MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
THURSDAY, JUNE 18, 2020
ZOOM TELECONFERENCE
(ACCESS INFORMATION ON BACK PAGE OF AGENDA)

4:00 P.M.

AGENDA

Topic	**Estimated Time**	**Item**
Call to Order/Introductions	5 minutes	Information
Loan Client Highlight	5 minutes	Presentation
Consent Agenda March 2020 Minutes Personnel Policy Revisions	5 minutes	Approval
Financial Report	10 minutes	Information
Supplemental Budget FY 2019 Resolution 2020-3, Supplemental Budget	10 minutes	Adoption
Presentation of FY 2021 Budget; Public Hearing	20 minutes	Discussion
Approval of FY 2021 MCEDD Budget Resolution 2020-4, Adopting the FY July 1, 2020 – June 30, 2021 Budget	5 minutes	Decision
COVID-19 Response Activities	10 minutes	Discussion
Executive Director Report	10 minutes	Discussion
Committee Reports Executive Committee Transportation Administration Board Loan Administration Board	15 minutes	Information
***Executive Session per* ORS 192.660 (f) (Exempt Documents)** *Regular Session Reconvened*		
Staff Reports	15 minutes	Information
Regional Updates- *MCEDD Board members*	20 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.

Zoom Access Information:

MCEDD is inviting you to a scheduled Zoom meeting.

Topic: MCEDD Board Meeting
Time: Jun 18, 2020 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/97699317257?pwd=a2NuRW14amZBZ1FwZTBrYk1lLzB5dz09

Meeting ID: 976 9931 7257
Password: 696964
One tap mobile
+13462487799,,97699317257#,,1#,696964# US (Houston)
+16699006833,,97699317257#,,1#,696964# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Germantown)
Meeting ID: 976 9931 7257
Password: 696964
Find your local number: https://zoom.us/u/a1yMTeEX

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, MARCH 12, 2020
HOOD RIVER FIRE STATION

BOARD MEMBERS: Steve Kramer, Ken Bailey, Tonya Brumley, Gordon Zimmerman, David Griffith, Dana Peck, Eric Proffitt, Leana Kinley, Bob Hamlin, Bill Schmitt, Joe Dabulskis, Scott Clements, Stephanie Hoppe, Les Perkins, Buck Jones, Sue Knapp, Jan Brending

STAFF: Siri Olson (Finance & Operations Manager), Israel Ayala-Guevara (Loan Fund Manager), Tatiana Eckhart (Project Coordinator), Carrie Pipinich (Senior Project Manager), Jacque Schei (Project Manager), Ami Trosley (Administrative Assistant), Lauren Hernandez (Office Administrator), Marla Harvey (Project Manager), Jessica Metta (Interim Executive Director)

GUEST: John Metta

CALL TO ORDER/INTRODUCTIONS

Bill Schmitt called the meeting to order at 4:02 p.m. A quorum was present. A round table of introductions took place.

CONSENT AGENDA

Approval of the December 2019 MCEDD minutes, approval of Unfair Competition Policy, appointment of Budget Committee/Officer, budget process approval, approval of auditor selection, approval of TAB appointments.

Bob Hamlin motioned to approve the Consent Agenda. Steve Kramer seconded the motion. Motion passed unanimously.

Les Perkins, Buck Jones, and Sue Knapp joined the meeting.

FINANCIAL REPORT:

Siri Olson, Finance and Operations Manager, highlighted the following:

- Total Cash balance as of January 31, 2020, is $4,861,399.55.
- Accrued Loan Payment includes all loans in the portfolio except the two in bankruptcy. At this time, there are no loans in litigation.
- Loans Receivable balance is $541,157 lower than at this time last year, which is a result of recent loan payoffs and paydowns. Siri noted that since the time of the report, three loans have been funded, which will increase the Loans Receivable balance.
- Fixed Assets reflects the balance as of June 30, 2019. The capital assets that have been purchased in FY20 will be capitalized and depreciation booked on June 30, 2020, through the audit process.
- Current Net Position is $11,652,155.
- Federal and State revenue still appear to be lagging due to timing of receiving payments from Transportation Operations for the prior quarter.

- Local Match is considerably more than budgeted in this period, in part due to Google's support of the Bus Shelter project.
- Personnel Expense is below budget and Building Costs will be lower due to MCEDD and LINK offices now being located in one building. However, this line is where the remodel cost was budgeted, so the line will be over budget due to that.
- Bonds & Insurance includes premiums for January through June 2020. The premiums covering July through December 2020 are recognized as a prepaid expense and will be booked as an expense in FY21.
- Capital Purchase will continue to increase as the Bus Barn project moves forward. Staff anticipates construction of the Bus Barn will be completed by June 30, which will require a supplemental budget.
- Special Projects shows a negative $11,000, though this is due to MCEDD having multi-year contracts that incur expenses before MCEDD can bill for them depending on the phase of the project.
- MCEDD has engaged with Carol Friend to provide additional support for financial support. Siri will work with Carol to look at the balance sheet by fund process in response to the FY19 audit findings.

Discussion: Scott Clements asked why the Personnel Expense line is below budget. Siri explained that during the budget process, staff estimates some personnel costs like increases in health insurance and step increases. Whether or not these increases happen, the budget includes funds to prepare for them. Also the transition in Executive Director was a factor.

Ken Bailey motioned to accept the financials as presented. Bob Hamlin seconded the motion. Motion passed unanimously.

EXECUTIVE DIRECTOR POSITION

Ken Bailey summarized the process the Executive Committee used to advertise for the Executive Director position. He noted some members of the Executive Committee volunteered to be on the Interview Committee and summarized the process used to choose qualified candidates, interview those candidates, and chose the top three of those interviewed. Of the top three interviewed, the Interview Committee had one top choice, Jessica Metta, to recommend to the MCEDD Board. The Executive Committee offered Jessica the position of Executive Director which was accepted and is contingent upon board approval. The salary for the position was set within the standards advertised for the position.

Jan Brending joined the meeting.

EXECUTIVE SESSION

Per ORS 192.660 (a) (To consider the employment of a public officer, employee, staff member or individual agent) the MCEDD Board moved into Executive Session at 4:23 p.m.

Regular session reconvened at 4:35 p.m.

EXECUTIVE DIRECTOR POSITION

Jan Brending motioned to approve the recommendation to hire Jessica Metta to the positon of MCEDD Executive Director. Tonya Brumley seconded the motion. Motion passed unanimously.

Steve Kramer motioned to approve the recommendation for Jessica to start at Executive Director Step 2 on the current FY20 salary schedule. Bob Hamlin seconded the motion. Motion passed unanimously.

REGIONAL PROJECT PRIORITIES/CEDS:

Jessica Metta explained the CEDS project prioritization is done annually. Local priority lists are used to determine the regional prioritization.

Jacque Schei presented the Washington draft regional priority rankings.

1. Goldendale Pumped Storage Hydro for Klickitat County: A draft license application was submitted for the project with the Federal Regulatory Energy Commission.

   Discussion: Dana Peck noted the application has moved past draft stage and the final application has been submitted.
2. Stevenson Wastewater System for Skamania County

   Discussion: Leana Kinley stated the project is still moving along with EDA and USDA applications. She noted the EDA is in the process of reaching out to the tribes and the USDA has already completed this. The County has taken over maintenance and operations of the treatment plant.
3. Cascade Business Park Feasibility for Port of Skamania

   Discussion: Bob Hamlin explained a representative of the Port of Skamania met with state representatives to explore the availability of funding for feasibility studies.
4. Dallesport Industrial Park (DIP) Improvement Projects for Port of Klickitat

   Discussion: Bill Schmitt reported an architect, engineer, and surveyor have all been hired. The hope is to break ground on an incubator building on Lot 39 at the end of May. Jacque asked if progress has been made on the Dow road realignment, but Bill noted that currently, this is not high on the priority list.
5. Buck Creek Water System for City of White Salmon: This project supports key infrastructure for the City of White Salmon.

   Discussion: Jan Brending reported the City received a $750,000 loan from the Public Works Trust Fund to design the system so it will be shovel ready when infrastructure funds become available.
6. Aviation Maintenance Training Facility for Columbia Gorge Regional Airport: This project includes the construction of a new hangar or multi-use flex space and the necessary infrastructure. Anticipated use of the space is that Columbia Gorge Community College will use it as part of a developing aviation mechanic training program. The project will provide key business opportunities and work force development in the region.

   Discussion: Steve Kramer noted Wasco County's outreach team lobbied for this in Washington D.C. and received good feedback. Representative Walden's office

will facilitate a letter among all of the area's representatives to move the project forward.

7. Waste Water Treatment Plant Improvements for City of Goldendale: This is a key infrastructure project for the City.

   Discussion: Dana Peck explained the project is a preventative measure against potential future issues.

8. Bingen Point Projects for Port of Klickitat

   Discussion: Bill Schmitt explained one project is to break up the boulders at the lake, which will be an approximate $800,000 project. The project will go out to bid in the next few weeks and the goal is for it to be complete by this summer.

9. Broadband for Klickitat and Skamania counties: Improving broadband in these areas is a primary focus in the CEDS and will expand business opportunities.

   Discussion: Carrie Pipinich stated both counties have planning efforts to look at building on broadband efforts and leveraging the State Broadband Office to look at implementation of funding programs. Jacque noted the State Broadband Office was formed last year.

10. City of North Bonneville Lift Station Replacement for City of North Bonneville: This project is prioritized lower on the list due to deferred maintenance issues.

Carrie presented the Oregon draft regional priority rankings.

1. Hood River Interstate Bridge for Port of Hood River, Klickitat County, Port of Klickitat, City of Bingen, and City of White Salmon: This project supports the critical transportation link between Oregon and Washington.
2. Workforce Housing for Sherman and Hood River counties: Both counties have invested resources and are engaged on the topic of housing. Housing is a highly-ranked local priority for both counties.
3. Dog River Pipeline for City of The Dalles: A funding resource package is close to being finalized. The project requires another level of environmental review and one more loan application, so it remains highly prioritized on the Wasco County list. The project supports critical infrastructure for the County.
4. Waterfront Storm Line Replacement for Port of Hood River: This project addresses failed infrastructure and would support key industry sectors and wastewater infrastructure.
5. Broadband: Cascadia East Interconnection and Sherman Service Expansion for Sherman and Wasco counties: Wasco County continues to identify feasibility resources to support additional connectivity. Sherman County completed the fiber project this fall and continues to explore strategies to expand fiber outside of the four cities into outlying rural areas.
6. Hood River County Treatment of Wastewater for Hood River County: This project would address Total Maximum Daily Load issues experienced by Odell Sanitary.
7. Cascade Locks Substation for City of Cascade Locks: The City has an application in for EDA disaster funds.

   Discussion: Gordon Zimmerman explained the City needs to get an archeology and cultural survey done for the area. Two bids have been received. Once the survey is done and the State Historic Preservation Office approves, the application will go to legal review at EDA. The City will then receive its $3 million grant.

8. Backup Power/Emergency Generator Purchase and Integration for Primary Municipal Well for the cities of Moro, Rufus, and Wasco: The need for backup power in Sherman County was highlighted during the fires in 2018. When the grid was down, water pumps were unable to work, which created a safety and resiliency issue.
9. Bridge of the Gods Maintenance for Port of Cascade Locks: This project supports continued maintenance and preservation of the bridge.
10. Dufur Waste Water Treatment System Improvements for City of Dufur: This project supports the City as it works to upgrade the wastewater treatment system for growth and compliance issues.

Discussion: Jan Brending asked if the Dufur Waste Water Treatment System Improvements for City of Dufur should be moved up since the City is out of compliance. She noted the City has a state letter of non-compliance. Gordon Zimmerman explained that because City of Dufur already has a letter of non-compliance, it is already identified and it will not benefit the project more to be moved up on the CEDS priority list. Carrie added the City already has a funding package identified. Steve Kramer noted Wasco County's Cascadia East Interconnection project may change. The County looked for funds to conduct a feasibility study, but the House Committee on Education and Labor suggested the study be funded locally. If the project is found to be viable, the County can seek capital.

Jan Brending motioned to approve the project ranking for Washington and incorporate County projects. Leana Kinley seconded the motion. Motion carried unanimously.

Gordon Zimmerman motioned to approve the project ranking for Oregon and incorporate County projects. Les Perkins seconded the motion. Motion passed unanimously.

Les Perkins motioned to adopt Resolution 2020-1, Comprehensive Economic Development Strategy. Steve Kramer seconded the motion. Motion passed unanimously.

USDA RBDG APPLICATION:

Jessica Metta explained staff and regional partners have worked to seek a pathway to access the $2 million that had been allocated but never appropriated for economic development in the National Scenic Area. A path was identified, but it became unclear whether the full $2 million was available for the region or whether MCEDD would be applying for a lower amount. Staff reached out to USDA and learned the $2 million designated has been allocated across the country, so an application to USDA Rural Development's Rural Business Development Grant Program would be for $40,000. The funds would bolster the Rural Opportunity Initiative project recently funded through Business Oregon, which will expand on business trainings and outreach around economic resilience, access to capital, and broadband tools.

Discussion: Jan Brending asked if the funding will be used in both Oregon and Washington. Jessica explained USDA grants can support both Oregon and Washington, but the Business Oregon funds received will support the Oregon side. Jessica noted the funds for the project could support the Washington side even if trainings are physically held in Oregon. Bob Hamlin asked the timeline of the funds. Jessica stated the application is due at the end of March and funds would be received after July. Ken Bailey asked how the originally allocated $2 million is tied to the $40,000 from the USDA's

Business Development Grant program. He noted MCEDD should continue to seek the original $2 million. Steve Kramer stated Oregon representatives will continue to seek the original $2 million to support economic development in the region.

Steve Kramer motioned to adopt Resolution 2020-2 which authorizes MCEDD's application to USDA Rural Development for a Rural Business Development grant. Les Perkins seconded the motion. Motion passed unanimously.

Buck Jones left the meeting.

EXECUTIVE COMMITTEE REPORT:

Bill Schmitt reviewed the Executive Committee report, highlighting the Committee adopted the standards, criteria, and policy directives for hiring the Executive Director; interviewed and reviewed candidates for the Executive Director position and will recommend selection to the MCEDD Board of Directors; appointed Jessica Metta as Interim Executive Director; appointed authorized representatives for various accounts required during the interim time before a new Executive Director is hired; authorized MCEDD's application for a RARE participant; reviewed and approved the process to financially allocate the remodel costs; recommended adoption of the updated Unfair Competition Policy; recommended the Budget Committee appointments and process; recommended the auditor selection for approval by the MCEDD Board of Directors.

TRANSPORTATION ADMINISTRATION BOARD/INTERIM EXECUTIVE DIRECTOR REPORT:

Jessica Metta provided the Interim Executive Director's report, highlighting:

- The Transportation Administration Board met and approved application to ODOT discretionary grants.
- Kathy Fitzpatrick has begun work on the Gorge Regional Transit Strategy, which will build on recommendations of existing transportation plans. The Gorge TransLink Alliance and MCEDD's Transportation Administration Board will give guidance on the scope of work and outreach strategy. The final strategy will be submitted to the MCEDD Board of Directors in March 2021. Phase 1 strategy objectives include strengthening partnerships, synthesizing existing and ongoing planning efforts, completing foundational assessments, and synthesizing existing goals and policies into a high level regional vision.
- MCEDD received the building permit for the Bus Barn and vehicle gate. Pre-construction meetings were held, and Crestline plans to break ground mid-March.
- Jessica summarized MCEDD's response to COVID-19 Virus. MCEDD's focus is ensuring the welfare of employees and better understanding MCEDD's role in bringing economic assistance to the region. Staff is working to minimize risk by limiting in-person meetings and working remotely. Resources are being explored to minimize risks and protect transit employees. Staff will continue to look to the CDC and Oregon Health Authority for guidance. Jessica noted MCEDD's regional response to the pandemic will build off of work done through the economic resilience plan.

LOAN ADMINISTRATION BOARD REPORT

Israel Ayala Guevara presented the Loan Administration Board report, highlighting:

- MCEDD closed a $20,000 loan out of the MCEDD Microloan fund, a $323,000 loan for construction of a six-unit attainable housing project, and a $169,000 loan for purchase of real estate and existing market business.
- The MCEDD Lab approved loan modifications and actions including paydowns and release of collateral.
- Available to loan as of December 31, 2019, was approximately $213,398. MCEDD remains at capacity for lending and continues to receive inquiries.
- Three applications are in process for the Cascade Locks-Hood River County Enterprise Zone, including Thunder Island, pFriem Family Brewers, and Westcliff Lodge.
- Staff will continue to address loans on the delinquent loan list.

STAFF REPORTS

Jacque Schei, Project Manager, highlighted the following:

- The City of Antelope's water/wastewater project is at 50% construction. The reservoirs are being constructed and will take approximately four more weeks to complete. Construction is anticipated to be complete in May, depending on weather.
- Phase 1 of the Crystal Springs Water District Mid-Valley Reservoir project is complete. The easement, environmental review, and design for Phase 2 are complete. If approval is received from the Hood River County Planning Department, CSWD plans to bid the Mid-Valley work in the spring along with the South-Valley work in hopes of getting better bid prices.
- MCEDD has new agreements to offer grant administration and labor standards management to the City of Cascade Locks' Wastewater System Improvements project and Biggs Service District Water System Improvement project.
- Staff continues to develop the economic resilience planning toolkit. The main version of the guide documents will be translated into Spanish when someone is found to do that work. Staff and North Central Regional Solutions have been discussing details for a meeting to convene bi-state regional partners to discuss regional economic resiliency issues, planning, and communication.

Carrie Pipinich, Project Manager, highlighted the following:

- The Oregon State Broadband Office has completed their assessment and strategic plan to move the state forward regarding broadband access. The Washington State Broadband Office is seeking participation in a speed test to understand service availability.
- The Western Governor's Association is hosting a workshop in The Dalles in March, and MCEDD has been invited to participate on a panel focused on broadband strategies.
- Staff is participating in the Advisory Committee for the land supply portion of The Dalles Economic Opportunity Analysis. The group is providing feedback on initial employment land data. The City of Maupin has been awarded a DLCD Technical Assistance Grant to conduct a Housing Needs Analysis, and staff anticipates participating in this process as it moves forward.
- RARE Project Coordinator Tatiana Eckhart is working with the Wasco County Fair Board to support adoption and implementation of the strategic plan drafted last year. Staff is working with the board to support funding for and implementation of projects within the plan including signage and infrastructure improvements.

Marla Harvey, Program Manager, highlighted the following:

- The Draft License Application for the Goldendale Pumped Storage Project is now final. The project has been designated as a project of statewide significance.
- The Energy Council is working with partners to assess the potential for solar plus storage systems to provide two weeks of backup support for 10 critical facilities. All sites participated in individual data collection and introductory webinar meetings. Consultants are analyzing data and will provide reports on micro grid system options, including system costs, benefits, and financing options.
- Solar Oregon and Energy Trust are working on a solarize campaign in Hood River County to reduce barriers to solar access through focused training and cost reductions. Staff supported development of the campaign including a focus on solar plus storage for resilience needs and service communities where solar access is low.
- The Hood River Energy Council is working to support priority energy projects benefiting Hood River County and achieving the goals of the Hood River County Energy Plan. Staff supported the Energy Council through coordination of monthly meetings as well as efforts to increase organized coordination between the governing bodies that adopted the Energy Plan.

REGIONAL UPDATES

Board members provided updates as follows:

Steve Kramer – A team from Wasco County recently traveled to Washington D.C. and lobbied for the Economic Development Administration.

Les Perkins – The County has been working on funding. A funding measure for a five-year levy will be included on the May ballot. Les noted the County will be in a much different position if the measure does not pass.

Ken Bailey – The winter was mild, and spring is quickly approaching, though it is too early to predict what the harvest will be like.

Jan Brending – The City of White Salmon is replacing the main waterline, and construction is underway. The City implemented a residential development moratorium for six months. A comprehensive plan will address affordable housing, but current codes are not compliant with this kind of development. The City Council will undertake this work. City staff and the mayor will meet soon to develop emergency plans regarding the COVID-19 Virus. The City of Bingen will begin a wastewater improvement project to replace the main line at the treatment plant.

Stephanie Hoppe left the meeting.

Tonya Brumley – There is concern about the economic impact of the COVID-19 Virus on small businesses. Tonya asked Jacque Schei to resend the economic resilience documents to the chambers so they can get it out to their members. It is festival season, and many festivals may be rescheduled depending on what happens over the next four weeks.

Gordon Zimmerman – Thunder Island Brewing is looking at an August opening date. Another microbrewery will break ground this spring. A meeting for a pre-application for a 30 unit housing unit is coming up. The City of Cascade Locks has approximately $25 million in commercial development in process.

David Griffith – The pFriem facility in Cascade Locks will create 12-15 jobs. The Renewal Workshop will increase to 90-100 employees in the next few years. Thunder Island will have approximately 30 employees. In The Dalles, the Port is trying to analyze the buildable land inventory. The ports are working to find space for new businesses while working with current businesses on expansion. The airport in Hood River received Connect Oregon funds for the ramp extension but did not use all of the funds. The excess funds may be used to expand the fuel capacity.

Dana Peck – The Columbia Gorge Tourism Alliance gathering in Bingen was successful. All three chambers embraced the idea of a food trail. Business for motels is currently down 50%, and the chambers are motivated to find new ways to attract tourism as soon as they are able to.

Eric Proffitt – The State has been anticipating a recession and has been planning resources to make available. Oregon has a work share program which allows employees moved to part-time positions to receive benefits. This allows companies to retain their work force instead of laying off employees. The State is working to provide services via skype or over the phone in light of the COVID-19 Virus. Eric summarized available unemployment benefit options.

Leana Kinley – The City of North Bonneville received a CDBG grant for the pump station. The waterline may be placed on the regional CEDS list in the next few years. The downtown plan is almost complete. The City of Stevenson is working with the County on how to leverage the buildable land inventory to change zoning codes to accommodate housing. The wastewater treatment is running well and is on track for June design submittal. The hope is to begin construction in 2021. A water meter replacement and energy upgrade project will replace all meters with smart meters. The City Council is working on a capital improvement program and will hold a retreat to review goals and to review the strategic plan.

Bob Hamlin – Various events are upcoming and may need to be postponed due to the COVID-19 Virus. A new mushroom and micro green growing business moved into the Stabler nursery. A celebration of the walkway at the Port will be held May 5th. Skamania Lodge is remodeling the golf course to offer additional amenities. Recently, the Lodge has seen a decrease in reservations.

Scott Griffith – White Salmon Assisted Living has stalled in addressing a funding gap and is recruiting alternative funding sources. Columbia Cascade Housing Corp, a nonprofit 501(c)(3), is in the market for developable land. CCHC is also close to launching an Oregon-based down payment assistant program. The U.S. Army Corp of Engineers is preparing a Village Development Plan scheduled to be complete in the fall of 2020.

Joe Dabulskis – There are two new truck stops in Sherman County. One opened in February and one will open at the end of March.

Sue Knapp – The Deschutes Health Clinic underwent an organizational leadership change. The leadership is comprised of a board, a new medical director, and a new clinic manager. The team is working to get the budget realigned and is reaching out to the community regarding the change. A meeting was held with an architect to redesign the right side of the building. The project will move forward with a USDA loan. The team will hire a new contract to begin the new design. The Civic Center will hold its grand opening in April. Maupin hired a new city manager, and the Chamber has a new director.

Bill Schmitt – The Port will start construction of a 6,000 sq/ft incubator building at the end of May. The lot will eventually house at least two more buildings. The project should go out to bid within a month. The rocks placed at Bingen were not placed correctly, so this summer, they will be broken into smaller pieces so the area can be filled in correctly.

NEW BUSINESS
No new business.

ADJOURNMENT
Meeting adjourned at 6:06 p.m.

Respectfully submitted by Lauren Hernandez, Office Administrator

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Date: June 10, 2020
Re: Personnel Policy Revision (Consent Agenda)

Request (Consent Agenda)

Adopt the revisions to the Personnel Policy as recommended by the MCEDD Executive Committee.

Overview

The current MCEDD Personnel Policy regarding the timing of step increases and employee performance reviews creates confusion that can lead to missed step increase opportunities for employees. I am requesting approval to adjust the timing of step increases to match the employee performance reviews.

Current Policy

Currently the policy states (highlights added, only relevant sections excerpted in this memo and the full policy is attached):

5. Employee Compensation

5. 1 Employee Compensation: The District maintains a pay plan covering all positions in the District showing the minimum and maximum rates of pay. In arriving at such salary ranges consideration is given to prevailing rates of pay for comparable work in other public and in private employment. The District shall endeavor, within budgetary constraints, to use the following compensation procedure:

5.1.1 New employees shall generally start at the bottom of the applicable range. The Board or the Executive Director may start an employee at a higher step if the qualifications of the employee warrant.

5.1.2 After completion of a successful six-month employment period the employee may be eligible to advance one salary increment or step.

5.1.3 After eighteen months of successful continuous employment, the employee may be eligible to advance one salary increment or step. Each anniversary thereafter, the employee may be eligible to advance one step increase until the top of the applicable range is reached. A step increase or pay advance is not guaranteed.

5.1.4 The Executive Director may elect to recognize extraordinary job performance by exceeding the regular step increases.

5.1.5 In no case shall the maximum compensation for a range be exceeded unless additional compensation has been approved by the Board.

9. Employee Performance: The performance of each employee shall be evaluated and reviewed with the employee annually. Direct supervisors shall evaluate employees they

manage based on a performance evaluation system provided by the Executive Director and the Executive Director shall evaluate supervisors and all other staff. The Board shall review and evaluate the performance of the Executive Director.

9.1 **Purpose:** Employee performance reviews are an essential communication process between the employee and the District. The performance appraisal is an opportunity for the supervisor and employee to review whether previously discussed performance expectations and goals have been met, to discuss professional development opportunities, and to identify options for acquisition of additional skills and knowledge to foster performance improvement and career growth. It also serves as a basis of personnel decisions – merit increases, promotion and termination.

9.2 **New Employees and Employees in a New Position:** Newly hired employees and employees in a new position will participate in goal-setting interview/reviews as often as appropriate and will have at least one performance evaluation before the completion of six months employment and at least one more before the completion of twelve months employment.

The practice has been to have evaluations at 3 months, 6 months, 12 months and then every 12 months thereafter. Step increases come at 6 months, 18 months and then every 12 months thereafter. This mid-year consideration for step increases that is not tied to a concurrent performance evaluation has been missed by supervisors in the past.

Proposed Revision

Adjust the step increase timing to match the evaluation timing of 6 months, 12 months and then every 12 months thereafter. Specifically, 5.1.3 would be adjusted to read (strike and underline version):

> After twelve ~~eighteen~~ months of successful continuous employment, the employee may be eligible to advance one salary increment or step. Each twelve-month anniversary thereafter, the employee may be eligible to advance one step increase until the top of the applicable range is reached. A step increase or pay advance is not guaranteed.

Mid-Columbia MCEDD
ECONOMIC DEVELOPMENT DISTRICT

FINANCIAL SUMMARY
April 2020 Board Report

As of April, 2020

Balance Sheet

Total Cash balance as of 04/30/20 is $4,294,251. Accounts Receivable (1202) balance is largely due to contractual and grant related receivables. Accrued Loan Interest (1260) balance has not been adjusted for April. The impact on the Loan programs will continue to be monitored as deferrals and loan modifications begin to happen due to COVID-19. The strong loan activities in FY19 will help to carry the loan program through FY20 and partially through FY21, depending upon the long-term affect of the current pandemic. Accrued Loan Payment (2030) is MCEDD's liability to the USDA for the IRP funds, of which a large payment usually takes place in June. The liability has been accruing throughout the fiscal year. However, the LAB did approve to request through USDA to request a deferral of MCEDD loan payments. Current Net Position (preliminary) is $9,717,267.

Operations Budget vs. Actual

Revenue
Total Revenue reflects receipt of 82.1% of the anticipated revenue through April budget (67.7% of the annual budget). Anticipate Federal, State, and Farebox revenue for Transportation Operations to continue to decrease through June 2020 due to decreased services, as the majority of funding for Transportation is based on reimbursable grants through ODOT. Contract Reimbursement revenue is expected to remain solid through the end of the FY, as many projects are still moving forward.

Expenses
Through April, 74.6% of the anticipated expenses through April budget (62.4% of the annual budget) has been expended. Although personnel have been laid off, Personnel Expenses (5000) is expected to continue as a steady expense. As a reimbursing employer who reaps the benefits of a very low Unemployment Insurance tax rate, MCEDD will be reimbursing the State for benefits paid to employees. These costs are personnel expenses. Expect Bonds and Insurance (6800) to increase, depending upon the status of the Bus Barn, as this building will need to be added to the insurance policy. Additionally, Capital Purchase (9100) continues to increase as the Bus Barn project moves forward. To date, 88.6% of the annual Capital budget has been spent.

Respectfully Submitted,

Summer Sears, CPA
Interim Finance Manager

Mid-Columbia Economic Development District
Balance Sheet
As of April 30, 2020

	Apr 30, 20	Apr 30, 19
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking		
10372 · MCEDD Micro Loan Checking	1,310.00	0.00
10601 · LINK Cash	212,036.84	480,237.87
1010 · MCEDD Checking - Other	250,990.94	-406,522.61
Total 1010 · MCEDD Checking	464,337.78	73,715.26
1015 · MCEDD MM		
15372 · MCEDD Micro Loan MM	5,939.39	30,000.00
15601 · LINK MM	7,562.43	100,439.02
1015 · MCEDD MM - Other	74,800.16	217,888.35
Total 1015 · MCEDD MM	88,301.98	348,327.37
1020 · IRP		
1021 · IRP - Sherman	47,186.80	70,664.66
1022 · IRP - WA	22,622.05	55,600.24
1020 · IRP - Other	176,570.10	133,574.14
Total 1020 · IRP	246,378.95	259,839.04
1030 · Loan Funds		
1036 · EDA RLFs	168,747.26	74,495.86
1045 · Reg Strat	53,951.47	136,092.36
1050 · RBEG-OR	47,390.27	61,260.69
1055 · RBEG-WA	5,038.28	94,080.89
1057 · RBEG-KL	44,488.00	16,611.85
1067 · CDBG Microenterprises	107,061.45	71,636.29
1030 · Loan Funds - Other	16.00	0.00
Total 1030 · Loan Funds	426,692.73	454,177.94
1031 · Housing RLF	1,479,868.78	1,193,132.49
1070 · National Scenic Fund	1,344,348.03	1,028,639.81
Total 1000 · Bank Demand Deposits	4,049,928.25	3,357,831.91
1100 · CDS		
1121 · IRP Reserve	96,072.01	96,070.80
Total 1100 · CDS	96,072.01	96,070.80
1122 · IRP - DDM Product	148,100.78	102,703.62
1125 · LINK Petty Cash	150.00	50.00
Total Checking/Savings	4,294,251.04	3,556,656.33
Accounts Receivable		
1202 · Accounts Receivable	92,783.47	110,880.30
Total Accounts Receivable	92,783.47	110,880.30
Other Current Assets		
1200 · Receivables & Accruals		
1210 · Accrued Revenue	7,150.00	7,083.33
1240 · Prepaid Expenses	10,232.84	9,320.39
1260 · Accrued Loan Interest	55,634.75	33,281.00
Total 1200 · Receivables & Accruals	73,017.59	49,684.72
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	2,211,633.82	2,279,944.01

Mid-Columbia Economic Development District
Balance Sheet
As of April 30, 2020

	Apr 30, 20	Apr 30, 19
1321 · IRP - Sherman	197,737.59	176,137.00
1322 · IRP - WA	296,449.46	264,988.01
1336 · EDA RLFs	619,021.73	689,715.35
1345 · Reg Strat	122,520.45	37,772.78
1350 · RBEG-OR	282,536.85	259,588.16
1355 · RBEG-WA	93,303.47	1,772.29
1357 · RBEG-KL/SK	84,794.10	113,095.02
1367 · CDBG Microenterprises	2,726.30	35,924.56
1371 · Housing RLF	564,566.05	836,394.56
1372 · MCEDD Micro Loan	18,980.37	0.00
Total 1330 · MCEDD Loans Receivable	4,494,270.19	4,695,331.74
1370 · OIB Loans Receivable	1,626,601.11	1,908,532.27
Total 1300 · Loans Receivable	6,120,871.30	6,603,864.01
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-132,493.11	-158,999.33
1521 · IRP - SH Co	-10,387.61	-8,115.80
1522 · IRP - WA	-15,257.43	-25,097.07
1536 · EDA RLFs Allowance	-41,277.39	-34,023.66
1545 · Reg Strat Allowance	-10,036.11	-2,138.04
1555 · RBEG Allowance	-30,833.86	-12,426.19
1567 · CDBG Microenterprises	-2,021.76	-2,736.88
1571 · Housing RLF Allowance	-14,737.95	-27,918.84
1575 · OIB Allowance	-48,906.65	-47,404.77
Total 1500 · Allowance for Doubtful Loans	-305,951.87	-318,860.58
Total Other Current Assets	5,887,937.02	6,334,688.15
Total Current Assets	10,274,971.53	10,002,224.78
Fixed Assets		
1600 · Fixed Assets		
1610 · Building/Land	1,216,060.00	1,216,060.00
1605 · Vehicles	164,627.00	127,534.00
1650 · Accumulated Depreciation	-75,418.00	-21,675.00
Total 1600 · Fixed Assets	1,305,269.00	1,321,919.00
Total Fixed Assets	1,305,269.00	1,321,919.00
Other Assets		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	142,624.99	0.00
94 · Due To Accounts	-142,624.99	0.00
Total 87 · Due To/From Internal Accounts	0.00	0.00
Total Other Assets	0.00	0.00
TOTAL ASSETS	**11,580,240.53**	**11,324,143.78**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	2,772.21	7,211.67
Total Accounts Payable	2,772.21	7,211.67

Mid-Columbia Economic Development District
Balance Sheet
As of April 30, 2020

	Apr 30, 20	Apr 30, 19
Other Current Liabilities		
2030 · Accrued Loan Payment	96,945.70	96,766.12
2035 · Accrued Interest Payable	257.82	166.47
2050 · PTO - Accrued	50,619.87	40,398.10
2070 · Health Insurance Payable	-5,031.85	-23,931.22
2080 · Life & Disability Payable	-193.83	-756.73
2090 · WC SAIF Ins	-5,588.96	-3,016.02
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	-187.38
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	156.96	157.24
2115 · OR- SUTA Payroll Liabilities - Other	80.55	80.71
Total 2115 · OR- SUTA Payroll Liabilities	237.51	237.95
2120 · State Payroll Liabilities - Other	274.61	68.94
Total 2120 · State Payroll Liabilities	512.12	306.89
Total 2100 · Payroll Liabilities	324.63	119.51
2800 · Deferred Revenue	15,554.20	13,333.33
Total Other Current Liabilities	152,887.58	123,079.56
Total Current Liabilities	155,659.79	130,291.23
Long Term Liabilities		
2820 · IRP Loan Payable $1million	401,776.57	439,828.29
2821 · IRP Loan Payable $600,000	352,994.87	374,717.70
2822 · IRP Loan Payable $750,000	521,941.86	548,296.90
2823 · IRP Loan Payable - WA $310,000	263,997.61	274,411.33
2824 · IRP Loan Payable - SH $200,000	166,603.11	173,359.52
Total Long Term Liabilities	1,707,314.02	1,810,613.74
Total Liabilities	1,862,973.81	1,940,904.97
Equity		
3100 · Fund Balances	4,143,812.48	7,572,025.03
3110 · Carryforward Balance	-94,957.37	43,837.49
3900 · Retained Earnings	5,471,443.73	1,671,855.82
Net Income	196,967.88	95,520.47
Total Equity	9,717,266.72	9,383,238.81
TOTAL LIABILITIES & EQUITY	**11,580,240.53**	**11,324,143.78**

Mid-Columbia Economic Development District
Budget vs. Actual FY20
July 2019 through April 2020

	Jul '19 - Apr 20	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	717,487.48	572,645.00	144,842.48	125.3%
4010 · Trans Frm/To Fund (MATCH)	11,160.87	333.32	10,827.55	3,348.4%
4012 · Trans From/To Fund (SUPPORT)	-20,354.15	11,547.48	-31,901.63	-176.3%
4100 · Federal	309,611.33	629,079.14	-319,467.81	49.2%
4200 · State	440,517.05	618,890.00	-178,372.95	71.2%
4300 · Local Match	64,153.28	27,500.00	36,653.28	233.3%
4400 · Local Assessment	60,946.00	67,455.00	-6,509.00	90.4%
4500 · Contract Reimbursement	631,285.34	760,009.16	-128,723.82	83.1%
4600 · Loan Interest	268,589.07	308,510.80	-39,921.73	87.1%
4700 · Loan Processing Fees	14,622.26	19,791.66	-5,169.40	73.9%
4705 · Loan Filing Fees	1,347.42	3,833.36	-2,485.94	35.1%
4710 · Loan Late Fee	3,517.62	3,416.66	100.96	103.0%
4750 · Investment Interest	1,540.09	886.64	653.45	173.7%
4800 · Other Revenue	8,670.66	7,947.50	723.16	109.1%
4803 · Sponsor Donations	500.00			
4805 · Farebox Revenue	22,875.29	29,166.66	-6,291.37	78.4%
4934 · In-Kind Revenue	0.00	27,029.16	-27,029.16	0.0%
Total Income	2,536,469.61	3,088,041.54	-551,571.93	82.1%
Gross Profit	2,536,469.61	3,088,041.54	-551,571.93	82.1%
Expense				
5000 · Personnel Expense	1,045,409.17	1,264,743.44	-219,334.27	82.7%
6110 · Travel & Conference	19,465.95	29,375.00	-9,909.05	66.3%
6190 · Event Services	2,305.00	3,250.00	-945.00	70.9%
6200 · Equipment	52,692.12	10,258.32	42,433.80	513.7%
6300 · Supplies	17,247.27	36,733.38	-19,486.11	47.0%
6400 · Professional Services	146,211.53	400,765.92	-254,554.39	36.5%
6500 · Vehicle Costs	55,790.20	98,180.82	-42,390.62	56.8%
6600 · Communications	20,466.14	35,018.32	-14,552.18	58.4%
6700 · Building Costs	21,230.40	88,341.64	-67,111.24	24.0%
6800 · Bonds & Insurance	14,165.00	9,174.16	4,990.84	154.4%

Mid-Columbia Economic Development District
Budget vs. Actual FY20
July 2019 through April 2020

	Jul '19 - Apr 20	Budget	$ Over Budget	% of Budget
6900 · Other Materials & Supplies	8,963.69	10,899.18	-1,935.49	82.2%
9000 · Indirect Spread	-528.70	0.82	-529.52	-64,475.6%
9100 · Capital Purchase	278,149.62	261,536.66	16,612.96	106.4%
9600 · Transfer to/from Source	-2,149.03	1,666.66	-3,815.69	-128.9%
Total Expense	1,679,418.36	2,249,944.32	-570,525.96	74.6%
Net Ordinary Income	857,051.25	838,097.22	18,954.03	102.3%
Other Income/Expense				
Other Expense				
7300 · Student Tickets	624.00			
7400 · Loan Payment	101,150.00	101,700.80	-550.80	99.5%
7500 · Carryover to Next Year	626,563.00	626,563.00	0.00	100.0%
7600 · In-Kind Contractual	0.00	27,029.16	-27,029.16	0.0%
Total Other Expense	728,337.00	755,292.96	-26,955.96	96.4%
Net Other Income	-728,337.00	-755,292.96	26,955.96	96.4%
Net Income	**128,714.25**	**82,804.26**	**45,909.99**	**155.4%**

Mid-Columbia Economic Development District
Planning (101) Profit & Loss
July 2019 through April 2020

	Jul '19 - Apr 20
Ordinary Income/Expense	
Income	
4100 · Federal	75,467.90
4300 · Local Match	54,646.67
4803 · Sponsor Donations	500.00
Total Income	130,614.57
Gross Profit	130,614.57
Expense	
5000 · Personnel Expense	85,486.76
6110 · Travel & Conference	2,136.71
6190 · Event Services	1,207.00
6300 · Supplies	449.41
6400 · Professional Services	1,572.99
6600 · Communications	192.89
6900 · Other Materials & Supplies	2,691.10
9000 · Indirect Spread	9,177.28
Total Expense	102,914.14
Net Ordinary Income	27,700.43
Other Income/Expense	
Other Expense	
7500 · Carryover to Next Year	637.00
Total Other Expense	637.00
Net Other Income	-637.00
Net Income	**27,063.43**

Mid-Columbia Economic Development District
Loans YTD P&L
July 2019 through April 2020

	320 IRP (300 Loan Funds)	321 IRP Sherman (300 Loan Funds)	322 IRP WA (300 Loan Funds)	336 EDA RLFs (300 Loan Funds)	345 Reg Strat (300 Loan Funds)
Ordinary Income/Expense					
Income					
4000 · Carryover Revenue	48,196.50	0.00	10,909.42	0.00	4,206.41
4600 · Loan Interest	137,565.11	11,081.80	20,450.24	44,745.44	9,548.26
4700 · Loan Processing Fees	7,908.39	5.14	800.00	2,373.13	0.00
4705 · Loan Filing Fees	49.24	600.00	661.02	-17.64	-8.86
4710 · Loan Late Fee	1,912.21	0.00	184.52	819.44	0.00
4750 · Investment Interest	439.18	14.08	5.64	15.96	25.47
Total Income	196,070.63	11,701.02	33,010.84	47,936.33	13,771.28
Gross Profit	196,070.63	11,701.02	33,010.84	47,936.33	13,771.28
Expense					
5000 · Personnel Expense	19,636.16	3,185.18	4,747.06	13,759.31	2,761.93
6110 · Travel & Conference	0.00	0.00	52.04	51.99	0.00
6300 · Supplies	49.05	49.04	49.03	15.22	15.18
6400 · Professional Services	4,700.88	559.15	787.73	1,443.39	65.76
6600 · Communications	0.00	0.00	0.00	0.00	0.00
6800 · Bonds & Insurance	0.00	0.00	0.00	424.50	0.00
6900 · Other Materials & Supplies	225.54	41.85	37.38	29.38	17.00
9000 · Indirect Spread	15,704.68	2,547.46	3,796.60	11,004.46	2,208.95
9600 · Transfer to/from Source	0.00	0.00	0.00	14,188.47	0.00
Total Expense	40,316.31	6,382.68	9,469.84	40,916.72	5,068.82
Net Ordinary Income	155,754.32	5,318.34	23,541.00	7,019.61	8,702.46
Other Income/Expense					
Other Expense					
7400 · Loan Payment	83,131.70	7,075.00	10,943.30	0.00	0.00
7500 · Carryover to Next Year	48,412.00	351.00	16,506.00	0.00	12,443.00
Total Other Expense	131,543.70	7,426.00	27,449.30	0.00	12,443.00
Net Other Income	-131,543.70	-7,426.00	-27,449.30	0.00	-12,443.00
Net Income	**24,210.62**	**-2,107.66**	**-3,908.30**	**7,019.61**	**-3,740.54**

Mid-Columbia Economic Development District
Loans YTD P&L
July 2019 through April 2020

	350 RBEG-OR (300 Loan Funds)	355 RBEG-WA (300 Loan Funds)	357 RBEG-KL (300 Loan Funds)	370 CDBG Micro (300 Loan Funds)	371 Housing RLF (300 Loan Funds)
Ordinary Income/Expense					
Income					
4000 · Carryover Revenue	20,238.39	917.14	816.08	1,183.70	34,735.17
4600 · Loan Interest	17,789.38	6,097.71	6,715.00	2,230.08	11,984.16
4700 · Loan Processing Fees	0.00	0.00	0.00	5.60	3,230.00
4705 · Loan Filing Fees	0.00	0.00	-8.40	0.00	33.04
4710 · Loan Late Fee	361.95	0.00	0.00	239.50	0.00
4750 · Investment Interest	21.36	17.87	23.77	12.79	711.18
Total Income	38,411.08	7,032.72	7,546.45	3,671.67	50,693.55
Gross Profit	38,411.08	7,032.72	7,546.45	3,671.67	50,693.55
Expense					
5000 · Personnel Expense	3,586.73	2,508.94	2,775.77	1,074.06	8,155.00
6110 · Travel & Conference	0.00	0.00	26.68	0.00	28.42
6300 · Supplies	15.18	15.18	15.18	15.15	51.75
6400 · Professional Services	157.75	3.00	-36.62	46.00	737.04
6600 · Communications	0.00	0.00	0.00	0.00	0.00
6800 · Bonds & Insurance	0.00	0.00	0.00	0.00	0.00
6900 · Other Materials & Supplies	8.49	8.49	7.52	8.49	7.64
9000 · Indirect Spread	2,868.61	2,006.59	2,220.04	859.01	6,522.25
9600 · Transfer to/from Source	0.00	0.00	0.00	0.00	0.00
Total Expense	6,636.76	4,542.20	5,008.57	2,002.71	15,502.10
Net Ordinary Income	31,774.32	2,490.52	2,537.88	1,668.96	35,191.45
Other Income/Expense					
Other Expense					
7400 · Loan Payment	0.00	0.00	0.00	0.00	0.00
7500 · Carryover to Next Year	0.00	0.00	0.00	0.00	42,806.00
Total Other Expense	0.00	0.00	0.00	0.00	42,806.00
Net Other Income	0.00	0.00	0.00	0.00	-42,806.00
Net Income	**31,774.32**	**2,490.52**	**2,537.88**	**1,668.96**	**-7,614.55**

Mid-Columbia Economic Development District
Loans YTD P&L
July 2019 through April 2020

	372 MCEDD Micro Loan (300 Loan Funds)	390 Loan Fund Costs (300 Loan Funds)	Total 300 Loan Funds	TOTAL
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	28,883.70	0.00	150,086.51	150,086.51
4600 · Loan Interest	381.89	0.00	268,589.07	268,589.07
4700 · Loan Processing Fees	300.00	0.00	14,622.26	14,622.26
4705 · Loan Filing Fees	39.02	0.00	1,347.42	1,347.42
4710 · Loan Late Fee	0.00	0.00	3,517.62	3,517.62
4750 · Investment Interest	0.00	16.01	1,303.31	1,303.31
Total Income	29,604.61	16.01	439,466.19	439,466.19
Gross Profit	29,604.61	16.01	439,466.19	439,466.19
Expense				
5000 · Personnel Expense	2,118.35	36,406.42	100,714.91	100,714.91
6110 · Travel & Conference	4.03	596.17	759.33	759.33
6300 · Supplies	0.00	596.89	886.85	886.85
6400 · Professional Services	0.00	1,786.33	10,250.41	10,250.41
6600 · Communications	0.00	461.09	461.09	461.09
6800 · Bonds & Insurance	0.00	0.00	424.50	424.50
6900 · Other Materials & Supplies	7.64	994.23	1,393.65	1,393.65
9000 · Indirect Spread	1,694.21	-40,825.12	10,607.74	10,607.74
9600 · Transfer to/from Source	0.00	0.00	14,188.47	14,188.47
Total Expense	3,824.23	16.01	139,686.95	139,686.95
Net Ordinary Income	25,780.38	0.00	299,779.24	299,779.24
Other Income/Expense				
Other Expense				
7400 · Loan Payment	0.00	0.00	101,150.00	101,150.00
7500 · Carryover to Next Year	0.00	0.00	120,518.00	120,518.00
Total Other Expense	0.00	0.00	221,668.00	221,668.00
Net Other Income	0.00	0.00	-221,668.00	-221,668.00
Net Income	**25,780.38**	**0.00**	**78,111.24**	**78,111.24**

Mid-Columbia Economic Development District
Special Projects & Grants YTD P&L
July 2019 through April 2020

	Jul '19 - Apr 20
Ordinary Income/Expense	
Income	
4000 · Carryover Revenue	47,911.39
4010 · Trans Frm/To Fund (MATCH)	2,000.00
4012 · Trans From/To Fund (SUPPORT)	407.72
4100 · Federal	135,307.20
4300 · Local Match	96,398.13
4500 · Contract Reimbursement	478,527.51
4800 · Other Revenue	500.00
4803 · Sponsor Donations	500.00
Total Income	761,551.95
Gross Profit	761,551.95
Expense	
5000 · Personnel Expense	437,068.60
6110 · Travel & Conference	9,994.06
6190 · Event Services	1,907.00
6300 · Supplies	6,071.16
6400 · Professional Services	102,490.67
6600 · Communications	2,268.48
6700 · Building Costs	155.37
6900 · Other Materials & Supplies	3,283.21
9000 · Indirect Spread	47,340.67
9600 · Transfer to/from Source	-5,524.94
Total Expense	605,054.28
Net Ordinary Income	156,497.67
Other Income/Expense	
Other Expense	
7500 · Carryover to Next Year	126,218.00
Total Other Expense	126,218.00
Net Other Income	-126,218.00
Net Income	**30,279.67**

Mid-Columbia Economic Development District
Transportation YTD P&L
July 2019 through April 2020

	Jul '19 - Apr 20
Ordinary Income/Expense	
Income	
4000 · Carryover Revenue	108,820.35
4010 · Trans Frm/To Fund (MATCH)	67,984.38
4012 · Trans From/To Fund (SUPPORT)	511.40
4100 · Federal	174,304.13
4200 · State	51,050.05
4300 · Local Match	22,362.18
4500 · Contract Reimbursement	143,884.31
4800 · Other Revenue	4,349.61
4805 · Farebox Revenue	22,875.29
Total Income	596,141.70
Gross Profit	596,141.70
Expense	
5000 · Personnel Expense	339,728.76
6110 · Travel & Conference	576.87
6200 · Equipment	50,567.92
6300 · Supplies	1,842.16
6400 · Professional Services	15,269.18
6500 · Vehicle Costs	52,424.31
6600 · Communications	4,893.79
6700 · Building Costs	11,866.66
6800 · Bonds & Insurance	1,890.50
6900 · Other Materials & Supplies	351.14
9000 · Indirect Spread	68,622.73
9100 · Capital Purchase	198,394.31
9600 · Transfer to/from Source	-14,316.35
Total Expense	732,111.98
Net Ordinary Income	-135,970.28

Mid-Columbia Economic Development District
Transportation YTD P&L
July 2019 through April 2020

	Jul '19 - Apr 20
Other Income/Expense	
Other Expense	
7500 · Carryover to Next Year	129,603.00
Total Other Expense	129,603.00
Net Other Income	-129,603.00
Net Income	**-265,573.28**

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY 20-21 COMBINED PIPELINE

	SPECIAL PROJECTS SUMMARY	ANTICIPATED FY 20	Anticpated FY 21	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	**604,893**	**539,140**	420,000	-	**959,140**	**56.21%**
	Budgeted Expenses (Excludes In-Kind)	**538,326**	**620,803**				
	Gap/Surplus	**66,567**	**(81,663)**				
PROJ CODE	**SPECIAL PROJECTS DETAILS**	**FY20**	**FY21**	**NOTES**			
205	LEOF Resilience	43,497		Completed in FY20			
206	Rural Opportunity Initiative		75,000				
525	GTA Wind Challenge	-	20,000	FY20 event canceled, funds eliminated			
526	MCCFL - CDBG	12,000		Complete in FY20			
527	City of Antelope - CDBG /SDWRLF	36,500	11,500	Complete Fall of FY21			
532	Cider Society - Financial Services	3,000		Complete in FY20			
534	Crystal Springs	-	56,250	Some funds could extend into FY22			
5011	CREA - Financial Services	6,000	6,000				
549	CL-HR Enterprise Zone	7,450	7,450				
550	Broadband Support - SBDC	3,500	500				
554	Sherman Co EDC	45,000	45,000				
557	GTA Staffing	60,000	60,000				
559	Wasco Co EDC	75,000	75,000				
5593	South Wasco Parks & Rec Dist	2,500		Complete in FY20			
570	OEDD Website	700	700				
571	Mobility Management	104,125	104,125	Biennium			
5713	Providence Collective Impact	7,014		Completed in FY20			
5715	MM County Planning Support - SH	7,000	5,500	Complete Fall of FY21			
575	GTA Robotics	14,750	14,750				
582	Hood River EDG	8,000	8,000				
585	Commute Options	8,000	8,000	2-yr contract+1yr extension, ends 06/30/20			
587	HR Drive Less Connect - ODOT	21,315	21,315	3-yr ODOT grant, ends 6/30/21			
599	Web Platform	4,014		Complete in FY20			
574	Hood River Energy Plan	75,448	30,000	Could be 35K			
5741	Energy Trust of Oregon - Comm Solar	4,000	5,000	Sustainable Northwest			
5742	CGBREZ	9,080	7,300				
500	AmeriCorps RARE TFFF match	10,000	10,000				
701	Commuter Pass	7,000	1,000	Multi-year project			
5110	Cascade Locks Corrosion Control	20,000		Complete in FY20			
5112	Biggs Water Development	10,000	20,000	Multi-year project			
5113	CL Wastewater System Upgrade	-	3,000				
	TOTAL ANTICIPATED REVENUE	**604,893**	**539,140**				
	PROPOSALS SUBMITTED						
574	Energy - Meyer Memorial Trust		65,000				
	Energy - HRC Energy Trust of Oregon		10,000				
	Cascade Locks Electrical (EDA Disaster applicatior	25,000	25,000				
206	USDA Rural Business Development Grant		40,000				
	Business Oregon COVID-19 Business Grant + Admin		255,000	Includes $5000 from HR County partners for admin			
	TOTAL PROPOSALS SUBMITTED	**25,000**	**395,000**				
	IN DEVELOPMENT						
	Goldendale Community Strategic Planning						
	City of TD - EPA Brownfields Coalition						
	TOTAL IN DEVELOPMENT	**-**	**-**				
	DECLINED						
	TOTAL DECLINED	**-**	**-**				

MCEDD Dashboard

Loan Program	Target	Q3 FY2019 (Jan 1 - Mar 31)	Q4 FY2019 (April 1 - Jun 30)	Q1 FY2020 (July 1 - Sept 30)	Q2 FY2020 (Oct 1 - Dec 31)	Q3 FY2020 (Jan 1 - Mar 31)
Lending Activity	$215,000 loaned/quarter	$182,992.67	$ 886,500.00	$ 52,000.00	$ -	$ 884,500.02
Loan Utilization Rate- All RLFs	75% or more	79.52%	87.96%	89.19%	94.40%	91.91%
Loan Utilization rate- EDA RLFs	75% or more	*	89.12%	*	90.30%	*
Loan Delinquency Rate (>30 days)	5% or less	21.62%	9.30%	1.33%	13.80%	10.75%
Job creation and retention/$ loaned	1 job/$35,000 loaned	1 job/$13,333 loaned	1 job/$8,691 loaned	1 Job /$52,000 Loaned	0	1 Job /$52,029 Loaned
Inquiries/outreach	20 inquiries per quarter 5 outreach visits per quarter	* data unavailable	15 inquiries 5 outreach visits	18 inquiries 6 outreach visits	20 inquiries 5 outreach visits	10 Inquires 3 outreach visits
Reporting Completed on Time	All	All	All	All	ALL	ALL

Key: Yellow Highlight= Watch. Red Highlight= Action Needed.

Finance	Target	Q3 FY2019 (Jan 1 - Mar 31)	Q4 FY2019 (April 1 - Jun 30)	Q1 FY2020 (July 1 - Sept 30)	Q2 FY2020 (Oct 1 - Dec 31)	Q3 FY2020 (Jan 1 - Mar 31)
Special Projects Revenue Gap	At or exceeding budget	90,777	67,137	135,567	155,817	
Local Jurisdiction Participation	100%	100%	100%	100%	100%	100%
Average days of accounts receivable	33	26.86	30.15	26.91	30.14	27.05
Operational YTD Actual vs. Budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 81.2% Expenses: 70%	Revenue: 84.75% Expenses: 76.6%	Revenue: 79.3% Expenses: 52.1%	Revenue: 45% Expenses: 40.5%	Revenue: 82.8% Expenses: 73.1%

Key: Yellow Highlight= Watch. Red Highlight= Action Needed.

Human Resources	Target	Q3 FY2019 (Jan 1 - Mar 31)	Q4 FY2019 (April 1 - Jun 30)	Q1 FY2020 (July 1 - Sept 30)	Q2 FY2020 (Oct 1 - Dec 31)	Q3 FY2020 (Jan 1 - Mar 31)
Performance Evaluation Completed on Time	100%	100%	100%	100%	100%	100%
Average Employment Length (Years)	3 years	2.84	2.95	2.7	2.97	2.54

Board of Directors	Target	Q3 FY2019 (Jan 1 - Mar 31)	Q4 FY2019 (April 1 - Jun 30)	Q1 FY2020 (July 1 - Sept 30)	Q2 FY2020 (Oct 1 - Dec 31)	Q3 FY2020 (Jan 1 - Mar 31)
Board Meeting Attendance	75%	71%	70%	67%	81%	81%
Meetings Lacking Quorum	0	0	0	1	0	0
Board Vacancies	0	0	1	0	0	0

Project Mgmt/ Regional Coordination	Target	Q3 FY2019 (Jan 1 - Mar 31)	Q4 FY2019 (April 1 - Jun 30)	Q1 FY2020 (July 1 - Sept 30)	Q2 FY2020 (Oct 1 - Dec 31)	Q3 FY2020 (Jan 1 - Mar 31)
Number of objectives addressed from CEDS	2/quarter	9	8	8	8	8
Reporting Completed on Time	All	One late: CDBG	All	All	All	All

Key: Yellow Highlight= Watch. Red Highlight= Action Needed.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2020-3
ADOPTING THE FY20 (JULY 1, 2019 – JUNE 30, 2020) SUPPLEMENTAL BUDGET

BE IT RESOLVED that the FY 2020 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 June 2020.

ATTEST:

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

_____
Lauren Hernandez, Office Administrator

_____
Bill Schmitt, Chair

Memorandum

Date: **June 10, 2020**
To: **MCEDD Board of Directors**
From: **Jessica Metta, Executive Director**
Re: **FY20 Supplemental Budget**

Request: Adopt Resolution 2020-3 FY20 Supplemental Budget

Background
The Fiscal Year 2020 budget (July 1, 2019 to June 30, 2020) supplemental reflects unanticipated changes in programs as highlighted below. It is needed to adjust expenses.

The primary need to adjust the budget is based on guidance for how to handle the remodel of the Transit Center that allowed administrative staff to move into the space. The budget originally had estimated the remodel at $61,600 and listed it under Building Expense under Materials and Services. We have since learned that this should be treated as a Capital Purchase. Additionally, the final costs for the remodel were higher at almost $80,000. The supplemental budget therefore increases the Capital Purchase line by $80,000.

The supplemental budget also includes as a Special Payment line $67,000 as an unanticipated write off of an Oregon Investment Board loan that has been settled. We have since learned it is not an item that will reflect on our budget but just our balance sheet. It is still listed in the supplemental budget as it was in the notice.

The Carryforward - Unrestricted line has been accordingly reduced by $147,000 to accommodate the above two items.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2020 BUDGET

BUDGET APPROPRIATION BY CATEGORY				
	Adopted	**Budget Adjustment**	**Total Revised Supplemental June 2020**	
REVENUES:				
LOAN FUNDS (AVAILABLE TO LOAN)	2,815,416	-	2,815,416	
CARRYOVER FY19 - RESTRICTED FUNDS	85,862	-	85,862	
CARRYOVER FY19 - UNRESTRICTED FUNDS	495,423	-	495,423	
CARRYOVER FY 19 - TOTAL	3,396,701		3,396,701	
FEDERAL	754,895	-	754,895	
STATE	742,668	-	742,668	
LOCAL MATCH	74,250	-	74,250	
LOCAL ASSESSMENT	80,946	-	80,946	
CONTRACT REIMBURSEMENT	913,511	-	913,511	
PRINCIPAL REPAYMENTS	1,375,994	-	1,375,994	
LOAN INTEREST	477,712	-	477,712	
LOAN FEES	41,960	-	41,960	
OTHER REVENUE	58,393	-	58,393	
IN-KIND	32,435	-	32,435	
INVESTED FUNDS INTEREST	1,644	-	1,644	
TOTAL REVENUES	**7,951,109**		**7,951,109**	
EXPENDITURES:				
PERSONNEL COSTS	1,515,275	-	1,515,275	
MATERIALS AND SERVICES	1,051,469	-	1,051,469	
GRANTS DISBURSED	25,000	-	25,000	
REVOLVING LOAN FUND	4,413,856	-	4,413,856	
CAPITAL PURCHASE	313,844	80,000	393,844	
SPECIAL PAYMENTS	-	67,000	67,000	
CARRYOVER				
CARRYOVER - RESTRICTED	51,978	-	51,978	
CARRYOVER - UNRESTRICTED	579,686	(147,000)	432,686	
CARRYOVER TOTAL	631,665	-	484,665	
TOTAL EXPENDITURES	**7,951,109**		**7,951,109**	

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION 2020-4

ADOPTING THE FY JULY 1, 2020 – JUNE 30, 2021 BUDGET

BE IT RESOLVED that the FY 2021 Mid-Columbia Economic Development District Budget is hereby adopted.

PASSED AND APPROVED this 18th day of June, 2020.

ATTEST:

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

_____
Lauren Hernandez, Office Administrator

_____
Bill Schmitt, Chair

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

Budget Packet Contents

1. **Budget Appropriation by Category** - Provides a summary of the proposed budget by categories (Lavender Enclosure).

2. **Budget Narrative** - Provides a written explanation of the budget and includes significant changes from the prior fiscal year (Pink Enclosure).

3. **Historical Data** - Includes prior approved budget information for FY 18 to FY 20 and the proposed budget (side-by-side) (Gray Enclosure).

4. **All Funds Budget -** Presents details of income and expense costs by class, including agency funds (Blue Enclosure).

5. **Operational Budget** - Provides details of income and expense costs by class for operational funds only (Yellow Enclosure).

6. **Special Projects Budgets**- Provides details on budgets for the special projects operational line item. (Green Enclosure)

7. **Transportation Budgets**- Provides details on budgets for the transportation operational line item. (Blue Enclosure)

8. **Salary Plan** - Provides the proposed FY21 salary rates by classification (Lavender Enclosure).

9. **Benefit Plan -** Reflects the benefits for employees proposed in the budget (Salmon Enclosure).

10. **Local Assessments** – Provides details on local dues assessment (Yellow Enclosure).

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 BUDGET

BUDGET APPROPRIATION BY CATEGORY				
REVENUES:	**Adopted**			
LOAN FUNDS (AVAILABLE TO LOAN)	4,258,988			
CARRYOVER - RESTRICTED FUNDS	368,817			
CARRYOVER - UNRESTRICTED FUNDS	181,780			
CARRYOVER FY 19 - TOTAL	4,809,584			
FEDERAL	1,781,316			
STATE	643,060			
LOCAL MATCH	90,000			
LOCAL ASSESSMENT	66,690			
CONTRACT REIMBURSEMENT	567,758			
PRINCIPAL REPAYMENTS	743,886			
LOAN INTEREST	440,545			
LOAN FEES	45,006			
OTHER REVENUE	48,380			
IN-KIND	-			
INVESTED FUNDS INTEREST	1,431			
TOTAL REVENUES	**9,237,658**			
EXPENDITURES:				
PERSONNEL COSTS	1,735,642			
MATERIALS AND SERVICES	742,571			
GRANTS DISBURSED	35,000			
REVOLVING LOAN FUND	5,926,017			
CAPITAL PURCHASE	176,620			
CARRYOVER				
CARRYOVER - RESTRICTED	44,879			
CARRYOVER - UNRESTRICTED	576,929			
CARRYOVER TOTAL	621,808			
TOTAL EXPENDITURES	**9,237,658**			

FISCAL YEAR 2021 (July 1, 2020-June 30, 2021)
BUDGET NARRATIVE

SUMMARY

The budget has been prepared to facilitate the wide-range of services that MCEDD provides. The budget preparation included careful analysis of prior year's budgets, actual expenditures (prior year and current year), and forecasted revenues and expenditures for new programs. Major changes incorporated into the FY21 budget include:

- an increase in funding for transportations services as a result of continued funding through the Statewide Transit Improvement Fund (STIF) and additional ODOT grants;
- funding from Oregon Community Foundation and Economic Development Administration Revolving Loan Fund to support the Loan Program in response to COVID-19;
- Economic Development Administration to support economic resiliency efforts and strategies to support the regional economic status due to COVID-19; and
- Staffing transitions in relation to the Deputy Director and Finance Manager positions and to increase staffing levels to meet demand.

The following provides a brief description of significant factors which are relevant to understanding MCEDD's budget.

BEGINNING BALANCES

CARRYOVER: The anticipated carryovers from FY20 include Intermediary Relending Program (IRP), Regional Strategies, Attainable Housing Development Revolving Loan Fund (AHDRLF), MCEDD Microloan program, Special Projects (project specific), Transportation and the General Fund.

RESTRICTED CARRYOVER: Special Projects restricted carryover is the estimated balance available for specific special projects that cross over multiple fiscal years. While there are a few other small projects, the primary carryover is related to the ROI/RDBG Grant project to support economic resiliency, which started in the last quarter of FY20; and Transportation Operations restricted carryover is a result of STIF funds.

UNRESTRICTED CARRYOVER: The IRP, Regional Strategies and AHDRLF carryover funds include amounts in unrestricted carryover as these amounts were accumulated from prior years of loan fund income not spent on administrative costs. Transportation Operations unrestricted is comprised of general funds and funds to support the Bus Shelter project.

LOAN FUNDS AVAILABLE TO LOAN: Available to Loan Funds are based on the projected beginning fund balance, reduced by the estimated amount that is available for Administration. The Available to Loan balance is more than in previous years due to decreased lending activity in FY20 due to utilizing the remaining available to funds in the IRP, EDA, and Regional Strategies loan funds. Additionally, the Available to Loan balance includes a potential influx of $770,000 to develop a new Revolving Loan Fund supported by the Economic Development Administration in response to COVID-19.

PROJECTED REVENUE

FEDERAL

PLANNING GRANT – MCEDD has a three-year Economic Development Administration Partnership Planning grant which is expected to provide at least $80,000 annually in federal funds, with a required cash match of $80,000 annually. Local Assessments will be utilized to provide a portion of this match and the remainder of the match derives from Fee-for-Service projects. FY21 is the second year of the three-year grant.

EDA CARES ACT PLANNING GRANT – MCEDD is invited to apply for additional funding from the Economic Development Administration Partnership Planning grant which is expected to provide up to $400,000 bi-annually in federal funds, with no required cash match.

SPECIAL PROJECTS – The primary source of federal revenue for special projects is for the Gorge TransLink Alliance Mobility Management project and Drive Less Connect effort, but also the Rural Business Development Grant. It includes pass-through contracts to MCEDD from Washington State Department of Transportation and Oregon Department of Transportation. Additionally, MCEDD is still working through several multi-year contracts to provide Grant Administration to local partners.

TRANSPORTATION (LINK)- Federal funds includes revenue from a grant for purchase of two replacement vehicles, general operations, and expansion of the deviated fixed route. The majority of federal funds are based on biennium agreements, with FY21 being the last year of the current grant agreements. Revenue is predicted based on half of the biennium amount.

STATE-

SPECIAL PROJECTS: Includes funds under contract with the state under the Rural Opportunity Initiative and Transportation Options for Hood River Drive Less Connect activities.

TRANSPORTATION: Includes revenue for state Special Transportation Funds (MCEDD as subrecipient for funds through Wasco County). Also includes State Transportation Improvement Fund (STIF) dollars which are funding by the Statewide Transit Tax. The revenue budgeted is reflected to the most recent forecast provided by ODOT. The STIF funds will be supporting the Transportation Growth Management Program (TGM) and the match requirement for the purchase of two new vehicles.

LOCAL ASSESSMENTS – The local assessments are included based upon the recommendation of the MCEDD Board of Directors. It includes a $0.67 per capita assessment to counties and cities and an overall total assessment to member Port Districts. This revenue category also includes the assessment to the City of The Dalles to support transportation services in The Dalles, which is projected at the same rate ($20,000) as last FY.

CONTRACT REIMBURSEMENTS –

SPECIAL PROJECTS: A substantial source for contract reimbursements is through special projects, which includes contracts with counties for economic development services, technical assistance and grant administration for infrastructure developments, staffing for industry alliances, and related projects. Special projects revenue includes an anticipated foundation grant contract to support a portion of the required MCEDD

contribution for an AmeriCorps RARE position; and, anticipated support from The Meyer Memorial Trust to support the Hood River Energy Plan and Program Manager (Energy Coordinator) position.

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

OIB: Includes the approved contracted amount with the Columbia River Gorge Oregon Investment Board (OIB) for MCEDD services.

LOAN FUND REVENUE- Loan fund revenue is based upon current loan revenue projections for loans already in MCEDD and OIB's portfolios, excluding any in current litigation. The revenue for existing loans is based upon the approved loan terms for those clients. The Loan Fund Principal and Interest includes adjustments to reflect payment deferrals and interest only payments as a result of COVID-19.

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

Loan Fund Revenue Projections Using a Three Year Average	
Fiscal Year	**MCEDD**
FY18	$ 777,200
FY19	$ 1,384,500
FY 20 (projected)	$ 613,500
FY21 new loan projections *Average (rounded)*	**$ 925,000**

The OIB new loan projection is developed using a three- year average of lending to project loan fund revenue, consistent with the direction from the OIB in prior years. The OIB included an additional $80,000 in a set-aside and projected lending for the pilot program to provide alternative access to capital that is focused on short-term loans.

Loan Fund Revenue Projections Using a Four Year Average	
Fiscal Year	**OIB**
FY18	$ 491,895
FY19	$ 465,000
FY 20 (projected)	$ 79,300
FY21 new loan projections *Average (rounded)*	***$ 345,400***
FY21 – Include Pilot Program ($80,000)	**$ 425,400**

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

LOAN FUND PRINCIPAL REPAYMENTS- Loan fund principal repayments revenue was

based on projected payments from existing loan clients and includes scheduled loan payoffs, and known potential modifications which impact potential loan payoffs, as well as payments from new loans projected to be made in FY21. Adjustments were made to principal repayments for loans working through the COVID-19 repayment deferral process and with a current severely delinquent status to reflect actual anticipation for repayment. Principal repayments for projected new loans anticipate a three month interest only period at the start of all new loans and a 70 month term. It anticipates that loans are booked throughout the fiscal year.

In anticipation of the EDA CARES Act RLF funds of $770,000 is projected to have the entire available to loan amount made available due to the anticipated need and demand of capital resources in our region. Additionally, with the expectation to lend out the entire amount in two-years or less, this will not restrict the amount that can be accessed during this time of need.

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

1. Loan fund interest from current loans is included in the FY21 projections. However, adjustments were made to interest calculations for loans working through the payment deferral process and with a current severely delinquent status to reflect actual anticipation for repayment. In addition, interest payments were removed for loans which we anticipate to payoff and for loans currently in litigation or pending litigation.
2. Interest in FY21 from the estimated new loans booked during the remainder of FY20 (from May and June 2020) is included in the projections.
3. Projected loan interest for loans that have scheduled balloon payments in FY21 are assumed to be paid in full, unless they are already in the process of restructure. Appropriate adjustments have been made to reflect the refinance of such loans in FY20 and in the FY21 budget.
4. An estimated interest rate of 7.75% was used for budgeting purposes. It is a conservative figure as the average for the past few years has been higher on most of MCEDD's loans. Actual individual loan interest rates vary depending on the associated risk of each loan.
5. EDA CARES Act RLF funds uses an estimated interest rate of 4.25% in reflection of the intention of these funds.

The Attainable Housing Revolving Loan Fund (AHDRLF), which was originally seeded with $2 million from the State of Oregon, has a lower base interest rate. Projections are based on the current RLF plan, with an estimated 4.75% interest rate. In order to provide the opportunity to revolve the fund, we have projected full utilization of the original principal. This maximizes our ability to make loans to fully revolve the fund, but revenue also then reflects higher in both interest and fees. To offset this higher revenue which may not be realized in the fiscal year, we have allocated only a portion of revenue to expenses. The exception is with filing fees, which are fully allocated as they would be direct costs associated with any new loans.

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

1. Loan fees are projected to be 1.5% of the loan amount, with the exception of the Attainable Housing RLF program which charges a 1% fee. The loan fee revenue is based on the total amount of anticipated funds loaned during FY21.
2. Other fees earned include restructuring fees, loan filing fees, and late payment fees.

The loan fee revenue also includes loan filing fees and late fees, in addition to the loan processing fees. The late payment fees are unchanged from the year prior, which is a conservative revenue estimate as actuals have been trending higher than budget.

LOAN FUND INVESTED INTEREST - The loan fund investment income is budgeted to accrue at approximately 0.05% and is based on funds from the following categories: fund balances waiting to be loaned, loan loss reserves balance, and IRP payment funds waiting to be disbursed.

OTHER REVENUE- Other revenue includes various revenue received from the annual Economic Symposium to cover the coinciding expenses to host the event. It also includes anticipated farebox (rider tickets) and vending revenue. In addition, it includes the interfund transfer to Transportation for rent from non-transportation funds. Other revenue includes commission received from sale of Greyhound tickets.

PROJECTED EXPENSES

WAGES – Annual salaries are included for all staff based on the salary schedule approved by the Board. There is a 2% COLA increase included this year. Step raises for eligible employees are included. Compared to last year the following changes are reflected:

- Addition of Project Manager in anticipation of the EDA CARES Act Planning Grant;
- Addition of support staff to provide staffing capacity to meet demands for the Loan Program and Finance;
- Increase in the part-time Project Manager position to provide increased staffing capacity to meet the demands for shifts in special projects;
- Increase of two drivers to fulfill needs for additional capacity resulting from the new Deviated Fixed Route and STIF funded projects; and
- A change in the Deputy Director and Finance & Operations Manager wage, as we anticipate to fill the impending staff vacancy starting at a lower range on the pay scale.

The allocation of wages reflects the duties of staff. The Executive Director is allocated across all programs based upon direct engagement with these programs in providing services, as well as providing overall leadership and direction. The Deputy Director has some broad allocations, but a primary concentration in transportation, which reflect the MCEDD organizational structure. Project and Program Managers are assigned to specific special projects and the planning grant. The Loan Fund Manager is assigned to loan funds and special projects that directly relate to the loan program. Administrative staff wages are allocated based upon anticipated support functions required by all functions of the organization and allocations are based upon historical and anticipated usage of time from these staff by area.

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

OTHER PAYROLL EXPENSES (OPE) – Operating Personnel Expenses are based on a 39.7% Fringe & Tax rate. This rate includes an anticipated 5.5% health insurance rate increase in January 2021 and 0% dental insurance increase. The budget therefore includes six months at the higher rate. Employer contributions for insurance is generally included for eligible employees. Other Fringe Benefits include a 457(b) contribution at 8.75%, disability/life insurance, and a Premium Only Section 125 plan in which employees may elect to participate, as premium payments will be on a pre-tax basis.

PERSONAL TIME OFF (PTO) – PTO is calculated using the predicted PTO balances as of

June 30, 2020 and earned PTO for FY 2021, up to the maximum per MCEDD personnel policies. The maximum is 146.25 hours per employee (accrual up to 195 hours, with 75% liability payout = 146.25 hours). This expense is included as a General Fund expense and General Fund Transportation expense. Due to uncertainty of PTO usage, no reduction of leave taken was incorporated into the estimated liability.

TRAVEL – The overall cost for travel for FY21 is decreased based on anticipated expenses for travel for delivery of programs. Travel for the new Executive Director, Deputy Director, and Finance & Operations Manager have been considered in the budget to meet potential training needs.

EVENT SERVICES – Event services includes expenses related to the Annual Economic Symposium as well as possible events related to the EDA CARES Act Planning Grant.

EQUIPMENT AND SUPPLIES – The budget includes new computer equipment for staff on the scheduled replacement rotation. It also includes new camera systems for new vehicles, and replacement equipment as needed, such as tablets. The majority of the Equipment and Supplies for Special Projects is related to GTA Wind Challenge and Robotics, which are reimbursable items.

PROFESSIONAL SERVICES

LEGAL SERVICES – Costs associated with legal services are estimated higher than the prior budget, due to the actual costs that were associated with legal services for FY21 and due to ongoing uncertainty with certain loans in litigation and changes within staff positions.

AUDIT – The FY21 budget reflects the anticipated cost for auditing services which are under contract. Due to the growth of the organization the auditing services has increased.

CONTRACTUAL –Special projects include a number of anticipated large contractual service expenses and changes:

- A first year AmeriCorps RARE through the University of Oregon
- Universal Pass – Includes expenses associated with partner agencies included in this project.
- Transportation Operations – Includes Ecolane software system used for scheduling based on the current use and peak vehicles, installation of bus shelters, and IT/ server support.
- STIF funded projects including the Wasco County Transportation and Growth Management Plan, bus bike rack installation, and Spanish language outreach.

TESTING/TRAINING/SCREENING: Professional services includes drug/alcohol testing expenses and driving records necessary for the operations of the LINK public transportation. Includes small increase to cover FTA random selection rates at 50 percent of covered employees, as well as, required transportation staff training and CDL physicals. It also includes volunteer background checks as it relates to GTA Wind Challenge and Robotics events.

VEHICLES:

MAINTENANCE: Generally, vehicle maintenance is included per schedule. There are 11 vehicles in the fleet currently, with an anticipation of increased costs due to expanded STIF services.

FUEL: Is based on current year transportation activities, plus increased routes for FY21.

OTHER VEHICLE COSTS: Includes registration and title fees associated with purchasing two replacement vehicles.

COMMUNICATIONS:

ADVERTISING: Mostly at level with FY20 and is primarily for expenses associated with the expanded services related to STIF.

POSTAGE/FREIGHT: Decreased from prior years based on actual expenses. In addition, consolidating to one location reduced the mail and postage activities.

PRINTING: Increased in anticipation of activities largely in part due to the EDA CARES Planning Grant. Anticipate updated printing related to Transportation Operation Services and Mobility Management.

PUBS/SUBS: Budget at level amount due to as there is not a significant change anticipating.

TELEPHONE/ NETWORKING: Includes anticipated increase in rates and costs associated for one location. Although, budgeted at level compared to FY20, includes anticipated increase for ISP services to continue to support remote work. Includes increased amount to conduct additional online surveys (networking) than in previous years.

BUILDING COSTS-

RENT: MCEDD Administration will be paying rent to Transportation, based on 50% of total Facility expenses, which is then allocated to all non-transportation funds based on the current Indirect Policy (Total Direct Wages). Included in facility expenses is $10,000 to build the Facility Reserve fund.

UTILITIES AND JANITORIAL: Costs have decreased from FY20 with the consolidation, as there is only one facility to maintain.

REMODEL ALLOCATION TRANSIT CENTER: MCEDD has created a 5 year interfund loan which affects all non-transportation funds to cover the cost of the Transit Center remodel for the Administration, based on Indirect Policy (Total Direct Wages).

BUILDING REPAIRS AND MAINTENANCE: The building repairs and maintenance are held steady to cover standard repairs and maintenance issues which may be encountered at the Transit Center.

BOND AND INSURANCE - The anticipated expenses for bonds and insurance have been increased over the prior year due to the anticipated costs, which were based on a review of actual historical costs and anticipation for the current fiscal year. Transportation includes increase for

property due to the anticipated completion of the Bus Barn by June 30, 2020 and a 5% increase for vehicle insurance, which anticipates the current fleet size.

OTHER MATERIALS AND SERVICES

DUES AND FEES: Budgeted at level amount for FY21, as there is not a significant change anticipated.

DUES AND FEES OTHER: Expenses are comprised of ACH Collection service for Loan Funds in order to provide electronic payment services for loan clients. There is a monthly module cost and a batch costs associated with each loan fund, which is allocated based on revenue. This line also includes reimbursement for free tickets funded through STIF.

OTHER/INKIND/TRANSFER: Transfer Source includes Transportation Operations interfund transfer in support of Mobility Management activities.

GRANTS – The Oregon Investment Board (OIB) is the only fund in MCEDD's budget which provides grants to other entities. The fund's anticipated expenditures includes a typical annual grant budget of $25,000, plus $10,000 for a grant awarded in FY20, which is ongoing.

REVOLVING LOAN FUND

IRP LOAN PAYMENTS – MCEDD has five IRP loans ($750,000, $1 million, $600,000, $310,000, and $200,000) through the USDA that require annual payments. Included in the FY21 budget are payments of both principal and interest for all five loans.

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

CAPITAL OUTLAY

NEW VEHICLES: Includes expenses associated with the purchase of two replacement vehicles, funded by a federal grant.

CARRYOVER - RESTRICTED

Special Projects carryover balance reflects the amount restricted to the special project. Additionally, Transportation Operations carryover balance is largely due to STIF carryforward, which is specific to Transportation Operations.

HISTORICAL COMPARISON

ADOPTED 2017-18 SUPPL	ADOPTED 2018-19 SUPPL	ADOPTED 2019-20 SUPPL	DESCRIPTION	PROPOSED 2020-21 BUDGET COMMITTEE	APPROVED 2020-21 BUDGET COMMITTEE	ADOPTED 2020-21 MCEDD BOARD	
			REVENUES				5
4,869,156	3,781,742	2,815,416	LOAN FUNDS (AVAILABLE TO LOAN)	4,258,988	4,258,988		6
242,803	51,747	85,862	CARRYOVER - RESTRICTED FUNDS	368,817	368,817		7
341,158	443,130	495,423	CARRYOVER - UNRESTRICTED FUNDS	181,780	181,780		8
5,453,117	**4,276,619**	**3,396,701**	**TOTAL CARRYOVER**	**4,809,584**	**4,809,584**	**-**	9
							10
481,968	786,610	754,895	FEDERAL	1,781,316	1,781,316		11
72,454	279,455	742,668	STATE	643,060	643,060		12
19,000	65,026	74,250	LOCAL MATCH	90,000	90,000		13
55,034	69,202	80,946	LOCAL ASSESSMENTS	66,690	66,690		14
501,381	1,040,029	913,511	CONTRACT REIMBURSEMENTS	567,758	567,758		15
1,038,895	1,590,894	1,375,994	PRINCIPAL REPAYMENTS	743,886	743,886		16
362,595	495,650	477,712	LOAN INTEREST	440,545	440,545		17
49,691	40,983	41,960	LOAN FEES	45,006	45,006		18
44,638	74,408	58,393	OTHER REVENUE	48,380	48,380		19
24,473	46,079	32,435	IN-KIND	-	-		20
1,646	2,113	1,644	INVESTED FUNDS INTEREST	1,431	1,431		21
8,104,892	**8,767,066**	**7,951,109**	**TOTAL REVENUE**	**9,237,658**	**9,237,658**	**-**	22
							23
			EXPENDITURES				24
			PERSONNEL COSTS:				25
616,520	948,899	1,067,797	**WAGES**	1,233,297	1,233,297		26
147,409	272,769	344,738	**FRINGE BENEFITS**	385,859	385,859		27
57,097	96,802	102,740	**PAYROLL TAXES**	116,486	116,486		28
821,026	**1,318,470**	**1,515,275**	**TOTAL PERSONNEL COSTS**	**1,735,642**	**1,735,642**	**-**	29
							30
			MATERIALS AND SERVICES:				31
27,596	38,390	39,000	**TRAVEL**	30,098	30,098		32
22,790	24,344	3,900	**EVENT SERVICES**	14,000	14,000		33
6,500	4,750	12,310	**EQUIPMENT**	27,834	27,834		34
42,176	43,001	44,830	**SUPPLIES**	46,483	46,483		35
		0	**PROFESSIONAL SERVICES:**	-	-		36
10,788	11,850	12,600	Legal	18,083	18,083		37
13,413	13,614	14,335	Audit	21,953	21,953		38
8,451	5,450	5,725	Filing Fees	5,465	5,465		39
235,262	507,256	581,599	Contractual	354,099	354,099		40
1,000	1,000	4,000	Testing/Training/Screening	5,000	5,000		41
		0	**VEHICLE COSTS**	-	-		42
20,200	40,250	46,654	Repairs/Maintenance	31,320	31,320		43
10,415	40,636	70,983	Fuel	55,440	55,440		44
		180	Other Vehicle Costs	500	500		45
		0	**COMMUNICATIONS:**	-	-		46
8,785	22,530	16,700	Advertising	25,476	25,476		47
2,280	4,008	2,550	Postage & Freight	1,150	1,150		48
13,125	13,267	12,214	Printing	17,200	17,200		49
335	348	800	Pubs & Subs	800	800		50
11,903	13,617	18,558	Telephone & Networking Expenses	18,846	18,846		51

HISTORICAL COMPARISON

		0	**BUILDING COSTS:**	-	-		52
17,714	14,687	17,200	Rent	24,907	24,907		53
10,775	27,194	18,407	Utilities and Janitorial	12,600	12,600		54
-	41,250	61,600	Building Remodel	-	-		55
8,800	8,800	8,800	Building Repairs and Maintenance	3,225	3,225		56
6,714	9,554	11,008	**BOND AND INSURANCE**	**5,787**	**5,787**		57
		0	**OTHER MATERIALS & SERVICES:**	-	-		58
5,699	8,240	6,530	Dues and Fees	6,630	6,630		59
4,440	4,968	6,550	Other	13,674	13,674		60
		2,000	Transfer to Source	2,000	2,000		61
24,473	46,079	32,435	In-Kind	-	-		62
513,634	**945,082**	**1,051,469**	**TOTAL MATERIALS AND SERVICES**	**742,571**	**742,571**	**-**	63
							64
15,000	**25,000**	**25,000**	**GRANTS DISBURSED**	**35,000**	**35,000**		65
							66
			REVOLVING LOAN FUND:				67
2,959,000	3,233,385	2,347,349	New Loans Made	2,774,137	2,774,137		68
101,775	102,861	103,990	IRP Payment-Principal Portion	105,315	105,315		69
19,605	18,519	18,041	IRP Payment-Interest Portion	16,717	16,717		70
2,969,006	1,624,875	1,944,477	Ending Available to be Loaned	3,029,849	3,029,849		71
6,049,386	**4,979,640**	**4,413,856**	**TOTAL REVOLVING LOAN FUND**	**5,926,017**	**5,926,017**	**-**	72
							73
188,332	**398,412**	**313,844**	**CAPITAL OUTLAY**	**176,620**	**176,620**		74
							75
35,194	651,441	51,978	CARRYOVER - RESTRICTED	44,879	44,879		76
482,320	448,551	579,686	CARRYOVER - UNRESTRICTED	576,929	576,929		77
517,514	**1,099,991**	**631,665**	**TOTAL CARRYOVER**	**621,808**	**621,808**	**-**	78
8,104,892	**8,767,066**	**7,951,109**	**TOTAL EXPENDITURES**	**9,237,658**	**9,237,658**	**0**	79

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 ALL FUNDS BUDGET

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	DESCRIPTION	320/E320 IRP	321/E321 IRP SH	322/E322 IRP WA	336/E336 EDA RLFs	345/E345 RLF REG STRAT	350/E350 RBEG-OR	355/E355 RBEG-WA	357/E357 RBEG-KL/SK	370/E370 CDBG-MICRO ENT	372 MCEDD MICRO LOAN (NWBDA)	371 E371 HOUSING RLF	OCF Grant	EDA CARES ACT RLF	390 GEN LOAN FUNDS	101 PLANNING GRANT	EDA CARES Planning Grant	552 OIB STAFFING	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	E975 OIB AGENCY	E905 JDRT GENERAL	E580 ARTS CLUSTER	TOTAL	1
2	**BEGINNING BALANCES**																										2
3	Loan Funds Available to Loan	536,195	80,563	10,577	213,190	56,007	47,356	4,872	45,495	88,999	5,211	1,444,738								-			1,725,786			4,258,988	3
4	Restricted Carryover from FY20												-						58,750	310,067						368,817	4
5	Unrestricted Carryover from FY20	44,781	(178)	11,604		(3,105)					-	33,288		-	-	-	-	-	-	95,389	-	-				181,780	5
6	**TOTAL FUND AVAIL FOR FY21**	**580,976**	**80,385**	**22,181**	**213,190**	**52,902**	**47,356**	**4,872**	**45,495**	**88,999**	**5,211**	**1,478,026**	**-**	**-**	**-**	**-**	**-**	**-**	**58,750**	**405,456**	**-**	**-**	**1,725,786**	**-**	**-**	**4,809,584**	6
7																											7
8	**REVENUE**																			-							8
9	Federal	-	-	-	-	-	-	-	-	-	-	-	-	770,000	-	80,000	200,000		153,147	578,169		-				1,781,316	9
10	State	-	-	-	-	-	-	-	-	-	-	-	50,000	-	-				37,043	556,017		-				643,060	10
11	Local Match	-	-	-	-	-	-	-	-	-	-	-	-	-	-	62,640	-		50,000	40,000	(62,640)	-				90,000	11
12	Local Assessment	-	-	-	-	-	-	-	-	-	-	-	-	-	-				4,050	-	62,640	-				66,690	12
13	Contract Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000		95,930	423,740	44,088		-				567,758	13
14	Principal Payments	166,392	18,673	187,477	45,217	15,749	5,234	3,266	13,333	8,353	6,183	94,502	-	-	-					-		-	179,507			743,886	14
15	Loan Interest	161,617	12,983	23,501	44,446	10,870	22,568	8,323	7,603	2,286	1,677	39,026	-	-	-					-		-	105,645			440,545	15
16	Loan Processing Fees	6,750	825	600	2,250	975	750	675	900	375	-	14,000	-	-	-					-		-	5,181			33,281	16
17	Loan Filing Fees	2,500	250	250	500	100	100	200	100	100	-	500	-	-	-					-		-	725			5,325	17
18	Loan Late Fees	2,000	100	50	1,400	-	300	-	100	100	50	50	-	-	-					-		-	2,250			6,400	18
19	Transfer to/from (Match)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	0	-	-				2,000	19
20	Transfer to/from (Support)	6,975	1,932	1,178	3,393	2,026	1,791	1,461	1,602	424	212	4,006	(25,000)	-	-	-	-	-	-	-	-	-				-	20
21	Other Revenue (incl. farebox)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000	-	-	-	42,380	-	-				46,380	21
22	In-Kind	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	22
23	Invested Funds Interest	290	40	11	107	26	24	2	23	44						-	-	-	-	-	-	-	863		-	1,431	23
24	**TOTAL REVENUE**	**346,523**	**34,804**	**213,067**	**97,313**	**29,747**	**30,767**	**13,927**	**23,660**	**11,682**	**8,122**	**152,084**	**25,000**	**770,000**	**-**	**150,640**	**200,000**	**95,930**	**669,980**	**1,260,654**	**-**	**-**	**294,171**	**-**	**-**	**4,428,074**	24
25																											25
26	**WAGES**																										26
27	Executive Director	2,500	2,000	400	100	2,000	800	100	400	400	100	1,500	-	-	6,000	51,000	-	15,000	4,950	4,000	498	3,060				94,808	27
28	Deputy Director	-	-	-	-	-	-	-	-	-	-	-	-	-	3,500	2,250	-	-	21,150	44,101	2,486	3,700				77,187	28
29	Finance Manager	800	250	250	800	-	-	-	-	-	50	1,550	-	-	9,500	8,000	-	7,500	15,350	11,850	(160)	16,815				72,555	29
30	Loan Fund Manager	8,500	1,200	1,200	4,800	1,800	2,500	2,500	2,500	250	50	4,950	-	2,950	10,000	-	-	20,000	1,498	-	1,966	-				66,664	30
31	Project Managers :	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	31
32	Part-time Project Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,600	-	-	63,813	-	1,387	-				72,800	32
33	Mobility/Project Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-			-	50,491	21,800	262	-				72,553	33
34	Senior Project Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,600	-	-	66,286	-	274	2,000				76,160	34
35	Program Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	59,300	-	270	-				59,570	35
36	Transportation Operations Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	63,347		-				63,347	36
37	Dispatch/Scheduler	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	69,450		-				69,450	37
38	Full Time Drivers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	238,623		-				238,623	38
39	Part Time Drivers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	67,372		-				67,372	39
40	Administrative Assistant	3,000	650	650	1,500	500	500	500	500	250	250	500	-	-	6,700	-	-	4,500	13,850	9,300		4,000				47,150	41
41	Office Administrator	-	-	-	-	-	-	-	-	-	-	-	-	-	2,700	3,800	-	1,450	15,576	-	2,835	11,135		-	-	46,796	42
42	Support Staff	-	-	-	-	-	-	-	-	-	-	-	-	25,000	-	-	75,000	-	-	-	-	8,263		-	-	108,263	43
43	**Total Wages**	**14,800**	**4,100**	**2,500**	**7,200**	**4,300**	**3,800**	**3,100**	**3,400**	**900**	**450**	**8,500**	**-**	**27,950**	**38,400**	**80,250**	**75,000**	**48,450**	**312,264**	**529,843**	**9,818**	**48,973**	**-**	**-**	**-**	**1,233,297**	44
44	Fringe Benefits	3,904	1,081	659	1,899	1,134	1,002	818	897	237	119	2,242	-	7,372	10,128	21,166	19,781	12,779	83,155	201,854	2,716	12,917				385,859	45
45	Payroll Taxes	1,282	355	217	624	372	329	268	294	78	39	736	-	2,421	3,326	6,950	6,496	4,196	27,036	56,334	892	4,241				116,486	46
46	**TOTAL PERSONNEL COSTS**	**19,985**	**5,536**	**3,376**	**9,723**	**5,807**	**5,131**	**4,186**	**4,591**	**1,215**	**608**	**11,478**	**-**	**37,743**	**51,854**	**108,366**	**101,277**	**65,425**	**422,455**	**788,030**	**13,425**	**66,131**				**1,735,642**	47
47																										-	48
48	**TRAVEL & CONFERENCES**	850	100	100	500	300	300	-	-	-	-	750	-	-	700	6,998	500	1,000	16,000	-	-	2,000				30,098	49
49	**EVENT SERVICES**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,500	2,000	-	6,500		-	-				14,000	50
50	**EQUIPMENT**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500	-	-	24,334	-	1,000				27,834	51
51	**SUPPLIES**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	-	300	32,633	6,550	-	6,000				46,483	52
52	**PROFESSIONAL SERVICES**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	53
53	Legal	4,800	348	120	2,500	200	150	100	100	100	65	100	-	500	1,000	-	-	1,000	-	-	-	1,000	6,000			18,083	54
54	Auditing	1,360	122	193	393	106	193	80	78	25	15	435	-	-	-	1,189	-	3,000	-	7,849	-	6,915				21,953	55
55	Filing Fees	2,500	250	250	500	100	100	200	100	100	-	500	-	140	75	-	-	-	-	-	-	-	650			5,465	56
56	Contractual	-	-	-	-	-	-	-	-	-	-	-	-	-	1,100	-	72,769	-	104,550	64,750	-	15,000	95,930			354,099	57
57	Testing/Training/Screening	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500	4,500	-	-				5,000	58
58	**VEHICLE COSTS**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	59
59	Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31,320	-	-				31,320	60
60	Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55,440	-	-				55,440	61
61	Other Vehicle Costs																-			500						500	62
62	**COMMUNICATIONS**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	63
63	Advertising	-	-	-	-	-	-	-	-	-	-	-			-	150	3,676	-	3,800	14,500	-	850	2,500			25,476	64
64	Postage & Freight	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300	-	-	850				1,150	65
65	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	2,000	-	3,900	8,100	-	500	2,500			17,200	66
66	Pubs & Subs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	800				800	67
67	Telephone & Networking	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500	150	2,000	150	2,250	12,796	-	-				18,846	68
68	**BUILDING COSTS**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	69
69	Rent	580	161	98	282	168	149	121	133	35	18	333	-	1,095	1,504	3,143	2,937	1,898	12,253	-	-	-				24,907	70
70	Building Utilities & Janitorial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,600	-	-				12,600	71

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 ALL FUNDS BUDGET

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	DESCRIPTION	320/E320 IRP	321/E321 IRP SH	322/E322 IRP WA	336/E336 EDA RLFs	345/E345 RLF REG STRAT	350/E350 RBEG-OR	355/E355 RBEG-WA	357/E357 RBEG-KL/SK	370/E370 CDBG-MICRO ENT	372 MCEDD MICRO LOAN (NWBDA)	371 E371 HOUSING RLF	OCF Grant	EDA CARES ACT RLF	390 GEN LOAN FUNDS	101 PLANNING GRANT	EDA CARES Planning Grant	552 OIB STAFFING	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	E975 OIB AGENCY	E905 JDRT GENERAL	E580 ARTS CLUSTER	TOTAL	1
71	Building Remodel -Transit Center	371	103	63	181	108	95	78	85	23	11	213	-	701	963	2,013	1,881	1,215	7,847	-	(15,951)	-				-	72
72	Building Remodel - Allocation	71	20	12	35	21	18	15	16	4	2	41	-	135	185	387	361	233	1,504	-	(3,061)	-				-	73
73	Building Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,225	-	-				3,225	74
74	**BOND AND INSURANCE**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,787	-	-				5,787	75
75	**OTHER MATERIALS & SERVICES**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	76
76	Dues and Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	-	-	500	1,200	-	1,930				6,630	77
77	Other	73	7	10	40	11	20	8	8	3	92	92	-	-	200	-	-	-	3,311	9,800	-	-				13,674	78
78	**TRANSFER TO SOURCE**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	-	-				2,000	79
79	**IN-KIND**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	80
80	**TOTAL MATERIALS AND SERVICES**	**10,605**	**1,110**	**846**	**4,431**	**1,014**	**1,025**	**603**	**521**	**290**	**202**	**2,464**	**-**	**2,570**	**7,227**	**23,729**	**90,625**	**8,796**	**195,848**	**265,252**	**(19,012)**	36,845	**107,580**	**-**	**-**	**742,571**	81
81																											82
82	**GRANTS DISTRIBUTED**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			35,000			35,000	83
83	**REVOLVING LOAN FUND**																			-						-	84
84	New Loans Made	450,000	55,000	40,000	150,000	65,000	50,000	45,000	60,000	25,000	8,726	1,400,000								-			425,411			2,774,137	85
85	Loan Principal	87,861	6,892	10,562	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					105,315	86
86	Loan Interest	12,549	1,598	2,570											-	-	-	-	-	-	-					16,717	87
87	Ending Loan Available Balance	285,200	41,312	163,587	139,952	9,876	18,590	(33,745)	1,022	73,377	3,400	170,460	-	704,852						-			1,451,967			3,029,849	88
88	**CAPITAL PURCHASE**																			176,620						176,620	89
89	Carryover to FY22 (Restricted Funds)	-	-	-	-	-	-	-	-	-	-	-	25,000	-		9,879	-		-	10,000						44,879	90
90	Carryover to FY22 (Unrestricted Funds)	48,149	98	12,086	-	(2,868)	-	-	-	-	-	38,156	-				(0)	16,477	76,710	391,837	5,587					576,929	91
91	**TOTAL DIRECT EXPENSES**	**914,349**	**111,546**	**233,027**	**304,106**	**78,828**	**74,746**	**16,044**	**66,134**	**99,882**	**12,936**	**1,622,557**	**25,000**	**745,165**	**59,081**	**141,975**	**191,902**	**90,698**	**695,013**	**1,631,739**	**-**	102,976	**2,019,958**	**-**	**-**	**9,237,658**	92
92																											93
93	**FACILITY SPREAD - TRANSPORTATION**	290	80	49	141	84	74	61	67	18	9	167	-	548	753	1,573	1,470	950	6,121	(12,454)	-	-				-	94
94	**FACILITY SPREAD - NON TRANSPORTATION**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	95
95	**TRANSPORTATION ADMIN SPREAD**	-																		-	-	-				-	96
96	**LOAN FUNDS SPREAD**	11,553	3,200	1,951	5,620	3,357	2,966	2,420	2,654	703	351	6,635	-	21,817	(63,227)	-	-	-	-	-	-	-				-	97
97	**ADMIN SPREAD**	1,308	362	221	636	380	336	274	300	80	40	751	-	2,470	3,394	7,092	6,628	4,282	27,597	46,825		(102,976)				-	98

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 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
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	372 MCEDD Micro Loan (NWBDA)	OCF Grant	EDA CARES ACT RLF	390 GEN LOAN FUNDS	101 PLANNING GRANT	EDA CARES Planning Grant	552 OIB STAFFING	SPECIAL PROJECTS	601 - 690 TRANSPOR-TATION	802/804 GENERAL FUND	801 ADMIN	TOTAL	1
2	**BEGINNING BALANCES**																							2
3	Loan Funds Available to Loan																			-				3
4	Restricted Carryover from FY20																		58,750	310,067			368,817	4
5	Unrestricted Carryover from FY20	44,781	(178)	11,604		(3,105)					33,288									95,389			181,780	5
6	**TOTAL FUND AVAIL FOR FY21**	**44,781**	**(178)**	**11,604**	**-**	**(3,105)**	**-**	**-**	**-**	**-**	**33,288**	**-**	**-**		**-**	**-**		**-**	**58,750**	**405,456**	**-**	**-**	**550,596**	6
7																				-				7
8	**REVENUE**																			-				8
9	Federal													770,000		80,000	200,000		153,147	578,169			1,781,316	9
10	State												50,000						37,043	556,017			643,060	10
11	Local Match															62,640			50,000	40,000	(62,640)		90,000	11
12	Local Assessment																		4,050	-	62,640		66,690	12
13	Contract Reimbursements																	95,930	423,740	44,088			563,758	13
14	Principal payments																			-			-	14
15	Loan Interest	161,617	12,983	23,501	44,446	10,870	22,568	8,323	7,603	2,286	39,026	1,677								-			334,900	15
16	Loan Processing Fees	6,750	825	600	2,250	975	750	675	900	375	14,000	-								-			28,100	16
17	Loan Filing Fees	2,500	250	250	500	100	100	200	100	100	500									-			4,600	17
18	Loan Late Fees	2,000	100	50	1,400		300		100	100	50	50								-			4,150	18
19	Transfer From/To Fund Source (MATCH)																		2,000	0			2,000	19
20	Transfer From/To Fund Source (SUPPORT)	6,974.55	1,932.14	1,178.13	3,393.03	2,026.39	1,790.76	1,460.89	1,602.26	424.13	4,005.66	212.06	(25,000)							-			-	20
21	Other Revenue (incl Farebox)															4,000			-	42,380			46,380	21
22	In-Kind																		-	-			-	22
23	Invested Funds Interest	290	40	11	107	26	24	2	23	44	-	-	-	-	-	-		-		-	-	-	568	23
24	**TOTAL REVENUE**	**180,132**	**16,131**	**25,590**	**52,096**	**13,998**	**25,532**	**10,661**	**10,328**	**3,329**	**57,582**	**1,939**	**25,000**	**770,000**	**-**	**146,640**	**200,000**	**95,930**	**669,980**	**1,260,654**	**-**	**-**	**3,565,523**	24
25																				-				25
26	**WAGES**																			-				26
27	Executive Director	2,500	2,000	400	100	2,000	800	100	400	400	1,500	100			6,000	51,000		15,000	4,950	4,000	498	3,060	94,808	27
28	Deputy Director														3,500	2,250			21,150	44,101	2,486	3,700	77,187	28
29	Finance Manager	800	250	250	800						1,550	50			9,500	8,000		7,500	15,350	11,850	(160)	16,815	72,555	29
30	Loan Fund Manager	8,500	1,200	1,200	4,800	1,800	2,500	2,500	2,500	250	4,950	50		2,950	10,000			20,000	1,498	-	1,966		66,664	30
31	Project Managers :																		-	-				31
32	Part-time Project Manager															7,600			63,813	-	1,387		72,800	32
33	Mobility/Project Manager																		50,491	21,800	262		72,553	33
34	Senior Project Manager															7,600			66,286	-	274	2,000	76,160	34
35	Program Manager																		59,300		270		59,570	35
36	Transportation Operations Manager																			63,347			63,347	36
37	Dispatch/Schedulers																			69,450			69,450	37
38	Full Time Drivers																			238,623			238,623	38
39	Part Time Drivers																			67,372			67,372	39
40	Administrative Assistant	3,000	650	650	1,500	500	500	500	500	250	500	250			6,700			4,500	13,850		478	4,000	38,328	41
41	Office Administrator					-	-	-	-	-					2,700	3,800		1,450	15,576	9,300	2,835	11,135	46,796	42
42	Support Staff/Loan Support													25,000			75,000					8,263	108,263	43
43	**Total Wages**	**14,800**	**4,100**	**2,500**	**7,200**	**4,300**	**3,800**	**3,100**	**3,400**	**900**	**8,500**	**450**	**-**	**27,950**	**38,400**	**80,250**	**75,000**	**48,450**	**312,264**	**529,843**	**10,296**	**48,973**	**1,224,476**	44
44	Fringe Benefits	3,904	1,081	659	1,899	1,134	1,002	818	897	237	2,242	119	-	7,372	10,128	21,166	19,781	12,779	83,155	201,854	2,716	12,917	385,859	45
45	Payroll Taxes	1,282	355	217	624	372	329	268	294	78	736	39	-	2,421	3,326	6,950	6,496	4,196	27,036	56,334	892	4,241	116,484	46
46	**TOTAL PERSONNEL COSTS**	**19,985**	**5,536**	**3,376**	**9,723**	**5,807**	**5,131**	**4,186**	**4,591**	**1,215**	**11,478**	**608**	**-**	**37,743**	**51,854**	**108,366**	**101,277**	**65,425**	**422,455**	**788,030**	**13,904**	**66,131**	**1,726,819**	47
47																								48
48	**TRAVEL & CONFERENCES**	850	100	100	500	300	300				750				700	6,998	500	1,000	16,000	-		2,000	30,098	49
49	**EVENT SERVICES**															1,500	2,000		6,500	-			10,000	50
50	**EQUIPMENT**																2,500			24,334		1,000	27,834	51
51	**SUPPLIES**															1,000		300	32,633	6,550		6,000	46,483	52
52	**PROFESSIONAL SERVICES**																			-			-	53
53	Legal	4,800	348	120	2,500	200	150	100	100	100	100	75		500	1,000			1,000		-		1,000	12,093	54
54	Auditing	1,360	122	193	393	106	193	80	78	25	435	15		-		1,189		3,000		7,849		6,915	21,953	55
55	Filing Fees	2,500	250	250	500	100	100	200	100	100	500	-		140	75					-			4,815	56
56	Contractual														1,100		72,769		104,550	64,750		15,000	258,169	57
57	Testing/Training/Screening																		500	4,500			5,000	58
58	**VEHICLE COSTS**																			-			-	59
59	Repairs & Maintenance																			31,320			31,320	60
60	Fuel																			55,440			55,440	61
61	Other Vehicle Costs																			500			500	62
62	**COMMUNICATIONS**																			-			-	63
63	Advertising															150	3,676		3,800	14,500		850	22,976	64
64	Postage & Freight																		300	-		850	1,150	65
65	Printing															200	2,000		3,900	8,100		500	14,700	66
66	Pubs & Subs																		-	-		800	800	67
67	Telephone & Networking														1,500	150	2,000	150	2,250	12,796			18,846	68
68	**BUILDING COSTS**																			-			-	69
69	Rent	580	161	98	282	168	149	121	133	35	333	18	-	1,095	1,504	3,143	2,937	1,898	12,253	-			24,907	70
70	Building Utilities & Janitorial																		-	12,600			12,600	71
71	Building Remodel -Transit Ctr (Admin Only)	371	103	63	181	108	95	78	85	23	213	11	-	701	963	2,013	1,881	1,215	7,847		(15,951)		-	72
72	Building Remodel - Allocation (515 E. 2nd)	71	20	12	35	21	18	15	16	4	41	2	-	135	185	387	361	233	1,504	-	(3,061)		-	73
73	Building Repairs & Maintenance																			3,225			3,225	74
74	**BOND AND INSURANCE**																			5,787			5,787	75
75	**OTHER MATERIALS & SERVICES**																			-			-	76
76	Dues and Fees															3,000			500	1,200		1,930	6,630	77
77	Other	73	7	10	40	11	20	8	8	3	92	92			200				3,311	9,800			13,674	78
78	**TRANSFER TO SOURCE**																			2,000			2,000	79

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 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
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	372 MCEDD Micro Loan (NWBDA)	OCF Grant	EDA CARES ACT RLF	390 GEN LOAN FUNDS	101 PLANNING GRANT	EDA CARES Planning Grant	552 OIB STAFFING	SPECIAL PROJECTS	601 - 690 TRANSPOR-TATION	802/804 GENERAL FUND	801 ADMIN	TOTAL	1
79	**IN-KIND**																		-	-			-	80
80	**TOTAL MATERIALS AND SERVICES**	10,605	1,110	846	4,431	1,014	1,025	603	521	290	2,464	212	-	2,570	7,227	19,729	90,625	8,796	195,848	265,252	(19,012)	36,845	631,001	81
81																								82
82	**GRANTS DISTRIBUTED**																			-			-	83
83	**REVOLVING LOAN FUND**																			-			-	84
84	New Loans Made																			-			-	85
85	Loan Principal	87,861	6,892	10,562																-			105,315	86
86	Loan Interest	12,549	1,598	2,570																-			16,717	87
87	Loan Available Balance	32,613	(2,924)	5,533	31,545	3,120	16,000	3,118	2,194	1,025	30,988	719		704,853						-			828,783	88
88	**CAPITAL PURCHASE**																			176,620			176,620	89
89	Carryover to FY22 (Restricted Funds)	-	-	-	-	-	-	-	-	-	-	-	25,000			9,879				10,000			44,879	90
90	Carryover to FY22 (Unrestricted Funds)	48,149	98	12,086		(2,868)					38,388							16,477	76,710	391,837	5,109		585,985	91
91	**TOTAL EX W/O INDIRECT**	**211,762**	**12,310**	**34,973**	**45,698**	**7,072**	**22,156**	**7,907**	**7,306**	**2,530**	**83,317**	**1,539**	**25,000**	**745,166**	**59,081**	**137,975**	**191,902**	**90,698**	**695,013**	**1,631,739**	**-**	**102,976**	**4,116,119**	92
92																								93
93	**FACILITY SPREAD - TRANSPORTATION**	290	80	49	141	84	74	61	67	18	167	9	-	548	753	1,573	1,470	950	6,121	(12,454)			-	94
94																								95
95	**TRANSPORTATION ADMIN SPREAD**		-	-	-	-	-	-	-	-	-	-	-	-	-	-				-			-	96
96	**LOAN FUNDS SPREAD**	11,553	3,200	1,951	5,620	3,357	2,966	2,420	2,654	703	6,635	351	-	21,817	(63,227)					-			-	97
97	**ADMIN SPREAD**	1,308	362	221	636	380	336	274	300	80	751	40	-	2,470	3,394	7,092	6,628	4,282	27,597	46,825		(102,976)	-	98
98	**TOTAL EXPENSES**	**224,913**	**15,953**	**37,194**	**52,096**	**10,893**	**25,532**	**10,661**	**10,328**	**3,329**	**90,870**	**1,939**	**25,000**	**770,001**	**-**	**146,640**	**200,000**	**95,930**	**728,731**	**1,666,110**	**-**	**-**	**4,116,119**	99
99																								100
100	**DIFFERENCE**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**(1)**	**-**	**-**	**(0)**	**0**	**(0)**	**(0)**	**-**	**-**	**0**	101

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 SPECIAL PROJECTS 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
1		TOTAL SPECIAL PROJ BUDGET	IN DEVEL-OPMENT	Grant Admin/ Labor Standards-Infrastructure	5011 CREA FINANCIAL SVCS	206 ROI/RDBG Grant	554 SHERMAN EDC	559 WASCO EDC	582 Hood River EDG	549 HR ENT ZONE	550 BROADBAND SUPPORT	557 GTA STAFF	575 GTA ROBOTICS	525 WIND CHALLENGE	570 OEDD WEB	5711 MM	585 COMMUTE OPTIONS	587 HR DRIVE LESS	5715 MM COUNTY PLANNING SUPPORT	701 UNIVERSAL PASS	574 HR ENERGY PLAN	5741 Comm Solar	5742 CGBREZ	HRC Energy Trust of Oregon	1
2	**REVENUE**																								2
3	Special Projects Carryover Restricted	58,750				48,000				2,400	500											550	7,300		3
4	Federal	153,147				40,000										102,925		10,222							4
5	State	37,043				27,000												10,043							5
6	Contract Reimbursements	423,740	25,000	51,750	6,000		45,000	70,000	7,000			60,000	14,750	20,000	700		8,000		5,500	40,040	65,000	5,000		10,000	6
7	MCEDD Local Funds (Dues/General Fund)	4,050														3,000		1,050							7
8	Cash Match (Other Sources)	50,000						10,000								5,000					35,000				8
9	Transfer To/From (match)	2,000														2,000									9
10	Other Revenue	-																							10
11	In-Kind Match	-																							11
12	**TOTAL REVENUE**	**728,730**	**25,000**	**51,750**	**6,000**	**115,000**	**45,000**	**80,000**	**7,000**	**2,400**	**500**	**60,000**	**14,750**	**20,000**	**700**	**112,925**	**8,000**	**21,315**	**5,500**	**40,040**	**100,000**	**5,550**	**7,300**	**10,000**	12
13																									13
14	**PERSONNEL**																								14
15	Executive Director	4,950				500	1,000	1,000	500	250					500	1,200								250	15
16	Deputy Director	21,150					200	200								18,000	650	1,600		500					16
17	Finance Manager	15,350			2,200	1,600	3,000	3,500								3,500	800	500		250					17
18	Loan Fund Manager	1,498				1,000				498															18
19	Project Managers:	-																							19
20	Part-time Project Manager	63,813		33,188		14,000	8,091	8,084											450					2,235	20
21	Mobility Manager	50,491														38,000	3,000	7,000	2,491						21
22	Senior Project Manager	66,286				12,500	9,500	19,000	1,500			19,200	586	2,500							1,500			1,500	22
23	Program Manager	59,300					500														54,050	1,750	3,000	3,000	23
24	Aministrative Assistant	13,850				850						8,000	2,500	2,500											24
25	Office Administrator	15,576			1,500	850	2,000	2,500	2,000			4,000				1,750	300	175	251	250					25
26	**TOTAL BUDGET**	**312,264**	**-**	**33,188**	**3,700**	**31,300**	**24,291**	**34,284**	**4,000**	**748**	**-**	**31,200**	**3,086**	**5,000**	**500**	**62,450**	**4,750**	**9,275**	**3,192**	**1,000**	**55,550**	**1,750**	**3,000**	**6,985**	26
27	**Fringe Benefits**	83,155	-	8,753	976	8,255	6,407	9,042	1,055	197	-	8,438	835	1,352	132	16,889	1,285	2,508	863	264	14,651	462	791	1,842	27
28	**Payroll Taxes**	27,036	-	2,874	320	2,711	2,104	2,969	346	65	-	2,700	267	433	43	5,404	411	803	276	87	4,811	152	260	605	28
29	**TOTAL PERSONNEL COSTS**	**422,455**	**-**	**44,816**	**4,996**	**42,266**	**32,802**	**46,296**	**5,401**	**1,010**	**-**	**42,337**	**4,188**	**6,785**	**675**	**84,743**	**6,446**	**12,586**	**4,331**	**1,350**	**75,012**	**2,363**	**4,051**	**9,432**	29
30																									30
31	**MATERIALS & SERVICES**																								31
32	**TRAVEL & CONFERENCES**	16,000		2,000		2,500	1,200	800	300	500	500	2,500	200	200		3,000	500	1,000	800						32
33	**EVENT SERVICES**	6,500				6,000						500													33
34	**EQUIPMENT**	2,500				2,500																			34
35	**SUPPLIES**	32,633			225	3,500	500	1,000	300	583		4,000	8,925	11,500		2,000			100						35
36	**PROFESSIONAL SERVICES**	-																							36
37	Legal	-																							37
38	Auditing	-																							38
39	Filing Fees	-																							39
40	Contractual	104,550				44,075		17,625								4,000				38,850					40
41	Testing/Training/Screening	500											250	250											41
42	**COMMUNICATIONS**	-																							42
43	Advertising	3,800					250	250				750				2,000	50	500							43
44	Postage & Freight	300										200	50	50											44
45	Printing	3,900				1,000						1,000	500	150		750		500							45
46	Pubs & Subs	-																							46
47	Telephone & Networking	2,250														2,250									47
48	**BUILDING COSTS**	-																							48
49	Rent	12,253		1,300	145	1,226	951	1,343	157	29	-	1,228	121	197	20	2,458	187	365	126	39	2,176	69	117	274	49
50	Building Utilities & Janitorial	-																							50
51	Building Remodel -Transit Ctr (Admin Only)	7,847	-	832	93	785	609	860	100	19	-	786	78	126	13	1,574	120	234	80	25	1,393	44	75	175	
52	Building Remodel - Allocation (515 E. 2nd)	1,504	-	160	18	151	117	165	19	4	-	151	15	24	2	302	23	45	15	5	267	8	14	34	51
53	Building Repairs & Maintenance	-																							52
54	**BOND AND INSURANCE**	-																							53
55	**OTHER MAT & SVES**	-																							54
56	Dues and Fees	500														500									55
57	Other	3,311				1,500			161	150		1,500													56
58	**IN-KIND MATCH**	-																							57
59	**TOTAL EXPENES W/O INDIRECT**	**620,803**	**-**	**49,108**	**5,477**	**105,503**	**36,429**	**68,338**	**6,439**	**2,295**	**500**	**54,953**	**14,327**	**19,282**	**710**	**103,576**	**7,325**	**15,230**	**5,453**	**40,269**	**78,849**	**2,484**	**4,258**	**9,915**	58
60																									

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 SPECIAL PROJECTS 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
61	**ADMIN SPREAD**	27,597	-	2,933	327	-	2,147	3,030	354	66	-	2,697	267	432	44	5,519	420	820	-	88	4,909	155	265	-	**60**
62	**TOTAL EXPENSES**	**648,399**	**-**	**52,041**	**5,804**	**105,503**	**38,576**	**71,368**	**6,792**	**2,361**	**500**	**57,649**	**14,593**	**19,714**	**754**	**109,095**	**7,745**	**16,049**	**5,453**	**40,358**	**83,758**	**2,639**	**4,523**	**9,915**	**61**
63	Carryover to FY22 (Restricted Funds)	-																							**62**
64	Carryover to FY22 (Unrestricted Funds)	83,455	25,000	(291)	196	9,497	6,424	8,632	208	39	-	2,351	157	286	(54)	3,830	255	5,266	47	(318)	16,242	2,911	2,777	85	**63**

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 TRANSPORTATION BUDGET

	A	B	C	D	E	F	G	H	I	K	L	M	N	O
1	**DESCRIPTION**	**TOTAL TRANSPORTATION OPERATIONS**	**601 TRANS GENERAL FUND**	**603 ODOT Operations/Dial A Ride**	**604 Brokerage Rides**	**606 Wasco Co STF**	**607 Wasco Co 5310 Support (Purchased Svcs)**	**608 Facility**	**609 ODOT Vehicle Grants**	**611 Bus/Bus Shelters and PUD**	**612 STIF Transportation Package**	**613 Deviated Fixed Route**	**690 Transportation Admin**	1
2	**BEGINNING BALANCES**													2
3	Loan Funds Available to Loan	-									0			3
4	Restricted Carryover from FY20	310,067									310,067			4
5	Unrestricted Carryover from FY20	95,389	80,389							15,000	-			5
6	**TOTAL FUND AVAIL FOR FY21**	**405,456**	**80,389**	**-**	**-**	**-**	**-**	**-**	**-**	**15,000**	**310,067**	**-**	**-**	6
7														7
8	**REVENUE**													8
9	Federal	578,169		129,749			105,023		150,127		-	193,270		9
10	State	556,017				67,700					488,317			10
11	Local Match	40,000	20,000	20,000							-			11
12	Local Assessment	-									-			12
13	Contract Reimbursements	44,088	4,200		39,888						-			13
14	Principal payments	-									-			14
15	Loan Interest	-									-			15
16	Loan Processing Fees	-									-			16
17	Loan Filing Fees	-									-			17
18	Loan Late Fees	-									-			18
19	Transfer From/To Fund Source (MATCH)	0	(20,000)	89,493		(67,700)	(10,786)		26,993		(205,222)	187,222		19
20	Transfer From/To Fund Source (SUPPORT)	-		12,677			(37,584)	24,907			-			20
21	Other Revenue (incl Farebox)	42,380	4,620	31,712							-	6,048		21
22	In-Kind	-									-			22
23	Invested Funds Interest	-		-	-	-	-	-	-		-			23
24	**TOTAL REVENUE**	**1,260,654**	**8,820**	**283,631**	**39,888**	**-**	**56,653**	**24,907**	**177,120**	**-**	**283,095**	**386,540**	**-**	24
25														25
26	**WAGES**										-			26
27	Executive Director	4,000									1,500	1,000	1,500	27
28	Deputy Director	44,101	2,486	3,265	1,000						27,300	3,000	7,050	28
29	Finance Manager	11,850	3000	250							8,600			29
30	Loan Fund Manager	-									-			30
31	Project Managers :	-									-			31
32	Part-time Project Manager	-									-			32
33	Mobility/Project Manager	21,800									21,800			33
34	Project Manager	-									-			34
35	Program Manager	-									-			35
36	Transportation Operations Manager	63,347	1,637	20,000	4,000						25,531	8,561	3,618	36
37	Dispatch/Schedulers	69,450	1,054	22,726	3,196						11,502	30,972		37
38	Full Time Drivers	238,623	3,062	76,629	10,777						43,725	104,431		38
39	Part Time Drivers	67,372	2,261	20,591	2,896						13,562	28,062		39
40	Office Administrator	9,300		3,000	750						4,550	1,000		40
41	**Total Wages**	**529,843**	**13,499**	**146,460**	**22,618**	**0**	**0**	**0**	**0**	**0**	**158,071**	**177,026**	**12,168**	41
42	Fringe Benefits	201,854	5,093	55,253	8,533	0	0	0	0	0	60,010	68,374	4,590	42
43	Payroll Taxes	56,334	1,422	15,423	2,382	0	0	0	0	0	16,751	19,074	1,281	43
44	**TOTAL PERSONNEL COSTS**	**788,030**	**20,013**	**217,137**	**33,533**	-	-	-	-	-	**234,832**	**264,474**	**18,040**	44
45														45
46	**TRAVEL & CONFERENCES**	-									-			46
47	**EVENT SERVICES**	-									-			47
48	**EQUIPMENT**	24,334						3,834			4,500	1,000	15,000	48

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 TRANSPORTATION BUDGET

	A	B	C	D	E	F	G	H	I	K	L	M	N	O
1	DESCRIPTION	TOTAL TRANSPORTATION OPERATIONS	601 TRANS GENERAL FUND	603 ODOT Operations/Dial A Ride	604 Brokerage Rides	606 Wasco Co STF	607 Wasco Co 5310 Support (Purchased Svcs)	608 Facility	609 ODOT Vehicle Grants	611 Bus/Bus Shelters and PUD	612 STIF Transportation Package	613 Deviated Fixed Route	690 Transportation Admin	1
49	**SUPPLIES**	6,550		250				3,000			300	1,500	1,500	49
50	**PROFESSIONAL SERVICES**	-									-			50
51	Legal	-									-			51
52	Auditing	7,849									-		7,849	52
53	Filing Fees	-									-			53
54	Contractual	64,750						10750		15,000	26,500	2,500	10,000	54
55	Testing/Training/Screening	4,500									-	500	4,000	55
56	**VEHICLE COSTS**	-									-			56
57	Repairs & Maintenance	31,320			1,320		20,000				-	10,000		57
58	Fuel	55,440		27,300	4,140						-	24,000		58
59	Other Vehicle Costs	500							500					59
60	**COMMUNICATIONS**	-									-			60
61	Advertising	14,500									13,500	1,000		61
62	Postage & Freight	-									-			62
63	Printing	8,100									7,100	1,000		63
64	Pubs & Subs	-									-			64
65	Telephone & Networking	12,796						5,316			-		7,480	65
66	**BUILDING COSTS**	-									-			66
67	Rent	-									-			67
68	Building Utilities & Janitorial	12,600						12,600			-			68
69	Building Remodel - Allocation	-						-			-			69
70	Building Repairs & Maintenance	3,225						3,225			-			70
71	**BOND AND INSURANCE**	5,787						1,089			-		4,699	71
72	**OTHER MATERIALS & SERVICES**	-									-			72
73	Dues and Fees	1,200									-		1,200	73
74	Other	9,800		1,100							8,175		525	74
75	**TRANSFER TO SOURCE**	2,000											2,000	75
76	**IN-KIND**	-									-			76
77	**GRANTS DISTRIBUTED**	-									-			77
78	**REVOLVING LOAN FUND**	-									-			78
79	New Loans Made	-									-			79
80	Loan Principal	0									-			80
81	Loan Interest	0									-			81
82	Ending Loan Available Balance	-									-			82
83	**CAPITAL PURCHASE**	176,620							176,620		-			83
84	**TOTAL EX W/O INDIRECT**	**1,229,902**	**20,013**	**245,787**	**38,993**	-	**20,000**	**39,814**	**177,120**	**15,000**	**294,907**	**305,974**	**72,292**	84
85														85
86	**FACILITY SPREAD - TRANSPORTATION**	(12,454)		3,606	557	0	0	-24,907	0	0	3,899	4,392		86
87	**TRANSPORTATION ADMIN SPREAD**	-		21,001	3,243	0	0	0	0	0	22,665	25,383	-72,292	87
88	**LOAN FUNDS SPREAD**	-	-											88
89	**ADMIN SPREAD**	46,825		13,282	2,051	0	0	0	0	0	14,335	16,054		89
90	**TOTAL EXPENSES**	**1,264,274**	**20,013**	**283,675**	**44,844**	-	**20,000**	**14,907**	**177,120**	**15,000**	**335,807**	**351,803**	-	90
91	Carryover to FY22 (Restricted Funds)	**10,000**		-				**10,000**			-			91
92	Carryover to FY22 (Unrestricted Funds)	**391,837**	**69,196**	**(44)**	**(4,956)**	-	**36,653**		-	-	**257,355**	**34,737**	-	92
93														93
94	**DIFFERENCE**	**(0)**	-	-	-	-	-	-	-	-	-	-	-	94

SALARY SCALE FY21 2% COLA

Executive Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$83,495	$87,670	$92,053	$96,656	$101,489	$106,563
	$85,165	$89,423	$93,894	$98,589	$103,519	$108,695

Deputy Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$64,660	$67,894	$71,289	$74,852	$78,594	$82,524
	$65,953	$69,252	$72,715	$76,349	$80,166	$84,174

Finance Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$64,660	$67,894	$71,289	$74,852	$78,594	$82,524
	$65,953	$69,252	$72,715	$76,349	$80,166	$84,174

Loan Fund Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$59,822	$62,815	$65,953	$69,252	$72,715	$76,349
	$61,018	$64,071	$67,272	$70,637	$74,169	$77,876

Senior Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$62,405	$65,525	$68,800	$72,239	$75,851	$79,644
	$63,653	$66,836	$70,176	$73,684	$77,368	$81,237

Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$59,432	$62,404	$65,525	$68,800	$72,240	$75,852
	$60,621	$63,652	$66,835	$70,176	$73,685	$77,369

Transportation Operations Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$53,907	$56,603	$59,432	$62,404	$65,525	$68,800
	$54,985	$57,735	$60,621	$63,652	$66,835	$70,176

Program Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$45,821	$48,112	$50,518	$53,043	$55,696	$58,481
	$46,738	$49,075	$51,528	$54,104	$56,810	$59,650

Office Administrator

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$44,869	$47,112	$49,468	$51,941	$54,538	$57,265
	$45,766	$48,054	$50,457	$52,980	$55,629	$58,410
Hrly	*$23.47*	*$24.64*	*$25.88*	*$27.17*	*$28.53*	*$29.95*

Administrative Assistant

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$33,660	$35,343	$37,110	$38,966	$40,914	$42,960
	$34,333	$36,050	$37,852	$39,745	$41,732	$43,819
Hrly	*$17.61*	*$18.49*	*$19.41*	*$20.38*	*$21.40*	*$22.47*

Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$30,330	$31,710	$33,130	$34,611	$36,173	$37,816
	$30,937	$32,344	$33,793	$35,303	$36,897	$38,573
Hrly	*$15.87*	*$16.59*	*$17.33*	*$18.10*	*$18.92*	*$19.78*

Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	$29,742	$31,081	$32,460	$33,921	$35,463	$37,228
	$30,337	$31,703	$33,110	$34,600	$36,172	$37,973
Hrly	*$15.56*	*$16.26*	*$16.98*	*$17.74*	*$18.55*	*$19.47*

MEDICAL COVERAGE

Based on +5.5% for Medical/VSP, 0% Dental, 0% Life

Covers	Plan (s)	Deductible	Rider	Rider	Rider
All Eligible Employees	Copay A RX4	$250	Vision VSP-1	Alt. Care - Copay Plan	Well Baby N/A

Cost of Plan	Emp Only	Emp + SP	Emp + Family
Monthly Employer Share	740.23	1,154.94	1,428.30
Monthly Employee Share		414.70	688.07
Total		1,569.64	2,116.36
Annual Employer Share	8,882.78	13,859.23	17,139.56
Annual Employee Share		4,976.45	8,256.78

Dental

Covers	Plan	Deductible
All Employees	Dental II	$0

Cost of Plan	Emp Only	Emp + SP	Emp + Family
Monthly Employer Share	53.02	72.70	107.63
Monthly Employee Share		19.68	54.61
Total	53.02	92.37	162.24
Annual Employer Share	636.24	872.34	1,291.56
Annual Employee Share		236.10	655.32

Life Coverages - Employer Provided (based on eligibility/FTE)

Life 1.5 X Salary - Covers: all employees

AD & D Matching life amount - Covers: all employees

LTD 50% of salary - Covers: all employees

Retirement - Employer Provided

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

Premium Only Section 125 Plan

Employees may elect to participate in a pre-tax plan for certain qualified medical expenses.

LOCAL ASSESSMENT - FY21			
			FY21
CURRENT	2010 POPULATION		$0.67 PER CAPITA
COUNTIES			
Hood River (Unincorp.)	14,035		9,403
Sherman	1,765		1,183
Wasco (Unincorp.)	10,056		6,738
Klickitat (Unincorp.)	13,975		9,363
Skamania (Unincorp.)	8,645		5,792
TOTAL COUNTIES			**32,479**
CITIES			
Antelope	46		31
Dufur	604		405
Maupin	418		280
Mosier	433		290
Shaniko	36		24
The Dalles	13,620		9,125
Cascade Locks	1,144		766
Hood River	7,167		4,802
North Bonneville	956		641
Stevenson	1,465		982
Bingen	712		477
Goldendale	3,407		2,283
White Salmon	2,224		1,490
TOTAL CITIES			**21,596**
TOTAL PER CAPITA	**80,708**		**54,075**
			$2,577 PER PORT
PORTS			
Hood River			2,577
The Dalles			2,577
Klickitat			2,577
Skamania			2,577
Cascade Locks			2,577
TOTAL PORTS			**12,885**
TOTAL			**66,960**

Memorandum

Date: June 11, 2020
To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Re: COVID-19 Response Activities

Request: This memo shares how MCEDD staff is working to address the COVID-19 pandemic and to request feedback from the Board for other opportunities for us to support our region.

Mid-Columbia Economic Resiliency Team

Meetings

This work is an outgrowth of the economic resiliency work we have done over the last few years. Oregon Regional Solutions staff has been assisting greatly in helping us stand up first an Oregon-only and then a bi-state Mid-Columbia Economic Resiliency Team (MCERT) with staff-level regional economic development and workforce partners, as well as key state agency and federal staffers. The first bi-state meeting was March 20 and the group has met every Friday since, with meetings soon transitioning to bi-weekly. These large Friday meetings have benefited from special guests such as Governor Brown, high-level staff for Governor Inslee, Senators Merkley and Wyden, among others.

A smaller handful of the MCERT team also meets weekly on Mondays as a strategy session.

We have also been pulling together sub-groups as needed, including ports, ag partners and chambers to focus on issues such as farm-worker housing. The Team also coordinated a virtual Business Adaptation Training with over 300 participants.

Information Sharing

We have built a COVID-19 resources page off mcedd.org/ready as a clearinghouse for business and employee information. We are also sending out a digest summarizing new information to the Mid-Columbia Resiliency Team contact list. This had been a daily email for the first month and then transitioned to a weekly service.

We are also serving as connectors to economic development information through the Oregon Emergency Operation Centers, through our role as county-level economic staff on the Oregon side.

Recovery Planning

We were given the opportunity to apply for a non-competitive COVID-19 recovery planning grant with the Economic Development District through CARES Act funds. We submitted an application that would provide $400,000 in new capacity for MCEDD to work with our communities as they begin the long process of recovery. These funds would be spent over 24 months and had no match requirement. Our plan would be to support our project management team, hire an additional project manager to focus on recovery, and subcontract with the Small

Business Development Center to support our businesses on the Washington side. We expect to hear within 60 days.

MCEDD staff Carrie Pipinich, Jacque Schei, Ami Trosley and Tatiana Eckhart have been involved in all the above.

Loan Program Response

With thanks to Israel Ayala Guevara, our Loan Administration Board, and the Oregon Investment Board, we quickly stood up programs to offer emergency lending to businesses as well as relief for our current loan clients. I successfully applied for a $50,000 grant from Oregon Community Foundation to support the MCEDD loan program in our relief for current clients. With that grant, both MCEDD and OIB have offered up to three months of deferred payments followed by up to six months of interest-only payments. Many of our clients have taken advantage of this relief.

For the new lending, MCEDD is offering short term working capital loans up to $15,000 with up to a 30-month repayment period (or up to $35,000 through the Oregon Investment Board). The loan has a relief term introductory rate of 4.25% for the first 6 months and 5% to 7% annual interest rates after. There are no loan fees, and loans require at least 75% collateralization.

We were also given the opportunity to apply for additional CARES Act COVID-19 lending capacity through a non-competitive grant with the Economic Development District. We submitted an application that would provide $770,000 in new revolving loan funds and 10% administration costs. The EDA has also given us flexibility to modify the terms of our loans with lower interest rates, no requirement to have a bank denial, and lower collateral requirements. We expect to hear within 60 days.

Business Grants

We successfully applied for $250,000 from Business Oregon to stand up an emergency grant program for businesses and nonprofits impacted by COVID-19 that were not able to access federal relief. We have not yet received the contract but there will be a fast turnaround to get these grants out. We will allocate them as $100,000 each for Wasco and Hood River Counties and $50,000 for Sherman County. There was no match for this program but also no administrative support. Our project management staff will administer the program. Our Sherman and Wasco County economic development contracts can support our admin in those counties and I was pleased that our Hood River County partners (the County, Cities of Hood River and Cascade Locks) agreed to contribute $5000 for our admin in their county. We will have a large outreach program about this opportunity in the next few weeks.

Public Transportation

Staff reports from Charlotte Sallee highlight The Link's operations during this time, and Kathy Fitzpatrick's report shares the good work she has been doing through the Gorge Translink Alliance to support all of the transportation providers with information- and resource-sharing.

I will also add we had to temporarily layoff several drivers and furlough dispatch staff as a result of our reduced hours for The Link. As of June 8, we have brought back all but two part-time

drivers. With how our transit program is funded, we were still able to cover COBRA for all full-time staff laid off. The Link is also benefiting from almost $130,000 in CARES Act funding to support our operations.

Internal Operations

I am proud of the team approach we used in developing COVID-19 guidance for staff. Staff has been working remotely as much as possible since mid-March. We worked with RADCOMP to get remote access to our files. Portfol and Quickbooks access can be a challenge remotely, so staff that use those two platforms are coming into the office a little more regularly. Of course, our transit staff is coming in whenever they work. We are encouraging no in-person meetings and have been making good use of our zoom video conferencing account. Our lobby is still closed to the public.

MCEDD Mid-Columbia Economic Development District

Executive Director's Report
Prepared for the June 2020 Full Board Meeting

Business Assistance

- To provide more flexibility to our loan program, with support from our Loan Administration Board we requested a deferral of our USDA IRP payments through October. We have not yet heard back yet and have large payments due in June.
- Mary MacArthur will be retiring in September from ColPac. As the administrator for Mount Hood Economic Alliance (MHEA) loan program, there is interest from MHEA to consider contracting with MCEDD to administer their small program going forward given our overlapping territory and many similar loan clients. I will be working to develop a proposal.

Transportation Division

- Held a quarterly meeting of the Wasco County Special Transportation Fund Advisory Committee and Wasco County Statewide Transportation Improvement Fund Advisory Committee. I have been working over the last year with these two bodies in consolidating under one Wasco County Public Transportation Advisory Committee, which was approved by the Wasco County Board of Commissioners in June. This will provide some administrative relief for these groups that are tasked with mostly the same duties of providing oversight for Wasco County in administering specific public transportation funding sources for the benefit of senior, disabled and low-income populations.
- We have been discussing with first Wasco County and then North Central Public Health District about using The Link to transport COVID-19 positive patients from medical facilities to quarantine locations. I have been considering loaning them a vehicle we are not using in consultation with our insurance agent, our ODOT rep, and with support from the Executive Committee. The last request to North Central Public Health District was for them to add the vehicle to their insurance in order to lower our risk, but this may not work for them. It is likely best if they find another option for this need.
- I submitted our quarterly reports for The Link and Mobility Management on time, a time-consuming process that will be easier with full staffing.

Outreach

- My outreach this quarter included:
    - A webinar panel about rural community economic response to COVID-19 through the Western Governors Association.
    - A radio show program about our loan program and COVID-19 response with Mark Bailey.
    - A webinar with Hood River County Chamber about our loan program and COVID-19 response.
    - A Sherman County open house with Senator Merkley.
    - A One Gorge meeting about our COVID-19 response.

- I have been participating in discussions of how to engage with the Columbia River Gorge Commission as they finalize the update of the Management Plan with final comments due by the end of June. I signed on a joint letter to the Commission and to Governor Brown asking them to slow the process down due to late changes in the language they proposed, especially for Urban Areas, and will be working on another letter of response. Many of our other partners and Board members have commented on the Urban Area language in particular.

Operations and Reporting

- We mailed out the annual assessment letters notifying our partners about their annual dues for their budgeting processes.
- Jacque Schei, Siri Olson and myself developed guidelines for staff to use to clarify our procurement rules. These have been sent out.
- I worked with Siri to clean up our evaluation and step increase schedule for clarity with our supervisory staff.
- Staff was deep into budget preparation and supplemental budget preparation over this quarter with the May 21 Budget Committee meeting held over zoom. Thanks to the Board members who participate on that committee: Leana Kinley, Eric Proffitt, Jan Brending and Ken Bailey as guest.
- We submitted the required reports for our EDA planning grant: the Mid-Point Report that summarizes work over the last year towards our approved scope as well as a Government Performance and Results Act form that tracks investments and jobs. Thanks to Carrie Pipinich for her assistance.

Four Rivers

We held a meeting of Four Rivers Community Corporation to adjust account signers, to consider accepting other donations for COVID-19 business relief, and to consider how to cover annual expenses.

Staffing Updates

- Project management staff has been adjusted to cover the Gorge Tech Alliance for now. Carrie has taken the lead for the GTA with continued support from Ami Trosley. Jacque Schei has been increased to full-time to support the Sherman County and Wasco County Economic Development projects, with Carrie still serving as lead for those. We will reassess how this is working after June 30.
- I am happy to announce we have hired Brad Houghton for the Deputy Director position with a July 6 start date. He grew up in The Dalles/ Dufur but has spent most of his life away, first with the Army and most recently as a civilian for the Defense Intelligence Agency. He brings a lot of experience that will be valuable for MCEDD and seems like a good fit for our team. We had about 15 applications for this position.
- I shared over an email update that Siri Olson, Finance and Operations Manager, left in mid-May for another opportunity. We had to extend the application deadline for that position to gain some additional applicants. We have received seven applications and held a second round interview as of June 11. I will have an update for the Board meeting.
- For our interim finance needs, I contracted with Summer Sears for part-time support after seeking several proposals. Summer is a CPA based in Bend who has a lot of experience

in working with governmental entities, especially in the Gorge. There was delay in getting her fully integrated over IT to access our QuickBooks, but she has been very helpful. One of her specialties is also assessing opportunities for efficiency.

- We are currently hiring to replace a full-time dispatcher/ scheduler position due to Alli Morris leaving for another opportunity.
- With the EDA COVID-19 grants mentioned as well as a transportation grant, we anticipate upcoming hiring including a Project Manager, a support position, and two additional full-time drivers. These hires are likely to push MCEDD to 25 or more employees where we would need to meet the requirements of the Oregon Family Leave Act with some additional tracking and paperwork. I believe these grant programs are good reason to do so.

MCEDD Mid-Columbia Economic Development District

Executive Committee Report

June 2020

The MCEDD Executive Committee met in April, May and June to address business of the District. The activities of the committee included the following:

- Adjusted our bank account signers reflective of staff transitions.
- Agreed to cover COBRA expenses for full-time Link staff that had a temporary layoff due to COVID-19. These expenses were covered by existing grants.
- Heard about the COVID-19 relief being offered to our loan clients.
- Learned of COVID-19 response activities across all MCEDD programs.
- Discussed improvements to the Executive Director hiring process for the future.
- Approved submittal of grants to Meyer Memorial Trust, Business Oregon, and the U.S. Economic Development Administration.
- Recommended personnel policy changes.
- Heard options for interim finance staffing support.
- Approved MCEDD coverage of Four Rivers Community Corporation expenses as needed for the next five years as we work towards strategic use of the nonprofit.
- Provided support on comments for the Columbia River Gorge Commission's Management Plan update.
- Discussed sale or lease of the "flag pole" portion of our property to the adjacent property owner, noting preference to retain ownership for possible future use.

MCEDD Mid-Columbia Economic Development District

Transportation Administration Board Report

June 2020

The Transportation Administration Board met on April 13 with meeting highlights including:

- Hearing updates on the Regional Transit Strategy Development, including that a Public and Partner Agency Public Involvement Plan has been completed, a Project Management Team has been created, and the first workgroup meeting was held with many diverse partners participating. Additionally, the United States Forest Service has offered assistance from the US DOT Volpe Center for the Gorge Transit Strategy.
- Discussing the possibility of a Universal Pass for the Link that would allow riders to easily transfer between regional transit providers. The Transit Development Plan will be a good opportunity to conduct a cost benefit analysis for a pass.
- Hearing actions being taken in response to COVID-19, including that the LINK is operating at reduced hours, eliminating Saturday service, offering free rides to eliminate contact from accepting money and tickets, and scheduling time for frequent cleaning of the buses.
- Hearing a summary of recently-enacted CARES Act funding opportunities, including the FTA Section 5311 Formula Grants for Rural Areas Program, which will allocate $129,749 to the LINK. Additionally, the FTA also provided relief for 5311 grant recipients to seek reimbursement for COVID-19-related operating expenses at the more favorable capital match rate.

MCEDD Mid-Columbia Economic Development District

To: MCEDD Board of Directors
Date: June 8, 2020
From: Carrie Pipinich, Senior Project Manager
Re: Senior Project Manager Report

Broadband

- **State and Federal Infrastructure Funding:** The Emergency Board for the Oregon Legislature passed a $20,000,000 investment in broadband, with almost half going to LinkOregon to connect university assets to high speed networks and to support matching funds for K-12 schools needing additional investment. The other half will be distributed through a competitive grant program staff is watching for implementation. The State of Washington anticipates opening their Public Works Board infrastructure grants in mid-July. USDA also opened new rounds of Distance Learning Telemedicine and ReConnect funding that staff conducted some outreach around.
- **Western Governor's Reimagining the Rural West Workshop**: Staff participated in the WGA conference virtually and presented on the panel focused on broadband. The full workshop can be found online here: https://westgov.org/initiatives/workshops/reimagining-the-rural-west-initiative. The workshop highlighted many issues impacting our region and had a good representation of local stakeholders engaged in the discussion.

Wasco County Economic Development Commission (EDC):

- **COVID-19 Response:** Staff has been working closely with Wasco County and their Emergency Operations Center to support addressing business impacts from COVID-19 in the area. This has included support for drafting communications related to business impacts and resources through their Joint Information Center, as well as engagement around the agricultural sector's needs in preparation for harvest. Additionally, staff has been working closely with local partners to support administering or accessing the following business assistance resources:
  - Staff was approached by Northern Wasco County PUD about partnering to develop a program focused on utility bill relief as businesses begin to reopen. The PUD Board approved moving forward with this program and staff anticipates beginning this process the week of June 8th.
  - Staff conducted outreach around two Business Oregon programs, the Community Development Block Grant Emergency Assistance Program and the Emergency Small Business Assistance program. Staff anticipates a proposal from the City of The Dalles and Wasco County for the next round of matching small business grants.
- **Technical Assistance:** Staff worked with a variety of communities to support connecting to resources and a few are noted below. Staff is working with the City of Dufur to support development of an application to the Safe Routes to School Infrastructure program. Staff is working with Wamic Water & Sanitary Authority to review the draft of their feasibility study to address sanitary system issues. Additionally, staff has engaged with the developer the City of Maupin is working with through the due diligence process to repurpose their old City Hall and Library as the new Maupin Civic Center has opened for use.
- **Fair Board Support:** The Wasco County Fair Board formally adopted their strategic plan in April! RARE Participant and Project Coordinator Tatiana Eckhart continues to work with the Fair Board and county staff to support the Fair Board as they seek to implement the Strategic Plan.

Sherman County Economic Development:

- **COVID-19 Response:** Staff has continued discussions with the County around impacts of COVID-19 and potential resources to support businesses moving forward.
- **Biggs:** Staff will continue to work with the District on policies and is exploring the need for capital improvement planning for their wastewater system that is over 20 years old. Additionally, staff is working with the County to access brownfield funding to complete study and remediation on a county owned property to support moving it back into use. Staff, the County, and Business Oregon met to discuss next steps in May.
- **Business Planning:** Staff worked closely with two entities in the County to support business planning for sustainable operations moving forward. Little Wheats Day Care, a non-profit and one of two primary child care facilities, has submitted an application with staff support to the Ford Family Foundation to hire a consultant to work with them around development of a business plan to allow them to reopen their facility. Additionally, staff worked with the Sherman County Fair Board to support development of a business plan for their Arena facility.
- **City of Grass Valley:** The City has put their feasibility work for development of a wastewater system on hold as they shift their regular workload related to ensuring safe operations under COVID-19 restrictions. Staff will continue to work with them to explore next steps as the situation continues to shift.

Hood River EDG: Hood River Economic Development Group met in April and discussed COVID-19 impacts and resources. Additionally, the group began discussions for the redesignation process for the Hood River-Cascade Locks Enterprise Zone. Staff outlined a process for the coming year to prepare for final approvals in June of 2021.

Gorge Technology Alliance:

- Staffing support for the GTA has transitioned to Carrie Pipinich with continued engagement from Jessica Metta as needed to ensure a smooth process. Staff is working to schedule meetings with the current Board and major sponsors as introductions. Additionally, both Carrie and Jessica participated in Board Orientation for new Board Member Tim Martin from Google.
- **Events:** Staff has been working with the GTA to identify strategies to adapt networking activities to meet COVID-19 restrictions. The GTA is still exploring the best approach to engagement with the annual XPONENTIAL AUVSI (Association of Unmanned Vehicle Systems International (AUVSI) conference which has been shifted from May to October. Additionally, the GTA has cancelled their summer party due to uncertainty about guidance and safety. Geek Lunch went virtual in April and May with a smooth transition.
- **STEM Education:** The GTA awarded its annual scholarship to Marileisi Castillo from Hood River Valley High School! The Scholarship Committee will also review their processes and focus areas this year to ensure that the process aligns with current goals. Wind Challenge was planned for March and was cancelled. Staff is tracking information from ORTOP and local STEM educators for exploration on next steps for the fall robotics programs.

Additional Items:

- **Infrastructure Summit:** Staff is serving on the planning committee for the statewide Infrastructure Summit. Planning for the 2020 event is just beginning. A save the date for next year's summit October 5th and 6th has been issued. The planning committee made a decision to take the conference virtual this year. Staff hopes this will make the conversation more accessible to smaller communities and districts this year.
- **RARE:** Staff has received indication from the RARE program that MCEDD's application for a 2020/2021 RARE participant! The proposed scope of work will focus on support for the upcoming CEDS major update as well as economic resilience work focused on implementation

of the ROI grant and economic recovery efforts. The position will provide additional assistance for these efforts focused in Wasco County as well as regionally.

MCEDD Mid-Columbia Economic Development District

To: MCEDD Board of Directors
From: Charlotte Sallee, Transportation Operations Director
Date: June 10, 2020
Re: LINK Report

COVID-19 Operations

- Hour Adjustments: We announced starting March 2nd new dial-a-ride hours would be 6am to 6pm Monday through Friday. Unfortunately, this rolled back as of March 17 as we adjusted our hours due to COVID-19 to operate only Monday through Friday, 7am to 4:30pm and suspended Saturday hours. We are back to normal operating hours starting June 8th as Wasco County goes into Phase 2.
- Fixed Route Improvements: We will implement more frequent service on the fixed route to where we will pass each stop every 30 minutes instead of the current 60 minute schedule. We had anticipated to start this in April but due to COVID-19 this is adjusted to June 15th. We also submitted a grant that would allow us to significantly expand the route with an additional loop in The Dalles. We have heard this grant was successful but have not yet seen the contract.
- Community Support: The LINK has worked with the food bank by transporting non-perishable foods for some community members that were staying home due to COVID-19.
- As an additional COVID-19 safety measure, no money or tickets were taken from mid-March to June 5th to avoid as little contact as possible to ensure safety to riders and drivers. The LINK will begin taking payment/tickets again starting June 8th.
- We closed our lobby to the public. This also means we stopped selling Greyhound tickets from our lobby.
- We implemented additional cleaning of the buses, PPE for staff, spacing out of passengers, and are following the transit rules issued by Governor Brown on May 15. This guidance includes a requirement for all passengers to wear masks. We have also ordered plastic driver guards to provide more protection for staff.

- We received a grant of almost $130,000 in CARES Act funding to support the Link's operations. This grant has no match requirement. The match rate of one of our other operating grants was signifiantly reduced to support our work through COVID-19.

Physical Assets

- Bus barn: Crestline broke ground on March 16th. Structure is up and seems to be on schedule for completion date at end of June (see picture at right). Crestline also successfully repaired the vehicle gate.

- We purchased three additional passenger shelters for the Link using grant funds. These are in storage at the Transit Center while we work with the City of The Dalles on approvals for siting the shelters.
- We ordered 2 replacement vehicles using grant funds that are due to arrive beginning of September. We were also approved for a grant for 4 more replacement vehicles.

Other Items

- We have added two new advertisement billboards in The Dalles on 6th street by Momma Janes (see picture) and on 2nd street by the old MCEDD office. We also purchased radio spots on several stations in The Dalles from March through May.
- Kathy Fitzpatrick has been helping finalize the scope of work for the Wasco County Transit Development Plan in preparation for ODOT to release an RFP for the project. This was funded through a grant and will develop a 20-year masterplan for transit in Wasco County.

MCEDD Mid-Columbia Economic Development District

To: MCEDD Board of Directors
From: Jacque Schei, Project Manager
Date: June 5, 2020
Re: Project Manager's Report

Grant Administration/Labor Standards Projects

For the following projects, Jacque serves as a main contact to coordinate grant activities, ensures grant recipients meet the conditions of the grant contract, monitors progress of the project, and ensures that contractors fulfill contractual obligations.

City of Antelope: City of Antelope has been awarded a CDBG grant ($1,025,515), Safe Drinking Water Revolving Loan Fund loan ($170,000 loan and $330,000 forgivable loan); and a water/wastewater program grant/loan ($150,000 grant and $150,000 loan) to support construction of its transmission mains, adding a water storage reservoir (see picture at right), and upsizing the water mains in the distribution network. Substantial completion on the project was issued by the engineer in the first week of June. There are some minor issues with the telemetry system that are still being worked out, but final completion is expected no later than the end of June. Jacque is helping the City with completing final reporting, water rate update, an additional public hearing, and other grant/loan requirements.

Crystal Springs Water District (CSWD) Mid-Valley Reservoir: CSWD has been awarded funds from the Safe Drinking Water Revolving Loan Fund ($3,743,000 loan and $500,000 forgivable loan) for the Mid-Valley Reservoir and replacement of 13,000 feet of pipe. Phase 1 of the project is complete. The easement, environmental review, and design for Phase 2 are complete. CSWD has received Oregon Health Authority (OHA) approval and is awaiting review by the Hood River County Planning Department. Bidding has been pushed back until June as the project awaits final approvals on the designs.

CSWD South Valley Reservoir: CSWD has received funding from the SDWRLF ($2,717,000 loan and $280,000 forgivable loan) to construct an 800,000 gallon reservoir for the south half of the District. Engineers have completed the environmental review and design, and OHA has given final approval of the environmental review. It was previously noted that the District would combine the bid for this work with the Mid-Valley Phase II work. Because it is still under land use review with the Hood River County Planning Department, CSWD has decided to move forward with the Mid-Valley project and bid the South Valley work later – potentially in August.

CSWD Odell Water Company Consolidation: CSWD has applied for funding from the SDWRLF to support consolidation of its water system with the Odell Water Company (OWC). The Odell system is already connected to the CSWD system, but funding is needed for reconstruction of the OWC spring intake. Before the state issues an award, CSWD must finalize a sales agreement for the OWC. The CSWD Board reached a purchase agreement with the OWC in December of 2019, and an

application for review of the sale was submitted to the Oregon Public Utility Commission (PUC). CSWD has heard that COVID-19 issues have impacted the review schedule for the PUC and don't have an estimated timeline for completion.

City of Cascade Locks Wastewater System Improvements: The City of Cascade Locks has received interim funding ($4,456,600) from Oregon Department of Environmental Quality under the Clean Water State Revolving Fund program to perform wastewater system upgrades to their aging system, including repair and rehabilitation of collection system deficiencies, improvements to the main wastewater lift station, and improvements to the treatment facility. Long term financing will be provided by USDA Rural Development. MCEDD has an agreement with the City to support grant administration and labor standards management for the project. However, since the project is currently in the design phase, minimal time is expected from staff until they are closer to the bidding/construction phase which will be in early 2021.

Biggs Service District Water System Improvements: Biggs Service District was awarded a loan/grant ($1,560,000 loan; $535,500 grant) by USDA Rural Development at the end of January for improvements to its water system, including drilling of a new well, construction of a new pump station and 400,000 gallon reservoir, installation of distribution and service lines, valves, and meters for water users. Sherman County will provide interim financing for the project. MCEDD has an agreement with the Biggs Service District to support grant administration and labor standards management for the project. The project received approval from USDA to proceed with the first phase – drilling/construction of a well in early May. An invitation for bids was published May 15, and bids will be opened on June 10.

Economic Resiliency

Jacque was able to find a translator to complete translation of the guide documents into Spanish. Those are now also available on mcedd.org/ready. Additionally, Jacque is working with other MCEDD staff to support discussions related to COVID-19 economic response, support for convening of the Mid-Columbia Economic Resiliency Team, development of the weekly digest of resources, development of grant applications, and beginning the process to develop a recovery framework for the region.

MCEDD Mid-Columbia Economic Development District

To: MCEDD Board of Directors
Date: June 8, 2020
From: Kathy Fitzpatrick, Mobility Manager
Re: Mobility Management/Transportation Report

Gorge Translink Alliance

MCEDD's Mobility Manager coordinates the Alliance which seeks to enhance regional connectivity and develop a seamless network of transportation services in the five-county region. These providers include Mt Adams Transportation Service (Klickitat County), Skamania County Transit, Columbia Area Transit (CAT), the Link (Wasco County), and Sherman County Community Transit.

COVID-19 Pandemic: Gorge TransLink Response

The Gorge TransLink transportation providers responded immediately to the COVID-19 pandemic guidelines issued by both Washington and Oregon in March by reducing or suspending their fixed route services and by changing their service models to meet the immediate community needs. They each worked with their county's Emergency Operations Center and formed key partnerships to ensure that residents who were confined to their homes could still get access to food, medicine, and essential services.

Examples of these partnerships include:

- The Link in Wasco County worked with St. Vincent de Paul's Shelter and the Columbia Gorge Food Bank.
- Skamania County Transit partnered with the local grocery store to deliver groceries to their high-risk residents, and kept their drivers busy cooking in the senior meals kitchen and then delivering food.
- Both Mt. Adams Transportation Service (MATS) and Skamania County Transit paid drivers to sew masks for staff and clients.
- MATS worked with the corporate headquarters of the local pharmacy to allow phone payments and bus deliveries of prescriptions.
- Columbia Area Transit and the Link provided rides so that essential workers without other transportation options could still get to work.

The Mobility Manager has been convening frequent meetings of the Alliance since March to support critical resource- and information-sharing. Both WSDOT and ODOT staff have participated in every meeting to provide timely updates about guidelines and funding. The COVID-19 pandemic has highlighted the first priority of public transportation, which is to give people in our communities access to the resources that meet their basic needs.

Gorge Regional Transit Strategy

In 2019, the Mid-Columbia Economic Development District received a $135,000 grant award from the Oregon Department of Transportation's Statewide Transportation Improvement Intercommunity Discretionary Fund. The grant proposal was designed to expand and preserve the Gorge TransLink Alliance Mobility Manager project, with expansion to include the Gorge Regional Transit Strategy project. The Transit Strategy builds on the recommendations of existing transportation plans in order to set a firm foundation for development of a comprehensive transit strategy for this complex region. All materials of the work accomplished to date can be found at https://gorgetranslink.com/gorge-transit-strategy/.

Phase I Objectives:
1. Strengthen partnerships
2. Synthesize existing and ongoing planning efforts
3. Complete foundational assessments (gap, capacity, opportunity analysis)
4. Synthesize existing goals and policies into a high level regional vision

Highlights from Working Group Session #1: Workshop participants expressed a real appreciation for the recent significant expansion of public transit in our region. Workshop participants also greatly valued the diverse representation of organizations in the room.

Key takeaways:

1. Public Transportation is an important tool that can address key challenges in this bi-state, 5-county region. Stakeholders recognize the specific benefits of public transportation to their organization.
2. There are concerns about the need for a regional plan and vision, funding, and sustainability.

The group participated with input that can be used to develop a collective vision. A summary of the Stakeholder Vision comments (from the survey and from the meeting) can be best demonstrated in the word cloud pictured to the right.

Project Modifications in Response to COVID-19: Kathy is currently working on the Existing Framework memo and will submit a draft via email to the Working Group for review and comment instead of convening a large group meeting. She will follow up with phone interviews and focus group engagement to solicit more in-depth review of the draft, especially from stakeholders directly connected to each of the plans.

New Collaboration Opportunity: The USFS (Columbia River Gorge National Scenic Area) has offered assistance from the US DOT Volpe Center for the Gorge Transit Strategy. The Volpe Center has just completed a review of the Transportation Plans in the Columbia Gorge region to identify conflicts or compatibility with the CRGNSA Management Plan. One of the categories that they covered in their review of all of the regional plans was public transportation. The Volpe Center will assist the Mobility

Manager in building on their prior work, structuring the synthesis of the regional plans, and formatting the gaps analysis.

Coordinated Transportation Plan Updates for Wasco and Sherman Counties
MCEDD's Mobility Manager is currently working to update the coordinated transportation plans for both Wasco and Sherman counties. The purpose of locally developed, coordinated human services transportation plans is to identify transportation needs and solutions in order to improve transportation services for target populations that include people with disabilities, seniors, and low income individuals.

Electronic and paper surveys were distributed widely throughout the two counties in both English and Spanish in January and February. Wasco County's STF/STIF committees have used the survey results to inform their decisions regarding project priorities. Sherman County's STF/STIF committees have also reviewed the survey results to guide the direction of the planning process. The Mobility Manager has also been reaching out individually to community organizations to solicit responses to the draft plans.

Collaboration on WSDOT First Mile/Last Mile Grant Application
The Port of Klickitat, MCEDD, Mt. Adams Transportation Services, and Insitu recently partnered on an application to fund a bus shelter at the Port of Klickitat that would serve employees working at the various companies located at the Port's Business Park and residents accessing the Port's waterfront community park. The Port of Klickitat committed a substantial cash match with site prep support and MATS, MCEDD, and Insitu would provide staff resources to encourage the use of the shelter and to measure the success of the project through ridership numbers. The bus shelter would be the first in Klickitat County and would represent the ongoing commitment of local partners to the local transit service, an important step to regain public confidence in our regional public transit system.

MCEDD Mid-Columbia Economic Development District

To: MCEDD Board of Directors
Date: June 8, 2020
From: Marla Harvey, Program Manager
Re: Project Management Report

Columbia Gorge Bi-State Renewable Energy Zone
MCEDD staff coordinated a CGBREZ meeting with focus on PacifiCorp's soon to be released Integrated Resource Plan RFP. Staff organized presentations from Renewable Northwest's Regulatory & Policy Director and PacifiCorp's Director of Commercial Business, reviewing the process, concerns that could affect Gorge projects, and opportunities to provide feedback. It was also noted that the IRS extended the safe harbor periods for Investment Tax Credit and Production Tax Credit eligibility and released additional guidance to help developers ensure that projects, utilities, and utility customers can ultimately benefit from the cost savings attributable to those tax credits even if their timelines are affected by current circumstances.

Meyer Memorial Funding: Staff submitted a capacity building grant application for $120,000 over two years of funding to Meyer Memorial Trust. MCEDD was notified that our application is proceeding to a second round for consideration, and decisions will be made between July and November 2020. Funds would support coordination for the Hood River Energy Council (HREC) and implementation of its workplan, additional communications efforts including translation, Diversity, Equity, and Inclusion training and incorporation into the HREC's workplan, and partnering with a community-based partner to support increasing access to weatherization and energy efficiency tools for low-income and Latinx community members.

Solar and Battery Charging Stations: Westside Fire Station was officially selected for Pacific Power's Community Resilience Pilot. Westside is working on collecting requested data for the process.

Public Safety Power Shutoffs: While Pacific Power segmented and shrank some potential shutoff areas in the region, shutoffs are still possible in three zones within Hood River and Wasco Counties. They have continued to refine this plan and conducted limited public outreach around the topic.

Community Solar: Staff organized a meeting with the Port of Hood River and an Energy Council subcommittee to review financial feasibility results of a potential community solar project at the Port of Hood River's Jensen Building. The community solar team decided to revisit the community solar program, as well as net metering alternative models, when the Port of Hood River revisits the opportunity to reroof the Jensen Building in the next several years.

Car Sharing: Forth is collaborating with public entities, including MCEDD to launch a 5-vehicle electric vehicle car-share, known as the CRuISE Project in Hood River County. The team expects to support a "soft program launch" with two cars becoming available at City of Hood River sites in July. Staff engaged in conversations on methods to increase participant comfort with using this shared service given health concerns related to COVID-19 and general project communication strategies.

Resilience Resource Lists: Staff updated the power outage preparedness resource lists and transferred content to MCEDD "Resilience Resource" format. Staff plans to coordinate with Hood River County Emergency Management to finalize documents.

Public Body Technical Assistance: Staff helped identify potentially significant funding opportunities to increase energy efficiency for the Renewal Workshop's new facility being developed with the Port of Cascade Locks, through grants for high efficiency washers. Staff is also supporting City of Hood River staff in completing their greenhouse gas emissions inventory and identifying opportunities to reduce emissions. Staff is working with the Energy Council to identify opportunities to provide support to the City of Hood River as they pursue opportunities for micro-hydro generation in their municipal water systems and move forward an affordable housing development. The Energy Council continues to support preliminary discussions with the Hood River County School District around potential for an electric school bus + microgrid project, including preparing for potential future Department of Energy grant opportunities.

Outreach and Engagement: Staff supported communications efforts to share opportunities, specifically, availability of free electric vehicle infrastructure and grant opportunities for educators to develop clean energy curriculum. Staff also worked with Energy Council members to draft solarize communication campaign plans and letters of support for a rural electric farm equipment pilot project in Hood River and Wasco Counties.