

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
THURSDAY, MARCH 17, 2022
4:00 P.M.**

ZOOM TELECONFERENCE (ACCESS INFORMATION ATTACHED TO AGENDA)

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Consent Agenda December 2021 Minutes Appointment of Budget Committee/Officer; Budget Process Approval Drug and Alcohol Policy	5 minutes	Approval
Financial Report	5 minutes	Information
Comprehensive Economic Development Strategy Regional Project Priorities 2022-2027 Final Strategy Resolution 2022-1, CEDS Adoption	35 minutes	Decision
Diversity, Equity, and Inclusion Statement	10 minutes	Decision
Expansion Task Force Update	20 minutes	Discussion
Executive Director Report	5 minutes	Discussion
Committee Reports Executive Committee Loan Administration Board	5 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents) Regular Session Reconvened</i>		
Regional Updates- <i>MCEDD Board members</i>	25 minutes	Discussion
New Business	5 minutes	Discussion
Adjournment		

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

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

Agenda Times: Times on the agenda are approximate. The Chair reserves the opportunity to

change the order and time of agenda items if unforeseen circumstances arise.

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

MCEDD is inviting you to a scheduled Zoom meeting.

Topic: MCEDD Full Board Meeting

Time: Mar 17, 2022 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84101127464?pwd=ZXZ5YlZqc2BOY05hLzNkcWJaYnNQdz09>

Meeting ID: 841 0112 7464

Passcode: 827366

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Passcode: 827366 Find your local number: <https://zoom.us/u/acG3MXH851>

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 16, 2021
ZOOM VIRTUAL MEETING**

BOARD MEMBERS: Ken Bailey, Leana Kinley, Mike Foreaker, Eric Proffitt, Bob Hamlin, Jonathan Lewis, Mark Zanmiller, Steve Kramer, Dave Sauter, Joe Dabulskis, Dr. Marta Cronin, Jan Brending, Pat Albaugh, Robb Kimmes, Jason Hartmann

STAFF: Jessica Metta (Executive Director), Ami Beaver (Loan Fund Manager), Carrie Pipinich (Deputy Director of Economic Development), Kate Drennan (Deputy Director of Transportation), Jacque Schei (Project Manager), Lauren Hernandez (Office Administrator), Marla Harvey (Program Manager), Dana Woods (Finance Manager), Jill Brandt (Administrative Assistant)

GUESTS: Camille Grater (Worksource Oregon), Danielle Stevens (Hood View Services)

CALL TO ORDER/INTRODUCTIONS

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

LOAN CLIENT SPOTLIGHT

Danielle Stevens with Hood View Services explained how the MCEDD loan program has helped expand the business. Originally strictly a mobile windshield mobile installation, the MCEDD loan has enabled Hood View Services to lease a commercial space and add auto towing and repair with a tow truck purchase and vehicle lifts. The company expects to be actively able to start towing by January 1st, and the auto repair services will come onboard as soon as the equipment gets installed.

MINUTES APPROVAL

Eric Proffitt motioned to approve the minutes from the September 21, 2021 Board meeting as presented. Dave Sauter seconded the motion. All voted in favor, and the motion was passed unanimously.

FY 21 AUDIT STATUS

Jessica Metta explained audit results are typically presented to the Board at the December meeting. This year's audit was done by a new CPA firm, and on November 30th, the lead auditor Tara Kamp recommended asking for an extension. and contracting with a CPA firm. One reason is MCEDD's use of Quickbooks, which has been an issue for auditors in past years as well. There were numerous entries and transactions from prior years that were not properly cleared in the balance sheet accounts. The auditor has recommended updating the balancing entry for the FY21 year-end and contracting with a CPA firm. Staff supports this recommendation, noting that CPA assistance will both improve this year's audit and set up an ongoing relationship with a CPA firm that will provide mentorship for MCEDD's Finance Manager. After exploring options, staff recommends contracting this work out to Summer Sears. MCEDD can fund this consulting support using funds that were budgeted for Casselle this year but have not been used. It is staff's goal is to have the audit ready to present at the March full Board meeting.

Jessica then updated the Board on the status of the switchover to Caselle. MCEDD has been moved into Phase 2 of their process, with an updated timeline of anywhere from 95 to 240 days until implementation.

FINANCIAL REPORT

Dana Woods presented financials through October 31st. On the Balance Sheet, the Total Cash balance as of 10/31/2021 was \$6,659,893.40. The Accounts Receivable balance was \$355,671.26. There were three new loans funded in October. One was funded from IRP and the other two were funded from EDA CARES RLF. The Allowance for doubtful loans was down from last year as a direct result of Loans Receivable being down. The allowance for doubtful loans amount is 6% of the outstanding principal balance. MCEDD's Current Net Position was \$12,815,354.51. On the Operations Budget vs. Actual report, the carryover revenue has not been posted yet. It cannot be posted until the audit is completed. YTD revenue is at 50%, and YTD expenses at 62% of the budgeted amounts.

Ken Bailey motioned to approve the financials as presented. Eric Proffitt seconded the motion. All voted in favor, and the motion carried unanimously.

EDA REVOLVING LOAN FUND PLAN

Jessica Metta explained the Loan Administration Board (LAB) has been developing a new microlending program targeted to encourage women and minority-owned businesses to apply and also to make the lending process simpler for smaller loan requests. The program guidelines that the LAB approved are in this draft of the newly updated Revolving Loan Fund (RLF) Plan. The draft includes changes from the latest Comprehensive Economic Development Strategy, changes suggested over the last 18 months in LAB meetings, and has been reviewed against current EDA requirements. The LAB reviewed the draft on December 7 and recommended adoption by the MCEDD Board of Directors. Jessica noted that the LAB approved giving the Executive Director authority to approve smaller loans and report back to the LAB when any loans are made. However, Jessica stated because the Loan Fund Manager is still in training, staff approvals will be step by step with the Loan Board's approval until both the Board and staff feel comfortable and confident. Jessica stated that she envisions the training process will have test runs that staff will bring before the LAB as trials.

Discussion: Eric Proffitt asked what the timeline is for implementing this plan. Jessica responded that once the draft is approved by the Board, it will then be submitted to the EDA for approval. Once approved by the EDA, it will go into effect.

Ken Bailey motioned to approve Resolution 2021-6, Economic Development Administration Revolving Loan Fund Plan, and to submit the approved plan to the EDA. Jan Brending seconded the motion. All voted in favor, and the resolution was adopted.

OREGON LOCAL GOVERNMENT INVESTMENT POOL

Dana Woods said Mount Hood Economic Alliance funds held in this pool were earning a much higher rate of interest than MCEDD's funds have been earning in a regular money market account. As a comparison, the MHEA earns \$22 per month in interest and MCEDD's account with the same dollar amount earns approximately \$12 per month. The LGIP account has the benefit of easy accessibility and minimal fees at \$.05 per transaction. Staff brought this topic to the Executive Committee in their October meeting, where it was recommended to bring the resolution to move forward with this before the full Board for approval.

Discussion: Jan Brending endorsed this move, stating that her organization uses a similar account (Washington equivalent) and that the account allows liquidity, has no penalties, and tends to pay higher than CDs and definitely higher than money markets.

Jan Brending motioned to approve Resolution 2021-7, Oregon Local Government Investment Pool Authorization. Jason Hartmann seconded the motion. All voted in favor, and the motion passed.

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY PROCESS UPDATE

Jessica gave an update on the 2022-2027 Comprehensive Economic Development Strategy project. This Strategy Document is an important element that serves to guide MCEDD's role for the region and will be used to set the workplan for MCEDD and the region for the next five years. She provided an overview of the process to develop the plan. Jessica reported good engagement even though the entire process was virtual. She noted the biggest losses were the absence of industry tours and big losses in networking opportunities. Moving forward into next year, graphic designer Blue Marble Creative has been engaged to create the final document that will go to the EDA for approval. MCEDD is currently sponsoring a public photo contest until December 20th to collect images for use in the document. The final element of the document still needing to be compiled is the appendix of priority projects, which will incorporate the priority lists that each of MCEDD's five counties develop to guide their annual project lists. A regional project list and the final plan will be presented for adoption by the Full Board at the March meeting. The draft is currently out for public comment until January 7th and can be accessed at www.mcedd.org/strategy.

SYMPOSIUM REVIEW

Jessica thanked Tasha Blaircobb, RARE, for her help in coordinating the 2021 Symposium. The event was very successful, with over 110 in attendance, and the presentations were well received.

Jessica summarizes the suggestions for improvement that were submitted: more opportunities for networking, as well as presenters that represent a broader portion of the community, specifically underrepresented communities in our region.

Discussion: Bob Hamlin expressed desire to see everyone in person next year! There was general agreement.

EXECUTIVE DIRECTOR REPORT

Jessica Metta, Executive Director, highlighted the following:

- MCEDD is looking for community projects to support with EDA CARES money.
- Oregon Economic Development Districts met last week to discuss the newly passed state funding to OEDDs (HB 2345). The conversations centered on how to distribute the money among the districts. Jessica explained that MCEDD will be able to apply for this money, hopefully this fiscal year. This money has been allotted to help the smallest communities with grant development and writing, which means that MCEDD will have more resources available on the Oregon side for its smaller communities.
- A meeting discussing Gilliam County joining the MCEDD region will be held soon. All Board members are invited to attend.
- A new Regional Director for the EDA's Seattle Regional Office has been hired after a long vacancy in the position.
- With MCEDD's experience in convening large scale transportation coordination meetings, there is some consideration towards involving MCEDD to convene meetings around transportation issues associated with the Blumenauer proposal.

Discussion: Steve Kramer urged Board members to read up on the Blumenauer Proposal and submit their comments before January 7th. Jessica credited both Kathy and Kate for their advice on how this legislation will move forward and how MCEDD can help.

- The OIB passed their updated RLF in which the Gorge Commission will continue to certify all loans that they approve. Gorge Commission certification will be part of the process for all loans made in the Scenic Area that use these funds, including Klickitat County.
- The application for facility improvements that the Safety Committee put together was not awarded due to lack of available funding but may be resubmitted when a new opportunity becomes available.
- Thank you to Ami Beaver for the artwork in the Christmas cards that MCEDD sent out.

EXECUTIVE COMMITTEE REPORT

Chair Hamlin highlighted some of MCEDD's Executive Committee business from October and November. The Committee heard the Gorge Commission's request to restrict the USDA Revolving Loan Funds from being used in Klickitat County. He also reported that the Committee approved staff's request to develop a DEI statement for MCEDD, and that it was approved to add MCEDD's logo to the letter submitted to the State to release workforce funding.

LOAN FUND MANAGER REPORT

Ami Beaver highlighted Loan Administration Board activity since the last Board meeting, including:

- A loan to Hood View Services LLC was approved and closed; Tibbetts Well Drilling also closed; the loan to Invictus has been fully disbursed.
- Delinquency rates remain at zero. Several clients are paying off loans.
- Available to loan balance as of 12/1/21 is \$4,560,272; there have been numerous active inquiries, and there is one loan in the pipeline.

Discussion: Ken Bailey stated that while it is disappointing that more funds have not been disbursed, it is a positive that delinquent loans are down to zero and that MCEDD's existing clients are in good shape. He noted it is better to have money not loaned than written off. Ken voiced his appreciation for all that staff have done this year.

STAFF REPORTS

Kate Drennan presented the Transportation Report. Highlights included 2022 Gorge Pass marketing with banners around town, radio spots, and newspaper ads. She explained to the Board that there will be another big campaign rolling out in Portland in the spring for the summer hiking and recreation season. Kate offered to present to any organizations, welcoming any opportunity to spread the word.

Mobility management grants have funded a new staff member, Sara Crook. Her position is split between MCEDD and CAT, and she will be doing outreach to underserved communities – helping folks learn how to use transit and all of the options that are available now, including the Gorge Pass. Sara works with community organizations that distribute passes to low-income populations and has been making table presentations at job fairs, vaccination clinics, and other public venues.

Kate gave a brief summary of updates for the Link. There is a new bus shelter at The Next Door office in The Dalles. The Link now operates round-trip service to Hood River and Mosier on weekdays. She noted that the Mosier stop is on the route and has provided significantly more access for that community. The Wasco Transit Development Plan team is moving forward with proposals for different route options,

adding new stops and improving service. There will be a presentation to Wasco County coming up in January.

Carrie Pipinich reported on the Brownfield projects in The Dalles. Carrie gave a brief background on this long-term project that began with a grant awarded last year. The sites include several downtown properties that would support additional vertical housing development, a commercial facility, and a public building. Preparing these sites for redevelopment includes processes such as hazardous building removals, surveys, environmental assessments, and removal of underground storage tanks. Carrie added that there are also sites in the City of Rufus under consideration, including the assessment and cleanup of asbestos in the local community center.

Jacque Schei reported on her work with the Sherman County housing program. This program has evolved into four different opportunities:

1. Housing rehabilitation – supports rehab of rental housing units up to \$20,000.
2. New rental housing development – construction of new long-term rentals. \$10,000 per unit.
3. New residential housing construction – \$10,000 per new home constructed.
4. Housing property preparation grants – supports responsible demo of dilapidated structures including any cleanup of hazardous material. Up to 50% of the project cost up to \$20,000.

Since September there are six new applications that the County has approved that are in process. There have also been some projects completed and grants paid out. One rental housing construction and three new residential housing construction projects were completed with a total of \$40,000 paid out in the last three months by the county.

Carrie gave the report for **Cheryl Eniero**, highlighting her work with the GTA. The Winter Party was an in-person event that happened earlier this week. The next big event being planned is a GTA-sponsored mixer to be at the AUVSI spring event. The group are excited to start networking again. Carrie also mentioned the November Geek Lunch presentation on the electric grid infrastructure.

Marla Harvey presented her work with Energy Resilience Planning in the past quarter. She has signed contracts with The Next Door for weatherization and solarization targeted towards access to Latino communities and homeowners. The Next Door will provide the access to information around these technologies and how to get assistance to make these improvements happen. The Next Door will also be conducting outreach listening sessions and surveys to assess knowledge around existing know-how for energy resilience and access for these groups.

Marla then announced her resignation. She will be enrolling in graduate school to widen her education. She thanked the Board and MCEDD for the opportunity to grow energy projects in the region for the past three years and wished everyone well.

REGIONAL UPDATES FROM THE BOARD MEMBERS

Ken Bailey began his update with the focus on labor issues. He stated that it is hard to find good employees these days. Contributing factors to this are the pandemic and the weather. He then reported on the various issues that orchards are facing with their labor housing for seasonal labor. Most orchards provide this housing and are facing new OSHA requirements. Two years ago, the pandemic forced social distance requirements that reduced housing capacity. In 2021 the intense heat resulted in new air conditioning

requirements. As new properties were leased, the existing housing did not meet these new standards and had to be remodeled. Much effort has gone into improving housing, with seventeen more complexes that will all need attention. The shortage of local workers means that workers must be brought in from outside for eight to nine months (March through October). There will be a need for 80-90 workers in total next year, and providing housing for all will be necessary.

Mark Zanmiller reported that projects in Cascade Locks are going forward. Both the City Administrator, Gordon Zimmerman, and the City's Finance Director are officially retiring. Both are planning to stay on as contract workers until their replacements are hired. Hood River has hired new City Manager, Abigail Elder, and is still recruiting for a new director of Public Works. Work is progressing on the Rand Road affordable housing project. The City is creating a Housing Attainability Task Force that will focus on policy making to further enable and encourage development of affordable housing types. Mark said the City of Hood River is working on the development of a new urban renewal district.

Jonathan Lewis reported that there has not been much activity for the Washington Chambers due to the pandemic. The Goldendale Chamber has been meetings with local reps from Senators Cantwell and Honeyford's offices and has sponsored the new murals in Goldendale. There is another fundraising drive for more murals in Goldendale.

Dave Sauter seconded the beautiful new county building, although he mentioned that there have been complaints about the lack of a parking lot. He reported that all departments are fully in the new building. It is a great improvement on convenience because now all activities for building and permitting can be handled at a single place. The commissioner's meetings have also been moved to the new building, and there have been some issues with the audio built-in equipment. Klickitat County has adopted its budget for 2022. The county's economic development continues to focus interest on developing solar power generation. This type of development is a game changer for the county, but it requires fixing the taxation system.

Leana Kinley reported for the City of Stevenson, which is also hiring a Public Works Director, a Wastewater Treatment Operator and a Maintenance Operator. Staffing is very short. The City also has its wastewater treatment plant project moving forward. North Bonneville is working on funding for a lift station and Stevenson is moving forward with the First Street and Columbia Ave. realignment that will open up new economic development opportunities for some storefronts.

Judge Joe Dabulskis gave his update for Sherman County. The water project in Biggs has had construction delayed from starting mid-November until February. Meanwhile, the parts for this project are piling up. The newly installed wind turbines are nearly all standing with blades on and expected to be complete by the end of the month and coming online by April or May. On the county's new fair arena/event center/fairgrounds project, the notice to proceed has been signed with the contractor. The project came in one million dollars over what was budgeted.

Pat Albaugh from the Port of Skamania reported on a successful open house for the Port of Klickitat's new building in Dallesport. That Port also plans to leverage the recently awarded Community Enrichment Grant to increase available funding for continuing to upgrade the Dallesport Industrial Park. The Port of Skamania is embarking on a project to expand its cruise ship dock to accommodate two vessels. Pat thanked MCEDD for its support that paid for the conceptual plan for this project. The Port has some 200

dockings already scheduled for next year, and the extra vessel accommodation is needed. He also mentioned the project to develop the Cascade Business Park.

Robb Kimmes' healthcare update focused on the area hospitals' challenges with COVID. Staffing shortages continue at all hospitals. Another issue has been finding beds for patients who need a higher level of care at bigger hospitals. The housing shortage makes hiring staff harder. He reported lots of CARES Act funding for healthcare, which has allowed facility improvements. He noted that there are grant funds still coming in.

Jan Brending also reported on staffing woes at top management levels for Bingen and White Salmon. The City Administrators in both towns, and the Clerk/Treasurer in White Salmon, are all retiring. The Association of Washington cities has published the "Great Resignation" that details the large number of employees leaving the government industry this year. Both cities have made progress figuring out how to spend ARPA funds. Bingen is planning to replace their water reservoir and will also be constructing new buildings downtown. The McDonalds property in Bingen has finally sold and a new facility will be going in there. In White Salmon, projects include the roundabout going in at Jewett and Garfield, a new glass blower building facility going in on Steuben Ave., and significant residential development will be moving forward. In her office, this has been a busy time closing out old budgets and planning out new budgets.

Dr. Marta Yera Cronin reported that the college has finished its feasibility study on childcare, and a summit was held on the results on December 8th. The next step for the task force will be to tackle the challenges that were presented in the feasibility study. The college will be closing December 22nd through January 2nd for the holidays. The college department under the leadership of Mary Kramer had won the GTA Tech Leader of the Year Award for their work on the new Skill Center.

Jason Hartmann gave the high-tech sector report for the quarter. Staffing and affordable housing issues are notably impacting this industry sector as well. The smaller tech companies in our region have done well and retain optimistic outlooks. However, Insitu was affected negatively by the drawdown in Afghanistan.

Steve Kramer thanked the college for moving forward with opportunities. He thanked MCEDD, on behalf of Wasco County, for all of the work that has been accomplished this year. He gave an update on the situation with Google, announcing that the SIP agreement was finally going to hearing tomorrow with Business Oregon. Once this is settled, Google expansion in The Dalles may move forward. The Dalles may also see a new sports complex, a new hospital, and a resolution center for mental and behavioral health. It is important to provide transitional services that help folks with mental and behavioral health. He said if these issues are addressed, many other social problems will resolve.

Mike Foreaker gave details on the progress in Wasco County's cities. The City of Dufur is currently working on its infrastructure with a sewer system upgrade that is going on through the month of January. Well upgrades are also in process. The City is looking for a contractor for its paving and sidewalks projects. There are underground utility upgrades planned that will supply the proposed 27-unit residential development that was recently approved by the planning commission. He noted that this development will also need to address the issue of adequate water supply.

Mike reported the City of Mosier is currently looking to hire a new City Manager. Mosier Center is currently in the funding stage for this six-million-dollar project. The City has four million available, with options for the other two million being considered. The status of the City's water system upgrades and booster pump station are targeted for new well construction next summer. The associated sewer system improvements are now at project design with construction scheduled to begin in 2024. There are two EV (Electric Vehicle) fast charging stations and a solar bike charger completed.

In the City of Maupin, the housing needs analysis has been completed. The City has also completed a short-term rental ordinance modification. On the Athletic Center project, phase one is completed, and the project is waiting for spring to do the rubber track topping. The project has completed the asphalt foundation of the track, along with the landscaping grass plantings, and the underground sprinkler system has been installed. The Health Center expansion project broke ground in September and is now underway. The City is also in the process of transferring the title of the Legion Hall to the City's name, and there are planned improvements. The Bakeoven Solar Project has started with the drilling of 91,000 holes for the foundations of the solar stanchions. The project needs extra housing for its workers, and the City is engaged in property acquisition within the city limits that it plans to use for low-income housing. The City is working with Wasco Housing on this project.

Mike was not able to report on Shaniko or The Dalles, other than to note that The Dalles is also looking for City Manager.

Jessica Metta reported for David Griffith on the Oregon Ports. The Port of Hood River is working to get funding to move its facility offices because the bridge replacement will use the site where the building is now located. The Port of The Dalles reports the cleanup from last summer's fire is complete.

Chair Bob Hamlin reported that Skamania County has passed its 2022 budget. The County has also passed land use ordinances to comply with the National Scenic Act. The big industry update is that WKO has purchased the SDS mill operations. Bob noted that changes will come out of the shift.

NEW BUSINESS

Nothing noted.

ADJOURNMENT

Chair Bob Hamlin adjourned the meeting at 5:35 pm.

Respectfully submitted by Jill Brandt, Administrative Assistant

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Date: March 4, 2022
Re: Consent Agenda - Budget Committee

Request

Appoint the Budget Committee as follows:

Name	Term Expires
Andrea Krol (At Large)	February 2023
Leana Kinley (Board)	February 2023
Tiffany Prince (At Large)	February 2024
Eric Proffitt (Board)	February 2024
Sam Bauer (At Large)	February 2025
Jonathan Lewis (Board)	February 2025

Budget Officer: Dana Woods, MCEDD Finance and Operations Manager

Overview

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

Expiring Terms

Board Position

One board position on the Budget Committee expires; the position held by Jan Brending. She is not seeking reappointment as she will be retiring this year. Jonathan Lewis has volunteered for the position.

At-Large Positions

The at-large position held by Sam Bauer requires appointment consideration as it expires this year. He is interested to seek reappointment.

Executive Committee Recommendation

The MCEDD Executive Committee recommended appointment of Sam Bauer and Jonathan Lewis to the expiring terms on the MCEDD Budget Committee at their March 2022 meeting.

MCEDD FY 2023 BUDGET PROCESS

(July 1, 2022 - June 30, 2023)

1. MCEDD Board approval of Budget Process **March 17**

2. MCEDD Board appoints/reappoints Budget Committee **March 17**
 - a. Budget Committee consists of (3-Year Terms):
 - 3 MCEDD Board Members:
 - (1) Leana Kinley
 - (2) Eric Proffitt
 - (3) Jonathan Lewis
 - 3 At-Large Members
 - (1) Andrea Krol
 - (2) Tiffany Prince
 - (3) Sam Bauer

 - b. Budget Officer-Dana Woods, MCEDD Finance & Operations Manager

3. Budget Officer prepares Expenditure Estimates: **Mar 18 – April 30**

4. Budget Officer Publishes Notice of Budget Committee Meeting (8-14 days prior, one publication in each county)(*Columbia Gorge News Goldendale Sentinel, Skamania Pioneer*) (Budget documents available for inspection) **May 5 - May 11**

5. Budget Committee Meets and Approves Budget **May 19**

6. Publish Notice of Public Hearing and Budget Summary (8-14 days prior to hearing, one publication in each county)(*Goldendale Sentinel, Columbia Gorge News, Skamania Pioneer*) **June 6**

7. MCEDD Board holds Public Hearing (Quarterly MCEDD Board Meeting) **June 16**
 - a. Adopts budget by Resolution

8. Keep a copy of the budget, notices required and resolution adopting the budget for two years following the end of the fiscal year for which the budget was adopted.

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Date: March 4, 2022
Re: Consent Agenda- Updated MCEDD Drug and Alcohol Policy

Request

Adopt the updated MCEDD Drug and Alcohol Policy.

Overview

In December, MCEDD staff participated in a review of our FTA drug and alcohol testing program for our transit program. In an effort to assess compliance with the United States Department of Transportation (USDOT) and Federal Transit Administration (FTA) Drug and Alcohol Testing Regulations, the Oregon Department of Transportation (ODOT) contracted the firm of RLS & Associates, Inc. (RLS) to conduct drug and alcohol reviews for ODOT FTA sub-recipients like MCEDD.

ODOT is responsible for the implementation and oversight of ODOT's federal and state transit grant programs. The Drug & Alcohol Compliance Monitoring Program is designed to assist ODOT's Public Transit Division and public transportation providers with the assessment of how transit agencies in Oregon meet the compliance requirements of USDOT-FTA drug and alcohol regulations, 49 CFR Part 40 and 49 CFR Part 655.

RLS recommended several improvements to our program, one being an update of our Drug and Alcohol Policy to address compliance with all USDOT – FTA drug and alcohol regulations. A draft of the updated policy using tracked changes is included with this memo.

Executive Committee Recommendation

The MCEDD Executive Committee recommend approval of the updated Drug and Alcohol Policy at its February 2022 meeting.



Mid-Columbia Economic Development District

MCEDD DRUG AND ALCOHOL POLICY

Adopted: December 14, 2017

Revised: ~~January 18,~~
~~2018~~March 17, 2022

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

A. PURPOSE

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

B. APPLICABILITY

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

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

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

C. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has **acreatinine and** specific gravity values **that are** lower than expected for human urine.

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

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

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

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

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

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

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

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

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

Safety-sensitive functions: Employee duties identified as:

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

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

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

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

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

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

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

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

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

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

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

D. EDUCATION AND TRAINING

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

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.

- a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR ~~1300~~1308.11 through ~~1300~~1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. ~~Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.~~ It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

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

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

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

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty ~~any time there is a quantifiable presence of if they have used~~ a prohibited drug ~~in the body above the minimum thresholds as~~ defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02- 0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or

- ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) MCEDD, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all MCEDD employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

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

H. TESTING REQUIREMENTS

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

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to MCEDD. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.

- 5) Any covered employee who questions the results of a required drug test ~~under paragraphs L through P of this policy~~ may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. MCEDD will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however MCEDD will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections
- a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to MCEDD that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to MCEDD that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or

equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).

- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original specimen was out of range;
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive

alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

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

K. PRE-EMPLOYMENT TESTING

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

authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.

- e. If a pre-employment test is canceled, MCEDD will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide MCEDD with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. MCEDD is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide MCEDD proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All MCEDD FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only

be conducted just before, during, or just after the performance of a safety- sensitive job function. However, under MCEDD's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

- 2) MCEDD shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the MCEDD.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. MCEDD shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the MCEDD. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS - A post-accident test of the employee operating the

public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

- a. The accident results in injuries requiring immediate medical treatment away from the scene, unless ~~and~~ the covered employee ~~may have contributed~~ can be completely discounted as a contributing factor to the accident.
- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, ~~and~~ unless the covered employee ~~may have contributed~~ can be completely discounted as a contributing factor to the accident

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

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

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

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

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

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

In the rare event that MCEDD is unable to perform an FTA drug and alcohol test (i.e.,

employee is unconscious, employee is detained by law enforcement agency), MCEDD may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

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

O. RETURN-TO-DUTY TESTING

MCEDD will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. ~~For an initial positive drug test a Return to Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return to Duty alcohol test is required and a drug test is allowed.~~ Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

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

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

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test

refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.

- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal includes-is defined as any of the following circumstances:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 - c. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
 - f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.

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

- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
 - a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from MCEDD employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of MCEDD and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.
 - d. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with MCEDD.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

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

S. PROPER APPLICATION OF THE POLICY

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

T. INFORMATION DISCLOSURE

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

employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

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

Attachment A

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

SAFETY-SENSITIVE POSITIONS

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

Attachment B: Contacts

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

MCEDD Drug and Alcohol Program Manager (DAPM)

MCEDD Finance and Operations Manager

Address: 802 Chenoweth Loop Road, The Dalles, OR

Telephone Number: 541-296-2266

MCEDD Designated Employer Representative (DER)

MCEDD Transportation Operations ~~Director~~ Manager

Address: 802 Chenoweth Loop Road, The Dalles, OR

Telephone Number: 541-288-9301

Medical Review Officer

Name: Matthew Noble M.D.

Address: 1740 SE Lambert St. Portland, OR 97202

Telephone Number: (503) 494-7551

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Substance Abuse Professional

Name: Debbie Leas

Title: LMFT, CADC II, SAP

Address: 1923 NE Broadway Portland, OR 97232

Telephone Number: (503) 826-4949

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HHS Certified Laboratory Primary Specimen

Name: MCMC Occupational Health

Address: 1825 E. 19th St. The Dalles, OR 97058

Telephone Number: (541) 296-7811

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Attachment C

Mid-Columbia Economic Development District

ACKNOWLEDGEMENT OF EMPLOYER'S DRUG AND ALCOHOL POLICY

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

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

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

Employee Signature

Date

Witness Signature

Date



FINANCIAL SUMMARY

As of January 31, 2022

Balance Sheet

Total Cash balance as of 1/31/2022 is \$7,350,005.16, an increase from the previous month. Accounts Receivable (1202) balance is \$310,460. There was one new \$10,000 loan funded in January out of the EDA Cares RLF. This was an additional loan to an existing loan client. The current Loans Receivable (1300) balance is \$3,563,737.22, a decrease from the December financials due to regularly scheduled payments and one loan payoff in the IRP fund. Current Net Position as of 1/31/22 is \$12,900,093.13.

Operations Budget vs. Actual

Total Revenues for the month of January are at 22.2% of budget. YTD revenue is at 48.7%. Total expenses for the month of January are 45.9% of budget and YTD expenses are 55.3%. Personnel expenses for the month of December are 84.6% of budget. The cost of fuel continues to be a concern that we will have to keep an eye on to be sure that we budget appropriately for FY23.

Other Updates

- The “Pre-Live” phase of the Caselle implementation is when the official training will occur. The “Pre-Live” phase is the second data pull from the existing software (Quickbooks). In an effort to decrease interruptions and have more effective training, Caselle does recommend that the training happen at their facility in Provo, Utah.
- Funds have been transferred to the majority of the LGIP accounts, which will be reflected on the February financial reports.
- I had a very productive video call with a CPA consultant and made good progress at resolving some of the issues that are a concern to our current auditor. We will continue this process until March, when she can do a final review of the Balance Sheet.
- I attended the CIS annual conference (virtually) and they announced that they are expecting a 0% rate increase for our medical and dental insurance for 2023. We could see up to a 9.5% increase in our vision coverage.

Respectfully Submitted,

Dana Woods
Finance Manager

Mid-Columbia Economic Development District

Balance Sheet

As of January 31, 2022

02/23/22

Accrual Basis

	Jan 31, 22	Jan 31, 21
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	254,485.68	434,842.35
1015 · MCEDD MM	495,463.75	297,801.25
1020 · IRP		
1021 · IRP - Sherman	138,301.87	86,063.27
1022 · IRP - WA	58,916.31	52,850.46
1020 · IRP - Other	52,788.20	111,157.61
Total 1020 · IRP	250,006.38	250,071.34
1030 · Loan Funds		
1036 · EDA RLFs	629,681.45	310,727.26
1037 · EDA CARES RLF	5,329.95	0.00
1045 · Reg Strat	149,795.93	143,587.77
1050 · RBEG-OR	290,642.42	154,550.63
1055 · RBEG-WA	94,212.56	96,415.93
1057 · RBEG-KL	127,280.01	123,220.71
1067 · CDBG Microenterprises	107,822.12	108,395.84
Total 1030 · Loan Funds	1,404,764.44	936,898.14
1031 · Housing RLF	1,839,814.65	1,500,230.01
1070 · National Scenic Fund	1,760,518.11	1,527,727.19
Total 1000 · Bank Demand Deposits	6,005,053.01	4,947,570.28
1100 · CDS		
1121 · IRP Reserve	96,047.64	96,006.93
Total 1100 · CDS	96,047.64	96,006.93
1122 · IRP - DDM Product	1,248,763.61	740,980.14
1125 · LINK Petty Cash	140.90	150.00
Total Checking/Savings	7,350,005.16	5,784,707.35
Accounts Receivable		
1202 · Accounts Receivable	310,460.00	324,418.30
1205 · Interfund Loan Receivable	54,499.37	70,450.49
Total Accounts Receivable	364,959.37	394,868.79
Other Current Assets		
1200 · Receivables & Accruals		
1210 · Accrued Revenue	-27,500.00	10,000.00
1240 · Prepaid Expenses	14,550.31	11,237.37
1260 · Accrued Loan Interest	14,387.28	38,585.09
Total 1200 · Receivables & Accruals	1,437.59	59,822.46
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,257,389.08	1,679,082.25
1321 · IRP - Sherman	94,887.41	152,812.13
1322 · IRP - WA	90,019.65	270,124.92
1336 · EDA RLFs	182,454.69	515,727.91
1337 · EDA Cares RLF	488,380.07	20,750.00
1345 · Reg Strat	30,064.16	31,791.57
1350 · RBEG-OR	26,465.10	151,819.06

Mid-Columbia Economic Development District

Balance Sheet

As of January 31, 2022

02/23/22

Accrual Basis

	Jan 31, 22	Jan 31, 21
1371 · Housing RLF	236,714.23	564,676.60
1372 · MCEDD Micro Loan	17,908.18	14,500.59
Total 1330 · MCEDD Loans Receivable	2,424,282.57	3,401,285.03
1370 · OIB Loans Receivable	1,139,454.65	1,418,265.44
Total 1300 · Loans Receivable	3,563,737.22	4,819,550.47
1400 · Loan Payments Holding		
1420 · IRP	134,807.75	0.00
1436 · EDA RLFs	1,326.90	1,326.90
1467 · CDBG Microenterprises	-12.40	-12.40
1475 · OIB	-1,523.00	-13,039.51
Total 1400 · Loan Payments Holding	134,599.25	-11,725.01
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-101,230.49	-112,150.28
1521 · IRP - SH Co	-8,728.41	-9,329.15
1522 · IRP - WA	-5,836.48	-17,452.77
1536 · EDA RLFs Allowance	-18,154.76	-33,468.48
1545 · Reg Strat Allowance	-1,865.36	-1,947.64
1555 · RBEG Allowance	-8,729.68	-22,705.49
1571 · Housing RLF Allowance	-33,440.72	-33,936.18
1575 · OIB Allowance	-133,666.93	-148,149.53
Total 1500 · Allowance for Doubtful Loans	-311,652.83	-379,139.52
Total Other Current Assets	3,388,121.23	4,488,508.40
Total Current Assets	11,103,085.76	10,668,084.54
Fixed Assets		
1600 · Fixed Assets		
1605 · Vehicles	377,037.00	214,361.00
1610 · Building/Land	1,615,463.00	1,605,958.00
1650 · Accumulated Depreciation	-196,822.00	-123,337.00
Total 1600 · Fixed Assets	1,795,678.00	1,696,982.00
Total Fixed Assets	1,795,678.00	1,696,982.00
Other Assets		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	1,706,825.72	1,455,885.03
94 · Due To Accounts	-1,705,496.35	-1,455,884.99
Total 87 · Due To/From Internal Accounts	1,329.37	0.04
Total Other Assets	1,329.37	0.04
TOTAL ASSETS	12,900,093.13	12,365,066.58
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2005 · Interfund Loan Payable	55,828.74	70,450.53
2010 · A/P General	11,292.45	13,030.00
Total Accounts Payable	67,121.19	83,480.53
Other Current Liabilities		
2030 · Accrued Loan Payment	69,077.61	68,469.70
2035 · Accrued Interest Payable	213.57	162.84
2050 · PTO - Accrued	69,518.56	57,299.21
2070 · Health Insurance Payable	-20,117.80	-20,320.82
2080 · Life & Disability Payable	-120.32	-267.53
2090 · WC SAIF Ins	7,186.46	4,349.72
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	-187.49

Mid-Columbia Economic Development District

Balance Sheet

As of January 31, 2022

02/23/22

Accrual Basis

	Jan 31, 22	Jan 31, 21
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	240.69	158.86
2115 · OR- SUTA Payroll Liabilities - Other	399.03	109.36
Total 2115 · OR- SUTA Payroll Liabilities	639.72	268.22
2120 · State Payroll Liabilities - Other	106.45	94.85
Total 2120 · State Payroll Liabilities	746.17	363.07
2100 · Payroll Liabilities - Other	361.57	420.74
Total 2100 · Payroll Liabilities	920.25	596.32
2800 · Deferred Revenue	-2,416.74	17,583.30
Total Other Current Liabilities	124,261.59	127,872.74
Total Current Liabilities	191,382.78	211,353.27
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	324,527.78	363,344.34
2821 · IRP Loan Payable \$600,000	308,895.37	331,054.82
2822 · IRP Loan Payable \$750,000	468,438.51	495,323.28
2823 · IRP Loan Payable - WA \$310,000	248,170.67	258,740.95
2824 · IRP Loan Payable - SH \$200,000	152,886.93	159,779.14
Total Long Term Liabilities	1,502,919.26	1,608,242.53
Total Liabilities	1,694,302.04	1,819,595.80
Equity		
3100 · Fund Balances	4,836,051.85	4,663,870.85
3110 · Carryforward Balance	684,886.00	-117,089.67
3900 · Retained Earnings	6,122,047.14	5,611,444.57
Net Income	-437,193.90	387,245.03
Total Equity	11,205,791.09	10,545,470.78
TOTAL LIABILITIES & EQUITY	12,900,093.13	12,365,066.58

Mid-Columbia Economic Development District
Operations Budget vs. Actual
 July 2021 through January 2022

02/23/22

Accrual Basis

	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	0.00	709,570.00	-709,570.00	0.0%
4012 · Trans From/To Fund (SUPPORT)	11,372.85	6,662.85	4,710.00	170.7%
4100 · Federal	1,066,218.12	2,438,128.00	-1,371,909.88	43.7%
4200 · State	389,062.00	473,327.75	-84,265.75	82.2%
4300 · Local Match	52,500.00	51,041.60	1,458.40	102.9%
4400 · Local Assessment	78,768.00	46,045.40	32,722.60	171.1%
4500 · Contract Reimbursement	327,823.77	316,624.60	11,199.17	103.5%
4600 · Loan Interest	129,728.08	181,969.70	-52,241.62	71.3%
4700 · Loan Processing Fees	10,351.04	15,248.30	-4,897.26	67.9%
4705 · Loan Filing Fees	2,510.44	3,120.90	-610.46	80.4%
4710 · Loan Late Fee	20.16	2,012.50	-1,992.34	1.0%
4750 · Investment Interest	819.89	658.60	161.29	124.5%
4800 · Other Revenue	24,398.63	54,101.30	-29,702.67	45.1%
4805 · Farebox Revenue	12,227.96	22,026.65	-9,798.69	55.5%
Total Income	2,105,800.94	4,320,538.15	-2,214,737.21	48.7%
Gross Profit	2,105,800.94	4,320,538.15	-2,214,737.21	48.7%
Expense				
5000 · Personnel Expense	982,316.29	1,272,973.90	-290,657.61	77.2%
6110 · Travel & Conference	4,291.78	19,343.35	-15,051.57	22.2%
6190 · Event Services	0.00	6,892.05	-6,892.05	0.0%
6200 · Equipment	4,609.72	7,632.35	-3,022.63	60.4%
6300 · Supplies	13,833.80	24,304.55	-10,470.75	56.9%
6400 · Professional Services	191,744.68	350,306.00	-158,561.32	54.7%
6500 · Vehicle Costs	82,191.40	63,009.35	19,182.05	130.4%
6600 · Communications	10,508.07	22,231.40	-11,723.33	47.3%
6700 · Building Costs	31,848.27	22,980.84	8,867.43	138.6%
6800 · Bonds & Insurance	24,197.50	8,430.35	15,767.15	287.0%
6900 · Other Materials & Supplies	11,184.00	1,183,007.05	-1,171,823.05	0.9%
9000 · Indirect Spread	0.00	0.19	-0.19	0.0%
9100 · Capital Purchase	438,055.00	261,598.75	176,456.25	167.5%
9600 · Transfer to/from Source	0.00	1,166.65	-1,166.65	0.0%
Total Expense	1,794,780.51	3,243,876.78	-1,449,096.27	55.3%
Net Ordinary Income	311,020.43	1,076,661.37	-765,640.94	28.9%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	70,805.00	70,805.00	0.00	100.0%
7500 · Carryover to Next Year	684,886.00	684,889.00	-3.00	100.0%
7600 · In-Kind Contractual	0.00	0.00	0.00	0.0%
Total Other Expense	755,691.00	755,694.00	-3.00	100.0%
Net Other Income	-755,691.00	-755,694.00	3.00	100.0%
Net Income	-444,670.57	320,967.37	-765,637.94	-138.5%

Mid-Columbia Economic Development District
Operations Budget vs. Actual
January 2022

	Jan 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4012 · Trans From/To Fund (SUPPORT)	2,025.37	951.83	1,073.54	212.8%
4100 · Federal	6,666.67	348,304.00	-341,637.33	1.9%
4200 · State	53,425.00	67,618.25	-14,193.25	79.0%
4300 · Local Match	0.00	7,291.68	-7,291.68	0.0%
4400 · Local Assessment	0.00	6,577.92	-6,577.92	0.0%
4500 · Contract Reimbursement	30,728.73	45,232.08	-14,503.35	67.9%
4600 · Loan Interest	16,801.49	25,995.66	-9,194.17	64.6%
4700 · Loan Processing Fees	150.00	2,178.34	-2,028.34	6.9%
4705 · Loan Filing Fees	4.90	445.82	-440.92	1.1%
4710 · Loan Late Fee	0.00	287.50	-287.50	0.0%
4750 · Investment Interest	123.67	94.08	29.59	131.5%
4800 · Other Revenue	2,927.50	7,728.74	-4,801.24	37.9%
4805 · Farebox Revenue	1,793.38	3,146.67	-1,353.29	57.0%
Total Income	114,646.71	515,852.57	-401,205.86	22.2%
Gross Profit	114,646.71	515,852.57	-401,205.86	22.2%
Expense				
5000 · Personnel Expense	153,830.66	181,853.42	-28,022.76	84.6%
6110 · Travel & Conference	95.73	2,763.33	-2,667.60	3.5%
6190 · Event Services	0.00	984.59	-984.59	0.0%
6200 · Equipment	232.48	1,090.33	-857.85	21.3%
6300 · Supplies	956.03	3,472.09	-2,516.06	27.5%
6400 · Professional Services	32,588.79	50,043.20	-17,454.41	65.1%
6500 · Vehicle Costs	8,464.96	9,001.33	-536.37	94.0%
6600 · Communications	1,382.80	3,175.92	-1,793.12	43.5%
6700 · Building Costs	3,415.19	3,281.44	133.75	104.1%
6800 · Bonds & Insurance	11,499.50	1,204.33	10,295.17	954.8%
6900 · Other Materials & Supplies	110.40	168,998.19	-168,887.79	0.1%
9000 · Indirect Spread	0.00	-0.02	0.02	0.0%
9100 · Capital Purchase	0.00	37,371.25	-37,371.25	0.0%
9600 · Transfer to/from Source	0.00	166.67	-166.67	0.0%
Total Expense	212,576.54	463,406.07	-250,829.53	45.9%
Net Ordinary Income	-97,929.83	52,446.50	-150,376.33	-186.7%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	10,115.00	10,115.00	0.00	100.0%
Total Other Expense	10,115.00	10,115.00	0.00	100.0%
Net Other Income	-10,115.00	-10,115.00	0.00	100.0%
Net Income	-108,044.83	42,331.50	-150,376.33	-255.2%

Mid-Columbia Economic Development District
Transportation YTD P&L
 July 2021 through January 2022

	Jul '21 - Jan 22
Ordinary Income/Expense	
Income	
4010 · Trans Frm/To Fund (MATCH)	0.00
4012 · Trans From/To Fund (SUPPORT)	11,372.85
4100 · Federal	666,036.64
4200 · State	278,919.00
4300 · Local Match	20,000.00
4500 · Contract Reimbursement	45,794.00
4800 · Other Revenue	
4820 · Greyhound Sales	3,363.25
4825 · Greyhound Commission	304.01
4800 · Other Revenue - Other	13,901.41
Total 4800 · Other Revenue	17,568.67
4805 · Farebox Revenue	12,227.96
Total Income	1,051,919.12
Gross Profit	1,051,919.12
Expense	
5000 · Personnel Expense	
5100 · Wages	338,434.56
5500 · Fringe Benefits	102,179.89
5700 · Payroll Taxes	34,102.38
5800 · Payroll Expense - Prior Period	-29,355.32
Total 5000 · Personnel Expense	445,361.51
6200 · Equipment	
6210 · Equipment Purchased	2,488.00
6220 · Equip Leased/Rented	1,543.36
6230 · Equip Repair/Maint	143.00
Total 6200 · Equipment	4,174.36
6300 · Supplies	4,380.64
6400 · Professional Services	
6410 · Legal Services	180.00
6450 · Contractual	29,850.75
6460 · Testing/Training/Screening	1,577.00
6470 · Filing Fees	150.00
Total 6400 · Professional Services	31,757.75
6500 · Vehicle Costs	
6510 · Repairs & Maintenance	26,703.66
6520 · Fuel	48,918.35
6500 · Vehicle Costs - Other	6,569.39
Total 6500 · Vehicle Costs	82,191.40
6600 · Communications	
6610 · Advertising	1,688.61
6620 · Postage & Freight	43.25
6630 · Printing	1,355.64
6650 · Telephone & Networking	3,771.45
Total 6600 · Communications	6,858.95
6700 · Building Costs	
6720 · Utilities and Janitorial	9,351.86
6730 · Repairs and Maintenance	3,148.00
Total 6700 · Building Costs	12,499.86

Mid-Columbia Economic Development District
Transportation YTD P&L
 July 2021 through January 2022

	Jul '21 - Jan 22
6800 · Bonds & Insurance	
6810 · Insurance - Vehicle	11,545.00
6820 · Insurance - Building	2,501.00
Total 6800 · Bonds & Insurance	14,046.00
6900 · Other Materials & Supplies	
6910 · Dues and Fees	1,429.67
6935 · Online Processing Fees	79.08
Total 6900 · Other Materials & Supplies	1,508.75
9000 · Indirect Spread	
9040 · Transportation Facility Spread	-5,686.42
9060 · Transportation Admin Spread	0.00
9000 · Indirect Spread - Other	35,662.04
Total 9000 · Indirect Spread	29,975.62
9100 · Capital Purchase	
9100 · Capital Purchase - Other	438,055.00
Total 9100 · Capital Purchase	438,055.00
Total Expense	1,070,809.84
Net Ordinary Income	-18,890.72
Other Income/Expense	
Other Expense	
7500 · Carryover to Next Year	363,977.00
Total Other Expense	363,977.00
Net Other Income	-363,977.00
Net Income	-382,867.72

Mid-Columbia Economic Development District Planning YTD P&L

July 2021 through January 2022

	101 Planning	102 EDA Cares Planning Grant
	(100 Federal Grants)	(100 Federal Grants)
Ordinary Income/Expense		
Income		
4100 - Federal	46,666.69	102,260.00
4300 - Local Match	45,170.44	0.00
4800 - Other Revenue	1,000.00	0.00
4803 - Sponsor Donations	500.00	0.00
Total Income	93,337.13	102,260.00
Gross Profit	93,337.13	102,260.00
Expense		
5000 - Personnel Expense	60,135.14	76,686.97
6110 - Travel & Conference	1,319.42	206.05
6300 - Supplies	733.95	1,386.52
6400 - Professional Services	24,145.00	45,501.26
6600 - Communications	276.73	231.97
6700 - Building Costs	2,314.90	3,093.46
6900 - Other Materials & Supplies	3,282.74	0.00
9000 - Indirect Spread	5,515.30	7,033.37
Total Expense	97,723.18	134,139.60
Net Ordinary Income	-4,386.05	-31,879.60
Other Income/Expense		
Other Expense		
7500 - Carryover to Next Year	0.00	19,426.00
Total Other Expense	0.00	19,426.00
Net Other Income	0.00	-19,426.00
Net Income	-4,386.05	-51,305.60

Mid-Columbia Economic Development District Loans YTD P&L

July 2021 through January 2022

	320 IRP <u>(300 Loan Funds)</u>	321 IRP Sherman <u>(300 Loan Funds)</u>	322 IRP WA <u>(300 Loan Funds)</u>
Ordinary Income/Expense			
Income			
4100 · Federal	0.00	0.00	0.00
4600 · Loan Interest	73,635.63	5,316.93	5,430.90
4700 · Loan Processing Fees	2,573.00	0.00	0.00
4705 · Loan Filing Fees	1,169.54	215.00	0.00
4710 · Loan Late Fee	0.00	0.00	20.16
4750 · Investment Interest	151.35	4.26	2.08
4800 · Other Revenue	0.00	0.00	0.00
Total Income	<u>77,529.52</u>	<u>5,536.19</u>	<u>5,453.14</u>
Gross Profit	77,529.52	5,536.19	5,453.14
Expense			
5000 · Personnel Expense	8,826.35	2,854.71	2,166.62
6110 · Travel & Conference	26.04	0.00	0.00
6300 · Supplies	0.00	0.00	0.00
6400 · Professional Services	3,738.50	233.04	184.29
6600 · Communications	0.00	0.00	0.00
6700 · Building Costs	348.20	111.88	87.66
6800 · Bonds & Insurance	0.00	0.00	0.00
6900 · Other Materials & Supplies	204.21	18.90	16.86
9000 · Indirect Spread	9,207.48	2,977.98	2,260.18
Total Expense	<u>22,350.78</u>	<u>6,196.51</u>	<u>4,715.61</u>
Net Ordinary Income	55,178.74	-660.32	737.53
Other Income/Expense			
Other Expense			
7400 · Loan Payment	58,192.19	4,952.50	7,660.31
7500 · Carryover to Next Year	74,934.00	-1,855.00	16,140.00
Total Other Expense	<u>133,126.19</u>	<u>3,097.50</u>	<u>23,800.31</u>
Net Other Income	<u>-133,126.19</u>	<u>-3,097.50</u>	<u>-23,800.31</u>
Net Income	<u><u>-77,947.45</u></u>	<u><u>-3,757.82</u></u>	<u><u>-23,062.78</u></u>

Mid-Columbia Economic Development District Loans YTD P&L

July 2021 through January 2022

	336 EDA RLFs (300 Loan Funds)	337 EDA Cares Act RLF (300 Loan Funds)	345 Reg Strat (300 Loan Funds)
Ordinary Income/Expense			
Income			
4100 - Federal	0.00	170,751.00	0.00
4600 - Loan Interest	11,841.73	18,234.65	1,575.66
4700 - Loan Processing Fees	0.00	2,595.00	0.00
4705 - Loan Filing Fees	0.00	1,099.86	0.00
4710 - Loan Late Fee	0.00	0.00	0.00
4750 - Investment Interest	94.35	0.14	26.71
4800 - Other Revenue	0.00	0.00	0.00
Total Income	11,936.08	192,680.65	1,602.37
Gross Profit	11,936.08	192,680.65	1,602.37
Expense			
5000 - Personnel Expense	5,181.16	14,073.86	797.57
6110 - Travel & Conference	24.64	451.68	0.00
6300 - Supplies	0.00	0.00	0.00
6400 - Professional Services	343.77	1,466.06	165.13
6600 - Communications	0.00	0.00	0.00
6700 - Building Costs	212.14	575.13	33.88
6800 - Bonds & Insurance	217.00	0.00	0.00
6900 - Other Materials & Supplies	32.66	2,853.29	12.24
9000 - Indirect Spread	5,404.94	14,681.67	831.98
Total Expense	11,416.31	34,101.69	1,840.80
Net Ordinary Income	519.77	158,578.96	-238.43
Other Income/Expense			
Other Expense			
7400 - Loan Payment	0.00	0.00	0.00
7500 - Carryover to Next Year	14,224.00	14,636.00	5,611.00
Total Other Expense	14,224.00	14,636.00	5,611.00
Net Other Income	-14,224.00	-14,636.00	-5,611.00
Net Income	-13,704.23	143,942.96	-5,849.43

Mid-Columbia Economic Development District Loans YTD P&L

July 2021 through January 2022

	350 RBEG-OR	355 RBEG-WA	357 RBEG-KL
	<u>(300 Loan Funds)</u>	<u>(300 Loan Funds)</u>	<u>(300 Loan Funds)</u>
Ordinary Income/Expense			
Income			
4100 · Federal	0.00	0.00	0.00
4600 · Loan Interest	4,656.19	0.00	0.00
4700 · Loan Processing Fees	0.00	0.00	0.00
4705 · Loan Filing Fees	0.00	0.00	0.00
4710 · Loan Late Fee	0.00	0.00	0.00
4750 · Investment Interest	37.17	17.04	22.84
4800 · Other Revenue	0.00	0.00	0.00
Total Income	<u>4,693.36</u>	<u>17.04</u>	<u>22.84</u>
Gross Profit	4,693.36	17.04	22.84
Expense			
5000 · Personnel Expense	1,260.63	1,200.86	642.15
6110 · Travel & Conference	0.00	0.00	0.00
6300 · Supplies	0.00	0.00	0.00
6400 · Professional Services	28.31	66.33	10.44
6600 · Communications	0.00	0.00	0.00
6700 · Building Costs	50.47	49.94	27.59
6800 · Bonds & Insurance	0.00	0.00	0.00
6900 · Other Materials & Supplies	12.24	0.00	0.00
9000 · Indirect Spread	1,315.06	1,252.72	669.86
Total Expense	<u>2,666.71</u>	<u>2,569.85</u>	<u>1,350.04</u>
Net Ordinary Income	2,026.65	-2,552.81	-1,327.20
Other Income/Expense			
Other Expense			
7400 · Loan Payment	0.00	0.00	0.00
7500 · Carryover to Next Year	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>2,026.65</u></u>	<u><u>-2,552.81</u></u>	<u><u>-1,327.20</u></u>

Mid-Columbia Economic Development District Loans YTD P&L

July 2021 through January 2022

	370 CDBG Micro (300 Loan Funds)	371 Housing RLF (300 Loan Funds)	372 MCEDD Micro Loan (300 Loan Funds)
Ordinary Income/Expense			
Income			
4100 · Federal	0.00	0.00	0.00
4600 · Loan Interest	0.00	7,815.59	1,220.63
4700 · Loan Processing Fees	0.00	5,000.00	150.00
4705 · Loan Filing Fees	0.00	0.00	41.04
4710 · Loan Late Fee	0.00	0.00	0.00
4750 · Investment Interest	19.34	319.25	0.00
4800 · Other Revenue	0.00	2,840.75	0.00
Total Income	19.34	15,975.59	1,411.67
Gross Profit	19.34	15,975.59	1,411.67
Expense			
5000 · Personnel Expense	581.85	2,275.56	960.94
6110 · Travel & Conference	0.00	3.36	0.00
6300 · Supplies	0.00	0.00	0.00
6400 · Professional Services	13.52	2,846.80	24.39
6600 · Communications	0.00	0.00	0.00
6700 · Building Costs	22.63	114.01	40.87
6800 · Bonds & Insurance	0.00	0.00	0.00
6900 · Other Materials & Supplies	0.00	53.62	54.18
9000 · Indirect Spread	606.98	2,373.81	1,002.44
Total Expense	1,224.98	7,667.16	2,082.82
Net Ordinary Income	-1,205.64	8,308.43	-671.15
Other Income/Expense			
Other Expense			
7400 · Loan Payment	0.00	0.00	0.00
7500 · Carryover to Next Year	0.00	36,498.00	0.00
Total Other Expense	0.00	36,498.00	0.00
Net Other Income	0.00	-36,498.00	0.00
Net Income	-1,205.64	-28,189.57	-671.15

Mid-Columbia Economic Development District
Loans YTD P&L

July 2021 through January 2022

390 Loan Fund Costs

	<u>(300 Loan Funds)</u>	<u>Total 300 Loan Funds</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
4100 · Federal	0.00	170,751.00	170,751.00
4600 · Loan Interest	0.00	129,727.91	129,727.91
4700 · Loan Processing Fees	0.00	10,318.00	10,318.00
4705 · Loan Filing Fees	0.00	2,525.44	2,525.44
4710 · Loan Late Fee	0.00	20.16	20.16
4750 · Investment Interest	0.00	694.53	694.53
4800 · Other Revenue	0.00	2,840.75	2,840.75
Total Income	<u>0.00</u>	<u>316,877.79</u>	<u>316,877.79</u>
Gross Profit	0.00	316,877.79	316,877.79
Expense			
5000 · Personnel Expense	33,008.91	73,831.17	73,831.17
6110 · Travel & Conference	80.00	585.72	585.72
6300 · Supplies	387.44	387.44	387.44
6400 · Professional Services	169.02	9,289.60	9,289.60
6600 · Communications	409.00	409.00	409.00
6700 · Building Costs	1,296.83	2,971.23	2,971.23
6800 · Bonds & Insurance	0.00	217.00	217.00
6900 · Other Materials & Supplies	482.12	3,740.32	3,740.32
9000 · Indirect Spread	-35,813.79	6,771.31	6,771.31
Total Expense	<u>19.53</u>	<u>98,202.79</u>	<u>98,202.79</u>
Net Ordinary Income	-19.53	218,675.00	218,675.00
Other Income/Expense			
Other Expense			
7400 · Loan Payment	0.00	70,805.00	70,805.00
7500 · Carryover to Next Year	0.00	160,188.00	160,188.00
Total Other Expense	<u>0.00</u>	<u>230,993.00</u>	<u>230,993.00</u>
Net Other Income	0.00	-230,993.00	-230,993.00
Net Income	<u><u>-19.53</u></u>	<u><u>-12,318.00</u></u>	<u><u>-12,318.00</u></u>

Mid-Columbia Economic Development District
Special Projects & Grants YTD P&L
 July 2021 through January 2022

	Jul '21 - Jan 22
Ordinary Income/Expense	
Income	
4100 · Federal	80,503.79
4200 · State	95,143.00
4300 · Local Match	33,375.00
4500 · Contract Reimbursement	
4550 · Accrued Contract Reimbursement	70,000.00
4500 · Contract Reimbursement - Other	212,379.77
Total 4500 · Contract Reimbursement	282,379.77
4700 · Loan Processing Fees	33.04
4705 · Loan Filing Fees	-15.00
Total Income	491,419.60
Gross Profit	491,419.60
Expense	
5000 · Personnel Expense	
5100 · Wages	
5050 · Wages - Paid Leave	39,755.31
6560 · Payroll Expenses	122.67
5100 · Wages - Other	187,095.05
Total 5100 · Wages	226,973.03
5500 · Fringe Benefits	
5550 · Fringe Benefits - Paid Leave	8,141.89
5500 · Fringe Benefits - Other	45,113.60
Total 5500 · Fringe Benefits	53,255.49
5700 · Payroll Taxes	
5750 · Payroll Expenses - Paid Leave	3,143.93
5700 · Payroll Taxes - Other	16,233.56
Total 5700 · Payroll Taxes	19,377.49
5800 · Payroll Expense - Prior Period	
5080 · Wages Prior Period	-15,254.55
5580 · Fringe Benefits Prior Period	-3,562.09
5780 · Payroll Taxes Prior Period	-1,302.26
Total 5800 · Payroll Expense - Prior Period	-20,118.90
Total 5000 · Personnel Expense	279,487.11
6110 · Travel & Conference	1,536.51
6300 · Supplies	2,458.48
6400 · Professional Services	
6410 · Legal Services	40.00
6450 · Contractual	69,270.22
6460 · Testing/Training/Screening	47.00
6470 · Filing Fees	45.10
Total 6400 · Professional Services	69,402.32
6600 · Communications	
6610 · Advertising	445.00
6630 · Printing	45.00
6650 · Telephone & Networking	449.37
Total 6600 · Communications	939.37
6700 · Building Costs	
6710 · Building Rent	6,538.10
6716 · Remodel Alloc (Transit Center)	4,430.72
Total 6700 · Building Costs	10,968.82
6800 · Bonds & Insurance	1,311.00

Mid-Columbia Economic Development District
Special Projects & Grants YTD P&L
 July 2021 through January 2022

	Jul '21 - Jan 22
6900 · Other Materials & Supplies	
6910 · Dues and Fees	380.00
Total 6900 · Other Materials & Supplies	380.00
9000 · Indirect Spread	
9040 · Transportation Facility Spread	3,242.23
9000 · Indirect Spread - Other	22,385.36
Total 9000 · Indirect Spread	25,627.59
Total Expense	392,111.20
Net Ordinary Income	99,308.40
Other Income/Expense	
Other Expense	
7500 · Carryover to Next Year	
7050 · Unrestricted Carryover	131,873.00
Total 7500 · Carryover to Next Year	131,873.00
Total Other Expense	131,873.00
Net Other Income	-131,873.00
Net Income	-32,564.60

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY 22 COMBINED PIPELINE**

SPECIAL PROJECTS SUMMARY		Anticipated FY 22	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	1,036,958	-	155,000	1,191,958	87.00%
	Budgeted Expenses (Excludes In-Kind)	944,851				
	Gap/Surplus	92,107				
PROJ CODE	SPECIAL PROJECTS DETAILS	FY22	NOTES			
206	Rural Opportunity Initiative	15,000	Remaining \$58,000 in FY23			
525	GTA Wind Challenge	-				
534	Crystal Springs	32,500				
5011	CREA - Financial Services	6,000				
549	CL-HR Enterprise Zone	6,081				
550	Broadband Support - SBDC	-				
554	Sherman Co EDC	45,000				
5571	GTA Staffing	49,000				
559	Wasco Co EDC	75,000				
570	OEDD Website	1,200				
5711	Mobility Management	313,714	Biennium			
575	GTA Robotics	9,418				
582	Hood River EDG	7,000				
585	Commute Options	10,000				
587	HR Drive Less Connect - ODOT	29,746				
574	Hood River Energy Plan	85,000				
574	Energy - Meyer Memorial Trust	60,000	\$55,000 FY23			
5742	CGBREZ	4,702				
500	AmeriCorps RARE TFFF match	10,000				
701	Commuter Pass	23,597	Multi-year project			
5112	Biggs Water Development	20,000	Multi-year project			
5113	CL Wastewater System Upgrade	7,500	\$22.5k additional in FY23			
5114	HR Stormwater	11,000	\$40,000 Total / Remaining split between FY23 and FY24			
5115	City of TD - Dog River	8,000	\$30k total, rest in FY23			
590	Gorge Pass Marketing	200,000				
	OCF Thriving Entrepreneurs Grant Prgm	7,500	\$15,000 Total split between FY22 and FY23			
	Sherman County Bus Barn	-	\$5000 - FY23 / \$5000 - FY24			
TOTAL ANTICIPATED REVENUE		1,036,958				
PROPOSALS SUBMITTED						
TOTAL PROPOSALS SUBMITTED		-				
IN DEVELOPMENT						
	HRV Adult Center	15,000				
	Regional Innovation Hub	140,000				
TOTAL IN DEVELOPMENT		155,000				
DECLINED						
	Cascade Locks Electrical	7,000	\$25k total, FY22 and FY23			
	EDA Build Back Better Regional Challenge	500,000				
	SBA Community Navigator	250,000	Federal FY22 and FY23			
TOTAL DECLINED		757,000				

MCEDD Dashboard

Loan Program	Target	Q3 FY2021 (Jan 1 - Mar 31)	Q4 FY2021 (Apr 1 - June 30)	Q1 FY2022 (July 1 - Sept 30)	Q2 FY2022 (Oct 1 - Dec 31)
Lending Activity	\$215,000 loaned/quarter	\$ -	\$ 380,000.00	\$ 135,000.00	\$ 236,723.00
Loan Utilization Rate- All RLFs	75% or more	55.20%	50.59%	50.00%	48.47%
Loan Utilization rate- EDA RLFs	75% or more	*	42.4% (EDA is not tracking this still)	*	*
Loan Delinquency Rate (>30 days)	5% or less	0.00%	0.00%	0.00%	0.00%
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	0	1 Job / \$22,353 Loaned	1 job/\$22,500 Loaned	1 job/\$25,000 Loaned
Inquiries/outreach	20 inquiries per quarter 5 outreach visits per quarter	16 Inquiries, 6 outreach visits	20 Inquiries, 8 outreach visits	26 Inquiries, 5 outreach visits	20 Inquiries, 6 Outreach Visits
Reporting Completed on Time	All	ALL	ALL	ALL	ALL

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

Finance	Target	Q3 FY2021 (Jan 1 - Mar 31)	Q4 FY2021 (Apr 1 - June 30)	Q1 FY2022 (July 1 - Sept 30)	Q2 FY2022 (Oct 1 - Dec 31)
Special Projects Revenue Gap	At or exceeding budget	172,643	80,607	103,107	103,107
Local Jurisdiction Participation	100%	100%	100%	100%	100%
Average days of accounts receivable	33	27.71	27.96	28.12	28.4
Operational YTD Actual vs. Budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 153.8% Expenses: 214.1% - 76% if Grants Disbursed are removed	Revenue: 80.6% Expenses: 94% - after supplemental budget adjustments	Revenue: 44.8% Expenses: 69.4%	Revenue: 51.6% Expenses: 55.6%

Human Resources	Target	Q3 FY2021 (Jan 1 - Mar 31)	Q4 FY2021 (Apr 1 - June 30)	Q1 FY2022 (July 1 - Sept 30)	Q2 FY2022 (Oct 1 - Dec 31)
Performance Evaluation Completed on Time	100%	92%	95%	95%	
Average Employment Length (Years)	3 years	2.75	3.01	2.66	2.89

Board of Directors	Target	Q3 FY2021 (Jan 1 - Mar 31)	Q4 FY2021 (Apr 1 - June 30)	Q1 FY2022 (July 1 - Sept 30)	Q2 FY2022 (Oct 1 - Dec 31)
Board Meeting Attendance	75%	81%	81%	86%	
Meetings Lacking Quorum	0	0	0	0	0
Board Vacancies	0	0	0	0	0

Project Mgmt/ Regional Coordination	Target	Q3 FY2021 (Jan 1 - Mar 31)	Q4 FY2021 (Apr 1 - June 30)	Q1 FY2022 (July 1 - Sept 30)	Q2 FY2022 (Oct 1 - Dec 31)
Number of objectives addressed from CEDS Reporting Completed on Time	2/quarter	8	7	9	6
	All	All	All	All	All

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

Memorandum

Date: March 9, 2022

To: MCEDD Board of Directors

From: Carrie Pipinich, Deputy Director of Economic Development and Jacque Schei, Project Manager

Re: CEDS Project Prioritization

Action Requested:

MCEDD Board members serve as the MCEDD CEDS Strategy Committee and are responsible for developing regional priority project lists that include both technical assistance and public works projects. Annually, the Board is asked to establish regional priority projects for incorporation into the Columbia Gorge CEDS (top ten projects in both Oregon and Washington). A *draft* priority ranking is attached as a place to begin discussion. The Board is expected to have a robust discussion on ranking and to shift projects around to best reflect regional priorities. The final list will be approved as part of Resolution 2022-1 adopting the 2022-2027 Columbia Gorge Economic Development Strategy.

Overview

Annually, the MCEDD Board, acting as the CEDS Strategy Committee, prioritizes a single list of public works and technical assistance projects from its two Washington and three Oregon counties for incorporation to the MCEDD CEDS. These projects are prioritized based upon the following factors:

- **Connection to CEDS strategies:** Alignment with the broader regional strategy.
- **Community ranking:** Respecting local governing body ranking of prioritization.
- **Economic impact:** Impact on current and future job growth/retention as well as enhancing opportunities in economically distressed areas.
- **Regional significance/ impact:** Potential for impact across the full region or a larger portion of the region.
- **Geographic disbursement:** Ensure rankings support communities across the five-county region.
- **Potential availability of funding sources:** Local match and potential funding paths have been identified.
- **Readiness to proceed:** Opportunity for progress in the coming year given the annual nature of the list.

The intended purpose of prioritization is to:

- Inventory and prioritize economic development project needs and regional issues;
- Develop regional consensus on high priorities;
- Develop a tool to promote high-priority projects or issues to funders.

Attached are projects submitted for consideration of inclusion and ranking in the regional strategy. These projects lists are submitted to MCEDD from each county through local processes that leverage each county's economic development partners.

Also attached is a review of priority project status from the 2021 adopted list.

Status of Prioritized 2021 Projects

Washington Technical Assistance/Public Works		
Rank	Project	Status
1	Goldendale Pumped Storage Hydro	The County is working with project proponents to resolve brownfield and environmental study issues for the project.
2	Stevenson Wastewater System	The City has received EDA supplemental disaster funding, a USDA RD loan to cover the match, and a Dept. of Ecology loan for the construction of the treatment plant. Collection system improvements were bid in 2021 and construction will begin April/May 2022. Treatment plant construction will occur in two phases. The first is equipment procurement, which started last October. The second is construction and a bid advertisement is expected soon.
3	Cascades Business Park Integrated Planning	The Port completed a feasibility study with support from Dept. of Ecology in 2021 and submitted an application to EDA in February 2022 for construction. They have been awarded a CERB grant for \$2 million to match for the EDA request and local funds.
4	Dallesport Industrial Park – DIP Lot 39 Development	The Port completed the first building and held a ribbon cutting in the fall of 2021.
5	Buck Creek Water System	City of White Salmon contracted with Anderson Perry for design. They intend to look to Public Works Board and USDA RD for project funding.
6	Aviation Maintenance Training Facility (Columbia Gorge Regional Airport)	Application submitted to EDA in 2020 and is under review. Project requires some coordination with the FAA before final consideration by EDA.
7	City of North Bonneville Lift Station	Lift stations continue to need constant maintenance to function. The City is looking into funding sources and may conduct an income survey to support funding.
8	Goldendale Wastewater Treatment Plant Improvements	No updates provided.
9	Bingen Point Business Park	No updates provided.
10	Broadband- Klickitat and Skamania	Skamania PUD received a CERB grant in the fall of 2020 to support a needs assessment and feasibility study. It identified a total cost of over \$61 million to build out a fiber to the home network throughout the County.

Oregon Technical Assistance/Public Works		
Rank	Project	Status
1	Hood River Interstate Bridge	Final EIS/Record of Decision is nearing completion., anticipated for release in Summer 2021. 2022 OR and WA legislatures created the needed bi-state bridge authority. Issuing a Project Management RFP in early 2022.
2	Workforce Housing Projects (Wasco/Hood River/Sherman)	Hood River: Pursuing development of 780 Rand Road housing with a developer identified and grant applications for Spring 2022 submission; continued activity and focus on housing as a core topic in project and policy discussions. Sherman: County working with MCEDD to implement 4 incentive programs to provide grants that aim at increasing housing numbers.
3	Dog River Pipeline Upgrade	Engineering for the project is 90% complete. Advertisements for timber removal and construction expected in early 2022. The City is seeking additional funding based on current engineering estimates.
4	Broadband: Cascadia East Interconnection and Sherman Service Expansion	Cascadia East Interconnection project is developing design and engineering. Sherman County has upgraded equipment for their wireless network and installed four solar-powered trailers that act as repeaters for the signal from wireless towers to reach those not in the direct line of towers. The County is also working to connect Rufus to Biggs with fiber.
5	Hood River Elevated Sewer Line	Total project cost estimate: \$4,500,000 with \$2,900,000 estimated funds still needed, which is expected to be received through congressional appropriation.
6	Hood River Lot 1	The Port will be submitting an EDA grant application for \$2.8 million. ODOT Immediate Opportunity Funds were secured in 2021.
7	Backup Power/Emergency Generator Purchase and Integration for Primary Municipal Well (Sherman cities)	Moro and Wasco have secured funds to acquire generators. Rufus has not yet secured funds.
8	Fifteenmile Water Below Ground Storage Pilot Project	The Wasco County SWCD received three grants to support feasibility assessment and pilot project development.
9	Bridge of the Gods Maintenance	Total project cost estimate: \$400M. Approximately \$300 million in State and Federal grants will be needed. 2022 OR and WA legislative requests were not successful.
10	Clinic Expansion/Backup Generator	The Sherman Health Clinic has purchased the building behind their current property, but it will need to be upgraded. They would also like to upgrade the emergency generator currently onsite.

2022 Regional Priority Rank (Washington)

<i>Rank</i>	<i>Sponsor</i>	<i>Project</i>	<i>Reasoning</i>
1	Klickitat County	<p><u>Goldendale Pumped Storage Hydro</u> Project is a proposed \$2 billion pumped-hydro energy storage project. Using existing pumping infrastructure from an old aluminum smelting facility, the closed-loop system would include three variable-speed reversible pump-turbines for a total generating capacity of 1200 MW and a total pumping capacity of 1552 MW. The project would provide a range of services to the grid to support reliability and resilience in addition to specifically balancing variable wind generation. A preliminary permit for the project was issued by the Federal Energy Regulatory Commission (FERC) in March 2018.</p>	Key industry sector impact and potential to open huge economic development opportunities regionally. Adds resiliency to the region.
2	Port of Skamania	<p><u>Cascades Busines Park - Commercial/Light Industrial Buildings</u> Cascades Business Park is one of the few large remaining industrial sites in the Columbia River Gorge NSA that's within a one-hour drive of Portland. A market and feasibility study done in 2021 concluded that the business park could employ 379 people with an average salary of \$56,000. Commercial/light industrial buildings are needed to provide the local employment. In 2022, the Port received a \$2 million award from Commerce's CERB program and has submitted an application to EDA for remaining funding needed to construct the first of seven buildings and provide additional necessary infrastructure.</p>	Opens development in an otherwise severely land-constrained county. Addresses opportunities for key industry sectors..
3	Port of Klickitat	<p><u>Port of Klickitat Business Park Development</u> <u>Dallesport Industrial Park -DIP Lot 39 Development</u> Port of Klickitat is seeking funds to complete a 5,000 sq ft light industrial building. This building will be the second of five buildings proposed for the future development of Lot 39 in Dallesport.</p> <p><u>Bingen Point Business Park</u> Task 1: BPBP Improvement - Bring up to an additional 5 acres to shovel ready condition Task 2: Flex Building - Construction of a 15,000 sq. ft. flex building Task 3: Maple Street Improvements - Construct street and public utility improvements for targeted properties</p>	Addresses opportunities for key industry sectors, creates the "curb appeal" to encourage development in a more economically distressed area.
4	Skamania PUD	<p><u>Carson Drinking Water Treatment Plant</u> This project includes final design and construction of a new 1 million gallon per day (MGD) drinking water treatment plant to serve the community of Carson. Project components include a pressurized membrane filter treatment system, clear well, finished water pumps, chemical storage tanks, on-site electric (chlorine) generation system and emergency generator in a 5,000 sq ft building. The pre-design report will be finalized in February 2022. Skamania PUD is looking for funding to cover the \$5.95M project.</p>	Addresses key infrastructure needs. Adds resiliency to the region. Opens opportunities for development.

5	City of White Salmon	<u>Buck Creek water distribution line replacement</u> Replace 7 miles of deteriorating water main	Primary city water source. Addresses key infrastructure needs. Adds resiliency to the region.
6	City of Goldendale	<u>Waste Water Treatment Plant Improvements</u> Project includes grit removal, solids handling system, aeration system and process configuration system improvements.	Addresses key infrastructure needs. Increases development opportunity in economically distressed area. Adds resiliency.
7	Columbia Gorge Regional Airport	<u>Aviation Maintenance Training Facility</u> Project would include construction of a multi-use flex space and utilities expansion in airport business park. Airport has tenant identified to use the flex-space for Columbia Gorge Community College's aviation mechanic training program.	Addresses opportunities for key industry sectors and encourages development in an economically distressed area.
8	Skamania PUD	<u>Underwood Water Tank</u> This project includes final design and construction of a new 250,000-gallon welded steel water tank in Pressure Zone 3 in the unincorporated community of Underwood. The project will ensure clean, safe drinking water and allow for continued community growth. The pre-design report will be finalized in February 2022. Skamania PUD is looking for funding for the \$1.75M project.	Addresses key infrastructure needs. Adds resiliency to the region. Opens opportunities for development.
9	City of North Bonneville	<u>City of North Bonneville Lift Station Replacement</u> The city's lift station #3 continues to need constant maintenance and patching to function without the funds for complete replacement. Lift station #4 is also in need of upgrades, but priority is on #3. *The city is in the process of working with the EDC and MCEDD to start rate and income studies to meet requirements for CDBG or IACC funding. Continues to be high priority.	Support for primary infrastructure in an economically distressed community. Adds resiliency to the region.
10	Port of Skamania	<u>Stevenson Landing Upgrade and Improvements</u> The Stevenson Landing has been used by cruise and tour boats since the 1970s. Cruise boat passengers and crew are important components to the local economy. Since the Landing can only accommodate one vessel at a time it limits the number of vessels visiting the City of Stevenson. Even though there are approximately 200 dockings scheduled in 2022 there could be many more as demand exceeds capacity. A preliminary engineering study showed that another vessel berth could be added by reconfiguring the mooring dolphins and dredging the river on the northeast side of the Landing. Having the ability for two vessels to dock at the same time would positively impact the local economy. Not only would the number of visiting cruise passengers increase but the amount of time passengers have on shore could be increased due to increased scheduling flexibility.	Support for infrastructure to provide more opportunity for key industry sector.

2022 Regional Priority Rank (Oregon)

<i>Rank</i>	<i>Sponsor</i>	<i>Project</i>	<i>Reasoning</i>
1	Ports of Cascade Locks, Hood River, Klickitat County; Cities of Bingen and White Salmon	<p><u>Interstate Bridges:</u></p> <p>·Port of Hood River Hood River-White Salmon Interstate Bridge Replacement: The existing bridge is nearly 90 years old, structurally obsolete and seismically deficient. A new bridge is needed to improve and ensure multi-modal transportation of people and goods across the Columbia River between the communities of Bingen and White Salmon in Washington, and Hood River in Oregon. Total project cost estimate: \$400M. Approximately \$300 million in State and Federal grants will be needed.</p> <p>·Port of Cascade Locks Bridge of the Gods Strengthening and Safety Improvements: Maintenance of the Bridge and improvements to include 1) Seismic Strengthening of the Bridge (\$40M) and 2) Additional Bridge resiliency and safety measures including a safe pathway for pedestrians and bicyclists (\$40M).</p>	Core transportation connection. Resilience issue. Impact to key industry sectors.
2	Hood River, Sherman and Wasco Counties, City of Hood River	<p><u>Housing</u></p> <p>Hood River: Development of the 780 Rand Road Housing Development project for affordable housing as well as additional land acquisition for affordable and attainable housing development in the City of Hood River and Hood River County. Estimated amount of funds still needed is \$1,500,000</p> <p>Sherman: The housing stock in Sherman County is lacking the quantity and quality necessary for new employees to find a place to live. The County has created four incentive programs to encourage new rental housing but is interested in exploring other opportunities.</p> <p>Wasco: Housing prices have continued to rise quickly in Wasco County. Employers and real estate professionals indicate that the challenges in access and affordability for residents and potential employees have hindered businesses' ability to grow. Better understanding this need and opportunities to address it will impact access to a robust workforce.</p>	Addressing housing constraints is the #1 overall strategy for the CEDS
3	City of The Dalles	<p><u>Dog River Pipeline:</u> The Dog River Pipeline is a 3.5 mile long, 20-inch wood water supply line that has supplied the City for over 100 years. Currently over 50% of the City's water supply goes through the Dog River line. This pipeline is experiencing significant leakage due to deterioration and damage from trees. The City is working through final engineering and the City anticipates a funding shortfall. They are actively seeking the final resources to support this project.</p>	Addresses deteriorating infrastructure serving the region's largest city. Supports housing, key industry sectors. Adds resiliency to the region.
4	Sherman and Wasco Counties	<p><u>Broadband</u></p> <p>South Wasco County Fiber Expansion: Q-Life is seeking to construct a middle mile fiber backbone that connects Maupin to Tygh Valley (including the Fairgrounds), Wamic, and Pine Hollow. A private partner will finance construction of last mile infrastructure to businesses, homes, key community institutions. Estimated project cost is \$5.9 million.</p> <p>Sherman County: The County has completed fiber to the home in the cities and connected each community to a fiber backbone. The County has also purchased four solar-powered trailers with mounted repeating antennas that can pick up the signal from wireless towers and redirect the signal to homes that are not in the direct line of those towers. They would like to continue into more areas to reach those hardest to serve.</p>	Broadband is a key infrastructure need outlined in the CEDS. Regional in nature. Adds resiliency to the region.

5	Q-Life (Wasco County)	Cascades East Interconnection and Colocation Facility: In the Northwest, major colocation points are in areas threatened by the Cascadia Subduction. This would mean that the internet was largely inaccessible in the event of a subduction event. Q-life is developing an improved colocation facility in The Dalles where providers and emergency communications networks can meet and access scalable communication paths.	Key infrastructure need in the CEDS. Key communication network. Adds resiliency to
6	Port of Hood River	Lot 1: Lot 1 is the largest remaining light industrial property in Hood River. A significant infrastructure investment-specifically, water, sewer, and public streets - is necessary to prepare the site for industrial development to meet long term job creation and economic development goals of the community. Total project cost estimate: \$4,800,000 The Port will be submitting an EDA grant application for \$2.8 million	Addresses opportunities for key industry sectors.
7	City of Hood River	Hood River Elevated Sewer Line: The existing elevated sewer main on the south side of the interstate is very old, exposed and there is no means to divert or stop the flow if there is a break on the main, with potentially catastrophic environmental costs. This project will install a lift station and re-route the sewer line. Total project cost estimate: \$4.5 million with \$2.9 million needed. The City is seeking a congressional appropriation.	Addresses key business needs and infrastructure. Adds resiliency to the region.
8	City of Rufus	Backup Power/Emergency Generator Purchase: The city has identified a need to install a 3-phase emergency back-up generator for their primary municipal wells. A backup source would help to ensure water supplies in the event of an emergency.	Safety/security/resilience
9	Columbia Gorge Community College	Columbia Gorge Childcare Center (CGCC): CGCC completed a feasibility study for developing a public childcare center to help address the regional shortage and improve workforce training available to childcare providers. The study indicated the facility would need ongoing support from local partners to help fill the gap in services. Additionally, the estimated cost to construct a childcare center at the CGCC campus is \$1.8 million. They received \$1 million in ARPA funds from the State and anticipate seeking additional funds this year.	Childcare needs (costs, lack of access) is a main strategy in the CEDS. Addresses support for workforce participation.
10	Sherman and White River Health Districts	Expansion of Rural Health Clinics Sherman Clinic Expansion/Backup Generator The District is looking to expand to provide more healthcare services (x-rays, physical therapy, dentistry, and integrated behavioral health). This will require more space and upgraded facilities. The project would also include upgrading their emergency generator to serve more than the laboratory area. Deschutes Rim Health Clinic Expansion: The Deschutes Rim Clinic currently has a 2,400 square foot modular building with two exam rooms and no extra space. The new facility will create increased and flexible office space for additional services including physical and mental health. Estimated total costs for this project are \$2.5 million. With funding from the State, local fundraising, and multiple foundations, there is still a need for \$1 million, with \$750,000 in grant resources identified for application.	Addresses key business, industry sector, and resilience needs; opportunity for job creation.

Skamania County 2022 Priority Projects

<i>Rank</i>	<i>Sponsor</i>	<i>Project</i>
1	Port of Skamania	<p><u>Cascades Business Park – Commercial/Light Industrial Buildings</u> Cascades Business Park is one of the few large remaining industrial sites in the Columbia River Gorge NSA that’s within a one-hour drive of Portland. A market and feasibility study done in 2021 concluded that the business park could employ 379 people with an average salary of \$56,000. Commercial/light industrial buildings are needed to provide the local employment. In 2022, the Port received a \$2 million award from Commerce’s CERB program and has submitted an application to EDA for remaining funding needed to construct the first of seven buildings and provide additional necessary infrastructure.</p>
2	City of North Bonneville	<p><u>City of North Bonneville Lift Station Replacement</u> The city’s lift station #3 continues to need constant maintenance and patching to function without the funds for complete replacement. Lift station #4 is also in need of upgrades, but priority is on #3. *The city is in the process of working with the EDC and MCEDD to start rate and income studies to meet requirements for CDBG or IACC funding. Continues to be high priority.</p>
3	Skamania PUD	<p><u>Carson Drinking Water Treatment Plant</u> This project includes final design and construction of a new 1 million gallon per day (MGD) drinking water treatment plant to serve the community of Carson. Project components include a pressurized membrane filter treatment system, clear well, finished water pumps, chemical storage tanks, on-site electric (chlorine) generation system and emergency generator in a 5,000 sq ft building. The pre-design report will be finalized in February 2022. Skamania PUD is looking for funding to cover the \$5.95M project.</p>
4	Skamania PUD	<p><u>Underwood Water Tank</u> This project includes final design and construction of a new 250,000-gallon welded steel water tank in Pressure Zone 3 in the unincorporated community of Underwood. The project will ensure clean, safe drinking water and allow for continued community growth. The pre-design report will be finalized in February 2022. Skamania PUD is looking for funding to cover the \$1.75M project.</p>
5	Port of Skamania	<p><u>Stevenson Landing Upgrade and Improvements</u> The Stevenson Landing has been used by cruise and tour boats since the 1970s. Cruise boat passengers and crew are important components to the local economy. Since the Landing can only accommodate one vessel at a time it limits the number of vessels visiting the City of Stevenson. Even though there are approximately 200 dockings scheduled in 2022 there could be many more as demand exceeds capacity. A preliminary engineering study showed that another vessel berth could be added by reconfiguring the mooring dolphins and dredging the river on the northeast side of the Landing. Having the ability for two vessels to dock at the same time would positively impact the local economy. Not only would the number of visiting cruise passengers increase but the amount of time passengers have on shore could be increased due to increased scheduling flexibility.</p>

6	Port of Skamania	<u>Transient Docks – Boat Launch</u> The floating dock sections at the Stevenson boat launch are regularly damaged by waves due to east wind. While they have been maintained regularly the last 10(?) years the damage is getting beyond routine maintenance and repair. Replacement would cost approximately \$250,000. This is a new project in the beginning phase of planning. The boat launch is a free facility and grant funding for dock replacement is necessary.
7	Skamania County	<u>Wind River Boat Launch Docks</u> The docks at the Wind River Boat launch are beyond their anticipated and useful life and are in disrepair. Skamania County is seeking RCO Funding to replace the docks in their current configuration with new docks. The project is early in development, but from preliminary estimates it is anticipated to cost between \$50k and \$100k. It is anticipated that the match will be 25 – 50% depending on the Grant.
8	City of Stevenson	<u>First Street Overlook</u> The City is looking to improve the appearance of First Street and will begin by installing a pedestrian overlook near the intersection of First Street and Columbia, connect a pedestrian footpath leading to the Columbia River Waterfront under the BNSF rail line, extend the sidewalk along the south side of First Street, provide streetscape enhancements in keeping with the enhancements to 2 nd street, and realign Columbia Street. The city has received some funding and is still looking for additional grants or local support to cover the remaining costs.
9	Skamania County	<u>High Bridge Park</u> The county has done some vegetation improvements for the park partnering with the Underwood Conservation District. The County has received a grant from the Lower Columbia Fish Recovery Board to purchase boulders and place them as parking barriers. Significant improvements to the area will still rely on targeting RCO as a funding source for major improvements.
10	City of Stevenson	<u>Stevenson Fire Station</u> Replacement of fire station. This project is in the design phase. The City is targeting additional funding sources in addition to a possible voter-approved bond.

Other projects on Community Action Team list:

- | | |
|---|---------------------------------------|
| 11. <u>Columbia Ave Re-alignment</u> | <u>City of Stevenson</u> |
| 12. <u>Fair Grounds Irrigation</u> | <u>Skamania County</u> |
| 13. <u>Stevenson Broadband Project</u> | <u>City of Stevenson</u> |
| 14. <u>Stevenson Wastewater system- Public Infrastructure</u> | <u>City of Stevenson</u> |
| 15. <u>Stevenson – Upper Russell Upgrades</u> | <u>City of Stevenson</u> |
| 16. <u>Courthouse Park Plaza</u> | <u>Stevenson Downtown Association</u> |
| 17. <u>AMI Monitoring Water and Electric Meters</u> | <u>Skamania PUD</u> |

Infrastructure Funding Wish List

PUD:

Seismic Upgrades

New Reservoir - Underwood

Emergency Generators – Underwood

City of North Bonneville:

Water line upgrades

City of Stevenson:

Water and Stormwater line upgrades

EDC:

Carson Sewer System – Feasibility Study

Skamania County:

Fair Grounds Upgrade

Eurasian Watermilfoil removal

Klickitat County 2022 Proposed Priority Projects

Priority	Project Sponsor(s)	Description
1.	Klickitat County	<p><u>Goldendale Pumped Storage Hydro</u> Project is a proposed \$2 billion pumped-hydro energy storage project. Using existing pumping infrastructure from an old aluminum smelting facility, the closed-loop system would include three variable-speed reversible pump-turbines for a total generating capacity of 1200 MW and a total pumping capacity of 1552 MW. The project would provide a range of services to the grid to support reliability and resilience in addition to specifically balancing variable wind generation. A preliminary permit for the project was issued by the Federal Energy Regulatory Commission (FERC) in March 2018.</p>
2.	Klickitat County Port of Klickitat City of Bingen City of White Salmon	<p><u>Hood River Bridge Replacement</u> Replace bridge connecting Washington and Oregon</p>
3.	Port of Klickitat	<p><u>Dallesport Industrial Park -DIP Lot 39 Development</u> Port of Klickitat is seeking funds to complete a 5,000 sq ft light industrial building. This building will be the second of five buildings proposed for the future development of Lot 39 in Dallesport.</p>
4.	Columbia Gorge Regional Airport	<p><u>Aviation Maintenance Training Facility</u> Project would include construction of a multi-use flex space and utilities expansion in airport business park. Airport has tenant identified to use the flex-space for Columbia Gorge Community College’s aviation mechanic training program.</p>
5.	City of Goldendale	<p><u>Waste Water Treatment Plant Improvements</u> Project includes grit removal, solids handling system, aeration system and process configuration system improvements.</p>
6.	Port of Klickitat	<p><u>Bingen Point Business Park</u> Task 1: BPBP Improvement Bring up to an additional 5 acres to shovel ready condition</p>

		<p>Task 2: Flex Building Construction of a 15,000 sq. ft. flex building</p> <p>Task 3: Maple Street Improvements Construct street and public utility improvements for targeted properties</p>
7.	City of White Salmon	<p><u>Buck Creek water distribution line replacement</u> Replace 7 miles of deteriorating water main</p>
8.	Klickitat Valley Health Hospital District	<p><u>KVH Building Addition</u> KVH is seeking funding for an addition of 6,000 square feet for a new acute care unit, surgery department and long term care unit, and 6,000 square feet of shell space for future growth.</p>
9.	City of Goldendale	<p><u>Municipal Airport Improvements</u> The present runway is 3,491-feet long and 40-feet wide and needs a runway extension to 5,000-foot length and 60-foot width and full-length taxiway to accommodate jet planes. It also needs a helicopter landing pad to accommodate helicopters used for firefighting purposes, as well as a jet fuel tank.</p>
10.	City of Goldendale	<p><u>Water Supply Improvement Project</u> Replacement of an aging water transmission line including an Aquifer Storage and Recovery (ASR) Project, with a peak hydropower of 500 kW.</p>

Sherman County 2022

Priority	Applicant	Project	Readiness to Proceed	Federal/State Assistance	Total Project Cost
1	Sherman County	<p>Work Force Housing</p> <p>The housing stock in Sherman County is lacking the quantity and quality necessary for new employees to find a place to live in the County. Sherman County has created four incentive programs to encourage the construction of new rental housing (\$10,000 grant per unit), new home construction (\$10,00 grant per home), the rehabilitation of existing housing (up to \$20,000 per house) and to prepare property (demo and abatement) for new housing (up to \$20,000 per property). The County continues to look for creative ideas that would solve the housing issues.</p>	Partnering with MCEDD to establish work force rental housing.	\$200,000 County contribution	\$500,000
2	Sherman County	<p>Broadband Project</p> <p>The County has completed fiber to the home in the cities and connected each community to a fiber backbone. The County has also purchased four solar-powered trailers with mounted repeating antennas that can pick up the signal from wireless towers and redirect the signal to homes that are not in the direct line of those towers. They would like to continue this project into more areas to reach those hardest to serve.</p>			\$160,000
3	City of Grass Valley	<p>Waste Water Project</p> <p>The City of Grass Valley is researching the concept of building a waste water system. The council hired an engineer to do a feasibility study in 2021 and that study is complete. The study will be presented to the community for feedback. The council will then decide if they should move ahead with the project.</p>			To be determined by the study

4	City of Rufus	<u>Backup Power/Emergency Generator Purchase</u> The city has identified a need to install a 3-phase emergency back-up generator for their primary municipal wells. A backup source would help to ensure water supplies in the event of an emergency.			Need determined \$100,000
5	City of Wasco	<u>Water and Sewer Lines</u> Repair aging water and sewer lines in the city.			To be determined
6	City of Moro	<u>Water System/Telemetry Upgrade</u> The City of Moro is currently looking to install PLC's (Programmable Logic Controllers) on their water system. A new PLC would help eliminate malfunctions from decades old system, facilitate increased water conservation and provide monitoring capability.	Need Identified		\$95,000
7	Kent Service District	<u>Kent Well/Reservoir</u> The district is currently obtaining a new reservoir. The reservoir is being built offsite and they are waiting for bids for the concrete pads to set the reservoir on.			\$50,000 \$20,000 private grant
8	Fair Board	<u>Fairground building upgrades</u> The Fair Board has recognized the need to maintain the buildings that will remain on the grounds for use after the event center is built. They have redone the siding on the 4-H pavilion and have repaired the roof on the beef barn.			To be determined
9	Cities of Moro Wasco, Rufus, Grass Valley,	<u>Road Resurfacing Projects</u> Resurface/repair most of the roads in the cities.			ODOT grants
10	Sherman Health District	<u>Clinic Expansion/Backup Generator</u> The Health District is researching the possibility of expanding to be able to provide more healthcare services such as x-rays, physical therapy, dentistry, and integrated behavioral health. To be able to provide expanded services the Clinic will require more space and/or upgraded facilities. They would also like to			\$750,000

		upgrade the emergency generator currently onsite. The current generator is only hooked up to provide power to our laboratory area to keep our freezers and refrigerator working in case of a power outage. The immediate focus is bringing in mental and behavioral health services back to the county.			
Remaining Projects No rankings ↓	<u>City of Rufus</u>	Community Center -Roof replacement/repairs -Plumbing repairs/replacements Phase 1 complete	-Roof-SDL grant-21,000 -Plumbing 2500 for Phase 1		\$250,000
	<u>City of Rufus</u>	Community Center Phase 1 Hazardous Materials Survey and Environmental Study, Phase 2 Asbestos Remediation	Biz OR- \$20,000 Earlier funding was spent on repairs		
	<u>South Sherman Fire</u>	Fire Hall The fire district board is researching the concept of building a fire hall to house all of its fire fighting vehicles and equipment in one building.			
	<u>Wasco Events Center</u>	Event Center Upgrades -Heat conversion/upgrade -Make building ADA compliant -Flooring Improvements for Auditorium and stage -Remove or seal asbestos floor and ceiling tiles -New flooring in entryway, halls and some rooms -Repaint interior and exterior of gym -Landscaping and Irrigation			
	<u>City Of Rufus</u>	Well #1 Feasibility Study & Upgrades - Currently being used as the primary well. If we are to continue using this as our primary we will need to complete some upgrades to the aging system.	\$20,000 Biz Or		Remainder- To be determined
	<u>City of Rufus</u>	Water and Waste Water Study Water and Waste Water Rate Study to determine the			Cost to be determined

		appropriate rates that will support the cities future needs.			
	<u>City of Rufus</u>	<u>Well #3 Feasibility Study & Upgrades</u> Primary well underperforming for years even with consistent maintenance. Unsure about water levels or well future capabilities.	Need identified		
	<u>City of Rufus</u>	<u>City Hall</u> Roof Replacement			\$120,000
	<u>City of Rufus</u>	<u>Information Station</u> Gathering space with tables, shade, pet receptacles, Central location to post/distribute community and visitor information for events, closure notifications, local resources and business promotion.			\$6,500 grant received \$35,000 total cost
	<u>City of Moro</u>	<u>New Primary Municipal Well</u> The City of Moro desires to complete a feasibility study for a new primary municipal well. A backup water source would help to ensure clean/adequate water supplies for sanitation, and fire suppression efforts during a natural hazard/grid down scenario, and facilitate future commercial and residential growth.			
	<u>City of Moro</u>	<u>Main Street Façade/Streetscape Funding</u> The City of Moro intends to facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable businesses or creating a stronger tax base. The city has joined the Oregon Main Street Program and intends to apply for Main Street Revitalization Grant.	Grant identified and will be applying in 2022. \$60,000- local match		\$200,000- total project cost
	<u>City of Grass Valley</u>	<u>Grass Valley Pavilion</u> The pavilion is in need of additional storage space. Preference would be a storage structure adjacent to the pavilion.			

2022 Wasco County Community Enhancement Projects Proposed Ranking

<i>Rank</i>	<i>Project Sponsor</i>	<i>Project</i>
1	City of The Dalles	<p><u>Dog River Pipeline:</u> The Dog River Pipeline is a 3.5 mile long, 20-inch wood water supply line that has supplied the City for over 100 years. Currently over 50% of the City's water supply goes through the Dog River line. This pipeline is experiencing significant leakage due to deterioration and damage from trees. The City is working through final engineering and the City anticipates a funding shortfall. They are actively seeking the final resources to support this project.</p>
2	White River Health District	<p><u>Deschutes Rim Health Clinic Expansion:</u> The Deschutes Rim Clinic currently has a 2,400 square foot modular building with two exam rooms and no extra space. The new facility will create increased and flexible office space for additional services including physical and mental health. Estimated total costs for this project are \$2.5 million. With funding from the State, local fundraising, and multiple foundations, there is still a need for \$1 million, with \$750,000 in grant resources identified for application.</p>
3	City of Mosier	<p><u>Joint Use Facility:</u> The City of Mosier and the Mosier Fire District are partnering to develop a joint use facility that will include a City Hall, Fire Hall, and multipurpose community space in downtown Mosier on the North side of Highway 30. The building will house a fire station, city hall offices, and community meeting center. In addition to these core functions, the approximately 10,000 sf building will include a kitchen, restrooms, public works garage, storage, outdoor plaza, and parking. The estimated total project cost is \$6 million and is estimated to be completed by 2023.</p>
4	City of Dufur	<p><u>Drinking Water System Improvements:</u> The City of Dufur does not currently have enough water resource to support their community through existing infrastructure. The city will be reviewing their Water System Master Plan to establish the next steps and solutions. To acquire adequate drinking water for community members the city will need to drill a new well, build sufficient water storage and construct a dedicated waterline to connect these assets. In addition, the city will be assessing the state of the current fresh water well and addressing what usage options are available.</p>

5	Q-Life	<p><u>Cascades East Interconnection and Colocation Facility:</u> In the Northwest, major colocation points are in areas threatened by the Cascadia Subduction. This would mean that the internet was largely inaccessible in the event of a subduction event. Q-life is developing an improved colocation facility in The Dalles where providers and emergency communications networks can meet and access scalable communication paths.</p>
6	Columbia Gorge Community College	<p><u>Columbia Gorge Childcare Center (CGCC):</u> CGCC completed a feasibility study as the first step in developing a public childcare center to help address the regional shortage and improve workforce training available to childcare providers. The feasibility study indicated that the facility would need ongoing support from local partners to create the spots necessary to help fill this gap in services. Additionally, the estimated cost to construct a childcare center at the Columbia Gorge Community College campus is \$1.8 million. They have received \$1 million in ARPA funds allocated by the State and anticipate seeking additional funds this year to match.</p>
7	Maupin Area Chamber of Commerce	<p><u>Deschutes Rim Athletic Complex:</u> Maupin is building a multi-purpose athletic facility at South Wasco County High School called the Deschutes River Athletic Complex to replace the original, egg-shaped track. The new, state-of-the art complex will include track and field facilities with an 8-lane IAAF certified track, a football field, and related spectator facilities that will accommodate a wide range of uses with opportunities for significant local impacts. The total estimated cost for the Phase 1 work is \$1.3 million, with \$200,000 in funding still needed. The project still needs \$400,000 in funding for phase 2 and will be looking for specific donors or sponsors for additional lighting and facility work moving forward.</p>
8	Northern Wasco County Park and Recreation District	<p><u>Sorosis Park Redevelopment:</u> After the removal of the mature pine trees at the park, NWCPRD is planning significant improvements to the space to meet current needs and plan for the future. The project has the potential to break ground for Phase 1 in 2022. This would include \$1 million in funding for hard scape, irrigation, and planting. They will then conduct additional fundraising for specific elements of the plan.</p>

9	Q-Life	<p><u>South Wasco County Fiber Expansion:</u> Q-Life is seeking to construct a middle mile fiber backbone that connects Maupin to Tygh Valley (including the Fairgrounds), Wamic, and Pine Hollow. A private ISP partner will finance the construction of last mile infrastructure to businesses, homes, and key community institutions. The estimated project cost is \$5,894,827.00. Qlife has applied through the State of Oregon for NTIA funding and should receive notification of award or rejection sometime in November 2021. Qlife will continue to seek out other sources of funding to support the project should the NTIA elect not to award the project.</p>
10	WyEast Resource Conservation and Development	<p><u>Dufur Rural Innovation (DRI) Hub:</u> WyEast RC&D has partnered with Bonneville Environmental Foundation, Forth, and Sustainable NW to establish the Dufur Rural Innovation (DRI) Hub. The DRI Hub will promote the use of electric farming equipment and vehicles in the area to support innovative agricultural practices. The Hub already has two electric tractors in use for testing and demonstration in Oregon. The next step for the DRI Hub is to acquire or lease space to allow the DRI Hub to interact with clients, manage their fleet, and provide educational experiences for local students. The estimated funding needed is \$200,000- \$500,000.</p>

Priority Issues:

- **Issue: Developable Land.** As communities across the County continue to develop what land is available and ready for investment, there is a need to focus on ensuring that areas within urban growth boundaries, urban area boundaries, or appropriate rural centers are ready for development. The City of The Dalles, Port, and EDC are collaborating on a Brownfield Assessment Program with funding from EPA to support property owners in understanding redevelopment challenges and opportunities. Additionally, there is work being done in several communities focused on code and infrastructure updates that will allow for appropriate, additional development. As this development occurs and reduces the inventory of vacant or underutilized land other next steps will be proactively explored with partners.
- **Issue: Columbia Gorge Childcare:** There continues to be a shortage of qualified, affordable childcare in the Columbia Gorge region, particularly in The Dalles and Wasco County. CGCC completed a feasibility study would be the first step in this process to identify potential partners, the physical scope, regulatory requirements, operational costs, and capital construction sources for a child care center in The Dalles. Conversations will continue about how to support developing additional slots through this project and other efforts and are critical to ensuring workforce participation from families.

- **Issue: Housing:** Housing prices have continued to rise quickly in Wasco County over the last several years for both home purchases and rental units. We have consistently heard from employers and real estate professionals that the challenges in access and affordability for residents and potential employees seeking to come to Wasco County have hindered businesses’ ability to grow. Better understanding this need and opportunities to address it will impact access to a robust workforce moving forward.
- **Issue: Broadband.** COVID-19 has further highlighted the gaps in broadband service availability for communities across Wasco County and additional focus on funding resources at the State and Federal level will provide opportunities for shovel ready projects in the next few years. Continuing to focus on creative strategies to address access needs will support diverse businesses, educational access, and many more key services to create vibrant communities.

Additional Projects Not Ranked:

Wasco County	Kramer Field Complex
Port of The Dalles	Marina Dock Replacement
Columbia Gorge Community College	Aviation Maintenance Technician Program Hangar/Infrastructure
Mid-Columbia Medical Center	New Hospital Campus
Tooley Water District	Tooley Well Repair or Replacement
Dufur School District	Ranger Tech-CTE Program
City of Dufur	Streetscape Improvements
Wasco County SWCD	Fifteenmile Underground Water Storage
Wasco County SWCD	Fish monitoring and irrigation loss incentives
City of Dufur	Downtown Revitalization
Dufur Park District	Pool Bathhouse Redevelopment
City of Maupin	Maupin City Park Boat Ramp Remodel
City of Maupin	Wastewater Treatment Plant Redevelopment
City of Maupin	Freshwater Reservoir Development
City of Maupin	City Park Restroom Replacement
City of Maupin	Legion Hall Improvements
City of Maupin	River Transit
City of Maupin	Mountain Fir Park Walking Path
Mosier Community School	School Renovation and Expansion

City of Mosier	Wastewater Treatment Plant Improvements
City of Mosier	Mosier Streetscapes
City of Mosier	Rock Creek Park Restoration
Wasco County SWCD	Mosier Deep Well Project
Wasco County SWCD	Mosier Area Well Repair Project
Wamic Water & Sanitary Authority	Wamic Wastewater System Replacement
Wamic Water & Sanitary Authority	Well # 1 Improvements
Wasco County Fairboard	Fairgrounds Master Plan
South Wasco Alliance	Head Start Home Gardening
South Wasco Alliance	Career Pathways Project
South Wasco Alliance	Community Farmstand Development
Wasco County SWCD	Bakeoven Watershed Enhancements

Hood River County 2022 Priority Projects

Rank	Project Sponsor	Project (as submitted by Project Sponsor)
1	Port of Cascade Locks/Port of Hood River	<p><u>Interstate Bridges:</u></p> <ul style="list-style-type: none"> • <u>Port of Cascade Locks Bridge of the Gods Strengthening and Safety Improvements.</u> Maintenance of the Bridge of the Gods and improvements to include 1) Seismic Strengthening of the Bridge (\$40M) and 2) Additional Bridge resiliency and safety measures including a safe pathway for pedestrian and bicyclist needs (\$40M). • <u>Port of Hood River Hood River-White Salmon Interstate Bridge Replacement.</u> The existing bridge is nearly 90 years old, structurally obsolete and seismically deficient. A new bridge is needed to improve and ensure multi-modal transportation of people and goods across the Columbia River between the communities of Bingen and White Salmon in Washington, and Hood River in Oregon. Total project cost estimate: \$400M. Approximately \$300 million in State and Federal grants will be needed.
2	Port of Hood River	<p><u>Lot 1:</u> Lot 1 is the largest remaining light industrial property in Hood River. A significant infrastructure investment- specifically, water, sewer, and public streets - is necessary to prepare the site for industrial development to meet long term job creation and economic development goals of the community. Total project cost estimate: \$4,800,000 The Port will be submitting an EDA grant application for \$2.8 million</p>
3	City of Hood River, Hood River County	<p><u>Affordable Housing</u> Development of the 780 Rand Road Housing Development project for affordable housing as well as additional land acquisition for affordable and attainable housing development in the City of Hood River and Hood River County. Estimated amount of funds still needed is \$1,500,000</p>
4	City of Hood River	<p><u>Hood River Elevated Sewer Line</u> The existing elevated sewer main on the south side of the interstate is very old, exposed and there is no means to divert or stop the flow if there is a break on the main, with potentially catastrophic environmental costs. This project will install a lift station and re-route the sewer line. Total project cost estimate: \$4,500,000 with \$2,900,000 estimated funds still needed, which is expected to be receive through congressional appropriation.</p>
5	Port of Cascade Locks	<p><u>Business Park Infrastructure Development</u></p>

		Development of roads and other infrastructure related to commercial developments. Total cost: \$3 million.
6	Columbia Gorge Community College	<p><u>Agriculture Technical Program</u> Hood River County School District and Columbia Gorge Community College intend to establish, in 2023, an articulated Agriculture Program of Study, offering high school students an opportunity to earn early college credit. This program will promote retention and diversification of small family farms by preparing students to succeed in agriculture, including traditional skills and the adoption, where relevant, of new technologies. Funding for a feasibility study to identify industry skills is secured and the study will commence late winter 2022. The college has submitted, with support from Sen. Chuck Thomsen, a 2021-23 Oregon capital fund request of \$1,000,000 to acquire a working farm and cover related expenses (equipment, supplies, site preparation). An MOU to facilitate acquisition has been signed by the college and Hood River Valley Parks & Recreation District, with approval pending from the school district. Project sponsors seek official support for the state capital request and future funding applications to help establish this new instructional program. Long-term sustainability will be supported through program tuition, state instructional support, and net proceeds from farming operations.</p>
7	Port of Cascade Locks	<p><u>Recreation Infrastructure and Enhancements</u> Funding is needed to complete trail construction and support facilities of the approved Cascade Locks Trail System. The POCL is working in cooperation with the USFS and recreation partners. Project estimate: 2M.</p>
8	City of Hood River	<p><u>Hood River Waterfront Stormwater Line Replacement</u> This project will relocate a stormwater line that serves downtown, I-84, and the waterfront and bring the storm drainage system into correct operation. The original line was installed in the 1960s, is under the level of the Columbia River, and buildings were placed over the line. Total project cost estimate: \$6,455,000. The estimated amount of funds still needed is \$600,000-\$2,500,000.</p>
9	Port of Hood River	<p><u>Commercial Hangar at Ken Jernstedt Airfield</u> Construction of a multi-tenant, commercial hangar at the Ken Jernstedt Airfield to facilitate growth of aviation technology businesses. Total project cost: \$3.3 million.</p>
10	City of Cascade Locks	<p><u>WaNaPa/Tollhouse Road Roundabout</u> Upgrade the intersection of WaNaPa Street and Tollhouse Road for aesthetic welcome to the City and safety improvements reducing speed of vehicles coming off of east bound I-84. Total Project Cost: \$2 million</p>

Additional Hood River County Projects Submitted for Consideration of Ranking

The following projects were also submitted for consideration of ranking and are presented in no particular order, with an opportunity to include all or part of those listed as “additional priority projects.”

City of Cascade Locks Projects

Cascade Locks Substation and Distribution System: Total project cost: \$6.3 million

The first phase of this project has been funded by the US Economic Development Agency (\$2.5 million), the Port of Cascade Locks (\$110,000) and the City of Cascade Locks (\$500,000). The second \$3 million phase is dependent upon the successful completion of Phase I and the utilization of the expanded power capacity that provides in light of any new industrial development and its attendant power needs.

Wastewater Facilities Improvement Project: Total Project Cost \$8.1 million

This project has been funded by a \$1.1 million grant/loan from the Oregon Business Development Department Infrastructure Finance Authority and a \$4.7 million loan/grant package from the USDA Rural Utility Services, and a Community Development Block grant of \$2.5 million in 2020. The project is going out to bid and should be completed before December 2022.

Railroad Quiet Zone: Total Project Cost: \$300,000

Upgrade the Herman Creek Lane at grade crossing in order to make this private crossing a public crossing per ODOT Rail. After completion of the upgrade, we can then apply for Train Horn Quiet Zone status through Federal Railway Administration. We do have a Small City Allotment Grant of \$100,000 for this project and an ODOT Rail grant of \$200,000 for this project.

Forest Lane/WaNaPa Roundabout: Total Project Cost: \$2 million

Upgrade the intersection of WaNaPa Street and Forest Lane for aesthetic welcome to the City and safety improvements reducing speed of vehicles coming off of west bound I-84.

City Hall Refurbishment: Total Project Cost: \$5 million

City Hall needs to have all electrical and lighting systems, all heating/air conditioning systems, all windows, all plumbing and the roof replaced and brought up to the current building code requirements. This would also include the seismic upgrade of \$2.5 million.

Forest Lane Reconstruction: Total project cost: \$10 million

The City needs to rebuild Forest Lane from WaNaPa Street to I-84 overcrossing (10,000 feet) with sidewalks on at least one side, curbs and gutters, bike lanes, signage, and paving.

I-84 Full Interchange Access on the East End of Town: Total project cost: \$120 million

A complete interchange at the east end of town would facilitate easier access to the Business Park. The \$120 million estimate is to build a complete new interchange where Forest Lane crosses I-84. A cheaper alternative would be to add a westbound on ramp and an east bound off ramp at Exit 47.

Cascade Locks Truck Route Improvements: Total project cost: \$20 million

This project seeks to add a west bound on ramp at this intersection allowing trucks to easily come into and out of the Business Park and access I-84 heading west, as well as widen and rebuild Forest Lane/Frontage Road from Cramblett Way to Exit 47 for trucks. East bound trucks on I-84 would also be able to come through the State Weigh Station, access the frontage service road immediately south of I-84 and travel to the Cascade Locks Business Park with this project. Additional improvements would be incorporated on surface streets to accommodate these access points effectively and safely.

Gravel Pit Road Rebuild: Total project cost: \$1.75 million

Rebuild Gravel Pit Road from Forest Lane to the UPRR at grade crossing including upgrading the crossing. The road would include sidewalk on the west side, curbs and gutters for a full width (24 foot) Street. This would open up more property for industrial development.

Herman Creek Lane Rebuild: Total project cost: \$1,000,000

Rebuild Herman Creek Lane from Forest Lane to Attwell Lane (865 feet) with a sidewalk on the west side, curbs and gutters for a full width (24 foot) Street.

Build Attwell Lane: Total project cost: \$600,000

Construct Attwell Lane from Herman Creek Lane to the Gravel Pit road property (540 feet) with sidewalk on one side, curbs and gutters for a full width (24 foot) Street. The street would also need to be extend to Gravel Pit Lane across the property which is an additional 1,700 feet which would be the responsibility of the developer.

Port of Cascade Locks Projects

Historic Preservation. Historic preservation enhancements to historic buildings in Marine Park. Total cost: \$1 million

Transportation Improvements

1. Frontage Road Improvements (Exit 47, Herman Creek Road) \$14,270,000.
2. Diamond interchange at Wyeth \$28,000,000.
3. Forest Lane street improvements \$10,000,000.
4. Forest Lane and Cramblett Way intersection \$4,598,000.
5. Emergency community escape route in case of fire or other disaster \$2,000,000.
6. Marine Park Pedestrian Overcrossing \$5,000,000.

City of Hood River Projects

Hood River Intersection Improvements. Reconfiguration and signalization at Cascade Avenue and Rand Road intersection (Total project cost estimate: \$3,200,000), and construction of a traffic signal at the intersection of 2nd Street and Oak Street (Historic Highway 30) in Hood River (Total project cost estimate: \$1,000,000). The estimated amount of funds still needed for the Cascade & Rand intersection is \$1,200,000 and the 2nd & Oak intersection is \$300,000 -\$2,100,000.

Historic Columbia River Highway Urban Connection. In partnership with ODOT, this project anticipates the completion of the Historic Columbia Highway Trail through Hood River. The project would involve high-level planning and alternatives for the urban connection of the Historic Columbia River Highway including gateway concepts, connections through the City and parking considerations for users of the trail. The project also includes the transportation facility design, including revisiting the street cross-section. Total project cost estimate: \$30,000,000 with the estimated amount of funds still needed being \$15,000,000

City of Hood River Police Facility. The Hood River Police Dept is currently located in the daylight basement of a 100-year-old building with substandard rooms for basic policing functions. A new police facility could be built as a standalone building or in partnership with county sheriff and court. The estimated cost of this project is \$15,000,000-\$30,000,000.

All Port of Hood River and Hood River County projects that were submitted are on the prioritized list.

Memorandum

To: MCEDD Board of Directors

From: Jessica Metta, Executive Director

Date: March 4, 2022

Re: 2022-2027 Comprehensive Economic Development Strategy Adoption

Request

Adoption of the attached resolution which adopts the 2022-2027 Columbia Gorge Comprehensive Economic Development Strategy. Feedback on outreach and implementation.

Overview

The long process to develop the regional Comprehensive Economic Development Strategy for the next five years culminates in the March 2022 Board Meeting as staff requests approval of the 2022-2027 Columbia Gorge Comprehensive Economic Development Strategy (CEDS). Development of the CEDS is an important element of MCEDD's role for the region and can be used to set the workplan for MCEDD and the region for the next five years. Throughout the process, conversations explored the themes of resilience and equitable outcomes, and these have been woven throughout the strategy. The following sections form the foundation of the strategy:

- Summary of regional economic conditions
- Strengths, weaknesses, opportunities, and threats analysis
- Action plan
- Evaluation framework

CEDS Development Process

A detailed review of the process to develop the CEDS was shared at the December 2021 MCEDD Board Meeting. Since that meeting, we have:

- Issued the document for public comment through January 7, 2022.
- Directly contacted each of the partners named in the various Action Plans for their input.
- Incorporated all comments received into the final document.
- Held a photo contest to generate images of the region for use in the final document.
- Worked with a graphic designer and Spanish translator to finish off the full document, summary version (English and Spanish), and web version.
- Engaged our five counties through the usual annual process to submit their priority projects.

The CEDS for adoption can be downloaded at https://www.mcedd.org/wp-content/uploads/2022/03/MCEDD-CEDS_v3-sm.pdf. **NOTE:** The priority projects listed on pages 57-59 are the 2021 project list that the designer used as a placeholder until the Board approved the 2022 project list at the March 2022 Board meeting.

Once the Board adopts the Strategy, it will be submitted to the US Economic Development Administration for acceptance.

Outreach, Commitment and Implementation

Board input on outreach is appreciated. General outreach is intended to provide enhanced awareness of the strategy. Specific member and entity outreach is intended to garner commitments to the strategy and

support for implementation. Without all partners fully engaged, we will not be able to achieve the goals set forward in the strategy. Currently we anticipate the following:

- General press releases to our news sources.
- General posting on our website, social media and newsletter.
- Presentation of the plan to our members: counties, cities, ports. ***We ask for board support for these!***
- Presentation of the plan to additional regional public and private sector partners including the Columbia River Gorge Commission, Investment Boards and industry alliances.
- Meeting with entities with an implementation role (eg Next Door, Inc). Consideration of how staff can support Implementation Teams to move some projects forward.
- Meeting with our primary funders: federal, state and foundation.



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2022-1
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)**

WHEREAS, the Mid-Columbia Economic Development District Comprehensive Economic Development Strategy Committee is responsible for planning and coordination of economic development activities to stimulate new private and public investments to provide employment and growth opportunities; and

WHEREAS, the Committee is organized in accordance with Federal requirements of the United States Economic Development Administration to broadly represent the main economic interests of the area including representation of local government, business, and other community interests; and

WHEREAS, the Committee has prepared an update to the Comprehensive Economic Development Strategy as a guide for economic development activities; and

NOW, THEREFORE, BE IT RESOLVED that the Mid-Columbia Comprehensive Economic Development Strategy Committee does hereby adopt the 2022-2027 Columbia Gorge Comprehensive Economic Development Strategy.

ADOPTED THIS 17th DAY OF March 2022.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

Lauren Hernandez, Office Administrator

Robert Hamlin, Chair

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Date: March 4, 2022
Re: MCEDD Diversity, Equity, and Inclusion Statement

Request

Approve the MCEDD Diversity, Equity and Inclusion Statement.

Overview

In June 2020, staff voiced their interest in Diversity, Equity, and Inclusion (DEI) work for the organization and received support from the Board at their meeting. Staff has since been holding a monthly optional meeting to discuss DEI topics and explore how MCEDD does our work internally and externally with a DEI lens. The desire to develop a statement arose from staff in Fall 2021 at a monthly meeting.

At the December Executive Committee meeting, staff let the Committee know that staff was interested in developing a DEI Statement for MCEDD and requested feedback. The Executive Committee approved the request. Kathy Fitzpatrick helped research DEI statement options with other economic development districts and other kinds of organizations nationally and locally. Staff reviewed the research and collaboratively developed this draft statement:

MCEDD's mission is to promote the creation of family-wage jobs, the diversification of the economic base, and the growth, development and retention of business and industry within the five-county district. We are committed to doing this work in a way that promotes equitable outcomes for the diversity of all businesses and residents in the region. While race and gender are historical markers of diversity, we believe that diversity includes categories such as age, disability, nationality, intellectual perspective, socioeconomic background, religion, sexual orientation, and gender identity. Inclusion empowers the voice of all members of a community. We believe that equity is achieved when systemic, institutional, and historical barriers based on the categories above are dismantled and no longer predict socioeconomic, education, and health outcomes. We also believe that diversity among our staff and various boards and committees strengthens our work through a variety of perspectives. We will approach our mission through this culture of diversity, equity, and inclusion for the benefit of all residents, businesses, MCEDD employees, board and committee members.

If the Board approves a statement, it would be added to MCEDD's Personnel Policy and to our website. The statement would also be part of a full DEI Plan for the organization if one is developed and it may be updated through the plan development process.

Executive Committee Recommendation

The MCEDD Executive Committee reviewed the statement at its February 2022 meeting. The Committee suggested reviewing the statement with legal counsel and recommended approval by the MCEDD Board of Directors. Staff has since confirmed with MCEDD's legal counsel that there are no issues with the statement.

Memorandum

To: MCEDD Board of Directors

From: Jessica Metta, MCEDD Executive Director

Date: March 4, 2022

Re: Expansion Task Force Update

Overview

The MCEDD Expansion Task Force met in December and January to explore Gilliam County's request to join the MCEDD region. Task Force members include Leana Kinley, Bob Hamlin, David Griffith, Ken Bailey, Eric Proffitt, and Scott Clements. The group noted that the ultimate goal of their work is to make MCEDD stronger. Discussion landed on two separate but related issues: adding Gilliam County and strengthening our Washington relationships. Resolution to these two issues can proceed simultaneously and are not reliant on each other.

Issue: Gilliam County's request to join the MCEDD district.

Work completed to date:

- Explored desires of Gilliam County. Primary desire is the addition of one board seat as a Gilliam County Commissioner to represent both the county and cities of Gilliam County. (*Attachment 1 provided as additional background information for the Board.*)
- Confirmed Wheeler County is not interested.
- Researching changing of revolving loan fund boundaries (in progress).
- Confirmed Greater Eastern Oregon Development Corporation (GEODC) is willing to adjust the boundary.
- Prepared memo to explore differences in services provided by MCEDD in our Oregon and Washington counties. (*See Attachment 1.*)
- As additional information, the EDA description of the process to change district boundaries is attached. (*Attachment 2.*)

Next steps:

- March MCEDD Board meeting: Inform Board of work to date and confirm Board interest in continuing this process.
- April, May: Outreach to Governors' offices to explore support. Support Gilliam County in crafting a resolution.
- June MCEDD Board meeting: Present draft proposal for consideration.
- July, August: Gilliam County passes resolution.
- September MCEDD Board meeting: Board vote on adding Gilliam County.
- If the addition is approved: Work with GEODC on their approval. Work with both Governors' offices for letters. Submit all information to EDA.

Request to MCEDD Board:

A motion clarifying the MCEDD Board’s interest/ willingness to continue this process to consider adding Gilliam County to the MCEDD district.

Executive Committee Recommendation:

At its March meeting, the MCEDD Executive Committee voted to recommend that the Board continue the process (7 yea, 1 nay).

Issue: Ensure a strong Oregon/ Washington balance in MCEDD’s Board of Directors such that Board members from both sides feel equally heard and supported. Ensure equal staff support through the use of our EDA Planning Grant. Consider adding an additional private sector seat on the MCEDD Board.

Staff organized a meeting of the Washington MCEDD Board Members (Counties, Cities, Port, Chamber) to discuss how MCEDD is currently supporting Washington and what changes would strengthen that work. Recommendations for staff included:

- Develop a deep understanding of Washington state economic development resources.
- Strengthen relationships with Washington state legislators.
- Meet regularly with partners in Skamania and Klickitat Counties to share MCEDD resources and discuss how MCEDD can support their needs and issues.
- Consider designating one staff member as the sole Skamania and Klickitat County support person.
- Increase engagement with Washington community and economic development organizations.
- Host this meeting again in six months as a check-in.

Discussions at the Task Force meetings also included adding an additional private sector MCEDD Board Member to reflect Washington interests, whether or not a Gilliam County member is added. Tentative thoughts had been around a Forestry representative. MCEDD’s existing private sector Board members do not have an Oregon or Washington designation. Rather, staff works to ensure we are recruiting from both sides and that the representation is balanced. Staff does not recommend adding a new private sector seat that has a state designation but would work to recruit a Washington-based representative if a new seat is added. Our seven current private sector membership is balanced as follows:

- | | |
|--------------------------------------|-------------------------|
| • Scott Clements: regional, WA based | • Ken Bailey: OR |
| • Buck Jones: regional, OR based | • Eric Proffitt: OR |
| • Jason Hartmann: WA | • Marta Yera Cronin: OR |
| • Robert Kimmes: WA | |

Adding an additional MCEDD Board representative would require a Board vote to amend MCEDD’s bylaws, advertisement of the position, and then appointment by the MCEDD Board. Staff is confirming no other action would be required by the EDA. If Gilliam County does join the MCEDD district, another idea suggested is to add an additional Washington public sector seat to the Board.

Request to MCEDD Board:

Provide feedback on adding a Forestry representative (or other industry) to the MCEDD Board. Provide any additional feedback related to strengthening MCEDD’s work in Klickitat and Skamania Counties.

Executive Committee Recommendation:

At its March meeting, the MCEDD Executive Committee voted to recommend that the Board add a private sector seat for the Forestry industry to the MCEDD Board (unanimous). Staff is confirming the process with EDA. There was discussion about the timing of this depending on the difficulty of adding a position and that we might need to do it again if Gilliam County joins the MCEDD district.

ATTACHMENT 1 FOR MCEDD BOARD MEETING

Memorandum

To: MCEDD Expansion Task Force
From: Jessica Metta, Executive Director
Date: January 13, 2022
Re: Additional Research on Gilliam County Addition

Overview

At the December meeting of the MCEDD Expansion Task Force, the Committee asked for several items of additional information for consideration of expanding the MCEDD boundary. This memo summarizes staff research over the last month.

Wheeler County Interest

Staff spoke with Wheeler County Judge Morley about their interest in joining the MCEDD region. He stated the Court talked about it a few months ago and did not have interest anymore.

Gilliam County Expectations

Staff spoke with Gilliam County Judge Farrar to clarify expectations and how they would benefit from joining MCEDD. Some of this was expressed in 2015 but has been updated with the more recent discussion.

Expectations/Reasoning:

- Alignment with other economic development partners is the key concern, especially with Regional Solutions, but also with the Area Commission on Transportation and workforce. Gilliam County is also interested in leveraging regional strength along the river for all Ports.
- They want to be involved in an economic strategy and conversations around regional economic development that more closely align with their own county's issues, which are similar in particular with Sherman County.
- Overall, they stated low expectations, other than being a part of the conversation.
- Revolving Loan Funds were discussed. Gilliam County has its own loan program using fees from Waste Management. The program is currently dormant, but the County could consider asking MCEDD to operate it on a fee-for-service basis, similar to what we provide to Mount Hood Economic Alliance. There are other Gilliam County entities that could also be considered for this, so it does not have to be MCEDD. Staff is researching how boundaries for the existing EDA and USDA revolving loan programs at MCEDD and GEODC would change and will likely have information for the meeting.

Board:

- Board positions are not a sticking point. They are flexible. General expectations are that a voting position for a county member would be available. This person would also cover the cities and a separate city seat is not expected. Cities would receive meeting information and be able to attend meetings, but they do not need to be an official member.
- Staff informed the Judge that the Committee thought Gilliam County's port and chamber should be eligible to be in the Oregon rotation for those positions, and she was in favor of that. Private sector seats are open to all MCEDD counties, so these could also possibly be occupied by Gilliam County residents, as selected by the Board.

Staff/Resources:

- Gilliam County has its own in-house economic development staff, and the Condon Chamber supports tourism. They would propose leveraging that staff to minimize MCEDD impact. MCEDD would be available for fee-for-service contracts as we do for all of our region and as we have capacity.
- Gilliam County currently participates in CGBREZ and has done so at an equal financial rate as other members for the services they use. They have been a net asset and added additional strength to the group.

Benefits to MCEDD

- The option to support additional partners with fee-for-service projects like Grant Management could help stabilize positions expanded through CARES funds.
- MCEDD possibly would receive a slightly larger EDA Planning Grant. Whether we did or did not, we would collect local assessments that could be used as local match for other grants.
- The Port of Arlington and the Condon Chamber have been strong partners in economic development projects in the past. The Chamber has some new grants that would align with MCEDD's work and we could be stronger working together.
- Alignment with Regional Solutions would be a benefit.
- Opportunity to implement projects with a greater impact that benefit both Sherman and Gilliam Counties.
- Addition of another private sector seat (possibly for forestry) to balance a Gilliam County seat strengthens our work through new perspectives. (The Board could choose to do this even if they do not move forward with adding Gilliam County.)
- Opportunity to work on transit services through the Translink Alliance across a larger portion of the I-84 corridor.

MCEDD Services

The discussion in December also included differences in services between Oregon and Washington as provided by MCEDD and requested an outline of how those differ or are provided by others. This is outlined below. Most differences are due to others contracting with MCEDD or how Washington state funds Economic Development.

- Business Assistance Services:
 - MCEDD provides small business gap financing in OR and WA. MCEDD manages more funds in Oregon (OIB and MHEA through separate contracts, Attainable Housing through a grant from the Oregon Regional Solutions office). The OIB is duplicated in WA by the WIB (managed through a contract with Skamania County Economic Development Council (EDC)). There is not a WA replica for the Attainable Housing funds.
 - Business training grants have mostly come from Business Oregon so we have requirements for an Oregon focus, but offer opportunities to the WA side as well. We are currently exploring applying for a WA USDA Rural Business Development Grant that would help us provide the training on the ground in WA.
 - MCEDD operated a COVID-19 business grant program only on OR side, duplicated on WA by Skamania County EDC and Klickitat County EDA.

- Grant Management Services: MCEDD provides grant management by contract, but more OR partners have asked to contract with us than WA partners. Last year we started increased outreach on the WA side to remind partners of our services in this area. Recent examples:
 - WA contracts:
 - EDA funded: Regional Airport Flex Hangar
 - USDA and CDBG: Dallesport Water District Water System Upgrades; Wastewater system planning project
 - OR contracts:
 - USDA: Biggs Water System
 - USDA with interim funding through Clean Water State Revolving Fund (DEQ): Cascade Locks Wastewater System Improvements
 - CDBG: Antelope Water System Improvements
 - Safe Drinking Water Revolving Loan Fund (Business Oregon): City of The Dalles - Dog River, three Crystal Springs projects
 - Business Oregon Water/Wastewater Program - City of Hood River Stormwater (along with Clean Water SRF and ARPA funds)
- Industry Support: All MCEDD industry support covers OR and WA (Gorge Tech Alliance, CGBREZ, other industry sectors in the past). MCEDD's work with the Hood River Energy Council is a contract project as a result of Hood River County's interest.
- County Economic Development Services: These services are available in any of our counties -or any partners- for contract but are only under contract at present in Sherman and Wasco Counties, and to a small extent Hood River County. We also have a small contract to support the Enterprise Zone in Hood River County. County-level economic development is provided on the WA side through Skamania County EDC and Klickitat County Economic Development Administration (EDA).
- Economic Development Planning Services: Our EDA Planning Grant and the scope it includes covers both OR and WA. This includes the CEDS process and implementation, EDA connections and support, broadband planning coordination, and other activities. Our county-level economic development contracts in Oregon mean we have more capacity to apply for grants in those counties. Our EDA CARES Planning Grant has allowed us to provide greater technical assistance on the WA side than we can usually do with just regular planning grant. This grant ends June 30.
- Transportation: MCEDD's work with the Gorge Translink Alliance serves both OR and WA. We have some additional active transportation contracts on the OR side. We operate The Link only in Wasco County.
- State-Level Connections: OR benefits from a regional Governor's rep and Business Oregon rep, which is not mirrored on the WA side. OR also has a strong network of economic development districts statewide that work closely together. Skamania EDC and Klickitat EDA are the designated Associated Development Organizations which receive funding from the WA Dept. of Commerce and have a specific relationship with Commerce that MCEDD cannot have since we are not the ADO. Staff has reached out to the Washington Economic Development Association to get more connected, but again that organization works closely with the ADOs.

Impacts to MCEDD Services

If Gilliam County joins the MCEDD region, the above services would be impacted as follows:

- Staff assumes that our EDA Planning Grant would be slightly increased to cover Economic Development Planning Services in Gilliam County. This would mean MCEDD's existing counties would not be impacted (e.g. they would not receive less service since the work covers more territory), except as related to staff capacity. This is likely small given the small size of the county.
- If EDA and USDA allow our existing loan funds to also cover Gilliam County, it would mean our loan funds have to stretch to cover more territory and would reduce what is available for the existing counties. Currently, we have a surplus of loan funds available, and more territory would be helpful. Also, given the small size of Gilliam County, we likely would not have many loan requests there (we receive few from Sherman County and have no open loans there at present).
- There would be more Oregon partners possibly looking to contract for services (e.g. Gilliam County, Condon, Arlington), which would lessen our staff capacity for our existing counties. We currently do have staff capacity to add more contracts.

ATTACHMENT 2 FOR MCEDD BOARD MEETING

Information from EDA on Boundary Modification

Summarized from a 2015 email from David Porter, EDA

The authority to establish, modify, or terminate an EDA Economic Development District resides with the Assistant Secretary of Commerce for Economic Development. Such modification must be upon the request of the District Organization(s) concerned and with the concurrence of the State or States affected. EDA may modify the geographic boundaries of a District if it determines that such modification will contribute to a more effective program for economic development. [See 13 CFR 304.3]

How this process should work is as follows:

1. The Board of Commissioners of Gilliam County must pass a resolution requesting that GEODC release said county from membership so that it may become affiliated with MCEDD. The Gilliam County resolution should identify the principal reasons and economic justification for advancing this initiative to include how the economic development landscape in the region has changed since EDA established the Districts. (EDA staff can dig into EDA files for background information, however, files older than about 20 years are difficult to resurrect.)

The County's resolution should reflect a unique perspective in terms of the advantages and opportunities associated with making the move. You may also choose to address the potential disadvantages if proposed modification is not approved. Recognizing there may be some short-term disruption in terms of organizational management, over the long term the initiative should support the efforts of both Districts to build economic development capacity within their respective boundaries as modified.

In the final analysis the proposed modification must be seen to advance EDA's mission in the Region. This information may be drawn from or informed by your respective CEDS documents. Reference to the information being "contained in or consistent with your CEDS" is not sufficient. For instance, the modified Regions may:

- Share economic and community development challenges and opportunities...with the existing area covered by the newly modified District
 - Share employment patterns, workforce characteristics, or workforce development strategies...
 - Share transportation access issues and/or transportation networks...
 - Have industry or business clusters in common with or tied to...
 - Share natural resource planning or utilization issues that affect economic development...
2. Once the County Resolution is passed, copies should be delivered to GEODC and MCEDD for review by their respective Board of Directors. A quorum must be present and minutes taken for said District Boards to act on these petitions. Anticipating

approval of the proposed modification by both Districts, the minutes must nevertheless reflect (1) any significant opposition, (2) a clear understanding of the anticipated advantages of the modification, and (3) an assertion that the modification will not unduly disrupt either District's ongoing economic development programs and services.

3. The petition(s) must include map(s) of the proposed EDD boundary modification that show the boundaries in place before as well as after the modification. When possible, the map(s) used should illustrate the spatial economic linkages between the counties included in the modification.
4. Action letters required as part of your submission package:
 - Letters on District stationery from the Chairs of both Districts requesting the proposed boundary modification to include the principal justifications.
 - Letters of concurrence from the Office of the Governor of the two states involved (Washington and Oregon) clearly demonstrating support for proposed action.
 - Letters or copy of the resolution from the county (Gilliam) requesting the boundary modification.

All letters and related documents should be addressed and forwarded to the EDA's Seattle Regional Office, with copies to our Oregon and Washington EDA reps.

5. Once these documents are received in the Seattle Regional Office, the EDA will assemble them as part of an "Action Memorandum" (Form ED-506) and shepherd the petition through various levels of review up to the Assistant Secretary who has approval authority. EDA staff is available to provide general advice and guidance on the process but is not allowed to craft or edit the reasons or justification associated with the petition.



**Executive Director's Report
Prepared for the March 2022 Board Meeting**

Regional Work and Outreach

• **2022-2027 CEDS Plan Update:**

- We issued the draft document for public comment through January 7 and sent it directly to partners listed in the plan for feedback. We have been working closely with our graphic designer Blue Marble Creative for improving the look of the hard-copy and online versions. We also secured Spanish translation for the summary version. I have drafted up conceptual Implementation Teams around each goal area to explore if that would be a new way to keep momentum going and move projects forward.
- We held a meeting of the Hood River Economic Development Group in January to discuss a draft Hood River County CEDS project list. Many thanks to RARE Tasha Blaircobb on her work to pull project information together. Jacque supported a presentation of the list to the Hood River Board of County Commissioners for final approval in February.
- I attended a meeting of the Klickitat County Economic Development Administration in February to learn more about their CEDS projects and other work.

• **EDA Work:**

- I helped host Laura Ives, our Washington representative for the Economic Development Administration, in a tour of Klickitat and Skamania Counties on January 26. She was enthusiastic about the day and our partners came away with useful ideas and information for EDA funding. Stops included Klickitat County Services Building, Dallesport Industrial Park, Bingen Point, Stevenson, and Cascades Business Park in North Bonneville. Thank you to our Board members who participated!
 - Our current EDA Planning grant expires on March 31, and we were invited to apply for the next round. It would again be a 3-year grant at \$80,000 per year. We submitted the application by the February 25 deadline and are waiting to hear back.
 - We continue to focus on using our CARES Planning grant funds to support recovery and resiliency projects in the region. Project Manager reports have some details, and these are related to my activities. I developed a contract with Gorge Grown Food Network related to a series of trainings for value-added ag businesses, producers, and others they support. We have requested some grant budget adjustments, but we seem to be on track to spend it out by the grant end date of June 30, 2022.
 - We have a new EDA Director for the Seattle Regional Office, Sheba Person-Whitley. I invited her to visit the region to see the good work EDA has done locally and she accepted! April 28 is the tentative date.
- I have transitioned to President of the Oregon Economic Development Districts. Current projects include implementing a grant to build capacity for the organization through a hired staff person/consultant to move projects forward more quickly. I also reached out to Washington Economic Development Association to join the organization as a member and attended their Spring Legislative Conference on March 2-3 in Olympia. Our Washington EDA rep organized a

meeting of Washington EDDs with me as the featured presenter to share how MCEDD is organized and the work we do in the region.

- There seems to be progress with Business Oregon on allocating the funds designated for Oregon's Economic Development Districts in Oregon House Bill 2345 that passed in 2021. We expect about \$45,000. The exciting news is that the Ford Family Foundation has said they would match these dollars! The focus of the funding is grant writing assistance in rural Oregon's smallest communities (counties under 12,000, cities under 2500, and special districts). I asked Ford if they know of a similar foundation in Washington as we have some real grant writing needs in Skamania and Klickitat Counties. So far, I have not identified a similar Washington resource.
- I held two meetings of an Expansion Task Force to explore bringing Gilliam County into the MCEDD district. Conversations have centered on differences in services that MCEDD provides on the Oregon and Washington sides. I also held a resulting meeting with our Washington public sector board members to explore improvements and have been following up on suggestions to build my knowledge and connections in Washington.
- I engaged in regional outreach with meetings with Sen. Murray's staff, Rep. Bentz's staff, two different staff meetings with the WA Department of Commerce, Klickitat County EDA staff, Rep. Blumenauer's staff (and submitted comments on his draft Gorge legislation), Mid-Columbia Community Action Council, Cities of Stevenson and Bingen, Ports of Klickitat and Cascade Locks. I also participated in the Al Wynn radio show and was interviewed for an article in The Ford Family Foundation's magazine.

Facilities, Trainings and Operations

- As approved at the December Board meeting, we opened accounts with the Oregon Local Government Investment Pool.
- With thanks to our Safety Committee (Marla Harvey, Lauren Hernandez, Jesus Mendoza, Fred Bergren), we have updated our Safety Plan.
- I held evaluations for Carrie Pipinich, Jill Brandt, and Ami Beaver during this period.
- With some feedback from a few staff members, I developed a 2022 workplan for the organization. This was provided as an informational overview to the Executive Committee of what the entire organization is working on in 2022.
- I attended a human resources training the SDAO that provided recommendations on telework policy updates to reflect the work environment post-COVID. I am working to develop a draft of an update for MCEDD's policy.
- We are starting preparations for the FY23 budget. I attended a three-part webinar series on Oregon Budget Law. Dana and I are also doing research for a salary survey to ensure we are staying competitive, and as recommended to be done annually in 2021. With the Consumer Price Index so high, we are also researching what others are providing as cost-of-living adjustments.
- Besides the updated Drug and Alcohol Policy, we also reviewed several other practices we undertake as part of the evaluation from ODOT consultants.



**Executive Committee Report
March 2022**

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

- Discussed an update on the FY21 Audit. The extension has been filed until May 31. The CPA consultants that staff has lined up to help fell through a few times, which has delayed the work. We are now receiving some assistance from CPA Summer Sears and expect to have our pieces done in March. As our Auditor will need April to complete their work, staff is now looking at presenting the audit to the Board in a May special meeting to fall within the extension deadline.
- Reviewed the updated MCEDD Drug and Alcohol Policy and recommended approval by the Board.
- Discussed interest in a Strategic Plan and/or a Diversity, Equity, and Inclusion Plan for MCEDD. The Committee showed interest in both options and supported staff's continued research on these.
- Reviewed a draft Diversity, Equity, and Inclusion statement for MCEDD and recommended approval by the Board.
- Approved submittal of FTA 5339 grants for purchase of replacement vehicles and new bus shelters for The Link, our three-year EDA Planning Grant, and a Business Oregon Regional Innovation Hub Planning grant.
- Heard updates from the Expansion Task Force and discussed options coming out of the group. Recommended bringing the discussion to the March Board meeting to share updates and receive feedback on moving forward.
- Reviewed applicants for the MCEDD Budget Committee and recommended appointment by the MCEDD Board.
- Approved confirmed or likely out-of-state travel for MCEDD staff: Deputy Director of Economic Development to travel to Missouri in May, Project Manager to travel to Florida in April, Finance Manager to travel to Utah for Caselle training.
- Discussed cost-of-living adjustments being provided by member organizations for information as staff develops the MCEDD budget and given the high Consumer Price Index.
- Held the annual review for Executive Director Jessica Metta.



Prepared for the March 17, 2022, MCEDD Full Board Meeting

Approved Loans; Loan Actions

Since the last MCEDD Board Meeting the following loans were approved:

Business	Amount	Purpose
Pharaoh’s Family Farm, LLC	\$10,000	Distribute new product and working capital.

Updates on Clients

Delinquency rates are at zero for MCEDD. Staff has been able to keep this low level of delinquency through communication with our loan clients.

Business	Update
15 Mile Ventures, LLC	Paid in full.
Abundance Marketing and Design	Paid in full.
Lost Lake Resort, Inc.	Paid in full.
The Renewal Workshop	Paid in full.
Full Circle, LLC	Modification approved.

<p><i>Available to loan (1/31/22): approximately \$ 5,018,087</i></p>

Active Inquiries

Active inquiries with potential/anticipated applications include:

- Tavern/snack bar
- Clothing boutique
- Pedi-Cab service
- Vineyard
- Short term rental/office space
- Data analytics/reporting company
- Grocery store
- Catering/deli/food mart

Other Activities

- Cascade Locks-Hood River Enterprise Zone: MCEDD provides management for the zone, under contract to Hood River County. During this quarter, staff worked with EZ businesses on annual reporting requirements.
- The Loan Administration Board and OIB approved a microlending program and staff developed an application, executed a marketing campaign, and has started receiving applications for the program.
- We received a Ford Family Foundation Technical Assistance Grant to support Ami’s training in her new role. Ami completed the Economic Development Credit Analysis course offered by the National Development Council and is enrolled in the Council of Development Finance Agencies Intro and Advanced Revolving Loan Fund Web Courses in March.

- Ami attended The Dalles Area Chamber of Commerce, Mt. Adams Chamber of Commerce and Hood River Chamber of Commerce networking events. She also met with Lorena Lowell, new SBDC advisor for Klickitat and Skamania Counties, and has contacted several banks.
- The lending program continues to suffer under early payoffs and a low level of new loan requests. Our current concern is the inability to make our USDA IRP loan payments. These are loans that MCEDD has for use in lending, but we are not able to make our own loan payments if there are not enough existing loans generating interest. Jessica reached out to USDA to ask about options, and they are looking into a payment plan.

Support for Loan Boards

- The OIB met in January and approved modification requests from existing clients Full Circle LLC and Big Buddha LLC.
- The OIB and then USDA approved a Revolving Loan Fund plan for the new USDA National Scenic Area RLF on the Oregon side. The WIB submitted a draft, but USDA requested several additions. We are waiting on that clean up and then USDA final approval. Once both plans are approved, we will do some additional loan marketing outreach.
- We have finally received approval for the candidate for one of OIB's Multnomah County seats! Jamie Kranz from Troutdale is joining the board and met with Jessica for an orientation.
- Mount Hood Economic Alliance met in December to review a draft Revolving Loan Fund plan for the entity and discussed possibly lending to those without citizenship. This is a need we have heard from our partners at The Next Door. Jessica had a follow up meeting with MESO (Microenterprise Services of Oregon) to learn about their lending to those without citizenship. They do not lend to undocumented individuals and require things like DACA status, for example.
- Jessica continues to have conversations with Clackamas County to explore changes to how they appoint Mount Hood Economic Alliance board members. Thanks to Steve Kramer for his assistance on this!



To: MCEDD Board of Directors
From: Kate Drennan, Deputy Director of Transportation; Kathy Fitzpatrick, Mobility Manager
Date: March 9, 2022
Re: **Transportation Activities Report**

The Link Transportation

Operations

- Winter brought snowstorms to the whole Gorge region. The Link operated on Snow Routes and suspended the Hood River Route in accordance with I-84 closures. Snow Day services prioritize medical rides and necessary grocery trips. With Spring's arrival, we are slowly transitioning back from our snow tires to regular all-season tires.
- We continue to rotate vehicles in for ongoing preventative maintenance and have had some unforeseen repairs needed due to vehicle damage. We are looking to sell Bus 24 once the other vehicles have been rotated through their service schedules.
- We have been updating Link Driver and Rider policies to address a number of issues that have arisen over the past few months around no-shows, pick-ups off poorly maintained dirt or gravel roads, passenger behavior or health incidents. Kate is reviewing these changes with the Wasco County Public Transit Advisory Committee and the updated guidelines will be posted on the Link website.

Grants

- The Link applied for a competitive grant to replace two existing buses with fully electric buses. While we are hopeful, we will get the grant, the long-anticipated delivery timeline for electric buses will give us time to pursue the charging infrastructure needed to power the two buses. The buses are anticipated to be similarly sized to our existing buses – 12 +2 seaters. We are working with MCEDD's energy staff to begin conversations about an electrification strategy for The Link.
- We have also been busy applying for a competitive grant to fund new bus stop infrastructure, including simme seats (see right), signs, and bus shelters. This is vital to increasing the number and visibility of our bus stops along the deviated fixed route, as recommended in our Transit Development Plan (TDP).
- Finally, we applied for a competitive discretionary grant program to continue service on our deviated fixed routes, with changes that reflect the proposed recommendations in the TDP. These include a modified Red Route and significant expansion of bus stops on both the Red and Blue Routes.



Example of a simme seat/ bus stop pole.

Planning

- Wasco County Transit Development Plan (TDP): We have reached the ‘Project Recommendations’ phase of the Plan. We will be sharing the recommendations for public comment and feedback in late March and early April. We will be doing so via an online open house website that will be available for two weeks. During those two weeks, we will also have an in-person open house on the evening of Tuesday, April 5th where people can see materials in-person, receive a short presentation from our consultants, and have an opportunity to ‘ask the experts’. They will also be able to provide comments before the Plan is finalized. Kate will present the TDP final Plan at the next Board meeting for MCEDD adoption.

Mobility Management Items

- The Gorge Transit Strategy Phase 2 is in its final phases of ODOT review for the consultant’s contract and scope of work, and we anticipate project kickoff in the Spring. We will be forming both technical and stakeholder advisory committees. Please let us know if you’re interested in serving on either.
- Go Vets Columbia Gorge: Columbia Area Transit (CAT) and Sherman County Community Transit were awarded funding from the ODOT Rural Veterans Healthcare Transportation grant program in February. The purpose of the grant program is to serve the transit related needs of veterans living in rural areas, including access to physical, mental, and/or behavioral healthcare. Columbia Area Transit's "Go Vets Columbia Gorge" project will provide free public transportation access to the Veterans of our bistate region with the support of specialized tools and travel training, serving the unique transportation needs of each individual Veteran. Kathy and MCEDD Travel Trainer Sara Crook are currently building out the Veterans Program.
- MCEDD Travel Trainer Sara Crook continues to work on building out the Travel Ambassador program to help with transit travel training for those that need assistance navigating the system. She has been working through the Transit Connect Program and has begun outreach to employers and other groups in Wasco and Hood River Counties.
- The Transit Connect program continues to grow and distribute free transit passes to community-based organizations working with low-income populations. Sara works with staff from organizations to become ‘travel ambassadors’ to help the people they serve learn to navigate the transit systems throughout the Gorge accessible with an Annual Gorge Pass. Dial-A-Ride passes are also available. If you’re interested in participating in the Transit Connect Program, contact Sara!
- Safe Routes to Schools Program: North Wasco County District 21 and Hood River County School District are working on grant applications to fund Safe Routes to School Coordinator staff positions and programming for each district. Funding from the Federal Infrastructure Investment and Jobs Act and the proposed Move Ahead Washington transportation package will provide more grant opportunities for Klickitat and Skamania counties.

- SR 14 and Dog Mountain Trailhead Congestion and Safety Study. In January the SW Washington Regional Transportation Council and MCEDD provided input and comment to this draft study that offers a menu of strategies to mitigate congestion and safety issues on SR 14 in Klickitat and Skamania Counties. Many of the strategies highlight public transportation and private shuttle services combined with parking management as key components of successful implementation. This Plan is wrapping up and the findings will be brought forward to the



Figure 1. Study Area

Gorge Transit Strategy Phase 2 as we look at regional needs and congestion and safety issues driven by recreational attractions. See study area map below.

- Our Mobility Manager Kathy and Travel Trainer Sara are both participating in the Columbia Area Transit (CAT) Transit Master Plan. This Plan will set the policies and strategies to guide CAT's growth over the next decade, and their coordination with transit providers across the region.



To: MCEDD Board of Directors

Date: March 8, 2022

From: Carrie Pipinich, Deputy Director of Economic Development

Re: Deputy Director of Economic Development Report

Broadband and Economic Resilience

- Staff met with partners with the Healthy Gorge Collective to explore hosting a grant writing training in the spring. After sending out a survey to partners to better identify needs and current skill levels, the planning group is working toward a May series of trainings that will provide grant writing basics to support our communities in accessing resources.
- Staff has been coordinating with the statewide partnership for the Faster Broadband Oregon Initiative mapping effort that MCEDD is participating in. The effort will seek to develop a robust speed test database that can better show gaps in services. It is being managed by Link Oregon, who is coordinating with the Washington State Broadband Office to ensure data collected will be utilized by their mapping effort as the platform is the same. Staff is developing a regional survey that will gather additional information related to broadband needs and utilization that can support competitive grant applications as well as program planning. Anticipated roll out for this campaign is May but dependent upon the statewide timelines.
- The Wasco County Broadband Action Team has met twice with staff coordinating the meetings and preparing presentation materials. The BAT will initially focus on support for the above mapping efforts.
- Staff has continued to participate in Q-Life's work to map out middle mile connections between communities in Wasco County to support more resilient, scalable last mile networks within each community.
- To support Broadband Action Teams (BATs) across Oregon in engaging with Business Oregon's rulemaking process for developing their broadband infrastructure grant programs, staff drafted a letter to the Oregon Broadband Advisory Committee and Business Oregon encouraging them to include a representative from a BAT on the working group for this process.
- Staff worked with Q-Life to develop an intergovernmental agreement to provide support through our CARES funds to design and engineering for the Cascadia East Colocation Facility proposed to be housed at the Wasco County Emergency Operations Center. This will hopefully help further prepare the project for grant opportunities.
- The Central Klickitat REDS Leadership team has been meeting monthly to discuss next steps and coordination following the fall event. The focus has been on outreach with key partners regarding the needed capacity for implementation as well as project progress updates.
- Staff met with the City of Stevenson to discuss current broadband planning efforts and opportunities to support implementation.

Wasco County Economic Development Commission:

- The Wasco County Innovation Strategy group (Port, CGCC, EDC/MCEDD, Business Oregon, Regional Solutions) are the partners coming together to work toward implementation of our initial phases of work after completing the Center on Rural Innovation planning process. The group is scheduled to meet early in March to begin this work. This will focus on mapping out our entrepreneurial ecosystem and conducting outreach to local businesses to better understand their experiences with it and is supported by a grant from Business Oregon
- Staff coordinated the Brownfield Coalition Assessment Grant core team meetings, including the City of The Dalles, the Port of The Dalles, and partners from the State. Staff also met with City of The Dalles staff and the program consultant to discuss potential opportunities to utilize area-wide planning resources incorporated into the grant.
- Staff drafted an update to the EDC's five-year Strategic Action Plan that has been underway along with the CEDS update process. To develop a finalized action plan, staff worked with each of the EDC's four committees to discuss opportunities to support implementation and developed goal-specific action plans. Staff is presenting the plan to the Board of County Commissioners on March 16th.
- Staff presented the annual Wasco County Community Enhancement Project list to the Board of County Commissioners in January for acknowledgement.
- Staff has been working closely with Wasco County to support them in exploring a Local Government Grant application to Oregon State Parks to acquire new park land focused on developing a new sports complex that would replace the existing Kramer Field complex.
- Staff presented to The Dalles Area Chamber of Commerce's Government Affairs meeting about MCEDD's CEDS update and the EDC's current activities.
- Staff met with Wasco Electric Cooperative to discuss their current plans, opportunities for coordination with broadband efforts, and potential grant resources and support.

Additional Items:

- Business Oregon has released a Request for Grant Applications focused on planning support to develop Regional Innovation Hubs across Oregon. These hubs could add capacity to existing local business support efforts and increase coordination between local entities as well as with statewide innovation, tech transfer, and business support services. Staff is working to develop an application and coordinating with partners to support.
- Staff conducted a six-month review for Cheryl Eniero and a quarterly assessment for RARE participant Natasha Blaircobb.
- Staff worked with the Executive Director to support transition planning and the interview process for new energy focused staff. This has included developing an updated position description at a Project Manager staff level to support increased focus on implementation of energy projects by the Hood River Energy Council and additional engagement with the Energy Council projects to support a smooth transition.
- Staff supported the transition of Sherman County Economic Development primary staffing to Project Manager Jacque Schei.



To: MCEDD Board of Directors
From: Cheryl Eniero, Project Manager
Date: March 2, 2022
Re: Project Manager's Report

Gorge Technology Alliance (GTA)

MCEDD supports the GTA through contract project management services.

Events: GTA events continue to be held virtually or in spaces able to accommodate social distancing protocols.

- **Regular Events:** Staff supported regular events including January's Geek Lunch featuring Dr. Kevin McCabe of Doublestrand Consulting discussing his recently published research on beta-coronavirus bioaerosol transmission and disinfection, as well as GTA Human Resources Coffee events. Staff is also preparing for the in-person event on April 6th for a tour of the Columbia Gorge Community College's (CGCC) Regional Skills Center in The Dalles followed with informal time for networking.
- **Gorge Women in STEM events:** The GWIS group kicked off a Company Spotlight Series featuring panelists from Sightline Applications discussing ways that the organization supports the women that work there. The next event in this series will be held in April and will profile EDF Renewables. GWIS is also planning for a Speed Networking event on March 30th. Staff supports the logistics and outreach efforts for this group.
- **AUVSI Xponential:** Staff has been working closely with GTA members attending the Xponential conference in Florida in April to plan for a mixer event. This has included identifying members interested in sponsoring the event, working with local companies to plan for the mixer, and developing necessary materials for promotion.
- **Annual Budget Approval:** Staff facilitated the development of the GTA's 2022 Budget and the annual workplan. The GTA is interested in focusing on engagement and communications to rebuild connections within the tech community as COVID-19 restrictions ease.
- **Corwin Hardham Memorial Scholarship:** Staff developed and promoted the 2022 scholarship opening. Nineteen applications were received for this year's Corwin Hardham Memorial Scholarship. The GTA's Scholarship Committee will review and score the applications and bring a recommendation to the full Board. The selected recipient will be named on March 29.
- **Membership / Sponsorship Drive:** The annual membership /sponsorship drive is wrapping up as staff continues to follow up with those who have not yet renewed for 2022.

Economic Resilience and Recovery

Most of this work is supported through our EDA CARES Planning Grant which expires June 30, 2022, or other grants as noted.

- **Small Business Website Design:** Staff has matched nineteen small businesses who need assistance creating a website with two contracted two web designers to develop basic websites. There are currently five additional businesses that will be assigned to a developer as workload allows. Program funding will be exhausted after the five remaining are assigned to the developers.
- **Business Resilience Spotlights:** Staff has interviewed five business owners identified by Chambers of Commerce throughout the region as being particularly adaptable and resilient to the economic changes caused by COVID-19. The interviews are used to develop business resilience profiles that are shared onto the MCEDD website, newsletter, and other social media channels.
- **Monthly Resiliency Theme Calendar:** Staff has developed monthly articles and corresponding resource lists focused on a particular small business resiliency topic to be shared with local Chambers of Commerce and industry association partners. The Chambers are encouraged to share the articles to their membership via their social media channels, newsletters, or other outreach means as appropriate for their membership. The articles provide timely information to small businesses owners making them aware of the variety of tools and resources available to help them build their resiliency strategies.
- **Pub Talks:** Staff received a grant from Oregon Community Foundation to support a Pub Talk series that will highlight diverse businesses in the region in an informal setting. The events will feature a few local businesses who can share their start-up stories and support connecting with other small business owners in the area. Staff anticipates hosting them in partnership with local chambers as there is interest in Hood River, Wasco, and Sherman counties. Outreach is beginning to these local partners to discuss planning for next steps.



To: MCEDD Board of Directors
From: Jacque Schei, Project Manager
Date: March 2, 2022

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. This work is supported by contracts with the project owners.

- **Crystal Springs Water District (CSWD) Mid-Valley Reservoir & South Valley Reservoir:** Both of these projects have funding support from the Safe Drinking Water Revolving Loan Fund (SDWRLF). Construction on both projects is near completion – the Mid-Valley reservoir is 95% complete and the reservoir is operational. The South Valley reservoir is 80% complete and the District expects it to be online in May. Both projects are expected to complete construction by June.
- **CSWD Odell Water Company Consolidation:** The District executed a contract with Business Oregon for Safe Drinking Water Funds in late December 2021. The funds supported the District in acquisition of the Odell Water Company (OWC) at the end of last year and will support design and reconstruction of the OWC spring source intake. MCEDD will provide grant administration for the work.
- **City of Cascade Locks Wastewater System Improvements:** The City 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. Long term financing will be provided by USDA Rural Development. The City has also received CDBG funding (\$2.5 million) to support the project. Bids were opened December 16, with the lowest apparent bidder being James W. Fowler Company (Dallas, Oregon). The low bid (plus selected additive alternatives) totals \$6,292,695. The City executed a contract with the company in February 2022 and expects construction to start in the next month.
- **Biggs Service District Water System Improvements:** Biggs Service District was awarded a loan/grant (\$1,560,000 loan; \$535,500 grant) from USDA Rural Development for improvements to its water system. Crestline has been doing some mobilization work since November, but requested a revised construction start date of mid-February 2022, as supply chain issues have been creating delays in delivery of materials. Crestline has now started construction in earnest. The Biggs Service District Board adopted revised monthly base rates as well as a full schedule of rates associated with water service. Next steps include finalizing a user agreement template and getting review from USDA before sending to water system users to complete.
- **City of Hood River Stormwater Line Replacement:** The City has completed Phase 1 of a project to repair a sinkhole in the waterfront area caused by a damaged stormwater line. The remaining phases of the project will replace the deteriorating line and add additional treatment. The City has secured a loan from the Clean Water State Revolving Fund (\$1.277 million, with \$500,000 forgivable), has \$2.695 mil of ARPA funding from the state, and has been awarded Business Oregon Water/Wastewater program funds (\$1.151 million loan plus

\$200,000 grant). The design for the next phase is expected to be final around April/May 2022, with bid documents ready for review by the end of May. The City is also performing archaeological surveys before construction starts.

- **City of The Dalles Dog River Pipeline Replacement:** The City of The Dalles has been awarded a \$1 million grant from the Oregon Water Resources Department and a SDWRLF loan (\$3.5 million loan, \$530,000 forgivable loan) to support the project. The City will provide a portion of additional funding needed, but current cost estimates are considerably higher than expected and it is likely that the City will submit a request to the IFA Board for additional funding (approximately \$4.5 million). Engineering design for the project is now 90% complete. Staff worked with the City to finalize bid documents for the purchase of 13,250 feet of pipe and fittings needed for the project in 2022. Staff also reviewed initial drafts of the City's advertisement for bids for timber removal services and for construction.
- **Sherman County Bus Barn:** Sherman Transit has received a \$480,000 grant from ODOT's Statewide Transportation Improvement Fund to support design and construction of a bus parking facility for the County's transit buses. The County has requested MCEDD support for administration and solicitation of a firm to provide design and engineering services.

Sherman County Economic Development

- Staff worked with Regional Solutions to host an outreach meeting with representatives from the County to learn more about upcoming projects and help connect projects to potential resources at various state agencies. Staff worked with the County Planning Director to finalize a CEDS project list to present to the County Court for prioritization.
- Staff met with the City of Wasco and Business Oregon to discuss water and wastewater issues in the City and what funding may be available to support upgrades. Next step is to have a more in-depth discussion about the City's planning documents and potential funding sources to support future planning and upgrades.
- Staff worked with the Housing Grant Review Committee to process one new housing grant application received in December, which was conditionally approved by the County.
- Staff have been working with the City of Grass Valley regarding next steps for the development of a wastewater system. The engineer will present the final feasibility report at the March City Council meeting and staff will attend to discuss next steps and community engagement.
- The City of Rufus was awarded state brownfield funding to do a hazardous building materials survey on the community center and SIPP funding to evaluate the old well supply facility and to develop improvement recommendations. Staff will meet with the City to discuss next steps.

Additional Items

- Staff continued to work with the Port of Skamania to submit an application to EDA for funding to develop infrastructure and build a flex building at the Cascades Business Park. The Port was also successful in securing a loan/grant from the Community Economic Revitalization Board (CERB) totaling \$2 million, which will be used as match funding for the project.
- Staff continues to provide support to Hood River County for an application to CBBG. The County submitted a pre-application in late December and was invited to submit a full application in early January. Funding would support kitchen renovations at the Hood River Valley Adult Center. The County is expecting to hold a required public hearing at their March Board of Commissioners meeting and to submit an application by the end of April.



To: MCEDD Board of Directors

Date: March 7, 2022

From: Marla Harvey, Energy Coordinator

Re: Program Manager Report

Regional Renewable Energy Coordination:

- **Columbia Gorge Bi-State Renewable Energy Zone (CGBREZ):** Staff supported two CGBREZ meetings focused on Oregon and Washington legislative sessions and relevant energy bills. Meetings also included updates on a joint federal-state effort led by Washington Governor Inslee and U.S. Senator Murray to consider removal of the Lower Snake River dams. The meetings also reviewed updates on the Goldendale pumped energy storage project and regional project updates.

Hood River County Energy Council Coordination

- **Electric Vehicle for Volunteers in Action:** Pacific Power awarded Providence Hospital a grant award of \$62,600 to procure an electric vehicle to support the [Volunteers in Action \(ViA\)](#) program. ViA provides rides and general supports to older adults in Hood River County and Klickitat County. The weather-appropriate vehicle will help the program expand access and save on fuel costs. Providence Hospital is transitioning management of the ViA program to another entity and is working with Pacific Power to transfer the grant to the other partner. Staff project managed Providence's successful grant application.
- **Electric School Bus for Hood River County School District:** Hood River County School District was not awarded a Department of Energy Diesel Mitigation grant to procure an electric school bus. However, the district remains very interested in its Energy Council supported project to procure an electric school bus. The Environmental Protection Agency will release five billion dollars in funding to support school bus electrification and staff is coordinating with the district to support an application for this funding source.
- **Solarize Campaign Planning:** Staff convened and supported conversations with Solarize campaign managers Energy Trust and Solar Oregon, The Next Door Inc, and Energy Council members to plan for Hood River County's 2022 residential solarize campaign. The campaign is expected to take place between May and mid-June 2022, including mostly virtual workshops with one in-person workshop to reach Latino homeowners. The Solarize Campaign will encourage Hood River County residents to adopt solar + storage and include targeted Latino outreach, supported by The Next Door Inc.
- **Increasing Equitable Access to Energy Efficiency and Solar:** Staff is supporting implementation of a project intended to identify opportunities to improve access to energy efficiency and solar among low-income community members and communities of color. Staff convened Steering Committee meetings with The Next Door Inc and energy resource providers, including Mid-Columbia Community Action Council, Mid-Columbia Housing Authority, the Energy Trust of Oregon and NW Natural. A draft project survey was shared and reviewed.
- **Hood River County Energy Council Work Plan:** Staff is managing the update process for the creation of a new 2022-2025 Energy Council Work Plan. Specifically, staff collected input from partner organizations and individuals, organized meetings and materials, and drafted the work

plan. Staff will finalize a draft version of the work plan and present to Hood River County governing bodies regarding the plan in March.

- **Energy Resilient and Efficient Affordable Housing:** Staff introduced City of Hood River Rand Road affordable housing developers to Energy Trust of Oregon relevant program staff. Energy Trust is expected to support developers with project design this summer. In alignment with the project's resilience goals, staff encouraged the developers to consider making the shared common room solar + storage ready, in addition to net zero energy ready. When a solar + storage system is funded and added, this could allow residents to shelter in place in the event of a power outage. Staff also shared grant funding resources for renewable energy projects and car shares.
- **Energy Resilience Report:** Staff is finalizing edits to the Value of Energy Resilience for Industry Sectors report. This report summarizes the cost of power outages to key industry sectors, such as value-added agriculture, high technology, and tourism in Hood River County. Understanding the cost of power outages is necessary to understanding the value of energy resilient systems such as solar and storage microgrids.
- **Wastewater Treatment Plant:** Staff convened Energy Council members, Energy Trust of Oregon staff, and City of Hood River staff to review the status of energy efficiency and renewable energy opportunities at the City of Hood River wastewater treatment plant. Following the meeting, Energy Trust will review City of Hood River Wastewater treatment plant upgrade plans to identify opportunities to incorporate or plan for energy elements moving forward.
- **Green Tariff:** Staff coordinated a conversation between Pacific Power, Energy Council members, and Farmers Conservation Alliance to collect input on the development of Pacific Power's green tariff offering.
- **Energy Council Administration:** Staff supported member on-boarding meetings for four new members. Staff is also supporting staff transitions by preparing materials and training meetings.