



Mid-Columbia Economic Development District

Executive Committee Meeting
Wednesday, March 6, 2024
4:00 P.M.

Via Zoom Only: <https://us06web.zoom.us/j/83717063448>
Or Call 669-900-6833, Meeting ID: 837 1706 3448

AGENDA

| <u>Topic</u> | <u>Estimated Time</u> | <u>Item</u> |
|--|------------------------------|--------------------|
| Call to Order, Introductions | | |
| Executive Committee Minutes <i>February 2024</i> | 2 minutes | Approval |
| Finance Report | 5 minutes | Approval |
| Budget Committee | 5 minutes | Recommendation |
| Disciplinary Guidelines | 10 minutes | Recommendation |
| Staff Updates: Deputy Director, Executive Director | 10 minutes | Information |
| Other New Business; Committee Members Updates | | |
| Executive Director Evaluation <i>Executive Session per ORS 192.660(i)</i> (Performance evaluations of public officers and employees) | 10 minutes | Evaluation |
| <i>Regular Session Reconvened</i> | | |
| Executive Director Action | 5 minutes | Decision |
| 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, FEBRUARY 7, 2024
4:00 PM
ZOOM TELECONFERENCE

ATTENDANCE

Attending: Tom Lannen, Ken Bailey, Scott Clements, Joe Dabulskis, Eric Proffitt, Lori Zoller, Steve Kramer

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

Guests: Commissioner Pat Shannon, Les Ruark

CALL TO ORDER / INTRODUCTIONS

Judge Joe Dabulskis called the meeting to order at 4:07pm. A quorum was present. A round of introductions took place.

EXECUTIVE COMMITTEE MINUTES

Judge Joe asked for any questions, comments or edits on the December 6, 2023, minutes as presented. *There were none.*

Ken Bailey motioned to approve the December 2023 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. All voted in favor, and the motion carried.

FINANCIAL REPORT

Jessica pointed out the LGIP account for the USDA IRP funds need to be moved into an FDIC- insured account per USDA requirements. These dollars will be moved out of their current LGIP account, and the account will be closed. Jessica commended Dana for catching this requirement. The supplemental budget that was discussed at the previous meeting has now been put on hold, and the plan is to wait to budget for the proposed new junior position under the Infrastructure Grants Manager position until July 1 so that it can be written into the new budget. If a supplemental budget is needed, it will be done at the same time as the regular budget preparation.

Jessica informed the Board that Dana Woods submitted her resignation effective at the end of this month. Dana's position is posted on MCEDD's website, Indeed, and on LinkedIn. Jessica has contacted Summer Sears, the CPA who helped during the last Finance Manager transition. Summer indicated that she was likely available to help during this transition. Jessica has scheduled a meeting with Summer next week. There are many details to think of, and Jessica said the position may take time to fill.

Discussion: Eric asked if Summer had experience with Caselle. Jessica explained that Summer actually had more experience with Caselle than with Quickbooks. Ken agreed that this strategy was the proper way to go to so that MCEDD does not feel forced to rush into the new hire. Eric asked if Summer's fees for services would be a be wash (direct substitute cost) in place of paying salary to the filled position. Jessica will verify but noted that Summer will not be working full time for MCEDD. Joe asked if any action was needed from this group. Jessica asked the Board to think about any potential candidates and send them her way.

Joe Dabulskis motioned to authorize contracting Summer Sears for interim financial services. Ken Bailey seconded the motion. All voted in favor and the motion passed.

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

GRANT REQUESTS

Jessica asked for approval to apply for and receive the grant funding outlined in the packet memo. She gave a summary of the transportation grant applications that are currently in progress and will be submitted in a couple of weeks. Carrie summarized the economic development grants applications in progress. The Oregon Community Foundation grant will support continuing Lindsay's work with the Hood River County Energy Council. The Regional Innovation Hub Implementation grant will build on the work accomplished under the planning grant that MCEDD received last year. The Growth Accelerator Fund Competition from the SBA will continue to build on the work begun under the ICAP launch grant.

Ken Bailey motioned to approve the applications for grants in process, and to accept awards from any grants applications that have already been submitted. Eric Proffitt seconded the motion. All voted in favor and the motion carried.

GORGE REGIONAL TRANSIT STRATEGY IMPLEMENTATION CONTRACT AWARD

Jessica summarized the activity on the Gorge Regional Transit Strategy (GRTS) project to date. Phase 1 and 2 have been completed to bring the regional transit system to its current level. In December, Kathy Fitzpatrick issued an RFP for a consultant to continue moving forward with implementation. Grants have been secured from both ODOT and WSDOT to fund the next proposed work items including six workshops for the Translink partner transportation agencies, planning and execution of a transportation summit event, and building communication with each of the five counties' policy makers specifically around regional transit. Emily K. Reed has been recommended for the contract out of the four proposals that were submitted. The RFP and Emily's proposal were both included in the meeting packet. Board approval is required to contract this work for the amount of \$90,000.

Scott Clements motioned to approve the consulting contract award to Emily K. Reed as recommended by staff. Joe Dabulskis seconded the motion. All voted in favor, and the motion carried.

Steve Kramer joined the meeting at 4:39pm.

PERSONNEL POLICY UPDATES

Jessica explained the background behind the changes that were highlighted in yellow in the draft Personnel Policies handbook in the meeting packet. The first change was discussed and clarified at December's Executive Committee meeting with 7.5 holiday hours allotted to each employee as paid holiday time. Staff who work a longer day than 7.5 hours can either use PTO or flex their time to cover longer hours off on a holiday when they would regularly work a longer shift.

The second policy change arose out of the winter weather closures in January that caused The Link to shut down service and send drivers home. Drivers and dispatchers were told to use their PTO to cover the lost time and there were some objections. Jessica consulted with other transit authorities (CAT in

Hood River and CET in Bend) for comparable policies. CAT's policy is to pay the full shift to any drivers who are working when the decision to shut down service is made, but if transportation is closed and drivers and dispatchers do not come in at all, then PTO must be used to cover the wages for the day lost. The policy wording has been changed to read that MCEDD will cover driver and dispatcher full shifts when employees are at work on shift and are sent home early due to inclement weather.

Discussion: Eric Proffitt agreed with these proposed changes. He explained the State's Inclement weather policy that pays staff for closures due to a declared weather emergency. Ken Bailey commended Jessica for addressing these policies to ensure that staff are not shorted on their pay because of inclement weather.

Jessica clarified that moving forward, when staff are told not to come in, they have the option to use PTO. MCEDD's policy allows PTO to be used immediately when hired. If a new hire does not have enough PTO, other staff can donate their PTO to the person in need. If MCEDD sends staff home early, the rest of the day will be covered. If staff does not come in due to weather closure, PTO must be used for the day.

Ken Bailey motioned to recommend the Board approve the policy changes as presented. Lori Zoller seconded the motion. All voted in favor, and the motion carried.

PART-TIME BENEFITS EXPLORATION

Jessica introduced this topic as an exploration to gauge the Board's interest in providing health insurance benefits for part-time employees. She explained that The Link has had trouble filling part-time positions and she believes offering benefits could help. Currently MCEDD covers 100% of the benefit cost for full-time employees, and employees who work less than 30 hours are not covered at all. There are three current part-time employees that could opt in if MCEDD covered employee benefits 100%, for the cost of \$30,000 per year. Jessica added that with the salary level of drivers, spouse and family enrollment costs are prohibitive. Once the cost of spouse or family was deducted, there would be little paycheck left. Jessica asked for interest in offering this and if so, what portion of the cost for employees that MCEDD would cover.

Discussion: Eric Proffitt asked what CAT and other transportation entities cover. Jessica will research this. She noted that local special district NWPUD does cover part-timers' insurance costs. Eric added that the state prorates for part-time employees at 50-75%. and that this is a big attraction for employees. With unemployment so low at 3% in the area, this will give a significant part-time hiring advantage. Steve Kramer supported coverage at 50-75% and also more research with other transportation partners. He asked for a revisit on the topic when there is additional information to consider. Ken Bailey agreed that offering family coverage was not worth the effort because the cost is too high for part-time salary. Eric asked if the part-time status was chosen or only offered. Jessica explained that our part-timers either have other employment or are retired and only work part time. Joe Dabulskis asked if these benefits would kick in after six months or on day one. Jessica replied that full-timers receive benefits on day one, so part-timers would get the same benefit as full timers. Eric agreed that anything less than this was a detraction. He noted that with the current low unemployment, hiring is taking staff from other employers, not hiring unemployed individuals. This incentive is important to keep the part-time positions filled. Jessica agreed to bring more details to a future meeting.

DISTRICT BOUNDARY MODIFICATION UPDATE

Jessica gave an update on the pieces still needed for this process from the EDA's list of additional requirements. MCEDD's 2024 CEDS update is on track to include Gilliam County. The letters of support from each county have sparked some additional conversations, and Jessica asked the Board for reaffirmation that MCEDD's counties all support this addition. She allayed the concern expressed about MCEDD's staffing capacity, stating that MCEDD can handle the additional territory without detracting from the services currently provided within the district. One change will be the one additional Board member. Jessica opened the floor for discussion.

Discussion: Eric asked if Gilliam County's dues will provide appropriate revenue needed for MCEDD's services. The expanded structure under consideration for the infrastructure grants management will provide the expanded capacity to serve Gilliam County, but MCEDD is not adding another staff person specifically to oversee Gilliam County. MCEDD will receive dues revenue and will service contracts with Gilliam County the same as all other counties in the district.

Joe said that Sherman County has the letter of support on the next meeting agenda. While most of the Commissioners do not interact with MCEDD directly, all are happy with the services and want to ensure that this addition will not have a negative effect.

Scott was confused that the addition was not a done deal once the Board approved the resolution. Jessica explained that the addition has not been approved by EDA yet. Scott asked for clarification on today's discussion- if any action was needed. Steve explained that MCEDD has asked for letters of support from all the counties. Questions have been raised and answered. He added that Wasco County has already approved its letter of support.

Ken added that this process requires full approval of both MCEDD's Board and the EDA. The Board has approved it, but if the EDA's added requirements are not met, it won't happen.

Tom Lannen said that this topic has not yet been brought before the Skamania County Board. He appreciated today's discussion because this information will help him to respond to questions and concerns that will come up when the topic comes up on the county's agenda next week.

Pat Shannon reported that Gilliam County was still eager to make this move and offered support as needed. Jessica noted that MCEDD has hired Gilliam County's planning director for the Senior Project Manager position, as an illustration of how Gilliam is entwined with MCEDD.

STAFF UPDATES:

Deputy Director Carrie Pipinich gave updates on Economic Development activities and support in the district. All three Oregon counties are currently working on hazard mitigation updates. Broadband activity is on hold for the next disbursement of federal funding. The State's challenge processes are coming up. Jason continues to support the Washington Broadband efforts and Carrie has assisted QLife with their application for state funding in Wasco and Sherman Counties. Industry cluster/ entrepreneurship/ innovation grants (Rural Opportunity Initiative and Washington Microenterprise Association) will support a whole series of events in the upcoming months including pub talks, Pitchfest and Innovators Drinks events. Energy work is ongoing. The Hood River Energy Council focused on EV infrastructure planning for transportation throughout Hood River County, the solar + storage project for

Mt. Hood Town Hall, and the upgrade to the City of Cascade Locks Administration Building. Brownfields project is still awaiting the agreement from the EPA so is not begun accepting applications yet, but the systems for review and approval of applications are ready and in place.

Executive Director Jessica Metta announced that Les Perkins was appointed to the Oregon State Public Utility Commission. Hood River County will appoint a new commissioner to their Board and to the MCEDD position. She added that Les will be sorely missed, but that we will still benefit from his participation at the state level. MCEDD's strategic planning sessions with Alison Hart are scheduled. The office's HVAC system died in the storm. Repair work has been contracted with a firm based in Kennewick. The parts are still under warranty so the major cost for the repair is labor estimated at \$7850. The technician is scheduled to start on Monday. Staff have continued to work in the building with individual space heaters.

Discussion: Tom asked if there was any insurance coverage. Jessica replied the HVAC company has to determine why the system failed to see if the repair qualifies to be covered. If not, MCEDD has a building contingency fund in the budget that will be used.

MCEDD's Attainable Housing RLF has a deadline coming up on Feb 19th to revolve the funds. The application has been approved by the LAB meeting and the funds are on track to be disbursed by the deadline. Jessica reminded the Committee that her annual evaluation will be on the agenda for the March Executive Committee meeting, with prep done in February.

OTHER NEW BUSINESS/ COMMITTEE MEMBERS UPDATES

None.

ADJOURN

Joe Dabulskis adjourned the meeting at 4:57 pm.

Respectfully submitted by Jill Brandt, Administrative Assistant



FINANCIAL SUMMARY

As of January 31, 2024

Balance Sheet

Total Cash balance as of 1/31/24 is \$6,389,218. Accounts Receivable (1202) balance is \$457,095, a decrease of \$452,3852 from the prior reporting period. MCEDD Loans Receivable balance is currently \$4,174,593, an increase from the prior reporting period due to new loans being funded. There was one new loan funded from the IRP fund in the amount of \$360,000 and one new loan funded from the USDA National Scenic Area money in the amount of \$360,000. The Allowance for Doubtful Loans will be adjusted in the month February. Current Net Position as of 1/31/24 is \$14,534,313.35.

Operations Budget vs. Actual

Total Revenues through the month of January are at 42.21% of budget. Federal Revenue is well below budget based on where we are at in the fiscal year. There are several items contributing to this: in the Loan Funds, the \$500,000 budgeted Federal Revenue is the USDA NSA new loan money (although most of it has been loaned, the reimbursements have not been received), Special Projects Federal Revenue includes \$168,750 for the Brownfields Grant which we have not started billing for yet and Transportation budgeted Federal Revenue includes a vehicle grant for about \$394,000 that hasn't been spent yet. Total expenses through the month of January are 42.66% of budget. Personnel expenses through the month of January are 52.99% of budget, which is slightly lower than where we would expect it to be at this point in the fiscal year (58%).

Other Updates

- I would like to wish the Staff at MCEDD the best of luck for their continued success in providing support for the region. I would also like to thank the MCEDD Board for their support during my time at MCEDD.

Respectfully Submitted,

Dana Woods
Finance Manager

Mid-Columbia Economic Development District

Balance Sheet

As of January 31, 2024

1/31/2024

Checking/Savings

1000 Bank Demand Deposits

1010 MCEDD Checking

1038 MCEDD Micro Loan \$ 18,451.52

1060 Link Cash \$ 392,893.12

1010 MCEDD Checking \$ 144,239.62

Total MCEDD Checking \$ 555,584.26

1020 IRP

1021 IRP Sherman \$ 179,011.79

1022 IRP WA \$ 24,294.97

1020 IRP Other \$ 31,420.83

Total IRP \$ 234,727.59

1030 Loan Funds

1036 EDA RLF's \$ (339.57)

1037 EDA CARES RLF \$ 213,807.72

1045 Reg Strat \$ 56,799.30

1050 RBEG-OR \$ 57,872.16

1055 RBEG-WA \$ 12,095.28

1057 RBEG-KL \$ 23,579.86

1067 CDBG Microenterprises \$ 30,788.90

Total Loan Funds \$ 394,603.65

1031 Housing RLF \$ 132,892.20

1070 National Scenic Fund \$ 141,155.34

1073 USDA NSA Checking \$ 20,338.17

1120 LGIP - IRP \$ 70,074.77

1136 LGIP Loan Funds \$ 1,111,269.55

1131 LGIP Housing RLF \$ 1,327,537.92

1171 LGIP National Scenic Fund \$ 1,378,412.86

Total Bank Demand Deposits \$ 5,366,596.31

1100 CDs

1121 IRP Reserve \$ 96,047.60

Total 1100 CDs \$ 96,047.60

1122 IRP-DDM Product \$ 926,423.86

1125 LINK Petty Cash \$ 150.00

Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2024

| | |
|---|------------------------|
| TOTAL CHECKING / SAVINGS | \$ 6,389,217.77 |
| Accounts Receivable | |
| 1150 Cash Clearing - A/R | \$ (1,265.74) |
| 1202 Accounts Receivable | \$ 457,094.51 |
| 1205 Interfund Loan Receivable | <u>\$ 22,597.62</u> |
| TOTAL ACCOUNTS RECEIVABLE | \$ 478,426.39 |
| Other Current Assets | |
| 1200 - Receivables & Accruals | |
| 1210 Accrued Revenue | \$ 25,625.00 |
| 1240 Prepaid Expenses | \$ 16,533.00 |
| 1260 Accrued Loan Interest | <u>\$ 40,695.97</u> |
| TOTAL RECEIVABLES & ACCRUALS | \$ 82,853.97 |
| 1300 - Loans Receivable | |
| 1330 - MCEDD Loans Receivable | |
| 1320 IRP | \$ 1,441,002.83 |
| 1321 IRP - Sherman | \$ 208,330.69 |
| 1322 IRP - WA | \$ 136,419.31 |
| 1336 EDA RLF's | \$ 366,714.68 |
| 1337 EDA RLF CARES | \$ 690,397.71 |
| 1345 Reg Strat | \$ 26,122.76 |
| 1350 RBEG-OR | \$ - |
| 1371 Housing RLF | \$ 736,977.31 |
| 1372 MCEDD Micro Loan | \$ 6,036.98 |
| 1373 USDA NSA | <u>\$ 562,590.75</u> |
| Total 1330 - MCEDD Loans Receivable | \$ 4,174,593.02 |
| 1370 OIB Loans Receivable | <u>\$ 1,458,425.19</u> |
| TOTAL 1300 - Loans Receivable | \$ 5,633,018.21 |
| 1400 - Loan Payments Holding | |
| TOTAL 1400 - Loan Payments Holding | \$ (1,733.54) |

Mid-Columbia Economic Development District

Balance Sheet

As of January 31, 2024

| | |
|---|------------------------|
| 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 \$ 6,002,285.06

TOTAL CURRENT ASSETS \$ 12,391,502.83

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 \$ 2,133,505.46

Other Assets

Due To / From Internal Accounts

| | |
|------------------------|-----------------|
| 1800 Due From Accounts | \$ 712,234.39 |
| 1801 Due To Accounts | \$ (702,929.33) |

Total Due To/Due From Internal Accounts \$ 9,305.06

TOTAL ASSETS \$ 14,534,313.35

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

| | |
|-----------------------------|----------------|
| 2005 Interfund Loan Payable | \$ (31,903.03) |
| 2010 A/P General | \$ (125.04) |

Total Accounts Payable \$ (32,028.07)

Mid-Columbia Economic Development District

Balance Sheet

As of January 31, 2024

Other Current Liabilities

| | | |
|--|----|---------------------|
| 2030 Accrued Loan Payment | \$ | (68,762.68) |
| 2035 Accrued Interest Payable | \$ | (91.14) |
| 2050 PTO-Accrued | \$ | (78,993.79) |
| 2060 Deferred Comp Payable | \$ | 615.83 |
| 2070 Health Insurance Payable | \$ | 11,338.17 |
| 2080 Life & Disability Payable | \$ | (164.82) |
| 2085 Retirement Payable | \$ | (772.16) |
| 2090 WC SAIF ins | \$ | (6,253.62) |
| 2100 Payroll Liabilities | \$ | (8,121.99) |
| 2101 - Wages Payable | \$ | (58,478.32) |
| 2105 - WBF Payroll Assessment | \$ | (151.04) |
| 2110 - Federal Payroll Liability | \$ | (7,392.16) |
| 2115 - OR-SUTA Payroll Liabilities | \$ | 6,482.93 |
| 2120 - State Payroll Liabilities | \$ | (1,060.60) |
| 2180 - Payroll Liabilities - Prior Per | \$ | - |
| 2200 SBITA Payable | \$ | (43,203.46) |
| 2800 Deferred Revenue | \$ | (13,333.23) |
| 2900 Unavailable Revenue A/R | \$ | (239,190.33) |
| Total Other Current Liabilities | \$ | <u>(507,532.41)</u> |

Total Current Liabilities \$ (539,560.48)

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 \$ (1,828,685.44)

Equity

| | | |
|---------------------------|----|---------------------|
| 3100 Fund Balances | \$ | (5,304,434.33) |
| 3110 Carryforward Balance | \$ | 231,206.53 |
| 3900 Retained Earnings | \$ | (7,300,841.58) |
| Net Income | \$ | <u>(331,558.53)</u> |

Total Equity \$ (12,705,627.91)

TOTAL LIABILITIES & EQUITY \$ (14,534,313.35)

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

| Account | Account Title | 1/31/2024 | | 6/30/2024 | | % of Budget |
|----------------------|--------------------------------|------------------------|--------------------------|--------------------------|--|---------------|
| | | Balance | Budget | Unearned/Unexpended | | |
| 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% |
| 4060 | Facility Reserve | \$ 30,000.00 | \$ - | \$ (30,000.00) | | |
| 4100 | Federal | \$ 397,354.26 | \$ 2,003,458.00 | \$ 1,606,103.74 | | 19.83% |
| 4200 | State | \$ 567,066.58 | \$ 1,079,842.00 | \$ 512,775.42 | | 52.51% |
| 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 | \$ 259,672.76 | \$ 512,590.00 | \$ 252,917.24 | | 50.66% |
| 4600 | Loan Interest | \$ 208,858.05 | \$ 314,633.00 | \$ 105,774.95 | | 66.38% |
| 4700 | Loan Processing Fees | \$ 24,383.45 | \$ 27,396.00 | \$ 3,012.55 | | 89.00% |
| 4705 | Loan Filing Fees | \$ 3,064.76 | \$ 6,000.00 | \$ 2,935.24 | | 51.08% |
| 4710 | Loan Late Fee | \$ 297.82 | \$ 3,400.00 | \$ 3,102.18 | | 8.76% |
| 4750 | Investment Interest | \$ 133,852.08 | \$ 128,961.00 | \$ (4,891.08) | | 103.79% |
| 4820 | Greyhound Sales | \$ 1,335.44 | \$ 7,000.00 | \$ 5,664.56 | | 19.08% |
| 4825 | Greyhound Commission | \$ 121.64 | \$ 1,400.00 | \$ 1,278.36 | | 8.69% |
| 4800 | Other Revenue | \$ 74,660.81 | \$ 46,244.00 | \$ (28,416.81) | | 161.45% |
| 4805 | Farebox Revenue | \$ 19,651.97 | \$ 37,236.00 | \$ 17,584.03 | | 52.78% |
| 4850 | Interfund Loan Income | \$ 6,646.30 | \$ - | \$ (6,646.30) | | |
| Total Income | | \$ 2,126,312.71 | \$ 5,037,227.00 | \$ 2,910,914.29 | | 42.21% |
| | Expense | | | | | |
| 5000 | Personnel Expense | \$ 1,222,565.13 | \$ 2,307,254.00 | \$ 1,084,688.87 | | 52.99% |
| 6110 | Travel & Conference | \$ 10,174.43 | \$ 25,111.00 | \$ 14,936.57 | | 40.52% |
| 6190 | Event Services | \$ 3,198.83 | \$ 10,007.00 | \$ 6,808.17 | | 31.97% |
| 6200 | Equipment | \$ 5,076.74 | \$ 6,628.00 | \$ 1,551.26 | | 76.60% |
| 6300 | Supplies | \$ 17,058.73 | \$ 33,820.00 | \$ 16,761.27 | | 50.44% |
| 6400 | Professional Services | \$ 241,254.59 | \$ 841,745.00 | \$ 600,490.41 | | 28.66% |
| 6500 | Vehicle Costs | \$ 107,615.81 | \$ 173,935.00 | \$ 66,319.19 | | 61.87% |
| 6600 | Communications | \$ 12,855.63 | \$ 37,259.00 | \$ 24,403.37 | | 34.50% |
| 6700 | Building Costs | \$ 59,509.52 | \$ 60,284.00 | \$ 774.48 | | 98.72% |
| 6800 | Bonds & Insurance | \$ 27,773.50 | \$ 27,983.00 | \$ 209.50 | | 99.25% |
| 6900 | Loan Fund Costs Allocated | \$ 22,087.95 | \$ 55,445.00 | \$ 33,357.05 | | 39.84% |
| 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 | | \$ 1,723,746.68 | \$ 4,040,283.00 | \$ (2,316,536.32) | | 42.66% |
| | Net Ordinary Income | \$ 402,566.03 | \$ 996,944.00 | \$ (1,399,510.03) | | |
| | Other Income/Expense | | | | | |
| 7010 | Bad Debt Expense | \$ - | \$ - | \$ - | | |
| 7300 | Student Tickets | \$ 202.50 | \$ - | \$ (202.50) | | |
| 7400 | Loan Payment | \$ 70,805.00 | \$ 121,380.00 | \$ 50,575.00 | | 58.33% |
| 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 | \$ 71,007.50 | \$ 1,009,845.00 | \$ (938,837.50) | | 7.03% |
| | Net Other Income | \$ (71,007.50) | \$ (1,009,845.00) | \$ 938,837.50 | | 7.03% |
| | Net Income | \$ 331,558.53 | \$ (12,901.00) | \$ (460,672.53) | | |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

FEDERAL GRANTS

| | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>BUDGET</u> | <u>UNEARNED</u> | <u>PCNT</u> |
|------------------------|----------------------|-------------------|-------------------|------------------|-------------|
| <u>REVENUE</u> | | | | | |
| 100-4100 FEDERAL | 6,666.67 | 46,666.69 | 80,000.00 | 33,333.31 | 58.3 |
| 100-4300 LOCAL MATCH | 6,666.67 | 45,961.94 | 80,000.00 | 34,038.06 | 57.5 |
| 100-4800 OTHER REVENUE | .00 | 11,167.35 | 2,000.00 | (9,167.35) | 558.4 |
| TOTAL FUND REVENUE | <u>13,333.34</u> | <u>103,795.98</u> | <u>162,000.00</u> | <u>58,204.02</u> | <u>64.1</u> |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

FEDERAL GRANTS

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|---------------|----------------|------------------|----------|
| <u>EXPENDITURES</u> | | | | | |
| 100-5050 WAGES - PAID LEAVE | .00 | 2,237.87 | .00 | (2,237.87) | .0 |
| 100-5100 WAGES | 6,917.06 | 46,124.12 | 94,782.00 | 48,657.88 | 48.7 |
| 100-5500 FRINGE BENEFITS | 1,612.55 | 10,700.19 | 24,335.00 | 13,634.81 | 44.0 |
| 100-5550 FRINGE BENEFITS - PAID LEAVE | .00 | 660.41 | .00 | (660.41) | .0 |
| 100-5700 PAYROLL TAXES | 837.15 | 4,518.25 | 10,709.00 | 6,190.75 | 42.2 |
| 100-5750 PAYROLL EXPENSES - PAID LEAVE | .00 | 294.16 | .00 | (294.16) | .0 |
| 100-6110 TRAVEL & CONFERENCE | 103.18 | 3,317.74 | 4,452.00 | 1,134.26 | 74.5 |
| 100-6190 EVENT SERVICES | .00 | 1,974.55 | 1,200.00 | (774.55) | 164.6 |
| 100-6300 SUPPLIES | 52.00 | 725.15 | 900.00 | 174.85 | 80.6 |
| 100-6420 AUDIT SERVICES | .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 | .00 | 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 | 626.92 | 3,575.39 | 4,447.00 | 871.61 | 80.4 |
| 100-6715 REMODEL ALLOC (ADMIN) | 32.92 | 230.07 | 336.00 | 105.93 | 68.5 |
| 100-6716 REMODEL ALLOC (TRANSIT CENTER) | .00 | 795.28 | 2,037.00 | 1,241.72 | 39.0 |
| 100-6910 DUES AND FEES | .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 | 1,151.97 | 6,186.91 | 10,342.00 | 4,155.09 | 59.8 |
| 100-9040 TRANSPORTATION FACILITY SPREAD | 327.67 | 1,787.67 | 2,224.00 | 436.33 | 80.4 |
| TOTAL FUND EXPENDITURES | 11,661.42 | 91,039.26 | 162,000.00 | 70,960.74 | 56.2 |
| NET REVENUE OVER EXPENDITURES | 1,671.92 | 12,756.72 | .00 | (12,756.72) | .0 |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

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 | 22,666.71 | 141,998.05 | 198,636.00 | 56,637.95 | 71.5 |
| 300-4700 LOAN PROCESSING FEES | 10,800.00 | 24,383.45 | 23,821.00 | (562.45) | 102.4 |
| 300-4705 LOAN FILING FEES | 34.84 | 3,054.84 | 5,250.00 | 2,195.16 | 58.2 |
| 300-4710 LOAN LATE FEE | 30.93 | 798.85 | 2,650.00 | 1,851.15 | 30.2 |
| 300-4750 INVESTMENT INTEREST | 10,601.38 | 96,301.14 | 98,839.00 | 2,537.86 | 97.4 |
| TOTAL FUND REVENUE | 44,133.86 | 266,536.33 | 873,823.00 | 607,286.67 | 30.5 |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

LOAN FUNDS

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|----------------|----------------|-------------------|----------|
| <u>EXPENDITURES</u> | | | | | |
| 300-5050 WAGES - PAID LEAVE | .00 | 745.17 | .00 | (745.17) | .0 |
| 300-5100 WAGES | 9,103.47 | 61,465.80 | 103,950.00 | 42,484.20 | 59.1 |
| 300-5500 FRINGE BENEFITS | 1,957.53 | 12,991.69 | 26,689.00 | 13,697.31 | 48.7 |
| 300-5550 FRINGE BENEFITS - PAID LEAVE | .00 | 244.08 | .00 | (244.08) | .0 |
| 300-5700 PAYROLL TAXES | 1,127.01 | 6,349.67 | 11,746.00 | 5,396.33 | 54.1 |
| 300-5750 PAYROLL EXPENSES - PAID LEAVE | .00 | 105.50 | .00 | (105.50) | .0 |
| 300-6110 TRAVEL & CONFERENCE | .00 | 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 | .00 | 1,500.00 | 4,944.00 | 3,444.00 | 30.3 |
| 300-6450 CONTRACTUAL | .00 | 2,746.49 | 3,425.00 | 678.51 | 80.2 |
| 300-6470 FILING FEES | 29.76 | 4,357.92 | 5,250.00 | 892.08 | 83.0 |
| 300-6640 PUBLICATIONS & SUBS | .00 | 275.00 | .00 | (275.00) | .0 |
| 300-6710 BUILDING RENT | 809.49 | 4,531.74 | 4,877.00 | 345.26 | 92.9 |
| 300-6715 REMODEL ALLOC (ADMIN) | 42.71 | 303.30 | 369.00 | 65.70 | 82.2 |
| 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 | 43.74 | 220.74 | .00 | (220.74) | .0 |
| 300-6931 ACH COLLECTION FEES | 32.72 | 371.72 | .00 | (371.72) | .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 | 70,805.00 | 121,380.00 | 50,575.00 | 58.3 |
| 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 | 1,485.51 | 7,841.83 | 11,344.00 | 3,502.17 | 69.1 |
| 300-9040 TRANSPORTATION FACILITY SPREAD | 422.70 | 2,265.89 | 2,439.00 | 173.11 | 92.9 |
| 300-9050 LOAN FUND COSTS ALLOCATED | .00 | .00 | 1.00 | 1.00 | .0 |
| TOTAL FUND EXPENDITURES | 25,169.64 | 164,531.83 | 873,823.00 | 709,291.17 | 18.8 |
| NET REVENUE OVER EXPENDITURES | 18,964.22 | 102,004.50 | .00 | (102,004.50) | .0 |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SPECIAL PROJECTS

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---|---------------|----------------|------------------|----------------|----------|
| <u>REVENUE</u> | | | | | |
| 500-4010 TRANS FRM/TO FUND (MATCH) | .00 | 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 | .00 | 25,280.57 | 337,959.00 | 312,678.43 | 7.5 |
| 500-4200 STATE | .00 | 117,824.81 | 406,000.00 | 288,175.19 | 29.0 |
| 500-4300 LOCAL MATCH | 125.00 | 53,873.22 | 80,445.00 | 26,571.78 | 67.0 |
| 500-4500 CONTRACT REIMBURSEMENT | 33,996.90 | 155,197.07 | 438,390.00 | 283,192.93 | 35.4 |
| 500-4550 ACCRUED CONTRACT REIMBURSEMENT | 10,000.00 | 70,000.00 | .00 | (70,000.00) | .0 |
| 500-4705 LOAN FILING FEE | .00 | 9.92 | .00 | (9.92) | .0 |
| 500-4800 OTHER REVENUE | .00 | 8,876.78 | 18,344.00 | 9,467.22 | 48.4 |
| TOTAL FUND REVENUE | 44,121.90 | 637,349.48 | 1,509,411.00 | 872,061.52 | 42.2 |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SPECIAL PROJECTS

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|------------------|----------------|------------------|-------------------|----------|
| <u>EXPENDITURES</u> | | | | | |
| 500-5050 WAGES - PAID LEAVE | .00 | 15,223.98 | .00 | (15,223.98) | .0 |
| 500-5100 WAGES | 38,676.18 | 254,984.64 | 543,616.00 | 288,631.36 | 46.9 |
| 500-5500 FRINGE BENEFITS | 8,216.41 | 56,404.60 | 139,575.00 | 83,170.40 | 40.4 |
| 500-5550 FRINGE BENEFITS - PAID LEAVE | .00 | 4,071.61 | .00 | (4,071.61) | .0 |
| 500-5700 PAYROLL TAXES | 4,784.31 | 26,739.27 | 61,419.00 | 34,679.73 | 43.5 |
| 500-5750 PAYROLL EXPENSES - PAID LEAVE | .00 | 1,942.50 | .00 | (1,942.50) | .0 |
| 500-6110 TRAVEL & CONFERENCE | 411.96 | 3,823.31 | 13,309.00 | 9,485.69 | 28.7 |
| 500-6190 EVENT SERVICES | .00 | 1,204.28 | 7,807.00 | 6,602.72 | 15.4 |
| 500-6300 SUPPLIES | 4,038.72 | 6,963.93 | 6,065.00 | (898.93) | 114.8 |
| 500-6410 LEGAL SERVICES | .00 | 717.12 | 1,500.00 | 782.88 | 47.8 |
| 500-6420 AUDIT SERVICES | .00 | 1,521.00 | 4,182.00 | 2,661.00 | 36.4 |
| 500-6450 CONTRACTUAL | 191.25 | 88,469.18 | 456,825.00 | 368,355.82 | 19.4 |
| 500-6470 FILING FEES | 50.00 | 74.92 | 300.00 | 225.08 | 25.0 |
| 500-6610 ADVERTISING | .00 | 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 | 2,858.41 | 19,195.57 | 25,509.00 | 6,313.43 | 75.3 |
| 500-6715 REMODEL ALLOC (ADMIN) | 179.47 | 1,252.33 | 1,930.00 | 677.67 | 64.9 |
| 500-6716 REMODEL ALLOC (TRANSIT CENTER) | .00 | 4,758.08 | 11,680.00 | 6,921.92 | 40.7 |
| 500-6900 OTHER MATERIALS & SUPPLIES | .00 | 240.01 | .00 | (240.01) | .0 |
| 500-6910 DUES AND FEES | 55.00 | 305.00 | 300.00 | (5.00) | 101.7 |
| 500-6930 BANK SERVICE CHARGES | .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 | 5,318.20 | 33,216.32 | 59,314.00 | 26,097.68 | 56.0 |
| 500-9040 TRANSPORTATION FACILITY SPREAD | 1,397.04 | 9,597.79 | 12,752.00 | 3,154.21 | 75.3 |
| TOTAL FUND EXPENDITURES | 66,176.95 | 530,879.08 | 1,509,411.00 | 978,531.92 | 35.2 |
| NET REVENUE OVER EXPENDITURES | (22,055.05) | 106,470.40 | .00 | (106,470.40) | .0 |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

TRANSPORTATION OPS

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--|---------------|----------------|------------------|------------------|----------|
| <u>REVENUE</u> | | | | | |
| 600-4010 TRANS FRM/TO FUND (MATCH) | .00 | (42,897.29) | (259,745.00) | (216,847.71) | (16.5) |
| 600-4012 TRANS FROM/TO FUND (SUPPORT) | .00 | 38,259.52 | 306,137.00 | 267,877.48 | 12.5 |
| 600-4014 STIF STUDENT TICKETS | .00 | 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 | .00 | 325,407.00 | 1,085,499.00 | 760,092.00 | 30.0 |
| 600-4200 STATE | .00 | 449,241.77 | 673,842.00 | 224,600.23 | 66.7 |
| 600-4300 LOCAL MATCH | .00 | 50,000.00 | 59,000.00 | 9,000.00 | 84.8 |
| 600-4500 CONTRACT REIMBURSEMENT | 1,414.00 | 34,115.81 | 69,200.00 | 35,084.19 | 49.3 |
| 600-4800 OTHER REVENUE | 4,309.81 | 43,234.68 | 25,900.00 | (17,334.68) | 166.9 |
| 600-4805 FAREBOX REVENUE | 3,425.89 | 19,651.97 | 37,236.00 | 17,584.03 | 52.8 |
| 600-4820 GREYHOUND SALES | .00 | 1,335.44 | 7,000.00 | 5,664.56 | 19.1 |
| 600-4825 GREYHOUND COMMISSION | 7.20 | 121.64 | 1,400.00 | 1,278.36 | 8.7 |
| TOTAL FUND REVENUE | 9,156.90 | 948,673.04 | 2,321,789.00 | 1,373,115.96 | 40.9 |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

TRANSPORTATION OPS

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|-------------------|----------------|------------------|------------------|----------|
| <u>EXPENDITURES</u> | | | | | |
| 600-5050 WAGES - PAID LEAVE | .00 | 607.27 | .00 | (607.27) | .0 |
| 600-5100 WAGES | 70,428.41 | 461,224.81 | 839,252.00 | 378,027.19 | 55.0 |
| 600-5500 FRINGE BENEFITS | 18,522.77 | 119,422.12 | 245,677.00 | 126,254.88 | 48.6 |
| 600-5550 FRINGE BENEFITS - PAID LEAVE | .00 | 94.06 | .00 | (94.06) | .0 |
| 600-5700 PAYROLL TAXES | 10,203.93 | 61,187.61 | 90,325.00 | 29,137.39 | 67.7 |
| 600-5750 PAYROLL EXPENSES - PAID LEAVE | .00 | 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 | 1,543.36 | .00 | (1,543.36) | .0 |
| 600-6230 EQUIP REPAIR/MAINT | .00 | 375.00 | .00 | (375.00) | .0 |
| 600-6300 SUPPLIES | 361.03 | 2,505.64 | 9,875.00 | 7,369.36 | 25.4 |
| 600-6420 AUDIT SERVICES | .00 | 10,088.00 | 15,682.00 | 5,594.00 | 64.3 |
| 600-6450 CONTRACTUAL | 2,160.46 | 39,434.37 | 190,777.00 | 151,342.63 | 20.7 |
| 600-6460 TESTING/TRAINING/SCREENING | 195.00 | 1,556.00 | 1,550.00 | (6.00) | 100.4 |
| 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 | 442.07 | 42,301.75 | 41,939.00 | (362.75) | 100.9 |
| 600-6520 FUEL | 6,703.46 | 65,244.17 | 95,996.00 | 30,751.83 | 68.0 |
| 600-6610 ADVERTISING | 225.00 | 5,001.29 | 11,861.00 | 6,859.71 | 42.2 |
| 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 | 671.76 | 4,217.60 | 8,212.00 | 3,994.40 | 51.4 |
| 600-6720 UTILITIES AND JANITORIAL | 1,368.21 | 10,276.10 | 17,250.00 | 6,973.90 | 59.6 |
| 600-6730 REPAIRS AND MAINTENANCE | 235.00 | 15,284.42 | 8,200.00 | (7,084.42) | 186.4 |
| 600-6810 INSURANCE - VEHICLE | 6,549.50 | 13,251.00 | 13,020.00 | (231.00) | 101.8 |
| 600-6820 INSURANCE - BUILDING | 2,271.50 | 4,241.00 | 3,350.00 | (891.00) | 126.6 |
| 600-6910 DUES AND FEES | 55.00 | 1,105.00 | 900.00 | (205.00) | 122.8 |
| 600-6935 ONLINE PROCESSING FEES | 5.86 | 76.85 | .00 | (76.85) | .0 |
| 600-6940 OTHER MATERIALS & SERVICES | 1,433.00 | 12,567.82 | 250.00 | (12,317.82) | 5027.1 |
| 600-7050 UNRESTRICTED CARRYOVER | .00 | .00 | 5,325.00 | 5,325.00 | .0 |
| 600-7300 STUDENT TICKETS | .00 | 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 | 11,992.07 | 61,482.53 | 91,573.00 | 30,090.47 | 67.1 |
| 600-9040 TRANSPORTATION FACILITY SPREAD | (2,147.41) | (13,651.35) | (17,417.00) | (3,765.65) | (78.4) |
| 600-9060 TRANSPORTATION ADMIN SPREAD | .00 | .00 | (1.00) | (1.00) | .0 |
| 600-9100 CAPITAL PURCHASE | .00 | 8,212.50 | 458,812.00 | 450,599.50 | 1.8 |
| 600-9600 TRANSFER TO/FROM SOURCE | .00 | 5,080.32 | 2,000.00 | (3,080.32) | 254.0 |
| TOTAL FUND EXPENDITURES | 131,897.10 | 935,815.80 | 2,321,789.00 | 1,385,973.20 | 40.3 |
| NET REVENUE OVER EXPENDITURES | (122,740.20) | 12,857.24 | .00 | (12,857.24) | .0 |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

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 | (6,791.67) | (47,335.16) | (85,445.00) | (38,109.84) | (55.4) |
| 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 | 5.06 | 49.43 | 2.00 | (47.43) | 2471.5 |
| 800-4800 OTHER REVENUE | .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 | (6,786.61) | 66,097.40 | 19,012.00 | (47,085.40) | 347.7 |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|-----------------|---------------|---------------|------------------|----------|
| <u>EXPENDITURES</u> | | | | | |
| 800-5050 WAGES - PAID LEAVE | .00 | (18,175.24) | .00 | 18,175.24 | .0 |
| 800-5100 WAGES | 8,764.98 | 72,011.96 | 84,088.00 | 12,076.04 | 85.6 |
| 800-5500 FRINGE BENEFITS | 1,881.39 | 20,255.50 | 21,590.00 | 1,334.50 | 93.8 |
| 800-5550 FRINGE BENEFITS - PAID LEAVE | .00 | (5,070.20) | .00 | 5,070.20 | .0 |
| 800-5700 PAYROLL TAXES | 1,062.60 | 7,545.86 | 9,501.00 | 1,955.14 | 79.4 |
| 800-5750 PAYROLL EXPENSES - PAID LEAVE | .00 | (2,382.42) | .00 | 2,382.42 | .0 |
| 800-6110 TRAVEL & CONFERENCE | 260.15 | 2,418.90 | 1,200.00 | (1,218.90) | 201.6 |
| 800-6190 EVENT SERVICES | .00 | .00 | 500.00 | 500.00 | .0 |
| 800-6220 EQUIP LEASED/RENTED | 127.47 | 737.53 | 600.00 | (137.53) | 122.9 |
| 800-6300 SUPPLIES | 451.22 | 6,789.05 | 16,800.00 | 10,010.95 | 40.4 |
| 800-6410 LEGAL SERVICES | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 800-6420 AUDIT SERVICES | .00 | 7,851.00 | 8,634.00 | 783.00 | 90.9 |
| 800-6450 CONTRACTUAL | 1,063.00 | 20,374.00 | 37,555.00 | 17,181.00 | 54.3 |
| 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 | .00 | 124.00 | 850.00 | 726.00 | 14.6 |
| 800-6620 POSTAGE & FREIGHT | 201.00 | 1,105.70 | 850.00 | (255.70) | 130.1 |
| 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 | .00 | 571.82 | 600.00 | 28.18 | 95.3 |
| 800-6715 REMODEL ALLOC (ADMIN) | (255.10) | (1,785.70) | (2,635.00) | (849.30) | (67.8) |
| 800-6716 REMODEL ALLOC (TRANSIT CENTER) | .00 | .00 | (15,951.00) | (15,951.00) | .0 |
| 800-6800 BONDS & INSURANCE | 4,958.00 | 10,106.50 | 11,613.00 | 1,506.50 | 87.0 |
| 800-6810 INSURANCE - VEHICLE | 87.50 | 175.00 | .00 | (175.00) | .0 |
| 800-6910 DUES AND FEES | 945.68 | 2,610.51 | 16,016.00 | 13,405.49 | 16.3 |
| 800-6930 BANK SERVICE CHARGES | 47.50 | 667.37 | .00 | (667.37) | .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 | (19,947.75) | (108,727.59) | (172,571.00) | (63,843.41) | (63.0) |
| TOTAL FUND EXPENDITURES | (352.36) | 17,946.89 | 19,012.00 | 1,065.11 | 94.4 |
| NET REVENUE OVER EXPENDITURES | (6,434.25) | 48,150.51 | .00 | (48,150.51) | .0 |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

OIB

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-------------------------------|---------------|------------|------------|-------------|---------|
| <u>REVENUE</u> | | | | | |
| 975-4600 LOAN INTEREST | 9,413.74 | 66,860.00 | 115,997.00 | 49,137.00 | 57.6 |
| 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 | 5,813.39 | 37,501.51 | 30,120.00 | (7,381.51) | 124.5 |
| TOTAL FUND REVENUE | 15,227.13 | 103,860.48 | 151,192.00 | 47,331.52 | 68.7 |

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

OIB

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------|---------------|-------------|------------|--------------|------|
| <u>EXPENDITURES</u> | | | | | |
| 975-6410 LEGAL SERVICES | .00 | 140.00 | 2,000.00 | 1,860.00 | 7.0 |
| 975-6450 CONTRACTUAL | 8,317.25 | 58,220.75 | 99,807.00 | 41,586.25 | 58.3 |
| 975-6470 FILING FEES | .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 | 61.60 | .00 | (61.60) | .0 |
| 975-6950 GRANTS DISBURSED | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 975-7540 RESTRICTED CARRYOVER | .00 | .00 | 37,510.00 | 37,510.00 | .0 |
| 975-8000 LGIP FMV ADJUSTMENT | .00 | (4,591.00) | .00 | 4,591.00 | .0 |
| TOTAL FUND EXPENDITURES | 8,325.87 | 54,541.32 | 151,192.00 | 96,650.68 | 36.1 |
| NET REVENUE OVER EXPENDITURES | 6,901.26 | 49,319.16 | .00 | (49,319.16) | .0 |

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Date: February 28, 2024
Re: Budget Committee

Overview

The MCEDD Budget Committee is an unpaid committee that meets to review and approve the MCEDD budget. The budget is adopted by the MCEDD Board. The Budget Committee consists of an equal number of at-large members and MCEDD board members. Members serve three-year terms, staggered so that one third of the terms of the appointive members end each year. Members are appointed by the MCEDD Board based on recommendations from the MCEDD Executive Committee. The primary qualification for appointive members is that they must be representative of the services provided by MCEDD.

The committee appointed in 2023 is as follows:

| Name | Term Expires |
|-----------------------------|---------------------|
| Tiffany Prince (At Large) | February 2024 |
| Eric Proffitt (Board) | February 2024 |
| Sam Bauer (At Large) | February 2025 |
| Jonathan Lewis (Board) | February 2025 |
| Nichole Biechler (At Large) | February 2026 |
| Leana Kinley (Board) | February 2026 |

Budget Officer: Dana Woods, MCEDD Finance and Operations Manager

Expiring Positions

Board Position

The Budget Committee board position held by Eric Proffitt is expiring. He has asked to step down. Given that the other two Board positions are Washington members, I reached out to our Oregon Board members and will bring information about those willing to serve to the Executive Committee meeting.

At-Large Position

The Budget Committee at-large position held by Tiffany Prince is expiring. She is seeking reappointment. Tiffany serves as the Executive Assistant to the President and Board of Education at Columbia Gorge Community College.

Budget Officer

For this budget preparation season, we are in between full-time Finance and Operation Managers. I suggest appointment of myself as the Budget Officer.

Request

- Action:** Recommend a candidate for the at-large position on the MCEDD Budget Committee.
- Action:** Recommend a candidate for the board position on the MCEDD Budget Committee.
- Action:** Recommend a candidate for the Budget Officer.

These will be appointed by the MCEDD Board of Directors at their March meeting.

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, MCEDD Executive Director
Date: February 28, 2024
Re: Disciplinary Action Guidelines

Request: Recommend approval of the Disciplinary Action Guidelines to the MCEDD Board of Directors.

Overview

At the December meeting, the Executive Committee discussed a draft Disciplinary Action Guidelines document. As a reminder, the HR Answers consultant that investigated and dismissed the employee discrimination claim suggested we could benefit from providing some clarity in consequences for different problematic behaviors. The initial draft was focused on our Bus Drivers and Dispatchers, who constitute the largest portion of MCEDD's employees. The Executive Committee recommended that the document be clarified to apply to all employees and reviewed by our legal counsel.

I have since updated the document to apply to all employees with feedback from Carrie Pipinich and Dana Woods, and had the document approved by MCEDD's legal counsel. After I shared this document with Columbia Area Transit, they ran it past their labor lawyer who suggested some additional changes, which have been incorporated. Staff requests any additional edits and/or a recommendation that the Board approve the policy.



Disciplinary Action Guidelines
Draft 2, dated February 23, 2024

A. Policy Statement

The District's policy is to provide employees with clear expectations, feedback on satisfactory and unsatisfactory performance and behavior, and provide them with an opportunity to improve. When immediate and sustained improvement is not demonstrated, a progressive discipline path may be undertaken.

B. Discipline is Progressive

The District may issue a Verbal Warning, Written Warning, Performance Improvement Plan, Suspension with or without Pay, or Termination to an employee for infractions listed in the three categories detailed below. The lists below provide examples only of conduct or behavior that provide just cause for disciplinary action. The District may discipline or terminate employees for other reasons not stated in this guide, based on the specific circumstances. The District recognizes some performance problems are more severe, and the level of offense may be escalated.

C. Group One (1) Offenses

Discipline may include, but not be limited to: Verbal Warning, Written Warning, Performance Improvement Plan, Suspension without Pay, and Termination. For purposes of clarification, the following groups of offenses and disciplinary actions are provided. Offenses that occur within 12 months of each other are considered at a higher severity (i.e., 2nd, 3rd or 4th offense). In addition, egregious conduct may result in disciplinary steps being skipped.

| GROUP ONE OFFENSES | First Offense | Second Offense | Third Offense | Fourth Offense |
|--|---------------|-----------------|------------------------------|----------------|
| A. Habitual tardiness at the commencement of the work shift or after lunch. <i>Tardiness is defined as more than 5 minutes after the scheduled start. Habitual shall be interpreted to mean two (2) instances in one (1) month without sufficient reason as determined by the Supervisor.</i> B. Absenteeism without sufficient reason or proper notification. C. Disregarding safety rules or common safety practices (e.g., speeding or using cell phone while driving District vehicles, mishandling confidential information, etc.). | Oral Warning | Written Warning | Performance Improvement Plan | Dismissal |

| | | | | |
|--|--|--|--|--|
| <p>D. Use of profanity or obscene language in the presence of fellow employees or the public.</p> <p>E. Faulty work (e.g., failing to secure mobility devices, skipping designated stops, incorrectly completing work after being trained how to do so, etc.).</p> <p>F. Inefficient work (e.g., failing to deviate or make connections between fixed routes, not following previously set procedures for routine tasks, etc.).</p> <p>G. Unexcused absences at scheduled trainings.</p> <p>H. Any other offense of similar nature.</p> <p>Items Specific to Bus Drivers:</p> <p>A. Abuse of break time and overstaying layovers (e.g., longer than 15-minute break, late pull-out from transit center).</p> <p>B. Driving with unauthorized passengers in the vehicle.</p> <p>C. Failing to complete pre/post inspection at all or adequately.</p> <p>D. Failing to maintain vehicle cleanliness.</p> <p>E. Driving the bus for personal use outside of ride duties.</p> | | | | |
|--|--|--|--|--|

D. Group Two Offenses

The disciplinary procedures in this group shall be: First Offense, Written Warning; Second Offense, Suspension without pay or Performance Improvement Plan; Third Offense, Termination. Offenses that occur within 18 months of each other and/or egregious offenses will be considered at a higher severity.

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

E. Group Three Offenses

The disciplinary procedures in this group include examples of conduct or behavior providing just cause to discharge a regular employee without prior warning but is not limited to those listed below.

| GROUP THREE OFFENSES | First Offense |
|--|---------------|
| <p>A. The misuse or removal from the premises, without prior authorization, of any District records, confidential information, or of any other District property except as necessary in the performance of an employee's duty.</p> <p>B. Theft of any property of a fellow employee or the District.</p> <p>C. Knowingly falsifying any timekeeping records, or intentionally giving false information to anyone whose duty it is to make such records.</p> <p>D. For safety-sensitive positions, violation of the District's Drug and Alcohol Policy.</p> <p>E. Absence of three (3) consecutive working days without notice or leave and without a justifiable reason for failure to report.</p> <p>F. Physical abuse of the public or other employees.</p> <p>G. Possession or use, sale or delivery of illegal drugs, controlled substances, or hallucinogens on District property, in District vehicles, during working hours, or while in uniform and/or representing the District.</p> <p>H. Injurious or dangerous pranks.</p> <p>I. Fighting on the premises or while in uniform or while representing the District (quarreling not considered fighting).</p> <p>J. Gross negligence regarding the safety and well-being of themselves, the public or District equipment.</p> <p>K. Malicious destruction of District property.</p> <p>L. Driving uninsured or while suspended.</p> <p>M. Misrepresenting facts on an employment application.</p> <p>N. Conviction for crimes of theft, burglary, intent against a person or involving illegal substances and/or alcohol.</p> <p>O. Possession or use of any weapon while working.</p> <p>P. Threats and acts of violence against another person's life, health, well-being, family or property.</p> <p>Q. Any other offense of like consequence.</p> <p>Items Specific to Bus Drivers:</p> <p>A. Three at-fault accidents of any kind within a three-year period.</p> <p>B. Serious violations of careless or reckless driving.</p> <p>C. Leaving the scene of an accident.</p> | Dismissal |