



Mid-Columbia Economic Development District

Executive Committee Meeting
Wednesday, February 7, 2024
4:00 P.M.

Via Zoom Only: <https://us06web.zoom.us/j/85205627246>
Or Call 669-900-6833, Meeting ID: 852 0562 7246

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>December 2023</i>	2 minutes	Approval
Finance Report	5 minutes	Approval
Grant Requests	10 minutes	Approval
Gorge Transit Strategy Implementation Contract Award	5 minutes	Approval
Personnel Policy Updates	10 minutes	Approval
Part-Time Benefits Exploration	5 minutes	Discussion
District Boundary Modification Update	10 minutes	Discussion
Staff Updates: Deputy Director, Executive Director	5 minutes	Information
Other New Business; Committee Members Updates		

Adjourn

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

MCEDD is an equal opportunity lender, employer and provider.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, December 6, 2023
4:00 PM
ZOOM TELECONFERENCE**

ATTENDANCE

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

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 4:00 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES

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

Scott Clements motioned to approve the October 2023 Executive Committee meeting minutes as presented. Ken Bailey seconded the motion. All voted in favor, and the motion carried.

FINANCIAL REPORT

Dana Woods gave the financial report for the month of October 2023. She noted that the outstanding jump in accounts receivable was due to the completion of the quarterly transportation billing in October. She was pleased to share for this year's annual audit that there are no findings nor deficiencies. MCEDD received a qualified opinion of GASB 75, evaluation for post-employment benefits. All Board members will receive a copy of the full audit report in the December Full Board Meeting packet.

Action is needed at this meeting regarding follow-up to the significant fraudulent charges on CREA's bank account, one the entities for which we manage their finances. The fraud was conducted through ACH payments to a credit card bill. In the process of investigation, it was discovered that banks allow businesses only 24 hours to dispute an ACH charge on their account, whereas personal accounts have 60 days to dispute a charge. MCEDD has requested a payment investigation to try and recoup the funds with limited success. The bank's recommendation for future security was that CREA enroll in the Positive Pay program. This program has also been recommended by MCEDD's Auditor. There is a monthly fee of \$35 per account associated with the program, and once enrolled there will be another layer of information to send to the bank. MCEDD's bank account has the most activity and the most exposure.

Discussion: Tom asked how many MCEDD accounts need this protection. Jessica replied that there are roughly ten accounts, which will add a fee of \$350 per month that is not in the current budget. Tom asked for more details about how much was stolen from CREA. Dana replied that about \$9000 is still outstanding.

Joe Dabulskis recommended going ahead with the protection, adding that his personal involvement with getting the fraud stopped and fixed showed how fast this can happen. He is now planning to push enrolling in banking protection with Sherman County's accounts as well.

Dana explained that it was unreasonable to log into every account daily to check activity. She relies on monthly statements and receives those one to two weeks into the following month. This is far too late to fall within the bank's 24-hour window to dispute activity.

Les asked how an ACH could be initiated by someone else and go through. Dana explained and noted that the most disappointing aspect of this situation was the absence of any red flags raised by the bank.

Jessica supported enrolling in the protection plan. The \$4200 cost per year is far less than a potential loss. MCEDD can handle the cost of enrolling its accounts, and MCEDD needs to have fraud protection. Scott asked if this protection is also needed on accounts with little activity. Dana replied that CREA's account activity is low, and the potential for fraud is there for any account.

Ken asked for more details on the extra steps that will be required for accounts in this program. Dana explained that any outgoing ACH transaction that is not initiated by MCEDD will have to be authorized via email by a signer.

Tom Lannen motioned to approve enrolling in the account Protection Plan. Ken Bailey seconded the motion. All voted in favor, and the motion passed.

Scott Clements motioned to approve the financial report as presented. Les Perkins seconded the motion. All voted in favor, and the motion passed.

2023 SYMPOSIUM REVIEW

Jessica summarized the November 3rd event at Cascade Locks. Over 100 people attended, with some Board members present. The follow-up survey responses were included in today's meeting packet. The keynote speaker was a big name and was well received, and the economists' presentations were dry. The people who stayed for lunch and networking appreciated this option. This year's location was chosen in an effort to host the event spread around the region. The Readiness Center in The Dalles is certainly the best venue. Jessica asked if MCEDD should continue the protocol to move the event or just settle into one place. There was no feedback.

NEW STAFFING POSITIONS

Jessica explained the proposed staffing re-structure that will add one more position and create a small team that will be focused on project development/grant writing and administration. Jacque's part-time position will be upgraded to a Senior (Supervisory) full-time position, and this opening is currently posted now. The lower-level position job description is still being developed, and the plan for funding this position is to utilize the money that has been recently awarded to MCEDD by the State of Oregon for grant writing and infrastructure development related to housing. Neither the incoming money now nor the proposed new position were in the approved budget, so a supplemental budget will need to be approved before MCEDD can hire for the second position.

Discussion: Tom asked if this position would support only Oregon side grant writing and infrastructure projects. Jessica said it would be free or low cost for the Oregon communities but at a contracted rate for the Washington side until we could secure state or other funding for this type of work. There are some limited duration grants that MCEDD can apply for in the next six months that could possibly allow MCEDD to work on Washington side grant-writing and projects.

Jessica reiterated that today's ask is for approval to amend Jacque's position to become a full time Senior Projects and Grants Manager position. The lower-level position will wait until the Supplemental Budget is created and approved.

Joe Dabulskis motioned to approve the creation of the new staffing positions as recommended. Leana Kinley seconded the motion. All voted in favor, and the motion was carried unanimously.

GRANT REQUEST

Jessica requested approval to receive the Washington MicroEnterprise grant that has been applied for. This grant is a repeat of the same funding that MCEDD received last year to support the series of pub talks on the Washington side of the region. The deadline for the application was Dec 1st and the funding requested was \$7040 to fund the five events outlined in the packet.

Steve Kramer motioned to approve receipt of the Washington MicroEnterprise grant if awarded to MCEDD. Ken Bailey seconded the motion. All voted in favor, and the motion carried.

DISCIPLINARY ACTION GUIDELINES

Jessica explained the background leading up to this discussion topic. The push to create this document came out of a need to provide clarity and guidance for uniform treatment for drivers and dispatchers. She asked if the Committee recommended that the document apply only for drivers and dispatch, or for all MCEDD staff. She added that will seek legal review and approval as part of the process for adding it to MCEDD's policies.

Discussion: Tom asked for permission to share this document with Skamania County transportation because their drivers are having the same types of experiences.

Scott was concerned that the document as written could create discrimination, and Jessica explained that it was created to avoid discrimination. Ken urged that the document be worded so that it would apply equally to all staff and that he felt uncomfortable having different rules applied on the admin side. Leana agreed that creating a level set of expectations was best. Steve supported running the document past legal.

Jessica agreed to amend the language to ensure that it was clearly equitable to all employees, and to run it past legal. She promised to bring it back to the Executive Committee for a final recommendation to present to the full Board as a new policy document.

Tom noted that the wording about keeping vehicles clean was obviously focused on the transportation staff, but that other points noted were applicable across the organization. Jessica made a note to share the document with all of the Gorge Translink partners, and that all partner agencies were welcome to utilize this. Jessica thanked the Board for their direction.

EXECUTIVE DIRECTOR UPDATES

Jessica recommended scheduling the Full Board training on the same date as the March in person Full Board meeting. The proposed training would run immediately before from 2-4pm with the Board meeting immediately following from 4-6pm. A longer board strategic planning retreat is also being planned with the recommended date of Thursday, April 18th from 9am to 3pm.

Discussion: Steve requested that the invites be sent out immediately to reserve the space on everyone's calendars.

Other items of note were that MCEDD received a grant to replace its computer servers, and she was excited to welcome Carrie back from maternity leave next week.

Jessica next asked for Board input on a holiday pay question for the Link's staff who have a work schedule of 4 ten-hour days. The Policy is not clear whether a person who regularly works longer days gets only 7.5 hours of holiday pay or 10 hours. She asked what other entities do.

Discussion: Leana described the policy for White Salmon's police officers. All White Salmon employees receive the same standard bank of holiday hours that can be utilized by the staff at their request. All City staff get X amount of holiday hours per month. If they work the holiday, they get paid as usual. Then they can bank their holiday hours and use them as a paid off day. Les outlined a similar policy for his company which operates on holidays.

Jessica will reach out to Leana and Les for more details. These changes will require a vote by the full Board as policy changes.

Jessica announced her interest in attending the leadership training through the National Association of Counties. Even with a discount, the training will cost \$1500 and also requires a significant time commitment. The cohort starts in the next fiscal year, so it will appear in the budget. She asked for feedback.

Discussion: Les recommended the training as well worth the time.

OTHER NEW BUSINESS/ COMMITTEE MEMBERS UPDATES

Ken requested a follow up check in discussion on the OR/WA distribution of MCEDD's work that began with the proposed addition of Gilliam County to the district. Steve agreed, others nodded in agreement.

ADJOURN

Chair Kramer adjourned the meeting at 4:45 pm.

Respectfully submitted by Jill Brandt, Administrative Assistant



FINANCIAL SUMMARY

As of December 31, 2023

Balance Sheet

Total Cash balance as of 12/31/23 is \$6,963,762. Accounts Receivable (1202) balance is \$909,477, an increase from the prior reporting period due to the quarterly invoicing for the Transportation projects being (partially) done. MCEDD Loans Receivable balance is currently \$3,473,118, a decrease from the prior reporting period due to regularly scheduled loan payments being made. There was one new micro loan funded in the month of November. Current Net Position as of 12/31/23 is \$14,605,294.53.

Operations Budget vs. Actual

Total Revenues through the month of December are at 38.76% of budget. This number is not final as the 2nd quarter Transportation invoicing had not been completed as of the time of this report. Total expenses through the month of December are 37.36% of budget. Personnel expenses through the month of December are 45.01% of budget, which is right in line with where we would expect it to be at this point in the fiscal year.

Other Updates

- I am working on finishing up the Transportation reporting and invoicing for 2nd quarter.
- Working on the final pieces for the FY24 supplemental budget.
- Once the supplemental budget is complete, it will be time to start working on the FY25 Budget.
- February 8th through the 11th, I will be attending the SDAO Conference in Seaside.

Respectfully Submitted,

Dana Woods
Finance Manager

Mid-Columbia Economic Development District

Balance Sheet

As of December 31, 2023

12/31/2023

Checking/Savings

1000 Bank Demand Deposits

1010 MCEDD Checking

1038 MCEDD Micro Loan \$ 18,225.00

1060 Link Cash \$ 542,593.88

1010 MCEDD Checking \$ 256,180.88

Total MCEDD Checking \$ 816,999.76

1020 IRP

1021 IRP Sherman \$ 177,741.88

1022 IRP WA \$ 29,908.55

1020 IRP Other \$ 42,351.75

Total IRP \$ 250,002.18

1030 Loan Funds

1036 EDA RLF's \$ 89.41

1037 EDA CARES RLF \$ 210,897.95

1045 Reg Strat \$ 56,453.15

1050 RBEG-OR \$ 58,219.55

1055 RBEG-WA \$ 12,233.84

1057 RBEG-KL \$ 23,579.66

1067 CDBG Microenterprises \$ 30,844.50

Total Loan Funds \$ 392,318.06

1031 Housing RLF \$ 130,436.09

1070 National Scenic Fund \$ 141,754.59

1120 LGIP - IRP \$ 69,779.68

1136 LGIP Loan Funds \$ 1,106,583.83

1131 LGIP Housing RLF \$ 1,321,940.30

1171 LGIP National Scenic Fund \$ 1,372,600.73

Total Bank Demand Deposits \$ 5,602,415.22

1100 CDs

1121 IRP Reserve \$ 96,047.64

Total 1100 CDs \$ 96,047.64

1122 IRP-DDM Product \$ 1,265,149.32

1125 LINK Petty Cash \$ 150.00

Mid-Columbia Economic Development District

Balance Sheet

As of December 31, 2023

TOTAL CHECKING / SAVINGS	\$ 6,963,762.18
Accounts Receivable	
1202 Accounts Receivable	\$ 909,477.54
1205 Interfund Loan Receivable	<u>\$ 23,926.88</u>
TOTAL ACCOUNTS RECEIVABLE	\$ 933,404.42
Other Current Assets	
1200 - Receivables & Accruals	
1210 Accrued Revenue	\$ 15,625.00
1240 Prepaid Expenses	\$ 2,666.50
1260 Accrued Loan Interest	<u>\$ 33,400.96</u>
TOTAL RECEIVABLES & ACCRUALS	\$ 51,692.46
1300 - Loans Receivable	
1330 - MCEDD Loans Receivable	
1320 IRP	\$ 1,086,803.35
1321 IRP - Sherman	\$ 209,069.82
1322 IRP - WA	\$ 137,250.47
1336 EDA RLF's	\$ 370,377.81
1337 EDA RLF CARES	\$ 693,242.23
1345 Reg Strat	\$ 26,297.46
1350 RBEG-OR	\$ -
1371 Housing RLF	\$ 739,136.70
1372 MCEDD Micro Loan	\$ 6,219.01
1373 USDA NSA	<u>\$ 204,720.75</u>
Total 1330 - MCEDD Loans Receivable	<u>\$ 3,473,117.60</u>
1370 OIB Loans Receivable	<u>\$ 1,469,789.28</u>
TOTAL 1300 - Loans Receivable	\$ 4,942,906.88
1400 - Loan Payments Holding	
TOTAL 1400 - Loan Payments Holding	\$ (1,733.54)

Mid-Columbia Economic Development District

Balance Sheet

As of December 31, 2023

1500 - Allowance for Doubtful Loans		
1520 IRP Allowance	\$	(41,961.53)
1521 IRP-SH Co	\$	-
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 \$ 5,735,990.25

TOTAL CURRENT ASSETS \$ 12,699,752.43

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	\$	1,323,956.05
1801 Due To Accounts	\$	(1,551,919.41)
Total Due To/Due From Internal Accounts	\$	<u>(227,963.36)</u>

TOTAL ASSETS \$ 14,605,294.53

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable		
2005 Interfund Loan Payable	\$	(31,903.03)
2010 A/P General	\$	(22,048.85)
Total Accounts Payable	\$	<u>(53,951.88)</u>

Mid-Columbia Economic Development District

Balance Sheet

As of December 31, 2023

Other Current Liabilities

2030 Accrued Loan Payment	\$	(58,647.68)
2035 Acrued Interest Payable	\$	(91.14)
2050 PTO-Accrued	\$	(78,993.79)
2060 Deferred Comp Payable	\$	315.06
2070 Health Insurance Payable	\$	11,338.20
2080 Life & Disability Payable	\$	(164.71)
2085 Retirement Payable	\$	(1,542.45)
2090 WC SAIF ins	\$	(5,901.55)
2100 Payroll Liabilities	\$	(10,408.95)
2101 - Wages Payable	\$	(55,188.07)
2105 - WBF Payroll Assessment	\$	(297.30)
2110 - Federal Payroll Liability	\$	(6,095.28)
2115 - OR-SUTA Payroll Liabilities	\$	(2,357.68)
2120 - State Payroll Liabilities	\$	(1,025.00)
2180 - Payroll Liabilities - Prior Per	\$	-
2100 - Payroll Liabilities - Other	\$	(10,408.95)
2200 SBITA Payable	\$	(43,203.46)
2800 Deferred Revenue	\$	0.10
2900 Unavailable Revenue A/R	\$	(239,190.33)

Total Other Current Liabilities \$ (501,862.98)

Total Current Liabilities \$ (555,814.86)

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 \$ (1,844,939.82)

Equity

3100 Fund Balances	\$	(5,309,797.45)
3110 Carryforward Balance	\$	231,206.53
3900 Retained Earnings	\$	(7,299,733.31)
Net Income	\$	(382,030.48)

Total Equity \$ (12,760,354.71)

TOTAL LIABILITIES & EQUITY **\$ (14,605,294.53)**

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

Account	Account Title	12/31/2023		6/30/2024	
		Balance	Budget	Unearned/Unexpended	% of Budget
4005	Prior Period Adjustment	\$ (459.05)	\$ -	\$ 459.05	
4010	Trans Frm/To Fund (Match)	\$ (37,816.97)	\$ (249,745.00)	\$ (211,928.03)	15.14%
4012	Trans Frm/To Fund (Support)	\$ 38,259.52	\$ 306,137.00	\$ 267,877.48	12.50%
4014	STIF Student Tickets	\$ 202.50	\$ -	\$ (202.50)	
4040	Restricted Carryover	\$ 201,206.79	\$ 489,593.00	\$ 288,386.21	41.10%
4050	Unrestricted Enterprise Funds	\$ -	\$ 93,627.00	\$ 93,627.00	0.00%
4100	Federal	\$ 390,623.59	\$ 2,003,458.00	\$ 1,612,834.41	19.50%
4200	State	\$ 554,541.33	\$ 1,079,842.00	\$ 525,300.67	51.35%
4300	Local Match	\$ 102,500.00	\$ 134,000.00	\$ 31,500.00	76.49%
4400	Local Assessment	\$ 95,454.00	\$ 95,455.00	\$ 1.00	100.00%
4500	Contract Reimbursement	\$ 209,001.86	\$ 512,590.00	\$ 303,588.14	40.77%
4600	Loan Interest	\$ 176,777.60	\$ 314,633.00	\$ 137,855.40	56.19%
4700	Loan Processing Fees	\$ 13,583.45	\$ 27,396.00	\$ 13,812.55	49.58%
4705	Loan Filing Fees	\$ 3,029.92	\$ 6,000.00	\$ 2,970.08	50.50%
4710	Loan Late Fee	\$ 266.89	\$ 3,400.00	\$ 3,133.11	7.85%
4750	Investment Interest	\$ 117,432.25	\$ 128,961.00	\$ 11,528.75	91.06%
4820	Greyhound Sales	\$ 1,335.44	\$ 7,000.00	\$ 5,664.56	19.08%
4825	Greyhound Commission	\$ 114.44	\$ 1,400.00	\$ 1,285.56	8.17%
4800	Other Revenue	\$ 70,187.41	\$ 46,244.00	\$ (23,943.41)	151.78%
4805	Farebox Revenue	\$ 16,226.08	\$ 37,236.00	\$ 21,009.92	43.58%
Total Income		\$ 1,952,467.05	\$ 5,037,227.00	\$ 3,084,300.90	38.76%
Expense					
5000	Personnel Expense	\$ 1,038,469.38	\$ 2,307,254.00	\$ 1,268,784.62	45.01%
6110	Travel & Conference	\$ 9,399.14	\$ 25,111.00	\$ 15,711.86	37.43%
6190	Event Services	\$ 3,198.83	\$ 10,007.00	\$ 6,808.17	31.97%
6200	Equipment	\$ 4,728.79	\$ 6,628.00	\$ 1,899.21	71.35%
6300	Supplies	\$ 12,155.76	\$ 33,820.00	\$ 21,664.24	35.94%
6400	Professional Services	\$ 229,247.87	\$ 841,745.00	\$ 612,497.13	27.23%
6500	Vehicle Costs	\$ 100,470.28	\$ 173,935.00	\$ 73,464.72	57.76%
6600	Communications	\$ 11,757.87	\$ 37,259.00	\$ 25,501.13	31.56%
6700	Building Costs	\$ 53,455.50	\$ 60,284.00	\$ 6,828.50	88.67%
6800	Bonds & Insurance	\$ 13,907.00	\$ 27,983.00	\$ 14,076.00	49.70%
6900	Other Materials & Supplies	\$ 19,460.83	\$ 55,445.00	\$ 35,984.17	35.10%
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	\$ 5,080.32	\$ 2,000.00	\$ (3,080.32)	254.02%
Total Expense		\$ 1,509,544.07	\$ 4,040,283.00	\$ (2,530,738.93)	37.36%
	Net Ordinary Income	\$ 442,922.98	\$ 996,944.00	\$ (1,439,866.98)	
Other Income/Expense					
7010	Bad Debt Expense	\$ -	\$ -	\$ -	
7300	Student Tickets	\$ 202.50	\$ -	\$ (202.50)	
7400	Loan Payment	\$ 60,690.00	\$ 121,380.00	\$ 60,690.00	50.00%
7050	Unrestricted Carryover	\$ -	\$ 92,616.00	\$ 92,616.00	0.00%
7540	Restricted Carryover	\$ -	\$ 795,849.00	\$ 795,849.00	0.00%
Total 7500	Carryover to Next Year	\$ -	\$ 888,465.00	\$ 888,465.00	
	Total Other Expense	\$ 60,892.50	\$ 1,009,845.00	\$ (948,952.50)	6.03%
	Net Other Income	\$ (60,892.50)	\$ (1,009,845.00)	\$ 948,952.50	6.03%
	Net Income	\$ 382,030.48	\$ (12,901.00)	\$ (490,914.48)	

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

FEDERAL GRANTS

<u>REVENUE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
100-4100 FEDERAL	6,666.67	40,000.02	80,000.00	39,999.98	50.0
100-4300 LOCAL MATCH	5,961.92	39,295.27	80,000.00	40,704.73	49.1
100-4800 OTHER REVENUE	5,000.00	11,147.66	2,000.00	(9,147.66)	557.4
 TOTAL FUND REVENUE	 17,628.59	 90,442.95	 162,000.00	 71,557.05	 55.8

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

FEDERAL GRANTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
100-5050 WAGES - PAID LEAVE	1,372.81	2,237.87	.00	(2,237.87)	.0
100-5100 WAGES	6,298.69	39,207.06	94,782.00	55,574.94	41.4
100-5500 FRINGE BENEFITS	1,496.08	9,087.64	24,335.00	15,247.36	37.3
100-5550 FRINGE BENEFITS - PAID LEAVE	419.42	660.41	.00	(660.41)	.0
100-5700 PAYROLL TAXES	672.39	3,681.10	10,709.00	7,027.90	34.4
100-5750 PAYROLL EXPENSES - PAID LEAVE	184.91	294.16	.00	(294.16)	.0
100-6110 TRAVEL & CONFERENCE	1,295.89	3,214.56	4,452.00	1,237.44	72.2
100-6190 EVENT SERVICES	551.14	1,974.55	1,200.00	(774.55)	164.6
100-6300 SUPPLIES	52.00	673.15	900.00	226.85	74.8
100-6420 AUDIT SERVICES	1,060.00	1,060.00	1,771.00	711.00	59.9
100-6450 CONTRACTUAL	.00	3,000.00	.00	(3,000.00)	.0
100-6610 ADVERTISING	12.76	30.00	.00	(30.00)	.0
100-6630 PRINTING	.00	121.50	.00	(121.50)	.0
100-6650 TELEPHONE & NETWORKING	.00	.00	540.00	540.00	.0
100-6710 BUILDING RENT	110.97	2,948.47	4,447.00	1,498.53	66.3
100-6715 REMODEL ALLOC (ADMIN)	31.05	197.15	336.00	138.85	58.7
100-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	795.28	2,037.00	1,241.72	39.0
100-6910 DUES AND FEES	500.00	3,700.00	3,650.00	(50.00)	101.4
100-7050 UNRESTRICTED CARRYOVER	.00	.00	275.00	275.00	.0
100-9000 INDIRECT SPREAD	559.28	5,034.94	10,342.00	5,307.06	48.7
100-9040 TRANSPORTATION FACILITY SPREAD	41.28	1,460.00	2,224.00	764.00	65.7
 TOTAL FUND EXPENDITURES	 14,658.67	 79,377.84	 162,000.00	 82,622.16	 49.0
 NET REVENUE OVER EXPENDITURES	 2,969.92	 11,065.11	 .00	 (11,065.11)	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

LOAN FUNDS

<u>REVENUE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</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	22,321.96	119,331.34	198,636.00	79,304.66	60.1
300-4700 LOAN PROCESSING FEES	.00	13,583.45	23,821.00	10,237.55	57.0
300-4705 LOAN FILING FEES	.00	3,029.92	5,250.00	2,220.08	57.7
300-4710 LOAN LATE FEE	152.56	767.92	2,650.00	1,882.08	29.0
300-4750 INVESTMENT INTEREST	13,042.67	85,699.76	98,839.00	13,139.24	86.7
 TOTAL FUND REVENUE	 35,517.19	 222,412.39	 873,823.00	 651,410.61	 25.5

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

LOAN FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
300-5050 WAGES - PAID LEAVE	618.47	745.17	.00	(745.17)	.0
300-5100 WAGES	8,830.53	52,362.33	103,950.00	51,587.67	50.4
300-5500 FRINGE BENEFITS	1,917.68	11,034.16	26,689.00	15,654.84	41.3
300-5550 FRINGE BENEFITS - PAID LEAVE	199.60	244.08	.00	(244.08)	.0
300-5700 PAYROLL TAXES	953.92	5,222.66	11,746.00	6,523.34	44.5
300-5750 PAYROLL EXPENSES - PAID LEAVE	86.89	105.50	.00	(105.50)	.0
300-6110 TRAVEL & CONFERENCE	1.35	368.39	4,150.00	3,781.61	8.9
300-6300 SUPPLIES	.00	74.96	180.00	105.04	41.6
300-6410 LEGAL SERVICES	.00	.00	5,793.00	5,793.00	.0
300-6420 AUDIT SERVICES	1,500.00	1,500.00	4,944.00	3,444.00	30.3
300-6450 CONTRACTUAL	600.00	2,746.49	3,425.00	678.51	80.2
300-6470 FILING FEES	42.84	4,328.16	5,250.00	921.84	82.4
300-6640 PUBLICATIONS & SUBS	.00	275.00	.00	(275.00)	.0
300-6710 BUILDING RENT	48.76	3,722.25	4,877.00	1,154.75	76.3
300-6715 REMODEL ALLOC (ADMIN)	45.83	260.59	369.00	108.41	70.6
300-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	1,092.94	2,235.00	1,142.06	48.9
300-6910 DUES AND FEES	.00	.00	771.00	771.00	.0
300-6930 BANK SERVICE CHARGES	34.74	177.00	.00	(177.00)	.0
300-6931 ACH COLLECTION FEES	66.48	339.00	.00	(339.00)	.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	60,690.00	121,380.00	60,690.00	50.0
300-7540 RESTRICTED CARRYOVER	.00	.00	480,107.00	480,107.00	.0
300-8000 LGIP FMV ADJUSTMENT	.00	(14,126.00)	.00	14,126.00	.0
300-9000 INDIRECT SPREAD	644.51	6,356.32	11,344.00	4,987.68	56.0
300-9040 TRANSPORTATION FACILITY SPREAD	6.43	1,843.19	2,439.00	595.81	75.6
300-9050 LOAN FUND COSTS ALLOCATED	.00	.00	1.00	1.00	.0
TOTAL FUND EXPENDITURES	25,713.03	139,362.19	873,823.00	734,460.81	16.0
NET REVENUE OVER EXPENDITURES	9,804.16	83,050.20	.00	(83,050.20)	.0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
500-4010 TRANS FRM/TO FUND (MATCH)	442.55	5,080.32	10,000.00	4,919.68	50.8
500-4040 RESTRICTED CARRYOVER	.00	201,206.79	198,273.00	(2,933.79)	101.5
500-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	20,000.00	20,000.00	.0
500-4100 FEDERAL	11,953.00	25,280.57	337,959.00	312,678.43	7.5
500-4200 STATE	41,584.56	105,299.56	406,000.00	300,700.44	25.9
500-4300 LOCAL MATCH	125.00	53,748.22	80,445.00	26,696.78	66.8
500-4500 CONTRACT REIMBURSEMENT	18,148.56	115,940.17	438,390.00	322,449.83	26.5
500-4550 ACCRUED CONTRACT REIMBURSEMENT	10,000.00	60,000.00	.00	(60,000.00)	.0
500-4800 OTHER REVENUE	240.01	8,732.88	18,344.00	9,611.12	47.6
 TOTAL FUND REVENUE	 82,493.68	 575,288.51	 1,509,411.00	 934,122.49	 38.1

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
500-5050 WAGES - PAID LEAVE	10,200.66	15,223.98	.00 (15,223.98)	.0
500-5100 WAGES	36,022.05	216,308.46	543,616.00	327,307.54	39.8
500-5500 FRINGE BENEFITS	7,985.82	48,188.19	139,575.00	91,386.81	34.5
500-5550 FRINGE BENEFITS - PAID LEAVE	2,803.93	4,071.61	.00 (4,071.61)	.0
500-5700 PAYROLL TAXES	3,927.17	22,059.84	61,419.00	39,359.16	35.9
500-5750 PAYROLL EXPENSES - PAID LEAVE	1,340.96	1,942.50	.00 (1,942.50)	.0
500-6110 TRAVEL & CONFERENCE	4.70	3,411.35	13,309.00	9,897.65	25.6
500-6190 EVENT SERVICES	.00	1,204.28	7,807.00	6,602.72	15.4
500-6300 SUPPLIES	87.11	2,925.21	6,065.00	3,139.79	48.2
500-6410 LEGAL SERVICES	.00	717.12	1,500.00	782.88	47.8
500-6420 AUDIT SERVICES	1,371.00	1,521.00	4,182.00	2,661.00	36.4
500-6450 CONTRACTUAL	637.50	88,277.93	456,825.00	368,547.07	19.3
500-6470 FILING FEES	.00	24.92	300.00	275.08	8.3
500-6610 ADVERTISING	5.31	25.00	3,264.00	3,239.00	.8
500-6620 POSTAGE & FREIGHT	.00	1.14	390.00	388.86	.3
500-6630 PRINTING	.00	39.99	1,923.00	1,883.01	2.1
500-6650 TELEPHONE & NETWORKING	.00	68.51	695.00	626.49	9.9
500-6710 BUILDING RENT	936.20	16,337.16	25,509.00	9,171.84	64.0
500-6715 REMODEL ALLOC (ADMIN)	178.22	1,072.86	1,930.00	857.14	55.6
500-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	4,758.08	11,680.00	6,921.92	40.7
500-6900 OTHER MATERIALS & SUPPLIES	240.01	240.01	.00 (240.01)	.0
500-6910 DUES AND FEES	.00	250.00	300.00	50.00	83.3
500-6930 BANK SERVICE CHARGES	39.00	39.00	.00 (39.00)	.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	3,478.85	27,898.12	59,314.00	31,415.88	47.0
500-9040 TRANSPORTATION FACILITY SPREAD	500.25	8,200.75	12,752.00	4,551.25	64.3
 TOTAL FUND EXPENDITURES	 69,758.74	 464,807.01	 1,509,411.00	 1,044,603.99	 30.8
 NET REVENUE OVER EXPENDITURES	 12,734.94	 110,481.50	 .00 (110,481.50)	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

TRANSPORTATION OPS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
600-4010 TRANS FRM/TO FUND (MATCH)	(42,897.29)	(42,897.29)	(259,745.00)	(216,847.71)	(16.5)
600-4012 TRANS FROM/TO FUND (SUPPORT)	42,897.29	38,259.52	306,137.00	267,877.48	12.5
600-4014 STIF STUDENT TICKETS	82.50	202.50	.00	(202.50)	.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
600-4060 FACILITY RESERVE	.00	30,000.00	.00	(30,000.00)	.0
600-4100 FEDERAL	162,671.50	325,343.00	1,085,499.00	760,156.00	30.0
600-4200 STATE	154,462.00	449,241.77	673,842.00	224,600.23	66.7
600-4300 LOCAL MATCH	50,000.00	50,000.00	59,000.00	9,000.00	84.8
600-4500 CONTRACT REIMBURSEMENT	11,727.85	32,701.81	69,200.00	36,498.19	47.3
600-4800 OTHER REVENUE	16,580.18	38,924.87	25,900.00	(13,024.87)	150.3
600-4805 FAREBOX REVENUE	2,090.51	16,226.08	37,236.00	21,009.92	43.6
600-4820 GREYHOUND SALES	297.82	1,335.44	7,000.00	5,664.56	19.1
600-4825 GREYHOUND COMMISSION	9.05	114.44	1,400.00	1,285.56	8.2
 TOTAL FUND REVENUE	 397,921.41	 939,452.14	 2,321,789.00	 1,382,336.86	 40.5

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

TRANSPORTATION OPS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
600-5050 WAGES - PAID LEAVE	213.56	607.27	.00 (607.27)	.0
600-5100 WAGES	65,383.18	390,796.40	839,252.00	448,455.60	46.6
600-5500 FRINGE BENEFITS	18,324.31	100,899.35	245,677.00	144,777.65	41.1
600-5550 FRINGE BENEFITS - PAID LEAVE	69.90	94.06	.00 (94.06)	.0
600-5700 PAYROLL TAXES	9,007.59	50,983.68	90,325.00	39,341.32	56.4
600-5750 PAYROLL EXPENSES - PAID LEAVE	30.16	40.29	.00 (40.29)	.0
600-6110 TRAVEL & CONFERENCE	.00	246.09	2,000.00	1,753.91	12.3
600-6190 EVENT SERVICES	.00	20.00	500.00	480.00	4.0
600-6200 EQUIPMENT	.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	1,322.88	.00 (1,322.88)	.0
600-6230 EQUIP REPAIR/MAINT	.00	375.00	.00 (375.00)	.0
600-6300 SUPPLIES	264.35	2,144.61	9,875.00	7,730.39	21.7
600-6420 AUDIT SERVICES	10,088.00	10,088.00	15,682.00	5,594.00	64.3
600-6450 CONTRACTUAL	3,037.61	37,273.91	190,777.00	153,503.09	19.5
600-6460 TESTING/TRAINING/SCREENING	225.00	1,361.00	1,550.00	189.00	87.8
600-6470 FILING FEES	.00	80.00	.00 (80.00)	.0
600-6500 VEHICLE COSTS	.00	13.27	36,000.00	35,986.73	.0
600-6510 REPAIRS & MAINTENANCE	4,801.97	41,859.68	41,939.00	79.32	99.8
600-6520 FUEL	7,940.32	58,540.71	95,996.00	37,455.29	61.0
600-6610 ADVERTISING	1,496.29	4,776.29	11,861.00	7,084.71	40.3
600-6620 POSTAGE & FREIGHT	.00	8.56	.00 (8.56)	.0
600-6630 PRINTING	.00	55.00	5,774.00	5,719.00	1.0
600-6650 TELEPHONE & NETWORKING	672.44	3,545.84	8,212.00	4,666.16	43.2
600-6720 UTILITIES AND JANITORIAL	1,446.19	8,907.89	17,250.00	8,342.11	51.6
600-6730 REPAIRS AND MAINTENANCE	2,009.16	14,893.43	8,200.00 (6,693.43)	181.6
600-6810 INSURANCE - VEHICLE	.00	6,701.50	13,020.00	6,318.50	51.5
600-6820 INSURANCE - BUILDING	.00	1,969.50	3,350.00	1,380.50	58.8
600-6910 DUES AND FEES	.00	1,050.00	900.00 (150.00)	116.7
600-6935 ONLINE PROCESSING FEES	8.60	70.99	.00 (70.99)	.0
600-6940 OTHER MATERIALS & SERVICES	11,134.82	11,134.82	250.00 (10,884.82)	4453.9
600-7050 UNRESTRICTED CARRYOVER	.00	.00	5,325.00	5,325.00	.0
600-7300 STUDENT TICKETS	82.50	202.50	3,200.00	2,997.50	6.3
600-7540 RESTRICTED CARRYOVER	.00	.00	133,879.00	133,879.00	.0
600-9000 INDIRECT SPREAD	4,522.77	49,490.46	91,573.00	42,082.54	54.0
600-9040 TRANSPORTATION FACILITY SPREAD	(547.96)	(11,503.94)	(17,417.00)	(5,913.06)	(66.1)
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	442.55	5,080.32	2,000.00 (3,080.32)	254.0
 TOTAL FUND EXPENDITURES	 140,873.79	 803,762.71	 2,321,789.00	 1,518,026.29	 34.6
 NET REVENUE OVER EXPENDITURES	 257,047.62	 135,689.43	 .00 (135,689.43)	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
800-4005 PRIOR PERIOD ADJUSTMENT	.00	(459.05)	.00	459.05	.0
800-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	4,000.00	4,000.00	.0
800-4300 LOCAL MATCH	(6,086.92)	(40,543.49)	(85,445.00)	(44,901.51)	(47.5)
800-4400 LOCAL ASSESSMENT	.00	95,454.00	95,455.00	1.00	100.0
800-4500 CONTRACT REIMBURSEMENT	.00	359.88	5,000.00	4,640.12	7.2
800-4750 INVESTMENT INTEREST	7.34	44.37	2.00	(42.37)	2218.5
800-4800 OTHER REVENUE	5,945.00	11,382.00	.00	(11,382.00)	.0
800-4850 INTERFUND LOAN INCOME	.00	6,646.30	.00	(6,646.30)	.0
 TOTAL FUND REVENUE	 (134.58)	 72,884.01	 19,012.00	 (53,872.01)	 383.4

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
800-5050 WAGES - PAID LEAVE	(12,405.46)	(18,175.24)	.00	18,175.24	.0
800-5100 WAGES	12,441.54	63,246.98	84,088.00	20,841.02	75.2
800-5500 FRINGE BENEFITS	2,519.45	18,374.11	21,590.00	3,215.89	85.1
800-5550 FRINGE BENEFITS - PAID LEAVE	(3,492.90)	(5,070.20)	.00	5,070.20	.0
800-5700 PAYROLL TAXES	1,361.85	6,378.38	9,501.00	3,122.62	67.1
800-5750 PAYROLL EXPENSES - PAID LEAVE	(1,642.91)	(2,382.42)	.00	2,382.42	.0
800-6110 TRAVEL & CONFERENCE	18.34	2,158.75	1,200.00	(958.75)	179.9
800-6190 EVENT SERVICES	.00	.00	500.00	500.00	.0
800-6220 EQUIP LEASED/RENTED	154.11	610.06	600.00	(10.06)	101.7
800-6300 SUPPLIES	504.17	6,337.83	16,800.00	10,462.17	37.7
800-6410 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
800-6420 AUDIT SERVICES	7,851.00	7,851.00	8,634.00	783.00	90.9
800-6450 CONTRACTUAL	8,503.00	19,311.00	37,555.00	18,244.00	51.4
800-6460 TESTING/TRAINING/SCREENING	.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	124.00	124.00	850.00	726.00	14.6
800-6620 POSTAGE & FREIGHT	201.00	904.70	850.00	(54.70)	106.4
800-6630 PRINTING	.00	227.25	500.00	272.75	45.5
800-6640 PUBLICATIONS & SUBS	.00	298.27	800.00	501.73	37.3
800-6650 TELEPHONE & NETWORKING	396.87	571.82	600.00	28.18	95.3
800-6715 REMODEL ALLOC (ADMIN)	(255.10)	(1,530.60)	(2,635.00)	(1,104.40)	(58.1)
800-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	.00	(15,951.00)	(15,951.00)	.0
800-6800 BONDS & INSURANCE	.00	5,148.50	11,613.00	6,464.50	44.3
800-6810 INSURANCE - VEHICLE	.00	87.50	.00	(87.50)	.0
800-6910 DUES AND FEES	90.00	1,664.83	16,016.00	14,351.17	10.4
800-6930 BANK SERVICE CHARGES	49.25	619.87	.00	(619.87)	.0
800-6931 ACH COLLECTION FEES	.00	122.28	.00	(122.28)	.0
800-7050 UNRESTRICTED CARRYOVER	.00	.00	(2,528.00)	(2,528.00)	.0
800-9000 INDIRECT SPREAD	(9,205.41)	(88,779.84)	(172,571.00)	(83,791.16)	(51.5)
 TOTAL FUND EXPENDITURES	 7,212.80	 18,194.37	 19,012.00	 817.63	 95.7
 NET REVENUE OVER EXPENDITURES	 (7,347.38)	 54,689.64	 .00	 (54,689.64)	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

OIB

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
975-4600 LOAN INTEREST	9,483.54	57,446.26	115,997.00	58,550.74	49.5
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	(501.03)	750.00	1,251.03	(66.8)
975-4750 INVESTMENT INTEREST	5,805.36	31,688.12	30,120.00	(1,568.12)	105.2
 TOTAL FUND REVENUE	 15,288.90	 88,633.35	 151,192.00	 62,558.65	 58.6

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

OIB

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
975-6410 LEGAL SERVICES	120.00	140.00	2,000.00	1,860.00	7.0
975-6450 CONTRACTUAL	8,317.25	49,903.50	99,807.00	49,903.50	50.0
975-6470 FILING FEES	15.00	24.92	750.00	725.08	3.3
975-6610 ADVERTISING	.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	8.62	52.98	.00	(52.98)	.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	 8,460.87	 46,215.45	 151,192.00	 104,976.55	 30.6
 NET REVENUE OVER EXPENDITURES	 6,828.03	 42,417.90	 .00	 (42,417.90)	 .0

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, MCEDD Executive Director
Date: January 31, 2024
Re: Grant Requests

MCEDD practice is to seek approval when applying for or accepting new grants. There are a number of opportunities recently, for which we seek Executive Committee approval.

Grant Name and Source: Bus and Bus Facilities (FTA Section 5339) or Surface Transportation Block Grant Bus Replacement, Federal Transit Administration

Grant Amount: \$300,000 estimate, still in development

Match Required and Source: Roughly \$30,000, Wasco County Statewide Transportation Improvement Fund

Summary: These two grant sources would cover 1) purchase and installation of electric vehicle charging equipment for The Link; 2) replacement of two The Link vans that have exceeded their useful life, likely with electric vehicles; 3) installation of reader boards on all The Link vehicles that help delineate which service is being provided (i.e. dial-a-ride versus bus routes).

Grant Name and Source: Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310), Federal Transit Administration

Grant Amount: \$500,000 estimate, still in development

Match Required and Source: Roughly \$100,000, Wasco County Statewide Transportation Improvement Fund

Summary: This grant source has been used in the past to fund the Deviated Fixed Routes in The Dalles. We would again apply to fund this service, hoping to partner with Wasco County to route the grant through them instead of MCEDD for better match rates.

Grant Name and Source: Oregon Community Foundation, Hood River County Energy Plan Implementation

Grant Amount: \$30,000

Match Required and Source: No match required

Summary: This grant will provide capacity support for Hood River County Energy Plan implementation. MCEDD provides staff support for the Hood River County Energy Council, which is focused on advancing the projects that are identified in the Energy Council's [2022-2025 Work Plan](#). These projects fall into three categories: Buildings, Transportation and Land Use, and Community Scale Solutions. Equity is a priority that is woven into each of the Energy Council's focus areas.

Grant Name and Source: Regional Innovation Hub (RIH), Business Oregon

Grant Amount: approximately \$300,000 estimate, still in development

Match Required and Source: No match required but MCEDD will work with partners to show additional resources and as existing resources allow, may show some match through the EDA Planning Grant, ICAP (Innovative Cluster Accelerator Program) Launch grant, or contracts to show local commitment to the work.

Summary: Regional Innovation Hubs (“Hubs”) are regionally focused, sector-agnostic partnerships that implement programs, strategies, and connections to support and grow a regional innovation ecosystem. MCEDD intends to build upon the recommendations from the RIH planning completed in the fall with grant support from Business Oregon as well as the awarded Rural Opportunities Initiative and ICAP Launch grant work. MCEDD will use RIH funds to support a virtual hub and approximately 1.5 FTE to focus on educating and convening innovation-based, traded sector entrepreneurs, exploring growing the Pitch Fest to include a venture capital component and explore the best strategies to increase connection between traded sector company founders and key resources to grow their businesses.

Grant Name and Source: Growth Accelerator Fund Competition (GAFC), Small Business Administration

Grant Amount: \$50,000

Match Required and Source: No match required.

Summary: GAFC's purpose is to speed the launch, growth and scale of STEM/ Research and Development focused small businesses and nurture a national equitable entrepreneurship ecosystem. MCEDD intends to use the funds to further the work of the ICAP (Innovative Cluster Accelerator Program) Launch grant and build out the connections and resources to develop a functioning, self-sustaining innovation cluster building from the existing technology cluster with a focus into uncrewed systems and remote sensing. Phase 1 funds will support 0.5 FTE to further build and convene the ecosystem.

Memorandum

To: MCEDD Executive Committee

From: Jessica Metta, Executive Director

Date: January 30, 2024

Re: Gorge Regional Transit Strategy Implementation Contract Award

Request

Approve contracting with Emily K. Reed Consulting for the Gorge Regional Transit Strategy Implementation project.

Overview

On December 18, 2024, MCEDD issued a Request for Proposals (RFP) for interested consultants to support the Gorge Regional Transit Strategy Implementation Project activities for the Gorge TransLink Alliance. The purpose of this project is to implement key recommendations outlined in the 2023 Gorge Regional Transit Strategy. This project will assist the Gorge TransLink Alliance transportation providers in adopting prioritized operational strategies while engaging both policymakers and the Gorge community in outreach activities. Building on the work accomplished in this project's facilitated workshops during 2024, this project will conclude in the spring of 2025 with a significant community event designed to foster a deep understanding and appreciation of the importance of the public transportation system to the region. This work is funded by both ODOT and WSDOT grants to support the work through June 2025.

The RFP was shared in our newsletter, website, sent out through the Oregon state procurement system, and emailed to a few potential respondents with a January 15, 2024 deadline. We received four proposals: DanTec Associates, Kittleson and Associates, Plangineering, and Emily K Reed Consulting. The proposals were reviewed and scored by a team comprised of Kathy Fitzpatrick and Jessica Metta from MCEDD, Amy Schlappi from Columbia Area Transit, and Jovi Arellano from ODOT. Emily K Reed Consulting was recommended for the contract of \$90,000. Our procurement guidelines specify Executive Committee approval for contracts above \$50,000. The RFP and winning proposal are attached. The other proposals can be provided if needed.



REQUEST FOR PROPOSALS

Gorge Regional Transit Strategy Implementation

Mid-Columbia Economic Development District (MCEDD) is seeking proposals from interested consultants to support the Gorge Regional Transit Strategy Implementation Project activities for the Gorge TransLink Alliance in the Mid-Columbia River Gorge bistate region.

Purpose and Goals

The purpose of this project is to implement key recommendations outlined in the 2023 Gorge Regional Transit Strategy. This project will assist the Gorge TransLink Alliance transportation providers in adopting prioritized operational strategies while engaging both policymakers and the Gorge community in outreach activities. Building on the work accomplished in this project's facilitated workshops during 2024, this project will conclude in the spring of 2025 with a significant community event designed to foster a deep understanding and appreciation of the importance of the public transportation system to the region.

Goal 1: Improve coordination of the Gorge TransLink Alliance's fixed route services so that they function as one regional system.

Goal 2: Build the community and policymaker support needed to continue to enhance and expand the regional public transit system.

Goal 3: Deliver one community event

Goal 4: Deliver a 2024 Year-End Impact Report (trifold format)

Background

MCEDD serves a bi-state area composed of three counties in Oregon (Hood River, Wasco, and Sherman) and two counties in Washington (Skamania and Klickitat), all bordering the Columbia River. MCEDD is the lead agency for the Gorge TransLink Alliance, a partnership of the five transportation providers in the Columbia Gorge. This partnership was formalized in 2010 to promote coordinated regional transportation and a seamless system of travel for residents and visitors. The MCEDD Mobility Manager staffs this partnership and manages Gorge TransLink Alliance projects. The five transportation providers are the Hood River County Transportation District (dba Columbia Area Transit--CAT), The Link Public Transit, Skamania County Transit, Mt. Adams Transportation Service, and Sherman County Community Transit. More information about the Gorge TransLink Alliance and each provider's services can be found at gorgetranslink.com.

The Gorge Regional Transit Strategy, completed in June 2023, is a roadmap for a regionally coordinated and integrated public transportation system for this rural, bistate region. Phase I strengthened partnerships, analyzed existing local transportation plans, and developed a collective regional vision. Phase II focused on a comprehensive implementation strategy including further data analysis, funding and financial planning, assessment of potential regional organizational structures, and operational and policy strategies. This project will implement the prioritized strategies outlined in the Gorge Regional Transit Strategy.

Scope of Work

Task #1: Facilitate coordination of the regional fixed route services so that they function as one regional system. Budget: up to 40%.

Deliverables:

1. Assist with preparation of meeting materials, facilitation, and documentation (memos) of up to 6 x 2-hour workshops. Participants will include Gorge TransLink Alliance and ODOT/WSDOT Regional Transit Coordinators. Engage outside speakers and instructors when appropriate. Example topic areas are outlined here and are not in any specific order. Some topic areas can be combined into one workshop.
 - Data Management: providers will adopt data management tool and begin implementation.
 - Expansion of Regional Universal Fare System: explore adoption of an all-provider regional day pass system for riders who do not want to purchase the annual regional pass. Streamline existing one-day pass fare instruments.
 - Forecasting operational, capital, and financial needs for planning with tools that compare demand response to fixed route services. This workshop was recently taught at the National RTAP conference. Materials available on request.
 - GorgeTransLink.com website review and modification (current website developer will implement changes from a separate budget).
 - Document current levels of EV development and planning. Identify shared EV charging infrastructure needs and options.
 - Vehicle maintenance resource sharing.
 - Multimodal Hubs: work with transit providers to identify preferred Hub locations and the Hub amenities needed and desired.
 - Coordination of routes and bus stops: develop a regional bus stop naming system, set a predictable schedule for upcoming and annual route changes, coordinate timetables for transfers.
 - Agency Policy Alignment: align remaining conflicting rider policies: personal care attendants, driver discretion policy, child car seat requirements, etc.
 - Develop dispatch policies regarding inter-agency service communications.
 - Develop 2025-2027 Work Plan
2. Final workshop memo will document:
 - Workshop summary including decisions made and future action items.
 - Identify improvements achieved using data and narratives.

Task #2: Policymaker and community outreach materials and activities. Budget: up to 20%.

Deliverables:

1. Onboard in-person rider surveys that capture ridership data, stories, and photos for policymaker and community outreach activities. Consultant will support planning, documentation, and final presentation of the ridership surveys. MCEDD will rely on MCEDD-funded travel trainers to distribute and collect the surveys.

2. 2024 Year-End Impact Report (trifold format—see thestreettrust.org/impact 2023 *Impact Report* as an example).
3. Prepare materials that capture rider stories and demonstrate how recent improvements have benefited riders (options include videos, photos, narratives).
4. Ridership and other data displayed in infographics.
5. Prepare a short presentation for regional policymakers and community partners. (Virtual attendance and support encouraged—up to 10 presentations).

Task #3: Assist with the planning and execution of a Gorge Transit Summit event. Budget: up to 30%.

Deliverables:

1. Event planning, marketing, materials.
2. Manage and cover the cost of venue, audiovisual, catering, speakers.
3. Facilitate event.
4. Assist Gorge TransLink providers in successful invitations to and participation of policymakers, partners, community.
5. Deliver event summary, lessons learned, and template to repeat event.

Task #4: Contingent tasks that were developed in Tasks #1- #3. Budget: up to 10%. These funds can be related to stated goals.

Existing Materials

Tools developed during the Gorge Regional Transit Strategy that can inform this project can be accessed at <https://gorgetranslink.com/gorge-transit-strategy/> . Consultant is encouraged to include them in their proposal.

- Gorge TransLink Connections Spreadsheet
- Data Collection and Management sheets

All work will occur from contract signing through closeout on June 30, 2025.

Project Management and Review

The project will be managed by MCEDD. MCEDD will organize and the Consultant shall lead up to 6 Project Management Team coordination calls. Work over the course of this contract will involve coordination and communication with the Gorge TransLink Alliance transportation providers, using a collaborative decision-making process during the series of workshops.

Budget

Approximately \$90,000 in grant funding. MCEDD may amend or extend this contract beyond the initial scope of this project to accommodate the terms and conditions of the funding sources or future grants awarded to MCEDD.

Project Funding Sources and State and Federal Requirements

MCEDD has received funding from the ODOT State Transportation Improvement Fund Discretionary Grant Program and from the Washington State Department of Transportation (WSDOT) Consolidated Grant Program to support this project. As such, the Contractor will be required to comply with all applicable state and federal laws, regulations, policies, guidelines, and requirements with respect to funding sources.

Timeline

January 15, 2024, 5:00 p.m.	Proposal deadline
January 16-22, 2024	Potential interviews of proposers
January 23, 2024	Award decision announced
January 24-30, 2024	Project kick-off meeting Task calendar developed
Contract Closeout Date	June 30, 2025

Requirements

Requirements include experience working with public transportation services and facilitating public meetings. Consideration will be given for the proposal that best meets the needs of MCEDD’s Gorge Regional Transit Strategy Implementation project. Additional preference includes firms located within MCEDD’s service area. Selection will be based on qualifications, project approach, performance history, and expertise and experience.

Questions

All questions regarding this RFP should be provided via email to kathy@mcedd.org. Answers will be provided via email to all submitted questions no later than 3 business days after they are received, and a full overview of all questions & responses will be posted on the MCEDD website by January 8, 2024.

Submission Requirements

To be considered for the award, respondents must submit the following items in a timely manner and in proper form. Each submittal must include:

- 1.) An outline of the proposed project scope of work;
- 2.) A proposal describing your qualifications;
- 3.) Proposed fee structure including rates and any other costs;
- 4.) Names, phone numbers and contacts for three organizations to be contacted as references;
- 5.) Copies of or links to work samples;
- 6.) Location of principal office and branch(es); and
- 7.) Any other information you consider to be of value in evaluating your qualifications.

In order to be considered for award, responses must be received by MCEDD by 5:00 p.m. on January 15, 2023 to:

Jessica Metta, Executive Director
 Mid-Columbia Economic Development District
 802 Chenowith Loop Rd
 The Dalles, Oregon 97058
 or via email to jessica@mcedd.org.

MCEDD reserves the right to reject any or all proposals, to waive any formality in the proposals and to accept the proposal(s) which deems to be in the best interest of MCEDD.

Proposal by Emily K Reed Consulting

January 15, 2024

Gorge Regional Transit Strategy Implementation



CREATIVE STRATEGY |
STRATEGIC CREATIVE

Overview

Dear Jessica Metta,

Thank you for providing the opportunity to submit a proposal for the Gorge Regional Transit Strategy Implementation Project. Emily K Reed Consulting is eager to contribute to the success of the Gorge TransLink Alliance in achieving its goals outlined in the Request for Proposals (RFP).

Our proposed approach involves addressing the project's key goals through a structured and collaborative process. We have organized our response based on the submission requirement:

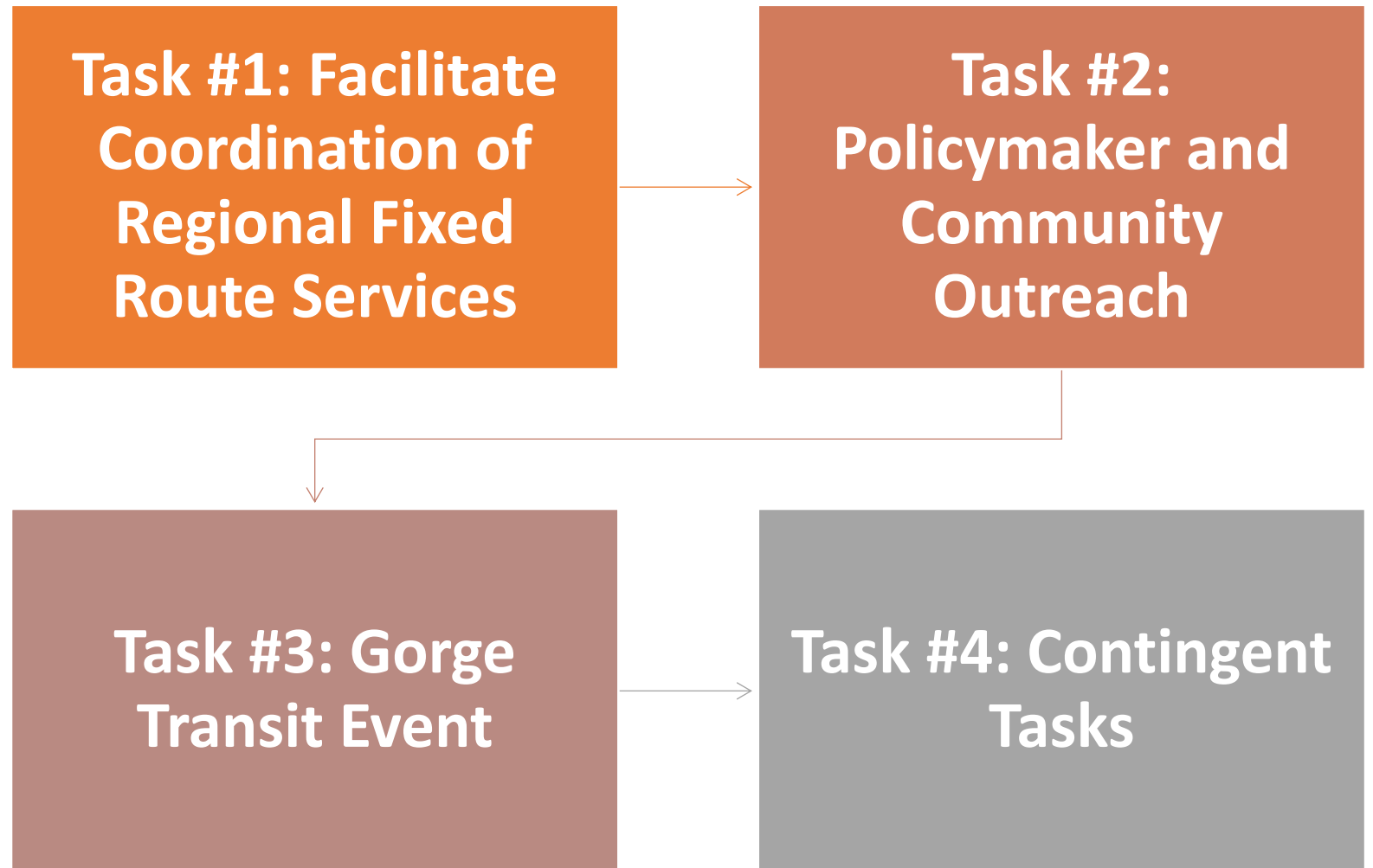
1. Scope of Work
2. Qualifications
3. Fee Structure and Rates
4. References
5. Work Samples
6. Location of Principal Office
7. Additional Information

We look forward to the opportunity to contribute to the success of the Gorge Regional Transit Strategy Implementation Project. Please feel free to contact us for any clarifications or additional information.

Thank you for considering our proposal.



Project Scope of Work



Task #1: Facilitate Coordination of Regional Fixed Route Services

We will conduct a series of workshops focusing on critical areas such as data management, universal fare system adoption, forecasting needs, website review, EV development, vehicle maintenance sharing, multimodal hubs, route coordination, and policy alignment.

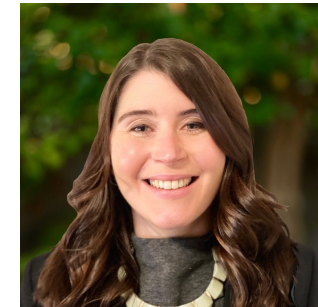
The providers' time is valuable so our approach includes extensive prep work such as data collection, case studies and menu options to ensure workshops are productive and focused on reaching outcomes.


We are excited to research and engage external experts when possible including:



Michael J Walk, Texas A&M Transportation Institute We hope to bring in Michael to conduct a tailored virtual workshop focused on Forecasting Needs, but his expertise also includes using data and technology to improve the accessibility and effectiveness of transit, analyzing regional and state-wide transportation needs, customer-focused practices in transit and recruiting and retaining transit staff (including bus operators and transit schedulers).

Christina Winberry, Four Nines Technologies (in person) Four Nines is a San Francisco based company focused on IT solutions for Public Transportation. Christina is located in Portland and is able to deliver an overview of the latest Fare System options. To include case studies from other transit systems.





Task #2: Policymaker and Community Outreach

Despite the huge success of the Regional Transit Strategy process, there is still much to do in bringing policymakers up to speed with the possibilities and benefits of transit in the Gorge. The following five elements are key to this effort:

Rider Surveys We plan to design, coordinate and manage in-person surveys to capture valuable data to share with policymakers and other interested audiences. The resulting analysis, report and presentation will include stories, photos and videos to bring the findings to life - highlighting both current use and desired changes that will strengthen the transit system.

Policymaker Interviews As part of the Regional Transit Strategy research report, each county commissioner will also be invited to a 15 – 30 minute interview to share their thoughts and concerns on the current state and future of Gorge Transit. These themes will be included in the report and will help to tailor the presentations going forward.

Impact Report Additionally, we will prepare a trifold 2024 Year-End Impact Report with the most interesting and impactful facts and data such as ridership numbers, survey highlights, info graphics, simplified summaries, rider quotes and relevant visuals.

Online Folder of Materials The elements from the report (as well as extras) will also be created in a format that is easy to pull in and use within various presentations going forward.

Presentations to Policymakers Our goal is to attract and involve all policy makers in the Gorge. This starts with regular presentations to county commissioners on various aspects of transit. Topics may include 2023 End of Year Impact Report, results from the rider survey, and the 2024 End of Year Impact Report. The ideal outcome will be their attendance at the Gorge Transit Summit in 2025.

Task #3: Gorge Transit Event

The overall purpose of the Gorge Transit Event is to elevate and build support for the Gorge Regional Transit Strategy – particularly among policymakers in the region.

Our goal is to create an exciting celebration and day of learning that leaders in the Gorge feel they cannot miss. Attendees will walk away inspired and interested in further ways to engage. Elements to help make this happen include:

- A big name keynote speakers such as Jerrett Walker who could attract attendees from outside of area, elevating the event and partially helping to cover event costs if desired.
- An established conference location such as Skamania Lodge or an interesting dual location of Hood River Inn (OR) + Society Hotel (WA) with shuttles between them.
- A hands-on workshop such as the Public Engagement version of the trade-offs in Transit Network Design lead by Michelle Poyourow, Principal Associate, Jerrett Walker & Assoc. (or her colleagues Daniel, Evan or Manuel).
- Chances for each Provider to deliver key parts of the presentation that highlight the progress in their county.
- Videos highlighting riders and the towns, trails and other benefits of transit.
- Transit awards highlighting employers, drivers, and riders.

Press will be invited and press releases will be created to share out with a wider audience post-event.





Task #4: Contingent Tasks

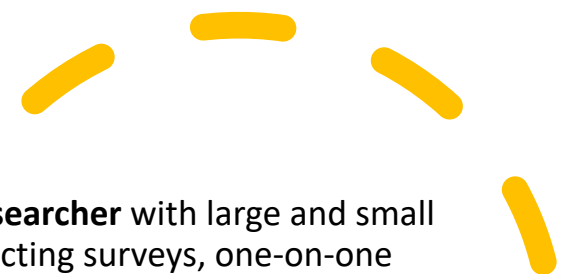
An initial 4% of the budget is set aside for Contingent Tasks. Additional funds from underestimated budget items to go to Contingent Tasks Fund.

Each workshop to contain a short section at the end dedicated to creating a 'wishlist' of tasks & products based on the topics of the day. This evolving list will be used as the key prompt for discussing the best way to use the Contingent Tasks fund. Additional options include:

Simplicity Audit of the five providers, looking at the experience of the Gorge system from the rider perspective to create a presentation of key changes we could make to coordinate stops, signage, naming, etc. To include case studies from other transit systems. Conducted by Christina Winberry, Four Nines Technologies.

Additional promotion of impactful research and report findings via PR, social media, community presentations, etc.

Qualifications



Emily Reed, Principal

Emily has 25+ years of experience as a **workshop facilitator** and **professional researcher** with large and small companies both in the US and Australia. This work involves designing and conducting surveys, one-on-one interviews and focus groups.

Over the past 16 years, this work has expanded into community projects that blend marketing, organizing and **event planning**.

Emily is a **Gorge** native (raised in The Dalles and attended Kindergarten in Carson) and has a deep understanding of the different cultures within the region. She served on Mosier City Council for 8+ year and as President for most of her term. More recently she has spent the past 4 years as Network Director of Columbia Gorge Tourism Alliance, focused on using tourism as force for local good.

This position allowed her to dive deep into the growing world of **Gorge Transit** where she has help build awareness around the benefits and routes of the coordinated system.

Kelly O'Dowl, Project Manager

Kelly is an accomplished educator and project manager who moved to the Gorge in 2017. Her experience includes creating experiential education programs, adult workshops, and community events with the Mount Adams Institute and recently creating captivating curricula at the New School.



Fee Structure

ESTIMATED COSTS

Task #1: Facilitate Coordination of Regional Fixed Route Services (\$36,000)

- Coordination, Research, Preparation, Management and Report of Outcomes for 6 workshops and multiple topics
- Includes cost of food, materials and venue
- Includes fees for Expert Speakers (\$8,000 - \$10,000)

Task #2: Policymaker and Community Outreach (\$18,000)

- Rider Survey Design, Management, and Report (\$5000)
- Impact Report (\$2000)
- Online Folder of Additional Graphics & Materials (\$1000)
- 15 Presentations to Policymakers (\$10,000)

Task #3: Gorge Transit Event (\$27,000)

- Event Planning, Management, Execution and Template (\$5000)
- Venue, Tech, Transit, Marketing & Catering Costs (\$12,000)
- Speaker Fees (\$10,000)

Task #4: Contingent Tasks (\$9000)

- Policymaker Interviews and Report (x15) \$4000
- Simplicity Audit \$3000

Rates:

Emily Reed @ \$100/hr
Kelly O'Dowd @ \$30/hr



References

Alexa Carey, Travel Oregon (re Workshop Convenings and Events)

541-698-7795 | alexa@traveloregon.com

Arlene Burns, Former Mayor of Mosier (re Gorge Politics and Events)

541-399-6780 | arleneburns@gmail.com

Scott Cowan, Agency Director (re Research for Wisconsin Cheese and other projects)

503-781-0445 | scott@greatsociety.com

Work Samples

RESEARCH & WORKSHOPS

Brand Strategist on over 100 different brands which included primary and secondary research, surveys, focus groups and client workshops.

Visit emilykreed.com for examples.



Work Samples

EVENTS

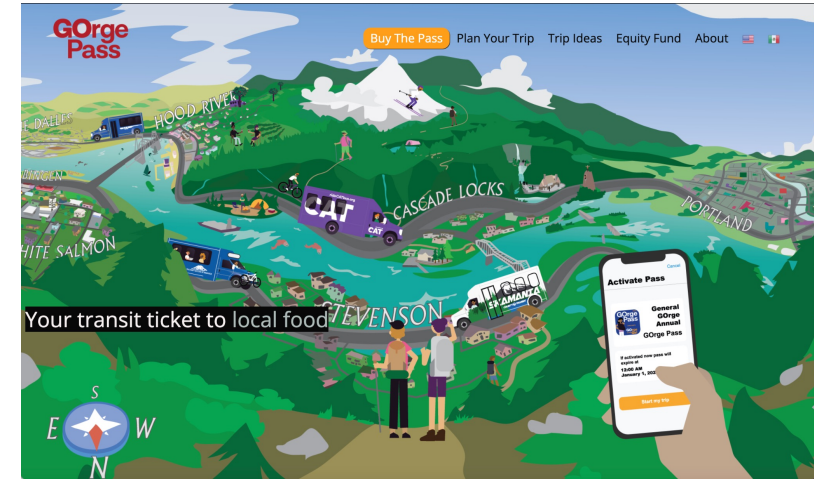
Region-wide focused events include Gorge Tourism Summit (2019 & 2023); Summer Kick Off (2022); Gorge Happiness Month (2016 – 2023); Interesting: an annual popular speaker series held in Sydney, Portland and the Gorge (2008 – 2015); Mosier Farmers Market weekly demonstrations (20Mosier 100 Year (2013-2014); zoom based events during the pandemic and more.



Work Samples

GORGE TRANSIT

In-depth understanding of Gorge Transit System via monthly convenings of providers, public outreach at regional events, and management of marketing program.



Location of Office

509 Cascade Ave, Suite H
Hood River, OR 97031

Additional Information: Draft Timeline

2024

Jan: Identify initial research topics, set workshop dates/schedule

Feb: **Workshop #1** (To include wish list of topics, order and ideal experts)

March: Initial **Policymaker Presentations** (2023 Impact + Interview Invitations)

April: Commissioner Interviews

May: **Workshop #2**

June: Rider Surveys

July: Research Write Up

Aug: **Workshop #3**

Sept: **Policymaker Presentations** (Survey results)

Oct:

Nov: **Workshop #4**

Dec:

2025

Jan: **Workshop #5**; 2024 Impact Report Creation

Feb: **Policymaker Presentations** (2024 Impact):

March:

April: **Gorge Transit Summit**

May: **Workshop #6** (to include Final Contingent Tasks)

June: Final Summary Report



Thank You

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, MCEDD Executive Director
Date: January 31, 2024
Re: Personnel Policy Updates

Request: Recommend approval of the updates to the MCEDD Personnel Policy to the Full Board of Directors.

Overview

We regularly review the MCEDD Personnel Policy to ensure it stays up to date with state and federal rules. We are suggesting some small changes as a result of comparing our policy with the Special Districts Association of Oregon's Sample Oregon Government Employee Handbook.

One change we initiated is to the language about paid holidays to clarify that employees receive 7.5 hours per holiday (pg 19). The need for clarity around this issue came up as we now have employees working flexible schedules with longer days.

A second change we initiated is around Inclement Weather (pg 20). During the recent winter weather, we needed to cancel The Link service for a few days, thereby reducing the hours worked for our Drivers and Dispatchers. Those employees pushed back on the policy and in response I reviewed how our policy compares to that of Cascades East Transit (Bend area) and Columbia Area Transit (CAT). I am recommending the modifications presented here mostly for clarity, with the change about paying for a full shift if you are sent home early coming from CAT's policy. **The Committee could also consider an alternative policy to cover pay for employees not eligible to work from home in the event of emergency closures.**

All changes are noted with strikes/ underlines and are highlighted in yellow.



Mid-Columbia Economic Development District

PERSONNEL POLICIES AND PROCEDURES MANUAL

Effective Date: ~~September 21, 2023~~ March 21,
2024

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Mid-Columbia Economic Development District Personnel Policies and Procedures Manual

1. Administrative Procedures

- 1.1 **Purpose:** These policies are adopted in the interest of establishing uniform and equitable procedures for dealing with personnel matters.

This Personnel Policy is not intended to address all the possible applications of or exceptions to general policies and procedures. District policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies, please ask the Finance and Operations Manager.

The District acknowledges that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Policy. In that event, the District will try to make fair and equitable decisions while making sure that the best interests of the organization are served.

Neither this Policy nor any other organizational document confers any express or implied contractual right to remain in the District's employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by the District or you for any reason, at any time.

This Policy is not intended to undermine or remove your rights as outlined by the National Labor Relations Board (NLRB). The District fully acknowledges and respects your rights to engage in protected concerted activities, which include the right to discuss wages, working conditions, and other terms of employment with your fellow employees, as well as the right to form, join, or assist labor organizations. If you have any concerns or questions regarding your rights or any content in this Policy, please seek clarification from the Finance and Operations Manager or legal counsel.

- 1.2 **Scope:** These policies shall provide procedures for recruiting, selecting, classifying, compensating and discharging all employees of the District. These policies are intended to provide guidelines and procedures, not substantive contractual or property rights.
- 1.3 **Adoption and Amendment:** These personnel policies are adopted by the Mid-Columbia Economic Development District Board of Directors (Board). The Board expressly reserves the right to change, add to, or delete policies at any time. The effective date of these policies is the date noted of the effective date shown on page 1. These policies replace and supersede all pre-existing policies, procedures, or orders relating to personnel matters of the District and its employees, enacted prior to this date.
- 1.4 **Administration of Personnel Policies:** Except as otherwise stated in these policies or otherwise altered by the Board, the Mid-Columbia Economic Development District Board delegates to the Executive Director the authority to recruit, select, appoint, hire, terminate and direct staff, and the day-to-day administration of these personnel policies.
- 1.5 **Personnel Records:**

- 1.5.1 A personnel file for each employee is kept in the District offices. The files shall be kept in a secure file cabinet and be accessible only on a need to know criteria. An employee's personnel file contains the employee's name, title and/or position held, job application, job description, salary, W-4 form, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. The employee's I-9 form will be maintained in a separate file. All medical-related records and drug testing records will be maintained in separate confidential files. These will include, but are not limited to, the following documents: pre-offer pre-employment medical exam results, all medical exam results on current employees, drug-test records, documents gathered in connection with considering accommodations for employees under the American with Disabilities Act and applicable state non-discrimination statutes, leave of absence request forms and medical certification information obtained in connection with the employee's request for a family and medical leave for a serious health condition for an employee or an employee's covered family member, and all other records of a medically-related nature.
- 1.5.2 An employee has the right to review his/her file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the District denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.
- 1.5.3 Background screenings are stored in protected files. This information is not considered part of the employee's personnel file, so it is not available to employees for review.
- 1.5.3 Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information and approval by the Executive Director.

1.6 Equal Employment Opportunity:

- 1.6.1 The District is an equal employment opportunity employer. The District employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's age, color, gender, marital status, medical condition, military status, national origin, pregnancy, physical handicap or disability, race, religion, sexual orientation or any characteristic protected by law.
- 1.6.2 Each employee is expected to promote a work environment that reflects care, concern, and respect for every person.

1.7 Americans with Disabilities Act (ADA):

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

- A physical or mental impairment that substantially limits one or more major life activities.
 - A record of such impairment.
 - Being regarded as having such impairment.
- 1.7.1 The District will make reasonable accommodations so that employees with disabilities can perform the essential functions of his or her job. The essential functions of each position are its most fundamental job duties – the duties which the position exists to perform—which are outlined in the applicable position description.

- 1.7.2 Reasonable accommodations may include actions to make existing facilities accessible to, and usable by, the disabled employees and applicants in question, modify work schedules, and acquire or modify equipment.
- 1.7.3 The District will only refuse to make accommodations that would constitute an undue hardship or if it places the person with a disability and/or other persons at imminent physical risk.
- 1.7.4 It is the intent of the District to apply these policies to all employment practices, including, but not limited to: job applications and testing; hiring; termination; advancement; promotion; tenure; compensation; training; recruitment; advertising of job openings; layoff and recall; leaves of absence; fringe benefits; and all other employment related activities.
- 1.7.5 The District will ensure that meetings, events, sponsored training, information exchanges, and social activities will be accessible to employees and all members of the public who are expected, invited, or allowed to attend.

1.7.6 **Pregnancy Accommodation Policy:** The District will make reasonable accommodations to employees that are experiencing known limitations related to pregnancy, childbirth or a related medical condition, to the extent the accommodation can be made without imposing an undue hardship on the organization. The District seeks to comply with both the federal Pregnant Workers Fairness Act (PWFA) and any state provisions and rules it is subject to regarding pregnancy related conditions as well. Possible accommodations may include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

The District will not take adverse action against an employee for inquiring about, requesting, or using a reasonable accommodation.

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

1.10 Whistleblower Protections

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

any employee wishing more information, further details can be obtained from the Human Resources Director.

- 1.10.2 The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.
- 1.10.3 Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director or designee immediately. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- 1.10.4 All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Director or designee who is responsible for investigating and coordinating corrective action.

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

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

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

(b) "Public body" means the state or any department, agency, board or commission of the state or any county, city or other political subdivision in the state.

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

1.13 Drug Free Workplace: The Drug Free Workplace Act of 1988 requires the District to preserve a work environment free from the effects of drugs, alcohol, or other performance-impairing substances.

1.13.1 The manufacture, distribution, dispensation, possession or use of unlawful drugs or alcohol on District premises or during work hours by District employees is strictly prohibited. The District may discipline or terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours.

1.13.2 The District may also discipline or terminate an employee who reports to work under the influence of alcohol, drugs, or any controlled substance. The District may also

discipline or terminate an employee who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the District's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the District or others.

1.13.3 The District is committed to supporting employees who undergo treatment and rehabilitation for alcohol or other chemical dependency.

1.13.4 The District has an adopted Drug and Alcohol Policy for employees performing a safety-sensitive function, including those operating transportation programs. All covered employees are required to adhere to the policy.

1.14 Seat Belts: Anyone operating a vehicle on District business must wear seat belts at all times.

1.15 Safety: The District is committed to providing a safe work environment that complies with all applicable federal, state, and local laws.

1.15.1 Every employee is responsible for maintaining a safe work environment and following the District's safety rules. Each employee should be familiar with safety and health procedures relevant to their duties. In addition, each employee is responsible for maintaining a safe work area. Each employee shall promptly report all unsafe or potentially hazardous conditions to their direct supervisor and the Executive Director. The District will make every effort to remedy problems as quickly as possible.

1.15.2 In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their direct supervisor and the Executive Director.

1.15.3 If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state workers' compensation law. The District carries workers' compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.

1.16 Driving While on MCEDD Business: Employees using a vehicle to conduct MCEDD's business must possess a valid driver's license. MCEDD may verify the validity of your driver's license. Employees using a private vehicle to conduct MCEDD's business must also carry auto liability insurance and must make any necessary arrangements with their insurance carriers.

1.16.1 All employees who may be required to drive on MCEDD business may, at any time, have their driving record checked by MCEDD or its insurance company and MCEDD may receive automated reports from the Department of Motor Vehicles that notify MCEDD when there are transactions on your driving record such as speeding tickets and citations.

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

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

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

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

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

2. General Provisions

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

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

2.2 Hours of Work:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.4 Conflict of Employment:

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

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

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

2.5 Political Activity:

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

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

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

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

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

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

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

2.7.2 Employee Responsibilities and Expectations

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

2.7.3 Employee Responsibilities Related to IT

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

2.7.4 Telecommute Security

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

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

2.7.5 Supervisor Responsibilities

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

2.7.6 MCEDD Responsibilities

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

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

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

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

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

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

3. Recruitment and Selection

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

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

4. Position Classification

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

5. Employee Compensation

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

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

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

5.9 Payroll Deductions:

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

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

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

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

6. Fringe Benefits

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

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

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

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

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

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

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

- 6.4 Workers Comp:** The District pays an employer share of 50% of the cost of coverage under the State of Oregon Workers Benefit Fund.

- 6.5 Unemployment:** The District is a participant under the State of Oregon unemployment compensation plan.

- 6.6 Holidays:** Full-time employees shall be entitled to **7.5 hours per** paid holidays on each of the recognized holidays. Part-time employees receive a prorated percentage of holiday **hours benefits**.

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

- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

6.7 When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

6.8 If a non-exempt employee is required to work on a holiday observed by the district, the employee shall either be paid or given compensatory time for all hours worked at the rate of one and one-half times the regular rate. The amount of paid holiday time the employee earns on this date is what they normally would have received less the amount of time worked. For example, if a full-time non-exempt employee works 5 hours, the employee will be paid one and one-half times the regular rate for 5 hours and at the regular rate for 2.5 hours to total 7.5 hours.

6.9 Employees who are off work on an unpaid leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave.

6.10 Employee Assistance Program: The District recognizes that employees and their family members may, from time to time, face personal issues that affect their careers and personal lives, or both. Solutions to some of these problems may not be readily apparent. To this end, we offer the services of outside professional counseling for the employee and the employee's family to help deal with personal problems such as working relationships, family relationships, substance abuse, finance management, etc. Employee or a member of the family may consult with these professionals on a confidential basis in accordance with the Employee Assistance Program offered by the District.

6.11 Inclement Weather and Emergency Closures: Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office. The Executive Director will make a determination to close operations or to remain open. If MCEDD is continuing operations, employees unable to report for work may elect to not be paid or to utilize PTO leave.

In the event that MCEDD makes the decision to close the office or limit The Link service prior to the start of the business day, the closure will be announced via an organization-wide email from the Executive Director and phone calls to Drivers and Dispatchers from the Transportation Operations Manager. It is the responsibility of each employee to contact their supervisor if there is any doubt regarding office operations.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via e-mail and phone calls to Drivers and Dispatchers from the Transportation Operations Manager.

All Exempt employees who hold a position that is eligible to work from home with approval are expected to do so or to use Personal Time Off if needed, in communication with their Supervisor will be paid for all absences [full-day or partial-day] related to emergency closures.

Non-exempt employees who hold a position that is not eligible to work from home will not be paid for time away from work due to office closure or limitation of The Link service; however, with supervisory approval, available Personal Time Off may be used. Supervisors will attempt to find alternative work for these employees around the office/ facilities if there is any available and if it is safe to drive to the office. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two (2) hours of for the rest of their regularly scheduled shift, whichever is greater.

7. Leaves and Absences

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

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

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

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

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

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

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

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

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

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

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

7.2.1.a The leave sharing is approved by the Executive Director.

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

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

7.2.1.d All donated leave must be given voluntarily.

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

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

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

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

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

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

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

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

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

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

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

7.7.2 Serious Health Condition is leave taken to provide care for a family member with a serious health condition as defined in 839-009-0210; or to recover from or seek treatment for a serious health condition that renders an employee unable to perform at least one essential function of the employee's regular position. **Oregon covers a spouse or domestic partner, your child (biological, adopted, stepchild, or foster child), your spouse or domestic partner's child, or the child's spouse or domestic partner, your parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of your spouse or domestic partner, or your parent's spouse or domestic partner, your sibling or stepsibling or their spouse or domestic partner, your grandparent or your grandparent's spouse or domestic partner, your grandchild or your grandchild's spouse or domestic partner or any person who has an affinity with you as a family member.**

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

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

7.7.5 Bereavement Leave is leave taken due to the death of a family member to attend the funeral or alternative of a family member; make arrangements necessitated by the death of a family member; or to grieve the death of a family member; up to two (2) weeks of leave is available in each such case, and not to exceed 12 weeks per leave year. The leave must be completed within 60 days after the date on which you receive notice of the death of your family member.

7.7.6 Military Family Leave Act is leave taken by the **spouse** or **domestic partner** of a member of the Armed Forces of the United States, the National Guard, or the military reserve forces of the United States who has been called to active duty or notified of an impending call or order to active duty, or who is on leave from active duty during a period of military conflict. Eligible employees are entitled to 14 days of **unpaid** leave per deployment and must provide notice to the Executive Director, of intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as is practicable when official notice is provided fewer than five days before commencement of the leave. The 14 days count against the employee's 12-week OFLA allotment for the year; this means the days are included in, not in addition to, the 12 weeks of family leave available under Oregon's Family Leave Act (OFLA). Notice shall include a photocopy of the service member's orders to verify that the leave is for the purpose as defined in OAR 839-009-0380. No retaliation or discrimination may occur because an employee has requested OMFLA leave.

7.7.7 Definitions

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

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

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

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

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

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

- 12 weeks of family medical leave for parental, family serious health condition, sick child, and/or personal serious health condition reasons;
- An eligible female employee may take up to 12 weeks of pregnancy disability leave in addition to 12 weeks of OFLA leave for any leave purpose;

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

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

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

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

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

7.7.10 Certification: Employees are required to provide a medical *Certification of Physician or Practitioner* form from their health care provider to support a family medical leave request. Where the need for the leave is anticipated, they must provide the certification in advance of the leave, when possible. However, certification is not required for parental leave although employees may be required

to provide documents evidencing birth, adoption, or foster placement. Where the need for leave is not anticipated, employees may be required to provide medical certification within 15 days of MCEDD's request for such certification. In some cases, MCEDD may require a second or third medical opinion, at MCEDD's expense.

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

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, the District asks that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

7.7.11 Pay and Benefits: The employee may choose to 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.

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

- to address any issues which arise from the military member learning of a call or order to duty seven or less calendar days prior to deployment;
- to attend military events or sponsored family support programs;
- to arrange for alternative childcare or school attendance, attend childcare or school meetings, or provide childcare on an urgent immediate need basis when necessitated by the call to duty;
- to make or update financial and legal arrangements to address the military member's absence, or to serve as the military member's Representative in obtaining, arranging or appealing military service benefits;
- to attend counseling (not provided by a health care provider) or oneself, the military member, or child of the military member;

- to spend time (up to five days of leave for each instance) with a military member on temporary rest and recuperation leave;
- to attend post-deployment activities, and
- any other events which employer and employee agree arise out of the military member's call to duty, qualify as an exigency, and agree as to the timing and duration of leave.

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

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

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

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

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

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

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

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

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

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

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

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

- A. Family leave - Caring for members of the employee's family:
 - During the birth of a child
 - Bonding with a child in the first year:
 - After birth
 - Through adoption
 - When the child is placed in the employee's home through foster care
 - To care for a family member with a serious health condition*.
- B. Medical leave - The employee caring for themselves when the employee has a serious health condition*.
- C. Safe leave - For survivors of:
 - Sexual assault
 - Domestic violence
 - Harassment
 - Stalking

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

7.12.5 Insurance Benefit While on Leave: The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. 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.

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

7.12.6 Notification of the Need for Leave: An employee is required to provide MCEDD notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the MCEDD within twenty-four (24) hours of the leave and provide

written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify MCEDD as soon as possible.

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

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

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

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

The employee will be required to pay their portion of all elected benefits premiums while on leave.

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

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

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

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

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

For additional information about discipline, please see the Disciplinary Guidelines.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Abuse may be grounds for discipline.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The District is committed to creating a diverse, inclusive, and equitable workplace that values and respects all individuals, regardless of their natural hair texture and hairstyle. The District recognizes that natural hair is an essential part of self-expression and cultural identity and discrimination based on these attributes is not acceptable.

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

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

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

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

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

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

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

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

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

Memorandum

To: MCEDD Executive Committee

From: Jessica Metta, MCEDD Executive Director

Date: January 31, 2024

Re: Health Insurance Benefits for Part-Time Employees

Request

Provide feedback on providing health insurance benefits to part-time employees.

Overview

Currently we are fully staffed with part-time Bus Drivers, but these positions can be difficult to fill due to the lack of health insurance benefits (medical, dental, vision). I became aware that other special districts sometimes provide health insurance benefits for part-time employees (sometimes fully and sometimes prorated) and wanted to have Executive Committee feedback on considering this change. Staff is only considering benefits for employees working at least 20 hours per week.

Current Practice

The District covers 100% of the employee-only costs for full-time employees (working 30-37.5 hours per week) and 50% of the difference in premiums for any spouse/ child/ family coverage.

Options

For part-time employees working between 20 and 29.9 hours, the District covers (options: 100%, 75%, 50%) of the employee-only costs and (options: 50%, 25%, 0%) of the difference in premiums for any spouse/ child/ family coverage.

Financial Implications

Current Health Insurance Rates (medical/dental/vision) are as follows:

- Employee: \$831.29 / month
- Employee + Child: \$1526.67 / month
- Employee + Children: \$2069.23 / month
- Employee + Spouse: \$1744.89 / month
- Employee + Family: \$2386.70 / month

We have five part-time drivers at present. One is full-time when combined with some dispatch work and one works less than 20 hours per week, leaving three potential current positions impacted.

Three part-time positions with employee-only benefits covered fully = \$29,926.44 per year.

Given the salary level of our Bus Drivers, it seems unlikely that an employee would enroll their spouse/ child/ family even if the District covered 50% of the difference in premiums as we do for full-time employees.



Economic Development Division Report

Prepared for the February 2024 Executive Committee Meeting

County Economic Development

- Staff participated in the Sherman County Four Cities meeting in January and discussion focused on code enforcement process, budgeting, and upcoming funding requests.
- Staff continue to support the Grass Valley Country Market in making progress on the EV charging project. One of the two chargers they ordered is installed. The second was delayed and they are exploring canceling the order as the payment system has not been reliable for their users.
- Staff supported several communities in funding requests. The City of Moro is submitting an application to Business Oregon for Water/Wastewater funding to repair their water reservoir floor which has a leak. The City of Maupin submitted a Safe Drinking Water Revolving Loan Fund application for both water system master plans and a leak in their reservoir as well.
- Staff engaged with the Wasco County Planning Department and smaller cities regarding the Wasco County Multi-Jurisdiction Hazard Mitigation Plan update process and increasing participation from the smaller jurisdictions. Staff is working with both Wasco County and communities to develop a process that works for their capacity, and support the Cities through participation and drafting as needed.
- Staff met with Rufus, Wasco, Dufur, Maupin, and Mosier to review current and upcoming projects and needed support. Additionally, staff met with our Oregon county's Business Oregon Regional Development Officer and Regional Project Manager to review current regional project status and needs from the agency to support communities moving forward.
- Staff is conducting outreach around the Congressional Community Initiated Project Process that is open in our Oregon Counties to ensure that local districts interested in participating have the necessary resources and support to move forward.
- Staff has processed several additional Sherman County Housing Grant information requests and supported one new Housing Rehab Grant through the approval process with the Sherman County Court.

Broadband

- Staff continues supporting next steps in for Klickitat and Skamania Counties related to broadband. Staff has identified a potentially viable partnership to support Skamania County in increasing access, and is working to find service provider(s) who will serve the rural parts of Klickitat County.
- Staff is working with Q-Life to support a Broadband Technical Assistance Program (BTAP) focused on business planning and feasibility work for expanding fiber based broadband services to more areas of Wasco County. Staff has engaged with the partners Sherman County is working with to submit a BTAP planning grant focused on Sherman, Wheeler, and Grant counties to offer support.

Industry Clusters, Entrepreneurship, and Innovation

- Progress continues as staff works with partners around building out a viable ecosystem for a regional innovation cluster with support from the State of Washington through the Innovation Cluster Accelerator Program (ICAP) Launch grant MCEDD received. An engaged group is collaborating around next steps and are positioning our cluster for national recognition and future funding

opportunities. Staff is preparing for a joint visit of Oregon's and Washington's departments of aviation, plus Washington Dept. of Commerce and Business Oregon to the region to explore assets.

- The GTA is hosting the Gorge Founders Roundtable February 15th in Bingen in partnership with Technology Association of Oregon and RAIN Catalysts highlighting Pierce Louis from Dirt Huggers, Nicole Bassett from the Renewal Workshop, and Tracy Bech of 60 Minute CFO and Starboard Collectives. The GTA is also hosting a NASA Astronaut coming to Gorge schools and for a public presentation on 3/21. Staff is also preparing for AUVSI Xponential (uncrewed systems trade show) in San Diego in April. Staff has a goal of "announcing" the innovation cluster at that show.
- MCEDD has been awarded another round of Rural Opportunity Initiative grant funding from Business Oregon. Staff will use these funds to continue and expand the Innovators' Drinks series, host the Pitch Fest competitions this year and next, and expand the 2025 Pitch Fest lead up to include a youth entrepreneurship track and a South Wasco County feeder event. MCEDD also partnered with Maupin Works to incorporate support for staffing, programming, and subsidized business memberships for their space in the grant this biennium. Events will occur in all of our Oregon counties, and will include some Spanish language events. Staff has engaged with South Wasco Alliance, Maupin Works, and the SBDC to ensure alignment with South County work as well as reconvened the Wasco Innovation Initiative team to discuss upcoming efforts.
- MCEDD was awarded a small grant from the Washington State Microenterprise Association to host five events supporting founders and leaders of small businesses interested in access to resources, markets, and networking opportunities. The events will all take place in Skamania and Klickitat Counties, and will include a Spanish language event and one in partnership with Gorge Women in Business.

Energy:

- The Energy Council's transportation and land use subcommittee is developing an electric vehicle charging infrastructure plan for Hood River County. This project emphasizes the benefits of "dig-once" planning and includes collaboration with utilities, fleet operators, local planning offices, and other transportation decision makers. The Energy Council is convening a committee, which has met twice, that is informing the plan.
- Energy Council staff attended the first steering committee meeting for the Hood River County Multi-Jurisdictional Hazard Mitigation Plan update, led by the Hood River County Office of Emergency Management. This planning effort will update both the Hazard Mitigation Plan and Community Wildfire Protection Plan for Hood River County.
- The Energy Council is accepting applications for a newly created seat on the Energy Council that is reserved for a student representative. Applications, available now on the Energy Council's website, are due February 15. The position is open to any high school or college student living in the five-county MCEDD region.
- Energy Resilience Project Updates:
 - Mt. Hood Town Hall: Hood River County received planning funding from the Oregon Department of Energy (ODOE) Community Renewable Energy Grant Program (C-REP) to refine a plan for a solar + storage system at Mt. Hood Town Hall. This planning effort will determine the best size, configuration, and location for a solar + storage system, taking into consideration State Historic Preservation Office limitations and other factors that are specific to this site. Mayfield Renewables was selected as a consultant. They conducted their initial site visit on January 23 and will spend the next month collecting data and information that will inform the system design.

- Cascade Locks City Hall: The City of Cascade Locks received construction funding from ODOE C-REP for a solar and energy storage microgrid at Cascade Locks City Hall. The proposed system will include at least 64.8 kW of solar capacity, 136.8 kWh of battery storage, and a diesel generator. The City is also waiting to hear back from a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) 5% Initiative subapplication for the same project which, unlike the ODOE C-REP program, will help with a needed roof replacement and electrical upgrades for the building. The City has been responding to Requests for Information from FEMA about the project. The Energy Council is providing project management support for this project.
- Wy'east Middle School: New Buildings Institute is leading the Microgrid Opportunities: Vehicles Enhancing Resiliency (MOVER) project at Wy'east Middle School. This collaboration will implement a nationally replicable pilot project that uses electric school buses and light duty fleet vehicles as storage for a PV microgrid to provide backup power for portions of the school during long-duration power outages. ODOE C-REP funding will be pursued to cover portions of the solar + storage system. The first community meeting will take place the evening of Wednesday, February 28 at Wy'east Middle School. The Energy Council will lead the ODOE C-REP application, will support two community meetings, and will provide support and resources in other areas.

Brownfields

- MCEDD is leading a coalition that received a \$1 million brownfield assessment coalition grant from the Environmental Protection Agency. The coalition includes Columbia Cascade Housing Corporation, Wasco County, Sherman County, and Klickitat County. The grant will fund environmental assessments and planning activities throughout the MCEDD five-county region. This four-year grant runs from October 2023- September 2027. Staff convened a kickoff meeting for the Brownfield Advisory Committee (BAC) to give an overview of the project and start a conversation about eligible activities and initial prospects and a second meeting is scheduled for February. MCEDD is still waiting to receive our cooperative agreement from EPA, which is expected shortly.
- Staff has received outreach from potential applicants as The Dalles Coalition grant with the Port and Wasco County has committed all of its funding to projects. Staff met with the City of Maupin about potential projects in their community along with the City of The Dalles staff leading their grant efforts. Staff also met with Klickitat County Economic Development to discuss potential focus areas in Klickitat County.

Grant Management: Jacque Schei continues to support these projects on a limited, part time basis as several project work toward wrapping up and the new hiring process is underway.

- **Biggs Water Project:** The District is working to sanitize the system before bringing it on line! They are working toward final project completion and close out.
- **Crystal Springs Water District:** The Odell Water Co project still in design phase.
- **Dog River Pipeline:** Work on the pipeline has paused for winter weather.
- **Hood River Valley Adult Center:** Work has been completed and they are open and using the remodeled kitchen! Staff work continues to support project close out.

Additionally, Jessica Metta supported the City of Cascade Locks on submitting a request to change the Scope of Work to the EDA for their electrical system upgrade grant. We are waiting to hear a response from EDA.



Executive Director's Report

Prepared for the February 2024 Executive Committee Meeting

Regional Work and Outreach

- **District Expansion Update:** The EDA requested a resolution or letter of support from each County for the boundary modification request. I sent a draft for our five counties to review in December and have received all but Skamania and Sherman Counties. The largest time requirement is a requirement to update our Comprehensive Economic Development Strategy (CEDS) to include Gilliam County and have GEODC submit an updated CEDS. GEODC's CEDS is in process and is expected to be completed next Spring. I am on hold for hosting a meeting in Arlington to work through the process of developing a Gilliam County addendum to our CEDS with their community leaders.
- **Strategic Planning Process:** Just to make sure our two important in-person meetings with the Full Board are on your calendars: March 21, 2-4pm will be a Board Training at the Hood River Fire Station and April 18, 9am to 3pm will be the Board Retreat at the CGCC Skills Center in The Dalles. Please prioritize attending both events.
- **Oregon HB 3395** which would provide grant writing funding to all Oregon Economic Development Districts, including MCEDD, to support Oregon communities has stalled in its distribution from the OR Dept. of Administrative Services. We need a legislative fix to the bill language to disburse the funds, which hopefully will happen by the end of March.
- Washington Dept of Commerce issued a new funding opportunity that could help our WA partners hire grant writers (such as MCEDD) to move CEDS projects forward, if there was the intention of applying for federal funding between January and June 2024. I sent this information to our partners with the offer to provide support; I only heard from Klickitat Valley Health.
- **Associations:** The Oregon Economic Development District (OEDD) Association continues to meet monthly virtually. We recently discussed how to set up a regular line item for the EDDs in Business Oregon's budget. Also, Business Oregon invited me to participate in the statewide Advisory Committee for the development of their Strategic Plan as the President of OEDD. I will be attending the Washington Economic Development Association's spring conference in Olympia later in February.
- We hosted a meeting of the **Hood River Economic Development Group** in January with a tour of CGCC's Hood River campus and prioritization of their 2024 CEDS project list. We have begun the update of the major employers list for Hood River County as part of our workplan for this contract.
- I continued outreach to each of the five counties to start the annual process of updating the **CEDS priority projects lists**. I attended the meetings of the Skamania County Community Action Team and the Klickitat County Public Economic Development Authority where the project lists were discussed. Approval of the regional CEDS list will be part of the March Board meeting.
- I participated in a meeting in Cascade Locks with many regional partners to explore opportunities around shad. Shad populations are increasing drastically and are a detriment to thriving salmon. The meeting discussed challenges to harvesting and creating a market for shad, and economic opportunities for the region if the challenges were solved.

- I engaged in regional outreach through hosting a meeting of the Mid-Columbia Economic Resiliency Team in January where we explored the National Economic Resilience Data Explorer (NERDE) data tool and discussed winter weather impacts. I held additional regional outreach meetings with Skamania County, Wasco County Planning, Sense of Place Lecture Series, Big River Community Land Trust, Ports of both Hood River and Cascade Locks, North Central Regional Solutions Team, Gorge Women in Business, the State Director and Deputy Director of Washington USDA Rural Development. I participated in a strategic planning session for East Cascade Works.

Business Assistance

- Ami and I have been accepted into a Community of Practice program for entities like ours with Revolving Loan Funds (RLF). This will be a series of around eight virtual meetings that provides us with tools to improve our RLF performance and to help us learn from others around the country. The first meeting was held in January. This program is funded by the US Economic Development Administration.
- The Loan Administration Board approved a \$300,000 loan to existing loan client Invictus Global Services, Inc. which focuses on the unmanned aerial vehicle industry.

Regional Transportation

- Gorge Regional Transit Strategy Implementation: MCEDD received four proposals to engage a consultant in this work and is currently working with the highest scoring firm to secure a contract. The work will focus on enhancing coordination between the providers and developing a seamless regional public transit network for riders. Six workshops are scheduled for 2024 that focus on the topics the providers have prioritized.
- Gorge Regional Transit Network: Inclusive Outreach and Education Project: The primary goals of the Inclusive Outreach and Education project are to increase public awareness of the regional fixed route services and to educate potential riders about how to use the local bus services and the regional system. This project also provides funding for a Travel Trainer for Klickitat and Skamania counties who was hired in November and has hit the ground running. Both Travel Trainers are developing printed materials for the public and for our organizational partners.
- Gorge Transit Pass Sales: From January 1, 2023-January 1, 2024, the Gorge TransLink Alliance received a record \$63,840 in Gorge Transit Pass sales (gross). Sale proceeds are allocated to each provider via an allocation formula. The newsletter continues with strong outreach numbers, with a total of 2,384 people who receive the newsletter each month and an extraordinary open rate of 38.6% (national average newsletter open rate is 21.33%).

Link Transportation

- We held a meeting of the Wasco County Public Transportation Advisory Committee. At the meeting we shared the final Climate Change Action Report that was generated by our participation in a pilot project funded by ODOT. The report calculated our total Greenhouse Gas inventory and recommended changes to lower our emissions with electric vehicles, more telework, and supply chain considerations.
- MCEDD received an ODOT Grant Agreement for two projects funded through CARES 5311(F). One project is to add one additional run between The Dalles and Hood River from four (4) to five (5) times on weekdays effective February 19, 2024. The second project is to create a Daily Need Shuttle to serve Native American In-Lieu fishing sites. This project is still in the planning

phase. Kathy has set up a committee to advise The Link how to best serve Celilo Village, Lone Pine, and Lyle Point.

- Training: Transportation Operations Manager attended ODOT Grant, ADA, and Title VI Training via Zoom. The grant training provided grant application guidance as we plan to apply for 5339 Bus and Bus Facilities, 5310 Enhanced Mobility of Seniors and Individuals with Disabilities, and Vehicle Replacement Discretionary Program in the upcoming month.
- Service Changes: The Link will slightly reduce the frequency of the Blue Route in The Dalles to operate on a one-hour basis from 7:00am to 7:00pm on weekdays. This service reduction will allow Link to increase its Dial-a-Ride service. The decision to increase Dial-a-Ride service was based on ridership data from the past year as well as current and future funding guidelines that direct our service to focus on the specific needs in Wasco County for Non-Emergency Medical Transportation (NEMT) and transportation for Students, the Elderly and Disabled, and Low-Income individuals who require door-to-door service. The service change will be effective March 4, 2024.
- Bus Shelters: The environmental review form has been completed and submitted to ODOT's Regional Transit Coordinator for the fourth and final site for bus shelters in The Dalles. The fourth site will be MCCAC's new facility, the Gloria Center. The Link also received a quote within the grant budget from Schuepbach Construction for the installation of the four shelters. We need some agreements and approved engineering first before construction can begin.

Facilities, Trainings and Operations

- I have completed a draft of our Diversity, Equity and Inclusion (DEI) plan and shared it with a Board member for initial feedback before bringing it to the Executive Committee.
- Paul Lindberg and Claire Rawson will be helping us apply to reinstate Four Rivers Community Corporation. Dana and I started on the paperwork but then had questions. Paul has helped set up numerous nonprofits in the Gorge and is able to help with this work pro bono through a grant he has. We have a May deadline.
- Our HVAC system stopped working on January 20th. The system is like a giant Daiken mini-split that was installed when the building was constructed in 2016 by Thew Mechanical of Pendleton. Thew has serviced it regularly but were not able to come for the repair. I attempted to find a local repair option, but no local techs are qualified to work on a system like this (with much appreciation to Ellson HVAC for trying!). Apollo Mechanical Contractors of Kennewick came and assessed the compressor needed to be replaced, as well as the refrigeration filter and inverter board. All parts are still under warranty, but the 48 hours of labor resulted in a \$7850 repair proposal. I approved the quote, but we do not yet have a date for the repair. Staff are working from home a little more than usual and using space heaters in the office to stay warm. When the repair is in progress, they will attempt to determine the reason for the failure. We are in touch with insurance in case it would be eligible. If not, we do have a building contingency fund.
- I held annual evals for Admin Assistant Jill Brandt and Deputy Director Carrie Pipinich, and a six-month eval for Project Manager Jason Hartmann.
- I attended a NADO training for new(er) Executive Directors around how to communicate the value of your EDD.

Note: The regular process for my annual eval will happen in February with plans to hold the eval at the end of the March Executive Committee meeting. This will be my fourth anniversary as ED (and 15 years with MCEDD)!