

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
THURSDAY, JANUARY 18, 2018**

**Skyline Hospital
211 Skyline Drive, White Salmon, WA**

4:00 P.M.

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Consent Agenda December 2017 Minutes Revised Drug/Alcohol Policy	2 minutes	Approval
Annual Board Forms <i>Board Commitment/Conflict of Interest</i>	3 minutes	Completion
Financial Report	5 minutes	Acceptance
Supplemental Budget FY 2018 Resolution 2018-1, Supplemental Budget	20 minutes	Adoption
EDA Grant Award 2018-2019 Resolution 2018-2, Economic Development Administration Planning Grant	5 minutes	Adoption
Committee Reports Executive Committee Transportation Administration Board Loan Administration Board	15 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Executive Director Report	10 minutes	Discussion
Regional Updates- <i>MCEDD Board members</i>	10 minutes	Discussion
New Business	5 minutes	Discussion
Adjournment		

Accessibility: The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact us at least 48 hours before the meeting.

Public Comment: Individuals wishing to address the Board on items not already listed on the Agenda may do so in an orderly fashion throughout the meeting. Please wait for the current topic to conclude and raise your hand to be recognized by the Chair for direction. Speakers are asked

to give their name and address and to limit comments to three minutes unless extended by the Chair.

Agenda Times: Times on the agenda are approximate. The Chair reserves the opportunity to change the order and time of agenda items if unforeseen circumstances arise.

Consent Agenda: Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the Board to spend its time and energy on the important items and issues. Any Board member may request an item be “pulled” from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda following the end of the action items.

MCEDD is an equal opportunity employer, lender and provider.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 14, 2017
HOOD RIVER FIRE STATION

BOARD MEMBERS: Ken Bailey, Bill Schmitt, Bob Hamlin, Dana Peck, Mark Zanmiller, Eric Proffitt, Stephanie Hoppe, Gary Thompson, Tonya Brumley, Rod Runyon, Bob Benton, Sue Knapp, Tom Furey

STAFF: Amanda Hoey (Executive Director), Jessica Metta (Deputy Director), Siri Olson (Finance Manager), Lauren Hernandez (Office Administrator), Jacque Schei (Project Manager), Carrie Pipinich (Project Manager), Kathy Fitzpatrick (Mobility Management), Eric Nerdin (Loan Fund Manager)

GUESTS: Theresa Conley (ODOT)

CALL TO ORDER/INTRODUCTIONS:

Ken Bailey called the meeting to order at 4:00 p.m. A quorum was present. A round table of introductions took place.

CONSENT AGENDA:

Approval of the November 2017 MCEDD minutes.

Motion to approve the Consent Agenda made by Bob Benton. Rod Runyon seconded the motion. Motion passed unanimously.

FINANCIAL REPORT:

Siri Olson presented the finance report for the period ending October 31, 2017. The MCEDD Loan Receivable Balance Sheet reflects cash is less than prior year balances and Loan Receivable balances are higher. The MCEDD Loan Receivable balance has increased loan activity. The OIB Loans Receivable balance reflects decreased loan activity as compared to last year. The Accounts Payable Liability balance was paid out in November. MCEDD's Operations Budget verses Actual report reflects Federal Revenue as being less than budgeted due to the revenue from the 1st quarter from the ODOT Mobility Management funding not being available until October 1. This funding will be allocated over seven quarters instead of eight.

Motion to accept the financials as presented made by Bob Hamlin. Bill Schmitt seconded the motion. Motion passed unanimously.

2018 MEETING CALENDAR

Jessica Metta reported the 2018 MCEDD Board Meeting Schedule was going to be a Consent Agenda item, as the Executive Committee approved it. However, the February 22nd meeting needs to be moved due to the need for a supplemental budget to be approved following the LINK addition to MCEDD. The supplemental budget must be approved before February 1. Jessica proposed changing the February 22 meeting date to January 18. She requested the board adopt the 2018 MCEDD Board Meeting Schedule as

approved by the Executive Committee with the change of the first meeting from February 22 to January 18.

Motion to approve the 2018 MCEDD Board Meeting Schedule (with the amended date for January) made by Bob Benton. Eric Proffitt seconded the motion. Motion passed unanimously.

ADOPTION OF RESOLUTION:

Amanda Hoey introduced Theresa Conley, ODOT. Through the LINK transfer process, Theresa will help to ensure smooth operation of the transportation system from MCCOG to MCEDD. Amanda explained Resolution 2017-6 formally approves the transfer of the public transportation assets connected to LINK from MCCOG to MCEDD. MCCOG approved a similar resolution to approve the transfer of assets to MCEDD. The MCEDD Executive Committee recommends adoption of the resolution.

Discussion: Theresa Conley explained the resolution is a required document for the Federal Transit Administration (FTA) which documents the agreeable transfer of assets. An evaluation of the value of the assets is included. Calculations are based on the age of the vehicle. Ken Bailey noted the MCEDD board has approved the transfer, but the language in the resolution is required by ODOT in order to execute the transfer.

Motion to adopt Resolution 2017-6 Approving Transfer of Public Transportation Assets from Mid-Columbia Council of Governments to Mid-Columbia Economic Development District made by Rod Runyon. Dana Peck seconded the motion. Motion passed unanimously.

TRANSPORTATION ADMINISTRATION BOARD APPOINTMENTS:

Amanda Hoey reported a resolution creating the MCEDD Transportation Administration Board (TAB) was approved at the last board meeting. TAB will alleviate some of the burden on the MCEDD board. TAB is an unpaid committee comprised of three MCEDD board members and up to four non-board transportation advocates. TAB will provide structure to make decisions for LINK under board-adopted policies and procedures. Proposed members consist of Rod Runyon (MCEDD), Dana Peck (MCEDD), Perry Thurston (MCEDD), Tyler Stone (non-board transportation advocate, Wasco County), and Steve Lawrence (non-board transportation advocate, City of The Dalles). There is flexibility to increase the number of members in the future. Amanda reported the MCEDD Executive Committee recommended appointment of all applicants to serve on the MCEDD Transportation Administration Board.

Discussion: Ken Bailey encouraged other MCEDD board members interested in TAB to attend a meeting. More TAB members may need to be added in the future. Bob Benton asked if reports will be expected from TAB, and Gary Thompson asked if TAB will be advertised in accordance with public meeting law. TAB will report to the MCEDD board similar to how the Loan Administration Board reports to the MCEDD board, and public notice will go out for all meetings.

Motion to appoint members of the Transportation Administration Board made by Bob Hamlin. Eric Proffitt seconded the motion. Motion carried unanimously.

POLICY UPDATES:

Amanda Hoey reported that due to the transfer of LINK to MCEDD, MCEDD's Personnel Policy needs to be updated. A Drug/Alcohol policy in accordance with Department of Transportation requirements is necessary due to some employees operating in safety sensitive positions at LINK. Many models of this kind of policy were reviewed. The MCEDD Executive Committee recommended modeling the D/A Policy after Central Oregon Intergovernmental Council's (COIC) D/A Policy for their public transit system. COIC's D/A policy was recently updated to remain in compliance with DOT regulations.

Amanda highlighted new language in the MCEDD D/A Policy:

- Page two addresses prescription and over-the-counter drug use. The policy states employees may possess and use authorized and prescribed over-the-counter drugs as long as the drug does not have a disabling effect on the employee's fitness for duty or job performance.
- Page three discusses the responsibility of individuals charged or convicted under any criminal drug statute and the procedure required in this circumstance.
- Page five outlines the employer and employee's financial responsibility for the cost of testing. MCEDD will contract with a provider for testing and will not conduct its own tests.
- Page ten specifies MCEDD has a zero-tolerance policy for alcohol use while on the job, and a .02 or higher is a positive test result.

Discussion: Mark Zanmiller asked for clarification on pre-employment drug screening now that marijuana is legal. Amanda explained prohibited substances are drawn from the Federal Transit Administration. They include marijuana, cocaine, amphetamines, opioids, and phencyclidine. Although marijuana is legal in the state for recreational use, it is still on the prohibited list, as MCEDD receives federal funding. If rules pertaining to this change, the policy may be modified. Eric Proffitt commented alcohol is a substance that can be tested to the degree, but marijuana cannot, as it appears in a person's system for up to ninety days after ingestion. Ken Bailey stated the D/A Policy can be updated at any time, but the board needs to adopt one to begin LINK service. Eric noted the D/A Policy is targeted towards driving employees and asked if it presented any conflict with existing employees. Amanda explained the policy focuses on safety sensitive positions.

Motion to adopt a Drug and Alcohol Policy made by Eric Proffitt. Tonya Brumley seconded the motion. Motion carried unanimously.

Amanda reported the Personnel Policy has a number of requested changes. Many minor changes relate to structural changes in place with the Deputy Director and the addition of transportation service to MCEDD. Much of the old Personnel Policy gave all supervisor duties to the Executive Director. Minor changes will give authority across different staff positions.

- Page one specifies personnel medical records will be maintained separate from personnel records and in a confidential file.
- Page two specifies the background screenings for financial staff, executive staff, and transportation staff are stored in separate files and are not considered to be part of the personnel file.
- Page five adds language stating MCEDD has adopted a drug and alcohol policy and all covered employees are required to adhere to the policy.
- Page six updates language about traffic citations while driving for MCEDD. Previously, MCEDD did not pay for violations and fines, but with the addition of LINK, some fines may be occurred for reasonable issues. The opportunity for reimbursement may occur if the citation or fine is reasonable and the Executive Director approves.
- Page nineteen includes language about Family Medical Leave.

Discussion: Bob Hamlin asked who currently handles employee issues at MCEDD. Amanda explained she and Siri share HR duties. Jessica, as Deputy Director, is also involved in HR issues and hiring. There will be five full-time employees and six part-time employees with the transfer of LINK. These employees will be required to fill out a new application to MCEDD for employment to ensure all MCEDD procedures are followed.

Motion to adopt updated Personnel Policies made by Bob Hamlin. Gary Thompson seconded the motion. Motion passed unanimously.

EXECUTIVE COMMITTEE REPORT:

Ken Bailey presented the Executive Committee report highlighting:

- Approved working with the Four Rivers Community Corporation Board to provide an administrative home at MCEDD for the 501c3.
- Reviewed the Best Practices Checklist with the insurance carrier.
- Discussed the Columbia River Gorge Commission's Gorge 2020 Management Plan and the economic development component.
- Analyzed changes with MCCOG and LINK transportation.
- Approved travel for Carrie Pipinich to attend CiderCon.

Discussion: Rod Runyon explained he attended the Columbia River Gorge Commission meetings. The Commission had listening sessions and heard comments before deciding on five focus areas. Just before moving forward, Wasco County asked the Commission to hold sessions in Wasco County and the Gorge to hear more public comment about those five areas. Rod stated MCEDD needs to be involved in those sessions. Amanda explained MCEDD has been invited to a one-on-one meeting with Commission staff after the first of the year. MCEDD has been active in

requesting the Commission's engagement, and the Commission staff has been recently more responsive.

AUDIT REPORT:

Amanda Hoey reported Yvonne Roberts was not able to attend the meeting to present the audit. The final audit was done with Sherry Wickert, and Siri Olson certified and submitted it. There were no findings in the audit. Amanda feels confident in the finance department staff. She briefly highlighted this is MCEDD's second year with Lewis, Poe, Moeller, Gunderson & Roberts, LLC. New auditors give new perspective, which allows opportunity for recommendations about how MCEDD can modify procedure to remain a strong financial entity. Yvonne has been notified MCEDD will be absorbing LINK. Any board member with follow-up questions about the audit can set up a one-on-one appointment or phone call with Yvonne.

Discussion: Ken Bailey stated MCEDD taking over LINK and Sherry Wickert retiring are two issues not reflected in this audit period. He has no concerns, though noted different staff have new systems and processes. MCEDD has had clean audit reports for the last two years. Ken is confident in MCEDD staff.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey provided the Executive Director's report, highlighting:

- The Annual Economic Symposium was hosted in Stevenson and over 100 were in attendance. Several speakers presented, including Regional Economist Dallas Fridley, and a successful panel session was held.
- NADO provides regular calls with members to discuss federal activities that impact MCEDD programs. All MCEDD programs are wrapped up in federal funding. There is no concern that MCEDD programs will not move forward.
- There has been increased level of support for obtaining the initial authorized but unappropriated funds for the Oregon and Washington Investment Boards. A bipartisan, bi-state letter of support for obtaining the remaining authorized, unappropriated funds has been signed. The Eagle Creek fire highlighted the need for flexible, local funding.
- The Economic Development Administration released the Final Rule implementing the transition to Revolving Loan Fund risk-based performance system. MCEDD's comments about concerns regarding this shift in the system were included. MCEDD's risk analysis rating will be set with the March 31, 2018 report submitted to EDA.
- MCEDD signed an agreement with CREA to provide financial management services. MCEDD will also take over financial services for the City of Rufus.
- MCEDD has welcomed Lauren Hernandez as its new Office Administrator and is now back to being fully staffed.

Discussion: Ken Bailey noted MCEDD created the Deputy Director position to spread out the work load of MCEDD's administrative tasks. Doing so has made it easier to handle the administrative tasks of taking on LINK.

LOAN COMMITTEE REPORT

Eric Nerdin presented the Loan committee report, highlighting increased lending activity. He noted the delinquent loan report is included in the packet for those who are interested.

STAFF REPORTS

Jacque Schei highlighted the following:

- The Mid-Columbia Center for Living project requested bids and received two. The bids were rejected, as they were higher than the project budget. The project will be scaled down and rebid in January.
- Two cultural resources surveys in Antelope returned results of artifacts found. Antelope is seeking additional funds due to the additional cost of this work as well as the updated cost of engineering. It will submit a letter of interest for the State Revolving Loan Fund.
- The Columbia Gorge Regional Airport hangar in Dallesport should be complete by the end of the year.

Jessica Metta highlighted the following:

- Tourism kiosks are close to being installed in Sherman County and further east.
- Sherman County is addressing housing issues. It will increase the incentive provided to developers of rental property to \$10,000 and is reviewing a program in Morrow County that provides up to \$20,000 in support.
- GTA has started a new Women in STEM quarterly meeting.
- The First Lego League robotics tournaments went smoothly.
- MCEDD Board member Tom Furey was a finalist for Tech Leader of the Year.

Carrie Pipinich highlighted the following:

- Broadband has several opportunities for applications and requests for information.
- Q-Life and the City of Maupin are working to move the fiber project forward.
- There are broadband needs in Sherman County and Biggs. Request for Proposals should go out at the beginning of the year. A public/private partnership will make last-mile service accessible.
- Dufur is working on a variety of projects, including a grant application to Travel Oregon for community branding.
- MCEDD is supporting Columbia Gorge Winegrowers in grant administration for the CGWA's Gorge Wine Brand Development project.

Kathy Fitzpatrick highlighted the following:

- Interest in a commuter bus has been expressed by technological companies. Columbia Area Transit is interested in looking at bringing employees from Portland and The Dalles to places of work.
- Kathy is presenting to the Port of Hood River in January and looks forward to a good working relationship on regional connectivity.
- NADO received funding to look at transportation issues in Klickitat County.
- More people using trailheads in Skamania County has raised concern about pressures put on Skamania County transportation. This may be an opportunity to bolster public transportation for our counties.

- Work is continuing on the RFP for the redesign of the Gorge TransLink Alliance website.

Discussion: Rod Runyon attended a meeting and received a presentation on how the old highways are not adequate for the large tour busses using the road. Kathy added the trail and road closures on the Columbia River have allowed ODOT and the advisory committee to look closely at how the transportation system can be modified there. Discussion was held about the profile of those using the trails. It was noted the transportation system should benefit local economies and not just burden local infrastructure.

REGIONAL UPDATES:

Tonya Brumley noted the Hood River Chamber is booking events for 2018. Tonya provided a list of upcoming events.

Gary Thompson noted Biggs Junction has four businesses that have sold and new businesses are going in. DEQ is cleaning up a brownfield at an old service station, and when this is complete, the lot will go up for sale. One resident may be interested in building duplexes on property west of Biggs and may participate in the Rental Incentive Program. The new courthouse facility is almost complete, and a few offices are already occupied.

Stephanie Hoppe thanked Jessica for helping with a connection to Customer Interface. CGCC interviewed more than twenty employers ranging from health care to technology. CGCC released an RFP for a housing study. Industry site visits will help CGCC identify new academic programming. CGCC expects to hear from the Economic Development Administration regarding a proposal for assessment of educational needs associated with the food and beverage industry.

Tom Furey reported the technology industry is looking to expand, which will likely create a need for transportation. Explosive growth creates the struggle of recruiting talent. Making sure STEM is available to provide for the future is important. Orbital is moving to a Hood River facility.

Sue Knapp praised the Economic Symposium. Oregon State Parks has approved a Shearers Falls bike loop. Rafting numbers in Maupin were low this year due to the eclipse and extremely hot weather. Capital campaigns continue for the library civic center and the new medical center. Maupin is hiring a new chamber coordinator and will move forward with branding the City of Maupin.

Mark Zanmiller reported the Hood River County energy plan is in progress. The Port of Hood River presented to the city. A private entity has asked the port to be considered as a bridge supplier. The port submitted a request to the city to pave a road on the waterfront. Orbital may be located on the waterfront and will create openings for twenty employees. City staff in Hood River plan to work on housing, planning, and a solution for downtown business parking.

Dana Peck stated the Washington chambers are slowing down at the end of the year, though they continue to help get the word out about events in the area.

Bob Hamlin stated Skamania County is working on a new waterfront. The county is working with the Forest Service to finalize the transfer of the water system. Skamania County is need of a new county engineer or public works director.

Eric Proffitt reported one difficulty in the workforce is the lack of skilled labor. The shift of baby boomers retiring has impacted the local workforce. Work is being done to show workers which areas are growing and the skills needed to fill those positions.

Bill Schmitt reported Washington Port's biggest recent success story is Dirt Huggers, which was originally located in Port of The Dalles but moved to a more suitable location in Washington. The facility is at capacity, and an expansion is being constructed.

Ken Bailey reported cherry business prices dropped this year. He has had the opportunity to merge with another orchard to grow into a medium-sized orchard. It is difficult for smaller growers to be as efficient as larger growers when it comes to operations and administration.

ADJOURNMENT: Meeting adjourned at 5:45 p.m.

Respectfully submitted by Lauren Hernandez, Office Administrator

Memorandum

Date: January 11, 2018
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Drug and Alcohol Policy Amendment (Consent Agenda)

Overview

The MCEDD Transportation Administration Board reviewed and recommends adoption of the revised Drug and Alcohol Policy. This incorporates additional federal changes effective in 2018 and reflects the recommended template changes from the agency who typically works in an auditing capacity for the Oregon Department of Transportation.

Action (Consent Agenda)

Adopt the revised Drug and Alcohol Policy (attached).



Mid-Columbia Economic Development District

DRAFT REVISED
MCEDD
DRUG AND ALCOHOL
POLICY

Adopted: December 14, 2017

Revised:

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

A. PURPOSE

- 1) The Mid-Columbia Economic Development District (MCEDD) provides public transit and paratransit services for the residents of Wasco County, Oregon. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, MCEDD declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of MCEDD and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of MCEDD will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

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

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

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

C. DEFINITIONS

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

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

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

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

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

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

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

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

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

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

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

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

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

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

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

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

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

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

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

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

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

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

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

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

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

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

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

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

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

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

Safety-sensitive functions: Employee duties identified as:

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

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

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

Substituted specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

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

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.

- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

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

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

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

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

D. EDUCATION AND TRAINING

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

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

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

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a MCEDD supervisor and the employee is required to provide a written release from

his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited.

F. PROHIBITED CONDUCT

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

- 7) MCEDD, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all MCEDD employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

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

H. TESTING REQUIREMENTS

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

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All

testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to MCEDD. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made

to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. MCEDD will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however MCEDD will seek reimbursement for the split sample test from the employee.

- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections
 - a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to MCEDD that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to MCEDD that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
 - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;

- v. The temperature on the original specimen was out of range;
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES

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

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

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
 - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
 - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
 - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.
 - e. If a pre-employment test is canceled, MCEDD will require the applicant to take and pass another pre-employment drug test.
 - f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless

of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.

- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide MCEDD with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. MCEDD is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide MCEDD proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

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

might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the MCEDD.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. MCEDD shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the MCEDD. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

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

- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, and the covered employee may have contributed to the accident

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

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

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

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

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

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

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

N. RANDOM TESTING

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

O. RETURN-TO-DUTY TESTING

MCEDD will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for

alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety.

P. FOLLOW-UP TESTING

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

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

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

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

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

- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:

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

R. GRIEVANCE AND APPEAL

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

S. PROPER APPLICATION OF THE POLICY

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

T. INFORMATION DISCLOSURE

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

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

Attachment A

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

SAFETY-SENSITIVE POSITIONS

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

Attachment B: Contacts

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

MCEDD Drug and Alcohol Program Manager (DAPM)

MCEDD Finance and Operations Manager

Address: 515 East Second Street, The Dalles, OR

Telephone Number: 541-296-2266

MCEDD Designated Employer Representative (DER)

MCEDD Transportation Operations Director

Address: 802 Chenoweth Loop Road, The Dalles, OR

Telephone Number: 541-288-9301

Attachment C

Mid-Columbia Economic Development District

ACKNOWLEDGEMENT OF EMPLOYER'S DRUG AND ALCOHOL POLICY

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

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

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

Employee Signature

Date

Witness Signature

Date

Memorandum

Date: January 8, 2018
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Commitment Forms and Conflict of Interest Forms

Overview

At the start of each new year, members of MCEDD's Board of Directors are asked to complete the annual board commitment form and update the conflict of interest form. The commitment form is a best practice and outlines your obligations as a board member. The conflict of interest form is required (*read as*: we will track you down if we do not receive a signed copy!).

Request

Please sign the annual commitment form and conflict of interest form. Provide these to Lauren Hernandez, MCEDD Office Administrator, at the Board meeting or return to: lauren@mcedd.org or 515 East Second Street, The Dalles, OR 97058.

MCEDD Board of Directors Commitment Form

MCEDD can count on me to help meet the needs of the organization by participating in the following activities:

1. Attending as many regular MCEDD Board meetings as possible, informing the Executive Director when unavoidable conflicts require my absence. Oregon and Washington statutes require a simple majority of members is required before any vote is taken.
 - January 18, 2018, 4:00 p.m., Klickitat County
 - March 22, 2018, 4:00 p.m., Hood River County
 - June 14, 2018, 4:00 p.m., Klickitat County
 - September 20, 2018, 4:00 p.m., Hood River County
 - December 13, 2018, 4:00 p.m., Klickitat County
2. Reviewing agenda and supporting materials prior to Board or committee meetings.
3. Participating in Board discussions and voting.
4. Determining and regularly reviewing the organization's mission, purpose and strategic vision.
5. Participating in the preparation of the annual Comprehensive Economic Development Strategy report and prioritization of projects.
6. Selecting, supporting, and evaluating the director and honoring the respective roles of Board and staff.
7. Promoting *regional* economic development efforts.
8. Acting as a liaison between the MCEDD Board and the organization or constituency you represent. Informing the Board of economic opportunities or challenges facing your constituency and report Board and/or staff actions back to your represented group.
9. Acting as an ambassador on behalf of MCEDD's mission and goals.
10. Ensuring legal and ethical integrity and maintaining accountability: ensure compliance with federal, state and local regulations and abide by policy to address conflicts of interest.

Signed _____

Date _____

Printed Name: _____

Mid-Columbia Economic Development District Conflict of Interest Statement

The Mid-Columbia Economic Development District is a unit of local government whose Board members, Loan Administration Board members and professional staff are chosen to provide public benefit. These persons have a duty to conduct the affairs of the District in a manner consistent with the mission of the District and not to advance their personal interests. This conflict of interest policy is intended to permit the District and its Board members, Loan Administration Board members, and professional staff to identify, evaluate and address any real, potential or apparent conflict of interest that might, in fact or in appearance, call into question their duty to put the interests of the District ahead of their personal interests.

Covered Persons

This policy applies to the District's Board members, Loan Administration Board members, and professional staff. Each Covered Person shall be required to acknowledge that they have read and are in compliance with this policy.

Covered Transactions

This policy applies to transactions between the District and a Covered Person, or between the District and another party with which the Covered Person has a significant relationship. A Covered Person is considered to have a significant relationship with another party if:

- a) The other party is a family member, including a spouse, parent, sibling, child, stepchild, grandparent, grandchild, great-grandchild, in-law or domestic partner;
- b) The other party is an entity in which the Covered Person has a material financial interest; or
- c) The Covered Person is an officer, director, trustee, partner, consultant or employee of the other party.

A Covered Transaction also includes any other transaction in which there may be an actual or perceived conflict of interest, including any transaction in which the interests of the Covered Person may be seen as competing or at odds with the interests of the District.

Disclosure, Refrain from Influence and Recusal

When a Covered Person becomes aware of a Covered Transaction, the individual has a duty to take the following actions:

- a) Immediately disclose the existence and circumstances of such Covered Transaction to the District's Chair or Executive Director.
- b) Refrain from using their personal influence to encourage the District to enter into the Covered Transaction; and
- c) Physically excuse themselves from any discussions regarding the Covered Transaction except to answer questions, including Board discussions and decisions on the subject.

Standard for Approval of Covered Transactions

The District may enter into a Covered Transaction where

- a) such Transaction does not constitute an act of self-dealing and
- b) the Board determines, acting without the participation or influence of the Covered Person and based on comparable market data, that such transaction is fair and reasonable to the District. The Board shall document the basis for this determination in the minutes of the meeting at which the Covered Transaction is considered, and shall consult with the District's legal advisor as necessary to ensure that the Transaction does not constitute an act of self-dealing.

Lending Activities

The following conflict of interest policy shall apply specifically to MCEDD's direct loan programs:

No personal or private loans may be made by the District to its Board members or their families as provided in ORS 61.170. No member of the Board or their families may be an officer, director or owner of a small business concern receiving financial assistance from the District. Former Board members, Loan Administration Board members and staff are ineligible to apply for or receive loan funds for a period of two years from the date of termination of their services.

**Mid-Columbia Economic Development District
Conflict of Interest Acknowledgment Form**

The Mid-Columbia Economic Development District requires each officer, Board member, Loan Administration Board member and professional staff to review the District's Conflict of Interest Policy and disclose any possible personal, familial or business relationship that reasonably could give rise to a conflict of interest or the appearance of a conflict of interest and to acknowledge by their signature that the individual is acting in accordance with the letter and spirit of the Policy.

1. Please list all entities of which you are an officer, director, trustee, partner or employee and briefly describe your affiliation.

2. Please list all entities in which you have a material financial interest as defined in the Policy with the exception of corporations whose stock is exchanged in a national market.

3. Are you aware of any other relationships, arrangements, transactions or matters which could create a conflict of interest or the appearance of conflict? If so, please describe.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the District's Policy of Conflict of Interest.

Signature _____ Date _____

Printed Name _____



FINANCIAL SUMMARY

FOR: November 2017

MCEDD's Balance Sheet for November represents the current trend we have been seeing of less cash balance and higher receivable balances, as compared to this time last year. The increased Accrued Loan Interest (1227), MCEDD Loans Receivable (1227) is a result of MCEDD loans being funded in November. Due to timing of loan payments and low repayment activity in November, there is a balance in the OIB Loan Payments Holding (1475). Lastly, there is a balance of \$2,050.12 for Accounts Payable (2110), which were paid in December.

MCEDD's Operations Budget vs Actual report, for November shows revenue being less than projected, largely due to the ODOT Mobility Management (4100) funds being spread over 7 quarters, rather than 8 quarters, and lower Loan Interest (4600) received. However, overall expenses are less than anticipated at 79.2% of the budget through November. Professional Services (6400) continues to be under spent, primarily due to the timing of the Agora project.

Respectfully Submitted,

Siri Olson
Finance & Operations Manager

Mid-Columbia Economic Development District

12/26/17

Balance Sheet

Accrual Basis

As of November 30, 2017

	Nov 30, 17	Nov 30, 16
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	37,496.91	48,769.74
1015 · MCEDD MM	276,575.38	301,927.00
1020 · IRP		
1021 · IRP - Sherman	100,618.88	78,646.18
1022 · IRP - WA	49,269.02	71,256.90
1020 · IRP - Other	101,357.47	104,800.24
Total 1020 · IRP	251,245.37	254,703.32
1030 · Loan Funds		
1036 · EDA RLFs	167,842.61	191,258.41
1045 · Reg Strat	134,718.33	127,525.27
1050 · RBEG-OR	84,012.00	45,916.22
1055 · RBEG-WA	95,415.53	51,805.30
1057 · RBEG-KL	121,888.86	126,628.48
1067 · CDBG Microenterprises	80,531.16	61,646.49
Total 1030 · Loan Funds	684,408.49	604,780.17
1031 · Housing RLF	1,753,622.80	2,000,632.24
1070 · National Scenic Fund	1,364,731.75	1,306,402.22
Total 1000 · Bank Demand Deposits	4,368,080.70	4,517,214.69
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,031.33
Total 1100 · CDS	96,031.33	96,031.33
1122 · IRP - DDM Product	571,553.96	616,696.99
1196 · OR Telecom Conference	11,413.90	14,390.35
Total Checking/Savings	5,047,079.89	5,244,333.36
Accounts Receivable		
1202 · Accounts Receivable	35,849.14	32,754.87
Total Accounts Receivable	35,849.14	32,754.87
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	15,000.00	25,416.66
1227 · Accrued Loan Interest	34,356.98	18,087.14
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	-3,541.10	-1,584.65
1229 · Structured Accts Accr'd Int - Other	7,401.31	8,009.99
Total 1229 · Structured Accts Accr'd Int	3,860.21	6,425.34
Total 1200 · Receivables & Accruals	53,217.19	49,929.14
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,780,623.92	1,736,420.40
1321 · IRP - Sherman	149,236.32	171,698.31
1322 · IRP - WA	270,216.38	250,066.50
1331 · Housing RLF	250,000.00	0.00
1336 · EDA RLFs	541,464.56	499,742.13
1345 · Reg Strat	36,389.72	43,666.69
1350 · RBEG-OR	218,833.14	251,869.22
1355 · RBEG-WA	0.00	44,447.00

Mid-Columbia Economic Development District

12/26/17

Balance Sheet

Accrual Basis

As of November 30, 2017

	Nov 30, 17	Nov 30, 16
1357 · RBEG-KL/SK	4,780.05	0.00
1367 · CDBG Microenterprises	26,452.05	45,383.67
Total 1330 · MCEDD Loans Receivable	3,277,996.14	3,043,293.92
1370 · OIB Loans Receivable	1,511,698.80	1,558,544.43
Total 1300 · Loans Receivable	4,789,694.94	4,601,838.35
1400 · Loan Payments Holding		
1475 · OIB	5,755.14	0.00
Total 1400 · Loan Payments Holding	5,755.14	0.00
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-105,614.33	-118,027.66
1521 · IRP - SH Co	-9,520.35	-10,797.99
1522 · IRP - WA	-14,651.74	-14,476.77
1536 · EDA RLFs Allowance	-29,255.26	-35,290.15
1545 · Reg Strat Allowance	-2,223.05	-2,776.54
1555 · RBEG Allowance	-14,464.70	-18,584.67
1567 · CDBG Microenterprises	-1,827.70	-2,987.33
1575 · OIB Allowance	-45,000.00	-45,000.00
Total 1500 · Allowance for Doubtful Loans	-222,557.13	-247,941.11
Total Other Current Assets	4,626,110.14	4,403,826.38
Total Current Assets	9,709,039.17	9,680,914.61
TOTAL ASSETS	9,709,039.17	9,680,914.61
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	2,050.12	-300.00
Total Accounts Payable	2,050.12	-300.00
Other Current Liabilities		
2030 · Accrued Loan Payment	13,689.63	47,354.07
2035 · Accrued Interest Payable	1,503.04	190.24
2050 · PTO - Accrued	23,825.45	23,098.99
2060 · Deferred Comp Payable	0.00	2,468.80
2070 · Health Insurance Payable	0.00	760.99
2080 · Life & Disability Payable	0.00	40.88
2090 · WC SAIF Ins	-33.53	-49.71
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	61.38	59.78
2115 · OR- SUTA Payroll Liabilities - Other	88.84	80.28
Total 2115 · OR- SUTA Payroll Liabilities	150.22	140.06
Total 2120 · State Payroll Liabilities	150.22	140.06
2100 · Payroll Liabilities - Other	0.00	3,416.93
Total 2100 · Payroll Liabilities	150.22	3,556.99
2800 · Deferred Revenue	6,666.66	6,666.66
Total Other Current Liabilities	45,801.47	84,087.91
Total Current Liabilities	47,851.59	83,787.91

Mid-Columbia Economic Development District

12/26/17

Balance Sheet

Accrual Basis

As of November 30, 2017

	Nov 30, 17	Nov 30, 16
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	477,503.25	514,805.20
2821 · IRP Loan Payable \$600,000	396,225.44	417,520.24
2822 · IRP Loan Payable \$750,000	600,226.72	600,226.72
2823 · IRP Loan Payable - Washington	289,826.46	299,967.25
2824 · IRP Loan Payable - Sherman	186,672.31	186,672.31
Total Long Term Liabilities	1,950,454.18	2,019,191.72
Total Liabilities	1,998,305.77	2,102,979.63
Equity		
3100 · Fund Balances	7,573,994.03	7,572,025.03
3110 · Carryforward Balance	11,347.09	-105,004.58
3900 · Retained Earnings	116,073.61	0.00
Net Income	9,318.67	110,914.53
Total Equity	7,710,733.40	7,577,934.98
TOTAL LIABILITIES & EQUITY	9,709,039.17	9,680,914.61

Mid-Columbia Economic Development District
Operations Budget vs. Actual
July through November 2017

	Jul - Nov 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	352,024.30	377,158.00	-25,133.70	93.3%
4100 · Federal	43,785.97	64,925.56	-21,139.59	67.4%
4200 · State	7,296.64	9,738.50	-2,441.86	74.9%
4300 · Local Match	9,172.73	7,000.00	2,172.73	131.0%
4400 · Local Assessment	50,034.00	50,034.00	0.00	100.0%
4500 · Contract Reimbursement	124,990.94	137,870.06	-12,879.12	90.7%
4600 · Loan Interest	90,019.29	98,140.00	-8,120.71	91.7%
4700 · Loan Processing Fees	6,095.92	3,000.00	3,095.92	203.2%
4705 · Loan Filing Fees	870.80	1,186.31	-315.51	73.4%
4710 · Loan Late Fee	2,844.61	874.93	1,969.68	325.1%
4750 · Investment Interest	356.14	386.62	-30.48	92.1%
4800 · Receipts - Other	1,563.93	1,708.31	-144.38	91.5%
4934 · In-Kind Revenue	0.00	6,119.00	-6,119.00	0.0%
4935 · In Kind - MM	0.00	0.00	0.00	0.0%
Total Income	689,055.27	758,141.29	-69,086.02	90.9%
Gross Profit	689,055.27	758,141.29	-69,086.02	90.9%
Expense				
5000 · Wages	180,988.17	188,590.00	-7,601.83	96.0%
5500 · Fringe Benefits	44,684.79	47,603.31	-2,918.52	93.9%
5700 · Payroll Taxes	15,695.65	15,225.38	470.27	103.1%
6110 · Travel & Conference	5,165.47	11,214.50	-6,049.03	46.1%
6190 · Event Services	1,301.25	1,208.31	92.94	107.7%
6200 · Equipment	1,531.62	1,875.00	-343.38	81.7%
6300 · Supplies	5,816.63	11,064.19	-5,247.56	52.6%
6400 · Professional Services	9,432.65	66,239.74	-56,807.09	14.2%
6600 · Communications	4,785.79	6,607.13	-1,821.34	72.4%
6700 · Building Costs	7,391.93	9,755.67	-2,363.74	75.8%
6800 · Bonds & Insurance	1,493.00	3,410.00	-1,917.00	43.8%
6900 · Other Materials & Supplies	4,669.14	4,910.31	-241.17	95.1%
9000 · Indirect Spread	-1,482.83	-2,890.95	1,408.12	51.3%
9600 · Transfer to/from Source	7,323.61			
Total Expense	288,796.87	364,812.59	-76,015.72	79.2%
Net Ordinary Income	400,258.40	393,328.70	6,929.70	101.8%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	50,575.00	50,575.07	-0.07	100.0%
7500 · Carryover to Next Year	333,529.39	340,853.00	-7,323.61	97.9%
7600 · In-Kind Contractual	0.00	6,119.00	-6,119.00	0.0%
Total Other Expense	384,104.39	397,547.07	-13,442.68	96.6%
Net Other Income	-384,104.39	-397,547.07	13,442.68	96.6%
Net Income	16,154.01	-4,218.37	20,372.38	-382.9%

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY18 PIPELINE**

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2018	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	461,138	-	-	461,138	100.00%
	Budgeted Expenses FY18 (Excludes In-Kind)	456,569				
	Gap/Surplus	4,569				
PROJ CODE	SPECIAL PROJECTS DETAILS	FY18	NOTES			
	ANTICIPATED REVENUE					
519	Dallesport CDBG	17,500	Multi-year project			
525	GTA Wind Challenge	24,000	Increase of 2,000 for FY18			
526	MCCFL - CDBG	13,000	Multi-year project			
527	City of Antelope - CDBG	5,000	Multi-year project			
528	DWD Wastewater - CDBG	1,400	Multi-year project			
530	The Dalles Airport - Flex Space	6,000	Multi-year project			
531	AOC/Wasco Co	7,519	Multi-year project			
532	Cider Grant	38,954	Multi-year project			
533	TD Wastewater Plant	13,000	Multi-year project			
534	Crystal Springs	17,000	Multi-year project			
535	Eclipse	5,000				
	Community Renewable Energy Association (CREA)	3,000				
	Columbia Gorge Health Community Grant	3,500				
	City of Rufus	5,000				
549	CL-HR Enterprise Zone	2,500				
554	Sherman Co ED	40,000				
	Sherman Co Housing	2,000				
557	GTA Staffing	51,651				
559	Wasco Co EDC	50,000				
560	Oregon Connections	5,000				
570	OEDD Website	700				
571	Mobility Management	87,500	1st year of 2-year grant (includes local match)			
575	GTA Robotics	15,895				
582	HR EDG	7,000				
585	Commute Options	10,000	Contract increase of 2,000 for FY18			
587	HR Drive Less Connect - ODOT	22,465	1st year of 2-year grant (includes local match)			
599	Agora	5,554	Final year of multi-year grant			
536	CGWA Travel Oregon Grant	1,000				
	TOTAL ANTICIPATED REVENUE	461,138				
	PROPOSALS SUBMITTED					
	TOTAL PROPOSALS SUBMITTED	-				
	IN DEVELOPMENT					
	TOTAL IN DEVELOPMENT	-				
	DECLINED					
	TOTAL DECLINED	-				



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2018-1
ADOPTING THE FY18 (JULY 1, 2017 – JUNE 30, 2018) SUPPLEMENTAL BUDGET**

BE IT RESOLVED that the FY 2018 Mid-Columbia Economic Development District Budget as amended and approved by the MCEDD Board of Directors is hereby adopted.

PASSED AND APPROVED this 18th day of January 2018.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

Lauren Hernandez, Office Administrator

Ken Bailey, Chair

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2018 BUDGET**

BUDGET APPROPRIATION BY CATEGORY			
REVENUES:	Adopted	Supplemental	Total Revised
LOAN FUNDS (AVAILABLE TO LOAN)	4,869,156	-	4,869,156
CARRYOVER FY17 - RESTRICTED FUNDS	92,803	150,000	242,803
CARRYOVER FY17 - UNRESTRICTED FUNDS	341,158	-	341,158
CARRYOVER FY 18 - TOTAL	5,303,117	150,000	5,453,117
FEDERAL	206,369	275,599	481,968
STATE	38,954	33,500	72,454
LOCAL MATCH	19,000	-	19,000
LOCAL ASSESSMENT	50,034	5,000	55,034
CONTRACT REIMBURSEMENT	380,151	121,230	501,381
PRINCIPAL REPAYMENTS	1,038,895	-	1,038,895
LOAN INTEREST	362,595	-	362,595
LOAN FEES	49,691	-	49,691
OTHER REVENUE	36,105	8,533	44,638
IN-KIND	24,473	-	24,473
INVESTED FUNDS INTEREST	1,645	-	1,645
TOTAL REVENUES	7,511,029	593,863	8,104,892
EXPENDITURES:			
PERSONNEL COSTS	629,267	191,759	821,026
MATERIALS AND SERVICES	442,352	71,282	513,634
GRANTS DISBURSED	15,000	-	15,000
REVOLVING LOAN FUND		-	-
NEW LOANS MADE	2,959,000	-	2,959,000
PRINCIPAL & INT LOAN PAYMENT	121,380	-	121,380
ENDING AVAILABLE TO BE LOANED	2,969,006	-	2,969,006
REVOLVING LOAN FUND	6,049,386	-	6,049,386
CAPITAL OUTLAY & OTHER		188,332	188,332
CARRYOVER		-	
CARRYOVER FY19- RESTRICTED	35,194	-	35,194
CARRYOVER FY19 - UNRESTRICTED	339,830	142,490	482,320
CARRYOVER TOTAL	375,024	142,490	517,514
TOTAL EXPENDITURES	7,511,029	593,863	8,104,892

FISCAL YEAR 2018 (July 1, 2017-June 30, 2018)
SUPPLEMENTAL BUDGET NARRATIVE

SUMMARY

A supplemental budget is required to accommodate new proposed project support such as financial services to other entities and the proposed transition of the LINK Public Transportation system. The LINK public transportation system had been a program of the Mid-Columbia Council of Governments (MCCOG). It is proposed to move to MCEDD on February 1, 2018. The portion of the supplemental budget attributable to the LINK is generally based on revenue and expense figures derived from MCCOG's FY18 adopted budget, with exceptions as noted in the narrative for projected revenue and expenses.

PROJECTED REVENUE

Carryover Unrestricted- The carryover is based on the estimated balance as of the transition date (February 1, 2018) provided by MCCOG.

Federal- Includes the remaining resources through a STIP Enhance grant for the transit center facility construction and enhancement. Also includes federal pass-through funds for transportation operations (prorated) and the addition of a grant for a new vehicle.

State- Prorated budgeted revenue for state STF funds through a contract with Wasco County (MCEDD as subrecipient for funds).

Local Assessments- Includes a prorated portion of the assessment to the City of The Dalles to support transportation services in The Dalles.

Contract reimbursement- Includes a prorated portion of anticipated revenues through agreements with Greyhound and Wasco County. Includes prorated projected revenue for contracted services by the LINK to provide NEMT rides through the brokerage. The revenue projections for the LINK diverge from MCCOG's budget in two significant manners:

- Contracted revenue is increased to reflect the proposed facility lease with Greater Oregon Behavioral Health, Inc (GOBHI). Included rental income at \$4,165/month for February-June, 2018.
- Contracted revenue is increased to reflect a proposed agreement with GOBHI to support the Transportation Operations Director position.

Contracted reimbursement also includes anticipated increases in special projects revenue to support the provision of financial services to other entities, as well as increases in revenue through ongoing special projects contracts.

Other Revenue- Includes a prorated portion of anticipated farebox (rider tickets) and vending revenue.

PROJECTED EXPENSES

Personnel Costs: The supplemental budget incorporates LINK employee positions and bases employee costs on MCEDD's benefits coverage and salary schedule. It includes SAIF rates at \$4.47 per 100 for drivers, based on quote from our insurance agent. The supplemental diverges from MCEDD's original budget and the MCCOG LINK budget in the following manners:

- Employee expenses for the Transportation Operations Director are only included for March-June as we anticipate at least a month in the transition with GOBHI.
- Includes a step increase for the Executive Director for January through June 2018.

- Increases the Deputy Director to 1 FTE.
- Provides for an increase in support staff (Office Administrator) to assist with the growth of the organization.

Materials and Services: Generally materials and services are included for the LINK assuming proration of the expenses in the original MCCOG budget, with the following exceptions:

Supplies

- MCCOG's LINK budget included payment of fuel expenses under an agreement with Tygh School Community Center. Those were fully expended prior to January. Therefore, no associated expenses are included in the supplemental.
- Copier repair/supplies expenses are reduced as we anticipate retaining only one of the two copiers and it is the copier already owned outright.

Professional Services

- Increase in professional services includes an increase in drug/alcohol testing expenses as all employees are new hires subject to pre-employment testing.
- Computer licenses/fees for Ecolane scheduling software: Expenses includes an anticipated license transfer fee. It assumes the license is paid through the contract (to May) and only one additional month of expenses is needed in this supplemental.

Communications

- Increase in printing is included to address some anticipate costs with changing the name of the system and removing MCCOG.
- Advertising costs were increased to include resources to advertise for new positions at the LINK.

Building Costs

- There is no maintenance person transferring with the LINK and thus we have increased contractual expenses in building and janitorial to account for resource needed to support building repair and maintenance.
- Phone/internet costs are based on a quote from Solutions IT.

Vehicles: Generally, vehicle maintenance is included per MCCOG's schedule. This supplemental assumes purchase of a new vehicle.

Bond and Insurance: Used actual insurance figures from our agent (a savings).

Other

- Matching funding for regional Mobility Management services were paid in full, so no remaining expenses are included in this supplemental.
- MCCOG had an interfund loan payment in their budget, assessed against the LINK programs. As a condition of the transfer, MCEDD required that the loan was fully repaid. Therefore, no associated costs are included in the supplemental.

Carryover (Unrestricted): Based on the projected carryover. MCEDD's administrative costs are lower in comparison to MCCOG. We have budgeted extremely conservatively for the LINK in this supplemental for a worst case scenario. Thus, carryover unrestricted revenue may be higher if expenses come in lower and/or revenue is at a higher than anticipated rate.

Acronyms

GOBHI- Greater Oregon Behavioral Health, Inc

MCCOG- Mid-Columbia Council of Governments

NEMT- Non-emergency medical transportation

ODOT- Oregon Department of Transportation

STIP- Statewide Transportation Improvement Program

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2018 OPERATIONAL BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	DESCRIPTION	320 IRP	321 IRP SHERMAN	322 IRP WA	336 EDA RLFS	345 RLF REG STRAT	350 RBEG- OR	355 RBEG-WA	357 RBEG- KL/SK	370 CDBG- MICRO ENT	371 HOUSING RLF	390 GEN LOAN FUNDS	101 PLANNING GRANT	552 OIB STAFFING	SPECIAL PROJECTS	802/804 GENERAL FUND	801 ADMIN	TOTAL	1
2	BEGINNING BALANCES																		2
3	Restricted Carryover from FY17														36,000			36,000	3
4	Unrestricted Carryover from FY17	25,334	7,520	17,995		1,397					-					288,912		341,158	4
5	TOTAL FUND AVAIL FOR FY18	25,334	7,520	17,995	-	1,397	-	-	-	-	-	-	-	-	36,000	288,912	-	377,158	5
6																			6
7	REVENUE																		7
8	Federal												80,000		126,369			206,369	8
9	State														38,954			38,954	9
10	Local Match												47,034		10,000	(50,034)		7,000	10
11	Local Dues															50,034		50,034	11
12	Contract Reimbursements													92,205	281,246	1,700		375,151	12
13	Loan Interest	137,794	12,553	17,554	42,786	3,125	18,735		467	2,522	29,516							265,052	13
14	Loan Processing Fees	7,425	1,125	150	3,000		750		300		18,890							31,640	14
15	Loan Filing Fees	1,631	247	33	659	-	165	-	66	-	5,000							7,801	15
16	Loan Late Fees	900	50	50	500	50	300	50	100	100								2,100	16
17	Other Revenue														-	500	1,500	2,000	17
18	In-Kind														24,473			24,473	18
19	Invested Funds Interest	425	12	12	78	63	22	24	62	30	100					200		1,028	19
20	TOTAL REVENUE	148,175	13,987	17,799	47,023	3,238	19,972	74	995	2,652	53,506	-	127,034	92,205	481,042	2,400	1,500	1,011,602	20
21																			21
22	WAGES																		22
23	Executive Director	2,503	284	241	1,216	167	1,033	4	51	137	1,122	3,000	43,450	18,950	12,100	403	4,581	89,242	23
24	Deputy Director - 1 @ .80 FTE														51,645	2,804	1,198	55,647	29
25	Finance Manager	3,791	430	365	1,841	254	1,564	6	78	208	1,699	2,908	9,947	7,220	35,142	4,096	6,494	76,043	24
26	Loan Fund Manager	9,593	1,099	722	6,523	692	5,766	16	213	567	3,034	13,031		27,950	2,300	59	1,100	72,665	25
27	Project Managers :																		26
28	Part-time Project Manager												5,400		29,760	1,962	450	37,572	27
29	Mobility/Project Manager 1.0 FTE														55,478	2,461	1,100	59,039	28
30	Project Manager 1.0 FTE												9,000		47,661	1,686	824	59,171	30
31	Office Administrator 1 @ .50 FTE	1,252	142	121	608	84	516	2	26	69	561	613	3,284	2,383	9,797	2,550	3,666	25,674	31
32	Total Wages	17,139	1,955	1,449	10,188	1,197	8,879	28	368	981	6,416	19,552	71,081	56,503	243,883	16,021	19,413	475,053	32
33	Fringe Benefits	4,326	494	366	2,571	302	2,241	7	93	248	1,619	4,935	17,942	14,262	61,561		4,900	115,867	33
34	Payroll Taxes	1,384	158	117	822	97	717	2	30	79	518	1,578	5,738	4,561	19,688	1,293	1,567	38,349	34
35	TOTAL PERSONNEL COSTS	22,849	2,607	1,932	13,581	1,596	11,837	37	491	1,308	8,553	26,065	94,761	75,326	325,132	17,314	25,880	629,269	35
36																			36
37	TRAVEL & CONFERENCES	1,353	154	130	732	90	558	2	28	74	682	600	5,520	919	13,052	1,700	2,000	27,594	37
38	EVENT SERVICES												500		1,900		500	2,900	38
39	EQUIPMENT														-		4,500	4,500	39
40	SUPPLIES												1,000	150	28,960		9,000	39,110	40
41	PROFESSIONAL SERVICES																		41
42	Legal	1,765	200	170	857	33	728	3	36	97		400			-	500	4,789	42	
43	Auditing	1,446	136	174	459	32	195	1	10	26	522		4,000	3,000	-	3,413	13,414	43	
44	Filing Fees	1,631	247	33	659	-	165	-	66	-	5,000	100			-	200	8,101	44	
45	Contractual												2,000		70,750	17,150	2,000	91,900	45
46	COMMUNICATIONS														-			-	46
47	Advertising														250		2,035	2,285	47
48	Postage & Freight														100		2,000	2,100	48
49	Printing														1,150		700	1,850	49
50	Pubs & Subs																280	280	50
51	Telephone & Networking											500	500	500	2,005		5,445	8,950	51
52	BUILDING COSTS																		52
53	Rent											1,250	4,100	2,200	3,870		6,294	17,714	53

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2018 OPERATIONAL BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	DESCRIPTION	320 IRP	321 IRP SHERMAN	322 IRP WA	336 EDA RLFS	345 RLF REG STRAT	350 RBEG- OR	355 RBEG-WA	357 RBEG- KL/SK	370 CDBG- MICRO ENT	371 HOUSING RLF	390 GEN LOAN FUNDS	101 PLANNING GRANT	552 OIB STAFFING	SPECIAL PROJECTS	802/804 GENERAL FUND	801 ADMIN	TOTAL	1
54	Building Utilities & Janitorial														500		4,400	4,900	54
55	Building Remodel - Allocation											500	500	450	-	(3,061)	1,611	-	55
56	Building Repairs & Maintenance														-		800	800	56
57	BOND AND INSURANCE				350										-		3,060	3,410	57
58	OTHER MATERIALS & SERVICES														-				58
59	Dues and Fees											800	2,000		160		1,894	4,854	59
60	Other	247	23	30											1,075		148	1,523	60
61	IN-KIND														24,473			24,473	61
62	REVOLVING LOAN FUND																		62
63	Loan Principal	85,018	6,624	10,133														101,775	63
64	Loan Interest	14,740	1,866	2,999														19,605	64
65	Carryover to FY19 (Restricted Funds)				23,510		2,791	18	192	691					5,632			32,834	65
66	Carryover to FY19 (Unrestricted Funds)	25,356	7,789	18,002		2,326					31,811				(3,663)	258,209		339,830	66
67	TOTAL EX W/O INDIRECT	154,405	19,646	33,603	40,148	4,077	16,274	61	823	2,196	46,568	30,215	114,881	82,545	475,346	291,312	76,660	1,388,760	67
68	LOAN FUNDS SPREAD	16,175	1,527	1,943	5,133	353	2,180	8	109	289	5,841							33,558	68
69	ADMIN SPREAD	2,929	334	248	1,742	205	1,518	5	63	167	1,097	3,343	12,153	9,660	41,696			75,160	69
70	TOTAL EXPENSES	173,509	21,507	35,794	47,023	4,635	19,972	74	995	2,652	53,506	33,558	127,034	92,205	517,042	291,312	76,660	1,497,478	70
71																			71
72	DIFFERENCE	-	-	-	-	-	-	-	-	-	-	(33,558)	-	-	-	-	(75,160)	(108,718)	72

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2018 OPERATIONAL 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	Y	Z	AA	AB	
1	DESCRIPTION	320 IRP	321 IRP SHERMAN	322 IRP WA	336 EDA RLFS	345 RLF REG STRAT	350 RBEG- OR	355 RBEG-WA	357 RBEG- KL/SK	370 CDBG- MICRO ENT	371 HOUSING RLF	390 GEN LOAN FUNDS	101 PLANNING GRANT	552 OIB STAFFING	SPECIAL PROJECTS	601 TRANS GENERAL FUND	602 STIP Enhance	603 ODOT Operations /Dial A Ride	604 OMAP Rides/ Medicaid	605 ODOT Fixed Route/ Inter City	606 Wasco Co STF	607 Wasco Co 5310 Support (Purchased Svcs)	608 Facility	609 ODOT Grant/Veh icle	802/804 GENERAL FUND	801 ADMIN	TOTAL	1	
57	COMMUNICATIONS														-		-											-	56
58	Advertising														250		500										2,035	2,785	57
59	Postage & Freight														100		30										2,000	2,130	58
60	Printing														1,150		-			3,000			250				700	5,100	59
61	Pubs & Subs														-		-					55					280	335	60
62	Telephone & Networking											500	500	500	2,005		1,845	908									5,445	11,703	61
63	BUILDING COSTS																											-	62
64	Rent											1,250	4,100	2,200	3,870												6,294	17,714	63
65	Building Utilities & Janitorial														500							5,875					4,400	10,775	64
66	Building Remodel - Allocation											500	500	450	-										(3,061)	1,611	0	65	
67	Building Repairs & Maintenance														-							8,000					800	8,800	66
68	BOND AND INSURANCE				350										-		2,313	991									3,060	6,714	67
69	OTHER MATERIALS & SERVICES														-		-											-	68
70	Dues and Fees											800	2,000		160		595										1,894	5,449	69
71	Other	247	23	30											1,075							2,367					148	3,890	70
72	IN-KIND														24,473													24,473	71
73	REVOLVING LOAN FUND																											-	72
74	Loan Principal	85,018	6,624	10,133																								101,775	73
75	Loan Interest	14,740	1,866	2,999																								19,605	74
76	CAPITAL PURCHASE																151,332											188,332	75
77	Carryover to FY19 (Restricted Funds)				23,509		2,838	19	193	691					13,523													40,773	76
78	Carryover to FY19 (Unrestricted Funds)	25,397	7,838	18,051		2,378					32,305			2,500	(2,174)	128,968							4,361		258,210		477,834	77	
79	TOTAL EX W/O INDIRECT	154,454	19,696	33,653	40,125	4,128	16,324	61	823	2,196	47,069	30,215	114,882	85,045	487,066	128,968	151,332	140,641	69,895	4,800	-	20,000	22,908	37,000	291,312	76,660	1,979,255	78	
80	LOAN FUNDS SPREAD	16,175	1,527	1,943	5,133	353	2,180	8	109	289	5,841																33,558	79	
81	TRANSPORTATION FACILITY SPREAD																2,083						(2,083)					-	80
82	ADMIN SPREAD	2,879	284	198	1,694	154	1,468	5	63	167	596	3,043	12,153	7,160	38,478		-	4,509	2,309	-	-	-	-	-	-		75,160	80	
83	TOTAL EXPENSES	173,508	21,507	35,794	46,952	4,635	19,972	74	995	2,652	53,506	33,258	127,034	92,205	525,544	128,968	151,332	147,233	72,204	4,800	-	20,000	20,825	37,000	291,312	76,660	2,087,973	81	

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY18 BUDGET**

SALARY SCALE						
Executive Director						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$72,792	\$76,432	\$80,253	\$84,266	\$88,479	\$92,903
Deputy Director						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$54,405	\$57,125	\$59,981	\$62,980	\$66,128	\$69,434
Finance Manager						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$56,372	\$59,191	\$62,149	\$65,258	\$68,521	\$71,945
Loan Fund Manager						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$56,372	\$59,191	\$62,149	\$65,258	\$68,521	\$71,945
Project Manager and Transportation Operations Director						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$51,814	\$54,405	\$57,125	\$59,981	\$62,980	\$66,128
Office Administrator						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$42,281	\$44,396	\$46,615	\$48,946	\$51,394	\$53,963
Hrly	21.68	22.77	23.91	25.10	26.36	27.67
Dispatch/Scheduler						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$29,160	\$30,468	\$31,848	\$33,276	\$34,776	\$36,336
Hrly	\$ 14.95	\$ 15.63	\$ 16.33	\$ 17.06	\$ 17.83	\$ 18.64
Drivers						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6*
	\$27,348	\$28,584	\$29,868	\$31,212	\$32,616	\$34,080
Hrly	\$ 14.02	\$ 14.66	\$ 15.32	\$ 16.00	\$ 16.72	\$ 17.48
* One driver is at Step 6 with longevity pay grandfathered from MCCOG's rates						
Rate at step 6 with longevity is \$18.35/hour based on \$35,782 annual salary.						



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2018-2
ECONOMIC DEVELOPMENT ADMINISTRATION PLANNING GRANT**

WHEREAS Mid-Columbia Economic Development District (MCEDD) is a designated Economic Development District serving counties in Oregon and Washington; and

WHEREAS as the regional Economic Development District, MCEDD has adopted a Comprehensive Economic Development Strategies (CEDS); and

WHEREAS the Economic Development Administration (EDA) has invited MCEDD to apply for planning grant funds to support maintenance and development of the CEDS and implementation of specific related strategies;

NOW THEREFORE, BE IT RESOLVED that the MCEDD Board of Directors supports and is committed to the EDA planning award application for MCEDD for 2018-19.

PASSED AND APPROVED this 18th day of January 2018.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

Lauren Hernandez, Office Administrator

Ken Bailey, Chair



Executive Committee Report **(January 2018)**

The MCEDD Executive Committee met in January to address business of the District. The activities of the committee included the following:

- Reviewed the status of the transfer of the LINK from Mid-Columbia Council of Governments to MCEDD and received highlights from the Transportation Administration Board meeting.
- Approved a step increase for the Executive Director, effective January 1, 2018, pending approval of the supplemental budget. Step moves from 4 (\$84,266/year) to 5 (\$88,479/year) for FY18.
- Provided feedback on the priorities that MCEDD's Executive Director and Deputy Director are using in analyzing organizational structure changes to accommodate the new programs.



Transportation Administration Board (TAB) Report (January 2018)

The MCEDD Transportation Administration met in December and January to address business of the District. Activities included the following:

- Conducted orientation as to the purpose and roles of the TAB. Discussed membership and available positions.
- Elected Officers, with Steve Lawrence as Chair and Dana Peck as Vice-chair.
- Addressed changes in the intercity route between The Dalles-Hood River-Portland and identified opportunities for moving forward.
- Approved submission of an application to the Oregon Department of Transportation for 5310 discretionary funding for the *LINK*. The application proposes funding for a deviated fixed route in The Dalles based on Alternative 1 of the Alternatives Analysis in The Dalles 2016 Transportation System Plan. If funded, it is proposed to be launched in February 2019 to be timed with the state transportation funds for match.
- Approved submission of an application to the Oregon Department of Transportation for *regional* 5339 Bus and Bus Facilities funding. The application proposes funding to install bus shelter facilities for passengers and shelter enhancements at locations in Hood River and The Dalles. Match sources confirmed or being explored include direct users and primary beneficiaries: Columbia Area Transit, LINK, Columbia Gorge Express, Mt Hood Meadows, City of The Dalles, City of Hood River, Port of Hood River and Columbia Gorge Community College.
- Received an overview of the transit resources expected to be available in 2019 through the State of Oregon transportation package.
- Reviewed NADO Technical Assistance project to support identification of transportation solutions in eastern Klickitat County. Advised on contacts, approach and replicability regionally.
- Discussed upcoming applications, including the Federal Lands Access Program.
- Recommended revisions to the MCEDD Drug and Alcohol Policy to accommodate new regulations in 2018.



Loan Administration Board (LAB) Report (January 2018)

The MCEDD Loan Administration met in December and January to address business of the District. Activities included the following:

- Approved a \$600,000 Attainable Housing Development loan to Michael Kitts Homes, Inc and Hood River Homes, Inc to construct 18 single family housing units. With this decision, the board has approved a project in each of the three Oregon counties which are eligible to put forward projects. Of the original State Fund allocation, the board has committed and/or funded \$961,000 in projects and has an available un-revolved funds balance of \$1,039,000.
- Denied a loan request from Mt Shadow Foods, LLC. Provided an opportunity for the business to reapply to MCEDD if the applicant obtains additional information on the revised collateral and/or is able to address cash flow concerns.
- Approved a loan modification for Abide Craft Distillers, LLC dba Camp 1805 for a release of collateral due to an anticipated business merger.
- Reviewed the scope of work for the University of Oregon research assistance proposal related to MCEDD's business assistance programs. The project team has been compiled and MCEDD staff is planning a kick off meeting for January.
- The Oregon Investment Board (OIB) met in December with the following actions:
 - Approved policy revisions to the Revolving Loan Fund plan.
 - Approved a loan modification request for Full Circle, LLC dba RiverTap Pub and Restaurant to extend and modify repayment terms.
 - Extended eligibility for businesses to access the disaster program through September 30, 2018.

The MCEDD LAB and the OIB meet prior to the MCEDD Full Board meeting and will report actions related to:

- An \$18,000 loan application to MCEDD from Northwest Chicken Tractors.
- An update from LDB on the status of their business based in Stevenson, WA.
- Addressing loan clients with loans in default.
- Loan applications to the Oregon Investment Board from Mt Hood Podiatry and Defiance Brewing dba Sedition Brewery.



**Executive Director's Report
Prepared for January 2018 Full Board Meeting**

This is an abbreviated report covering activities since the last full board meeting.

Economic Development Administration, Regional Economic Development

- **Four Rivers 501c3:** The Four Rivers Community Corporation Board of Directors approved transferring the organization's administrative support from MCCOG to MCEDD and updating the membership. We have notified the current insurance agent as the policy is still in effect. We are in process of providing the necessary legal notice to the IRS and State Department of Justice.
- **Gorge 2020 Management plan update:** I am scheduled to meet with Columbia River Gorge Commission staff on January 9th for a conversation about the economic development focus area for the update to the National Scenic Area management plan. MCEDD has expressed the need to align with us as the regional economic development entity. I have requested an open and transparent process, formal representation and other factors consistent with the direction of the Executive Committee and MCEDD Board.
- **LCDC Oregon:** I will participate in an Oregon Land Conservation and Development Commission meeting in Hood River in January, providing an update on our work with North Central Oregon Regional Solutions and communities in addressing the top priority in the CEDS: attainable housing.
- **Broadband:** Carrie Pipinich was approached for a proposal to further support Qlife with grant writing. She held the semi-annual broadband consortium meeting in December. Notes from the conversation (which are very informative!) are [available here](#).
- **CEDS:** Notices on request for projects for updates with the Comprehensive Economic Development Strategy (CEDS) have been sent to all jurisdictions. These will be reviewed and presented for prioritization at the March MCEDD Board meeting. Prepare by signing up or refreshing your account on Agora at agora-platform.com.

Business Assistance Division

- **Cascade Locks-Hood River Enterprise Zone:** Eric Nerdin scheduled a pre-authorization conference for January to review an application from Orbital for the Cascade Locks- Hood River Enterprise Zone. MCEDD staff is the lead support.
- **Eagle Creek Fire:** The final Eagle Creek Recovery Council meeting was held in December. I participated on the Council to represent MCEDD and advocate for the needs of local businesses throughout the region.
- **Economic Development Administration (EDA):** The US EDA finalized regulatory changes for the agency's Revolving Loan Fund program. While a number of our concerns were addressed, there is still a significant unknown of the new risk analysis system and how much administrative burden that will place on MCEDD. We should know more in the first quarter of FY19 as our rating is established with submission of our report ending 3/31/18. EDA is working with the Council of Development Finance Agencies to provide training in Best Practices. They are offering webinars and sponsoring an RLF Recipients training in April/May 2018 in California. EDA is not providing funding for travel. We would require outside funds to support staff attendance at an in-person training.
- *See LAB report for further detail.*

Transportation Division

- The Everybody Rides Campaign was approved by the Columbia Gorge Health Council for funding. The campaign will enhance awareness of available public transportation resources throughout the five county region.
- *See TAB report for further detail.*

Project Management; Industry Development; Grant Administration

- **Business Oregon ROI:** I convened a meeting with the Port of The Dalles and Columbia Gorge Community College to review a potential submission for Business Oregon's Rural Opportunity Initiative. The Port submitted a letter of intent to request funding to conduct a feasibility study to evaluate facilities and processes to meet a variety of manufacturers and producer's needs.
- **Wasco County Economic Development Commission:** The Dufur Chamber of Commerce recommended selection of Lookout as contractor for their brand development. Carrie Pipinich has developed an agreement with the contractor to provide these services, which will be funded through MCEDD from a Travel Oregon grant. Carrie and Jacque Schei developed a responsive proposal for the Wasco County Fairboard.
- **Sherman County Economic Development:** Jessica Metta worked with the Sherman County Court to modify the housing incentive program to allow for rehabilitation of existing structures and expand the incentive offering. Jessica and Carrie Pipinich worked cooperatively on a survey of broadband needs in the County. See the results [here](#).
- **Finance Support:** I provided a draft agreement to the City of Rufus to facilitate a transfer of their financial record keeping from MCCOG to MCEDD. It is being considered at their next council meeting. Jessica Metta has explored financial training resources available through RCAC to support a couple of Sherman County cities. Community Renewable Energy Association (CREA) approved a transfer of financial management from MCCOG to MCEDD. Siri Olson is working on incorporating these new services.
- **Renewable Energy and Economic Development (REEDS):** MCEDD is supporting the REEDS event in Olympia, which is tentatively scheduled for February 20, 2018. I will be participating to discuss rural issues and have served on the event planning committee.
- **Gorge Technology Alliance:** GTA events in January include a women in STEM networking event on January 11, 2018 with Christina Mercer, Director of Strategy with Insitu; Geek Lunch on January 16, 2018 with Forrest Rae of Oracle discussing Blockchain; and Featured Event on Avoiding Business Death Traps on January 23, 2018 with Stephanie Hartman of Catalyst Performance.

Operations

- **Org Structure:** MCEDD organization structural changes are in the works as we accommodate additional services with the Transportation Network moving to our service offerings. Management of the transportation division is anticipated to be moved to the Deputy Director, with oversight provided by the Executive Director. This change will allow MCEDD to scale and grow with our new services.
- **Facilities:** The roof, the roof, the roof is (let's change the end of that song)... complete! There was another significant leak in December prior to Brown Roofing fully completing the new roof.
- **Budget Committee:** MCEDD is soliciting a budget committee member for an at-large position. The opening is posted to our website [here](#).

- **Employees:**
 - I conducted Jessica Metta's annual evaluation and Kathy Fitzpatrick's three month evaluation. Jessica was involved in the goal setting component of Kathy's evaluation, which reflects upcoming organizational structure changes.
 - All current LINK employees submitted an employment application to MCEDD and their applications are in process of review. I have updated job descriptions for all LINK positions. We are established with DMV to receive driving reports and with BioMed for conducting background checks and providing drug/alcohol screening.
 - There is an open position for a full time driver with LINK. We have been working with Dan Schwanz at GOBHI as interim LINK Transportation Operations.
- **Outreach:**
 - Website: Since our new site was made live, Google analytics reports (July 2017-December 2017): Over 2,000 users with nearly 4,000 sessions and almost 10,000 page views. 82% are accessing our site from a laptop/desktop, 2% from a tablet and 16% from a mobile device. www.mcedd.org.
 - Social media is still nascent, so assist us by connecting to our Twitter (@midcolumbiaedd) or Facebook page (facebook.com/midcolumbiaeconomic).
 - The MCEDD newsletter is sent to about 900 individuals. Our average open rate is 32% (which exceeds the industry average of 21%).
 - Staff continues to participate in Chamber events when possible. Eric Nerdin recently attended The Dalles Power Breakfast and Jessica Metta attended the Mt Adams Chamber coffee.
- **Letters of Support:** Wy'East Resource Conservation and Development requested a support letter for an application to USDA's Renewable Energy Development Assistance. It is consistent with our CEDS, so staff will work on a support letter.
- **Quarter and Year End:** Quarterly reporting is in process or complete for various project, loan and related programs. Finance and loan fund staff are working through the end of calendar year requirements including providing courtesy summary loan statements and preparing W2s, 1098s, 1099s, and similar forms.