



Mid-Columbia Economic Development District

**Executive Committee Meeting
Wednesday, August 2, 2023
4:00 P.M.**

Via Zoom:

<https://us06web.zoom.us/j/85856992069>

Or call 253-215-8782, Meeting ID: 858 5699 2069

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>June 2023</i>	2 minutes	Approval
Finance Report	5 minutes	Approval
Policy Updates: Personnel, Drug and Alcohol	10 minutes	Recommendation
Staff Out-of-State Travel	2 minutes	Approval
Local Assessments Plan	10 minutes	Recommendation
Executive Director Report <i>September In-Person Meeting Brainstorm</i> <i>2023 Symposium Brainstorm</i> <i>USDA Bank Account Signers</i>	15 minutes	Approval, 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, June 7, 2023
4:00 PM
ZOOM TELECONFERENCE**

ATTENDANCE

Attending: Eric Proffitt, Steve Kramer, Lori Zoller, Les Perkins, Ken Bailey, Joe Dabulskis, Leana Kinley, Tom Lannen

Staff: Jessica Metta (Executive Director), Dana Woods (Financial Manager), Carrie Pipinich (Deputy Director – Econ. Dev.), Jill Brandt (Administrative Assistant)

Guest: Gilliam County Commissioner Pat Shannon

CALL TO ORDER / INTRODUCTIONS

Chair Kramer called the meeting to order at 4:00 p.m. A round of introductions took place.

EXECUTIVE COMMITTEE MINUTES

Eric Proffitt motioned to approve the May 3, 2023, Executive Committee meeting minutes as presented. Lori Zoller seconded the motion. All voted in favor, and the motion carried.

FINANCIAL REPORT

Dana Woods gave the financial report month of April 30, 2023. On the Balance Sheet, the total cash balance was \$7,469,275.87. MCEDD's Loans Receivable balance was \$2,853,492.42. Net position was \$14,240,668.08. 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 and the OIB fund. The Allowance for Doubtful loans will need to be adjusted to account for these payoffs. On the Operations Budget vs. Actual report, the total revenues through the month of April were at 51.96% of budget, and the total expenses through the month of April were at 68.61% of the budget. Personnel expenses through the month of April were at 69.61%. The Indirect allocations (account numbers 9000 and 9040) lines have been reconciled and corrected. The USDA numbers have noticeably skewed the budget.

Now that the budget process is done, audit prep for FY23 has begun.

Tom Lannen joined the meeting.

Dana called attention to MCEDD's checking account in the report (line 1015) that has been labelled as Money Market Account. This is actually a checking account that earns the same interest as MCEDD's other checking account. Dana asked the Executive Committee to approve shifting this money into the main account and closing out this mislabeled "Money Market" account.

Discussion: The agenda topic to move the USDA money to a separate account was brought up to consider the option of moving the USDA money into this account instead of closing one account and then opening another one. Dana thought this was possible as long as the USDA requirements were met. Jessica said that the only requirement was a UCC filing. Eric Proffitt

wanted to be sure that there was a clean separation of accounts. Jessica agreed it was best then to just close this one and open a new one for USDA.

Joe Dabulskis motioned to close the Money Market account and approve the financial report as given. Eric Proffitt seconded the motion. All voted in favor, and the motion passed.

GRANT APPROVALS

Jessica gave a brief description of the additional CARES Funding that was available through ODOT for COVID recovery (5311 Operations Projects Recovery Discretionary Grant). MCEDD/The Link would submit an application to fund an additional run on the intercity route, a part time driver to increase Dial A Ride service, and a daily vanpool shuttle service to the tribal areas in Wasco and Klickitat Counties.

The second grant up for discussion is the EDA Economic Recovery Corps that will place Fellows in Economic Development Districts for a two-year stint. The Fellow will assist with implementation of our CEDS, similar to the RARE program from the U of O that has been very successful at MCEDD through the years. Jessica noted that Deputy Director Carrie Pipinich came to MCEDD through the RARE program, as well as numerous others who have provided high quality assistance through the years. The program has a larger scale with a longer time requirement and will provide excellent applicants. Both of the programs and their intended uses were outlined in the packet memo. Neither of these grants require a match.

Discussion: Tom Lannen asked if the daily needs shuttle would be open to the general public for transportation? Jessica replied that MCEDD intends to focus on using these funds to assist tribal residents but they would be open for others.

Les Perkins motioned to approve MCEDD's applications for these two grants. Tom Lannen seconded the motion. All voted in favor, and the motion carried.

PAID LEAVE OREGON RULES IN PERSONNEL POLICY

Oregon's new paid leave program was recently approved by the legislature. Jessica noted that Washington has already created this program, but that MCEDD follows Oregon's law because our office is physically located in Oregon. The state requires an employer contribution, which MCEDD started paying in January, with benefits available for employee use to begin in September. Adding these updates to MCEDD's personnel policy now will set the procedures for use in place when the benefit becomes available to staff.

The attached Personnel Policy changes are in underlined text starting on page 26. Items highlighted are up for discussion today for feedback. This insurance benefit will cover 75% of the employee's time off, and employees can use their PTO to cover the remainder of their leave. The additions explain the notification procedure for taking the leave and that employees are required to pay their portion of their health insurance benefits while they are on leave. Jessica opened the floor for questions.

Discussion: Eric Proffitt noted that this policy continues to evolve. This benefit will become available for use in September, but people can apply for it now.

Leana Kinley motioned to approve the outlined changes in the personnel policy for recommendation to the full Board at the upcoming June meeting. Eric Proffitt seconded the motion. All voted in favor, and the motion passed.

NEW BANK ACCOUNT OPENING

Jessica referred to the earlier bank account discussion on the USDA Rural Business Development Grant Revolving Loan Funds requirement to be held under a UCC filing. She emphasized that the UCC filing did not need to be placed on MCEDD's entire checking account, only the money that MCEDD is holding on behalf of the Oregon and Washington Investment Boards. As money is lent out, we can release the funds to the two Boards. This extra bank account is not needed for the long term.

Discussion: Tom Lannen asked if these funds could be moved into a six-month CD. Jessica replied that money comes in and goes out of this account, so it is not suitable for a CD.

Tom Lannen motioned to approve opening a new bank account for the US Dept. of Agriculture Rural Business Development Grant Revolving Loan Fund. Joe Dabulskis seconded the motion. All voted in favor, and the motion passed.

ATTAINABLE HOUSING PARTNERSHIP WITH CITY OF HOOD RIVER URBAN RENEWAL AGENCY

Jessica summed up the background on this topic. Lack of affordable housing is one of the largest problems for Economic Development that has been identified in the CEDS (Comprehensive Economic Development Strategy). About ten years ago, MCEDD received two million dollars from North Central Regional Solutions to create a Revolving Loan Fund specifically to help developers with funding to create attainable housing in the MCEDD region (Oregon side only). The projects that have been funded with this money were listed in the memo. There is currently \$1.3 million available to use in the fund.

The project under consideration is a proposed 30-unit building in Hood River. This is a development on Taylor Street by Maui Meyer and his partner Ben Stenn. The project will request the maximum amount of \$750,000 from our Attainable Housing Fund and still needs to go before the Loan Administration Board. This topic was brought for discussion today because of the City of Hood River Urban Renewal Agency's involvement. The Agency is possibly interested in contributing \$1M of their funds to the project as a loan. The Agency would pass their portion of funding over to MCEDD to administer the loan because MCEDD has lending experience and a functioning loan program in place, and the City does not. They are requesting a joint venture with MCEDD with equal treatment through the repayment process. Jessica clarified that in case of default, MCEDD would pursue the same process as with any other loan client. MCEDD will not be responsible for writing a check to the Urban Renewal Agency for their portion if the project goes south. Jessica noted that MCEDD has made loans to Maui for around six projects in the past and all of them paid off early, so there is little to no concern about this project defaulting. Next Monday the Hood River Urban Renewal Agency will be talking about this.

Discussion: Steve Kramer felt that this was a good opportunity to partner with the City of Hood River, and he supported this action to address the region's housing shortage. He added that there will be a robust discussion in the Loan Administration Board to make sure that all of the details are maintained that will hold MCEDD whole through this project.

Eric Proffitt expressed concern that MCEDD has adequate staff and resources to take this project on. Jessica explained that this would essentially be just another loan client, and easy to administer within the processes that are in place.

Les was excited to see more housing coming to Hood River. He agreed that Maui and Ben have been great developers through the years.

Jessica promised to bring back the draft IGA to a future meeting with the conditions between City and MCEDD minimal but assuring that MCEDD's will have costs covered and be held harmless.

Eric thanked Jessica for vetting this project. Steve added that if anyone in the group had additional comments, to please send them to Jessica for the LAB to consider. He looked forward to seeing this proposal in the LAB meeting and moving the project forward.

DEPUTY DIRECTOR REPORT

Carrie Pipinich reported on some highlights:

- Grass Valley's sewer system is moving forward with the grant application to DEQ to fund this project.
- On the (two-year-old) brownfield grant that the City of The Dalles, Wasco County and the Port of The Dalles holds, there were a couple of projects that were under cost, leaving approximately \$90,000 in funding left to support further projects. Carrie planned to ask for an extension to keep this money available to benefit Wasco County.
- On the Regional EPA Brownfields grant that was just awarded to MCEDD, Klickitat County, Sherman County, and the Housing Authority will serve as partners. The goal is to spend out these resources over the region as much as possible.
- For Rural capacity, Carrie credited both Jacque and Lindsay for their work on the four ODOE grants that MCEDD applied for and has been awarded. The funds will support construction in Hood River County as well as planning projects in Hood River and Sherman counties. Jacque moved these grant applications forward while Lindsay was away on her leave.
- Broadband planning in Klickitat and Skamania Counties consisted of several meetings with the Broadband Action Teams (BATS) and pulling together summaries of this outreach work. Reporting is due on June 14th to WSU that will support Washington's application to the Federal government for Infrastructure funding and Digital Equity support. Oregon Broadband outreach included a meeting in The Dalles this past week. The meeting's discussions were focused on community priorities in Wasco County.
- The Wasco Innovation Initiative will be hosting the first Gorge Pitch Fest next Wednesday evening at the Granada Theater. At this event, diverse businesses will pitch their projects to a panel of judges for the chance to win cash prizes. Carrie expressed appreciation to the event's sponsors for the prize money.
- The Hood River Energy Council's website is finally up and running! The site will offer community and business resources related for renewable energy opportunities and offerings and will also highlight the Hood River County Energy Council's work.
- Ongoing Community Infrastructure projects are getting closer to completion, but supply chain delays are still happening. Extension requests are being submitted as needed to support these projects continuing.

Chair Kramer thanked Carrie for her work.

EXECUTIVE DIRECTOR REPORT

Jessica Metta reported on some highlights:

- Two of the six pitches are MCEDD loan clients: Monkey Brittle was the Loan Client Highlight presentation at March's Full Board meeting, and the other one is an OIB client.
- MCEDD's Four Rivers Community Corporation 501c3 has received notice from the IRS that the tax-exempt status has been revoked because the required reporting had not been submitted electronically. MCEDD has been doing the reporting and submitting it via US mail. The notice explained that submissions are required to be submitted electronically, and that they have no record of receiving our reports at all. Dana is working to sort this issue out.
- MCEDD helped the City of White Salmon to apply for a grant to design a bluff trail to connect their downtown to the water. Stevenson also applied for that funding and was also awarded funding for a similar recreational trail project.
- The Bistate Advisory Council will convene next week. The U of O consulting team will present their report on the long-term impacts of the OIB and WIB lending programs. This study is a follow up to a study on MCEDD's lending impacts that was done a few years ago.
- On MCEDD's Project Manager position, we have made an offer! The announcement is waiting until the background checks have returned.
- The full Board packet will be coming out tomorrow. The adoption of the Regional Transit Strategy and the Budget will be the main action items.
- On Gilliam's move to join the District, the letters of support for the move have come back from both governors offices and all of the documents have been sent to the EDA. They received the documents in May and are working on the process now.

Discussion: Eric Proffitt asked if there was any update on the sale of the L-shaped piece of property. Jessica replied that this is still in process, currently stopped at ODOT's requirement for an appraisal. Jessica explained that MCEDD was approached last year by our next-door neighbor to purchase the unused flagpole part of our property for an affordable housing development. The property was purchased with funds that have rules and requirements, and all parties need to be assured that this sale is legal for this purpose.

OTHER NEW BUSINESS/ COMMITTEE MEMBERS UPDATES

Nothing was noted.

ADJOURN

Chair Kramer adjourned the meeting at 4:43 pm.

Respectfully submitted by Jill Brandt, Administrative Assistant



FINANCIAL SUMMARY

As of June 30, 2023: These numbers are preliminary as there will most likely be updates as the work is done to prepare for the financial audit.

Balance Sheet

Total Cash balance as of 6/30/23 is \$7,645,705. Accounts Receivable (1202) balance is \$73,920. This number would normally be higher this time of year, but we are experiencing a delay in being able to complete the 4th quarter Transportation invoicing. MCEDD Loans Receivable balance is currently \$2,765,655. There were two new MCEDD loans closed during the month of June. Current Net Position as of 6/30/23 is \$14,070,786.37.

Operations Budget vs. Actual

Total Revenues through the month of June are at 59.7% of budget. Total expenses through the month of June are 83.13% of budget. Personnel expenses through the month of June are 83.15 % of budget. 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

- Working diligently on the prep work for the financial audit. This has been a little bit of a challenge since we have not found the right candidate for the Office Admin position yet.
- I have been working on getting MCEDD's approved FY24 budget entered into Caselle. I ran into a software "glitch" during this process, which added additional time to the process.
- The Northern Wasco County Parks & Rec. financials have been transferred to MCEDD. Their financials are already in Caselle so there is just some process and procedure familiarization to work through.

Respectfully Submitted,

Dana Woods
Finance Manager

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

6/30/2023

Checking/Savings

1000 Bank Demand Deposits

1010 MCEDD Checking

1038 MCEDD Micro Loan \$ 18,392.96

1060 Link Cash \$ 843,192.36

1010 MCEDD Checking \$ 150,788.83

Total MCEDD Checking \$ 1,012,374.15

1015

MCEDD Micro Loan MM \$ -

1015 MCEDD MM \$ -

Total Money Market \$ -

1020 IRP

1021 IRP Sherman \$ 149,880.72

1022 IRP WA \$ 52,599.89

1020 IRP Other \$ 47,141.50

Total IRP \$ 249,622.11

1030 Loan Funds

1036 EDA RLF's \$ 48,727.58

1037 EDA CARES RLF \$ 324,406.27

1045 Reg Strat \$ 54,261.27

1050 RBEG-OR \$ 58,216.62

1055 RBEG-WA \$ 13,113.00

1057 RBEG-KL \$ 26,627.28

1067 CDBG Microenterprises \$ 32,421.02

Total Loan Funds \$ 557,773.04

1031 Housing RLF \$ 103,463.11

1070 National Scenic Fund \$ 168,178.14

1120 LGIP - IRP \$ 1,391,061.12

1136 LGIP Loan Funds \$ 1,117,738.04

1131 LGIP Housing RLF \$ 1,291,215.21

1171 LGIP National Scenic Fund \$ 1,240,919.30

Total Bank Demand Deposits \$ 7,132,344.22

1100 CDs

1121 IRP Reserve \$ 96,047.12

Total 1100 CDs \$ 96,047.12

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

1122 IRP-DDM Product		\$	417,164.11
1125 LINK Petty Cash		\$	150.00
TOTAL CHECKING / SAVINGS		\$	7,645,705.45
Accounts Receivable			
1202 Accounts Receivable		\$	73,919.56
1205 Interfund Loan Receivable		\$	<u>31,902.44</u>
TOTAL ACCOUNTS RECEIVABLE		\$	105,822.00
Other Current Assets			
1200 - Receivables & Accruals			
1210 Accrued Revenue		\$	34,375.00
1240 Prepaid Expenses		\$	19,483.58
1260 Accrued Loan Interest		\$	<u>13,552.07</u>
TOTAL RECEIVABLES & ACCRUALS		\$	67,410.65
1300 - Loans Receivable			
1330 - MCEDD Loans Receivable			
1320 IRP		\$	824,190.53
1321 IRP - Sherman		\$	70,194.33
1322 IRP - WA		\$	38,384.55
1336 EDA RLF's		\$	270,974.91
1337 EDA RLF CARES		\$	566,258.11
1345 Reg Strat		\$	27,337.09
1350 RBEG-OR		\$	-
1371 Housing RLF		\$	750,000.00
1372 MCEDD Micro Loan		\$	7,281.40
1373 USDA NSA		\$	<u>211,034.21</u>
Total 1330 - MCEDD Loans Receivable		\$	2,765,655.13
1370 OIB Loans Receivable		\$	<u>1,545,136.55</u>
TOTAL 1300 - Loans Receivable		\$	4,310,791.68
1400 - Loan Payments Holding			
TOTAL 1400 - Loan Payments Holding		\$	-

Mid-Columbia Economic Development District

Balance Sheet

As of June 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	\$	<u>(67,535.30)</u>
TOTAL 1500 - Allowance for Doubtful Loans	\$	<u>(191,046.41)</u>

Total Other Current Assets	\$	4,292,977.92
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TOTAL CURRENT ASSETS	\$	11,938,683.37
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Fixed Assets

1600 - Fixed Assets		
1605 Vehicles	\$	773,440.00
1610 Land	\$	172,681.00
1620 Buildings	\$	1,453,177.00
1650 Accumulated Depreciation	\$	<u>(267,195.00)</u>
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	\$	<u>(1,263,964.70)</u>
Total Due To/Due From Internal Accounts	\$	<u>-</u>

TOTAL ASSETS	\$	<u>14,070,786.37</u>
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LIABILITIES & EQUITY

Liabilities

 Current Liabilities

Accounts Payable		
2005 Interfund Loan Payable	\$	(33,059.66)
2010 A/P General	\$	<u>(40,138.47)</u>
Total Accounts Payable	\$	<u>(73,198.13)</u>

Mid-Columbia Economic Development District

Balance Sheet

As of June 30, 2023

Other Current Liabilities

2030 Accrued Loan Payment	\$	(112,129.67)
2035 Acrued Interest Payable	\$	10.79
2050 PTO-Accrued	\$	(64,990.25)
2070 Health Insurance Payable	\$	(6,472.66)
2080 Life & Disability Payable	\$	(961.25)
2085 Retirement Payable	\$	(925.20)
2090 WC SAIF ins	\$	(4,037.21)
2100 Payroll Liabilities	\$	(3,315.80)
2120 - State Payroll Liabilities	\$	(801.06)
2115 - OR-SUTA Payroll Liabilities	\$	(1,676.33)
2105 - WBF Payroll Assessment	\$	(355.46)
2120 - State Payroll Liabilities	\$	(801.06)
2180 - Payroll Liabilities - Prior Per	\$	-
2100 - Payroll Liabilities - Other	\$	(3,315.80)
2800 Deferred Revenue	\$	0.08
2900 Unavailable Revenue A/R	\$	(261,232.60)

Total Other Current Liabilities \$ (461,003.48)

Total Current Liabilities \$ (534,201.61)

Long Term Liabilities

2820 IRP Loan Payable \$1 Million	\$	(245,726.29)
2821 IRP Loan Payable \$600,000	\$	(263,909.46)
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 \$ (1,328,986.02)

TOTAL LIABILITIES \$ (1,863,187.63)

Equity

3100 Fund Balances	\$	(5,355,029.64)
3110 Carryforward Balance	\$	-
3900 Retained Earnings	\$	(6,606,381.64)
Net Income	\$	(246,187.46)

Total Equity \$ (12,207,598.74)

TOTAL LIABILITIES & EQUITY \$ (14,070,786.37)

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

		6/30/2023	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)	\$ 22,845.65	\$ 22,539.00	\$ (306.65)	101.36%
4014	STIF Student Tickets	\$ 474.00	\$ -	\$ (474.00)	
4100	Federal	\$ 899,591.80	\$ 3,026,067.00	\$ 2,126,475.20	29.73%
4200	State	\$ 779,514.00	\$ 1,313,181.00	\$ 533,667.00	59.36%
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	\$ 749,488.22	\$ 549,928.00	\$ (199,560.22)	136.29%
4600	Loan Interest	\$ 309,390.82	\$ 171,133.00	\$ (138,257.82)	180.79%
4700	Loan Processing Fees	\$ 30,936.23	\$ 41,017.00	\$ 10,080.77	75.42%
4705	Loan Filing Fees	\$ 14,185.97	\$ 5,850.00	\$ (8,335.97)	242.50%
4710	Loan Late Fee	\$ 3,080.61	\$ 2,950.00	\$ (130.61)	104.43%
4750	Investment Interest	\$ 147,169.98	\$ 12,761.00	\$ (134,408.98)	1153.28%
4820	Greyhound Sales	\$ 6,092.42	\$ -	\$ (6,092.42)	
4825	Greyhound Commission	\$ 442.14	\$ -	\$ (442.14)	
4800	Other Revenue	\$ 47,807.82	\$ 8,595.00	\$ (39,212.82)	556.23%
4805	Farebox Revenue	\$ 37,859.57	\$ 50,599.00	\$ 12,739.43	74.82%
Total Income		\$ 3,236,809.83	\$ 5,422,093.00	\$ 2,185,283.17	59.70%
Expense					
5000	Personnel Expense	\$ 1,897,965.18	\$ 2,282,447.00	\$ 384,481.82	83.15%
6110	Travel & Conference	\$ 23,531.91	\$ 26,815.00	\$ 3,283.09	87.76%
6190	Event Services	\$ 10,500.86	\$ 7,900.00	\$ (2,600.86)	132.92%
6200	Equipment	\$ 4,325.57	\$ 11,028.00	\$ 6,702.43	39.22%
6300	Supplies	\$ 23,183.48	\$ 25,224.00	\$ 2,040.52	91.91%
6400	Professional Services	\$ 490,810.81	\$ 652,407.00	\$ 161,596.19	75.23%
6500	Vehicle Costs	\$ 133,771.38	\$ 128,194.00	\$ (5,577.38)	104.35%
6600	Communications	\$ 27,000.74	\$ 38,846.00	\$ 11,845.26	69.51%
6700	Building Costs	\$ 77,388.22	\$ 58,472.00	\$ (18,916.22)	132.35%
6800	Bonds & Insurance	\$ 25,843.50	\$ 21,926.00	\$ (3,917.50)	117.87%
6900	Other Materials & Supplies	\$ 11,111.85	\$ 47,127.00	\$ 36,015.15	23.58%
9000	Indirect Spread	\$ -	\$ 3.00	\$ 3.00	0.00%
9040	Transportation Facility Spread	\$ -	\$ 5.00	\$ 5.00	0.00%
9050	Loan Fund Costs Allocated	\$ 0.01	\$ 1.00	\$ 0.99	1.00%
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		\$ 2,796,512.21	\$ 3,363,923.00	\$ (567,410.79)	83.13%
Net Ordinary Income		\$ 440,297.62	\$ 2,058,170.00	\$ (2,498,467.62)	
Other Income/Expense					
7010	Bad Debt Expense	\$ 72,256.16	\$ -	\$ (72,256.16)	
7300	Student Tickets	\$ 474.00	\$ -	\$ (474.00)	
7400	Loan Payment	\$ 121,380.00	\$ 58,342.00	\$ (63,038.00)	208.05%
7050	Unrestricted Carryover	\$ -	\$ 41,489.00	\$ 41,489.00	0.00%
7540	Restricted Carryover	\$ -	\$ 114,112.00	\$ 114,112.00	0.00%
Total 7500	Carryover to Next Year	\$ -	\$ 155,601.00	\$ 155,601.00	
Total Other Expense		\$ 194,110.16	\$ 213,943.00	\$ (19,832.84)	90.73%
Net Other Income		\$ (194,110.16)	\$ (213,943.00)	\$ 19,832.84	90.73%
Net Income		\$ 246,187.46	\$ 1,844,227.00	\$ (2,478,634.78)	

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 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	80,000.04	80,000.04	80,000.00	(.04)	100.0
TOTAL FEDERAL REVENUE	80,000.04	80,000.04	80,000.00	(.04)	100.0
<u>STATE REVENUE</u>					
100-4200 STATE	2,780.00	2,780.00	.00	(2,780.00)	.0
TOTAL STATE REVENUE	2,780.00	2,780.00	.00	(2,780.00)	.0
<u>LOCAL MATCH/ASSESSMENT</u>					
100-4300 LOCAL MATCH	71,543.04	71,543.04	71,543.00	(.04)	100.0
TOTAL LOCAL MATCH/ASSESSMENT	71,543.04	71,543.04	71,543.00	(.04)	100.0
<u>OTHER REVENUE</u>					
100-4800 OTHER REVENUE	4,126.58	4,126.58	2,000.00	(2,126.58)	206.3
TOTAL OTHER REVENUE	4,126.58	4,126.58	2,000.00	(2,126.58)	206.3
TOTAL FUND REVENUE	158,449.66	158,449.66	162,000.00	3,550.34	97.8

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

FEDERAL GRANTS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 50</u>						
100-5050	WAGES - PAID LEAVE	13,847.46	13,847.46	.00	(13,847.46)	.0
100-5080	WAGES PRIOR PERIOD	(6,080.91)	(6,080.91)	.00	6,080.91	.0
	TOTAL DEPARTMENT 50	7,766.55	7,766.55	.00	(7,766.55)	.0
<u>WAGES</u>						
100-5100	WAGES	84,334.79	84,334.79	96,170.00	11,835.21	87.7
	TOTAL WAGES	84,334.79	84,334.79	96,170.00	11,835.21	87.7
<u>FRINGE BENEFITS</u>						
100-5500	FRINGE BENEFITS	19,754.68	19,754.68	24,551.00	4,796.32	80.5
100-5550	FRINGE BENEFITS - PAID LEAVE	3,160.91	3,160.91	.00	(3,160.91)	.0
100-5580	FRINGE BENEFITS PRIOR PERIOD	(1,358.81)	(1,358.81)	.00	1,358.81	.0
	TOTAL FRINGE BENEFITS	21,556.78	21,556.78	24,551.00	2,994.22	87.8
<u>PAYROLL TAXES</u>						
100-5700	PAYROLL TAXES	7,438.67	7,438.67	10,346.00	2,907.33	71.9
100-5750	PAYROLL EXPENSES - PAID LEAVE	1,230.48	1,230.48	.00	(1,230.48)	.0
100-5780	PAYROLL TAXES PRIOR PERIOD	(510.91)	(510.91)	.00	510.91	.0
	TOTAL PAYROLL TAXES	8,158.24	8,158.24	10,346.00	2,187.76	78.9
<u>TRAVEL/EVENTS</u>						
100-6110	TRAVEL & CONFERENCE	3,915.40	3,915.40	3,933.00	17.60	99.6
100-6190	EVENT SERVICES	2,805.45	2,805.45	1,300.00	(1,505.45)	215.8
	TOTAL TRAVEL/EVENTS	6,720.85	6,720.85	5,233.00	(1,487.85)	128.4
<u>SUPPLIES</u>						
100-6300	SUPPLIES	400.91	400.91	750.00	349.09	53.5
	TOTAL SUPPLIES	400.91	400.91	750.00	349.09	53.5
<u>PROFESSIONAL SERVICES</u>						
100-6420	AUDIT SERVICES	1,389.78	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	1,389.78	1,389.78	4,524.00	3,134.22	30.7

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

FEDERAL GRANTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING COSTS</u>					
100-6610 ADVERTISING	74.98	74.98	.00	(74.98)	.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	74.98	74.98	740.00	665.02	10.1
<u>BUILDING COSTS</u>					
100-6710 BUILDING RENT	3,318.45	3,318.45	3,460.00	141.55	95.9
100-6715 REMODEL ALLOC (ADMIN)	388.87	388.87	377.00	(11.87)	103.2
100-6716 REMODEL ALLOC (TRANSIT CENTER)	2,014.42	2,014.42	1,966.00	(48.42)	102.5
TOTAL BUILDING COSTS	5,721.74	5,721.74	5,803.00	81.26	98.6
<u>OTHER MATERIALS & SUPPLIES</u>					
100-6910 DUES AND FEES	3,450.00	3,450.00	3,250.00	(200.00)	106.2
TOTAL OTHER MATERIALS & SUPPLIES	3,450.00	3,450.00	3,250.00	(200.00)	106.2
<u>DEPARTMENT 90</u>					
100-9000 INDIRECT SPREAD	6,987.77	6,987.77	8,903.00	1,915.23	78.5
100-9040 TRANSPORTATION FACILITY SPREAD	1,659.24	1,659.24	1,730.00	70.76	95.9
TOTAL DEPARTMENT 90	8,647.01	8,647.01	10,633.00	1,985.99	81.3
<u>DEPARTMENT 96</u>					
100-9600 TRANSFER TO/FROM SOURCE	(2,070.59)	(2,070.59)	.00	2,070.59	.0
TOTAL DEPARTMENT 96	(2,070.59)	(2,070.59)	.00	2,070.59	.0
TOTAL FUND EXPENDITURES	146,151.04	146,151.04	162,000.00	15,848.96	90.2
NET REVENUE OVER EXPENDITURES	12,298.62	12,298.62	.00	(12,298.62)	.0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 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	293,450.00	293,450.00	2,108,365.00	1,814,915.00	13.9
TOTAL FEDERAL REVENUE	293,450.00	293,450.00	2,108,365.00	1,814,915.00	13.9
<u>INTEREST/LOAN/PRINCIPLE</u>					
300-4600 LOAN INTEREST	200,599.80	200,599.80	171,133.00	(29,466.80)	117.2
TOTAL INTEREST/LOAN/PRINCIPLE	200,599.80	200,599.80	171,133.00	(29,466.80)	117.2
<u>LOAN FEES</u>					
300-4700 LOAN PROCESSING FEES	19,311.23	19,311.23	41,017.00	21,705.77	47.1
300-4705 LOAN FILING FEES	12,131.57	12,131.57	5,850.00	(6,281.57)	207.4
300-4710 LOAN LATE FEE	1,561.58	1,561.58	2,950.00	1,388.42	52.9
300-4750 INVESTMENT INTEREST	110,011.82	110,011.82	12,761.00	(97,250.82)	862.1
TOTAL LOAN FEES	143,016.20	143,016.20	62,578.00	(80,438.20)	228.5
TOTAL FUND REVENUE	637,066.00	637,066.00	2,356,007.00	1,718,941.00	27.0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

LOAN FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 50</u>					
300-5050 WAGES - PAID LEAVE	11,221.96	11,221.96	.00	(11,221.96)	.0
300-5080 WAGES PRIOR PERIOD	(3,479.34)	(3,479.34)	.00	3,479.34	.0
TOTAL DEPARTMENT 50	7,742.62	7,742.62	.00	(7,742.62)	.0
<u>WAGES</u>					
300-5100 WAGES	83,668.18	83,668.18	83,250.00	(418.18)	100.5
TOTAL WAGES	83,668.18	83,668.18	83,250.00	(418.18)	100.5
<u>FRINGE BENEFITS</u>					
300-5500 FRINGE BENEFITS	18,801.67	18,801.67	21,254.00	2,452.33	88.5
300-5550 FRINGE BENEFITS - PAID LEAVE	2,484.62	2,484.62	.00	(2,484.62)	.0
300-5580 FRINGE BENEFITS PRIOR PERIOD	(837.42)	(837.42)	.00	837.42	.0
TOTAL FRINGE BENEFITS	20,448.87	20,448.87	21,254.00	805.13	96.2
<u>PAYROLL TAXES</u>					
300-5700 PAYROLL TAXES	7,514.35	7,514.35	8,956.00	1,441.65	83.9
300-5750 PAYROLL EXPENSES - PAID LEAVE	1,028.58	1,028.58	.00	(1,028.58)	.0
300-5780 PAYROLL TAXES PRIOR PERIOD	(292.85)	(292.85)	.00	292.85	.0
TOTAL PAYROLL TAXES	8,250.08	8,250.08	8,956.00	705.92	92.1
<u>TRAVEL/EVENTS</u>					
300-6110 TRAVEL & CONFERENCE	1,145.62	1,145.62	3,900.00	2,754.38	29.4
300-6190 EVENT SERVICES	63.25	63.25	.00	(63.25)	.0
TOTAL TRAVEL/EVENTS	1,208.87	1,208.87	3,900.00	2,691.13	31.0
<u>SUPPLIES</u>					
300-6300 SUPPLIES	323.69	323.69	.00	(323.69)	.0
TOTAL SUPPLIES	323.69	323.69	.00	(323.69)	.0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

LOAN FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
300-6410	LEGAL SERVICES	1,966.00	1,966.00	10,093.00	8,127.00 19.5
300-6420	AUDIT SERVICES	7,450.05	7,450.05	4,536.00 (2,914.05) 164.2
300-6450	CONTRACTUAL	2,911.49	2,911.49	3,393.00	481.51 85.8
300-6470	FILING FEES	11,434.53	11,434.53	5,850.00 (5,584.53) 195.5
	TOTAL PROFESSIONAL SERVICES	23,762.07	23,762.07	23,872.00	109.93 99.5
<u>OPERATING COSTS</u>					
300-6620	POSTAGE & FREIGHT	17.10	17.10	.00 (17.10) .0
300-6640	PUBLICATIONS & SUBS	25.00	25.00	.00 (25.00) .0
	TOTAL OPERATING COSTS	42.10	42.10	.00 (42.10) .0
<u>BUILDING COSTS</u>					
300-6710	BUILDING RENT	3,261.16	3,261.16	2,994.00 (267.16) 108.9
300-6714	BUILDING REMODEL	.00	.00	22.00	22.00 .0
300-6715	REMODEL ALLOC (ADMIN)	390.87	390.87	311.00 (79.87) 125.7
300-6716	REMODEL ALLOC (TRANSIT CENTER)	1,991.56	1,991.56	1,682.00 (309.56) 118.4
	TOTAL BUILDING COSTS	5,643.59	5,643.59	5,009.00 (634.59) 112.7
<u>OTHER MATERIALS & SUPPLIES</u>					
300-6910	DUES AND FEES	1,096.59	1,096.59	.00 (1,096.59) .0
300-6930	BANK SERVICE CHARGES	313.04	313.04	.00 (313.04) .0
300-6931	ACH COLLECTION FEES	541.36	541.36	.00 (541.36) .0
300-6940	OTHER MATERIALS & SERVICES	.00	.00	21,694.00	21,694.00 .0
	TOTAL OTHER MATERIALS & SUPPLIES	1,950.99	1,950.99	21,694.00	19,743.01 9.0
<u>DEPARTMENT 70</u>					
300-7010	BAD DEBT EXPENSE	46,603.96	46,603.96	.00 (46,603.96) .0
300-7050	UNRESTRICTED CARRYOVER	.00	.00	15,574.00	15,574.00 .0
	TOTAL DEPARTMENT 70	46,603.96	46,603.96	15,574.00 (31,029.96) 299.2
<u>DEPARTMENT 74</u>					
300-7400	LOAN PAYMENT	121,380.00	121,380.00	58,342.00 (63,038.00) 208.1
	TOTAL DEPARTMENT 74	121,380.00	121,380.00	58,342.00 (63,038.00) 208.1

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

LOAN FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 80</u>					
300-8000 LGIP FMV ADJUSTMENT	(40,372.99)	(40,372.99)	.00	40,372.99	.0
TOTAL DEPARTMENT 80	(40,372.99)	(40,372.99)	.00	40,372.99	.0
<u>DEPARTMENT 90</u>					
300-9000 INDIRECT SPREAD	6,860.89	6,860.89	7,707.00	846.11	89.0
300-9040 TRANSPORTATION FACILITY SPREAD	1,630.56	1,630.56	1,499.00	(131.56)	108.8
300-9050 LOAN FUND COSTS ALLOCATED	.01	.01	1.00	.99	1.0
TOTAL DEPARTMENT 90	8,491.46	8,491.46	9,207.00	715.54	92.2
TOTAL FUND EXPENDITURES	289,143.49	289,143.49	251,058.00	(38,085.49)	115.2
NET REVENUE OVER EXPENDITURES	347,922.51	347,922.51	2,104,949.00	1,757,026.49	16.5

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CARRYOVER/TRANSFERS</u>					
500-4010 TRANS FRM/TO FUND (MATCH)	9,845.70	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	9,845.70	9,845.70	65,000.00	55,154.30	15.2
 <u>FEDERAL REVENUE</u>					
500-4100 FEDERAL	75,885.01	75,885.01	178,917.00	103,031.99	42.4
TOTAL FEDERAL REVENUE	75,885.01	75,885.01	178,917.00	103,031.99	42.4
 <u>STATE REVENUE</u>					
500-4200 STATE	325,337.00	325,337.00	634,388.00	309,051.00	51.3
TOTAL STATE REVENUE	325,337.00	325,337.00	634,388.00	309,051.00	51.3
 <u>LOCAL MATCH/ASSESSMENT</u>					
500-4300 LOCAL MATCH	78,487.20	78,487.20	100,445.00	21,957.80	78.1
TOTAL LOCAL MATCH/ASSESSMENT	78,487.20	78,487.20	100,445.00	21,957.80	78.1
 <u>CONTRACT REIMBURSEMENT</u>					
500-4500 CONTRACT REIMBURSEMENT	530,516.61	530,516.61	502,328.00	(28,188.61)	105.6
500-4550 ACCRUED CONTRACT REIMBURSEMENT	120,000.00	120,000.00	.00	(120,000.00)	.0
TOTAL CONTRACT REIMBURSEMENT	650,516.61	650,516.61	502,328.00	(148,188.61)	129.5
 <u>OTHER REVENUE</u>					
500-4800 OTHER REVENUE	13,440.01	13,440.01	6,595.00	(6,845.01)	203.8
TOTAL OTHER REVENUE	13,440.01	13,440.01	6,595.00	(6,845.01)	203.8
TOTAL FUND REVENUE	1,153,511.53	1,153,511.53	1,487,673.00	334,161.47	77.5

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SPECIAL PROJECTS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 50</u>						
500-5050	WAGES - PAID LEAVE	86,466.54	86,466.54	.00	(86,466.54)	.0
500-5080	WAGES PRIOR PERIOD	(11,151.99)	(11,151.99)	.00	11,151.99	.0
	TOTAL DEPARTMENT 50	75,314.55	75,314.55	.00	(75,314.55)	.0
<u>WAGES</u>						
500-5100	WAGES	474,189.84	474,189.84	600,914.00	126,724.16	78.9
	TOTAL WAGES	474,189.84	474,189.84	600,914.00	126,724.16	78.9
<u>FRINGE BENEFITS</u>						
500-5500	FRINGE BENEFITS	103,780.46	103,780.46	153,401.00	49,620.54	67.7
500-5550	FRINGE BENEFITS - PAID LEAVE	18,382.52	18,382.52	.00	(18,382.52)	.0
500-5580	FRINGE BENEFITS PRIOR PERIOD	(2,496.16)	(2,496.16)	.00	2,496.16	.0
	TOTAL FRINGE BENEFITS	119,666.82	119,666.82	153,401.00	33,734.18	78.0
<u>PAYROLL TAXES</u>						
500-5700	PAYROLL TAXES	42,888.33	42,888.33	64,648.00	21,759.67	66.3
500-5750	PAYROLL EXPENSES - PAID LEAVE	7,841.34	7,841.34	.00	(7,841.34)	.0
500-5780	PAYROLL TAXES PRIOR PERIOD	(960.10)	(960.10)	.00	960.10	.0
	TOTAL PAYROLL TAXES	49,769.57	49,769.57	64,648.00	14,878.43	77.0
<u>TRAVEL/EVENTS</u>						
500-6110	TRAVEL & CONFERENCE	8,947.50	8,947.50	14,982.00	6,034.50	59.7
500-6190	EVENT SERVICES	7,632.16	7,632.16	6,600.00	(1,032.16)	115.6
	TOTAL TRAVEL/EVENTS	16,579.66	16,579.66	21,582.00	5,002.34	76.8
<u>SUPPLIES</u>						
500-6300	SUPPLIES	4,017.46	4,017.46	8,075.00	4,057.54	49.8
	TOTAL SUPPLIES	4,017.46	4,017.46	8,075.00	4,057.54	49.8

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
500-6410	LEGAL SERVICES	227.85	227.85	1,000.00	772.15 22.8
500-6420	AUDIT SERVICES	7,107.27	7,107.27	3,751.00 (3,356.27) 189.5
500-6450	CONTRACTUAL	224,510.36	224,510.36	460,162.00	235,651.64 48.8
500-6470	FILING FEES	273.78	273.78	.00 (273.78) .0
	TOTAL PROFESSIONAL SERVICES	232,119.26	232,119.26	464,913.00	232,793.74 49.9
<u>OPERATING COSTS</u>					
500-6610	ADVERTISING	1,484.99	1,484.99	3,300.00	1,815.01 45.0
500-6620	POSTAGE & FREIGHT	.00	.00	450.00	450.00 .0
500-6630	PRINTING	3,163.27	3,163.27	4,045.00	881.73 78.2
500-6640	PUBLICATIONS & SUBS	169.17	169.17	.00 (169.17) .0
500-6650	TELEPHONE & NETWORKING	63.33	63.33	1,041.00	977.67 6.1
	TOTAL OPERATING COSTS	4,880.76	4,880.76	8,836.00	3,955.24 55.2
<u>BUILDING COSTS</u>					
500-6710	BUILDING RENT	19,266.04	19,266.04	21,620.00	2,353.96 89.1
500-6715	REMODEL ALLOC (ADMIN)	2,281.46	2,281.46	2,369.00	87.54 96.3
500-6716	REMODEL ALLOC (TRANSIT CENTER)	11,945.15	11,945.15	12,283.00	337.85 97.3
	TOTAL BUILDING COSTS	33,492.65	33,492.65	36,272.00	2,779.35 92.3
<u>OTHER MATERIALS & SUPPLIES</u>					
500-6910	DUES AND FEES	970.00	970.00	300.00 (670.00) 323.3
500-6935	ONLINE PROCESSING FEES	10.09	10.09	.00 (10.09) .0
500-6940	OTHER MATERIALS & SERVICES	.00	.00	605.00	605.00 .0
	TOTAL OTHER MATERIALS & SUPPLIES	980.09	980.09	905.00 (75.09) 108.3
<u>DEPARTMENT 70</u>					
500-7050	UNRESTRICTED CARRYOVER	.00	.00	24,161.00	24,161.00 .0
	TOTAL DEPARTMENT 70	.00	.00	24,161.00	24,161.00 .0
<u>DEPARTMENT 75</u>					
500-7540	RESTRICTED CARRYOVER	.00	.00	47,104.00	47,104.00 .0
	TOTAL DEPARTMENT 75	.00	.00	47,104.00	47,104.00 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 90</u>					
500-9000	40,553.38	40,553.38	55,629.00	15,075.62	72.9
500-9040	9,632.99	9,632.99	10,812.00	1,179.01	89.1
TOTAL DEPARTMENT 90	50,186.37	50,186.37	66,441.00	16,254.63	75.5
TOTAL FUND EXPENDITURES	1,061,197.03	1,061,197.03	1,497,252.00	436,054.97	70.9
NET REVENUE OVER EXPENDITURES	92,314.50	92,314.50	(9,579.00)	(101,893.50)	963.7

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TRANSPORTATION OPS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CARRYOVER/TRANSFERS</u>					
600-4012 TRANS FROM/TO FUND (SUPPORT)	22,845.65	22,845.65	12,074.00	(10,771.65)	189.2
600-4014 STIF STUDENT TICKETS	474.00	474.00	.00	(474.00)	.0
600-4040 RESTRICTED CARRYOVER	.00	.00	163,196.00	163,196.00	.0
600-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	25,000.00	25,000.00	.0
TOTAL CARRYOVER/TRANSFERS	23,319.65	23,319.65	200,270.00	176,950.35	11.6
<u>FEDERAL REVENUE</u>					
600-4100 FEDERAL	543,755.00	543,755.00	658,785.00	115,030.00	82.5
TOTAL FEDERAL REVENUE	543,755.00	543,755.00	658,785.00	115,030.00	82.5
<u>STATE REVENUE</u>					
600-4200 STATE	451,397.00	451,397.00	678,793.00	227,396.00	66.5
TOTAL STATE REVENUE	451,397.00	451,397.00	678,793.00	227,396.00	66.5
<u>LOCAL MATCH/ASSESSMENT</u>					
600-4300 LOCAL MATCH	20,000.00	20,000.00	20,000.00	.00	100.0
TOTAL LOCAL MATCH/ASSESSMENT	20,000.00	20,000.00	20,000.00	.00	100.0
<u>CONTRACT REIMBURSEMENT</u>					
600-4500 CONTRACT REIMBURSEMENT	98,971.61	98,971.61	42,600.00	(56,371.61)	232.3
TOTAL CONTRACT REIMBURSEMENT	98,971.61	98,971.61	42,600.00	(56,371.61)	232.3
<u>OTHER REVENUE</u>					
600-4800 OTHER REVENUE	20,196.56	20,196.56	.00	(20,196.56)	.0
600-4805 FAREBOX REVENUE	37,859.57	37,859.57	50,599.00	12,739.43	74.8
600-4806 FAREBOX REVENUE (ORGANIZATION)	1,470.00	1,470.00	.00	(1,470.00)	.0
600-4820 GREYHOUND SALES	6,092.42	6,092.42	.00	(6,092.42)	.0
600-4825 GREYHOUND COMMISSION	442.14	442.14	.00	(442.14)	.0
TOTAL OTHER REVENUE	66,060.69	66,060.69	50,599.00	(15,461.69)	130.6
TOTAL FUND REVENUE	1,203,503.95	1,203,503.95	1,651,047.00	447,543.05	72.9

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TRANSPORTATION OPS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 50</u>					
600-5050 WAGES - PAID LEAVE	14,552.64	14,552.64	.00	(14,552.64)	.0
600-5080 WAGES PRIOR PERIOD	(24,651.10)	(24,651.10)	.00	24,651.10	.0
TOTAL DEPARTMENT 50	(10,098.46)	(10,098.46)	.00	10,098.46	.0
<u>WAGES</u>					
600-5100 WAGES	672,265.48	672,265.48	756,893.00	84,627.52	88.8
TOTAL WAGES	672,265.48	672,265.48	756,893.00	84,627.52	88.8
<u>FRINGE BENEFITS</u>					
600-5500 FRINGE BENEFITS	181,735.14	181,735.14	269,352.00	87,616.86	67.5
600-5550 FRINGE BENEFITS - PAID LEAVE	1,931.25	1,931.25	.00	(1,931.25)	.0
600-5580 FRINGE BENEFITS PRIOR PERIOD	(7,855.72)	(7,855.72)	.00	7,855.72	.0
TOTAL FRINGE BENEFITS	175,810.67	175,810.67	269,352.00	93,541.33	65.3
<u>PAYROLL TAXES</u>					
600-5700 PAYROLL TAXES	68,880.31	68,880.31	97,682.00	28,801.69	70.5
600-5750 PAYROLL EXPENSES - PAID LEAVE	817.46	817.46	.00	(817.46)	.0
600-5780 PAYROLL TAXES PRIOR PERIOD	(2,471.52)	(2,471.52)	.00	2,471.52	.0
TOTAL PAYROLL TAXES	67,226.25	67,226.25	97,682.00	30,455.75	68.8
<u>TRAVEL/EVENTS</u>					
600-6110 TRAVEL & CONFERENCE	562.90	562.90	500.00	(62.90)	112.6
TOTAL TRAVEL/EVENTS	562.90	562.90	500.00	(62.90)	112.6
<u>EQUIPMENT</u>					
600-6200 EQUIPMENT	787.45	787.45	10,278.00	9,490.55	7.7
600-6220 EQUIP LEASED/RENTED	2,645.76	2,645.76	.00	(2,645.76)	.0
600-6230 EQUIP REPAIR/MAINT	336.00	336.00	.00	(336.00)	.0
TOTAL EQUIPMENT	3,769.21	3,769.21	10,278.00	6,508.79	36.7
<u>SUPPLIES</u>					
600-6300 SUPPLIES	7,764.01	7,764.01	9,999.00	2,234.99	77.7
TOTAL SUPPLIES	7,764.01	7,764.01	9,999.00	2,234.99	77.7

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TRANSPORTATION OPS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
600-6420	AUDIT SERVICES	14,484.11	14,484.11	13,965.00 (519.11)	103.7
600-6450	CONTRACTUAL	55,945.82	55,945.82	97,704.00 41,758.18	57.3
600-6460	TESTING/TRAINING/SCREENING	2,738.01	2,738.01	2,000.00 (738.01)	136.9
	TOTAL PROFESSIONAL SERVICES	73,167.94	73,167.94	113,669.00 40,501.06	64.4
<u>VEHICLE COSTS</u>					
600-6510	REPAIRS & MAINTENANCE	37,121.14	37,121.14	46,404.00 9,282.86	80.0
600-6520	FUEL	96,650.24	96,650.24	81,790.00 (14,860.24)	118.2
	TOTAL VEHICLE COSTS	133,771.38	133,771.38	128,194.00 (5,577.38)	104.4
<u>OPERATING COSTS</u>					
600-6610	ADVERTISING	8,283.23	8,283.23	8,100.00 (183.23)	102.3
600-6620	POSTAGE & FREIGHT	13.45	13.45	.00 (13.45)	.0
600-6630	PRINTING	2,056.00	2,056.00	11,650.00 9,594.00	17.7
600-6640	PUBLICATIONS & SUBS	13.27	13.27	.00 (13.27)	.0
600-6650	TELEPHONE & NETWORKING	6,995.31	6,995.31	6,520.00 (475.31)	107.3
	TOTAL OPERATING COSTS	17,361.26	17,361.26	26,270.00 8,908.74	66.1
<u>BUILDING COSTS</u>					
600-6720	UTILITIES AND JANITORIAL	18,147.25	18,147.25	21,650.00 3,502.75	83.8
600-6730	REPAIRS AND MAINTENANCE	12,702.19	12,702.19	8,750.00 (3,952.19)	145.2
	TOTAL BUILDING COSTS	30,849.44	30,849.44	30,400.00 (449.44)	101.5
<u>BONDS & INSURANCE</u>					
600-6800	BONDS & INSURANCE	3,149.50	3,149.50	15,875.00 12,725.50	19.8
600-6810	INSURANCE - VEHICLE	9,746.00	9,746.00	.00 (9,746.00)	.0
600-6820	INSURANCE - BUILDING	3,176.50	3,176.50	.00 (3,176.50)	.0
	TOTAL BONDS & INSURANCE	16,072.00	16,072.00	15,875.00 (197.00)	101.2
<u>OTHER MATERIALS & SUPPLIES</u>					
600-6900	OTHER MATERIALS & SUPPLIES	119.00	119.00	850.00 731.00	14.0
600-6910	DUES AND FEES	900.00	900.00	1,200.00 300.00	75.0
600-6930	BANK SERVICE CHARGES	50.00	50.00	.00 (50.00)	.0
600-6935	ONLINE PROCESSING FEES	205.51	205.51	.00 (205.51)	.0
600-6940	OTHER MATERIALS & SERVICES	92.00	92.00	3,322.00 3,230.00	2.8
	TOTAL OTHER MATERIALS & SUPPLIES	1,366.51	1,366.51	5,372.00 4,005.49	25.4

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TRANSPORTATION OPS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 73</u>					
600-7300 STUDENT TICKETS	474.00	474.00	.00	(474.00)	.0
TOTAL DEPARTMENT 73	474.00	474.00	.00	(474.00)	.0
<u>DEPARTMENT 75</u>					
600-7540 RESTRICTED CARRYOVER	.00	.00	67,008.00	67,008.00	.0
TOTAL DEPARTMENT 75	.00	.00	67,008.00	67,008.00	.0
<u>DEPARTMENT 90</u>					
600-9000 INDIRECT SPREAD	51,567.35	51,567.35	70,070.00	18,502.65	73.6
600-9040 TRANSPORTATION FACILITY SPREAD	(12,922.79)	(12,922.79)	(14,036.00)	(1,113.21)	(92.1)
TOTAL DEPARTMENT 90	38,644.56	38,644.56	56,034.00	17,389.44	69.0
<u>DEPARTMENT 91</u>					
600-9100 CAPITAL PURCHASE	61,233.00	61,233.00	61,528.00	295.00	99.5
TOTAL DEPARTMENT 91	61,233.00	61,233.00	61,528.00	295.00	99.5
<u>DEPARTMENT 96</u>					
600-9600 TRANSFER TO/FROM SOURCE	9,845.70	9,845.70	2,000.00	(7,845.70)	492.3
TOTAL DEPARTMENT 96	9,845.70	9,845.70	2,000.00	(7,845.70)	492.3
TOTAL FUND EXPENDITURES	1,300,085.85	1,300,085.85	1,651,054.00	350,968.15	78.7
NET REVENUE OVER EXPENDITURES	(96,581.90)	(96,581.90)	(7.00)	96,574.90	(13797

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 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	(77,894.34)	(77,894.34)	(76,988.00)	906.34	(101.2)
TOTAL LOCAL MATCH/ASSESSMENT	(77,894.34)	(77,894.34)	(76,988.00)	906.34	(101.2)
<u>LOCAL MATCH/ASSESSMENT</u>					
800-4400 LOCAL ASSESSMENT	85,949.00	85,949.00	86,481.00	532.00	99.4
TOTAL LOCAL MATCH/ASSESSMENT	85,949.00	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	198.35	198.35	.00	(198.35)	.0
TOTAL LOAN FEES	198.35	198.35	.00	(198.35)	.0
<u>OTHER REVENUE</u>					
800-4800 OTHER REVENUE	10,044.67	10,044.67	.00	(10,044.67)	.0
800-4850 INTERFUND LOAN INCOME	15,951.12	15,951.12	.00	(15,951.12)	.0
TOTAL OTHER REVENUE	25,995.79	25,995.79	.00	(25,995.79)	.0
TOTAL FUND REVENUE	34,248.80	34,248.80	16,501.00	(17,747.80)	207.6

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 50</u>					
800-5050 WAGES - PAID LEAVE	(117,636.06)	(117,636.06)	.00	117,636.06	.0
800-5080 WAGES PRIOR PERIOD	(9,444.04)	(9,444.04)	.00	9,444.04	.0
TOTAL DEPARTMENT 50	(127,080.10)	(127,080.10)	.00	127,080.10	.0
<u>WAGES</u>					
800-5100 WAGES	154,796.03	154,796.03	69,728.00	(85,068.03)	222.0
TOTAL WAGES	154,796.03	154,796.03	69,728.00	(85,068.03)	222.0
<u>FRINGE BENEFITS</u>					
800-5500 FRINGE BENEFITS	31,515.90	31,515.90	17,800.00	(13,715.90)	177.1
800-5550 FRINGE BENEFITS - PAID LEAVE	(25,959.28)	(25,959.28)	.00	25,959.28	.0
800-5580 FRINGE BENEFITS PRIOR PERIOD	(2,204.43)	(2,204.43)	.00	2,204.43	.0
TOTAL FRINGE BENEFITS	3,352.19	3,352.19	17,800.00	14,447.81	18.8
<u>PAYROLL TAXES</u>					
800-5700 PAYROLL TAXES	12,535.65	12,535.65	7,502.00	(5,033.65)	167.1
800-5750 PAYROLL EXPENSES - PAID LEAVE	(10,917.89)	(10,917.89)	.00	10,917.89	.0
800-5780 PAYROLL TAXES PRIOR PERIOD	(791.53)	(791.53)	.00	791.53	.0
TOTAL PAYROLL TAXES	826.23	826.23	7,502.00	6,675.77	11.0
<u>TRAVEL/EVENTS</u>					
800-6110 TRAVEL & CONFERENCE	8,960.49	8,960.49	3,500.00	(5,460.49)	256.0
TOTAL TRAVEL/EVENTS	8,960.49	8,960.49	3,500.00	(5,460.49)	256.0
<u>EQUIPMENT</u>					
800-6200 EQUIPMENT	.00	.00	750.00	750.00	.0
800-6220 EQUIP LEASED/RENTED	556.36	556.36	.00	(556.36)	.0
TOTAL EQUIPMENT	556.36	556.36	750.00	193.64	74.2
<u>SUPPLIES</u>					
800-6300 SUPPLIES	10,677.41	10,677.41	6,400.00	(4,277.41)	166.8
TOTAL SUPPLIES	10,677.41	10,677.41	6,400.00	(4,277.41)	166.8

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
800-6410	LEGAL SERVICES	400.00	400.00	1,000.00	600.00 40.0
800-6420	AUDIT SERVICES	30,768.79	30,768.79	9,274.00 (21,494.79) 331.8
800-6450	CONTRACTUAL	28,853.50	28,853.50	35,155.00	6,301.50 82.1
800-6460	TESTING/TRAINING/SCREENING	149.00	149.00	.00 (149.00) .0
800-6470	FILING FEES	9.02	9.02	.00 (9.02) .0
	TOTAL PROFESSIONAL SERVICES	60,180.31	60,180.31	45,429.00 (14,751.31) 132.5
<u>OPERATING COSTS</u>					
800-6610	ADVERTISING	1,110.96	1,110.96	850.00 (260.96) 130.7
800-6620	POSTAGE & FREIGHT	1,377.57	1,377.57	850.00 (527.57) 162.1
800-6630	PRINTING	266.00	266.00	500.00	234.00 53.2
800-6640	PUBLICATIONS & SUBS	861.20	861.20	800.00 (61.20) 107.7
800-6650	TELEPHONE & NETWORKING	920.71	920.71	.00 (920.71) .0
	TOTAL OPERATING COSTS	4,536.44	4,536.44	3,000.00 (1,536.44) 151.2
<u>BUILDING COSTS</u>					
800-6715	REMODEL ALLOC (ADMIN)	(3,061.20)	(3,061.20)	(3,061.00)	.20 (100.0)
800-6716	REMODEL ALLOC (TRANSIT CENTER)	.00	.00	(15,951.00)	(15,951.00) .0
800-6730	REPAIRS AND MAINTENANCE	4,742.00	4,742.00	.00 (4,742.00) .0
	TOTAL BUILDING COSTS	1,680.80	1,680.80	(19,012.00)	(20,692.80) 8.8
<u>BONDS & INSURANCE</u>					
800-6800	BONDS & INSURANCE	6,019.50	6,019.50	6,051.00	31.50 99.5
800-6810	INSURANCE - VEHICLE	175.00	175.00	.00 (175.00) .0
800-6820	INSURANCE - BUILDING	3,577.00	3,577.00	.00 (3,577.00) .0
	TOTAL BONDS & INSURANCE	9,771.50	9,771.50	6,051.00 (3,720.50) 161.5
<u>OTHER MATERIALS & SUPPLIES</u>					
800-6910	DUES AND FEES	2,793.44	2,793.44	15,906.00	13,112.56 17.6
800-6930	BANK SERVICE CHARGES	455.03	455.03	.00 (455.03) .0
800-6935	ONLINE PROCESSING FEES	1.25	1.25	.00 (1.25) .0
	TOTAL OTHER MATERIALS & SUPPLIES	3,249.72	3,249.72	15,906.00	12,656.28 20.4
<u>DEPARTMENT 70</u>					
800-7050	UNRESTRICTED CARRYOVER	.00	.00	1,754.00	1,754.00 .0
	TOTAL DEPARTMENT 70	.00	.00	1,754.00	1,754.00 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 90</u>					
800-9000	(105,969.39)	(105,969.39)	(142,306.00)	(36,336.61)	(74.5)
	(105,969.39)	(105,969.39)	(142,306.00)	(36,336.61)	(74.5)
<u>DEPARTMENT 96</u>					
800-9600	2,070.59	2,070.59	.00	(2,070.59)	.0
	2,070.59	2,070.59	.00	(2,070.59)	.0
	27,608.58	27,608.58	16,502.00	(11,106.58)	167.3
	6,640.22	6,640.22	(1.00)	(6,641.22)	66402

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
RE: Paid Leave Oregon Policy Update
Date: July 19, 2023

Overview

In June, the Board approved changes to the MCEDD Personnel Policy to incorporate Paid Leave Oregon rules in preparation for the rules to go into effect on Sept 1. After this approval, legislative updates were made that require one minor change. HR Answers also suggested two small amendments to our existing Oregon Family Leave Act section that would allow the possibility of these two leaves running concurrently. The relevant sections to the Personnel Policy are pulled out below with changes shown in strike/ underline and highlighted.

7.12.4 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. Visit [Employees and Paid Leave Oregon website](#) for the current rates.

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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 forward 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.

.....

7.7.11 Pay and Benefits: The employee ~~must~~ use any accrued sick or paid time off during family medical leave. If used, 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.

Request

Recommend the full Board approve the updated Personnel Policy with the edits noted above.

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
RE: Drug & Alcohol Policy Update
Date: July 19, 2023

Overview

MCEDD is required to have a Drug & Alcohol Policy as a recipient of Federal Transit Administration funding. On May 2, 2023, the USDOT published an updated final rule with revisions to 49 CFR Part 40. This regulation is the USDOT's drug and alcohol testing regulation. This final rule, among other items, amends the DOT's regulated industry drug testing program to include oral fluid drug testing. While there are currently no labs that we can access to offer oral fluid drug testing, we are required to update the policy.

The policy has been updated to change "urine" references to "urine and/or oral fluid" and to update a number of definitions that changed. These changes were made in partnership with ODOT and the firm that audits Drug & Alcohol Policies for ODOT and are shown using track changes in the attachment.

Request

Recommend the full Board approve the updated Drug & Alcohol Policy with the edit noted above.



Mid-Columbia Economic Development District

MCEDD DRUG AND ALCOHOL POLICY

Adopted: December 14, 2017

Revised: March 17, 2022

Revised: September 21, 2023

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

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A. PURPOSE

- 1) The Mid-Columbia Economic Development District (MCEDD) provides public transit and paratransit services for the residents of Wasco County, Oregon. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, MCEDD declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates ~~urine~~ urine and/or oral fluid drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of ~~urine~~ urine and/or oral fluid and breath specimens.

- 3) Any provisions set forth in this policy that are included under the sole authority of MCEDD and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of MCEDD will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

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

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

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

C. DEFINITIONS

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

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

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

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

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

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

Alternate specimen. An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

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

Collection container: A container used to collect a specimen.

Collection site: A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse). A database, administered by the Federal Motor Carrier Safety Administration, containing records of commercial motor vehicle drivers' violations of controlled substances and alcohol testing program requirements, as set forth in part 382 of this title, as well as their return-to-duty status.

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

Confirmatory Validity Test: A second test performed on a different aliquot of the original ~~urine~~urine and/or oral fluid specimen to further support a validity test result.

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

Cutoff: The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

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

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

Dilute specimen: A ~~urine~~urine and/or oral fluid specimen with creatinine and specific gravity values that are lower than expected for human ~~urine~~urine and/or oral fluid.

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

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears

on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

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

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

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

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

Limit of Detection (LOD): The lowest concentration at which ~~a the~~ analyte (e.g., drug or drug metabolite) can be identified, ~~but (for quantitative assays) the concentration cannot be accurately calculated.~~

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

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

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

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

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

Oral fluid specimen. A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of this part.

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

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

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

Primary specimen. In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in this section.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory ~~is able to~~ corroborates the original result reported for the primary (Bottle A) specimen.

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

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

Safety-sensitive functions: Employee duties identified as:

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

Shipping container. A container that is used for transporting and protecting specimen bottles and associated documents from the collection site to the laboratory.

Specimen. Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

Specimen bottle. The bottle that, after being sealed and labeled according to the procedures in this part, is used to hold a primary ("A") or split ("B") specimen during transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a "vial," "tube," or "bottle."

Split specimen. In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee's request following MRO verification of the primary specimen as positive, adulterated or substituted.

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

SSN or Employee ID No.: This number serves as a unique identifier that must be used on the Federal Drug Testing Custody and Control Form (CCF) or Alcohol Testing Form (ATF) for a donor, on the MRO's reports, on SAP reports, or on other documents that are required under this part. For all purposes of this part, this term means: only the Commercial Driver's License (CDL) Number and State of issuance for drivers tested under the authority of the Federal Motor Carrier Safety Administration (FMCSA); and, for all drivers and other safety-sensitive employees tested under the authority of the other DOT agencies, this can be the individual's actual Social Security Number, a unique identifier issued by the employer, a State-issued identification card number, a State-issued driver's license number (including a CDL number) or any other State-issued or federally-issued identification number.

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

Substituted specimen: An ~~employee's urine~~specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human ~~urine~~urine).

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

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or ~~urine~~urine and/or oral fluid specimen. An employee who does not provide a ~~urine~~urine and/or oral fluid or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored ~~urine~~urine and/or oral fluid drug collection, fail to permit monitoring or observation of your provision of a specimen.

- (5) Fail to provide a sufficient quantity of ~~urine~~ urine and/or oral fluid or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Undiluted (neat) oral fluid: An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

Urine specimen: Urine collected from an employee at the collection site for the purpose of a drug test.

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

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

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

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

D. EDUCATION AND TRAINING

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

E. PROHIBITED SUBSTANCES

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

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

b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance

which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a MCEDD supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol is present in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02- 0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident

drug/alcohol test, whichever occurs first.

- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) MCEDD, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all MCEDD employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

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

H. TESTING REQUIREMENTS

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

I. DRUG TESTING PROCEDURES

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

may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. MCEDD will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however MCEDD will seek reimbursement for the split sample test from the employee.

- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections
 - a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to MCEDD that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to MCEDD that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see

§40.197(b)(1)).

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

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered

positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

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

K. PRE-EMPLOYMENT TESTING

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

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

L. REASONABLE SUSPICION TESTING

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

duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

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

M. POST-ACCIDENT TESTING

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

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

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

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

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

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

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

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

In the rare event that MCEDD is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), MCEDD may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

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

O. RETURN-TO-DUTY TESTING

MCEDD will terminate the employment of any employee that tests positive or refuses a

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

P. FOLLOW-UP TESTING

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

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

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered

a negative and no additional testing will be required unless directed to do so by the MRO.

- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
- a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 - c. Fail to attempt to provide a breath or ~~urine~~urine and/or oral fluid specimen. An employee who does not provide a ~~urine~~urine and/or oral fluid or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly-observed or monitored ~~urine~~urine and/or oral fluid drug collection, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of ~~urine~~urine and/or oral fluid or breath without a valid medical explanation.
 - f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.

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

- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder or the workday whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.

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

R. GRIEVANCE AND APPEAL

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

S. PROPER APPLICATION OF THE POLICY

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

T. INFORMATION DISCLOSURE

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

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

Attachment A

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

SAFETY-SENSITIVE POSITIONS

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

Attachment B Contacts

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

MCEDD Drug and Alcohol Program Manager (DAPM)

MCEDD Finance and Operations Manager

Address: 802 Chenoweth Loop Road, The Dalles, OR

Telephone Number: 541-296-2266

MCEDD Designated Employer Representative (DER)

MCEDD Transportation Operations Manager

Address: 802 Chenoweth Loop Road, The Dalles, OR

Telephone Number: 541-288-9301

Medical Review Officer

Name: Matthew Noble M.D.

Address: 1740 SE Lambert St. Portland, OR 97202

Telephone Number: (503) 494-7551

Substance Abuse Professional

Name: Debbie Leas

Title: LMFT, CADAC II, SAP

Address: 1923 NE Broadway Portland, OR 97232

Telephone Number: (503) 826-4949

HHS Certified Laboratory Primary Specimen

Name: [MCMC-Adventist Health Columbia Gorge](#) Occupational Health

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

Telephone Number: (541) 296-7811

Attachment C

Mid-Columbia Economic Development District

ACKNOWLEDGEMENT OF EMPLOYER'S DRUG AND ALCOHOL POLICY

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

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

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

Employee Signature

Date

Witness Signature

Date

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
RE: Staff Out-of-State Travel
Date: July 25, 2023

Overview

The Executive Committee approves out-of-state travel for MCEDD staff that is not otherwise anticipated in the budget approval process. We recently found a conference in Salt Lake City, UT on August 8-10 held by the Association of Travel Instruction that would be beneficial for MCEDD's Travel Trainer Sara Crook: "The conference is designed for travel instructors and mobility professionals to learn from industry experts on best practices in travel training." Transportation training scholarships available through ODOT would cover 80% of the registration, lodging and travel expenses. Meals and the remaining 20% would be split between MCEDD and Columbia Area Transit. Our estimated expenses would be about \$150 to \$200 which could be covered by funds available for the position.

Request

Approve out-of-state travel for the MCEDD Travel Trainer to attend the Association of Travel Instruction conference in Salt Lake City.

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
RE: Local Assessments
Date: July 19, 2023

Overview

MCEDD receives local assessments at a per capita rate from our cities and counties and a flat rate from our ports. These funds are used to match the EDA Planning Grant we receive and show local support. The rates had not changed in a while until around 2017 when the MCEDD Board approved a five-year plan to raise the rates 10% per year so that we were fully matching the EDA Planning Grant (currently set at \$80,000 annually). The rate schedule that was approved at that time follows this report.

Our current fiscal year was the last year of the planned increases with the rate set at \$0.89 per capita for cities and counties and \$3,431 per port. As a result of population increases along with the rate increases, this year the total expected to be received is \$95,455. The additional funds were set aside in the budget to complete a Strategic Plan for MCEDD.

Request

Executive Committee feedback is requested on future rate changes. Options could include:

- A. Holding the rate steady until the EDA Planning Grant amount changes (no anticipated timeline).
- B. Increasing the rate at a small percentage each year (1 or 2%).
- C. A combination of the two above options.
- D. Other options identified by the Executive Committee.



Executive Director's Report
Prepared for the August 2023 Executive Committee Meeting

With our Deputy Director on parental leave, this report includes updates from all staff.

Regional Work and Outreach

- We are hosting a meeting of the Hood River Economic Development Group on July 27 focused on an update from the Hood River Energy Council.
- Grant writing: \$5M for Oregon EDDs/ COGS was approved in HB 3395. This possibly could result in around \$400,000 available for MCEDD to spend over two years to support our Oregon counties with grant writing! HB 3395 was housing-focused, so projects would need some connection to housing (i.e. water system upgrades would be necessary to meet housing goals). The funding is coming through the Dept. of Administrative Services (DAS). I am part of conversations with them and partners to ensure it flows as expected, simply and quickly. I have continued to ask about the grant writer support bill passed in the WA legislature that funds grant writers through the ADOs (Klickitat EDA and Skamania EDC) and am drafting a proposal for our two WA counties to consider for greater services from MCEDD.
- CPACE: I am continuing to support Wasco and Sherman Counties in the process to approve CPACE (Commercial Property Assessed Clean Energy) program. 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.
- It is the time of year where I focus on appointments for the MCEDD Board and Loan Administration Board and initiating the MCEDD Annual Report. We are recruiting a healthcare industry rep for the Board and a LAB vacancy. The Executive Committee will see the outcomes of this work in September.
- I've been exploring two EDA grant programs: 1) Tech Hubs might be an opportunity to partner with Greater Portland Inc. on a hub focused on wildfire response; 2) Recompete Pilot would be a planning grant related to jobs creation possibly in Goldendale and/or Stevenson. MCEDD could be the applicant for Recompete. I have attended informational webinars and am convening conversations but have noted we have limited capacity to lead.
- The Business Oregon-funded Regional Innovation Hub Planning grant is wrapping up with consultant ECONorthwest drafting a plan. The recommendation will include a new position at MCEDD to serve the needs identified in the report to provide greater support for high growth industries in the region. Business Oregon is expected to have funding available in the Fall for implementation.
- We have been selected to move to the next round of consideration for hosting an EDA Economic Recovery Corps Fellow position. This would be a 2-year position to focus on CEDS implementation. We will be interviewed by their team to see if we are officially approved as a host site.
- Jacque and Carrie are leading the contract finalization for the \$1M EPA Brownfields assessment grant we received for the five-counties. I sent out a message about forming a Core Team in preparation for the Oct 1 start to get projects funded.
- I engaged in regional outreach with meetings with the Port of Klickitat, Port of Cascade Locks, Skamania County Economic Development Council, The Next Door, Wasco County Planning,

Klickitat County Economic Development, and Gorge Commission. I attended a legislative advocacy day hosted by The Dalles Community Outreach Team with state and federal legislative staffers. We hosted a morning networking event for The Dalles Area Chamber in partnership with The Dalles Farmers Market on July 25 that was well attended.

- **BRAINSTORM REQUESTED:** The September Full Board meeting will be in-person (with a virtual option). In discussing with Chair Kramer ideas to get more Board members to attend in person and build connections, we had the idea for a shorter meeting that adjourns to a venue for appetizers/ networking. Executive Committee discussion at the August meeting is requested.
- **BRAINSTORM REQUESTED:** I am starting to plan the 2023 Annual Economic Symposium for November 3. I have tentatively targeted a venue in Skamania County and request Executive Committee discussion at the August meeting on speakers and topics of interest.

Business Assistance

- **MOTION REQUESTED:** The Executive Committee approved creation of a new bank account to house our USDA Rural Business Development Grant funds so the USDA can place a UCC filing on the account. In working with Umpqua to establish the account, they noted the motion needed to specify signers. Possible motion for the August Executive Committee meeting: Approve opening a new bank account for the US Dept. of Agriculture Rural Business Development Grant Revolving Loan Fund with signers to mirror those on other MCEDD bank accounts.
- The Next Door was approved for a grant that included \$25,000 to provide as grants to businesses that go through their programs and apply for MCEDD loan funds. We are working with their team to promote the program.
- Many thanks to Dana for all her work setting up two new bank accounts for MCEDD and Mount Hood Economic Alliance to receive the Business Oregon Loan Loss Reserve funds! We will be working to enroll new loans in our Oregon counties into these programs over the next ten years.
- Washington State Microenterprise Association Grant: I wrapped up final grant reporting and claim it a big success to able to get the full grant spent in its short window. We ultimately were able to give funds to Skamania EDC and to Mount Adams and Goldendale Area Chambers for their support of the pub talks.
- Loan Boards:
 - The LAB approved a new loan to The Dirty Cowgirl Saloon in Wasco (not yet funded). I approved microloans to Mountain Valley Butcher Block in Mount Hood (funded) and to Goose and Gander in White Salmon (not yet funded).
 - OIB approved modifications for Lucy's Informal Flowers and Gorges Brewing, discussed use of their marketing funds to promote the loan program and discussed follow ups from the University of Oregon's recommendations for improvements to the OIB.
 - MHEA approved its budget and new contract with MCEDD. I recruited a new Wasco County MHEA Board member and am working on a Hood River County vacancy.
- I was interviewed for an article in the Wasco County Ruralite publication about our lending programs! The article will be a good opportunity to promote the loan funds and bring new businesses to us.

Facilities, Trainings and Operations

- HR Answers completed their investigating an employee discrimination complaint which found no offense. I am working with staff on some training support suggested by the firm.

- I held an annual review for Dana Woods, worked with new Project Manager Jason Hartmann on training, and have been trying to fill the Office Admin position.
- The work of our Diversity, Equity and Inclusion (DEI) consultant Mariann Hyland is complete. We have a draft plan that needs work before bringing it to the Board. I will be reviewing it with staff internally to help fill it in. The DEI Task Force needs additional Board member involvement.
- Deputy Director Carrie Pipinich went on parental leave in mid-July. Coverage for her work will be: Wasco County Economic Development Commission by Jacque Schei, Brownfields by Lindsay McClure, Broadband by Jason Hartmann.
- Dana Woods, Jesus Mendoza and Field Supervisor Laura Reed all attended a two-day training in Bend hosted by ODOT on administration of FTA-required Drug and Alcohol Programs. This training was funded primarily by ODOT scholarship

From Jacque Schei

Infrastructure Grant Administration

- Biggs Water Project: The water system will not be up and running by the end of June. There are some materials needed for the pump house that are backordered. In addition, the contractor ran into some issues of lines not being where expected, so additional work is needed to connect some service laterals to businesses. Because of this, construction won't be complete until late summer.
- Crystal Springs Water District: no major updates, Odell Water Co project still in design phase.
- Cascade Locks Wastewater: no major updates.
- City of Hood River: The City is working through redesign of the remaining phases. Currently, they hope to bid a portion of the work this summer so they can complete the work during the appropriate in-water window they have identified. A second bid will go out later in the fall. Staff also helped the City finalize their application for CDS funding, which they will use for the design of their elevated sewer project.
- Dog River Pipeline: No major updates. Staff are working with the contractor doing the fish passage work to get the paperwork needed from them and subcontractors.
- Sherman County Bus Barn: No major updates – design work is continuing.
- Hood River County - Adult Center Kitchen Rehab: No major updates – construction to start August 7.

Sherman County Economic Development

- Working with Rufus and Wasco to get Business Oregon technical assistance funds for water and
- wastewater. Working with engineer to support CWSRF application for Grass Valley
- Staff met with the 4 cities in the County to discuss current projects and areas they could use support. These will continue to be regular meetings.

From Jason Hartmann: Industry Support

- GTA: Summer party on 8/1 at Sierra Olympia is SOLD OUT! Also, Jessica coordinated with a consultant to have interested companies participate in a salary survey. Jason is coordinating with a (free) consultant to provide some career development classes for member-company employees, starting with a class about using LinkedIn which kicks off in September.

- ICAP Launch: We held our kick-off meeting with WA Dept. of Commerce to support a UAS innovation cluster in the gorge. Commerce provides tools and training for cluster development. We are very encouraged by this program, both about the possibility of enhancing our UAS ecosystem and future funding and support from the state.
- Broadband support: Carrie held a meeting with Skamania County stakeholders to review the OptiDesign Rapid Design study. Meeting again in late July to work on next steps and transition the project to Jason during Carrie's leave.
- Innovation and Entrepreneurship: We are in the early planning stages for the next pitch fest in Wasco County, considering an additional, smaller event in South County, and considering ways to bring in additional investors and entrepreneurs.

From Lindsay McClure: Energy

- The Hood River County Energy Council's buildings subcommittee gave a presentation at a Mid-Columbia Association of Realtors meeting on July 20. The presentation featured speakers from the Energy Council and Energy Trust of Oregon. There were about 15 attendees who earned continuing education credit for their participation. The audience learned about benefits of energy efficiency beyond a lower utility bill, resilience for residential buildings, residential energy trends, and resources for home energy projects.
- The Energy Council's transportation and land use subcommittee is 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 others.
- The Energy Council is collaborating with New Buildings Institute and other project partners on first steps for the Microgrid Opportunities: Vehicles Enhancing Resiliency (MOVER) project. This project, which is primarily funded by a grant from the Department of Energy, will build 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. This resilience project will provide backup power for portions of the school in the event of long-duration power outages.
- The Clean Rural Shared Electric Mobility Project (CRuSE), Oregon's first EV car share, reached the end of the three-year grant that funded the program. The last day to take a ride was June 22. The Energy Council and staff are working with project partners to pursue resources, possibly through an ODOT Carbon Reduction Program application led by Columbia Area Transit, to bring EV car sharing back to Hood River.
- Pacific Power filed its Clean Energy Plan, required by Oregon HB2021, on May 31, 2023. This plan outlines how the utility plans to meet HB2021's clean energy milestones and the anticipated impacts on communities and ratepayers. The Energy Council's Community Scale Solutions subcommittee is discussing whether and, if so, how they will respond.

From Jesus Mendoza: The Link Transportation

- We received all grants needed for Link operations, including dial-a-ride grants to MCEDD and Wasco County, STIF Formula funds through Wasco County for a variety of operations, and STIF Discretionary funding to operate the Hood River- The Dalles Intercity Shuttle. These are all two-year grants.
- Vehicles: The Link vehicles are currently going through annual inspections and expected to be complete in the upcoming months. The new graphic wraps are almost all complete.

- Due to the lack of hybrid vehicle options, we are working with ODOT to modify the existing vehicle grant to procure two electric vehicles. The Operations Manager will investigate infrastructure, vehicle options, and resubmit vehicle RFP.
- Bus Shelter Installation: We continue to work with ODOT to receive approval of the Categorical Exclusion and Documented Categorical Exclusion to site four bus shelters. Schuepbach Custom Builders will complete the construction work.
- New Routes and Hours: The Link took over from CAT operation of The Dalles to Hood River service as of July 1, 2023. The service operates four times per day on weekdays and three times per day on weekends. As of July 1, Dial-a-Ride service is available on Sundays from 9:00am to 4:00pm. The Dalles bus route hours expanded April 17, with new hours operation from 7:00am to 7:00pm. The numbers of stops increased from 7 and 8 to 19 on each of the two routes. Blue route service is offered on Saturday from 9:00am to 4:00pm.
- Projects:
 - Wasco County in partnership with MCEDD has successfully completed their Rural Transportation Equity Grant Project. Through the project, Wasco County was able to explore the needs of Seasonal and Migrant workers in Wasco County. The Link assisted in the Pre-Cherry Harvest Tour, design of marketing material, and participation in other in person events. Wasco County made a generous contribution toward our marketing efforts by covering expenses that included: 1 year contract for movie advertising, 2,000 post cards, 600 stickers, printed brochures, and posters. The Rural Transportation Equity Grant Project also resulted in greater outreach around our Wasco County Transit Development Plan that enabled the Wasco County Commission to finally approve the plan in July.
 - We concluded the Net Zero Emissions Pilot Project led by ODOT. In this project, The Link's FY21 vehicle inventory was evaluated to determine its operation effect on greenhouse gases. The consultants made recommendations to reduce greenhouse gases based on the data collected. This effort is to lead and assist The Link transition to a net zero emissions operating phase within the next 5-15 years. Final report is now available.

From Kathy Fitzpatrick: Gorge Translink Alliance / Mobility Management / Travel Training Programs

- Gorge Pass Marketing: This successful project was funded by an ODOT STIF Discretionary grant that expires August 30. MCEDD's regional public transportation outreach and education and Gorge Pass support programs will continue to grow with funding from MCEDD's new 2023-2025 ODOT and WSDOT grant awards. MCEDD has just released an RFP for the new scope of work. One exciting new feature is the addition of a Travel Trainer who will serve the residents and organizations of Klickitat and Skamania counties.
- Gorge Regional Transit Strategy: The Strategy is currently being presented and adopted by the Boards of each of the five transportation providers. Implementation of the Strategy has been funded by both ODOT and WSDOT. Activities will include hosting the MCEDD Transportation Summit to discuss regional adoption of a Transit Advisory Board. MCEDD staff have scheduled a strategy session in August with Kittelson and Associates to guide development of the Summit.
- NADO Award: MCEDD just received the 2023 Excellence in Regional Transportation Award from NADO for the Gorge



Regional Transit Strategy project. From the Press Release: “The Excellence in Regional Transportation Awards program showcases effective and creative transportation initiatives.” shared current NADO President Chris Fetzer. “Programs and projects like the Gorge Regional Transit Strategy foster community and economic connections and promote effective transportation networks.”

- Gorge TransLink Alliance: Kathy has scheduled two training sessions for the staff of the Gorge TransLink providers in August. On August 7, Kittelson and Associates will present a detailed review of data collection tools and options and route scheduling and transfer timing based on the current Gorge transit system. Then at the end of August, Jarrett Walker and Associates, a renowned international transit consultant firm, will send a transit trainer to the Gorge for two half-day transit training sessions on the Principles of Network Design. The purpose of this training is to teach staff useful tools for developing a well-connected and coordinated regional transit system.
- Travel Training: Sara Crook and Kathy have completed the series of Travel Training videos that have been posted to the GorgeTransLink.com website. The videos are informative and engaging- check them out! <https://gorgetranslink.com/travel-training/>