as is practicable when official notice is provided fewer than five days before commencement of the leave. The 14 days count against the employee's 12-week OFLA allotment for the year; this means the days are included in, not in addition to, the 12 weeks of family leave available under Oregon's Family Leave Act (OFLA). Notice shall include a photocopy of the service member's orders to verify that the leave is for the purpose as defined in OAR 839-009-0380(7). No retaliation or discrimination may occur because an employee has requested OMFLA leave.

7.7.7 Definitions

Child - For the purposes of parental and sick child leave only (not for the purposes of serious health condition leave), means a biological, adopted, foster or stepchild, the child of an employee's same-gender domestic partner or a child with whom the employee is or was in a relationship of in loco parentis. The child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment as defined by ORS 659A.100(2)(d).

Domestic Partner - Means an individual joined in a domestic partnership. Domestic partnership for the purposes of ORS Chapter 659A means two individuals of the same sex who have received a Certificate of Registered Domestic Partnership from the State of Oregon in compliance with ORS 432.405(1) and rules adopted by the State Registrar of the Center for Health Statistics.

Family Member - Means the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of the same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee of the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave is taken.

In Loco Parentis – Means in the place of a parent, having financial and day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

Public Health Emergency -Means a public health emergency proclaimed by the governor to protect public health declared under ORS 433.441 or an emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

7.7.8 Length of Leave Allowed: In any one-year calculation period, an eligible employee is entitled to the following amount of unpaid Oregon family leave:

- 12 weeks of family medical leave for parental, family serious health condition, sick child, and/or personal serious health condition reasons;
- An eligible female employee may take up to 12 weeks of pregnancy disability leave in addition to 12 weeks of OFLA leave for any leave purpose;
- Up to twelve (12) weeks of state leave for an illness, injury or condition related to pregnancy or childbirth that disables the employee;
- An employee who takes the entire 12 weeks of parental leave is entitled to an additional 12 weeks of sick child leave within the same calculation year;
- An eligible female employee may take up to 36 weeks of OFLA leave in one leave year that includes up to 12 weeks of pregnancy disability leave, followed by 23 weeks of parental leave, and 12 weeks of sick child leave;
- An eligible employee may take up to 24 weeks of OFLA leave in one leave year if the employee takes 12 weeks of parental leave followed by 12 weeks of sick child leave;
- The birth, adoption or foster placement of multiple children at one time entitles the employee to only one 12-week period of parental leave.

Sometimes more than one type of leave may apply to a situation. Where allowed by the federal or state law, leaves will run concurrently. Where the law allows, all

approved leave time, whether paid or unpaid, will be deducted from an employee's annual family medical leave entitlement under this policy and the law. This means that workers' compensation leave, leave for a non-occupational injury or illness, federal family medical leave, state family medical leave may all run concurrently where allowed by law and be deducted from the employee's annual family medical leave entitlement.

Generally, the one-year (12 month) calculation period during which leave is available will be measured backward from the date the employee uses any family medical leave. There is a period of time where an employee may be eligible for state but not federal family medical leave. When state leave is available before the employee is eligible for federal family medical leave or the reason for the first leave qualifies for state leave but does not also qualify for federal leave, the one-year leave calculation period will begin with the first state leave taken by the employee. Thereafter, a new leave calculation period will begin with the first day of federal qualified leave for family medical leave calculations.

- 7.7.9 Leave Request:** Employees must provide 15 days advance written notice if the leave is foreseeable. To apply for a family medical leave of absence, employees must notify their supervisor and complete a *Family Medical Leave Request* form. If the reason for the leave is unforeseeable, employees must give their supervisor verbal notice in accordance with other MCEDD policies but the verbal request must be followed up by the written request within three days of their return to work. If the need for the leave is foreseeable and the employee fails to provide notice as set forth above, MCEDD may delay the leave for up to 15 days or, if the leave qualifies under state leave, reduce the available leave time for up to 15 days.

If the leave is to care for a child who requires home care due to the closure of the child's school or childcare provider as a result of a public health emergency, the leave request will include the name of the child requiring home care; the name of the school or childcare provider that is subject to closure; a statement from the employee that no other family member of the child is willing and able to care for the child; and a statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

- 7.7.10 Certification:** Employees are required to provide a medical *Certification of Physician or Practitioner* form from their health care provider to support a family medical leave request. Where the need for the leave is anticipated, they must provide the certification in advance of the leave, when possible. However, certification is not required for parental leave although employees may be required to provide documents evidencing birth, adoption, or foster placement. Where the need for leave is not anticipated, employees may be required to provide medical certification within 15 days of MCEDD's request for such certification. In some cases, MCEDD may require a second or third medical opinion, at MCEDD's expense.

If the employee has used three days or partial days of leave within a one-year period to care for a sick child, the employee may be required to obtain a *Certification of Physician or Practitioner* form to support a request for any additional leave to care for a sick child. In this case, MCEDD will pay the cost of obtaining the medical certification if it is not covered by their health care insurance plan. If the employee's medical leave is for their own serious health condition, they may also be required to furnish a *fitness for duty certification* form from their health care provider at least one working day before returning to work.

7.7.11 Pay and Benefits: The employee must use any accrued sick or paid time off during family medical leave. The employee's accrued sick or paid time off will be used in the following order: sick pay; combination of sick pay/paid time off; any paid time off remaining. There will be no accrual or accumulation of benefits *after* the first 150 hours of family medical leave. MCEDD will continue to pay its portion of the group health insurance premiums on the employee's behalf and the employee must continue to pay their share of the premium. If the employee fails to pay their share of the premium, they may lose the coverage. MCEDD has the right to recoup from the employee any premiums it paid during the leave if the employee does not return to work for reasons other than their own serious health condition or that of an employee's family member, or some other reason beyond the employee's control.

7.8 Federal Military Family Leave Act (FMFLA) Qualifying Exigency Leave for Families of National Guard and Reserves: The National Defense Authorization Act for 2008 (NDAA) amends FMLA to allow military families members (spouse, son, daughter, or parent) of people who are on, or about to go on active duty, leave entitlement to manage their affairs ("qualifying exigency"). For the purposes of qualifying exigency leave, family members of covered military members called to active duty may take leave for one or more of the following qualifying exigencies:

- to address any issues which arise from the military member learning of a call or order to duty seven or less calendar days prior to deployment;
- to attend military events or sponsored family support programs;
- to arrange for alternative childcare or school attendance, attend childcare or school meetings, or provide childcare on an urgent immediate need basis when necessitated by the call to duty;
- to make or update financial and legal arrangements to address the military member's absence, or to serve as the military member's Representative in obtaining, arranging or appealing military service benefits;
- to attend counseling (not provided by a health care provider) or oneself, the military member, or child of the military member;
- to spend time (up to five days of leave for each instance) with a military member on temporary rest and recuperation leave;
- to attend post-deployment activities, and
- any other events which employer and employee agree arise out of the military member's call to duty, qualify as an exigency, and agree as to the timing and duration of leave.

7.8.1 Military Caregiver Leave: The NDAA FMLA amendments also allow up to 26 weeks of unpaid FMLA caregiver leave for a service member who incurs a serious illness or injury in the course of active duty. This leave is called "Service Member Family Leave" (SMFL). A caregiver may be the spouse, son, daughter, parent or next of kin (defined as nearest blood relative). For this leave only, a "serious injury or illness" is defined as any injury or illness incurred in the line of duty that "may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating." This means that the SMFL serious health condition may not meet the definition of other FMLA serious health condition. No retaliation or discrimination may occur because an employee has requested FMFLA leave.

7.9 Domestic Violence Leave (Crime Victims Leave): Employees who are victims of domestic violence, sexual assault, harassment, or stalking, or are parents or guardians of victims (minor children), may be eligible for this leave. The District may grant an eligible employee a reasonable leave of absence if the employee or the employee's minor child or dependent needs time off to deal with issues of domestic violence, sexual assault, or stalking. The District may provide reasonable safety accommodations for an employee who is a victim of domestic violence, sexual assault, or stalking, if the employee requests it, and if it does not impose an undue hardship on the District.

7.10 Leave to Donate Bone Marrow: Employees working 20 or more hours per week are eligible for this leave. An employee may use up to 40 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off (paid or Unpaid) may be granted by the Executive Director. Employees must notify your manager as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected. Benefits are not affected by this leave.

7.11 Absenteeism: The District expects that employees will be present, ready for work when and where they are assigned.

7.11.1 Employee will be subject to disciplinary action for unexcused absenteeism, habitual tardiness and habitual absenteeism.

7.11.2 Abuse of any or all leave privileges, including sick leave or other personal leave time shall be considered a violation of the absenteeism rule.

7.12 Paid Leave Oregon Leave: Mid-Columbia Economic Development District (MCEDD) provides a Paid Leave Oregon Insurance plan through Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

7.12.1 Cost: Employees will see a .006% deduction from gross wages for each paycheck. MCEDD will contribute .004% of the employee's gross wages for each paycheck.

The employee and MCEDD minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will be provided notice to employees in advance of any change.

7.12.2 Eligibility: Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

7.12.3: Length of Leave: The length of leave is part of the determination process. An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth. The coverage may be approved in **single day segments**.

7.12.4 Reasons for Leave: Benefits may apply to a variety of situations, including:

A. Family leave - Caring for members of the employee's family:

- During the birth of a child
- Bonding with a child in the first year:
 - After birth
 - Through adoption
 - When the child is placed in the employee's home through foster care
- To care for a family member with a serious health condition.*

- B. Medical leave - The employee caring for themselves when the employee has a serious health condition*
- C. Safe leave - For survivors of:
 - Sexual assault
 - Domestic violence
 - Harassment
 - Stalking

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

7.12.5 Insurance Benefit While on Leave: The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. No employee will receive less than the equivalent of \$540.00 per week and no employee will receive more than the equivalent of \$1,469.78 per week. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs.

Employee may make up the difference between the PLO benefit amount and their regular rate of pay. The Personal Time Off (PTO) leave bank is available for this purpose.

7.12.6 Notification of the Need for Leave: An employee is required to provide MCEDD notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the MCEDD within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify MCEDD as soon as possible.

Please complete the Paid Leave Oregon Notice Form to notify MCEDD of the intention to take leave. Copies are available in the Break Room or contact the Finance and Operations Manager for a copy.

7.12.7 Filing a Claim for Coverage: Employees will need to establish an account at Frances Online and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. MCEDD will be unable to complete the application process on the employee's behalf.

7.12.8 Job and Benefit Protection While on Leave: If an employee has been employed with the MCEDD for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, employees are entitled to a position equal to their previous position before you took leave, with equal employment benefits, pay and other terms and conditions.

If, at the time of leave, the employee is receiving health benefits these will be maintained.

The employee will be required to pay their portion of all elected benefits premiums

while on leave.

7.12.9 Complaints Procedure: MCEDD's goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the Finance and Operations Manager promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

8. Disciplinary Action: The District may demote, suspend, reduce in salary or dismiss an employee for:

- 1) Neglect of duty
- 2) Inefficiency
- 3) Incompetence
- 4) Inadequate performance of duty
- 5) Insubordination
- 6) Indolence
- 7) Conviction of a crime involving moral turpitude
- 8) Malfeasance
- 9) Gross misconduct
- 10) Absence from work without permission and habitual absence or tardiness.
- 11) Violation of duties or adopted District policies, including those imposed by this manual.
- 12) Failure to perform an essential duty or to be able to operate essential equipment as defined by the Employee's job description.

This list is not all-inclusive, but only serves as a general guide. The District may discipline or terminate employees for other reasons not stated above.

8.1 Discipline is Progressive: Under normal circumstances, the District endorses a policy of progressive discipline in which it attempts to provide notice to employees of deficiencies and an opportunity to improve. The District recognizes that some performance problems are more severe, and so steps in the progression may be skipped, depending on the severity of the deficiency. In the event that discipline is necessary, the normal application of progressive discipline should be:

1. *Oral Warning.* An oral warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or his/her failure to observe a rule, regulation, or administrative instruction. It is intended to change the employee's conduct, attitude, habits, or work methods. Following the counseling session, the supervisor shall document the oral warning. Documentation of the oral warning shall be kept with the supervisor's files, and the supervisor will provide a copy to the employee.
2. *Written Reprimand.* A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed in the employee's personnel file.
3. *Suspension.* A suspension is a temporary, unpaid absence from duty that may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action that is made part of the employee's permanent record. The Executive Director may suspend an employee for up to 15 days for each occurrence (up to 30 days in any calendar year), for cause. Written notice of the suspension, including specific charges and duration, shall be provided to the employee.
4. *Demotion:* The Executive Director may demote or reduce the salary of an employee. Written notice of the demotion or salary reduction, including specific charges, shall be provided to the employee at least 15 days in advance of the effective date.
5. *Dismissal:* The Executive Director may dismiss an employee.

8.2 Plans of Assistance: The Executive Director may place employees on a Plan of Assistance to improve the performance of an employee. Plans of Assistance should clearly identify the performance deficiencies and the expected performance.

- 8.3 Suspension for Investigation:** Suspensions with pay, where the employee is placed on administrative leave, may be used by the Executive Director pending the results of an investigation or disciplinary action where the Executive Director determines those factors such as public confidence, the safety of the employee or the efficient functioning of the District call for such a suspension.
- 8.4 Degree of Discipline:** The degree of disciplinary action administered depends on the severity of the infraction, and will be carried out in accordance with this policy. In cases involving serious misconduct or in the case of a major breach of policy or violation of law, the Executive Director may suspend the employee immediately and determine what further action, if any, should be taken.
- 8.5 Appeal of Disciplinary Action:** Temporary employees and employees who have been employed less than six months do not have a right to appeal disciplinary actions. All appeals shall be in writing and addressed to the Board within fourteen days and with a copy to the Executive Director.
- 8.6 Investigations:** In connection with an appeal, complaint, protest, the Board may conduct such investigation it deems necessary.
- 8.7 Hearings:** If the Board decides a hearing is warranted, it shall set a date and time for the hearing. The employee and Executive Director shall be given written notification of the time and place of the hearing. The hearing is intended solely for the purpose of receiving evidence either to refute or substantiate specific charges brought to the Board. In appealing a disciplinary action to the Board, an employee may, but is not required to have counsel or other representation. The employee or his/her spokesperson may examine, cross examine, make statements and summarize testimony.
- 8.8 Findings:** If the Board finds that the action of the Executive Director was reasonable and consistent with policy, the Board may affirm the action or modify the action as it deems appropriate. If the Board finds that the action was not reasonable and consistent with policy, the action shall be reversed and the employee shall not suffer any loss in pay or status and the personnel file shall be purged of such record. The decision of the Board shall include a finding of fact and shall be final and binding.
- 8.9 Reduction in Force:** The Executive Director may layoff an employee because of a reduction in force due to lack of funds, lack of work, agency reorganization or an employee's inability to continue in a reclassified position. Temporary employees will be laid off before regular employees. In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal. Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified up to one year of the date of the loss of employment.

- 9. Employee Performance:** The performance of each employee shall be evaluated and reviewed with the employee annually. Direct supervisors shall evaluate employees they manage based on a performance evaluation system provided by the Executive Director and the Executive Director shall evaluate supervisors and all other staff. The Board shall review and evaluate the performance of the Executive Director.
- 9.1 Purpose:** Employee performance reviews are an essential communication process between the employee and the District. The performance appraisal is an opportunity for the supervisor and employee to review whether previously discussed performance expectations and goals have been met, to discuss professional development opportunities, and to identify options for acquisition of additional skills and knowledge to foster performance improvement and career growth. It also serves as a basis of personnel decisions – merit increases, promotion and termination.
- 9.2 New Employees and Employees in a New Position:** Newly hired employees and employees in a new position will participate in goal-setting interview/reviews as often as appropriate and will have at least one performance evaluation before the completion of six months employment and at least one more before the completion of twelve months employment.
- 9.3 Unsatisfactory Performance:** An employee whose work is judged unsatisfactory shall be notified in writing of the areas where work is considered deficient. Unless the deficiency is extreme, the employee shall be placed on a Plan of Assistance.
- 9.4 Evaluation Considerations:** In evaluating employees, the evaluator will consider the experience and training of the employee as well as the employee's attainment of previously set goals. Other factors that will be considered include knowledge of the job, quantity and quality of work, citizen service, initiative, reliability, judgment, conduct, and acceptance of responsibility.
- 9.5 Employee Participation:** Employees shall be invited to provide comments about their own performance during the review period. Employees may also comment on the review conducted by their direct supervisor or the Executive Director in the form of written comments on or attached to the written evaluation.
- 9.6 Written Evaluation:** The direct supervisor or the Executive Director will prepare a written appraisal of each employee's performance. The appraisal will include an action plan for the employee and a set of performance goals for the next evaluation period. The direct supervisor or the Executive Director will meet with the employee to discuss the evaluation. The employee and evaluator will sign and date the evaluation. If the evaluation is conducted by a direct supervisor, the supervisor will submit the employee evaluation to the Executive Director for further review and signature. An employee may attach a written response to the evaluation if desired.
- 9.7 Supplemental Evaluation:** A supplemental performance evaluation may be submitted on any occasion deemed appropriate by the direct supervisor or the Executive Director to clarify performance deficiencies and goals or plans for improvement.

- 10. Termination of Employment:** Termination may occur because of an employee's resignation, dismissal, retirement; or permanent reduction in workforce. In the absence of a specific written agreement, employees are free to resign at any time and for any reason.
- 10.1 Notice:** Employees are requested to give at least two weeks' notice of their intent to resign.
- 10.2 Absence Without Notice:** Employees who are absent from work for three consecutive days without an approved leave or without having given notice to the Executive Director will be considered as having abandoned their position and may be declared as having voluntarily quit.
- 10.3 Health Insurance:** The District will notify terminating employees of their right and the cost to continue coverage under the group health plan. The District will assist employees who wish to continue coverage under COBRA or through retirement.
- 10.3.1 Retirement Employee:** For purpose of a retiree's option of continuing in the District's health insurance program, the definition of retiree is as follows:
- a. Has retired at 55 or older or has been placed on disability retirement.
 - b. Was insured under the District's group health insurance program at the time of retirement.
 - c. Begins receiving MCEDD's retirement benefits or social security benefits immediately after termination of employment.
- 10.4 References:** In general, the District will not release reference information (beyond dates of employment) without the authorization of the employee. Employees (or former employees) may authorize the Executive Director to provide additional reference information on the employee's (or former employee's) performance and work assignments. Employees (or former employees) who are making this authorization shall do this in writing.
- 10.5 District Materials:** Employees will return all District equipment and District keys upon termination. The District may change security codes, passwords, and/or keys for District facilities and equipment after any employee's termination.
- 10.5.1** Any employee terminating employment with the District is prohibited from taking (in any form) or copying any computer discs, hard copies, or other information stored on the District's electronic equipment.
- 10.6 Exit Interviews:** The Executive Director or the employee's direct supervisor will conduct exit interviews with all employees who terminate their employment by resignation or retirement.
- 10.7 Personal Property:** The District will give terminating employees sufficient time to remove personal property from District offices.
- 10.8 Pay Upon Separation:** An employee terminating employment with the District will be paid any earned and unpaid wages then due for work hours, any remaining PTO at 75 percent, and compensatory time for non-exempt (as per 2.24), which shall be paid at one and one-half the employee's hourly rate. An employee who is involuntarily terminated will be paid no later than the end of the first business day after a discharge or termination. If an employee resigns and fails to give at least forty-eight (48) hours advance notice prior to quitting District employment shall be paid within five (5) days of termination.

11. Personal and Professional Development: The District places a high value on personal and professional development of employees.

11.1 Employees may request compensation for the costs of college-level, technical or other academic course work, seminars, and conferences relevant to their current or future roles in the organization. Reimbursement for college-level course work will only be made if the employee receives a passing grade. All training activities involving a cost to the District must be approved in advance by the Executive Director, in writing.

12. Electronic Equipment and Telecommunications Policy: The following policies apply to the use of all District telecommunications equipment and services, including, but not limited to computers, electronic mail, the Internet, telephones, voice mail, faxes, cellular telephones, support equipment (projectors, printers, etc.), and electronic data. Improper use or violations of this policy can result in disciplinary action, up to and including termination.

12.1 District Business: The District's telecommunications systems are to be used only for conducting the business of the District. The District's telecommunications systems shall not be used for any of the following purposes:

- any use related to the conduct of an outside business;
- a use that supports, promotes, or solicits for an outside organization or group unless provided for by law or authorized by the Executive Director;
- any campaign or political use;
- any commercial use;
- any violation of the District's anti-harassment policy;
- any illegal activity; or
- transmitting offensive, discriminatory, prejudicial, or otherwise inappropriate material.

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

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

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

12.3 De Minimis Use: Other de minimis uses of the telecommunications systems are permitted if the use:

- does not result in a cost to the District;
- does not interfere with the performance of official duties;
- is brief in duration and frequency and occurs during breaks and lunch hours;
- does not distract from the conduct of District business; and
- does not compromise the security or integrity of agency information, equipment, or software.

Abuse may be grounds for discipline.

12.4 Costs: Any costs created by employee for personal use of the telecommunications system shall be reimbursed to the District by the employee.

12.5 Security: Users of all telecommunications systems should be aware that these systems are not secure.

12.5.1 Electronic communications cannot be protected from unauthorized access caused by recipients who fail to maintain the confidentiality of the pass code or leave their assigned communications device(s) unattended when logged on.

12.5.2 Electronic mail messages and voice mail messages may be received, modified, and forwarded to others by the recipient. They may be directed to the wrong recipient or lost in route to an intended recipient.

12.5.3 Users shall not provide unauthorized access to the District's telecommunications system.

12.5.4 Users may not use another individual's network identification, voice mailbox, or name to send electronic mail messages, voice mail, faxes, or other electronic communication without prior approval.

12.6 Public Records: Telecommunications records related to the business of the District are public documents, which may be obtained by request pursuant to the District's public records rules.

12.6.1 Users shall retain copies of electronic mail messages, which they generate and send, or receive, in either electronic or hard copy form, consistent with Oregon and Washington's document retention schedules. Copies of the retention schedules are maintained in the District's Office.

a. Informational or ephemeral correspondence, which does not contain significant information about the District's program, such as meeting notices, reminders, drafts and worksheets, desk notes, memoranda and other materials or an informational nature need not be retained.

b. Users must consult with the Executive Director to determine if documents should be retained and for what length of time.

12.6.2 The Executive Director must approve requests for access to or copies of electronically stored or archived electronic mail messages from persons outside of the agency.

12.7 Privacy: Users of the District's telecommunications systems have no reasonable expectation of privacy.

12.7.1 Users should not use telecommunications systems to transmit, receive, or store sensitive personal information.

12.7.2 The Executive Director or a designee reserves the right to access stored messages on the District's electronic mail, voice mail, and other data systems or otherwise monitor its use at any time, without prior notice, and without the consent of the sender or recipient when it is necessary to carry out normal business functions, or if the Executive Director has reason to believe that use of the District's telecommunications systems has been in violation of this policy.

12.7.3 The District reserves the right to monitor employee use of our systems at any time. Employees should not consider their usage to be private. Within the bounds of current and future laws, the District reserves and intends to exercise the right to review, audit, intercept, access, and search any of these systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions.

13. Safety: It is the policy of the District to provide and maintain safe and healthful working conditions, follow operating practices that will safeguard all employees, and result in safe working conditions and efficient operation. Safety rules and regulations have been established and are in effect for all employees.

13.1 Bloodborne Pathogens or Other Potentially Infectious Materials: Exposure to bloodborne pathogens may lead to sickness such as hepatitis, AIDS, or malaria. The District wants to assure its employees of a safe and healthy work environment. It is the policy of the District to comply with all legal and regulatory obligations for the prevention of exposures to bloodborne pathogens. To this end, the District will comply with all sections of the Oregon Administrative Rules, Chapter 437 and all other statutory requirements regarding the prevention of occupational exposures to bloodborne pathogens.

13.2 Universal Health Precautions and Work Practices: As recommended by public health authorities, the District will adhere to a program of universal precautions for protection against diseases spread by blood or bodily fluids. ("Bodily fluids" refers to fluids that may contain blood or feces, not urine, sweat, saliva, or tears.) This means that, for safety purposes, employees will operate on the assumption that all blood and bodily fluids are potential carriers of bloodborne disease and will adhere to universal precautions that protect against AIDS and other diseases.

13.3 Safety Data Sheets: Copies of safety data sheets for all hazardous chemicals that employees of the District may be exposed to will be kept in an appropriately marked binder with the Safety Committee materials in the main office bookshelf. Safety data sheets in this location will be available to all employees in their work areas for review during each work shift. Employees must never use a chemical if its safety data sheet is not available; employees should immediately contact their supervisor before using the chemical.

Prior to a new hazardous chemical being introduced to the District, each employee that may use the chemical will be given information as outlined above. The Executive Director is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

14. Code of Ethics: The District expects teamwork and excellence. Neatness of work performed is also important. All employees are engaged in public relations. Some deal directly with the public; others, while not in direct personal contact, do perform work under the public eye. Favorable impressions created by employee's public behavior help develop good will and support for District services. Employees who violate these Ethics Policies or the separate Conflict of Interest Policy who create an equally detrimental impact on the organization may be subject to disciplinary action, up to and including discharge.

14.1 Personal Interests Avoided: District employees may not use District time, equipment or services for personal interest. In matters of personal interest, employees should conduct themselves so as not to impair their working relationship with other employees, officials, or the public.

14.2 Personal Telephone Calls: District phones are to be used for District purposes only. Telephone calls of a personal nature (incoming or outgoing) should be kept to a minimum and made during breaks or lunch periods whenever possible. Under no circumstances should an employee charge a long-distance call to the District unless it is work-related. Friends and relatives should be discouraged from calling during working hours except in emergencies.

14.2.1 Personal Cellular Phone Usage: Excessive use of a personal cellular phone for personal business during work hours is not allowed. Additionally, if personal cell phones are brought to meetings, the devices must be put on vibrate mode as to not disrupt the meeting.

14.3 Confidentiality: Employees must not discuss confidential matters or release confidential information to anyone except as is required in the execution of their duties. An employee shall not use or disclose, either directly or indirectly, for his benefit or the benefit of another, any confidential or proprietary information, whether or not the information is acquired, attained, or developed by the employee or in connection with others. All confidential information shall be sufficiently guarded to protect it from misuse.

14.4 Gifts and Gratuities: Employees shall not accept any special favors, gifts, or gratuities resulting from or related to employment with the District. In this regard, the appearance of impropriety can be as damaging as actual impropriety and shall be avoided.

Employees may not accept prizes and awards offered to attendees of conferences, seminars, or professional gatherings as a result of attendance or for winning a contest or game. Such prizes become the property of the District. Promotional items, such as pens, pencils, notebooks, notepads, cloth or canvas bags, snack foods, etc., that are offered to all attendees, or that are meant to be used during the course of the event are excluded from this rule. Employees may keep these items for their personal use.

Airline miles or other benefits, whether paid for with District or personal resources, accrued from District travel, shall become the property of the District.

14.5 Special Gifts: The Executive Director may allow acceptance of nonmonetary gifts of nominal value (e.g. under \$50) at holidays or special occasions which are available to be shared by all employees.

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

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

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

b. For all other positions, appropriate attire includes collared shirts and slacks, or blouses with skirts or slacks. Jeans, shorts, casual t-shirts, and flip flops are examples of inappropriate attire. Jeans without holes, frays, etc. may be worn on Fridays only. If you are meeting clients, business dress is always appropriate.

14.7 Appearance of Work Areas: The District's objective is to provide and maintain clean, safe and healthy work conditions. It is the responsibility of each employee to maintain a safe, neat work area and ensure that all working documents, desks, cabinets and equipment are secure at the close of the work shift.

14.8 Pets in the Workplace: For the purposes of this policy pets are considered a domestic animal that resides with and is cared for by an employee of the District. Decisions about the appropriateness of bringing a pet to work will be made by the Executive Director based on any potential risk to the pet and to the people in the community, and to the perceived disruptions caused by the pet. The following are guidelines for permitted pets in the

workplace.

14.8.1 Pets must be tethered and under the control of the employee at all times. At no time will they be allowed to interfere with the performance of duties of any employee.

14.8.2 **Restricted Areas.** Any area or situation in which another person has raised a legitimate concern for health or other reasons about the presence of a pet, except for designated guide or working animals assisting employees with documented disabilities.

14.9 Bonus or Commission: MCEDD will not pay a bonus or commission to anyone for the purpose of obtaining the award of a grant project.

14.10 False or Fraudulent Statement and Claims: All information provided in grant reporting (to WSDOT or other granting agencies) is accurate and complete. There are severe penalties for falsifying information concerning a grant-funded project.

Memorandum

Date: May 31, 2023

To: MCEDD Executive Committee

From: Jessica Metta, Executive Director

Re: New Bank Account Opening

Request

Approve opening a new bank account for the US Dept. of Agriculture Rural Business Development Grant Revolving Loan Fund.

Overview

In 2021, we were awarded a Rural Business Development Grant (RBDG) from the US Dept. of Agriculture (USDA) to receive the final appropriation for economic development funds in the National Scenic Area. This was a \$1,900,000 award to split evenly for lending as approved by the Oregon and Washington Investment Boards. The award was made to MCEDD on behalf of OIB/ WIB. One loan has been funded thus far. In requesting USDA approval of a second loan, USDA informed us that they have determined they need to place a UCC filing on the bank account associated with this Revolving Loan Fund. Currently the funds are held in the regular MCEDD Checking Account and we use class codes to keep the funds separate in Caselle. Rather than place a UCC filing on this account with all the other funds there, and at USDA's suggestion, we would like to open a new bank account specifically for this Revolving Loan Fund.

Memorandum

Date: May 31, 2023

To: MCEDD Executive Committee

From: Jessica Metta, Executive Director

Re: Attainable Housing Partnership with City of Hood River Urban Renewal Agency

Request

Provide feedback on partnering with the City of Hood River Urban Renewal Agency on supporting an Attainable Housing project in Hood River.

Background

MCEDD operates the North Central Oregon Attainable Housing Development Fund which has been operating as a Revolving Loan Fund since being funded through the Oregon Governor's Regional Solutions office in 2015. With the original \$2 million, we have lent about \$1.9 million for:

- Rehabilitation of 9 apartment units in The Dalles.
- Construction of 18 units in Hood River.
- Rehabilitation of a 6-unit multi-family dwelling in The Dalles.
- Construction of a 32-unit apartment building in Hood River.

The fund currently has about \$1.3 million available.

From the fund's Policies and Procedures:

The Housing Development fund is designed to provide loan resources to address a shortage of quality housing stock at price ranges and rental levels which are commensurate with the financial capabilities of workers and households in the region. The purpose of the fund is to provide funding for gap lending to aid in addressing the North Central Oregon regional attainable housing challenge. Uses are intended to include pre-construction, rehabilitation and loan guarantees. Goals for the fund include development of tangible assets through housing development, providing opportunities for those in the region to live where they work and supporting the middle market of 61-120% median family income ("MFI").

The purpose of the fund is to provide gap financing and will partner with a lender to leverage the Attainable Housing Development Fund resources.

Since 2021, we have been in discussions with Maui Meyer about an apartment building in Hood River on Taylor Street to be built by Argonaut Investments, a partnership of Maui and Ben Stenn. The Taylor Street project was recommended for a \$750,000 loan by the North Central Affordable Housing Subcommittee as the first step in the process for Loan Administration Board (LAB) approval. When construction costs escalated quickly, Maui pulled back on the project before receiving official LAB approval.

Maui and the City of Hood River have since approached MCEDD about interest in partnering to move the project forward. In addition to MCEDD's Attainable Housing fund, the City's Urban Renewal Agency (URA) is being asked to lend \$1 Million in urban renewal funding in support of the project.

There is also a request to increase the amount from MCEDD to \$1 Million. The City would prefer to give the urban renewal funding to MCEDD to administer.

Additional Notes:

- Our Comprehensive Economic Development Strategy includes development of attainable housing as a key economic need in the region.
- MCEDD has lending expertise that the City/ URA does not.
- The Loan Administration Board would still need to approve MCEDD's loan to the project.
- MCEDD/ OIB have made many loans to Argonaut Investments or other iterations involving Maui for commercial projects in Hood River and The Dalles in the past, including construction. They have been excellent clients and often pay off early. They also have experience building housing in Hood River. Maui and Ben are very well regarded in the community.
- Any URA funds lent to the project would need to be repaid and would not be used for an ongoing revolving loan fund, although there is interest in possibly revisiting this idea with other City/ URA funds if the project is successful.
- We would add language to hold MCEDD harmless from repayment to the URA if the project defaults, noting that we would pursue the default for remedies the same as any other loan client.
- The City is interested in equal treatment throughout the lending process as an equal partner, including in securing collateral and repayment of the loan.
- The City has suggested 1% (\$10,000) as an Origination Fee for MCEDD. MCEDD may also provide for any reasonable Administrative Fees which would provide for reimbursement of any actual costs incurred in the administration of the loan. URA would keep any interest income earned on their funds, less these fees.

The URA is discussing their interest in pursuing this idea at their public meeting on June 12. MCEDD Executive Committee feedback is requested to determine interest in supporting the City's request to administer a loan for this project on their behalf, and any conditions of interest. If there is interest, an IGA would be brought to a future meeting for review and discussion.



**Economic Development Division Report
Prepared for the February 2023 Executive Committee Meeting**

County Economic Development

- City of Grass Valley wastewater – the Clean Water State Revolving Fund has updated their maximum principal forgiveness for eligible applicants to \$2 million. Staff will meet with the City Council and engineer in early June to discuss updated project costs and funding scenarios. If the Council is agreeable, staff will support the City in developing funding applications.
- Staff continue to support the Grass Valley County Market in making progress on the EV charging project. They should have one charger delivered by early July and are waiting for Pacific Power upgrades. Staff is looking for additional funds to support the cost of a second charger (~\$30-40,000 if paired with the remaining funds from the award).
- Staff has continued to support The City of The Dalles brownfield coalition assessment grant that is moving toward completion. Staff supported two additional applications coming into the pipeline and there are only about \$40,000 in funds remaining for spend out. The steering committee is planning for a final public outreach meeting about brownfields and the process in the fall.
- Staff presented to the Maupin Housing Committee regarding housing incentives and funding resources available through MCEDD or in neighboring communities. They are developing a housing strategy to support increased production in Maupin.
- Staff presented along with the SBDC to the Main Street Mosier business networking event in May. The topics of focus were employee retention and capital resources. The meeting was very well attended and a good chance to meet with businesses from the Mosier area.
- Staff is well underway in the process of developing an updated Wasco County Major Employers List as well as starting to update the business development guides.
- Staff meet with the City of White Salmon to discuss management of funded projects as well as eligibility for CDBG funding for a potential childcare project.

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.

- ODOE C-REP Grants: The Oregon Department of Energy is in the process of notifying Community Renewable Energy Grant Program (C-REP) second-round winners. An official announcement is expected shortly.
- Staff supported Sherman County in submission of an application to ODOT’s Carbon Reduction Program for a pilot electric vehicle (EV) and charger project, which would allow the County to purchase 3 EVs to test in County operations, such as transit and the sheriff’s office.
- Staff helped the Kids Zone draft an application to the Healy Foundation to support program expansion.
- Staff assisted the City of Rufus in drafting an application to the Oregon Parks and Recreation Local Government Grant Program for funding to rehab the tennis courts at the Community Center.

- Staff worked with Q-Life to explore a potential USDA RD Broadband Technical Assistance Grant to develop detailed feasibility and design for additional infrastructure deployment in the County. The group determined this was not likely to be a competitive application.
- Staff supported Pine Grove Water District in developing a Request for Proposals for an engineer for their water system project and participated in an additional funding planning discussion with the District and Business Oregon staff.
- Staff engaged with Tooley Water District and the EPA Technical Assistance consultants to discuss funding next steps. The TA team has been able to bring on a firm to work with the district on the water rights process for a new well.
- Staff met with Tygh School Community Center to discuss funding resources to address critical building needs for their facility. They are working toward a roof replacement and an updated HVAC system to ensure they can continue to serve their current clients.
- Staff partnered with Paul Lindberg of Hat Creek Consulting to support another round of Grant Writing Training that is ongoing. The training again sold out. Three of the four sessions have been held, with the fourth scheduled for next week.

Broadband

- Staff is supporting Klickitat and Skamania Counties in participating in a statewide broadband planning process focused on providing input into plans for deployment of federal broadband funds from the National Telecommunications and Information Administration (NTIA). These funds will include resources for infrastructure deployment as well as digital utilization and adoption support. County level plans are due June 14th. Staff has facilitated a community workshop and three planning meetings for each County as well as conducted significant outreach for information gathering to support this work. WSU Extension is supporting these efforts with both staff time and funding for partners like MCEDD to conduct the planning process.
- Oregon has also started their planning process and is hosting an outreach meeting in The Dalles on June 5 at 5:30pm. Staff is planning to participate and those interested in attending can [register here](#).
- We are still encouraging people to continue to take the relevant speed test for their location. For Washington (<https://www.commerce.wa.gov/building-infrastructure/washington-statewide-broadband-act/speedtestsurvey/>) and Oregon (<https://www.fasterinternetoregon.org/>). Staff is continuing to work with communities to support different outreach strategies to increase the amount of data available.

Industry Clusters, Entrepreneurship and Innovation

- MCEDD was notified by EPA that we were awarded the \$1 million Brownfield Coalition Assessment Grant we applied for in November! Staff is working with the agency to finalize the scope of work and submit additional documents needed to proceed to award agreements. The anticipated start date for the project is not until October.
- The Wasco Innovation Initiative continues to make progress. Wasco Innovation Initiative committee met to discuss future Innovators Drinks events and the early planning phases of a regional pitch competition for early-stage entrepreneurs.
 - Innovators Drinks was held in early May and highlighted AAA Metal Fabrication, Sivetz Coffee Roasters, and OMEP as a service provider.
 - The WII planning committee is hosting a Pitch Competition on June 14th at 5:30pm at the Granada Theatre in The Dalles. Six finalists out of 28 entries were selected to present at the event. Additionally, approximately \$10,000 in funds for prizes was raised to match the funding

available from the ROI grant supporting the staff time and some of the prize purse. All are welcome to join the event! Please [register here](#) if you are interested in attending.

- A draft Ecosystem Assessment has been developed and staff anticipates presenting it to partners for input in the next few weeks.
- The Regional Innovation Hub Planning Grant from Business Oregon is well underway with consultants EcoNW moving through the process. An additional leadership team meeting was held in April to discuss the overall concept and strategy development. The planning effort will extend into the summer with additional focus group activities and finalizing the plan in preparation for a potential funding application in the fall for implementation.

Energy

- Staff and Energy Council volunteers worked with Dynamic Design Solutions to create a website for the Hood River County Energy Plan. The new website can be found at hoodrivercountyenergyplan.org. The website launched on May 26.
- The Energy Council's transportation and land use subcommittee is working on defining the scope of a project that aims to help Hood River County plan for future electric vehicle charging infrastructure needs. This planning project will emphasize the benefits of "dig-once" planning and looks to include collaboration with utilities, fleet operators, local planning offices, and other stakeholders.
- The Energy Council is supporting an application to the ODOT Carbon Reduction Grant Program that is being submitted by Columbia Area Transit. The proposal includes an e-bike lending library and e-bike rebate program along with taking over the contract for Hood River's EV carshare. Energy Council members provided draft language for the application, and the Energy Council provided a letter of support.
- Energy Council members presented at the Adapting to Climate Change in the Gorge symposium on May 20. Energy Council presenters focused on the history and current work of the Energy Council.
- Staff and Energy Council members attended the Forth Roadmap conference May 16-17 in Portland, OR. Staff applied for and was awarded a scholarship from Forth that covered conference registration and travel expenses.
- DOE MOVER Grant: New Buildings Institute's Microgrid Opportunities: Vehicles Enhancing Resiliency (MOVER) proposal to the Department of Energy was successful. The MOVER project will implement a nationally replicable pilot project that uses electric school buses and light duty fleet vehicles as storage for a PV microgrid at Wy'East Middle School to provide backup power for portions of the school during long-duration power outages. The Energy Council provided a letter of support and committed to acting in a convener role and providing technical resources as the project moves forward.

Infrastructure:

- **Biggs Water Project:** work on the reservoir is almost complete and the District should be able to have the system running by the end of June.
- **Crystal Springs Water District:** no major updates, Odell Water Co project still in design phase.
- **Cascade Locks Wastewater:** The updated Section 106 consultation process is complete, and the City will be able to complete the environmental review record update after a public comment period. Construction continues with an anticipated completion date of November 2023. Staff attended a funder site visit in April.

- **City of Hood River:** The City is pushing back their timeline for the bid advertisement of phase 2 of the stormwater project to fall 2023. Staff met with the City and Business Oregon in April to discuss the status of the project.
- **Dog River Pipeline:** Work on the pipeline has started again and the construction of the fish passage elements should start by early June.
- **Sherman County Bus Barn:** The County secured additional funds, so have restarted their design discussions with the engineer. The tentative timeline is to have a final design ready by early 2024 and go out to bid for construction.
- **Hood River County: Adult Center Kitchen Rehab:** Due to long wait times for some materials and equipment, the contractor will not start construction until early August. They will wait to start until they have materials secured, specifically the electrical components, to minimize the down time for the kitchen. Construction is expected to be complete in early December. Staff also helped HRVAC develop an application to the Collins Foundation to cover equipment costs.



Executive Director's Report

Prepared for the June 2023 Executive Committee Meeting

Regional Work and Outreach

- This month, I received the letter from Gov. Inslee supporting the move of Gilliam County to the MCEDD district. This was the final piece needed for the EDA and all the materials were submitted with a letter of justification to our EDA representatives. They responded they will begin working on the effort.
- The grant that we assisted the City of White Salmon in developing in support of the bluff trail connecting the downtown core and waterfront appears to have been awarded! The source is the SW WA Regional Transportation Council Transportation Alternatives grant program and the grant would help fund design for the project.
- We hosted a meeting of the Hood River Economic Development Group on May 26 with a tour of Pfriem's facility in Cascade Locks and meeting to discuss a FY24 work plan for the group.
- We are still waiting to hear if our request for Oregon legislative funding for grant writing will make it through the session, although there is some good news about the language being added to a bill by the Speaker. I reached out to Klickitat EDA and Skamania EDC about the grant writer support bill passed in the WA legislature that funds grant writers through the ADOs (Klickitat EDA and Skamania EDC). I expressed our interest in subcontracting to provide the services.
- Wasco County has approved moving forward with a CPACE (Commercial Property Assessed Clean Energy) program and I am drafting documents. Lindsay McClure will be our lead staff implementing it and she has been digging into the details. This is a financing tool for building owners to make energy efficiency, renewable energy, or seismic upgrades with repayments via an assessment on their property tax bill.
- I participated on a panel discussion at a May 19 event in Beaverton hosted by Rural Development Initiatives and the Reser Family Foundation called "Rural Forward: Toward Rural Power and Prosperity." The panel discussed how rural projects can secure federal funding and was a good opportunity to highlight the work of MCEDD and EDDs in general. I was joined by Gloria Miller from Pine Grove Water District in Wasco County who shared how we have been supporting of their water project.
- I attended a meeting of the Washington Economic Development Districts in Wenatchee in May, organized by our Washington EDA rep. It was a good opportunity to learn from each other and receive updates and training from the EDA.
- We are planning the next quarterly meeting of the Mid-Columbia Economic Resiliency Team for June 8 with presentations from some large local businesses about how they prepare for disaster, plus roundtable updates.
- Meetings have started for the ICAP Launch project focused on helping grow innovation in the UAS companies. We are planning a first Core Team meeting in July and a larger Ecosystem meeting in August or September. The new Project Manager hire will lead this once on board.
- I engaged in regional outreach with a presentation to the The Dalles Rotary and a meeting with Gorge Grown Food Network.

Business Assistance

- Washington State Microenterprise Association Grant: The last pub talk is June 1 in North Bonneville in partnership with the EDC. We are wrapping up the grant to ensure we can get it fully spent by covering consulting services needed by some of the small businesses that have received MCEDD lending. The grant ends June 15. We have some lessons learned about how to better plan seven pub talk events in such a short time!
- Loan Boards: The LAB approved a new loan to Primitive Pansies, a candle-making business in Hood River, and tabled a request from 15 Mile Ventures. MHEA met to consider a first read of its budget. I also provided orientation for two new Clackamas County MHEA board members.
- A Bi-State Advisory Council meeting has been set for June 14 at the Port of Hood River. This is the annual meeting of the OIB/ WIB/ Gorge Commission/ Forest Service/ MCEDD. The focus will be a presentation of the results from the researchers at the University of Oregon's EDA-funded University Center on the long-term economic impact of the Oregon and Washington Investment Boards' small business loan programs. They will be making recommendations for improvements to the programs.
- Gorge Tech Alliance coverage: I am covering GTA support while we hire a new Project Manager and will likely continue to lead it for the next year or so to bring stability to this role that has seen so much turnover. I see the contract as good for both MCEDD and the GTA and wish all parties to be satisfied. GTA work this period was focused on the networking event in Denver on May 10 as part of the UAS international trade show (see pictures at right). I attended the show to make sure the event was a success and received lots of positive feedback from the event sponsors.



Gorge TransLink Alliance and The Link

- Gorge Regional Transit Strategy II: The draft strategy was shared at a final meeting of the Stakeholder Advisory Group on May 31 in preparation for bringing it to the June 15 MCEDD Board meeting for adoption. Kathy will also be bringing it to Wasco, Klickitat, Sherman and Skamania County Boards and Columbia Area Transit with resolutions in support.
- We celebrated The Link's 26th anniversary with pizza and games on May 19 (see picture at right). Jill did a great job on social media posts around the event to highlight all our staff.
- Jesus collected public input on the bus fare changes, which was mostly positive. Accordingly, the new fares for The Link went into effect on May 29: the routes are now \$1 and dial-a-ride in The Dalles is now \$2, from the prior rate of \$1.50 for both services.
- The new bus wraps are in-process for installation! The first one is done and looks amazing.



Facilities, Trainings and Operations

- HR Answers is still continuing their assistance investigating an employee complaint and we hope to have the report in the next week or two.
- We continue to host monthly meetings of the Diversity, Equity and Inclusion (DEI) Task Force with our consultant Mariann Hyland. The May meeting was a SOAR (strengths, opportunities, aspirations, results) analysis, and June will develop some suggestions. This project has been extended by a month to end July 31.
- Office Admin Keli Lafrenz requested quotes for a new landscaper. We have selected Luciano Tree Service and hope to work with them on rebuilding areas that have died off since the Transit Center was built in 2016.
- Carrie and I held interviews for a new Project Manager on May 30 and hope to announce a candidate at the Executive Committee meeting.