

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BUDGET COMMITTEE MEETING
THURSDAY, MAY 19, 2022
12:00 P.M.
MCEDD Office, 802 Chenoweth Loop Road, The Dalles, OR

AGENDA

1. CALL TO ORDER/INTRODUCTIONS
2. ELECTION OF COMMITTEE CHAIRMAN AND SECRETARY
3. APPROVAL OF 2021 BUDGET COMMITTEE MINUTES
4. PRESENTATION OF FY 2023 (JULY 1, 2022-JUNE 30, 2023) BUDGET
4. RECOMMENDATION TO MCEDD BOARD OF DIRECTORS
5. ADJOURNMENT

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

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MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT FY23 Budget Packet Contents

1. **Agenda** for Budget Committee Meeting (White Enclosure).
2. **Minutes** from the FY22 Budget Committee meeting (White Enclosure).
3. **Budget Narrative** - Provides a written explanation of the budget and includes significant changes from the prior fiscal year (Salmon Enclosure).
4. **Budget Appropriation by Category** - Provides a summary of the proposed budget by categories (Yellow Enclosure).
5. **Historical Data** - Includes prior approved budget information for FY20 to FY22, a version with actuals for FY20 and FY21, and the proposed budget side-by-side (Green Enclosure).
6. **All Funds Budget** - Presents details of income and expense costs by class, including agency funds (Blue Enclosure).
7. **Operations Budget** - Provides details of income and expense costs by class for operational funds only (Yellow Enclosure).
8. **Special Projects Budgets**- Provides details on budgets for the special projects operational line item (White Enclosure).
9. **Transportation Budgets**- Provides details on budgets for the transportation operational line item and the Statewide Transportation Improvement Fund (STIF) (Green Enclosure).
10. **Salary Plan** - Provides the proposed FY23 salary rates by classification (Lavender Enclosure).
11. **Benefits Plan** - Reflects the benefits for employees proposed in the budget (Lavender Enclosure).
12. **Local Assessments** – Provides details on local dues assessment (Pink Enclosure).
13. **Budget Acronyms** – Provides an overview of commonly used acronyms in the budget (White Enclosure).

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BUDGET COMMITTEE MEETING MINUTES
THURSDAY, MAY 20, 2021
11:00 AM
ZOOM VIRTUAL MEETING**

ATTENDANCE

Committee Members: Samuel Bauer, Leana Kinley, Tiffany Prince, Jan Brending, Eric Proffitt
Staff: Jessica Metta (Executive Director), Dana Woods (Finance Manager), Lauren Hernandez (Office Administrator), Jill Brandt (Administrative Assistant), Kate Drennan (Deputy Director of Transportation), Carrie Pipinich (Deputy Director of Economic Development)
Guests: Ken Bailey (MCEDD Board), John Andoh (Columbia Area Transit)

CALL TO ORDER/INTRODUCTIONS

Jan Brending called the meeting to order at 11:00 a.m. A round of introductions took place.

ELECTION OF COMMITTEE CHAIRMAN AND SECRETARY

Jan Brending opened the floor to nominations for the position of Committee Chair and Secretary.

Sam Bauer motioned to elect Leana Kinley as Budget Committee Chair. Tiffany Prince seconded the motion. Motion carried unanimously.

Leana Kinley motioned to elect Tiffany Prince as Budget Committee Secretary. Sam seconded the motion. Motion carried unanimously.

BUDGET COMMITTEE MINUTES

Jan Brending motioned to approve the 2020 Budget Committee Minutes as presented. Sam Bauer seconded the motion. Motion carried unanimously.

PRESENTATION OF FY 2022 (JULY 1, 2021-JUNE 30, 2022) BUDGET

Jessica Metta explained the 2021 budget was greatly influenced by the pandemic, and this is again the case this year, although the focus has now moved to recovery. This is reflected in the CARES grant funds, which have been utilized for planning recovery and expanding resilience in MCEDD's work at every level. The past year has brought in a number of transportation grants from ODOT and WSDOT to support staff, bring in consultants, and add outreach. Jessica explained the budget was prepared by Dana Woods, MCEDD's Finance Manager, with assistance from Jessica. The budget was prepared through careful analysis of prior year's budgets, actual expenditures, and forecasted revenues and expenditures for new programs. Jessica stated she feels there are opportunities in the FY22 budget that will enable MCEDD to increase support for the community.

Dana Woods explained the beginning fund balance is an estimate arrived upon by calculating the remaining expenses and revenue for FY21 year. Dana noted loan funds available to loan balances have increased due to the decrease in the amount of loans that MCEDD has approved as well as additional loan payoffs. During FY21 there was a higher than normal level of payoffs.

Projected Revenue includes EDA CARES Act RLF funds. MCEDD loaned out \$220,000 of the \$770,000 available. The budget forecasts loaning the remaining funds out next year. The EDA grant and OIB revenue amounts appear in the projected revenue. The majority of transportation funding comes through STIF dollars, which is funded through payroll tax. These funds will help provide the match for funds to replace some buses next year.

Local Assessments this year were calculated at \$.74 per capita assessment. The assessment used 2019 estimated population data, as the 2020 data is not out yet. Dana noted that she was not anticipating a huge change in the number, but that if there is a large change she will need to adjust.

Discussion: Jan Brending noted that in Washington, the census return rates were dismal for the towns of Bingen and White Salmon. Jan stated that it is possible that up to half the population might not be counted correctly for assessment.

Contract Reimbursements include contracts with the Oregon Investment Board and Mt. Hood Economic Alliance to administer their loan funds. OIB is a flat-rate contract, but the MHEA contract is based on reimbursement of actual expenses. Dana explained contract reimbursements include the special projects like the Hood River Energy program and MCEDD's Energy Coordinator position that are supported through Meyer Memorial Foundation. Transportation reimbursements include projection for money that The Link provides as non-emergency medical transport and as a contracted Greyhound stop.

Discussion: Jessica explained Mt. Hood Economic Alliance is a loan board similar to the OIB, but it covers Hood River, Wasco, and Clackamas Counties. Sam Bauer asked where MHEA is located, and Jessica replied that MCEDD is their current address.

Loans Fund Revenue is based on current projections for loans that already exist in MCEDD's and OIB's portfolios. The calculation comes out of the client financial management database, which automatically incorporates any balloon payments and principal and interest that are expected to be received. Projected Additional Loans for MCEDD was calculated by looking at new loans disbursed over the past three-year period and averaged. OIB used a four-year average to project their revenue.

Discussion: Samuel Bauer noted that the projected loan revenue was down for 2021 and asked if this is related to the PPP funds that are available. He added that he has seen much lending activity with those funds. Dana agreed that the amount of new loans has been down and that she attributes it to the COVID-19 relief funding going out to businesses. Dana added that clients have been able to pay off their loans. Jessica added that many Economic Development Districts are having trouble getting loans out. She has been researching and engaged in conversations with the districts who have been able to get their funds out to find out what is different. Jessica also explained that she has been engaged in outreach with banks to find ways in which MCEDD can work with them to get funding out. Jessica stated she remains hopeful for increased lending activity in FY 2022.

Dana explained she calculated the loan interest rate at 7.75% for this budget, which is conservative. The EDA CARES Act RLF interest rate had been calculated at 4.25%. Loan fee revenues have been projected at 1.5%, and this figure has remained stable for the past few years. Loan fee revenue is based on total amount of loans in the year. Late payment fees are unchanged from the prior year.

Discussion: Leana Kinley asked if the Attainable Housing Revolving Loan Funds are directed for developers or buyers. Jessica confirmed that these are for developers.

Other Revenue includes various revenue received from the Economic Symposium to cover the expenses associated with hosting the event, a grant to cover MCEDD's contribution of funding a RARE position, reimbursements from the Gorge Tech Alliance (GTA) to cover materials and services expenses, and grant funds for new buses this year. Dana noted that MCEDD plans to sell two buses this year. This category also includes the interfund transfer for the remodel of the transportation facility.

Dana explained that on the expense side of the budget, Personnel Expenses include wage increases for some positions plus a 2% Cost of Living Adjustment (COLA) for this year. Wage increases are based on the salary survey that was reviewed and approved by the Executive Committee. These increases caused the expenses line item to increase significantly from last year. In addition to the wage increase and COLA, a new Travel Trainer position that is grant funded will be added as a two-year position. Another noted increase in personnel costs is adding two full-time driver positions. Jessica explained the grants supporting the Mobility Management position are normally submitted every 2 years, and this year ODOT encouraged MCEDD to apply for funding for the Travel Trainer position because the workload on the Mobility Manager has increased significantly. In addition to the changes in the Mobility Manager's needs, other restructured positions at MCEDD have caused an increase in wages expense. The split of Deputy Director duties into the broad areas of Economic Development and Transportation created two high-level positions that have changed in pay scale. Another change that occurred is that the previous Administrative Assistant was promoted to the newly-created position of Assistant Project Manager to support the Loan Program. This change meant that a new Admin Assistant was hired.

Discussion: Leana Kinley noted that the recommendation for the raises from the subcommittee was based on the caveat that the raises and extra positions fit within the budget. Dana responded that she felt comfortable moving forward with the subcommittee's recommendations for raises. Dana noted that there was not a big change in fringe benefit amounts this year. There is a 0% increase in the health insurance cost, and an actual decrease in life insurance cost for next year. Jan Brending asked if the new paid leave benefits that are being instituted by the state of Oregon were calculated into the budget for MCEDD's side of the cost. Dana responded that to her knowledge this cost will be split 60/40. Dana also added that there is a possibility that there will be a one-year delay to implement this payroll tax. Eric Proffitt added that this is still awaiting legislative approval. Dana replied that she did not include this calculation in the budget, but can adjust if needed.

Materials and Services will see little change, but some items like Bonds and Insurance decreased based on the actual costs in FY21. Jessica clarified that the equipment line item is lower than FY21 because this year MCEDD received grants to buy equipment for trainings. Dana also noted that the travel and conference expenses have been basically nonexistent due to COVID-19. She did account for some expenses in this line in hopes that restrictions will ease up this coming year. Vehicle costs for repairs and maintenance have not changed. The new vehicles The Link is expecting will decrease the repair costs on the older vehicles, but maintenance costs remain. The fuel item cost is based on actuals from this year and was calculated anticipating that all routes will

be fully serviced. The Link will run two fixed routes for next year plus dial-a-ride service and shopping trips.

Discussion: Eric Proffitt asked if rising fuel costs have been accounted for in this budget. Dana replied that current YTD actual costs are at approximately \$46,000, and she is confident that this is an adequate amount to allow for this item.

For Contractual Service expenses, Jessica explained that the new grants have a big consultant portion wherein MCEDD can contract services for the region. The Transportation grants included a marketing consultant for the Gorge Pass. These grants will also support Broadband assessments as well as another year of the RARE position. Caselle software is an added significant expense over last year.

Discussion: Leana asked if Dana could add dollar amounts in the narrative with the items that have changed significantly so that the Board can see exactly where the changes are.

For the Communications line item, Dana explained there is a decrease in anticipated expenses related to grant funding. Advertising and printing costs from this year have ended. Telephone and networking expenses have decreased based on actuals this year.

Building costs and repairs and maintenance have increased slightly to cover standard repairs and maintenance issues. Utilities and janitorial has not increased based on actual expenses in FY21.

Discussion: Leana asked if this is the result of combining offices into one building. Dana stated that telephone and networking expenses are decreased because MCEDD and The Link are now at one location. Dana noted that there are new expenses associated with being in the Transit Center, like landscaping expenses.

Bonds and Insurance were under budgeted for FY21. Dana explained this line item has been increased. FY22 will also include insurance increases for facilities and new vehicles.

Dues and Fees increased due to Caselle's monthly support fee. This fee has been budgeted for the full year, although Dana noted it might not be used until later in the year.

Discussion: Jan Brending strongly recommended keeping the monthly support. She noted that Caselle is very different from QuickBooks and if there is no contracted support, any need for support will be costly. Keeping it as a regular monthly expense will mean support is always available when needed, and there will not be any additional significant cost when utilized.

Other Materials and Services includes the \$2 million to be distributed between the OIB and the WIB. Grants disbursed includes a grant to CGCC for \$10,000 through the OIB.

The Revolving Loan Funds figure is the annual payments MCEDD pays to USDA for its five IRP loans. The FY22 budget includes principal and interest for all five loans.

Dana explained Capital Outlay includes the purchase of five new vehicles for The Link, which will be covered by grant funds.

The figure for restricted carryover reflects the amount that will carry over to special projects next year based on current FY21 actuals.

Discussion: Jan commended Dana on her hard work. Dana noted the historical comparison shows adopted budgets, not actuals. She thinks actual expenditures would be more beneficial information to have rather than past-budgeted totals. Leana asked if this can be changed for presentation to the full Board. Dana agreed to update the form using actuals. Leana asked if there were any further comments. None were noted.

Jan Brending motioned to approve the FY2022 budget as presented for recommendation to the full MCEDD Board to adopt the budget. Eric Proffitt seconded the motion. Motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 11:54 a.m.

Respectfully submitted by Jill Brandt, Administrative Assistant



**FISCAL YEAR 2023 (July 1, 2022-June 30, 2023)
BUDGET NARRATIVE**

SUMMARY AND HIGHLIGHTS

The budget has been prepared to facilitate the wide range of services that MCEDD provides. The budget preparation included careful analysis of prior year's budgets, actual expenditures (prior year and current year), and forecasted revenues and expenditures for new programs. Major changes from the FY22 budget and/or highlights in the FY23 budget include:

- Continued challenges in our lending program at funding new loans and making our own USDA Intermediary Relending Program loan payments (Operations Budget, Columns B, C, D);
- Fully spending out an Economic Development Administration CARES Revolving Loan Fund to support the loan program in response to COVID-19 (Operations Budget, Column F);
- Partially spending out the new \$1.9 million in USDA loan funds assuming new loans equally split between Oregon and Washington Investment Boards (Operations Budget, Column N);
- Seeking a consultant to work with the organization on Diversity, Equity and Inclusion plan (Operations Budget, Column U, Line 59);
- Two additional grant administration projects for the City of The Dalles and Sherman County (Special Projects Budget, Columns H and I);
- The loss of the EDA CARES Planning grant which expires June 30, 2022, but is somewhat replaced by new funding from Business Oregon and The Ford Family Foundation to focus on grant writing (Special Projects Budget, Column L);
- Two other Business Oregon funding opportunities through the Rural Opportunities Initiative and the Regional Innovation Hub that will expand our work on entrepreneurship and innovation (Special Projects Budget, Columns K and M);
- Continuation of the expanded Mobility Management work launched in FY22, including developing Phase 2 of the Gorge Regional Transit Strategy, marketing the Gorge Pass, and the additional Travel Trainer position (Special Projects Budget, Columns W, X, AA);
- A slight increase in funding for transportation services as a result of continued funding through the Statewide Transportation Improvement Fund (STIF) and continued CARES funding, with a resulting proposed increase in transportation staffing levels by 0.5 FTE as funding allows to meet demand (Transportation Budget, Column B);
- Large increases in fuel and maintenance costs to reflect current realities (Transportation Budget, Column B, Lines 59 and 60);
- Adjusted salary scales for some positions as a result of a salary survey this spring, as well as a 5% cost-of-living adjustment for all positions (Salary Plan);
- Changing the Energy Coordinator position from Program Manager to Project Manager and continuing to leave the Assistant Project Manager position that supported the loan program unfilled (assumptions in wages lines).

The following provides more details by line item of the significant factors which are relevant to understanding MCEDD's budget.

BEGINNING BALANCES

CARRYOVER: The anticipated carryovers from FY22 include Intermediary Relending Program (IRP), Regional Strategies, Attainable Housing Development Revolving Loan Fund (AHDRLF), Special Projects (project specific), and Transportation.

RESTRICTED CARRYOVER: Special Projects restricted carryover is the estimated balance available for specific special projects that cross over multiple fiscal years. While there are a few other small projects, the primary carryover is related Transportation Operations restricted carryover is a result of STIF funds.

UNRESTRICTED CARRYOVER: The IRP, Regional Strategies, AHDRLF and OIB carryover funds include amounts accumulated from prior years of loan fund income not spent on administrative costs. The two IRP funds (Operational Budget, Columns C and D) with negative amounts reflect where we have used principal to cover the IRP payments, and this amount will need to be paid back over time. Transportation Operations unrestricted carryover is comprised of funds for the Transportation General Fund. The largest change in this line from FY22 is related to the more accurate amount in this column for FY23 (Transportation Budget, Column C).

LOAN FUNDS AVAILABLE TO LOAN: Available to Loan Funds are based on the projected beginning fund balance, reduced by the estimated amount that is available for Administration. The Available to Loan balance is more than in previous years due to decreased lending activity in FY22 as well as increased loan payoffs.

PROJECTED REVENUE

FEDERAL:

EDA CARES ACT RLF: MCEDD was awarded \$770,000 in CARES Act funds for a new Revolving Loan Fund, plus 10% for administration. No match was required, but we have until September 30, 2022 to lend all the funds. We are budgeting to get the remaining \$192,500 out as new loan funds, plus admin expenses.

USDA OR/WA Ec Dev Loan: Federal revenue of \$1,900,000 in pass-through funds received from USDA Rural Development be distributed equally to the Oregon and Washington Investment Boards for lending to small businesses.

EDA PLANNING GRANT: MCEDD has a three-year Economic Development Administration Planning Grant which is expected to provide \$80,000 annually in federal funds, with a required cash match of \$80,000 annually. Local Assessments will be utilized to provide most of this match. FY23 is the first year of the three-year grant.

SPECIAL PROJECTS: Federal revenue for special projects is for the Gorge TransLink Alliance Mobility Management project pass-through contracts from Washington State Department of Transportation (WSDOT), Oregon Department of Transportation (ODOT), and Transportation Options effort.

TRANSPORTATION: Federal funds includes grant revenue for dial-a-ride operations, and the deviated fixed route. Also included are additional federal funds resulting from the CARES Act

for additional operational support, and a new grant anticipated for bus shelters and bus stop signs. Many of these grants are two-year grants and revenue is predicted based on half of the biennium amount, plus any remaining funds from FY22 if applicable.

STATE:

SPECIAL PROJECTS: Includes several grants from Business Oregon for entrepreneurship, innovation and grant writing (Columns K, L, M), plus ODOT and WSDOT funds for our Mobility Management activities, the Gorge Transit Strategy Phase 2 and marketing the multi-provider Gorge Pass for transit.

TRANSPORTATION: Includes revenue for state Special Transportation Funds (MCEDD as subrecipient for funds through Wasco County) and Statewide Transportation Improvement Fund (STIF) dollars which are funded by a payroll tax. The STIF revenue budgeted is reflected to the most recent forecast provided by ODOT. The STIF funds provide match for the federal funds for bus shelters and the deviated fixed route, as well as other operations support for The Link. The budget also includes STIF Discretionary grant that is funding The Link's service between Hood River and The Dalles, through a contract with Columbia Area Transit (Column O).

LOCAL MATCH: The local match category includes contributions from Gorge Translink Alliance transit providers, a contribution of \$20,000 from the City of The Dalles to support The Link, Hood River County partner contributions for the Energy Plan work, and funds from Columbia Area Transit to provide half of the match funds needed for the Gorge Pass Marketing project and for the Travel Trainer position which is shared by The Link and Columbia Area Transit.

LOCAL ASSESSMENTS: The local assessments are included based upon the recommendation of the MCEDD Board of Directors. It includes a \$0.81 per capita assessment to counties and cities and an overall total assessment to member Port Districts. The population data from the 2020 Census was used.

CONTRACT REIMBURSEMENTS:

OIB/ MHEA: Includes the contracted amount with the Columbia River Gorge Oregon Investment Board (OIB, approved) and Mount Hood Economic Alliance (MHEA, assumed same level as FY22) for support of their loan programs.

GENERAL FUND: New this year, we are anticipating seeking a grant from the Ford Family Foundation for a Diversity, Equity and Inclusion plan.

SPECIAL PROJECTS: A substantial source for contract reimbursements is through special projects contracts with counties for economic development services, technical assistance, grant administration for infrastructure developments, energy resiliency, and related projects. Special projects revenue also includes contracts with entities like CREA and the GTA as well as foundation grants such as from The Ford Family Foundation for grant writing assistance and from the Meyer Memorial Foundation for the Hood River Energy Plan.

TRANSPORTATION: Includes projected revenue for contracted services by The Link to provide non-emergency transportation (NEMT) rides through Modivcare and contract with Greyhound to provide a bus stop at the Transit Center.

LOAN FUND REVENUE: Loan fund revenue is based upon current loan revenue projections for loans already in MCEDD and OIB’s portfolios, excluding any in current litigation. The revenue for existing loans is based upon the approved loan terms for those clients.

The level of new MCEDD loans funded is projected using a three-year average of lending, which is consistent with the manner in which we made projections last FY. See the table below for further detail. Staff analyzed both a three- and four-year average, which were comparable.

MCEDD Loan Fund Revenue Projections Using a Three-Year Average	
Fiscal Year	MCEDD
FY20	\$ 613,500
FY21	\$ 350,750
FY22 (projected)	\$ 381,723
FY23 new loan projections	\$ 448,758

The OIB new loan projection was developed using a three-year average of lending to project loan fund revenue.

OIB Loan Fund Revenue Projections Using a Three-Year Average	
Fiscal Year	OIB
FY20	\$ 70,000
FY21	\$ 93,350
FY22 (projected)	\$ 15,000
FY23 new loan projections	\$ 59,450

For the Attainable Housing Revolving Loan Fund, the anticipation is full utilization of the original allocation to fully revolve funds. Revenue is calculated accordingly.

LOAN FUND PRINCIPAL REPAYMENTS: Loan fund principal repayments revenue was based on projected payments from existing loan clients and includes scheduled loan payoffs, and known potential modifications which impact potential loan payoffs, as well as payments from new loans projected to be made in FY23. There are currently no loans in a severely delinquent status so no adjustments were made. Principal repayments for projected new loans anticipates a three-month interest-only period at the start of all new loans, a 70-month term, and that loans are booked throughout the fiscal year.

LOAN FUND INTEREST: Loan fund interest calculations are based on the following criteria:

1. Loan fund interest from current loans is included in the FY23 projections. There were no adjustments made to interest calculations for loans with a current severely delinquent status. In addition, interest payments were removed for loans which we anticipate to payoff and for loans currently in litigation or pending litigation.
2. Interest in FY23 from the estimated new loans booked during the remainder of FY22 (from May and June 2022) is included in the projections.

3. Projected loan interest for loans that have scheduled balloon payments in FY23 are assumed to be paid in full, unless they are already in the process of restructuring. If anticipated to be refinanced, the loan interest is part of the projected loan income.
4. An estimated interest rate of 7.75% was used for budgeting purposes. It is a conservative figure as MCEDD's average is often higher. Actual individual loan interest rates vary depending on the associated risk of each loan.
5. EDA CARES Act RLF funds uses an estimated interest rate of 4.25% in reflection of the intention of these funds.

The Attainable Housing Revolving Loan Fund (AHDRLF), which was originally seeded with \$2 million from the State of Oregon, has a lower base interest rate. Projections are based on the current RLF plan, with an estimated 4.75% interest rate. In order to provide the opportunity to revolve the fund, we have projected full utilization of the original principal.

LOAN FEE REVENUE: The following are the two primary sources of loan fee revenue:

1. Loan processing fees are projected to be 1.5% of the loan amount, with the exception of the Attainable Housing RLF program which charges a 1% fee. The loan fee revenue is based on the total amount of anticipated funds loaned during FY23.
2. Other fees earned include loan filing fees and late payment fees. The late payment fees are unchanged from the year prior.

LOAN FUND INVESTED INTEREST: The loan fund investment income is budgeted based on FY22 actual earnings and is higher to reflect the move of most of our funds to the Oregon Local Government Investment Pool which has a higher rate of return. It is based on funds from the following categories: fund balances waiting to be loaned, loan loss reserves balance, and IRP payment funds waiting to be disbursed.

OTHER/ TRANSFER REVENUE: Other revenue includes various revenue received from the annual Economic Symposium to cover the coinciding expenses to host the event (Operations Budget) and reimbursements for materials and services expenses related to the Gorge Tech Alliance (Special Projects Budget). Other Revenue in the Transportation Budget comes from anticipated farebox (rider tickets), vending at the Transit Center, the sale of older Link vehicles. New this year and representing the bulk of this revenue, transportation funds also include transit pass sales and fare subsidy grants. In addition, it includes the interfund transfer to Transportation for rent from non-transportation funds.

PROJECTED EXPENSES

WAGES: Staff conducted a salary survey and reviewed the data with the Executive Committee. The salary schedule recommendations include a 10% increase for the Transportation Operations Manager, \$2000 for the Loan Fund Manager, and a 5% increase for Project Managers, Program Managers, Office Admin, Admin Assistant, Lead Driver, Drivers, Dispatchers. Executive Director, Deputy Directors, and Finance Manager had an increase in FY22 and no suggested changes this year. Wages also include a 5% cost-of-living adjustment for all positions. Step raises for eligible employees are included. Compared to last year the following changes are reflected:

- The addition of a 0.5 FTE driver position, which changes one of the part-time positions to full-time;
- The change of the Energy Coordinator position from Program Manager to Project Manager (a

- higher salary level); and
- Continuing to leave the Assistant Project Manager position that supported the loan program unfilled.

The allocation of wages reflects the duties of staff. The Executive Director is allocated across all programs based upon direct engagement with these programs in providing services, as well as providing overall leadership and direction. The Deputy Director of Transportation is primarily allocated across transportation, while the allocation for the Deputy Director of Economic Development is focused primarily on Special Projects and Planning Grants which is in line with the MCEDD organizational structure. Project Managers are assigned to specific special projects and the EDA planning grant. The Loan Fund Manager is assigned to loan funds and special projects that directly relate to the loan program. Administrative staff wages are allocated based upon anticipated support functions required by all functions of the organization and allocations are based upon historical and anticipated usage of time from these staff by area.

The Transportation Operations Manager is allocated across transportation programs based on direct support and providing services in these programs. Dispatch/Drivers are distributed based on funding source revenue in the projects where direct transportation services are provided.

OTHER PAYROLL EXPENSES: Operating Personnel Expenses are based on a 41.0% Fringe & Tax rate. This rate includes an anticipated 0% health insurance rate increase in January 2023 and 0% dental insurance increase. Employer contributions for insurance is generally included for eligible employees. Other Fringe Benefits include a 457(b) contribution at 8.75%, disability/life insurance, and a Premium Only Section 125 plan in which employees may elect to participate, as premium payments will be on a pre-tax basis. New to this budget, we accounted for the Oregon Paid Family Leave that starts in January 2023.

PERSONAL TIME OFF (PTO): PTO is calculated using the predicted PTO balances as of June 30, 2022 and earned PTO for FY23, up to the maximum per MCEDD personnel policies. The maximum is 146.25 hours per employee (accrual up to 195 hours, with 75% liability payout = 146.25 hours). This expense is included as a General Fund expense and General Fund Transportation expense. Due to uncertainty of PTO usage, no reduction of leave taken was incorporated into the estimated liability.

TRAVEL and CONFERENCES: The overall cost for travel for FY23 is budgeted at approximately the same level as FY22, but would expect to see a higher utilization rate as restrictions due to the pandemic are relaxed and more “in-person” events happen.

EVENT SERVICES: Event services includes the annual economic symposium, several Pub Talk events related to the OCF/ROI grant funds, and GTA events.

EQUIPMENT AND SUPPLIES: The budget includes new computer equipment for staff on the scheduled replacement rotation. This item includes general supplies for the office, facilities and The Link. Personal Protective Equipment costs are covered by the CARES funds remaining for The Link.

PROFESSIONAL SERVICES:

LEGAL SERVICES: Costs associated with legal services were budgeted at a slightly lower

amount as the prior year based on actual expenses for FY22.

AUDIT: The FY23 budget reflects the anticipated cost for auditing services.

CONTRACTUAL: There are a number of anticipated contractual service expenses, including IT support, grant management training, and Spanish translation. Some of the larger and more notable changes include:

- Consultants to develop a Diversity, Equity and Inclusion plan for the organization (\$15,000, Operations Budget, Column U).
- Second payment of Caselle Software purchase (\$11,155) plus nine months of support (\$9,000, Operations Budget, Column V).
- Consultants to develop a regional innovation plan (\$120,000, Special Projects Budget, Column M).
- Consultants to develop Phase 2 of the Gorge Regional Transit Strategy (\$133,174, Special Projects Budget, Column X) to for marketing the Gorge Pass (\$175,000, Special Projects Budget, Column AA).
- Consultants to support the diversity outreach funded for the Hood River County Energy Plan (\$14,500, Special Projects Budget, Column AC).
- Bus shelter and signage installation (\$54,300, Transportation Operations, Column J).
- Transit marketing consultants (spread across a few lines in Transportation and STIF) and videography (\$11,444, STIF Budget, Column G).

TESTING/TRAINING/SCREENING: Professional services includes drug/alcohol testing expenses and driving records, transportation staff training and CDL physicals necessary for the operations of The Link. The budget was set to reflect FY22 actuals.

VEHICLES:

MAINTENANCE: Generally, vehicle maintenance is included per schedule. Maintenance was increased slightly to reflect the increase in the number of vehicles and actuals for FY22.

FUEL: Is based on current year transportation activities. Fuel was increased significantly from \$60,585 in the FY22 budget to \$82,017 to reflect the increase in fuel costs that started in Spring 2022.

OTHER VEHICLE COSTS: This line was decreased to \$0. This line would normally accommodate the additional expenses associated with new vehicle purchases. There are no vehicle purchases scheduled for FY23.

COMMUNICATIONS:

ADVERTISING: Reflects an overall increase, primarily additional Transportation funds directed to this purpose.

POSTAGE/FREIGHT: Slight decrease from prior years based on actual expenses.

PRINTING: Reflects an increase with the majority of expenses associated with Transportation Operations for brochures, etc.

PUBS/SUBS: Assumes a level amount associated with publications.

TELEPHONE/ NETWORKING: Decreased from prior year based on actual expenses.

BUILDING COSTS:

RENT: MCEDD Administration pays rent to Transportation, based on 50% of total Facility expenses, which is then allocated to all non-transportation funds based on the current Indirect Policy (Total Direct Wages). Included in facility expenses is \$10,000 per year for a Facility Reserve Fund.

UTILITIES AND JANITORIAL: Increased based on actual expenses and projected rate increases. Janitorial services in FY22 increased to include twice-weekly cleaning of our bus shelters. These costs will again go up in FY24 as we bring more bus shelters online.

REMODEL ALLOCATIONS: MCEDD has created a five-year interfund loan which affects all non-transportation funds to cover the cost of the Transit Center remodel for the Administration. We are also still allocating the remodel of 515 E 2nd Street to all non-transportation funds.

BUILDING REPAIRS AND MAINTENANCE: The building repairs and maintenance was maintained at the same level, but now also includes snow removal (\$1250) as well as a one-time project to add electrical outlets to the office's Quiet Room (\$3000).

BOND AND INSURANCE: The anticipated expenses for bonds and insurance have been increased over the prior year based on actual costs, which were based on a review of actual historical costs and anticipation for the current fiscal year. An increase of 5% has been included.

OTHER MATERIALS AND SERVICES

DUES AND FEES: Maintained at the same level as FY22.

OTHER: Expenses are comprised of ACH Collection service for Loan Funds in order to provide electronic payment services for loan clients. There is a monthly module cost and batch costs associated with each loan fund, which is allocated based on revenue. Free fares for high school students are also recorded here under Transportation.

In FY22, we had put a \$2 million placeholder here for the new USDA revolving loan funds (Operations Budget, Column N) secured for the Oregon and Washington Investment Boards, hence the large difference from FY22. The amount in FY23 is expected revenue from new loans funded through Washington Investment Board that will be passed through to Skamania County Economic Development Council.

IN-KIND/TRANSFER: Transfer Source includes Transportation Operations interfund transfer in support of Mobility Management activities.

GRANTS: The Oregon Investment Board is the only fund in MCEDD's budget which provides grants to other entities. The fund's anticipated expenditures include a maximum grant budget of \$10,000 for a

grant awarded in FY20, which is ongoing.

REVOLVING LOAN FUND:

IRP LOAN PAYMENTS: MCEDD has five IRP loans (\$750,000, \$1 million, \$600,000, \$310,000, and \$200,000) through the USDA that require annual payments. We are in the process of re-amortizing all five loans so that we can better afford the payments given our current level of lending. The FY23 budget includes payments of both principal and interest for all five loans at the estimated new level payment schedule.

EDA RLFs: Built into the Operational Budget for the EDA Revolving Loan Funds is a 50%+ allocation of the projected revenue that will be restricted for relending purposes only.

CAPITAL OUTLAY: Includes the purchase of bus shelters and signage.

CARRYOVER – RESTRICTED: Special Projects carryover balance reflects the amount restricted to the special project and the Transportation expense is the \$10,000 for the building reserve fund.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2023 BUDGET**

BUDGET APPROPRIATION BY CATEGORY			
REVENUES:			
LOAN FUNDS (AVAILABLE TO LOAN)	7,446,587		
CARRYOVER - RESTRICTED FUNDS	192,203		
CARRYOVER - UNRESTRICTED FUNDS	58,932		
CARRYOVER FY 22 - TOTAL	7,697,722		
FEDERAL	3,026,066		
STATE	1,313,181		
LOCAL MATCH	115,000		
LOCAL ASSESSMENT	86,481		
CONTRACT REIMBURSEMENT	544,928		
PRINCIPAL REPAYMENTS	576,188		
LOAN INTEREST	243,758		
LOAN FEES	52,434		
OTHER REVENUE	102,725		
IN-KIND	-		
INVESTED FUNDS INTEREST	18,641		
TOTAL REVENUES	13,777,125		
EXPENDITURES:			
PERSONNEL COSTS	2,282,444		
MATERIALS AND SERVICES	1,123,488		
GRANTS DISBURSED	10,000		
REVOLVING LOAN FUND	10,153,636		
CAPITAL PURCHASE	61,528		
CARRYOVER			
CARRYOVER - RESTRICTED	104,552		
CARRYOVER - UNRESTRICTED	41,485		
CARRYOVER TOTAL	146,037		
TOTAL EXPENDITURES	13,777,125		

HISTORICAL COMPARISON - BUDGETS

ADOPTED 2019-20 SUPPL	ADOPTED 2020-21 SUPPL	ADOPTED 2021-22	DESCRIPTION	PROPOSED 2022-23 BUDGET COMMITTEE	APPROVED 2022-23 BUDGET COMMITTEE	ADOPTED 2022-23 MCEDD BOARD	1
							2
							3
			REVENUES				4
2,815,416	4,258,988	5,231,234	LOAN FUNDS (AVAILABLE TO LOAN)	7,446,587			5
85,862	368,817	211,874	CARRYOVER - RESTRICTED FUNDS	192,203			6
495,423	181,780	497,696	CARRYOVER - UNRESTRICTED FUNDS	58,932			7
3,396,701	4,809,585	5,940,804	TOTAL CARRYOVER	7,697,722	-	-	8
754,895	1,781,316	4,179,647	FEDERAL	3,026,066			9
742,668	643,060	811,419	STATE	1,313,181			10
74,250	90,000	87,500	LOCAL MATCH	115,000			11
80,946	66,690	78,935	LOCAL ASSESSMENTS	86,481			12
913,511	567,758	549,785	CONTRACT REIMBURSEMENTS	544,928			13
1,375,994	743,886	777,518	PRINCIPAL REPAYMENTS	576,188			14
477,712	440,545	362,761	LOAN INTEREST	243,758			15
41,960	45,006	42,116	LOAN FEES	52,434			16
58,393	48,380	193,419	OTHER REVENUE	102,725			17
32,435	-	-	IN-KIND	-			18
1,644	1,431	1,950	INVESTED FUNDS INTEREST	18,641			19
7,951,109	9,237,673	13,025,854	TOTAL REVENUE	13,777,125	-	-	20
			EXPENDITURES				21
			PERSONNEL COSTS:				22
1,067,797	1,233,226	1,521,135	WAGES	1,606,956			23
344,738	385,994	472,165	FRINGE BENEFITS	486,357			24
102,740	116,480	189,943	PAYROLL TAXES	189,131			25
1,515,275	1,735,699	2,183,243	TOTAL PERSONNEL COSTS	2,282,444	-	-	26
			MATERIALS AND SERVICES:				27
39,000	30,098	30,960	TRAVEL	26,815			28
3,900	14,000	14,015	EVENT SERVICES	7,900			29
12,310	27,834	13,084	EQUIPMENT	11,028			30
44,830	46,483	41,665	SUPPLIES	25,224			31
			PROFESSIONAL SERVICES:				32
12,600	18,083	18,093	Legal	16,090			33
14,335	21,953	23,154	Audit	33,247			34
5,725	5,465	6,575	Filing Fees	6,600			35
581,599	354,099	660,125	Contractual	697,014			36
4,000	5,000	4,575	Testing/Training/Screening	2,000			37
			VEHICLE COSTS				38
46,654	31,320	34,569	Repairs/Maintenance	46,406			39
70,983	55,440	60,585	Fuel	81,791			40
180	500	12,865	Other Vehicle Costs	-			41
			COMMUNICATIONS:				42
16,700	25,476	14,203	Advertising	13,250			43
2,550	1,150	1,600	Postage & Freight	1,300			44
12,214	17,200	10,535	Printing	16,395			45
800	800	800	Pubs & Subs	800			46
18,558	18,846	11,975	Telephone & Networking Expenses	8,101			47
			BUILDING COSTS:				48
17,200	24,907	22,321	Rent	28,074			49
18,407	12,600	12,600	Utilities and Janitorial	21,650			50
61,600	-	-	Building Remodel	(0)			51
8,800	3,225	4,500	Building Repairs and Maintenance	8,750			52
11,008	5,787	14,452	BOND AND INSURANCE	21,926			53
			OTHER MATERIALS & SERVICES:				54
6,530	6,630	23,306	Dues and Fees	20,656			55
6,550	13,674	2,004,691	Other	26,471			56
2,000	2,000	2,000	Transfer to Source	2,000			57
32,435	-	-	In-Kind	-			58
1,051,469	742,571	3,043,248	TOTAL MATERIALS AND SERVICES	1,123,488	-	-	59
			GRANTS DISBURSED	10,000			60
25,000	35,000	10,000	REVOLVING LOAN FUND:				61
2,347,349	2,774,137	2,742,978	New Loans Made	3,153,116			62
103,990	105,315	105,978	IRP Payment-Principal Portion	43,507			63
18,041	16,717	15,402	IRP Payment-Interest Portion	14,836			64
1,944,477	3,029,831	3,798,261	Ending Available to be Loaned	6,942,178			65
4,413,856	5,925,999	6,662,618	TOTAL REVOLVING LOAN FUND	10,153,636	-	-	66
			CAPITAL OUTLAY	61,528			67
313,844	176,620	448,455	CARRYOVER - RESTRICTED	104,552			68
51,978	44,857	20,000	CARRYOVER - UNRESTRICTED	41,485			69
579,686	576,927	658,290					70
631,665	621,784	678,290	TOTAL CARRYOVER	146,037	-	-	71
7,951,109	9,237,673	13,025,854	TOTAL EXPENDITURES	13,777,125	0	0	72

HISTORICAL COMPARISON - ACTUALS

ACTUAL 2019-20	ACTUAL 2020-21	ADOPTED 2021-22	DESCRIPTION	PROPOSED 2022-23 BUDGET COMMITTEE	APPROVED 2022-23 BUDGET COMM.	ADOPTED 2022-23 MCEDD BOARD	
			REVENUES				1
2,314,105	3,634,473	5,231,234	LOAN FUNDS (AVAILABLE TO LOAN)	7,446,587			2
261,938	190,521	211,874	CARRYOVER - RESTRICTED FUNDS	192,203			3
369,774	641,112	497,696	CARRYOVER - UNRESTRICTED FUNDS	58,932			4
2,945,817	4,466,106	5,940,804	TOTAL CARRYOVER	7,697,722	-	-	5
647,063	3,867,411	4,179,647	FEDERAL	3,026,066			6
494,942	842,650	811,419	STATE	1,313,181			7
74,869	145,210	87,500	LOCAL MATCH	115,000			8
60,946	62,710	78,935	LOCAL ASSESSMENTS	86,481			9
750,803	676,534	549,785	CONTRACT REIMBURSEMENTS	544,928			10
1,340,242	0	777,518	PRINCIPAL REPAYMENTS	576,188			11
455,150	358,762	362,761	LOAN INTEREST	243,758			12
27,183	23,579	42,116	LOAN FEES	52,434			13
34,106	585,799	193,419	OTHER REVENUE	102,725			14
0	0	-	IN-KIND	-			15
2,538	2,051	1,950	INVESTED FUNDS INTEREST	18,641			16
6,833,660	11,030,812	13,025,854	TOTAL REVENUE	13,777,125	-	-	17
			EXPENDITURES				18
			PERSONNEL COSTS:				19
922,395	1,118,183	1,521,135	WAGES	1,606,956			20
283,437	279,643	472,165	FRINGE BENEFITS	486,357			21
81,972	103,137	189,943	PAYROLL TAXES	189,131			22
1,287,805	1,500,963	2,183,243	TOTAL PERSONNEL COSTS	2,282,444	-	-	23
			MATERIALS AND SERVICES:				24
18,395	8,737	30,960	TRAVEL	26,815			25
2,963	0	14,015	EVENT SERVICES	7,900			26
3,508	4,840	13,084	EQUIPMENT	11,028			27
21,558	36,940	41,665	SUPPLIES	25,224			28
			PROFESSIONAL SERVICES:				29
14,905	11,441	18,093	Legal	16,090			30
13,990	22,150	23,154	Audit	33,247			31
3,040	7,698	6,575	Filing Fees	6,600			32
261,366	271,627	660,125	Contractual	697,014			33
2,258	3,329	4,575	Testing/Training/Screening	2,000			34
			VEHICLE COSTS				35
19,289	29,524	34,569	Repairs/Maintenance	46,406			36
43,203	56,218	60,585	Fuel	81,791			37
0	10,680	12,865	Other Vehicle Costs	-			38
			COMMUNICATIONS:				39
19,784	21,293	14,203	Advertising	13,250			40
1,643	1,657	1,600	Postage & Freight	1,300			41
3,464	2,722	10,535	Printing	16,395			42
221	73	800	Pubs & Subs	800			43
13,229	10,514	11,975	Telephone & Networking Expenses	8,101			44
			BUILDING COSTS:				45
6,803	17,367	22,321	Rent	28,074			46
15,647	15,739	12,600	Utilities and Janitorial	21,650			47
0	15,951	-	Building Remodel	(0)			48
3,082	10,696	4,500	Building Repairs and Maintenance	8,750			49
14,176	16,339	14,452	BOND AND INSURANCE	21,926			50
			OTHER MATERIALS & SERVICES:				51
11,701	13,249	23,306	Dues and Fees	20,656			52
1,471	39,584	2,004,691	Other	26,471			53
0	0	2,000	Transfer to Source	2,000			54
0	0	-	In-Kind	-			55
495,694	628,368	3,043,248	TOTAL MATERIALS AND SERVICES	1,123,488	-	-	56
0	2,988,747	10,000	GRANTS DISBURSED	10,000			57
			REVOLVING LOAN FUND:				58
896,500	494,100	2,742,978	New Loans Made	3,153,116			59
103,897	104,928	105,978	IRP Payment-Principal Portion	43,507			60
17,482	16,452	15,402	IRP Payment-Interest Portion	14,836			61
2,218,198	4,974,718	3,798,261	Ending Available to be Loaned	6,942,178			62
3,236,078	5,590,197	6,662,618	TOTAL REVOLVING LOAN FUND	10,153,636	-	-	63
458,189	172,180	448,455	CAPITAL OUTLAY	61,528			64
190,521	49,077	20,000	CARRYOVER - RESTRICTED	104,552			65
511,630	101,280	658,290	CARRYOVER - UNRESTRICTED	41,485			66
702,152	150,357	678,290	TOTAL CARRYOVER	146,037	-	-	67
6,179,917	11,030,812	13,025,854	TOTAL EXPENDITURES	13,777,125	0	0	68

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY23 ALL FUNDS BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	Z	AA	
1	DESCRIPTION	320/E320 IRP	321/E321 IRP SH	322/E322 IRP WA	336/E336 EDA RLFs	337 EDA CARES ACT RLF	345/E345 RLF REG STRAT	350/E350 RBEG- OR	355/E355 RBEG-WA	357/E357 RBEG-KL/SK	370/E370 CDBG- MICRO ENT	372 MCEDD MICRO LOAN	371 E371 HOUSING RLF	USDA OR/WA Ec Dev Loan	390 GEN LOAN FUNDS	552 OIB STAFFING	553 MHEA	101 PLANNING GRANT	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	E975 OIB AGENCY	TOTAL	1	
65	COMMUNICATIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	65	
66	Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,300	8,100	-	850	1,000	13,250	66	
67	Postage & Freight	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	450	-	-	850	-	1,300	67	
68	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	4,045	11,650	-	500	-	16,395	68	
69	Pubs & Subs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	800	-	800	69	
70	Telephone & Networking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150	25	540	866	6,520	-	-	-	8,101	70	
71	BUILDING COSTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71	
72	Rent	108	23	23	176	162	72	113	76	86	32	25	288	252	1,558	2,081	414	3,460	19,124	-	-	-	-	28,074	72	
73	Building Utilities & Janitorial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	21,650	-	-	-	21,650	73
74	Building Remodel - Transit Center	61	13	13	100	92	41	64	43	49	18	14	164	143	885	1,182	235	1,966	10,866	-	(15,951)	-	-	-	74	
75	Building Remodel - Allocation	12	3	3	19	18	8	12	8	9	4	3	31	27	170	227	45	377	2,085	-	(3,061)	-	-	(0)	75	
76	Building Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,750	-	-	-	-	8,750	76
77	BOND AND INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,051	-	21,926	77	
78	OTHER MATERIALS & SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	78	
79	Dues and Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,250	300	1,200	-	15,906	-	20,656	79	
80	Other	75	7	8	5	82	1	1	0	0	0	92	92	21,331	-	-	-	-	605	4,172	-	-	-	26,471	80	
81	TRANSFER TO SOURCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	-	-	-	2,000	81
82	IN-KIND	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	82	
83	TOTAL MATERIALS AND SERVICES	9,991	891	681	4,110	5,004	780	775	437	356	270	228	2,514	23,253	5,142	9,441	772	20,300	530,357	342,560	(4,012)	66,036	103,600	1,123,488	83	
84																										84
85	GRANTS DISTRIBUTED	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	85
86	REVOLVING LOAN FUND																									86
87	New Loans Made	219,667	13,333	17,333	40,833	192,500	-	-	-	-	-	10,000	1,400,000	1,200,000	-	-	-	-	-	-	-	-	-	59,450	3,153,116	87
88	Loan Principal	32,044	4,439	7,023	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	43,507	88
89	Loan Interest	10,937	1,516	2,383	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,836	89
90	Ending Loan Available Balance	1,842,882	141,490	68,468	678,916	90,821	141,604	305,553	85,804	120,532	105,113	(4,245)	764,201	722,829	-	-	-	-	-	-	-	-	-	1,878,208	6,942,178	90
91	CAPITAL PURCHASE																									91
92	Carryover to FY24 (Restricted Funds)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37,543	67,009	-	-	-	-	104,552	92
93	Carryover to FY24 (Unrestricted Funds)	13,722	(5,704)	(5,914)	6,589	-	6,881	-	-	-	-	-	-	-	-	23,181	284	-	693	0	1,754	-	-	-	41,485	93
94	TOTAL DIRECT EXPENSES	2,133,332	156,851	90,860	737,127	294,458	151,991	310,620	89,104	124,159	106,610	6,937	2,177,618	1,955,622	64,154	111,454	16,729	151,367	1,293,051	1,595,022	16,501	142,306	2,051,258	13,777,125	94	
95																										95
96	FACILITY SPREAD - TRANSPORTATION	54	12	12	88	81	36	57	38	43	16	13	144	126	779	1,041	207	1,730	9,562	(14,037)	-	-	-	-	96	
97	FACILITY SPREAD - NON TRANSPORTATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	97
98	TRANSPORTATION ADMIN SPREAD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	98
99	LOAN FUNDS SPREAD	5,177	1,122	1,122	8,456	7,766	3,451	5,436	3,624	4,142	1,553	1,208	13,805	12,080	(68,941)	-	-	-	-	-	-	-	-	-	-	99
100	ADMIN SPREAD	278	60	60	454	417	185	292	194	222	83	65	741	648	4,008	5,355	1,065	8,903	49,209	70,068	-	(142,306)	-	-	100	
101	TL EXPENSES WITH INDIRECT	2,138,840	158,045	92,054	746,124	302,721	155,664	316,405	92,960	128,566	108,263	8,223	2,192,308	1,968,476	(0)	117,850	18,000	162,000	1,351,823	1,651,046	16,501	-	2,051,258	13,777,125	101	

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY23 OPERATIONS BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	DESCRIPTION	320 IRP	321 IRP SHERMAN	322 IRP WA	336 EDA RLFS	337 EDA CARES ACT RLF	345 RLF REG STRAT	350 RBEG- OR	355 RBEG-WA	357 RBEG-KL/SK	370 CDBG- MICRO ENT	371 HOUSING RLF	372 MCEED Micro Loan	USDA OR/WA Ec Dev Loan	390 GEN LOAN FUNDS	552 OIB STAFFING	553 MHEA	101 PLANNING GRANT	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	TOTAL	1
65	COMMUNICATIONS																							
66	Advertising																			3,300	8,100		850	12,250
67	Postage & Freight																			450			850	1,300
68	Printing																						500	16,395
69	Pubs & Subs																		200	4,045	11,650		800	69
70	Telephone & Networking															150	25	540	866				6,520	8,101
71	BUILDING COSTS																							
72	Rent	108	23	23	176	162	72	113	76	86	32	288	25	252	1,558	2,081	414	3,460	19,124					28,074
73	Building Utilities & Janitorial																							21,650
74	Building Remodel -Transit Ctr (Admin Only)	61	13	13	100	92	41	64	43	49	18	164	14	143	885	1,182	235	1,966	10,866				(15,951)	21,650
75	Building Remodel - Allocation (515 E. 2nd)	12	3	3	19	18	8	12	8	9	4	31	3	27	170	227	45	377	2,085				(3,061)	
76	Building Repairs & Maintenance																							8,750
77	BOND AND INSURANCE																							15,875
78	OTHER MATERIALS & SERVICES																							6,051
79	Dues and Fees																							15,906
80	Other	75	7	8	5	82	1	1	0	0	0	92	92	21,331				3,250	300					20,656
81	TRANSFER TO SOURCE																							2,000
82	IN-KIND																							-
83	TOTAL MATERIALS AND SERVICES	9,991	891	681	4,110	5,004	780	775	437	356	270	2,564	235	23,253	5,142	9,441	772	20,300	530,357	342,560	(4,012)	66,036	1,019,944	83
84																								-
85	GRANTS DISTRIBUTED																							-
86	REVOLVING LOAN FUND																							-
87	New Loans Made					192,500								1,900,000										2,092,500
88	Loan Principal	32,044	4,439	7,023																				43,507
89	Loan Interest	10,937	1,516	2,383																				14,836
90	Loan Available Balance	17,756	(1,467)	(3,882)	(10,417)	35,106	(4,193)	(9,092)	(6,619)	(7,484)	(2,352)	(10,311)	(1,150)	(5,485)										(9,590)
91	CAPITAL PURCHASE																							61,528
92	Carryover to FY24 (Restricted Funds)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37,543				67,009	104,552
93	Carryover to FY24 (Unrestricted Funds)	13,722	(5,704)	(5,914)	6,589	-	6,881					22,030						23,182	284		695	0	1,754	63,518
94	TOTAL EX W/O INDIRECT	88,538	561	1,177	6,960	238,742	6,194	(4,025)	(3,320)	(3,857)	(855)	25,186	38	1,927,308	64,154	111,455	16,729	151,367	1,293,054	1,595,022	16,500	142,306	5,673,227	94
95																								-
96	FACILITY SPREAD - TRANSPORTATION	54	12	12	88	81	36	57	38	43	16	144	13	126	779	1,041	207	1,730	9,562	(14,037)				-
97																								-
98	TRANSPORTATION ADMIN SPREAD																							-
99	LOAN FUNDS SPREAD	5,177	1,122	1,122	8,456	7,766	3,451	5,436	3,624	4,142	1,553	13,805	1,208	12,080	(68,941)									-
100	ADMIN SPREAD	278	60	60	454	417	185	292	194	222	83	741	65	648	4,008	5,355	1,065	8,903	49,209	70,068		(142,306)		-
101	TOTAL EXPENSES	94,047	1,754	2,371	15,958	247,006	9,867	1,760	536	550	798	39,876	1,324	1,940,162	0	117,850	18,000	162,000	1,351,823	1,651,046	16,500	-	5,673,227	101

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY23 TRANSPORTATION BUDGET**

	A	B	C	D	E	F	G	H	J	K	L	M	N	O	P	Q
1	DESCRIPTION	TOTAL TRANSPORTATION OPERATIONS	601 TRANS GENERAL FUND	603 ODOT Operations/Dial A Ride	604 Brokerage Rides	606 Wasco Co STF	607 Wasco Co 5310 Support (Purchased Svcs)	608 Facility	611 Bus/Bus Shelters and PUD	612 STIF Transportation Package	613 Deviated Fixed Route	614 ODOT Vehicle Grants	617 CARES Needs Based	618 TD to Hood River Run	690 Transportation Admin	1
48	TRAVEL & CONFERENCES	500								-					500	48
49	EVENT SERVICES	-								-						49
50	EQUIPMENT	10,278						2,778		-					7,500	50
51	SUPPLIES	9,999		250				3,000		1,250			2,624		2,875	51
52	PROFESSIONAL SERVICES	-								-						52
53	Legal	-								-						53
54	Auditing	13,965								-					13,965	54
55	Filing Fees	-								-						55
56	Contractual	97,704	4,200	4,500				7850	54,300	19,854					7,000	56
57	Testing/Training/Screening	2,000		500	150					400	500		200	250	-	57
58	VEHICLE COSTS	-								-						58
59	Repairs & Maintenance	46,406		12,910	823					6,846	14,333		2,447	9,046		59
60	Fuel	81,791		24,782	1,910					13,044	27,302		4,046	10,707		60
61	Other Vehicle Costs	-								-						61
62	COMMUNICATIONS	-								-						62
63	Advertising	8,100		750						4,850	2,000				500	63
64	Postage & Freight	-								-						64
65	Printing	11,650		3,500						6,650	1,500					65
66	Pubs & Subs	-								-						66
67	Telephone & Networking	6,520						4,020		-					2,500	67
68	BUILDING COSTS	-								-						68
69	Rent	-								-						69
70	Building Utilities & Janitorial	21,650						17,000		4,650						70
71	Building Remodel - Allocation	-					-			-						71
72	Building Repairs & Maintenance	8,750						8,750		-						72
73	BOND AND INSURANCE	15,875						2,750		-			1,000		12,125	73
74	OTHER MATERIALS & SERVICES	-								-						74
75	Dues and Fees	1,200								-					1,200	75
76	Other	4,172		250						3,322			600			76
77	TRANSFER TO SOURCE	2,000													2,000	77
78	IN-KIND	-								-						78
79	GRANTS DISTRIBUTED	-								-						79
80	REVOLVING LOAN FUND	-								-						80
81	New Loans Made	-								-						81
82	Loan Principal	0								-						82
83	Loan Interest	0								-						83
84	Ending Loan Available Balance	-								-						84
85	CAPITAL PURCHASE	61,528							61,528	-						85
86	TOTAL EX W/O INDIRECT	1,528,012	36,958	369,796	33,648	-	-	46,148	115,828	289,813	392,282	-	69,122	94,003	80,414	86
87																87
88	FACILITY SPREAD - TRANSPORTATION	(14,037)		4,265	407	0	0	-28,074	0	3,029	4,586	0	770	979		88
89	TRANSPORTATION ADMIN SPREAD	-		24,917	2,378	0	0	0	0	17,928	26,737	0	4,573	5,815	-82,348	89
90	LOAN FUNDS SPREAD	-											0	0		90
91	ADMIN SPREAD	70,068		20,616	1,968	0	0	0	0	14,833	22,122	0	3,784	4,811	1,935	91
92	TOTAL EXPENSES	1,584,038	36,958	419,594	38,400	-	-	18,074	115,828	325,599	445,728	-	78,250	105,608	0	92
93	Carryover to FY24 (Restricted Funds)	67,009		0				20,000	10,643	0	12,598	-	(0)	23,767	(0)	93
94	Carryover to FY24 (Unrestricted Funds)	0	(0)		(0)	-	-			(0)	-	-	-	-	-	94

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY23 TRANSPORTATION BUDGET - 612 STIF Transportation Package Detail**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	DESCRIPTION	Total STIF Budget	61201 Admin Support for WC STIF	61203 High School Transit Training/Free Passes	61204 Spanish Language Outreach	61206 Expanded Marketing	61207 MM Transit Support	61208 Expanded Link Hours / Saturday Service	61210 Service to Smaller Communities (WC)	61211 Bus Shelters & Amenities	61213 Deviated Fixed Route	61220 Fare Subsidy/ Swim Bus	61221 Fleet (Bus / Env. Protection)	1
48	TRAVEL & CONFERENCES	-												48
49	EVENT SERVICES	-												49
50	EQUIPMENT	-												50
51	SUPPLIES	1,250		750								500		51
52	PROFESSIONAL SERVICES	-												52
53	Legal	-												53
54	Auditing	-												54
55	Filing Fees	-												55
56	Contractual	19,854		1,425	2,507	4,500	11,422							56
57	Testing/Training/Screening	400						150	150		100			57
58	VEHICLE COSTS	-												58
59	Repairs & Maintenance	6,846						2,871	2,686		1,288			59
60	Fuel	13,044						5,497	5,167		2,379			60
61	COMMUNICATIONS	-												61
62	Advertising	4,850		500	1,000	2,500			250		600			62
63	Postage & Freight	-												63
64	Printing	6,650		500	950	4,350			250		600			64
65	Pubs & Subs	-												65
66	Telephone & Networking	-												66
67	BUILDING COSTS	-												67
68	Rent	-												68
69	Building Utilities & Janitorial	4,650											4,650	69
70	Building Remodel - Allocation	-												70
71	Building Repairs & Maintenance	-												71
72	BOND AND INSURANCE	-												72
73	OTHER MATERIALS & SERVICES	-												73
74	Dues and Fees	-												74
75	Other	3,322		3,322										75
76	IN-KIND	-												76
77	GRANTS DISTRIBUTED	-												77
78	REVOLVING LOAN FUND	-												78
79	New Loans Made	-												79
80	Loan Principal	-												80
81	Loan Interest	-												81
82	Ending Loan Available Balance	-												82
83	CAPITAL PURCHASE	-									-	-		83
84	Carryover to FY24 (Restricted Funds)	-		-							-	-		84
85	Carryover to FY24 (Unrestricted Funds)	-									-	-		85
86	TOTAL EX W/O INDIRECT	289,813	41,388	9,115	7,439	11,350	23,096	81,539	77,094	-	-	34,144	4,650	86
87														87
88	TRANSPORTATION FACILITY SPREAD	3,029	570	36	39	-	161	954	896	-	-	375		88
89	TRANSPORTATION ADMIN SPREAD	17,928	3,371	213	230	-	951	5,644	5,302	-	-	2,217		89
90	LOAN FUNDS SPREAD													90
91	ADMIN SPREAD	14,833	2,789	176	191	-	787	4,670	4,387	-	-	1,834	-	91
92	TOTAL EXPENSES	325,599	48,114	9,540	7,899	11,350	24,993	92,807	87,678	-	-	38,569	4,650	92

SALARY SCALE FY23

Executive Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$93,682	\$98,365	\$103,283	\$108,448	\$113,871	\$119,565
<i>FY23-Proposed</i>	\$98,366	\$103,283	\$108,447	\$113,870	\$119,565	\$125,543

Deputy Directors

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$72,548	\$76,177	\$79,987	\$83,984	\$88,183	\$92,591
<i>FY23-Proposed</i>	\$76,175	\$79,986	\$83,986	\$88,183	\$92,592	\$97,221

Finance Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$72,548	\$76,177	\$79,987	\$83,984	\$88,183	\$92,591
<i>FY23-Proposed</i>	\$76,175	\$79,986	\$83,986	\$88,183	\$92,592	\$97,221

Loan Fund Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$63,794	\$66,986	\$70,333	\$73,851	\$77,544	\$81,419
<i>FY23-Proposed</i>	\$69,084	\$72,435	\$75,950	\$79,644	\$83,521	\$87,590

Project Manager, Mobility Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$61,833	\$64,925	\$68,172	\$71,580	\$75,159	\$78,916
<i>FY23-Proposed</i>	\$68,016	\$71,418	\$74,989	\$78,738	\$82,675	\$86,808

Transportation Operations Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$56,085	\$58,890	\$61,833	\$64,925	\$68,172	\$71,580
<i>FY23-Proposed</i>	\$64,498	\$67,724	\$71,108	\$74,664	\$78,398	\$82,317

Program Manager, Travel Trainer

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$47,673	\$50,057	\$52,559	\$55,186	\$57,946	\$60,843
<i>FY23-Proposed</i>	\$52,440	\$55,063	\$57,815	\$60,705	\$63,741	\$66,927

Office Administrator

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$46,681	\$49,015	\$51,466	\$54,040	\$56,742	\$59,578
<i>FY23-Proposed</i>	\$51,349	\$53,917	\$56,613	\$59,444	\$62,416	\$65,536

Assistant Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$44,814	\$47,055	\$49,408	\$51,878	\$54,472	\$57,195
<i>FY23-Proposed</i>	\$49,295	\$51,761	\$54,349	\$57,066	\$59,919	\$62,915
Hrly	\$25.28	\$26.54	\$27.87	\$29.26	\$30.73	\$32.26

Administrative Assistant

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$35,020	\$36,771	\$38,609	\$40,540	\$42,567	\$44,695
<i>FY23-Proposed</i>	\$38,522	\$40,448	\$42,470	\$44,594	\$46,824	\$49,165
Hrly	\$19.75	\$20.74	\$21.78	\$22.87	\$24.01	\$25.21

Lead Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$33,872	\$35,565	\$37,344	\$39,211	\$41,171	\$43,230
<i>FY23-Proposed</i>	\$37,259	\$39,122	\$41,078	\$43,132	\$45,288	\$47,553
Hrly	\$19.11	\$20.06	\$21.07	\$22.12	\$23.22	\$24.39

Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$32,897	\$34,542	\$36,269	\$38,082	\$39,986	\$41,986
<i>FY23-Proposed</i>	\$36,187	\$37,996	\$39,896	\$41,890	\$43,985	\$46,185
Hrly	\$18.56	\$19.49	\$20.46	\$21.48	\$22.56	\$23.68

Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$32,259	\$33,872	\$35,565	\$37,344	\$39,211	\$41,171
<i>FY23-Proposed</i>	\$35,485	\$37,259	\$39,122	\$41,078	\$43,132	\$45,288
Hrly	\$18.20	\$19.11	\$20.06	\$21.07	\$22.12	\$23.22

BENEFITS PLAN

MEDICAL COVERAGE

Based on 0% for Medical, 9.5% for VSP, 0% Dental, 0% Life

Covers	Plan (s)	Deductible	Rider	Rider	Rider
All Eligible Employees	Copay E RX4	\$250	Vision VSP-A	Alt. Care - Copay Plan	Well Baby N/A
<i>Cost of Plan</i>		Emp Only	Emp + SP	Emp + Family	
Monthly Employer Share		748.26	1,167.99	1,444.07	
Monthly Employee Share			419.74	695.81	
Total			1,587.73	2,139.88	
Annual Employer Share		8,979.06	14,015.88	17,328.78	
Annual Employee Share			5,036.82	8,349.72	

Dental				
Covers	Plan	Deductible		
All Employees	Dental II	\$0		
<i>Cost of Plan</i>		Emp Only	Emp + SP	Emp + Family
Monthly Employer Share		48.66	66.71	98.77
Monthly Employee Share			18.05	50.11
Total		48.66	84.75	148.88
Annual Employer Share		583.92	800.46	1,185.24
Annual Employee Share			216.54	601.32

Life Coverages - Employer Provided (based on eligibility/FTE)
 Life 1.5 X Salary - Covers: all employees
 AD & D Matching life amount - Covers: all employees
 LTD 50% of salary - Covers: all employees

Retirement - Employer Provided
 Employees receive 8.75% of annual salary placed in existing 457(b) Program.

Premium Only Section 125 Plan
 Employees may elect to participate in a pre-tax plan for certain qualified medical expenses.

Healthcare / Dependent Care Flexible Spending Account
 Employees may elect to participate in a pre-tax plan for certain qualified medical and dependent care expenses.

Local Assessment - FY 23

2020 POPULATION	PER CAPITA
	\$0.81

COUNTIES

Hood River (Unincorp.)	15,581	\$12,621
Sherman	1,780	\$1,442
Wasco (Unincorp.)	9,290	\$7,525
Klickitat (Unincorp.)	15,487	\$12,544
Skamania (Unincorp.)	9,475	\$7,675
TOTAL COUNTIES		\$41,807

CITIES

Antelope	50	\$41
Dufur	639	\$518
Maupin	441	\$357
Mosier	464	\$376
Shaniko	37	\$30
The Dalles	15,761	\$12,766
Cascade Locks	1,161	\$940
Hood River	7,801	\$6,319
North Bonneville	1,007	\$816
Stevenson	1,601	\$1,297
Bingen	742	\$601
Goldendale	3,505	\$2,839
White Salmon	2,691	\$2,180
TOTAL CITIES		\$29,079

PER PORT
\$3,119

PORTS

Hood River	\$3,119
The Dalles	\$3,119
Klickitat	\$3,119
Skamania	\$3,119
Cascade Locks	\$3,119
TOTAL PORTS	\$15,595

TOTAL LOCAL DUES **\$86,481**

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

Budget Acronyms FY23

AHDRLF- Attainable Housing Development Revolving Loan Fund (a MCEDD housing loan fund)

CDBG- Community Development Block Grant (a MCEDD microenterprise loan fund)

CGBREZ – Columbia Gorge Bi-State Renewable Energy Zone

COLA – Cost of Living Adjustment

CREA – Community Renewable Energy Association (contracts with MCEDD)

EDA – Economic Development Administration

EDC – Economic Development Commission (Wasco, Sherman)

EDG – Economic Development Group (Hood River)

HR Ent Zone – Hood River Enterprise Zone

GTA – Gorge Technology Alliance (contracts with MCEDD)

GTS – Gorge Transit Strategy

IRP – Intermediary Relending Program (a set of MCEDD loan funds)

MCEDD – Mid-Columbia Economic Development District

MHEA – Mount Hood Economic Alliance (contracts with MCEDD)

MM – Mobility Management

NADO – National Association of Development Organizations

NEMT- Non-Emergency Medical Transportation

OCF – Oregon Community Foundation

ODOT- Oregon Department of Transportation

OEDD – Oregon Economic Development Districts

OIB – Oregon Investment Board (contracts with MCEDD)

PTO – Personal Time Off

RBEG – Rural Business Enterprise Grant (a MCEDD loan fund)

REG STRAT – Regional Strategies (a MCEDD loan fund)

RLF – Revolving Loan Fund

SAIF – State Accident Insurance Fund

SDAO – Special Districts Association of Oregon

STIF – Statewide Transportation Improvement Fund (a funding source for transportation)

STF- Special Transportation Fund (a funding source for transportation)

WSDOT- Washington State Department of Transportation