



Mid-Columbia Economic Development District

**Executive Committee Meeting  
Wednesday, December 6, 2023  
4:00 P.M.**

Via Zoom Only: <https://us06web.zoom.us/j/84401878928>  
Or Call 669-900-6833, Meeting ID: 844 018 78928

**AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions		
Executive Committee Minutes <i>October 2023</i>	2 minutes	Approval
Finance Report	8 minutes	Approval
2023 Symposium Review	5 minutes	Discussion
New Staffing Positions	5 minutes	Approval
Grant Request	5 minutes	Approval
Disciplinary Action Guidelines	10 minutes	Discussion
Executive Director Updates	10 minutes	Information
Other New Business; Committee Members Updates		

**Adjourn for Four Rivers Community Corporation Meeting**

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, October 4, 2023  
4:00 PM  
ZOOM TELECONFERENCE**

**ATTENDANCE**

*Attending:* Steve Kramer, Tom Lannen, Ken Bailey, Leana Kinley, Scott Clements, Joe Dabulskis

*Staff:* Jessica Metta (Executive Director), Dana Woods (Financial Manager), Jill Brandt (Administrative Assistant)

**CALL TO ORDER / INTRODUCTIONS**

Chair Kramer called the meeting to order at 4:02 p.m. A quorum was present.

**EXECUTIVE COMMITTEE MINUTES**

Steve Kramer asked for any questions, comments or edits on the September 2023 minutes as presented.

**Ken Bailey motioned to approve** the September 6, 2023 Executive Committee meeting minutes as presented. Joe Dabulskis seconded the motion. All voted in favor, and the motion carried.

**FINANCIAL REPORT**

Dana Woods gave the financial report for the month of August 2023. Total cash balance was \$7,469,899. Net income was \$146,381.55. One new loan was funded in August, and one loan was paid off. On the Budget vs Actual, revenue totaled 8.03% of the budget. Dana explained that this number was not a concern because it does not include the transportation billing for the quarter. Once it is completed in September, the number will be much closer to the budget's forecast. Dana called attention to the line item for loan filing fees on the Loan funds expenses that was listed at 65% of the budget for the year. She noted that the high number was actually offset by the loan fund revenue for filing fees.

The Audit is scheduled for next week, and Dana has already completed uploading all of the requested info to the auditor's site. She went on to explain the details of GASB 96 requirements for valuating subscription liability for MCEDD's software use agreements for Caselle, Portfol and Ecolane.

**Joe Dabulskis motioned to approve** the financial report as presented. Leana Kinley seconded the motion. All voted in favor, and the motion passed.

**BROWNFIELDS COALITION ASSESSMENT CONTRACT AWARD**

Jessica gave a brief outline of the history behind this request to approve staff's recommendation to contract with Stantec as the consultant for the Brownfields grant that is scheduled to begin in October. The two qualified applicants to the RFP were Maul Foster Alongi and Stantec.

*Discussion: Steve Kramer expressed his support for the recommendation, adding that his prior experience with Stantec's work was positive. Tom Lannen thanked Steve for this assurance because he had no prior experience with the company. Jessica added that both firms have done good work in the region.*

**Ken Bailey motioned to approve** contracting with Stantec for the Brownfield's Coalition Assessment Contract work. Tom Lannen seconded the motion. All voted in favor, and the motion carried.

### **EMERGENCY ACTION PLAN**

Jessica explained that each year SDAO offers a discount of up to 10% on our insurance for doing activities that are identified to increase resiliency and effectiveness. Last year's discount provided the impetus to conduct the Board training exercise. This year's discount is offered for a completed Emergency Action Plan that all staff are trained in. Jessica worked with our new Office Admin, using SDAO's guide to develop the plan for MCEDD. Staff will be trained in these materials once approved today.

**Joe Dabulskis motioned to approve** the Emergency Action Plan. Steve Kramer seconded the motion. All voted in favor, and the motion carried.

### **RURAL OPPORTUNITY INITIATIVE GRANT APPLICATION**

Jessica summarized MCEDD's work utilizing the previous Rural Opportunity Initiative grant award which funded the Pitch Fest event, various Pub talks, helped fund the revision of MCEDD's online loan application, and developed the entrepreneur assessment for Wasco County. Most of the work was done in Wasco County because the county's assessment provided the match that was required. Some loose ideas to pursue with this grant funding are a bigger and better Pitch Fest and to help small businesses get online with website development. The grant request will support entrepreneurship mostly in Wasco County and some in Sherman County. Another project under consideration for this grant is partnering with Maupin's business incubator. Today's request to the Board is an initial approval to submit the application.

*Discussion: Steve asked if Gilliam County will be included in this grant funding once the county is fully and legally onboard. Jessica stated no but that last time they had been included in the Rural Opportunity Initiative grant received by Oregon Frontier Chamber.*

*Scott Clements joined the meeting at 4:18pm.*

**Ken Bailey motioned to approve** the application as recommended by staff. Joe Dabulskis seconded the motion. All voted in favor, and the motion carried.

### **EXECUTIVE DIRECTOR UPDATES:**

***Symposium planning.*** The keynote will be Steve Brown talking about AI. Sponsors have been recruited to cover his fee, and the good response has allowed us to add scholarship availability for folks to attend. There will be a panel consisting of a range of businesses to talk about the current opportunities and challenges in business. Industries invited for the panel will be:

- Skamania Lodge for Hospitality
- WKO for Forestry
- Full Sail for Beverage Manufacturing
- Orchard View Farms for Agriculture
- Insitu for Tech

Jessica added that Insitu had a large layoff today. She reached out to workforce and work source partners to offer help and support for the situation. She will need to confirm if Insitu still wants to speak,

and possibly will need to recruit from another tech company. Healthcare is another large industry under consideration to be added to the panel. She requested Board feedback.

*Discussion: Scott asked if MCMC would speak about their transition with Adventist; if leadership there would be willing to share their vision. He added that there are now radio ads talking about the transition. Jessica thanked Scott for this suggestion.*

Jessica explained that this year additional networking time has been added as a response to last year's feedback, with an optional boxed lunch added for folks who want to stay and network. Lack of time in the agenda will limit time for the updates from the counties, and also will limit the economists' presentations to 10 minutes. Scott Bailey (WA Regional Economist) retired last Friday, but still plans to speak at the event. Her current thoughts for opening remarks were to highlight progress on the region's CEDS projects.

**Four Rivers Corp.** This was a nonprofit set up to serve as a pass-through to accept grants and donations. Its main activity has been to receive and distribute donations for the Wasco County Cultural Trust. The Board for Four Rivers is the same as the MCEDD Executive Committee. In the past, each year the Corporation's Annual Meeting has been scheduled at the end of an Executive Committee meeting. This year there has been no business, plus we have been in the process of contesting the notice of revocation from the IRS. The 501c3 status was revoked because MCEDD has been submitting the required reports by paper and not electronically. Dana has re-submitted our documentation, and it is now under review and hopefully reapproval.

*Discussion: Ken noted that it is a requirement for 501c3 nonprofits to hold an annual meeting. Jessica thanked Ken for the reminder.*

**Lenders' luncheon.** Scheduled for October 10<sup>th</sup>, the OIB is covering the cost of this event along with Business Oregon and the SBDC. There will be 25 local bankers coming to hear about MCEDD's small business lending programs, Business Oregon's lending program and the SBDC's resources for small business owners.

Other projects include:

- Interviews coming up for the EDA Fellow applicants, the final results will be announced soon.
- The cities/counties/ports have been notified of the Board's decision to retain a 3% assessment each year.
- Next week Jessica has been invited to attend the interviews for hiring Hood River County's new Administrator.
- MCEDD will be hosting the OEDDs semi-annual in-person meeting in The Dalles in a couple of weeks.
- Staff will be filling in the pieces of MCEDD's DEI plan from our work with the consultant. This will be brought for review and comments before the Full Board.
- She will apply for a Ford Family Foundation grant to fund the development of a Strategic Plan for MCEDD. This work will be done by a consultant who must be identified in the grant application. Jessica is in the process of getting quotes. She asked for any recommendations.
- She received an email from the EDA outlining next steps in the process to add Gilliam County to the district. An updated CEDS that includes Gilliam is required from MCEDD, as well as an updated CEDS from GEODC that does not include Gilliam. Jessica will forward the email to the Executive Committee.

*Discussion: Scott expressed confusion about why this long process was necessary when all of the parties have agreed to the change. Joe explained that bureaucratic requirements are minute and painstaking, and at times outdated. Leana asked if there were CEDS projects for Gilliam County in the District that they are leaving. Jessica explained that GEODC's last CEDS expired in 2019.*

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

Steve said the Wasco County Commissioners voted to move forward with the installation of an EV charging station at the rodeo grounds in Tygh Valley today. He added that there would not be a sign posted on the highway, but rather folks will need to rely on the map to find the charging station.

Tom asked about the Tesla charging station at the Hood River Safeway and whether the stations are exclusively available to Tesla vehicles, or if there is a common charging fitting for all EVs. Ken replied that there are adapters, and that it will take a while for the EV industry to adopt a universal fitting.

Steve added that Wasco County will be installing a Level 2 EV Connect station with a dual pedestal and dual amp fittings. The overall cost will be around \$12,000 for this station, but the County's cost will be offset with matching funds from ODOT.

#### **ADJOURN**

Chair Kramer adjourned the meeting at 4:45 pm.

*Respectfully submitted by Jill Brandt, Administrative Assistant*



## FINANCIAL SUMMARY

As of October 31, 2023

### Balance Sheet

Total Cash balance as of 10/31/23 is \$6,738,019. Accounts Receivable (1202) balance is \$798,591, the majority of which is made due to the Transportation quarterly invoicing. MCEDD Loans Receivable balance is currently \$3,492,222, an increase of \$513,314 from the prior month. There were four new loans funded in the month of October. Current Net Position as of 10/31/23 is \$14,545,962.

### Operations Budget vs. Actual

Total Revenues through the month of October are at 24.82% of budget. Investment interest is exceeding our expectations and is a direct result of moving funds to the LGIP. Total expenses through the month of October are 24.84% of budget, which is lower than what we would anticipate seeing at this point in the year. Personnel expenses through the month of October are 29.95% of budget. At four months into the new fiscal year, we would expect expenses to be at or below 33%.

### Other Updates

- The FY23 Audit is complete, and you should be receiving a copy in the very near future. There were no findings reported but we will still receive a Qualified Opinion because MCEDD has not implemented GASB 75, which would require that MCEDD obtain an actuarial valuation of the post-employment benefit obligations.
- Also, just for informational purposes, we wanted to share that one of the entities that MCEDD does books for (CREA) had their checking account compromised. Their checking account number was being used to initiate several fraudulent ACH payments. For Business Accounts, there is only a 24-hour period to note if ACH payments are fraudulent. The bank's recommendation was to sign up for a service called Positive Pay. This is also a recommendation that MCEDD's auditors have discussed. There are additional monthly fees associated with using Positive Pay, along with additional staff time, but the process would stop fraudulent transactions as any ACH payments would require authorization from a signer on the account prior to those transactions being processed. The additional fees and staff time would be minimal compared to the potential exposure of someone gaining access to any of MCEDD's checking accounts.

Respectfully Submitted,

Dana Woods  
Finance Manager

**Mid-Columbia Economic Development District**

**Balance Sheet**

**As of October 31, 2023**

10/31/2023

Checking/Savings

1000 Bank Demand Deposits

1010 MCEDD Checking

1038 MCEDD Micro Loan \$ 19,345.32

1060 Link Cash \$ 154,171.79

1010 MCEDD Checking \$ 483,435.64

Total MCEDD Checking \$ 656,952.75

1020 IRP

1021 IRP Sherman \$ 175,658.35

1022 IRP WA \$ 28,175.80

1020 IRP Other \$ 38,609.10

Total IRP \$ 242,443.25

1030 Loan Funds

1036 EDA RLF's \$ 11,908.07

1037 EDA CARES RLF \$ 206,294.78

1045 Reg Strat \$ 55,722.47

1050 RBEG-OR \$ 58,218.56

1055 RBEG-WA \$ 13,113.43

1057 RBEG-KL \$ 26,628.17

1067 CDBG Microenterprises \$ 32,422.10

Total Loan Funds \$ 404,307.58

1031 Housing RLF \$ 123,037.74

1070 National Scenic Fund \$ 113,060.35

1120 LGIP - IRP \$ 1,312,116.57

1136 LGIP Loan Funds \$ 1,117,738.04

1131 LGIP Housing RLF \$ 1,310,962.80

1171 LGIP National Scenic Fund \$ 1,361,202.55

Total Bank Demand Deposits \$ 6,641,821.63

1100 CDs

1121 IRP Reserve \$ 96,047.64

Total 1100 CDs \$ 96,047.64

1122 IRP-DDM Product \$ -

1125 LINK Petty Cash \$ 150.00

Mid-Columbia Economic Development District

Balance Sheet

As of October 31, 2023

<b>TOTAL CHECKING / SAVINGS</b>	<b>\$ 6,738,019.27</b>
Accounts Receivable	
1202 Accounts Receivable	\$ 798,590.77
1205 Interfund Loan Receivable	<u>\$ 26,585.40</u>
<b>TOTAL ACCOUNTS RECEIVABLE</b>	<b>\$ 825,176.17</b>
Other Current Assets	
1200 - Receivables & Accruals	
1210 Accrued Revenue	\$ 7,500.00
1240 Prepaid Expenses	\$ 20,151.08
1260 Accrued Loan Interest	<u>\$ 18,935.30</u>
<b>TOTAL RECEIVABLES &amp; ACCRUALS</b>	<b>\$ 46,586.38</b>
1300 - Loans Receivable	
1330 - MCEDD Loans Receivable	
1320 IRP	\$ 1,099,164.69
1321 IRP - Sherman	\$ 211,029.22
1322 IRP - WA	\$ 138,907.84
1336 EDA RLF's	\$ 358,525.65
1337 EDA RLF CARES	\$ 700,979.35
1345 Reg Strat	\$ 26,648.87
1350 RBEG-OR	\$ -
1371 Housing RLF	\$ 743,532.05
1372 MCEDD Micro Loan	\$ 6,579.73
1373 USDA NSA	<u>\$ 206,854.94</u>
Total 1330 - MCEDD Loans Receivable	<u>\$ 3,492,222.34</u>
1370 OIB Loans Receivable	<u>\$ 1,494,277.87</u>
<b>TOTAL 1300 - Loans Receivable</b>	<b>\$ 4,986,500.21</b>
1400 - Loan Payments Holding	
<b>TOTAL 1400 - Loan Payments Holding</b>	<b>\$ 1,137.06</b>



**Mid-Columbia Economic Development District**

**Balance Sheet**

**As of October 31, 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	\$	-
1571 Housing RLF Allowance	\$	(30,000.00)
1572 MCEDD Micro Allowance	\$	(474.66)
1573 USDA NSA Allowance	\$	(5,481.80)
1575 OIB Allowance	\$	(67,535.30)
TOTAL 1500 - Allowance for Doubtful Loans	\$	<u>(190,279.97)</u>

Total Other Current Assets \$ 5,669,119.85

**TOTAL CURRENT ASSETS \$ 12,407,139.12**

Fixed Assets

1600 - Fixed Assets		
1605 Vehicles	\$	773,440.00
1610 Land	\$	172,681.00
1620 Buildings	\$	1,514,410.00
1650 Accumulated Depreciation	\$	(370,229.00)
1660 SBITA Net Present Value	\$	59,898.16
1665 SBITA Accumulated Depreciation	\$	(16,694.70)
Total 1600 -Fixed Assets	\$	<u>2,133,505.46</u>

Other Assets

Due To / From Internal Accounts		
1800 Due From Accounts	\$	1,155,620.11
1801 Due To Accounts	\$	(1,150,302.83)
Total Due To/Due From Internal Accounts	\$	<u>5,317.28</u>

**TOTAL ASSETS \$ 14,545,961.86**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable		
2005 Interfund Loan Payable	\$	(31,903.03)
2010 A/P General	\$	(64,030.68)
Total Accounts Payable	\$	<u>(95,933.71)</u>

**Mid-Columbia Economic Development District**

**Balance Sheet**

**As of October 31, 2023**

Other Current Liabilities

2030 Accrued Loan Payment	\$	(38,417.68)
2035 Acrued Interest Payable	\$	(91.14)
2050 PTO-Accrued	\$	(78,993.79)
2060 Deferred Comp Payable	\$	(153.94)
2070 Health Insurance Payable	\$	(12,809.90)
2080 Life & Disability Payable	\$	(1,321.41)
2085 Retirement Payable	\$	(1,673.17)
2090 WC SAIF ins	\$	(4,933.38)
2100 Payroll Liabilities	\$	(8,042.00)
2101 - Wages Payable	\$	(55,664.09)
2105 - WBF Payroll Assessment	\$	(163.68)
2110 - Federal Payroll Liability	\$	(6,393.76)
2115 - OR-SUTA Payroll Liabilities	\$	3,305.04
2120 - State Payroll Liabilities	\$	(919.88)
2180 - Payroll Liabilities - Prior Per	\$	-
2100 - Payroll Liabilities - Other	\$	(8,042.00)
2200 SBITA Payable	\$	(43,203.46)
2800 Deferred Revenue	\$	6,666.76
2900 Unavailable Revenue A/R	\$	(239,190.33)

Total Other Current Liabilities \$ (490,041.81)

Total Current Liabilities \$ (585,975.52)

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	\$	(413,859.75)
2823 IRP Loan Payable - WA \$310,000	\$	(226,734.40)
2824 IRP Loan Payable - SH \$200,000	\$	(138,895.06)

Total Long Term Liabilities \$ (1,289,124.96)

TOTAL LIABILITIES \$ (1,875,100.48)

Equity

3100 Fund Balances	\$	(5,309,797.45)
3110 Carryforward Balance	\$	-
3900 Retained Earnings	\$	(7,299,733.31)
Net Income	\$	(61,330.62)

Total Equity \$ (12,670,861.38)

**TOTAL LIABILITIES & EQUITY \$ (14,545,961.86)**

**Mid-Columbia Economic Development District  
Budget vs Actual FY24**

		10/31/2023	6/30/2024		
Account	Account Title	Balance	Budget	Unearned/Unexpended	% of Budget
4005	Prior Period Adjustment	\$ (459.05)	\$ -	\$ 459.05	
4010	Trans Frm/To Fund (Match)	\$ 4,637.77	\$ (249,745.00)	\$ (254,382.77)	-1.86%
4012	Trans Frm/To Fund (Support)	\$ 1,763.18	\$ 306,137.00	\$ 304,373.82	0.58%
4014	STIF Student Tickets	\$ 120.00	\$ -	\$ (120.00)	
4100	Federal	\$ 202,665.75	\$ 2,003,458.00	\$ 1,800,792.25	10.12%
4200	State	\$ 358,494.77	\$ 1,079,842.00	\$ 721,347.23	33.20%
4300	Local Match	\$ 52,500.00	\$ 134,000.00	\$ 81,500.00	39.18%
4400	Local Assessment	\$ 95,454.00	\$ 95,455.00	\$ 1.00	100.00%
4500	Contract Reimbursement	\$ 145,637.96	\$ 512,590.00	\$ 366,952.04	28.41%
4600	Loan Interest	\$ 113,450.43	\$ 314,633.00	\$ 201,182.57	36.06%
4700	Loan Processing Fees	\$ 13,283.45	\$ 27,396.00	\$ 14,112.55	48.49%
4705	Loan Filing Fees	\$ 2,977.16	\$ 6,000.00	\$ 3,022.84	49.62%
4710	Loan Late Fee	\$ (65.75)	\$ 3,400.00	\$ 3,465.75	-1.93%
4750	Investment Interest	\$ 78,126.89	\$ 128,961.00	\$ 50,834.11	60.58%
4820	Greyhound Sales	\$ 901.19	\$ 7,000.00	\$ 6,098.81	12.87%
4825	Greyhound Commission	\$ 92.45	\$ 1,400.00	\$ 1,307.55	6.60%
4800	Other Revenue	\$ 24,297.12	\$ 46,244.00	\$ 21,946.88	52.54%
4805	Farebox Revenue	\$ 11,458.29	\$ 37,236.00	\$ 25,777.71	30.77%
<b>Total Income</b>		<b>\$ 1,105,335.61</b>	<b>\$ 4,454,007.00</b>	<b>\$ 3,348,212.34</b>	<b>24.82%</b>
<b>Expense</b>					
5000	Personnel Expense	\$ 691,071.05	\$ 2,307,254.00	\$ 1,616,182.95	29.95%
6110	Travel & Conference	\$ 7,001.36	\$ 25,111.00	\$ 18,109.64	27.88%
6190	Event Services	\$ 1,378.00	\$ 10,007.00	\$ 8,629.00	13.77%
6200	Equipment	\$ 3,722.22	\$ 6,628.00	\$ 2,905.78	56.16%
6300	Supplies	\$ 7,083.57	\$ 33,820.00	\$ 26,736.43	20.94%
6400	Professional Services	\$ 167,074.95	\$ 841,745.00	\$ 674,670.05	19.85%
6500	Vehicle Costs	\$ 69,674.53	\$ 173,935.00	\$ 104,260.47	40.06%
6600	Communications	\$ 5,091.73	\$ 37,259.00	\$ 32,167.27	13.67%
6700	Building Costs	\$ 34,466.75	\$ 60,284.00	\$ 25,817.25	57.17%
6800	Bonds & Insurance	\$ 916.00	\$ 27,983.00	\$ 27,067.00	3.27%
6900	Other Materials & Supplies	\$ 3,094.56	\$ 55,445.00	\$ 52,350.44	5.58%
9000	Indirect Spread	\$ -	\$ 2.00	\$ 2.00	0.00%
9040	Transportation Facility Spread	\$ -	\$ (2.00)	\$ (2.00)	0.00%
9050	Loan Fund Costs Allocated	\$ -	\$ 1.00	\$ 1.00	0.00%
9060	Transportation Admin Spread	\$ -	\$ (1.00)	\$ (1.00)	0.00%
9100	Capital Purchase	\$ 8,212.50	\$ 458,812.00	\$ 450,599.50	1.79%
9600	Transfer to/from Source	\$ 4,637.77	\$ 2,000.00	\$ (2,637.77)	231.89%
<b>Total Expense</b>		<b>\$ 1,003,424.99</b>	<b>\$ 4,040,283.00</b>	<b>\$ (3,036,858.01)</b>	<b>24.84%</b>
	<b>Net Ordinary Income</b>	<b>\$ 101,910.62</b>	<b>\$ 413,724.00</b>	<b>\$ (515,634.62)</b>	
<b>Other Income/Expense</b>					
7010	Bad Debt Expense	\$ -	\$ -	\$ -	
7300	Student Tickets	\$ 120.00	\$ -	\$ (120.00)	
7400	Loan Payment	\$ 40,460.00	\$ 121,380.00	\$ 80,920.00	33.33%
7050	Unrestricted Carryover	\$ -	\$ 92,616.00	\$ 92,616.00	0.00%
7540	Restricted Carryover	\$ -	\$ 795,849.00	\$ 795,849.00	0.00%
<b>Total 7500</b>	<b>Carryover to Next Year</b>	<b>\$ -</b>	<b>\$ 888,465.00</b>	<b>\$ 888,465.00</b>	
	<b>Total Other Expense</b>	<b>\$ 40,580.00</b>	<b>\$ 1,009,845.00</b>	<b>\$ (969,265.00)</b>	<b>4.02%</b>
	<b>Net Other Income</b>	<b>\$ (40,580.00)</b>	<b>\$ (1,009,845.00)</b>	<b>\$ 969,265.00</b>	<b>4.02%</b>
	<b>Net Income</b>	<b>\$ 61,330.62</b>	<b>\$ (596,121.00)</b>	<b>\$ 453,630.38</b>	

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

FEDERAL GRANTS

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>REVENUE</u>					
100-4100 FEDERAL	6,666.67	26,666.68	80,000.00	53,333.32	33.3
100-4300 LOCAL MATCH	6,666.67	26,666.68	80,000.00	53,333.32	33.3
100-4800 OTHER REVENUE	.00	4,000.00	2,000.00	( 2,000.00)	200.0
 TOTAL FUND REVENUE	 13,333.34	 57,333.36	 162,000.00	 104,666.64	 35.4

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

FEDERAL GRANTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
100-5050 WAGES - PAID LEAVE	.00	2,479.12	.00	( 2,479.12)	.0
100-5100 WAGES	6,086.32	24,324.39	94,782.00	70,457.61	25.7
100-5500 FRINGE BENEFITS	1,423.01	5,568.40	24,335.00	18,766.60	22.9
100-5550 FRINGE BENEFITS - PAID LEAVE	.00	704.00	.00	( 704.00)	.0
100-5700 PAYROLL TAXES	559.16	2,233.04	10,709.00	8,475.96	20.9
100-5750 PAYROLL EXPENSES - PAID LEAVE	.00	293.89	.00	( 293.89)	.0
100-6110 TRAVEL & CONFERENCE	148.80	1,595.93	4,452.00	2,856.07	35.9
100-6190 EVENT SERVICES	850.00	850.00	1,200.00	350.00	70.8
100-6300 SUPPLIES	64.15	202.65	900.00	697.35	22.5
100-6420 AUDIT SERVICES	.00	.00	1,771.00	1,771.00	.0
100-6450 CONTRACTUAL	.00	1,500.00	.00	( 1,500.00)	.0
100-6630 PRINTING	121.50	121.50	.00	( 121.50)	.0
100-6650 TELEPHONE & NETWORKING	.00	.00	540.00	540.00	.0
100-6710 BUILDING RENT	534.37	2,170.21	4,447.00	2,276.79	48.8
100-6715 REMODEL ALLOC (ADMIN)	30.83	121.62	336.00	214.38	36.2
100-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	.00	2,037.00	2,037.00	.0
100-6910 DUES AND FEES	.00	.00	3,650.00	3,650.00	.0
100-7050 UNRESTRICTED CARRYOVER	.00	.00	275.00	275.00	.0
100-9000 INDIRECT SPREAD	652.99	1,333.10	10,342.00	9,008.90	12.9
100-9040 TRANSPORTATION FACILITY SPREAD	267.19	1,085.08	2,224.00	1,138.92	48.8
 TOTAL FUND EXPENDITURES	 10,738.32	 44,582.93	 162,000.00	 117,417.07	 27.5
 NET REVENUE OVER EXPENDITURES	 2,595.02	 12,750.43	 .00	 ( 12,750.43)	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

LOAN FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
300-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	44,627.00	44,627.00	.0
300-4100 FEDERAL	.00	.00	500,000.00	500,000.00	.0
300-4600 LOAN INTEREST	19,503.96	74,740.03	198,636.00	123,895.97	37.6
300-4650 PRINCIPAL PAYMENTS	.00	.00	12,901.00	12,901.00	.0
300-4700 LOAN PROCESSING FEES	8,310.00	13,283.45	23,821.00	10,537.55	55.8
300-4705 LOAN FILING FEES	1,483.98	2,977.16	5,250.00	2,272.84	56.7
300-4710 LOAN LATE FEE	315.36	515.36	2,650.00	2,134.64	19.5
300-4750 INVESTMENT INTEREST	15,710.22	57,808.31	98,839.00	41,030.69	58.5
 TOTAL FUND REVENUE	 45,323.52	 149,324.31	 886,724.00	 737,399.69	 16.8

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

LOAN FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
300-5050 WAGES - PAID LEAVE	.00	2,858.67	.00	( 2,858.67)	.0
300-5100 WAGES	9,741.54	34,407.78	103,950.00	69,542.22	33.1
300-5500 FRINGE BENEFITS	2,105.19	7,192.01	26,689.00	19,496.99	27.0
300-5550 FRINGE BENEFITS - PAID LEAVE	.00	729.95	.00	( 729.95)	.0
300-5700 PAYROLL TAXES	908.14	3,423.52	11,746.00	8,322.48	29.2
300-5750 PAYROLL EXPENSES - PAID LEAVE	.00	353.99	.00	( 353.99)	.0
300-6110 TRAVEL & CONFERENCE	5.90	313.33	4,150.00	3,836.67	7.6
300-6300 SUPPLIES	19.99	54.97	180.00	125.03	30.5
300-6410 LEGAL SERVICES	.00	.00	5,793.00	5,793.00	.0
300-6420 AUDIT SERVICES	.00	.00	4,944.00	4,944.00	.0
300-6450 CONTRACTUAL	.00	600.00	3,425.00	2,825.00	17.5
300-6470 FILING FEES	19.84	3,502.72	5,250.00	1,747.28	66.7
300-6710 BUILDING RENT	833.40	2,982.44	4,877.00	1,894.56	61.2
300-6715 REMODEL ALLOC (ADMIN)	48.76	168.27	369.00	200.73	45.6
300-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	.00	2,235.00	2,235.00	.0
300-6910 DUES AND FEES	.00	.00	771.00	771.00	.0
300-6930 BANK SERVICE CHARGES	46.32	116.27	.00	( 116.27)	.0
300-6931 ACH COLLECTION FEES	40.16	205.77	.00	( 205.77)	.0
300-6940 OTHER MATERIALS & SERVICES	.00	.00	9,663.00	9,663.00	.0
300-7050 UNRESTRICTED CARRYOVER	.00	.00	74,510.00	74,510.00	.0
300-7400 LOAN PAYMENT	10,115.00	40,460.00	121,380.00	80,920.00	33.3
300-7540 RESTRICTED CARRYOVER	.00	.00	493,008.00	493,008.00	.0
300-8000 LGIP FMV ADJUSTMENT	.00	( 14,126.00)	.00	14,126.00	.0
300-9000 INDIRECT SPREAD	938.57	1,832.07	11,344.00	9,511.93	16.2
300-9040 TRANSPORTATION FACILITY SPREAD	416.69	1,491.21	2,439.00	947.79	61.1
300-9050 LOAN FUND COSTS ALLOCATED	.00	.00	1.00	1.00	.0
TOTAL FUND EXPENDITURES	25,239.50	86,566.97	886,724.00	800,157.03	9.8
NET REVENUE OVER EXPENDITURES	20,084.02	62,757.34	.00	( 62,757.34)	.0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
500-4010 TRANS FRM/TO FUND (MATCH)	.00	4,637.77	10,000.00	5,362.23	46.4
500-4040 RESTRICTED CARRYOVER	.00	.00	198,273.00	198,273.00	.0
500-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	20,000.00	20,000.00	.0
500-4100 FEDERAL	.00	13,327.57	337,959.00	324,631.43	3.9
500-4200 STATE	.00	63,715.00	406,000.00	342,285.00	15.7
500-4300 LOCAL MATCH	5,125.00	53,498.22	80,445.00	26,946.78	66.5
500-4500 CONTRACT REIMBURSEMENT	35,046.25	87,716.00	438,390.00	350,674.00	20.0
500-4550 ACCRUED CONTRACT REIMBURSEMENT	10,000.00	40,000.00	.00 (	40,000.00)	.0
500-4800 OTHER REVENUE	.00	3,492.87	18,344.00	14,851.13	19.0
 TOTAL FUND REVENUE	 50,171.25	 266,387.43	 1,509,411.00	 1,243,023.57	 17.7



MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
500-5050 WAGES - PAID LEAVE	.00	12,778.18	.00	( 12,778.18)	.0
500-5100 WAGES	35,356.68	147,775.53	543,616.00	395,840.47	27.2
500-5500 FRINGE BENEFITS	7,384.43	32,731.58	139,575.00	106,843.42	23.5
500-5550 FRINGE BENEFITS - PAID LEAVE	.00	3,500.32	.00	( 3,500.32)	.0
500-5700 PAYROLL TAXES	3,417.34	14,949.81	61,419.00	46,469.19	24.3
500-5750 PAYROLL EXPENSES - PAID LEAVE	.00	1,622.52	.00	( 1,622.52)	.0
500-6110 TRAVEL & CONFERENCE	612.62	2,740.97	13,309.00	10,568.03	20.6
500-6190 EVENT SERVICES	.00	528.00	7,807.00	7,279.00	6.8
500-6300 SUPPLIES	91.99	2,682.20	6,065.00	3,382.80	44.2
500-6410 LEGAL SERVICES	40.00	717.12	1,500.00	782.88	47.8
500-6420 AUDIT SERVICES	.00	.00	4,182.00	4,182.00	.0
500-6450 CONTRACTUAL	6,850.75	87,172.93	456,825.00	369,652.07	19.1
500-6470 FILING FEES	.00	9.92	300.00	290.08	3.3
500-6610 ADVERTISING	.00	.00	3,264.00	3,264.00	.0
500-6620 POSTAGE & FREIGHT	.00	1.14	390.00	388.86	.3
500-6630 PRINTING	28.99	39.99	1,923.00	1,883.01	2.1
500-6650 TELEPHONE & NETWORKING	23.17	68.51	695.00	626.49	9.9
500-6710 BUILDING RENT	3,057.28	12,983.81	25,509.00	12,525.19	50.9
500-6715 REMODEL ALLOC (ADMIN)	175.51	730.51	1,930.00	1,199.49	37.9
500-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	.00	11,680.00	11,680.00	.0
500-6910 DUES AND FEES	.00	.00	300.00	300.00	.0
500-6940 OTHER MATERIALS & SERVICES	.00	.00	10,570.00	10,570.00	.0
500-7050 UNRESTRICTED CARRYOVER	.00	.00	15,034.00	15,034.00	.0
500-7540 RESTRICTED CARRYOVER	.00	.00	131,452.00	131,452.00	.0
500-9000 INDIRECT SPREAD	3,848.63	7,975.68	59,314.00	51,338.32	13.5
500-9040 TRANSPORTATION FACILITY SPREAD	1,528.65	6,491.94	12,752.00	6,260.06	50.9
 TOTAL FUND EXPENDITURES	 62,416.04	 335,500.66	 1,509,411.00	 1,173,910.34	 22.2
 NET REVENUE OVER EXPENDITURES	 ( 12,244.79)	 ( 69,113.23)	 .00	 69,113.23	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

TRANSPORTATION OPS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
600-4010 TRANS FRM/TO FUND (MATCH)	.00	.00	( 259,745.00)	( 259,745.00)	.0
600-4012 TRANS FROM/TO FUND (SUPPORT)	.00	1,763.18	306,137.00	304,373.82	.6
600-4014 STIF STUDENT TICKETS	.00	120.00	.00	( 120.00)	.0
600-4040 RESTRICTED CARRYOVER	.00	.00	291,320.00	291,320.00	.0
600-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	25,000.00	25,000.00	.0
600-4100 FEDERAL	.00	162,671.50	1,085,499.00	922,827.50	15.0
600-4200 STATE	.00	294,779.77	673,842.00	379,062.23	43.8
600-4300 LOCAL MATCH	.00	.00	59,000.00	59,000.00	.0
600-4500 CONTRACT REIMBURSEMENT	.00	17,921.96	69,200.00	51,278.04	25.9
600-4800 OTHER REVENUE	4,425.05	12,168.25	25,900.00	13,731.75	47.0
600-4805 FAREBOX REVENUE	2,082.56	11,458.29	37,236.00	25,777.71	30.8
600-4820 GREYHOUND SALES	.00	901.19	7,000.00	6,098.81	12.9
600-4825 GREYHOUND COMMISSION	12.04	92.45	1,400.00	1,307.55	6.6
 TOTAL FUND REVENUE	 6,519.65	 501,876.59	 2,321,789.00	 1,819,912.41	 21.6

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

TRANSPORTATION OPS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
600-5050 WAGES - PAID LEAVE	.00	2,025.64	.00	( 2,025.64)	.0
600-5100 WAGES	67,267.64	262,073.27	839,252.00	577,178.73	31.2
600-5500 FRINGE BENEFITS	18,468.73	66,046.16	245,677.00	179,630.84	26.9
600-5550 FRINGE BENEFITS - PAID LEAVE	.00	494.03	.00	( 494.03)	.0
600-5700 PAYROLL TAXES	8,523.45	33,660.05	90,325.00	56,664.95	37.3
600-5750 PAYROLL EXPENSES - PAID LEAVE	.00	233.10	.00	( 233.10)	.0
600-6110 TRAVEL & CONFERENCE	43.23	246.09	2,000.00	1,753.91	12.3
600-6190 EVENT SERVICES	.00	.00	500.00	500.00	.0
600-6200 EQUIPMENT	1,800.00	1,800.00	6,028.00	4,228.00	29.9
600-6210 EQUIPMENT PURCHASED	.00	620.85	.00	( 620.85)	.0
600-6220 EQUIP LEASED/RENTED	220.48	881.92	.00	( 881.92)	.0
600-6300 SUPPLIES	490.82	1,281.74	9,875.00	8,593.26	13.0
600-6420 AUDIT SERVICES	.00	.00	15,682.00	15,682.00	.0
600-6450 CONTRACTUAL	2,509.92	30,016.34	190,777.00	160,760.66	15.7
600-6460 TESTING/TRAINING/SCREENING	515.00	1,136.00	1,550.00	414.00	73.3
600-6470 FILING FEES	40.00	40.00	.00	( 40.00)	.0
600-6500 VEHICLE COSTS	.00	13.27	36,000.00	35,986.73	.0
600-6510 REPAIRS & MAINTENANCE	2,275.16	27,405.28	41,939.00	14,533.72	65.4
600-6520 FUEL	9,720.42	42,199.36	95,996.00	53,796.64	44.0
600-6610 ADVERTISING	180.00	765.00	11,861.00	11,096.00	6.5
600-6620 POSTAGE & FREIGHT	.00	8.56	.00	( 8.56)	.0
600-6630 PRINTING	227.25	227.25	5,774.00	5,546.75	3.9
600-6650 TELEPHONE & NETWORKING	673.44	2,193.12	8,212.00	6,018.88	26.7
600-6720 UTILITIES AND JANITORIAL	1,331.35	5,440.64	17,250.00	11,809.36	31.5
600-6730 REPAIRS AND MAINTENANCE	2,900.00	10,889.65	8,200.00	( 2,689.65)	132.8
600-6810 INSURANCE - VEHICLE	.00	.00	13,020.00	13,020.00	.0
600-6820 INSURANCE - BUILDING	.00	.00	3,350.00	3,350.00	.0
600-6900 OTHER MATERIALS & SUPPLIES	.00	.00	250.00	250.00	.0
600-6910 DUES AND FEES	.00	1,050.00	900.00	( 150.00)	116.7
600-6935 ONLINE PROCESSING FEES	13.47	50.09	.00	( 50.09)	.0
600-6940 OTHER MATERIALS & SERVICES	.00	.00	3,200.00	3,200.00	.0
600-7050 UNRESTRICTED CARRYOVER	.00	.00	5,325.00	5,325.00	.0
600-7300 STUDENT TICKETS	.00	120.00	.00	( 120.00)	.0
600-7540 RESTRICTED CARRYOVER	.00	.00	133,879.00	133,879.00	.0
600-9000 INDIRECT SPREAD	6,965.89	13,630.99	91,573.00	77,942.01	14.9
600-9040 TRANSPORTATION FACILITY SPREAD	( 2,212.53)	( 9,068.23)	( 17,417.00)	( 8,348.77)	( 52.1)
600-9060 TRANSPORTATION ADMIN SPREAD	.00	.00	( 1.00)	( 1.00)	.0
600-9100 CAPITAL PURCHASE	.00	8,212.50	458,812.00	450,599.50	1.8
600-9600 TRANSFER TO/FROM SOURCE	.00	4,637.77	2,000.00	( 2,637.77)	231.9
 TOTAL FUND EXPENDITURES	 121,953.72	 508,330.44	 2,321,789.00	 1,813,458.56	 21.9
 NET REVENUE OVER EXPENDITURES	 ( 115,434.07)	 ( 6,453.85)	 .00	 6,453.85	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

GENERAL FUND

<u>REVENUE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
800-4005 PRIOR PERIOD ADJUSTMENT	( 459.05)	( 459.05)	.00	459.05	.0
800-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	4,000.00	4,000.00	.0
800-4300 LOCAL MATCH	( 6,791.67)	( 27,664.90)	( 85,445.00)	( 57,780.10)	( 32.4)
800-4400 LOCAL ASSESSMENT	.00	95,454.00	95,455.00	1.00	100.0
800-4500 CONTRACT REIMBURSEMENT	.00	.00	5,000.00	5,000.00	.0
800-4750 INVESTMENT INTEREST	6.21	30.96	2.00	( 28.96)	1548.0
800-4800 OTHER REVENUE	4,636.00	4,636.00	.00	( 4,636.00)	.0
 TOTAL FUND REVENUE	 ( 2,608.51)	 71,997.01	 19,012.00	 ( 52,985.01)	 378.7

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL		YTD ACTUAL		BUDGET		UNEXPENDED		PCNT
<u>EXPENDITURES</u>									
800-5050 WAGES - PAID LEAVE	314.10	(	19,674.01)		.00		19,674.01		.0
800-5100 WAGES	8,694.56		39,793.79		84,088.00		44,294.21		47.3
800-5500 FRINGE BENEFITS	3,900.98		12,472.97		21,590.00		9,117.03		57.8
800-5550 FRINGE BENEFITS - PAID LEAVE	.00	(	5,428.32)		.00		5,428.32		.0
800-5700 PAYROLL TAXES	871.75		3,951.17		9,501.00		5,549.83		41.6
800-5750 PAYROLL EXPENSES - PAID LEAVE	.00	(	2,503.50)		.00		2,503.50		.0
800-6110 TRAVEL & CONFERENCE	157.92		2,105.04		1,200.00	(	905.04)		175.4
800-6190 EVENT SERVICES	.00		.00		500.00		500.00		.0
800-6220 EQUIP LEASED/RENTED	75.23		419.45		600.00		180.55		69.9
800-6300 SUPPLIES	340.58		2,862.01		16,800.00		13,937.99		17.0
800-6410 LEGAL SERVICES	.00		.00		1,000.00		1,000.00		.0
800-6420 AUDIT SERVICES	.00		.00		8,634.00		8,634.00		.0
800-6450 CONTRACTUAL	933.00		9,052.00		37,555.00		28,503.00		24.1
800-6460 TESTING/TRAINING/SCREENING	29.00		29.00		.00	(	29.00)		.0
800-6470 FILING FEES	.00		9.92		.00	(	9.92)		.0
800-6520 FUEL	.00		56.62		.00	(	56.62)		.0
800-6610 ADVERTISING	.00		.00		850.00		850.00		.0
800-6620 POSTAGE & FREIGHT	175.03		703.70		850.00		146.30		82.8
800-6630 PRINTING	.00		.00		500.00		500.00		.0
800-6640 PUBLICATIONS & SUBS	.00		138.00		800.00		662.00		17.3
800-6650 TELEPHONE & NETWORKING	34.99		139.96		600.00		460.04		23.3
800-6715 REMODEL ALLOC (ADMIN)	( 255.10)	(	1,020.40)	(	2,635.00)	(	1,614.60)	(	38.7)
800-6716 REMODEL ALLOC (TRANSIT CENTER)	.00		.00	(	15,951.00)	(	15,951.00)		.0
800-6800 BONDS & INSURANCE	.00		916.00		11,613.00		10,697.00		7.9
800-6910 DUES AND FEES	485.50		1,135.50		16,016.00		14,880.50		7.1
800-6930 BANK SERVICE CHARGES	359.00		409.00		.00	(	409.00)		.0
800-6931 ACH COLLECTION FEES	.00		92.28		.00	(	92.28)		.0
800-7050 UNRESTRICTED CARRYOVER	.00		.00	(	2,528.00)	(	2,528.00)		.0
800-9000 INDIRECT SPREAD	( 12,406.08)	(	24,771.84)	(	172,571.00)	(	147,799.16)	(	14.4)
<b>TOTAL FUND EXPENDITURES</b>	<b>3,710.46</b>		<b>20,888.34</b>		<b>19,012.00</b>	(	<b>1,876.34)</b>		<b>109.9</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 6,318.97)</b>		<b>51,108.67</b>		<b>.00</b>	(	<b>51,108.67)</b>		<b>.0</b>

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

OIB

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
975-4600 LOAN INTEREST	9,636.00	38,710.40	115,997.00	77,286.60	33.4
975-4700 LOAN PROCESSING FEES	.00	.00	3,575.00	3,575.00	.0
975-4705 LOAN FILING FEES	.00	.00	750.00	750.00	.0
975-4710 LOAN LATE FEE	.00	( 581.11)	750.00	1,331.11	( 77.5)
975-4750 INVESTMENT INTEREST	5,645.62	20,287.62	30,120.00	9,832.38	67.4
 TOTAL FUND REVENUE	 15,281.62	 58,416.91	 151,192.00	 92,775.09	 38.6

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

OIB

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
975-6410 LEGAL SERVICES	.00	20.00	2,000.00	1,980.00	1.0
975-6450 CONTRACTUAL	8,317.25	33,269.00	99,807.00	66,538.00	33.3
975-6470 FILING FEES	.00	.00	750.00	750.00	.0
975-6610 ADVERTISING	600.00	600.00	1,000.00	400.00	60.0
975-6650 TELEPHONE & NETWORKING	.00	85.00	.00	( 85.00)	.0
975-6910 DUES AND FEES	.00	.00	125.00	125.00	.0
975-6930 BANK SERVICE CHARGES	.00	.05	.00	( .05)	.0
975-6931 ACH COLLECTION FEES	8.90	35.60	.00	( 35.60)	.0
975-6950 GRANTS DISBURSED	.00	.00	10,000.00	10,000.00	.0
975-7540 RESTRICTED CARRYOVER	.00	.00	37,510.00	37,510.00	.0
975-8000 LGIP FMV ADJUSTMENT	.00	( 4,591.00)	.00	4,591.00	.0
TOTAL FUND EXPENDITURES	8,926.15	29,418.65	151,192.00	121,773.35	19.5
NET REVENUE OVER EXPENDITURES	6,355.47	28,998.26	.00	( 28,998.26)	.0

## Memorandum

**To: MCEDD Executive Committee**  
**From: Jessica Metta, MCEDD Executive Director**  
**Date: November 29, 2023**  
**Re: 2023 Columbia Gorge Economic Symposium Review**

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### Overview

The 2023 Columbia Gorge Economic Symposium was held November 3 at The Port of Cascade Locks Pavilion. We had about 115 registrations (down from 130 in 2022) and perhaps about 100 attendees. We sought some additional sponsorship to help cover the costs of the Keynote Speaker which resulted in Umpqua Bank as a new sponsor, plus East Cascade Works, NW Natural and The Dalles Area Chamber. The event included a presentation about CEDS projects that were completed or had progress this year, keynote from Futurist Steve Brown on Artificial Intelligence, our two economists, and a diverse business panel on current challenges and opportunities. We incorporated additional networking time and made sure to have time for questions after each speaker.

New this year was an optional networking lunch after the event with attendees paying extra for a boxed lunch. We had about 40 lunches purchased and about 25 people stayed. It seemed this was helpful for people traveling further to attend but not as valuable as hoped. It didn't take much work to be able to offer this again in the future for those interested in the ticket add-on.

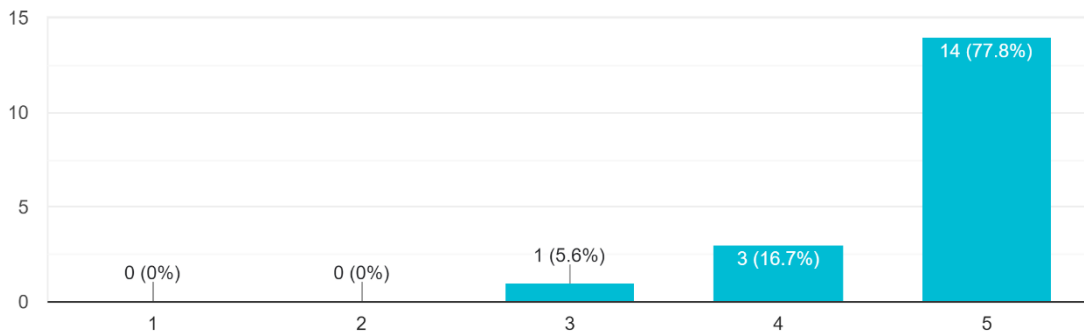
We sent out a post-event survey as usual and received 18 responses. The full responses follow this memo. Most questions were on a scale of 1 to 5 from Strongly Disagree to Strongly Agree. In general responses were very positive, with all agenda items being well received. The economist presentations continue to be tricky, although I feel the information is important to include. The nine written responses provide some additional insight.

### Request

Provide any additional feedback to improve future events.

Overall, how satisfied were you with the event?

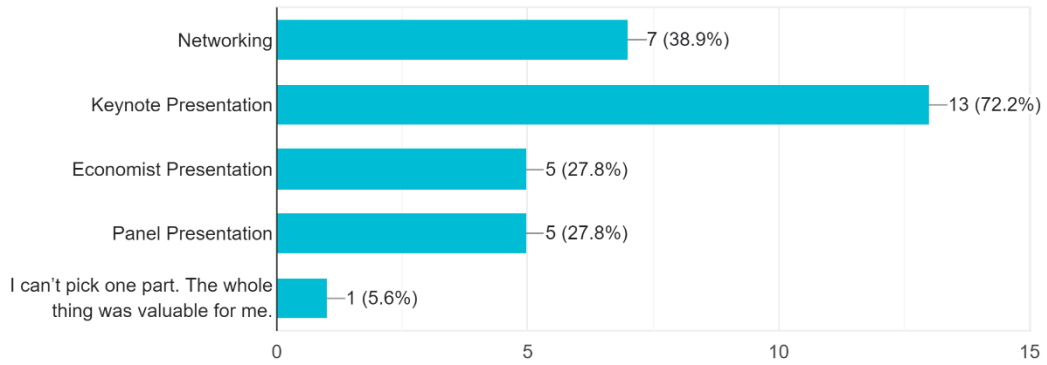
18 responses





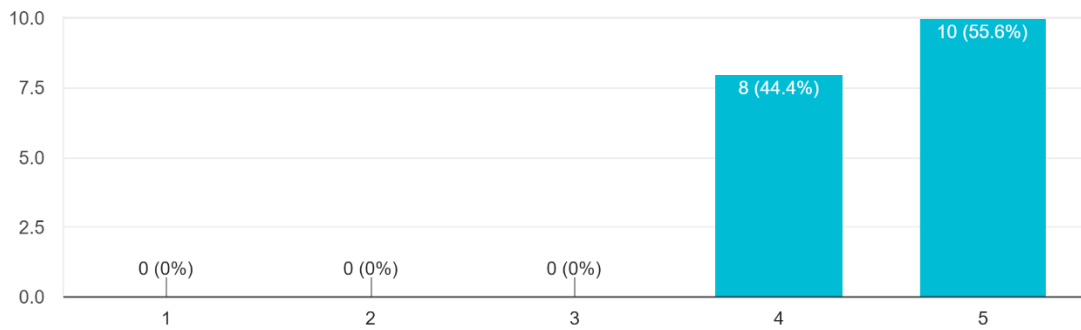
### What part of the event did you enjoy most?

18 responses



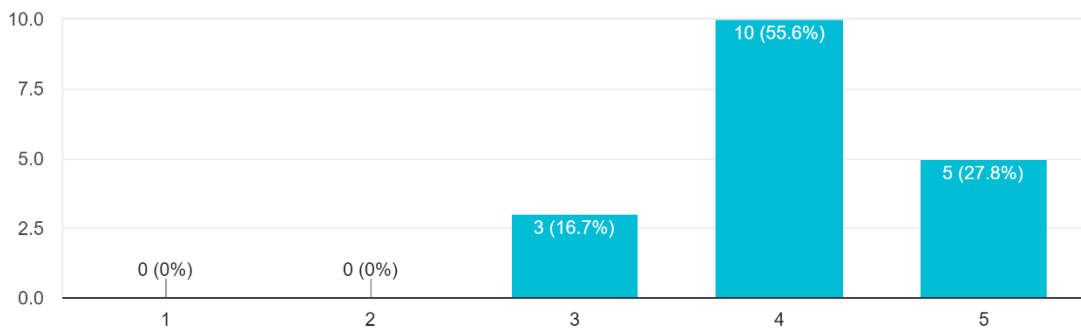
### The keynote presentation gave me new information or ideas that are useful to me.

18 responses



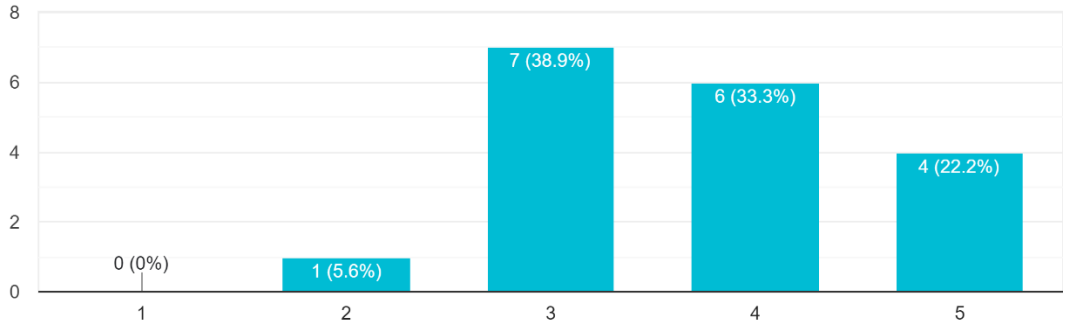
### The economists provided relevant data.

18 responses



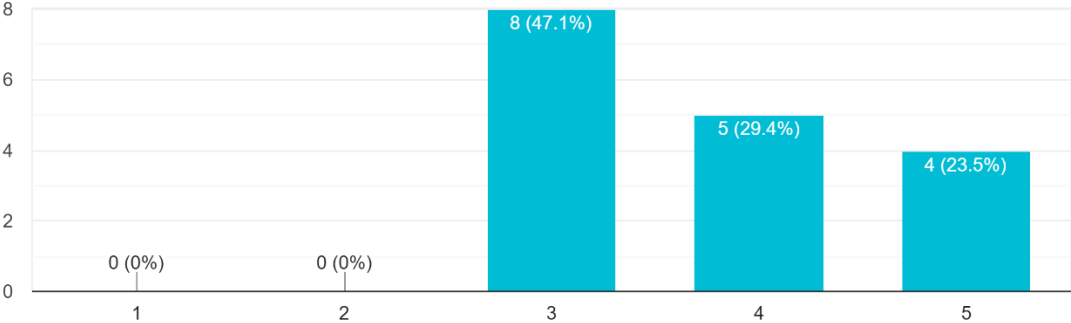
The economists were clear and comprehensible.

18 responses



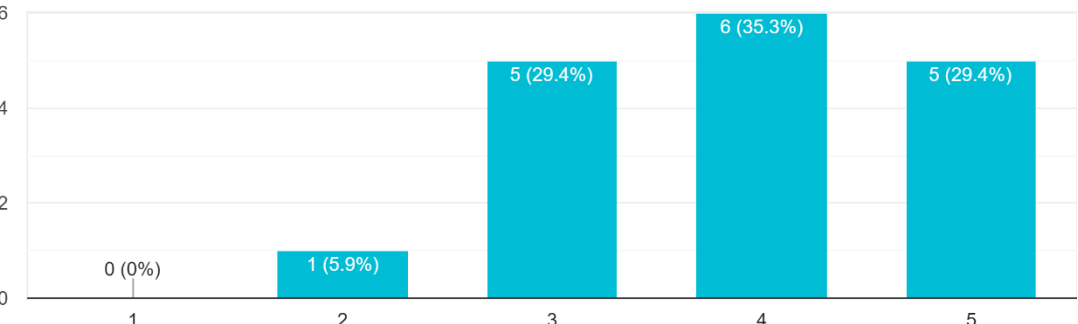
The panel gave me new information or ideas that are useful to me.

17 responses



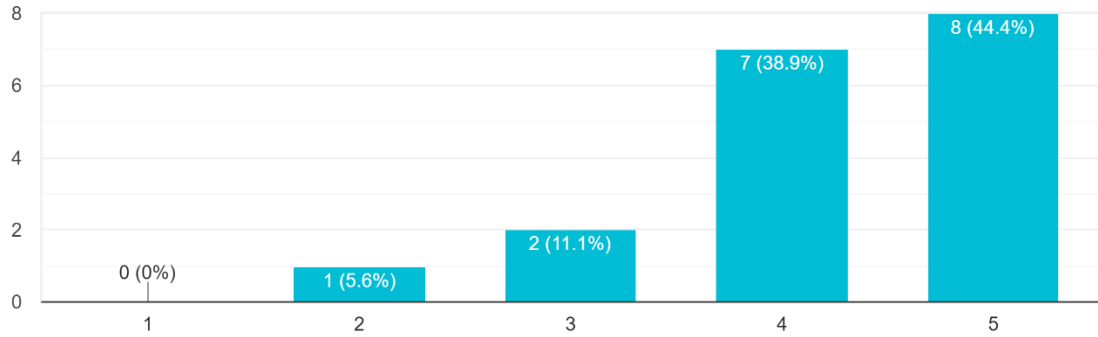
The panel helped further my understanding of the opportunities and challenges facing businesses in the region.

17 responses



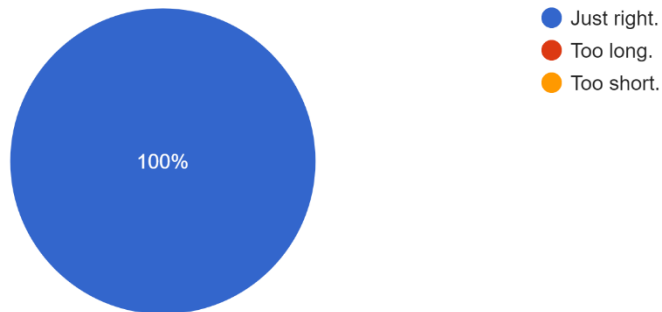
There was adequate time for networking.

18 responses



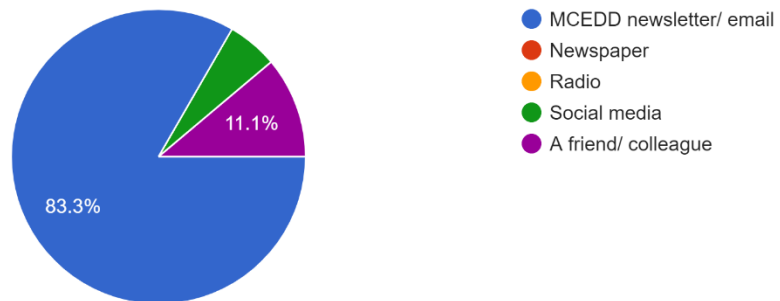
How did you feel about the length of the event?

18 responses



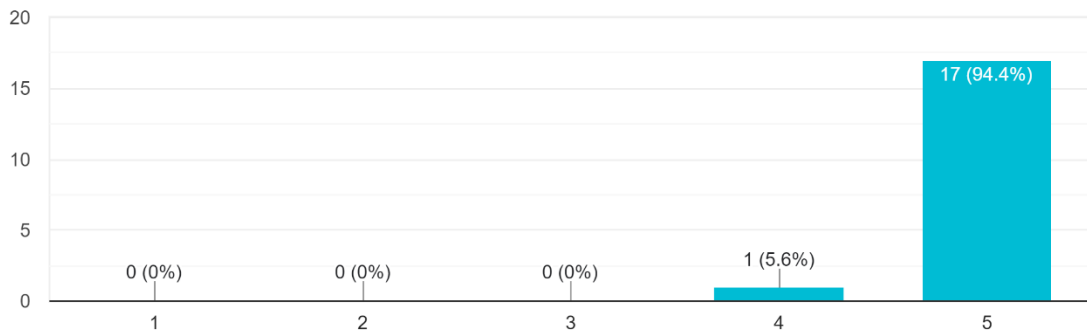
How did you hear about this event?

18 responses



### How likely are you to return next year?

18 responses



Please share any ideas to improve future events or any other feedback here. (9 responses)

- More tables/chairs set out for the networking lunch portion so folks feel welcome to stay and chat.
- a bigger breakfast
- The IRS guy who was speaking about migration of people. This was a data dump / him reading slides that were too small for majority of audience to see in real time. Need context in the presentation or bullet pointed slides - maybe break down into the top/bottom two or three industries, how that relates to prior year. Was there a marked shift from manufacturing to hospitality - if so do we know why.
- "Future of work" issues are critical to understand, so the AI presentation was spot-on. Great work, thank you!
- The venue was too small, and the seating configuration was uncomfortable. It felt like the crowd size may have been exceeding fire code. The posts in the middle of the facility made it difficult to see the presenter and the PowerPoint presentation. The pay for parking was an unknown until arrival and seemed excessive as well. The Readiness center at the CGCC in The Dalles has been the best venue in years past with plenty of parking and a large enough space for the meeting with round tables and ample seating. It is also a central point in our service area making it easier to access.
- Scott's economic report was excellent. Dallas seemed a little off his game, which was surprising. His presentation could have used stronger info-graphics.
- The event felt more streamlined than last year's though I missed having a table to sit at. The Oregon economist didn't present his data in context, so it was the least useful part of the symposium. More time for Q&A for both keynote and panel would have been appreciated.
- This was my first time attending. I found it very interesting and helpful
- I would suggest not holding it in the same space. It was difficult to see the presentation around all of the beams throughout the space.

**Memorandum**

**To: MCEDD Executive Committee**  
**From: Jessica Metta, MCEDD Executive Director**  
**Date: November 29, 2023**  
**Re: New Staffing Positions**

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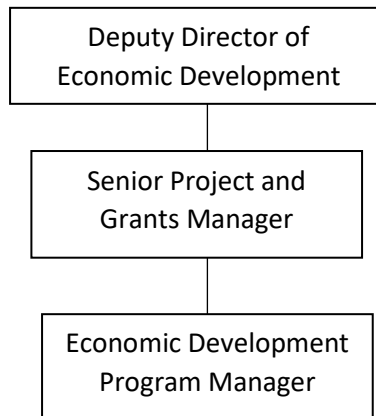
**Request**

Approval to create a Senior Project and Grants Manager position and an Economic Development Program Manager position, subject to approval of a Supplemental Budget.

**Overview**

We have an excellent opportunity coming to MCEDD with about \$400,000 that we expect to receive before the end of the year from the State of Oregon to boost our work in grant writing and project development in our Oregon counties. There is a lot of opportunity in the region to build out our project development, grant writing and grant administration services. These funds will help jump start this work over the next eighteen months and the hope is that ongoing contributions from Oregon will be received, and possibly some from Washington. We could also market these services more broadly as a fee-for-service.

The current MCEDD structure has a 0.85-time Project Manager which would be replaced by these two full-time positions. Besides grant writing, the Senior position would also likely support Sherman County and the program manager position could support other MCEDD programs (to be determined). The supervisory structure would be as follows:



The Senior position job description is attached to this memo. The Program Manager position is still in development. Both positions are already in the MCEDD salary scale and would start at \$74,989 and \$55,062 respectively.

## Memorandum

**To: MCEDD Executive Committee**  
**From: Jessica Metta, MCEDD Executive Director**  
**Date: November 29, 2023**  
**Re: Grant Request**

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### Request

Approval to receive a Washington State Microenterprise Association Grant for hosting training/networking events.

### Overview

Last year we successfully applied for a Washington State Microenterprise Association Grant that helped us host seven pub talks in Skamania and Klickitat Counties over a six-month period. We also were able to cover some consultant services for a few microenterprises. The grant is again open and we will be applying again to cover pub talks. New this time will be an event in partnership with The Next Door fully in Spanish to support Spanish-speaking entrepreneurs.

This year's request is smaller with fewer events to manage (five total with one each for Skamania EDC, Mt Adams Chamber, Goldendale Area Chamber, Gorge Women in Business, The Next Door). The total grant request is around \$7000. While no match is required, we have requested each partner contribute a small amount of \$200 per event. Payroll taxes and benefits cannot be paid with the grant so MCEDD's employee taxes/ benefits for time to plan the events would be our contribution using our EDA Planning Grant to cover those expenses.

As the grant deadline is December 1, the requested motion is to approve receiving the grant if it is awarded.

## **Memorandum**

**To: MCEDD Executive Committee**  
**From: Jessica Metta, MCEDD Executive Director**  
**Date: November 29, 2023**  
**Re: Disciplinary Action Guidelines Feedback**

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### **Request**

Provide feedback and next steps on the enclosed Disciplinary Action Guidelines.

### **Overview**

When we worked with the HR Answers consultant to investigate and dismiss the employee discrimination claim, one suggestion from the consultant was some clarity in consequences for different behaviors. Transportation Operations Manager Jesus Mendoza and I developed the attached draft after reaching out to other transit providers, consulting with the Field Supervisor and Lead Driver, and consulting with SDAO's human resources staff. The draft pulls from our Drivers Manual and Personnel Policy to be consistent with those documents but adds more detail.

While the document was written in mind of our Bus Drivers and Dispatchers, who constitute the largest portion of MCEDD's employees, it could apply to all employees. Staff requests feedback on whether the document should be made clear to apply only to Bus Drivers and Dispatchers or to all employees. The intention would be to use this table to help provide clear guidance for all employees, result in uniform treatment, and ease the management load. Any and all committee feedback is greatly appreciated!



**Disciplinary Action Guidelines**  
**Draft dated November 29, 2023**

**A. Disciplinary Action**

The District may issue an Oral Warning, Written Warning, Suspension with or without Pay or Dismiss an employee for infractions listed in the three (3) group offenses below. The lists are not all-inclusive, but only serve as a general guide. The District may discipline or terminate employees for other reasons not stated.

**B. Discipline is Progressive**

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

**C. Group One (1) Offenses**

Discipline shall include, but not be limited to: Oral Warning, Written Warning; Suspension without Pay, and Dismissal. For purposes of clarification the following groups of offenses and disciplinary actions are provided.

GROUP ONE OFFENSES	First Offense	Second Offense	Third Offense	Fourth Offense
A. Habitual tardiness at the commencement of the work shift or after lunch. <i>Habitual shall be interpreted to mean two (2) instances in one (1) month without sufficient reason as determined by the Supervisor.</i> B. Absenteeism without sufficient reason or proper notification. C. Disregarding safety rules or common safety practices (e.g., speeding, using cell phone while driving, etc.). D. Abuse of break time and overstaying layovers (e.g., longer than 15-minute break, late pull-out from transit center). E. Use of profanity or obscene language in the presence of fellow employees or the public. F. Faulty work (e.g., failing to secure mobility devices, skipping designated stops, etc.).	Oral Warning	Written Warning	Suspension without pay	Dismissal



<p>G. Inefficient work (e.g., failing to deviate or make connections between fixed routes, etc.).</p> <p>H. Driving with unauthorized passengers in the vehicle.</p> <p>I. Failing to complete pre/post inspection at all or adequately.</p> <p>J. Failing to maintain vehicle cleanliness.</p> <p>K. Driving the bus for personal use outside of ride duties.</p> <p>L. Unexcused absences at scheduled trainings.</p> <p>M. Any other offense of similar nature.</p>				
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**D. Group Two Offenses**

The disciplinary procedures in this group shall be: First offense, Written Warning; Second Offense, Suspension without pay; Third Offense, Dismissal.

GROUP TWO OFFENSES	First Offense	Second Offense	Third Offense
<p>A. Willful disobedience to the proper directive of a Supervisor or other acts of insubordination.</p> <p>B. Covering up faulty work.</p> <p>C. Any at-fault accidents in a District vehicle, with or without damage.</p> <p>D. Not following guidelines to treat all members of the public with Cultural Sensitivity, Courtesy and Respect.</p> <p>E. Any other offense of like consequence.</p>	Written Warning	Suspension without pay	Dismissal

**E. Group Three Offenses**

The disciplinary procedures in this group shall be immediate Dismissal.

GROUP THREE OFFENSES	First Offense
<p>A. The misuse or removal from the premises, without prior authorization, of any District records, confidential information, or of any other District property except as necessary in the performance of an employee's duty.</p> <p>B. Theft of any property of a fellow employee or the District.</p> <p>C. Knowingly falsifying any timekeeping records, or intentionally giving false information to anyone whose duty it is to make such records.</p> <p>D. Violation of the District's Drug and Alcohol Policy.</p> <p>E. Absence of three (3) consecutive working days without notice or leave and without a justifiable reason for failure to report.</p> <p>F. Physical abuse of the public or employees.</p> <p>G. Possession or use, sale or delivery of illegal drugs, controlled substances, or hallucinogens on District property, in District vehicles, during working hours, or while in uniform and/or representing the District.</p>	Dismissal

- H. Injurious or dangerous pranks.
- I. Fighting on the premises or while in uniform or while representing the District (quarreling not considered fighting).
- J. Gross negligence regarding the safety and well-being of passengers, themselves, the public or District equipment
- K. Malicious destruction of District property.
- L. Three at-fault accidents of any kind within a three-year period.
- M. Serious violations of careless or reckless driving.
- N. Driving uninsured or while suspended.
- O. Leaving the scene of an accident.
- P. Misrepresenting facts on an employment application.
- Q. Conviction for crimes of theft, burglary, intent against a person or involving illegal substances and/or alcohol.
- R. Possession or use of any weapon while working.
- S. Any other offense of like consequence.

**F. Maximum Allowed Offenses**

**1. Probationary Period**

The occurrence of three incidents in Group One, two incidents in Group Two, or any incidents in Group Three during an employee's probationary period will result in termination.

**2. Permanent Employees**

Incidents in Group One can be removed upon completion of a written request from the employee after 12 months. Incidents in Group Two can be removed upon completion of a written request from the employee after 18 months.



Executive Director's Report

Prepared for the December 2023 Executive Committee Meeting

**Regional Work and Outreach**

- **Gilliam County Update:** At the October Executive Committee meeting, I shared the email received from the EDA requesting additional information, including the requirement to update our CEDS and have GEODC submit an updated CEDS. GEODC's CEDS is in process and is expected to be completed next Spring. I have not yet been able to dig into a Gilliam County addendum to our CEDS but hope to have time before the March Board meeting.
- We were unfortunately cut from consideration for hosting an **EDA Economic Recovery Corps Fellow** position prior to the interview stage. The feedback was that they had more rural projects than rural Fellow applicants. Prior to being cut, I developed work plans and job descriptions for the work that could be useful for other grant applications.
- Lindsay is taking the lead on the \$1M **EPA Brownfields assessment grant** we received for the five-counties. We are still waiting on the final EPA contract but have contracted with Stantec and drafted a Public Information Plan and webpage for sharing at a first Core Team meeting in December. The Core Team has representatives of each of the counties, plus the Housing Authority, to help guide the project.
- We hosted a meeting of the **Hood River Economic Development Group** in September focused on an update on Hood River County projects and in November focused on Visit Hood River projects. I also served on the interview panel for the new Hood River County Administrator.
- I had invited Oregon **EDA** rep Wes Cochran to visit the region in October and planned out an agenda of visits focused on the eastern counties but had to cancel when all EDA travel was put on hold. I was disappointed to learn our Washington EDA rep Laura Ives' position was eliminated due to budget issues at the EDA.
- I issued an RFP for a **Strategic Planning consultant**. We received one response, from Alison Hart, but staff and the MCEDD Officers agreed the proposal was well done and decided to move forward. As approved in the budget, I successfully applied for a Ford Family Foundation technical assistance grant of \$5000 to help cover the costs of this project. I will be meeting with Alison prior to the Executive Committee meeting and will have an update to share then.
- I engaged in regional outreach through hosting a meeting of the Mid-Columbia Economic Resiliency Team (Oregon state resiliency lead staff person as guest), and with meetings with One Gorge, Goldendale/ Klickitat County/ WA federal legislators, City and Port of Cascade Locks, Business Oregon, Klickitat County Economic Development, and Gorge Commission.

**Business Assistance**

- The Loan Administration Board approved a new loan to Jack of All Trades for the purchase of a building in Hood River (not yet disbursed). I approved a MCEDD Microloan to Confluence Café in Lyle for a new coffee shop. The LAB also approved several modifications to existing loans.
- In order to have all LAB members attend, we have decided to move their regular meetings to the 2<sup>nd</sup>/ 4<sup>th</sup> Wednesday at 8am starting in December.
- We have received an "A" rating from the EDA on our loan program! This annual rating reflects the good work of our staff to meet all EDA requirements and achieve good outcomes with the loan program.
- The Oregon Investment Board (OIB) will meet to consider a new loan to Jack of All Trades for a partnership loan with MCEDD. We have lost one Wasco County Board member and are recruiting for the position.

- Mount Hood Economic Alliance has not met but we are preparing a large loan request for a senior living facility in Clackamas County.
- I submitted a Business Oregon Rural Opportunity Initiative (ROI) grant application in partnership with the business incubator Maupin Works. The grant would be almost \$200,000 and allow MCEDD to host pub talks in our three OR counties, two annual pitch fests, and support youth entrepreneurship. MCEDD would also receive funds for Maupin Works to help their new initiative get on its feet. We hope to hear in December or January if we are successful.
- The final report for the Regional Innovation Hub was submitted to Business Oregon. We are on hold with the work, waiting for the release of a Request for Grant Applications in January for Phase 2 funding to implement the plan.
- The Columbia Gorge Small Business Development Center (SBDC) had funding available to help us translate all public facing loan documents into Spanish! We had a few items translated but this will make the program more fully accessible.
- We hosted a Gorge Small Business Lending lunch at the Hood River Inn with financial support from the OIB, Business Oregon and Columbia Gorge SBDC on Oct 10 with about 15 bankers and partners to learn about the lending resources we have available.
- Gorge Tech Alliance: the Fall has been busy with the annual member/ sponsor drive, the large Tech Showcase event, and planning for the annual awards program and Winter Party. We also have a large event planned for January with an International Space Station astronaut. Jason Hartmann has also been busy with the Innovation Cluster Accelerator Program (ICAP) Launch grant working closely with the region's UAV companies to help them be more innovative and collaborative.

### **Transportation**

- We held a meeting of the Wasco County Public Transportation Advisory Committee to receive updates about The Link and the Travel Training program. We continue to recruit for two open seats and will be training the new member representing the Latino community.
- We are making some progress on installing four bus shelters in The Dalles, with applications submitted for three of the four sites. The fourth site will likely be the new Gloria Center being built by MCCAC.
- We received a \$5000 grant from ODOT to help with travel training for Native American youth specifically.

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

- Much of my time has been taken up with (valuable!) conferences this fall: USDA's NW Rural Investment Strategy Summit at Skamania Lodge, Oregon Economic Development District Association's fall in-person conference hosted at the MCEDD office, National Association of Development Organizations Annual Training Conference in Cleveland. I am grateful for these opportunities to learn and network from other economic development professionals. Other staff attended the Oregon Infrastructure Summit but we were unfortunately not able to cover the Washington Infrastructure conference.
- In the office, we have completed some IT upgrades with new phones and replacement of four laptops. We are still waiting to hear if we received the grant to replace our primary server.
- Staff is meeting to complete the draft of our Diversity, Equity and Inclusion (DEI) plan and I hope to bring a draft to the Executive Committee soon.
- I held an annual eval for Loan Fund Manager Ami Beaver and a three-month eval for Project Manager Jason Hartmann.