

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
FULL BOARD OF DIRECTORS  
THURSDAY, JUNE 23, 2022  
4:00 P.M.**

**Hood River Fire Department, 1785 Meyer Parkway, Hood River, OR 97031  
And via Zoom Video Conference (Access Information on pg. 2)**

**BOARD MEETING AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order/Introductions	5 minutes	Information
Consent Agenda	5 minutes	Approval
March 2022 Minutes		
Telework Policy Update		
Tech Seat Vacancy Appointment		
Audit Report- <i>Tara Kamp</i>	15 minutes	Information
Financial Report	10 minutes	Information
Presentation of FY 2023 Budget; Public Hearing	15 minutes	Discussion
Approval of FY 2023 MCEDD Budget	2 minutes	Decision
Resolution 2022-2, Adopting the FY July 1, 2022 – June 30, 2023 Budget		
Wasco County Transit Development Plan Adoption, GOrge Pass Update	10 minutes	Approval, Information
By-laws Update	5 minutes	Information
Executive Director Report	10 minutes	Discussion
Committee Reports	10 minutes	Information
Executive Committee		
Loan Administration Board		
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b>		
<i>Regular Session Reconvened</i>		
Staff Reports	10 minutes	Information
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.*

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MCEDD is inviting you to a scheduled Zoom meeting.

Topic: MCEDD Board Meeting

Time: Jun 23, 2022 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84101127464?pwd=ZXZ5YlZqczBOY05hLzNkcWJaYnNQdz09>

Meeting ID: 841 0112 7464

Passcode: 827366

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**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
BOARD OF DIRECTORS MEETING  
THURSDAY, MARCH 17, 2022  
ZOOM VIRTUAL MEETING**

*BOARD MEMBERS:* Ken Bailey, Mike Foreaker, Eric Proffitt, Scott Clements, Bob Hamlin (Chair), Jonathan Lewis, Mark Zanmiller, Steve Kramer (Vice Chair), Dave Sauter, David Griffith, Joe Dabulskis, Tonya Brumley, Jan Brending, Les Perkins, Rob Kimmes

*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 and Operations Manager), Jill Brandt (Administrative Assistant), Kathy Fitzpatrick, Tasha Blaircobb (RARE), Cheryl Eniero.

*GUESTS:* Richard Foster (Klickitat County Economic Development)

**CALL TO ORDER/INTRODUCTIONS**

Bob Hamlin called the meeting to order at 4:01 p.m. A quorum was present. A round table of introductions took place.

**CONSENT AGENDA**

The following items were brought before the Board for Approval as Consent Agenda: the December 2021 MCEDD minutes, Appointment of Budget Committee/Officer, Budget Process Approval, Drug and Alcohol Policy.

**Dave Sauter motioned to approve** the Consent Agenda. Steve Kramer seconded the motion. The motion was passed unanimously.

*Mark Zanmiller joined the meeting.*

**FINANCIAL REPORT**

Dana Woods presented financials through January 31, 2022. The total cash balance as of 1/31/2022 was \$7,350,005.16. There was one new \$10,000 loan funded in January out of the EDA CARES RLF, and one loan payoff in the IRP fund. Loans Receivable balance was \$3,563,737.22. In the Operations Budget vs. Actual, the total revenues for the month of January were at 22.2% of budget. Total expenses for the month of January were 45.9% of budget. The cost of fuel continues to be a concern. Current spend out of the budget is at 93.2 %, and it should be in the 71-75% range. Much of this is due to the rise in fuel cost. Dana reported:

- Scheduling with Caselle staff is now happening.
- Funds have been transferred to the majority of the LGIP accounts with better rate of return.
- The CIS annual conference has announced a 0% rate increase for medical and dental insurance for 2023.
- Jessica has researched wage and COLA information for next year's budget.

- Loan Funds interest is not covering our debt payments. A significant number of payoffs have resulted in low loan interest.
- Audit update: Originally scheduled to be presented at this meeting but is not ready. The cleanup work that the auditor requested is in process now, at the final review. We are on track to give the Auditor information by April 1<sup>st</sup>. They will then have one month for final review and approval. Currently planning a special Board meeting in May to review the audit.

*Discussion: Scott Clements asked for the audit's deadline date. Dana explained that MCEDD has an extension until May 31<sup>st</sup>. Ken Bailey asked if this extra cleanup work for the auditor will be entered into the Caselle transfer, adding that it is better to update the numbers before rather than after. Dana agreed and confirmed that we are now at the first round of data exchange, and the data transfer will be better without all the extraneous QuickBooks information.*

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

### **COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY**

Carrie Pipinich gave an overview of the CEDS and presented the annual priority project lists for comment and final approval. She explained that the draft priority list in the meeting packet was assembled from information provided by each county. Each project was considered for its economic impact, jobs growth and retention, geographic distribution, readiness to proceed, and opportunities for funding within the next year. The list includes the top ten projects for Washington and the top ten for Oregon. Jacque Schei presented an overview of the staff-proposed list of priorities for our Washington counties and Carrie presented the list for our Oregon counties.

*Discussion: Bob Hamlin reported that the number of tour ships in Stevenson has increased significantly. Ken Bailey asked if there was any benefit to have the Hood River Bridge listed as a priority project for both Oregon and Washington. Jan Brending noted that this is the third year that the Hood River Bridge has been listed only on the Oregon list. Jessica explained that it was put on one list only in order to make room for another project. Being on the list for both states does not automatically mean that the project's priority gets boosted more than if it just appears on one state's list. Jessica noted that the Bridge project usually rotates between the two lists, however Hood River County submitted both of its bi-state bridges as one item, so it was left on the Oregon list. Ken stated that he was satisfied but wanted to clarify if there was a strategic advantage to putting the bridge on both lists. Bob wanted to know if the classification changes if a bi-state authority is in charge of the bridge, rather than the counties. Ken noted that joint bi-state operations clearly shows the importance of the bridges to both sides of the river. Bob reported that a bi-state authority is in the process of forming. Scott Clements asked about the \$300 million noted to bring the Bridge of Gods up to standard. Bob said it is a ballpark figure and the Bridge of the Gods had the lowest dollar amount requested to bring the Bridge up to spec in the Washington legislative session.*

*Carrie reminded the group that these projects can be shifted around in priority order if anyone feels strongly. Steve Kramer asked if the College's proposed childcare center will fit the programs outlined in the legislature's funding package. Carrie promised to look into this. Bob Hamlin asked for any further discussion of rankings and projects for the Oregon side. Ken*

*remarked that staff did a great job getting all of this information together. The public meetings all conducted virtually gave good input, and staff have done a great job consolidating the input. Ken stated that he trusted that staff were diligent in compiling and prioritizing the project lists.*

Jessica explained that approving this year's annual CEDS priorities also includes the approval of the five-year update of the document. The approval process for this document has included a detailed review at the December meeting, an open public comment period, and the photo contest to add visual graphics to the final document. Jessica credited Tasha Blaircobb (RARE) for her work on the photo project. Currently the document is now at the graphic designer Blue Marble Creative, getting the final touches. The website version will also include a Spanish translation for the first time. Jessica outlined the next steps to share the strategy. There will be a press release in all formats with outreach to our counties. For implementation, MCEDD will be reaching out to partners to provide assistance as needed.

*Discussion: Steve Kramer advised to concentrate on sharing digitally, as this has become the primary form of communication in our culture since COVID-19. Jessica agreed and stated that this website version will be much more user friendly. Current and past versions have been posted on our website as pdf document links. This new website version is based on what other districts across the nation are doing to make the document more interactive.*

Jessica concluded by reminding the group that approval of the Resolution will adopt both the Oregon and Washington lists for the coming year as well as the five-year plan.

**Ken Bailey motioned to approve** Resolution 2022-1, Adoption of the 2022-2027 Columbia Gorge Comprehensive Economic Development Strategy. Jan Brending seconded the motion. All voted in favor, and the resolution was adopted.

### **DIVERSITY, EQUITY AND INCLUSION STATEMENT**

Jessica thanked staff for their input in the creation of this statement, noting in particular Kathy Fitzpatrick's research. Jessica outlined the history behind this statement to the Board, beginning with staff's request to develop this statement for MCEDD. The Executive Committee supported the request at their December meeting and gave the go-ahead. Staff proceeded to develop the statement and presented it to the Executive Committee in February. There the Committee recommended that it be submitted to the Full Board for approval. The statement will be added to MCEDD's personnel policy and website.

*Discussion: Jan Brending thought the statement looks good. Ken Bailey suggested breaking up the paragraph into bullet points to make it more readable.*

**Ken Bailey motioned to approve** the adoption of MCEDD's Diversity, Equity and Inclusion Statement. Jan Brending seconded the motion. All voted in favor, and the motion passed.

### **EXPANSION TASK FORCE UPDATE**

Jessica gave an overview on the history and development of this project. The Task Force met in December and January to explore adding Gilliam County to MCEDD. The committee agreed that the ultimate goal with the addition was to make MCEDD stronger. The group's discussions identified two separate issues: adding Gilliam County and strengthening MCEDD's relations with our Washington partners. The task force discussed whether to address both issues simultaneously or to separate them.

Jessica has already begun to address the issue of equity with our Washington partners. On Gilliam County's request, the meeting packet memo shared the work completed to date. The memo also included an overview of the process steps that will need to be completed to add Gilliam to the District.

The task force committee requested that this topic be added to today's meeting agenda both to give the full Board an update and to confirm that the Board wishes to continue the process of adding Gilliam County. If approved today, the work to add Gilliam will continue. The proposed timeline for adding Gilliam is to present the draft proposal at June's full Board meeting and to give final approval at the September Full Board meeting. This process was presented to the Executive Committee, who have voted to recommend continuing.

On the Oregon/Washington balance issue, Washington partners stated that the assistance that MCEDD provides sometimes does not feel equal. The discussion identified the need to talk more directly with our Washington partners to see where MCEDD can provide more support. The meeting was scheduled, and a number of good recommendations came out of the discussion that staff has already started to implement. One piece identified to equalize representation was to add a new private seat to MCEDD's Board that would be filled from the Washington side. The group proposed a Forestry Representative because this is an economic driver in both Washington counties and could also represent forestry needs for MCEDD's Oregon counties. The group discussed the process for adding a new seat; this requires a vote by the Full Board to change the bylaws. The group confirmed that no further action from the EDA is required to change the Board in this way. In March, the Executive Committee recommended adding a Forestry seat to the MCEDD Board. This seat is independent from the addition of Gilliam County.

*Discussion: Bob said the Executive Committee has discussed this in depth and wants to hear comments and questions from the Board members who have not been involved in this project. Joe Dabulskis endorsed MCEDD as a great tool for everyone's mutual and equal benefit, and if anyone is unhappy, he would rather focus on fixing any internal issues before adding to the district. Joe stated his full support for the staff at MCEDD and wants to ensure that everyone is equally as happy with the services that MCEDD provides to each and every county. Eric Proffitt seconded Joe and added that it is important to have a clear idea of what we are fixing.*

*Ken stated that MCEDD's Oregon counties were recognized more and have more pull in Salem than Klickitat and Skamania do in Olympia. Jessica has stepped up efforts to increase our District's activity in Olympia. Ken further recognized these places where MCEDD has stepped up to do more, with or without an additional Board representative. Many on the Executive Committee were in favor of adding a forestry representative because all of the district's western counties on both sides of the river have timber, Skamania in particular. Adding this seat will solve the issue that a major industry in the Gorge is not currently represented on MCEDD's Board.*

*Steve Kramer agreed with Ken, adding that another good reason to have this Forestry representative is the focus they will bring to fire reduction. This is both key and high priority. Steve added that he was in favor of separating the vote on the two issues.*

*Jonathan Lewis asked if the forestry person will serve the whole Gorge and not just the Washington side. Jessica replied that private sector reps are intended to serve the whole district.*

*She asked not to push for a formal designation but recognize that the seat will be filled by a Washington person to maintain the bi-state balance within the Board. Bob Hamlin noted that Forestry is becoming more integrated on both sides of river due to consolidation.*

*Jan Brening stated that she has been involved with MCEDD from the late 80s through the present, and that she has seen that this inequality issue is not coming only from MCEDD, but it is also how the Washington counties have seen themselves as independent and apart, having to “pull ourselves up by the bootstraps, so that we don’t ask for the help from MCEDD.” Jan further added that it was important for the Oregon Board members to know that the Washington Board members do not think that MCEDD is not doing its job. Board members, particularly Washington’s City reps., need to remember what resources that MCEDD has available to them. She added that Washington’s Cities get overwhelmed by the scope of the projects needed and haven’t really considered that it could be much easier to have MCEDD step in for project management.*

*Dave Sauter supported Jan’s statement, adding that as part of the Washington delegation that met to discuss the inequalities issue, he wanted to be clear that Washington folks do not believe that the Oregon folks were holding us down, it is rather a cultural difference. Because MCEDD’s Washington counties do not have big pull in Olympia, this has conditioned officials in our counties to take care of ourselves without seeking advocacy or support. This independent culture permeates across both Washington counties; our Cities and Ports are used to going it alone but need to learn to participate within the larger organization. Dave added that Klickitat and Skamania have learning to do around collaboration and asking for help.*

*Mike Foreaker asked for clarification if the issue of Oregon/Washington expectations will have impact on whether the Board approves Gilliam County’s request to join. He stated that if Gilliam County felt they would benefit from the extension of our services to them, that he was loathe to hold that up because of an in-house issue that needs to be addressed. Mike stated that unless this will change the focus of our organization, that we can “walk and chew gum at same time.” He added that he would hate to withhold needed services on that basis.*

*Bob Hamlin clarified that the proposal today was to move in the direction to see a draft in June to accept Gilliam into the District. Jessica recalled to the group Judge Joe Dabulskis’ earlier suggestion to keep MCEDD’s house clean before adding Gilliam County.*

*Eric Proffitt added that most of conversation has favored the “walk and chew gum” strategy – to move forward on both issues simultaneously. Make sure both sides of river are engaged, and also continue to work on actions to add Gilliam County.*

*Ken reminded the group that the Task Force’s intent was to separate the two issues. Ken added that the discussion is to approve adding the private sector position now. He thought that it was not feasible to look to a final decision in June for the addition of Gilliam County. Ken observed that the Board can make a final decision today to add Forestry or wait until June on parallel tracks. On the Gilliam County addition, today’s discussion will inform the task force whether or not to continue with the process. If the vote is to move forward, the committee will continue to work out the details and will bring the proposal for how the whole process will work to the June*

*meeting. At the June meeting, the Board will accept the proposal, and then move forward with approval at the September meeting. Today's discussion will let the Task Force know to continue moving forward.*

*Bob Hamlin summed up the options. The Board can direct staff to go forward with adding Gilliam. The Forestry seat could be approved today, or the Board can direct staff to move forward with this process as well.*

*Jessica noted that to fully add the Forestry seat, it will require an amendment to the bylaws. This was not prepared for this meeting. The Board could vote to amend the bylaws without seeing what the actual language will be, but Jessica recommended that staff work up the proposed changes and bring for approval to the next meeting.*

**Jan Brending motioned** to direct staff to continue working to have Gilliam County join the district, and to prepare documents to add the forestry position. Dave Sauter seconded the motion. Steve Kramer and Joe Dabulskis voted no, all else voted in favor and the motion passed.

### **EXECUTIVE DIRECTOR REPORT**

Jessica gave some highlights of her ongoing work:

- The Mid-Columbia Economic Resilience Team will be convened again on April 21<sup>st</sup>. Jessica invited any Board members who are interested to join. The intent is to keep connections strong between economic and workforce development.
- The new Regional Director of Economic Development is Sheba Person Whitley, who is based in Seattle. Sheba will be coming to visit MCEDD on April 28<sup>th</sup>.
- Oregon HB 2345 designated resources for OEDDs to support grant writing in Oregon's smallest communities. The Ford Family Foundation will match to result in about 90,000 for MCEDD. MCEDD staff will conduct these grant writing activities.
- Executive Committee discussion on meetings formats is coming up in April. The special meeting in May to approve the Audit will be over zoom and very short. There is a possibility for the June Full Board meeting to be in person.

### **STAFF REPORTS**

**Carrie Pipinich** reported on the focus of her current work with the broadband action teams mapping effort. This is being done in collaboration with Washington's broadband office and will map out all five of MCEDD's counties. Between now and June there will be a push to get the mapping data available for our communities to see where the gaps in broadband service are. Mapping is the first step needed to apply for access to federal resources.

Carrie also thanked Marla Harvey for her service at MCEDD. Marla is leaving MCEDD to enter grad school. Carrie reported that MCEDD has hired Lindsay McClure to fill Marla's position. Lindsay will be at the next meeting.

**Jacque Schei** reported on her work with the City of Grass Valley in Sherman County. The City is determining feasibility to put in a city sewer system that will get rid of all the individual septic systems. Community outreach is the next step in the process. Once that is completed, Jacque will assist Grass Valley to find funding options.

**Kathy Fitzpatrick** shared Washington's passage of the Move Ahead Washington Bill. This will give our Washington communities interested in improving bike and ped facilities and public transportation more available funding. Kathy also shared that the usual bike and pedestrian programs, such as Safe Routes to School, have continued and even increased funding from the legislature this session. Kathy shared her excitement for the opportunities available to work with our rural communities to improve and increase multi-modal public transportation. She also noted her work with Oregon providers CAT and Sherman County Transit, who both received Rural Veterans Transportation Grants this quarter.

**Cheryl Eniero** reported on her work with the GTA to reengage the membership emerging from COVID-19. There are several events scheduled in April, both virtual and online.

**Kate Drennan** gave her update on the Transit Development Plan, long range planning for The Link. The upcoming public review and comment period is at the end of March and into April with an online survey and interactive open house website. There will be a one-day, in-person open house at the MCEDD office on Tuesday, April 5<sup>th</sup> from 5-7pm. Kate encouraged all Board Members to spread the word among their individual networks. The Plan's recommendations will be presented at the next Full Board meeting.

#### **EXECUTIVE COMMITTEE REPORT**

Chair Hamlin encouraged fellow Board members to read about the Executive Committee's business in the meeting packet memo.

#### **LOAN FUND MANAGER REPORT**

Ami Beaver gave an update on Loan Administration Board activity since the last Board meeting. She reported that the past quarter has been extremely challenging with no new loan applications due to the effects of Federal small business support. Ami reported an uptick on new business in the pipeline with an upcoming proposal going to the LAB next week. She reported that two applications for the microlending program have also come in. With the Ford Family educational grant that she received last quarter, Ami has completed a course on economic development analysis, and is registered for an upcoming Intro and Advanced RLF Course.

#### **REGIONAL UPDATES FROM THE BOARD MEMBERS**

**Eric Proffitt** stated that unemployment is now back to pre-pandemic levels. This is good for job seekers as there are four to five jobs available for every unemployed person. Eric noted the massive retirement in the first five months of 2021 as a factor. He attributed lack of affordable childcare as another driving factor. Parents are not working when childcare costs \$1 less an hour than what their job paid. With the wage inflation that is currently going on , businesses are starting to expand and good quality work makes pay scales go up. He noted that small businesses cannot compete with offering higher wages.

**Jan Brening** gave updates for the Cities of Bingen and White Salmon. Both Cities have hired new Administrators and Bingen has a new Mayor. The City of White Salmon is in the process of considering purchase of a historic home for a community space. Phase 1 of the Buck Creek replacement project is out to bid, and the project is now seeking funding for the second phase. The glassblower who has been in White Salmon is now building a new facility in Bingen. Springfest will be a one day event on June 4<sup>th</sup>. The Huckleberry Festival planning for next fall is in full swing. Farmers Market starts June 15<sup>th</sup>. There will be road construction in the Cities and throughout the county this spring and summer.

**Tonya Brumley** reported that The Dalles Cherry Festival is planned to happen April 22<sup>nd</sup> -24<sup>th</sup>. This event has not happened the past two years. The Hood River Chamber is doing well with tourism. The Dalles has a new position for an employee open that will focus on tourism/events.

**Jonathan Lewis** gave his report on the Mt. Adams and Skamania Chambers from information posted on their websites. Events are coming back, and Mt. Adams is focusing on community spring cleanup. Skamania's Chamber is sponsoring a 5K St. Paddy's Day Pub Hop. The Goldendale Chamber has been reorganized since COVID-19, and now has a strong board that has committees working towards economic development, coordinating with the City for community revitalization and parks planning projects. On the REDS summit follow up, the leadership group continues to keep in communication with MCEDD staff help.

**Joe Dabulskis** reported on major projects underway in Sherman County. The Biggs water project is scheduled to be done by the end of summer. This project been going on for the past eight to ten years, and everyone is excited to see it happening. The new wind turbine project is planned to go online at the end of April, provided that the major construction is done. The rain has been good for wheat.

**Ken Bailey**, reporting for Agriculture, noted that Wasco County has not had much rain this past month. He recounted last year's weather effects on crops and hopes that this year will be better. The biggest issues for business this year so far are finding enough labor, the price of imports, and the cost of diesel.

**Mark Zanmiller** reported for the Cities of Hood River County. Cascade Locks is looking for its next City Administrator. Mayor Walker passed away in February and the City has appointed an interim mayor. Hood River finished its goal setting for 2022, with housing projects and changing urban renewal districts as main priorities. There is a vacant public works director position with scheduled interviews today.

**Rob Kimmes** gave his update for healthcare in the region. COVID-19 is way down! Restrictions have been lifted in general public settings, although masks are still required in healthcare settings. The local industry news item was that MCMC is seeking a new partnership.

**Steve Kramer** gave his update for Wasco County. On overall county economic development, he noted that the SIP agreement with Google will be coming to negotiation. Google's 2005 Enterprise Zone first agreement will hit the tax rolls this year. MCMC is looking to relocate and a build new behavioral health center. Mid-Columbia Community Action Council has a proposed navigation center for the houseless and behaviorally challenged, shared with both Hood River and Sherman Counties. This is envisioned to be similar to a mental health facility and will be an alternative to sending people with behavioral mental health issues to NORCOR.

Steve touched on legislative funding from the latest session. HB 5202 disbursements included: Representative Greg Smith got funding for Dufur for Safe Routes to Schools. Both the Tygh Valley Community Center and the Fairgrounds got money. The solar project on Bakeoven continues to move forward.

**Mike Foreaker** gave a report for Maupin. Lots of activity with the Solar project. He noted that there is a lot of development pressure in City of Maupin. The City Council has focused on master planning to get

ahead of this development pressure. There is a proposal for a new recycling center that would serve all of south Wasco County.

**Scott Clements** gave a Housing update. The Rand Road project in Hood River is progressing. The City is ready to sign the contract with a developer. Rhine Village in White Salmon is going through a change of ownership – it was acquired by Columbia Cascade Housing Authority, who will assure continued affordability and continued improvements on that location. The Klickitat County project continues, but has been slowed down with a need to find gap funding. With the changing costs of construction, any housing development is a moving target on costs. Despite this slow-down, the project is alive and well.

**David Griffith** reported for the Oregon Ports.

- The Port of Cascade Locks: Renewal Workshop building will be closing on the first of the month. This is a 40,000 square-foot industrial building going back on the market.
- At the Port of Hood River, a new bridge authority agreement between Oregon and Washington is forming. The Washington legislature has set aside \$75 million for the bridge replacement, with an additional \$1.5 million for a traffic and revenue study.
- At the Port of The Dalles, there is an outreach team heading to Washington, DC to deal with funding and forest policy issues. The Port expects a busy spring fishing season with a bass tournament in May. This is a good way to bring attention to Gorge through the sport shows in Portland and in Redmond that our chamber has participated in. The Port met with City of Dufur to discuss the City's water system. The Port and the City previously worked together on updating the City's wastewater system, and are looking to collaborate again around the need for drinking water. Vacancies in the downtown area are of concern and the Port will try to steer activity to downtown The Dalles when it makes economic sense.

**Dave Sauter** reported on economic activity for Klickitat County. The solar farms projects continue, with the Bluebird project starting construction. There is an application for another project closer to Goldendale. Dave reported that the last legislative session attempted to find a solution for renewables and solar taxation issues. Last year the county was able to secure the title to the Mill Site through tax foreclosure. This was a Brownfield site and that the process for developing the site for community use can begin.

**Bob Hamlin** gave his update for Skamania County, focusing on the Carson Valley rezoning project. This area is the most densely populated valley in the county, and it is unincorporated. New businesses are moving there, and the need for planning on how to develop the area is pressing. The residential and commercial areas are a hodgepodge that has not been planned. On the business front, the Tenzen Spa in Home Valley will have its soft opening soon. The efforts to secure funding for the Wind River Business Park are the first steps to moving the whole area forward. The training center there that is owned by the Forest service will be used for conventions and events. Pub talk events are going on.

## **NEW BUSINESS**

Nothing was noted.

## **ADJOURNMENT**

Bob Hamlin adjourned the meeting at 5:50 pm.

*Respectfully submitted by Jill Brandt, Administrative Assistant*

## Memorandum

**Date: June 16, 2022**  
**To: MCEDD Board of Directors**  
**From: Jessica Metta, Executive Director**  
**Re: Telework Policy Update– CONSENT AGENDA**

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### Overview

MCEDD's existing telework policy has not been updated since many employees moved to primarily remote work as a result of COVID-19. Staff attended a training with Special Districts Association of Oregon (SDAO) on this topic and learned about language that would help provide clarity and mitigate possible risks to MCEDD. SDAO also provided a template that was used as a starting point. This language is part of the Personnel Policy and any updates must be approved by the MCEDD Board.

The following document shows the edits to the Telework section of our Personnel Policy using tracked changes. The Executive Committee reviewed the draft, requested that staff slightly adjust the draft to add more flexibility to the number of days in the office (in yellow highlight), and recommended approval of the adjusted Telework Policy by the MCEDD Board of Directors.

### Request

As part of the Consent Agenda, approve the updated Telework Policy as recommend by the Executive Committee.

2.7 Telework: The District may permit employees to work at their home. All employees must be approved in advance to telework by their supervisor and have a signed Teleworking Agreement.

#### 2.7.1. Eligibility

- A. Employees eligible for telecommuting must have job functions that are of a nature where face-to-face communications, with the public, the District, or with other staff, are minimal or may be scheduled. Additionally, the need for specialized equipment or material for these employees must either be minimal or capable of being scheduled so as not to disrupt District operations during regular business hours or the work of other employees.
- B. All new employees to MCEDD may telework after successfully completing the six-month probationary period. The expectation is that for the first six months of employment the employee will work in the office at least three days per week.
- C. 2.7.7 The Executive Director can modify, suspend, or terminate the telecommuting agreement if needed to address business needs of the District, as a result of a change in the employee's job performance, or for other reasons related to District operations.

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#### 2.7.42 Employee Responsibilities and Expectations

- A. All employees are required to work in the office, on a scheduled basis, a minimum of two days per work week. Special accommodations may be made by the Executive Director on a case-by-case basis.
- B. Employees will have the same working hours while telecommuting that they would have at the office. In other words, if the employee would normally work an eight to five day in the office, the employee should work an eight to five day at home.
- C. 2.7.4 For non-exempt employees, provision for breaks and lunch time will be the same as if the employee was working in the office. Overtime will not be permitted unless prior authorization is acquired.
- D. 2.7.2 Employees will have the internet, suitable office space, and equipment needed for a successful telecommuting arrangement. MCEDD will provide a laptop computer. The employee may agree to use her/his own phone, printer and fax. The employee will provide his/her own internet. No office furniture will be provided.
- E. Employees are responsible for supplying their home office with sundry items such as paper, ink, office furniture, etc.
- F. All employees are expected to maintain a home office that provides appropriate privacy during virtual meetings when dealing with sensitive or protected information.
- G. Employees must be able to comply with public records law and confidentiality.

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#### 2.7.3 Employee Responsibilities Related to IT

- ~~Have provisions related to data and information security to ensure adequate protection of District data and equipment.~~

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- A. The employee is expected to ensure they have an adequate, password protected internet connection at their home to be able to work efficiently, attend webinars and virtual meetings, utilize the VPN, answer phone calls, and meet any other virtual needs.
- B. Employees will be responsible for troubleshooting employee-provided home network or broadband services with help from their Internet Service Provider. MCEDD will not reimburse an employee for internet usage.
- C. All equipment supplied by MCEDD will be maintained by or at the direction of MCEDD. Our IT provider and MCEDD support staff will only provide device support that relates to MCEDD devices and connection.
- D. Equipment supplied by the employee, will be maintained by the employee. MCEDD accepts no responsibility for damage or repairs to employee-owned equipment.
- A.E. Employees will notify MCEDD immediately in the event of a theft, breakdown, or other issue with supplied equipment, software, or other materials. Employees will follow MCEDD direction regarding any necessary repair, update, replacement, etc. Employees may be required to bring equipment to the MCEDD office for periodic maintenance.
- F. 2.7.5 The District will be responsible for repair and maintenance of any equipment provided by the District. The Employee will be responsible for repair and maintenance of equipment owned by the employee. Surge protectors must be used with any District owned equipment.

#### 2.7.4 Telecommute Security

- A. Employees are required to have all internet, cellular or similar access points are protected with strong passwords or passphrases.
- B. All internet, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
  - 1. Login and password information is secure and protected, even from family members
  - 2. Basic network practices are being applied with appropriate security standards
  - 3. Web-based systems are secure
  - 4. Two-factor authentication is enabled and being used (if available)
- C. All data is saved in MCEDD authorized shared network drives, cloud locations (e.g., Google Drive), or MCEDD-provided media. No data can be saved to personal storage media (e.g., Flash drives, hard drives, personal cloud storage accounts, etc.)
- D. VPN access is only allowed on MCEDD issued devices. No personal devices will be connected via VPN.
- E. Employees should be conscious of not printing any sensitive information at their home office and the employee should utilize their time in the MCEDD offices for the printing such documents. Some positions may require the need to print such information at a home office and the employee is responsible for ensuring the security and appropriate disposal of those documents.

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- F. The employee is responsible to ensure any other measures used to secure information are taken.
- G. Employees are expected to ensure physical office security by taking steps like keeping sensitive material or customer information secure by hiding devices when not in use and any other measures appropriate for the job and the environment.
- H. Employees are expected to follow all MCEDD policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential electronic information in transit or at the alternate worksite.
- I. Personal computers or tablets should not be used for MCEDD business.
- J. Performance of illegal activities through the MCEDD network or on MCEDD time by any user, authorized or otherwise, is prohibited. The employee bears responsibility for and consequences of misuse of their access.

#### 2.7.5 Supervisor Responsibilities

- A. Supervisors are responsible for monitoring employee compliance with teleworking agreements, relevant policies, performance standards, expectations for work product and productivity and time accountability.
- B. Supervisors are responsible for approving the telework schedule for each employee.
- C. Supervisors are responsible for ensuring their non-exempt employees maintain their work schedule, including taking all breaks, and do not work outside of that schedule, including utilizing their cell phones after hours for work purposes.

#### 2.7.6 MCEDD Responsibilities

- A. MCEDD does not expect employees to incur costs to modify their home office, and MCEDD will not be responsible for costs associated with improvements of a home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the remote office space. In addition, MCEDD will not take responsibility for any increased home costs resulting from the work from home arrangement (e.g., home insurance coverage, increased utility costs, taxes).
- B. MCEDD will provide standard office equipment for the employee's home office. This will include a computer, keyboard, mouse, and one monitor. MCEDD reserves the right to modify what computer equipment is supplied at any time.
- C. MCEDD does not provide mileage reimbursement for employees driving from duty station to duty station, such as to/from their home office to/from the MCEDD office.
- D. An employee's salary, benefits and insurance coverage does not change because of teleworking.

#### 2.7.6 Workers Compensation: Injuries sustained by an employee while performing work on behalf of MCEDD regardless of location, is normally covered by the workers' compensation policy. If you sustain an injury while teleworking, you must notify your supervisor and complete any required documentation.

~~2.7.6 The employee will be covered by worker's compensation insurance for all job-related injuries occurring in the home during the telecommuter's defined work period.~~

Worker's compensation will NOT apply to non-job-related injuries that may occur in the home.

## Memorandum

**Date: June 16, 2022**  
**To: MCEDD Board of Directors**  
**From: Jessica Metta, Executive Director**  
**Re: Tech Seat Vacancy -CONSENT AGENDA**

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### Overview

Jason Hartmann was the private sector representative on MCEDD's Board for the tech industry through a position with Zepher. He recently transitioned to a position at Full Sail and no longer would fit the definition for the tech industry. We posted the vacancy on our website, issued a press release and shared it in our newsletter. Jason also helped recruit a replacement. Ryan O'Connor has submitted an application that is included in this packet. He serves as Director of Engineering with Trillium Engineering in Hood River. He also serves on Bingen City Council.

The Executive Committee reviewed Ryan's application and recommended appointment by the MCEDD Board of Directors.

### Request

As part of the Consent Agenda, appoint Ryan O'Connor to fill the mid-term vacancy for the high-tech private sector seat on the MCEDD Board of Directors as recommend by the Executive Committee.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT (MCEDD)**  
**BOARD OF DIRECTORS**  
**INTEREST FORM**

The purpose of this form is to assist the MCEDD Executive Committee, Board and staff in evaluating the qualifications of an applicant for appointment to the MCEDD Board of Directors. **Please complete the entire form and return to:**

*MCEDD, 802 Chenowith Loop Road, The Dalles, OR 97058*  
*[appointments@mcedd.org](mailto:appointments@mcedd.org)*  
*For questions call 541-296-2266.*

**PERSONAL DATA**

Preferred Mailing Address: Home  Business

Preferred Title \_\_\_\_\_ (e.g. Mr, Mrs, Ms, Dr, etc.)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_ ext \_\_\_\_\_

Cell Phone (optional) (\_\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

**EDUCATION**

Schools attended, including high school. *A current resume may be substituted for this section.*

School	City & State	Dates	Degree/Major

## **EMPLOYMENT & EXPERIENCE**

Major paid employment & significant volunteer activities. *A current resume may be substituted for this section.*

#### Dates (from-to) Employer/Organization

### City & State

## Title/Position

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## **INTEREST IN APPOINTMENT**

Describe in detail why you are interested in serving on the MCEDD Board. Include information about your background and how you meet the requirements for the position being sought. *You may complete this section on a separate sheet.*

## **ADDITIONAL INFORMATION**

Do you represent a minority group (please list)? \_\_\_\_\_

Do you represent a labor group (please list)? \_\_\_\_\_

Do you represent a workforce development agency (please list)?

Do you have any identified conflicts of interest serving on this Board (please identify)?

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**Completed forms must be returned to: MCEDD, 802 Chenowith Loop Road, The Dalles, OR 97058 or  
[appointments@mcedd.org](mailto:appointments@mcedd.org)**

**Memorandum**

**Date: June 16, 2022**

**To: MCEDD Board of Directors**

**From: Jessica Metta, Executive Director**

**Re: Audit Request**

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**Overview**

Tara Kamp of Pauly Rogers & Co. will present the audit report for the year ended June 30, 2021.

Print copies will be available at the meeting and at the MCEDD office following the meeting.

MCEDD members may also request a copy of the audit be mailed to them, if preferred.



## FINANCIAL SUMMARY

As of May 31, 2022

### **Balance Sheet**

Total Cash balance as of 5/31/2022 is \$7,949,034.12. The MCEDD “Money Market” funds have been moved to the MCEDD Checking account for the purpose of moving those funds to the MCEDD LGIP account. Accounts Receivable (1202) balance is \$117,180.72. MCEDD Loans Receivable balance is currently \$1,701,295.30. The negative Health Insurance Payable (2070) is due to a payment timing. The net income on the balance sheet is showing a negative total for two reasons; the first is because there has been no journal entry to carry-over fund balances from FY21 to FY22 due to the extended work on the audit. The second reason is because of the budgeted carry-over to FY23 journal entry. If you take that journal entry out of the equation, the net income is \$370,884.83. The net income on the balance sheet comes from the P & L's, so this is also the reason that you will see negative net income on some of the provided P & L's. Some other negative net income is due to a timing issue of payments being received. Decreased loan activity as well as a higher than normal loan payoff rate continues to be a concern with the majority of the loan funds not earning enough interest to cover the expenses. Current Net Position as of May 31, 2022 is \$13,044,291.70.

### **Operations Budget vs. Actual**

Total Revenues for the month of May are at 14.3% of budget. YTD revenue is at 47.6%. Federal Revenue (4100) appears to be low because of the budgeted \$2,000,000 in USDA loan funds. If you exclude that \$2,000,000 then YTD Federal Revenue is 82% of Budget. Investment interest YTD is 590.5% of budget which is a result of moving funds to the LGIP. Farebox revenue (4805) is low because we were uncertain what the Gorge Pass revenue was going to look like at the time of budget preparation, so the budget number was a best guess. Total expenses for the month of May are 37.2% of budget and YTD expenses are 50.2%. Personnel expenses for the month of May are 78.2% of budget. Building costs (6700) have ended up being over-budget partially because of higher costs due to adding the bus shelters to the janitorial contract. Vehicle maintenance and fuel costs continue to be a concern. Fuel expense for the month of May was 217% of what was budgeted, which brings the YTD fuel budget to 157.3% of budget.

It has been fairly common practice for MCEDD to require a Supplemental Budget, but one is not necessary this year. Although several line items will end up being over budget, the Materials and Services category appropriation included the \$2,000,000 USDA loan funds so the category will be well under budget.

## **Other Updates**

- We anticipated a project kickoff meeting with Caselle, and as of yet, we have not heard from them to schedule that meeting. I did however hear from one of the Implementation Team consultants who reached out to see when we could talk about MCEDD's cash receipting process. I did respond with my availability, and am currently waiting to hear back about scheduling that meeting. Jessica has attempted to "nudge" them along in the process and expressed our impatience. At this point, we will be getting more persistent.

Respectfully Submitted,

Dana Woods  
Finance Manager

8:34 AM

06/13/22

Accrual Basis

**Mid-Columbia Economic Development District****Balance Sheet**

As of May 31, 2022

	<b>May 31, 22</b>	<b>May 31, 21</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 · Bank Demand Deposits</b>		
<b>1010 · MCEDD Checking</b>	837,922.07	261,087.68
<b>1015 · MCEDD MM</b>	2,405.68	597,680.62
<b>1020 · IRP</b>		
<b>1021 · IRP - Sherman</b>	59,484.37	94,100.73
<b>1022 · IRP - WA</b>	47,956.42	60,618.39
<b>1020 · IRP - Other</b>	67,233.91	95,874.89
<b>Total 1020 · IRP</b>	174,674.70	250,594.01
<b>1030 · Loan Funds</b>		
<b>1036 · EDA RLFs</b>	208,542.55	516,801.43
<b>1037 · EDA CARES RLF</b>	177,542.58	0.00
<b>1045 · Reg Strat</b>	51,279.64	145,187.22
<b>1050 · RBEG-OR</b>	44,618.40	161,500.70
<b>1055 · RBEG-WA</b>	19,211.25	96,298.70
<b>1057 · RBEG-KL</b>	28,743.00	124,364.34
<b>1067 · CDBG Microenterprises</b>	32,824.52	108,264.69
<b>Total 1030 · Loan Funds</b>	562,761.94	1,152,417.08
<b>1031 · Housing RLF</b>	579,272.16	1,514,489.33
<b>1070 · National Scenic Fund</b>	334,047.14	1,553,502.79
<b>1120a · LGIP - IRP</b>		
<b>1121a · LGIP - IRP Sherman</b>	175,021.58	0.00
<b>1122a · LGIP - IRP WA</b>	175,021.58	0.00
<b>1120a · LGIP - IRP - Other</b>	1,000,123.28	0.00
<b>Total 1120a · LGIP - IRP</b>	1,350,166.44	0.00
<b>1130a · LGIP Loan Funds</b>		
<b>1136 · EDA RLFs LGIP</b>	500,949.24	0.00
<b>1146 · Reg Strat LGIP</b>	100,189.86	0.00
<b>1151 · RBEG-OR LGIP</b>	250,474.65	0.00
<b>1156 · RBEG-WA LGIP</b>	75,142.38	0.00
<b>1158 · RBEG-KL LGIP</b>	100,189.86	0.00
<b>1167 · CDBG Micro LGIP</b>	75,142.38	0.00
<b>Total 1130a · LGIP Loan Funds</b>	1,102,088.37	0.00
<b>1131 · LGIP Housing RLF</b>	1,502,847.81	0.00
<b>1171 · LGIP National Scenic Fund</b>	1,502,847.81	0.00
<b>Total 1000 · Bank Demand Deposits</b>	7,949,034.12	5,329,771.51
<b>1100 · CDS</b>		
<b>1121 · IRP Reserve</b>	96,047.12	96,047.64
<b>Total 1100 · CDS</b>	96,047.12	96,047.64
<b>1122 · IRP - DDM Product</b>	543,697.77	927,984.40
<b>1125 · LINK Petty Cash</b>	145.90	150.00
<b>Total Checking/Savings</b>	8,588,924.91	6,353,953.55
<b>Accounts Receivable</b>		
<b>1202 · Accounts Receivable</b>	117,180.72	492,673.52
<b>1205 · Interfund Loan Receivable</b>	49,182.33	65,133.45
<b>Total Accounts Receivable</b>	166,363.05	557,806.97
<b>Other Current Assets</b>		
<b>1200 · Receivables &amp; Accruals</b>	1,250.00	-10,000.00
<b>1210 · Accrued Revenue</b>	14,970.15	12,058.57
<b>1240 · Prepaid Expenses</b>		

## Mid-Columbia Economic Development District

## Balance Sheet

As of May 31, 2022

	May 31, 22	May 31, 21
<b>1260 · Accrued Loan Interest</b>	<b>11,805.22</b>	<b>15,671.83</b>
<b>Total 1200 · Receivables &amp; Accruals</b>	<b>28,025.37</b>	<b>17,730.40</b>
<b>1300 · Loans Receivable</b>		
<b>1330 · MCEDD Loans Receivable</b>		
<b>1320 · IRP</b>	944,092.43	1,704,078.22
<b>1321 · IRP - Sherman</b>	0.00	147,375.12
<b>1322 · IRP - WA</b>	86,441.06	97,275.48
<b>1336 · EDA RLFs</b>	131,634.92	305,893.97
<b>1337 · EDA Cares RLF</b>	473,126.75	248,810.59
<b>1345 · Reg Strat</b>	29,442.46	31,219.96
<b>1350 · RBEG-OR</b>	21,622.02	146,817.97
<b>1371 · Housing RLF</b>	0.00	558,153.76
<b>1372 · MCEDD Micro Loan</b>	14,935.66	12,376.19
<b>Total 1330 · MCEDD Loans Receivable</b>	<b>1,701,295.30</b>	<b>3,252,001.26</b>
<b>1370 · OIB Loans Receivable</b>	<b>1,090,704.34</b>	<b>1,372,929.57</b>
<b>Total 1300 · Loans Receivable</b>	<b>2,791,999.64</b>	<b>4,624,930.83</b>
<b>1400 · Loan Payments Holding</b>		
<b>1420 · IRP</b>	-0.01	0.00
<b>1436 · EDA RLFs</b>	0.00	1,326.90
<b>1467 · CDBG Microenterprises</b>	0.00	-12.40
<b>1475 · OIB</b>	0.00	-7,212.51
<b>Total 1400 · Loan Payments Holding</b>	<b>-0.01</b>	<b>-5,898.01</b>
<b>1500 · Allowance for Doubtful Loans</b>		
<b>1520 · IRP Allowance</b>	-101,230.49	-112,150.28
<b>1521 · IRP - SH Co</b>	-8,728.41	-9,329.15
<b>1522 · IRP - WA</b>	-5,836.48	-17,452.77
<b>1536 · EDA RLFs Allowance</b>	-18,154.76	-33,468.48
<b>1537 · EDA RLF CARES Allowance</b>	-16,375.77	0.00
<b>1545 · Reg Strat Allowance</b>	-1,865.36	-1,947.64
<b>1555 · RBEG Allowance</b>	-8,729.68	-9,445.49
<b>1571 · Housing RLF Allowance</b>	-33,440.72	-33,936.18
<b>1575 · OIB Allowance</b>	-133,666.93	-148,149.53
<b>Total 1500 · Allowance for Doubtful Loans</b>	<b>-328,028.60</b>	<b>-365,879.52</b>
<b>Total Other Current Assets</b>	<b>2,491,996.40</b>	<b>4,270,883.70</b>
<b>Total Current Assets</b>	<b>11,247,284.36</b>	<b>11,182,644.22</b>
<b>Fixed Assets</b>		
<b>1600 · Fixed Assets</b>		
<b>1605 · Vehicles</b>	377,037.00	214,361.00
<b>1610 · Land</b>	172,681.00	1,605,958.00
<b>1620 · Buildings</b>	1,442,782.00	0.00
<b>1650 · Accumulated Depreciation</b>	-196,822.00	-123,337.00
<b>Total 1600 · Fixed Assets</b>	<b>1,795,678.00</b>	<b>1,696,982.00</b>
<b>Total Fixed Assets</b>	<b>1,795,678.00</b>	<b>1,696,982.00</b>
<b>Other Assets</b>		
<b>87 · Due To/From Internal Accounts</b>		
<b>88 · Due From Accounts</b>	1,901,275.66	1,555,994.91
<b>94 · Due To Accounts</b>	-1,899,946.32	-1,555,992.64
<b>Total 87 · Due To/From Internal Accounts</b>	<b>1,329.34</b>	<b>2.27</b>
<b>Total Other Assets</b>	<b>1,329.34</b>	<b>2.27</b>
<b>TOTAL ASSETS</b>	<b><u>13,044,291.70</u></b>	<b><u>12,879,628.49</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		

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06/13/22

Accrual Basis

## Mid-Columbia Economic Development District

## Balance Sheet

As of May 31, 2022

	May 31, 22	May 31, 21
<b>Accounts Payable</b>		
<b>2005 · Interfund Loan Payable</b>	50,511.74	65,133.48
<b>2010 · A/P General</b>	16,787.72	19,500.00
<b>Total Accounts Payable</b>	<u>67,299.46</u>	<u>84,633.48</u>
<b>Other Current Liabilities</b>		
<b>2030 · Accrued Loan Payment</b>	107,428.05	107,842.68
<b>2035 · Accrued Interest Payable</b>	126.69	162.84
<b>2050 · PTO - Accrued</b>	69,518.56	57,299.21
<b>2070 · Health Insurance Payable</b>	-27,835.09	-1,940.76
<b>2080 · Life &amp; Disability Payable</b>	-854.28	443.15
<b>2090 · WC SAIF Ins</b>	2,621.88	4,023.55
<b>2100 · Payroll Liabilities</b>		
<b>2110 · Federal Payroll Liability</b>	0.00	-187.49
<b>2120 · State Payroll Liabilities</b>		
<b>2115 · OR-SUTA Payroll Liabilities</b>		
<b>2105 · WBF Payroll Assessment</b>	247.50	281.06
<b>2115 · OR-SUTA Payroll Liabilities - Other</b>	780.41	223.97
<b>Total 2115 · OR-SUTA Payroll Liabilities</b>	<u>1,027.91</u>	<u>505.03</u>
<b>2120 · State Payroll Liabilities - Other</b>	<u>215.54</u>	<u>186.29</u>
<b>Total 2120 · State Payroll Liabilities</b>	<u>1,243.45</u>	<u>691.32</u>
<b>2180 · Payroll Liabilities - Prior Per</b>	2.90	2.90
<b>2100 · Payroll Liabilities - Other</b>	-127.86	632.26
<b>Total 2100 · Payroll Liabilities</b>	<u>1,118.49</u>	<u>1,138.99</u>
<b>2800 · Deferred Revenue</b>	-13,333.37	10,916.62
<b>2900 · Unavailable Revenue A/R</b>	98,422.89	0.00
<b>Total Other Current Liabilities</b>	<u>237,213.82</u>	<u>179,886.28</u>
<b>Total Current Liabilities</b>	<u>304,513.28</u>	<u>264,519.76</u>
<b>Long Term Liabilities</b>		
<b>2820 · IRP Loan Payable \$1million</b>	324,527.78	363,344.34
<b>2821 · IRP Loan Payable \$600,000</b>	308,895.37	331,054.82
<b>2822 · IRP Loan Payable \$750,000</b>	468,438.51	495,323.28
<b>2823 · IRP Loan Payable - WA \$310,000</b>	242,855.92	253,479.49
<b>2824 · IRP Loan Payable - SH \$200,000</b>	152,886.93	159,779.14
<b>Total Long Term Liabilities</b>	<u>1,497,604.51</u>	<u>1,602,981.07</u>
<b>Total Liabilities</b>	<u>1,802,117.79</u>	<u>1,867,500.83</u>
<b>Equity</b>		
<b>3100 · Fund Balances</b>	4,836,051.85	4,663,870.85
<b>3110 · Carryforward Balance</b>	684,886.00	-117,089.67
<b>3900 · Retained Earnings</b>	6,022,775.89	5,611,343.73
<b>Net Income</b>	-301,539.83	854,002.75
<b>Total Equity</b>	<u>11,242,173.91</u>	<u>11,012,127.66</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>13,044,291.70</b></u>	<u><b>12,879,628.49</b></u>

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

	May 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Carryover Revenue</b>	0.00	0.00	0.00	0.0%
<b>4012 · Trans From/To Fund (SUPPORT)</b>	-343.20	951.83	-1,295.03	-36.1%
<b>4100 · Federal</b>	6,666.67	348,304.00	-341,637.33	1.9%
<b>4200 · State</b>	16,925.00	67,618.25	-50,693.25	25.0%
<b>4300 · Local Match</b>	0.00	7,291.68	-7,291.68	0.0%
<b>4400 · Local Assessment</b>	0.00	6,577.92	-6,577.92	0.0%
<b>4500 · Contract Reimbursement</b>	25,682.70	45,232.08	-19,549.38	56.8%
<b>4600 · Loan Interest</b>	11,368.63	25,995.66	-14,627.03	43.7%
<b>4700 · Loan Processing Fees</b>	150.00	2,178.34	-2,028.34	6.9%
<b>4705 · Loan Filing Fees</b>	0.00	445.82	-445.82	0.0%
<b>4710 · Loan Late Fee</b>	0.00	287.50	-287.50	0.0%
<b>4750 · Investment Interest</b>	1,813.97	94.08	1,719.89	1,928.1%
<b>4800 · Other Revenue</b>	7,761.68	7,728.74	32.94	100.4%
<b>4805 · Farebox Revenue</b>	3,559.68	3,146.67	413.01	113.1%
<b>Total Income</b>	<u>73,585.13</u>	<u>515,852.57</u>	<u>-442,267.44</u>	<u>14.3%</u>
<b>Gross Profit</b>	<u>73,585.13</u>	<u>515,852.57</u>	<u>-442,267.44</u>	<u>14.3%</u>
<b>Expense</b>				
<b>5000 · Personnel Expense</b>	142,276.47	181,853.42	-39,576.95	78.2%
<b>6110 · Travel &amp; Conference</b>	358.01	2,763.33	-2,405.32	13.0%
<b>6190 · Event Services</b>	500.00	984.59	-484.59	50.8%
<b>6200 · Equipment</b>	232.48	1,090.33	-857.85	21.3%
<b>6300 · Supplies</b>	1,705.37	3,472.09	-1,766.72	49.1%
<b>6400 · Professional Services</b>	7,745.14	50,043.20	-42,298.06	15.5%
<b>6500 · Vehicle Costs</b>	15,058.39	9,001.33	6,057.06	167.3%
<b>6600 · Communications</b>	2,062.71	3,175.92	-1,113.21	64.9%
<b>6700 · Building Costs</b>	2,147.83	3,281.44	-1,133.61	65.5%
<b>6800 · Bonds &amp; Insurance</b>	0.00	1,204.33	-1,204.33	0.0%
<b>6900 · Other Materials &amp; Supplies</b>	242.33	168,998.19	-168,755.86	0.1%
<b>9000 · Indirect Spread</b>	0.00	-0.02	0.02	0.0%
<b>9100 · Capital Purchase</b>	0.00	37,371.25	-37,371.25	0.0%
<b>9600 · Transfer to/from Source</b>	0.00	166.67	-166.67	0.0%
<b>Total Expense</b>	<u>172,328.73</u>	<u>463,406.07</u>	<u>-291,077.34</u>	<u>37.2%</u>
<b>Net Ordinary Income</b>	<u>-98,743.60</u>	<u>52,446.50</u>	<u>-151,190.10</u>	<u>-188.3%</u>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>7400 · Loan Payment</b>	10,115.00	10,115.00	0.00	100.0%
<b>7500 · Carryover to Next Year</b>	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<u>10,115.00</u>	<u>10,115.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Other Income</b>	<u>-10,115.00</u>	<u>-10,115.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><b>-108,858.60</b></u>	<u><b>42,331.50</b></u>	<u><b>-151,190.10</b></u>	<u><b>-257.2%</b></u>

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

	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Carryover Revenue</b>	0.00	709,570.00	-709,570.00	0.0%
<b>4012 · Trans From/To Fund (SUPPORT)</b>	15,936.48	10,470.17	5,466.31	152.2%
<b>4100 · Federal</b>	1,497,486.46	3,831,344.00	-2,333,857.54	39.1%
<b>4200 · State</b>	663,355.00	743,800.75	-80,445.75	89.2%
<b>4300 · Local Match</b>	60,121.18	80,208.32	-20,087.14	75.0%
<b>4400 · Local Assessment</b>	78,768.00	72,357.08	6,410.92	108.9%
<b>4500 · Contract Reimbursement</b>	462,791.15	497,552.92	-34,761.77	93.0%
<b>4600 · Loan Interest</b>	177,560.69	285,952.34	-108,391.65	62.1%
<b>4700 · Loan Processing Fees</b>	10,501.04	23,961.66	-13,460.62	43.8%
<b>4705 · Loan Filing Fees</b>	3,533.78	4,904.18	-1,370.40	72.1%
<b>4710 · Loan Late Fee</b>	31.64	3,162.50	-3,130.86	1.0%
<b>4750 · Investment Interest</b>	6,111.19	1,034.92	5,076.27	590.5%
<b>4800 · Other Revenue</b>	43,622.76	85,016.26	-41,393.50	51.3%
<b>4805 · Farebox Revenue</b>	21,692.36	34,613.33	-12,920.97	62.7%
<b>Total Income</b>	<b>3,041,511.73</b>	<b>6,383,948.43</b>	<b>-3,342,436.70</b>	<b>47.6%</b>
<b>Gross Profit</b>	<b>3,041,511.73</b>	<b>6,383,948.43</b>	<b>-3,342,436.70</b>	<b>47.6%</b>
<b>Expense</b>				
<b>5000 · Personnel Expense</b>	1,594,901.51	2,000,387.58	-405,486.07	79.7%
<b>6110 · Travel &amp; Conference</b>	9,509.09	30,396.67	-20,887.58	31.3%
<b>6190 · Event Services</b>	500.00	10,830.41	-10,330.41	4.6%
<b>6200 · Equipment</b>	5,483.28	11,993.67	-6,510.39	45.7%
<b>6300 · Supplies</b>	22,464.27	38,192.91	-15,728.64	58.8%
<b>6400 · Professional Services</b>	251,880.20	550,478.80	-298,598.60	45.8%
<b>6500 · Vehicle Costs</b>	136,922.15	99,014.67	37,907.48	138.3%
<b>6600 · Communications</b>	17,201.92	34,935.08	-17,733.16	49.2%
<b>6700 · Building Costs</b>	44,002.09	36,106.60	7,895.49	121.9%
<b>6800 · Bonds &amp; Insurance</b>	24,197.50	13,247.67	10,949.83	182.7%
<b>6900 · Other Materials &amp; Supplies</b>	12,744.89	1,858,999.81	-1,846,254.92	0.7%
<b>9000 · Indirect Spread</b>	0.00	0.11	-0.11	0.0%
<b>9100 · Capital Purchase</b>	438,055.00	411,083.75	26,971.25	106.6%
<b>9600 · Transfer to/from Source</b>	0.00	1,833.33	-1,833.33	0.0%
<b>Total Expense</b>	<b>2,557,861.90</b>	<b>5,097,501.06</b>	<b>-2,539,639.16</b>	<b>50.2%</b>
<b>Net Ordinary Income</b>	<b>483,649.83</b>	<b>1,286,447.37</b>	<b>-802,797.54</b>	<b>37.6%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>7400 · Loan Payment</b>	111,265.00	111,265.00	0.00	100.0%
<b>7500 · Carryover to Next Year</b>	684,886.00	684,889.00	-3.00	100.0%
<b>7600 · In-Kind Contractual</b>	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>796,151.00</b>	<b>796,154.00</b>	<b>-3.00</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>-796,151.00</b>	<b>-796,154.00</b>	<b>3.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b><u>-312,501.17</u></b>	<b><u>490,293.37</u></b>	<b><u>-802,794.54</u></b>	<b><u>-63.7%</u></b>

**Mid-Columbia Economic Development District****Transportation YTD P&L**

July 2021 through May 2022

Jul '21 - May 22

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4010 · Trans Frm/To Fund (MATCH)</b>	0.00
<b>4012 · Trans From/To Fund (SUPPORT)</b>	15,936.48
<b>4100 · Federal</b>	792,838.82
<b>4200 · State</b>	539,622.00
<b>4300 · Local Match</b>	20,000.00
<b>4500 · Contract Reimbursement</b>	83,755.00
<b>4800 · Other Revenue</b>	
<b>4820 · Greyhound Sales</b>	4,612.25
<b>4825 · Greyhound Commission</b>	407.79
<b>4800 · Other Revenue - Other</b>	23,154.55
<b>Total 4800 · Other Revenue</b>	28,174.59
<b>4805 · Farebox Revenue</b>	21,692.36
<b>Total Income</b>	<u>1,502,019.25</u>
<b>Gross Profit</b>	<u>1,502,019.25</u>
<b>Expense</b>	
<b>5000 · Personnel Expense</b>	
<b>5100 · Wages</b>	535,649.31
<b>5500 · Fringe Benefits</b>	162,278.26
<b>5700 · Payroll Taxes</b>	53,813.31
<b>5800 · Payroll Expense - Prior Period</b>	-29,355.32
<b>Total 5000 · Personnel Expense</b>	722,385.56
<b>6200 · Equipment</b>	
<b>6220 · Equip Leased/Rented</b>	2,425.28
<b>6200 · Equipment - Other</b>	2,488.00
<b>Total 6200 · Equipment</b>	4,913.28
<b>6300 · Supplies</b>	6,109.07
<b>6400 · Professional Services</b>	
<b>6410 · Legal Services</b>	180.00
<b>6450 · Contractual</b>	33,435.75
<b>6460 · Testing/Training/Screening</b>	1,777.96
<b>6470 · Filing Fees</b>	150.00
<b>Total 6400 · Professional Services</b>	35,543.71
<b>6500 · Vehicle Costs</b>	
<b>6510 · Repairs &amp; Maintenance</b>	43,000.26
<b>6520 · Fuel</b>	87,352.50
<b>6500 · Vehicle Costs - Other</b>	6,569.39
<b>Total 6500 · Vehicle Costs</b>	136,922.15
<b>6600 · Communications</b>	
<b>6610 · Advertising</b>	2,582.61
<b>6620 · Postage &amp; Freight</b>	43.25
<b>6630 · Printing</b>	1,471.39
<b>6650 · Telephone &amp; Networking</b>	6,401.02
<b>Total 6600 · Communications</b>	10,498.27
<b>6700 · Building Costs</b>	
<b>6720 · Utilities and Janitorial</b>	15,332.69
<b>6730 · Repairs and Maintenance</b>	4,757.36
<b>Total 6700 · Building Costs</b>	20,090.05

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Accrual Basis

## Mid-Columbia Economic Development District

### Transportation YTD P&L

July 2021 through May 2022

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	<u>Jul '21 - May 22</u>
6800 · Bonds & Insurance	
6810 · Insurance - Vehicle	11,545.00
6820 · Insurance - Building	2,501.00
<b>Total 6800 · Bonds &amp; Insurance</b>	<b>14,046.00</b>
6900 · Other Materials & Supplies	
6910 · Dues and Fees	1,429.67
6935 · Online Processing Fees	126.75
<b>Total 6900 · Other Materials &amp; Supplies</b>	<b>1,556.42</b>
9000 · Indirect Spread	41,877.56
9100 · Capital Purchase	438,055.00
<b>Total Expense</b>	<b>1,431,997.07</b>
Net Ordinary Income	70,022.18
Other Income/Expense	
Other Expense	
7500 · Carryover to Next Year	363,977.00
<b>Total Other Expense</b>	<b>363,977.00</b>
Net Other Income	-363,977.00
<b>Net Income</b>	<b>-293,954.82</b>

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Accrual Basis

## Mid-Columbia Economic Development District

### Planning YTD P&L

July 2021 through May 2022

	101 Planning	102 EDA Cares Planning Grant
	<u>(100 Federal Grants)</u>	<u>(100 Federal Grants)</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>4100 · Federal</b>	73,333.37	175,408.00
<b>4300 · Local Match</b>	70,982.12	0.00
<b>4800 · Other Revenue</b>	1,000.00	0.00
<b>4803 · Sponsor Donations</b>	500.00	0.00
<b>Total Income</b>	<b>145,815.49</b>	<b>175,408.00</b>
<b>Gross Profit</b>	<b>145,815.49</b>	<b>175,408.00</b>
<b>Expense</b>		
<b>5000 · Personnel Expense</b>	107,468.49	124,341.45
<b>6110 · Travel &amp; Conference</b>	2,083.77	361.66
<b>6300 · Supplies</b>	1,173.55	1,416.52
<b>6400 · Professional Services</b>	38,933.60	80,316.26
<b>6600 · Communications</b>	1,121.67	723.04
<b>6700 · Building Costs</b>	3,092.66	3,772.47
<b>6900 · Other Materials &amp; Supplies</b>	3,482.74	0.00
<b>9000 · Indirect Spread</b>	8,475.32	9,821.74
<b>Total Expense</b>	<b>165,831.80</b>	<b>220,753.14</b>
<b>Net Ordinary Income</b>	<b>-20,016.31</b>	<b>-45,345.14</b>
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
<b>7500 · Carryover to Next Year</b>	0.00	19,426.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>19,426.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-19,426.00</b>
<b>Net Income</b>	<b>-20,016.31</b>	<b>-64,771.14</b>

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Accrual Basis

**Mid-Columbia Economic Development District****Loans YTD P&L**

July 2021 through May 2022

	<b>320 IRP (300 Loan Funds)</b>	<b>321 IRP Sherman (300 Loan Funds)</b>	<b>322 IRP WA (300 Loan Funds)</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4100 · Federal</b>	0.00	0.00	0.00
<b>4600 · Loan Interest</b>	97,995.45	5,737.70	8,316.47
<b>4700 · Loan Processing Fees</b>	2,723.00	0.00	0.00
<b>4705 · Loan Filing Fees</b>	1,681.83	307.30	0.00
<b>4710 · Loan Late Fee</b>	0.00	0.00	20.16
<b>4750 · Investment Interest</b>	338.34	27.13	24.21
<b>4800 · Other Revenue</b>	0.00	0.00	0.00
<b>Total Income</b>	<b>102,738.62</b>	<b>6,072.13</b>	<b>8,360.84</b>
<b>Gross Profit</b>	<b>102,738.62</b>	<b>6,072.13</b>	<b>8,360.84</b>
<b>Expense</b>			
<b>5000 · Personnel Expense</b>	12,035.85	4,272.00	3,018.21
<b>6110 · Travel &amp; Conference</b>	26.04	0.00	0.00
<b>6300 · Supplies</b>	0.00	0.00	0.00
<b>6400 · Professional Services</b>	4,371.10	263.58	184.29
<b>6600 · Communications</b>	0.00	0.00	0.00
<b>66900 · Reconciliation Discrepancies</b>	0.00	0.00	0.00
<b>6700 · Building Costs</b>	391.37	133.09	102.60
<b>6800 · Bonds &amp; Insurance</b>	0.00	0.00	0.00
<b>6900 · Other Materials &amp; Supplies</b>	302.08	24.02	24.89
<b>9000 · Indirect Spread</b>	<b>11,804.76</b>	<b>4,188.28</b>	<b>2,960.87</b>
<b>Total Expense</b>	<b>28,931.20</b>	<b>8,880.97</b>	<b>6,290.86</b>
<b>Net Ordinary Income</b>	<b>73,807.42</b>	<b>-2,808.84</b>	<b>2,069.98</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>7400 · Loan Payment</b>	91,444.87	7,782.50	12,037.63
<b>7500 · Carryover to Next Year</b>	74,934.00	-1,855.00	16,140.00
<b>Total Other Expense</b>	<b>166,378.87</b>	<b>5,927.50</b>	<b>28,177.63</b>
<b>Net Other Income</b>	<b>-166,378.87</b>	<b>-5,927.50</b>	<b>-28,177.63</b>
<b>Net Income</b>	<b><u>-92,571.45</u></b>	<b><u>-8,736.34</u></b>	<b><u>-26,107.65</u></b>

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Accrual Basis

**Mid-Columbia Economic Development District****Loans YTD P&L**

July 2021 through May 2022

	<b>336 EDA RLFs (300 Loan Funds)</b>	<b>337 EDA Cares Act RLF (300 Loan Funds)</b>	<b>345 Reg Strat (300 Loan Funds)</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4100 · Federal</b>	0.00	339,746.00	0.00
<b>4600 · Loan Interest</b>	15,805.24	30,445.77	2,431.41
<b>4700 · Loan Processing Fees</b>	0.00	2,595.00	0.00
<b>4705 · Loan Filing Fees</b>	35.40	1,099.86	0.00
<b>4710 · Loan Late Fee</b>	0.00	11.48	0.00
<b>4750 · Investment Interest</b>	1,057.10	4.74	220.28
<b>4800 · Other Revenue</b>	0.00	0.00	0.00
<b>Total Income</b>	<b>16,897.74</b>	<b>373,902.85</b>	<b>2,651.69</b>
<b>Gross Profit</b>	<b>16,897.74</b>	<b>373,902.85</b>	<b>2,651.69</b>
<b>Expense</b>			
<b>5000 · Personnel Expense</b>	9,280.24	22,388.33	965.25
<b>6110 · Travel &amp; Conference</b>	24.64	451.68	0.00
<b>6300 · Supplies</b>	0.00	0.00	0.00
<b>6400 · Professional Services</b>	348.77	1,739.10	165.13
<b>6600 · Communications</b>	0.00	25.00	0.00
<b>66900 · Reconciliation Discrepancies</b>	21.84	0.00	6.68
<b>6700 · Building Costs</b>	273.40	686.27	36.42
<b>6800 · Bonds &amp; Insurance</b>	217.00	0.00	0.00
<b>6900 · Other Materials &amp; Supplies</b>	50.61	3,486.51	19.56
<b>9000 · Indirect Spread</b>	9,098.29	21,954.78	947.76
<b>Total Expense</b>	<b>19,314.79</b>	<b>50,731.67</b>	<b>2,140.80</b>
<b>Net Ordinary Income</b>	<b>-2,417.05</b>	<b>323,171.18</b>	<b>510.89</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>7400 · Loan Payment</b>	0.00	0.00	0.00
<b>7500 · Carryover to Next Year</b>	14,224.00	14,636.00	5,611.00
<b>Total Other Expense</b>	<b>14,224.00</b>	<b>14,636.00</b>	<b>5,611.00</b>
<b>Net Other Income</b>	<b>-14,224.00</b>	<b>-14,636.00</b>	<b>-5,611.00</b>
<b>Net Income</b>	<b>-16,641.05</b>	<b>308,535.18</b>	<b>-5,100.11</b>

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Accrual Basis

**Mid-Columbia Economic Development District****Loans YTD P&L**

July 2021 through May 2022

	<b>350 RBEG-OR (300 Loan Funds)</b>	<b>355 RBEG-WA (300 Loan Funds)</b>	<b>357 RBEG-KL (300 Loan Funds)</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4100 · Federal</b>	0.00	0.00	0.00
<b>4600 · Loan Interest</b>	5,227.70	0.00	0.00
<b>4700 · Loan Processing Fees</b>	0.00	0.00	0.00
<b>4705 · Loan Filing Fees</b>	0.00	0.00	0.00
<b>4710 · Loan Late Fee</b>	0.00	0.00	0.00
<b>4750 · Investment Interest</b>	514.93	160.82	214.77
<b>4800 · Other Revenue</b>	0.00	0.00	0.00
<b>Total Income</b>	<b>5,742.63</b>	<b>160.82</b>	<b>214.77</b>
<b>Gross Profit</b>	<b>5,742.63</b>	<b>160.82</b>	<b>214.77</b>
<b>Expense</b>			
<b>5000 · Personnel Expense</b>	2,037.06	1,794.01	752.43
<b>6110 · Travel &amp; Conference</b>	0.00	0.00	0.00
<b>6300 · Supplies</b>	0.00	0.00	0.00
<b>6400 · Professional Services</b>	28.31	66.33	10.44
<b>6600 · Communications</b>	0.00	0.00	0.00
<b>66900 · Reconciliation Discrepancies</b>	6.13	0.61	5.49
<b>6700 · Building Costs</b>	64.86	61.86	30.28
<b>6800 · Bonds &amp; Insurance</b>	0.00	0.00	0.00
<b>6900 · Other Materials &amp; Supplies</b>	19.56	0.00	0.00
<b>9000 · Indirect Spread</b>	1,998.03	1,759.63	738.42
<b>Total Expense</b>	<b>4,153.95</b>	<b>3,682.44</b>	<b>1,537.06</b>
<b>Net Ordinary Income</b>	<b>1,588.68</b>	<b>-3,521.62</b>	<b>-1,322.29</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>7400 · Loan Payment</b>	0.00	0.00	0.00
<b>7500 · Carryover to Next Year</b>	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>1,588.68</b>	<b>-3,521.62</b>	<b>-1,322.29</b>

9:09 AM

06/13/22

Accrual Basis

**Mid-Columbia Economic Development District****Loans YTD P&L**

July 2021 through May 2022

	<b>370 CDBG Micro (300 Loan Funds)</b>	<b>371 Housing RLF (300 Loan Funds)</b>	<b>372 MCEDD Micro Loan (300 Loan Funds)</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4100 · Federal</b>	0.00	0.00	0.00
<b>4600 · Loan Interest</b>	0.00	9,787.97	1,812.98
<b>4700 · Loan Processing Fees</b>	0.00	5,000.00	150.00
<b>4705 · Loan Filing Fees</b>	0.00	368.35	41.04
<b>4710 · Loan Late Fee</b>	0.00	0.00	0.00
<b>4750 · Investment Interest</b>	164.12	3,199.24	0.00
<b>4800 · Other Revenue</b>	0.00	2,840.75	0.00
<b>Total Income</b>	<b>164.12</b>	<b>21,196.31</b>	<b>2,004.02</b>
<b>Gross Profit</b>	<b>164.12</b>	<b>21,196.31</b>	<b>2,004.02</b>
<b>Expense</b>			
<b>5000 · Personnel Expense</b>	599.61	3,335.91	1,624.42
<b>6110 · Travel &amp; Conference</b>	0.00	9.36	0.00
<b>6300 · Supplies</b>	0.00	0.00	0.00
<b>6400 · Professional Services</b>	13.52	3,015.15	24.39
<b>6600 · Communications</b>	0.00	0.00	0.00
<b>66900 · Reconciliation Discrepancies</b>	12.91	0.00	0.00
<b>6700 · Building Costs</b>	23.27	132.61	53.18
<b>6800 · Bonds &amp; Insurance</b>	0.00	0.00	0.00
<b>6900 · Other Materials &amp; Supplies</b>	0.00	61.45	85.30
<b>9000 · Indirect Spread</b>	588.48	3,274.44	1,593.47
<b>Total Expense</b>	<b>1,237.79</b>	<b>9,828.92</b>	<b>3,380.76</b>
<b>Net Ordinary Income</b>	<b>-1,073.67</b>	<b>11,367.39</b>	<b>-1,376.74</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>7400 · Loan Payment</b>	0.00	0.00	0.00
<b>7500 · Carryover to Next Year</b>	0.00	36,498.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>36,498.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-36,498.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-1,073.67</b>	<b>-25,130.61</b>	<b>-1,376.74</b>

9:09 AM

06/13/22

Accrual Basis

**Mid-Columbia Economic Development District****Loans YTD P&L**

July 2021 through May 2022

	<b>390 Loan Fund Costs (300 Loan Funds)</b>	<b>Total 300 Loan Funds</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4100 · Federal</b>	0.00	339,746.00	339,746.00
<b>4600 · Loan Interest</b>	0.00	177,560.69	177,560.69
<b>4700 · Loan Processing Fees</b>	0.00	10,468.00	10,468.00
<b>4705 · Loan Filing Fees</b>	0.00	3,533.78	3,533.78
<b>4710 · Loan Late Fee</b>	0.00	31.64	31.64
<b>4750 · Investment Interest</b>	0.00	5,925.68	5,925.68
<b>4800 · Other Revenue</b>	0.00	2,840.75	2,840.75
<b>Total Income</b>	0.00	540,106.54	540,106.54
<b>Gross Profit</b>	0.00	540,106.54	540,106.54
<b>Expense</b>			
<b>5000 · Personnel Expense</b>	48,715.91	110,819.23	110,819.23
<b>6110 · Travel &amp; Conference</b>	80.00	591.72	591.72
<b>6300 · Supplies</b>	522.76	522.76	522.76
<b>6400 · Professional Services</b>	407.16	10,637.27	10,637.27
<b>6600 · Communications</b>	409.00	434.00	434.00
<b>66900 · Reconciliation Discrepancies</b>	0.00	53.66	53.66
<b>6700 · Building Costs</b>	1,528.43	3,517.64	3,517.64
<b>6800 · Bonds &amp; Insurance</b>	0.00	217.00	217.00
<b>6900 · Other Materials &amp; Supplies</b>	482.12	4,556.10	4,556.10
<b>9000 · Indirect Spread</b>	-52,145.38	8,761.83	8,761.83
<b>Total Expense</b>	0.00	140,111.21	140,111.21
<b>Net Ordinary Income</b>	0.00	399,995.33	399,995.33
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>7400 · Loan Payment</b>	0.00	111,265.00	111,265.00
<b>7500 · Carryover to Next Year</b>	0.00	160,188.00	160,188.00
<b>Total Other Expense</b>	0.00	271,453.00	271,453.00
<b>Net Other Income</b>	0.00	-271,453.00	-271,453.00
<b>Net Income</b>	<b>0.00</b>	<b>128,542.33</b>	<b>128,542.33</b>

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

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	Jul '21 - May 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4100 · Federal</b>	116,160.27
<b>4200 · State</b>	108,733.00
<b>4300 · Local Match</b>	41,496.18
<b>4500 · Contract Reimbursement</b>	
<b>4550 · Accrued Contract Reimbursement</b>	110,000.00
<b>4500 · Contract Reimbursement - Other</b>	269,036.15
<b>Total 4500 · Contract Reimbursement</b>	379,036.15
<b>4700 · Loan Processing Fees</b>	33.04
<b>Total Income</b>	645,458.64
<b>Gross Profit</b>	645,458.64
<b>Expense</b>	
<b>5000 · Personnel Expense</b>	
<b>5100 · Wages</b>	
<b>5050 · Wages - Paid Leave</b>	54,161.85
<b>6560 · Payroll Expenses</b>	122.67
<b>5100 · Wages - Other</b>	308,028.49
<b>Total 5100 · Wages</b>	362,313.01
<b>5500 · Fringe Benefits</b>	
<b>5550 · Fringe Benefits - Paid Leave</b>	12,115.93
<b>5500 · Fringe Benefits - Other</b>	72,197.83
<b>Total 5500 · Fringe Benefits</b>	84,313.76
<b>5700 · Payroll Taxes</b>	
<b>5750 · Payroll Expenses - Paid Leave</b>	4,699.12
<b>5700 · Payroll Taxes - Other</b>	26,655.56
<b>Total 5700 · Payroll Taxes</b>	31,354.68
<b>5800 · Payroll Expense - Prior Period</b>	
<b>5080 · Wages Prior Period</b>	-15,254.55
<b>5580 · Fringe Benefits Prior Period</b>	-3,562.09
<b>5780 · Payroll Taxes Prior Period</b>	-1,302.26
<b>Total 5800 · Payroll Expense - Prior Period</b>	-20,118.90
<b>Total 5000 · Personnel Expense</b>	457,862.55
<b>6110 · Travel &amp; Conference</b>	3,137.41
<b>6190 · Event Services</b>	500.00
<b>6300 · Supplies</b>	6,046.63
<b>6400 · Professional Services</b>	
<b>6410 · Legal Services</b>	80.00
<b>6420 · Audit Services</b>	1,797.72
<b>6450 · Contractual</b>	69,223.75
<b>6460 · Testing/Training/Screening</b>	47.00
<b>6470 · Filing Fees</b>	93.14
<b>Total 6400 · Professional Services</b>	71,241.61
<b>6600 · Communications</b>	
<b>6610 · Advertising</b>	739.00
<b>6620 · Postage &amp; Freight</b>	39.00
<b>6630 · Printing</b>	380.00
<b>6650 · Telephone &amp; Networking</b>	652.77
<b>Total 6600 · Communications</b>	1,810.77

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06/13/22

Accrual Basis

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

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	Jul '21 - May 22
6700 · Building Costs	
6710 · Building Rent	9,098.55
6716 · Remodel Alloc (Transit Center)	<u>4,430.72</u>
Total 6700 · Building Costs	13,529.27
6800 · Bonds & Insurance	1,311.00
6900 · Other Materials & Supplies	
6910 · Dues and Fees	<u>380.00</u>
Total 6900 · Other Materials & Supplies	380.00
9000 · Indirect Spread	
9040 · Transportation Facility Spread	4,554.33
9000 · Indirect Spread - Other	<u>31,588.69</u>
Total 9000 · Indirect Spread	36,143.02
<b>Total Expense</b>	<b>591,962.26</b>
<b>Net Ordinary Income</b>	<b>53,496.38</b>
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
<b>Total Other Expense</b>	<b>131,873.00</b>
<b>Net Other Income</b>	<b>-131,873.00</b>
<b>Net Income</b>	<b><u>-78,376.62</u></b>

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

<b>SPECIAL PROJECTS SUMMARY</b>		<b>ANTICIPATED FY 22</b>	<b>ANTICIPATED FY 23</b>	<b>SUBMITTED</b>	<b>IN PROCESS</b>	<b>FY 23 TOTAL</b>	<b>FY 23 CONFIRMED %</b>
	Special Projects - Anticipated Revenue	<b>1,036,958</b>	<b>1,187,019</b>	155,000	-	<b>1,342,019</b>	<b>88.45%</b>
<b>PROJ CODE</b>	<b>SPECIAL PROJECTS DETAILS</b>	<b>FY22</b>	<b>FY23</b>	<b>NOTES</b>			
206	Rural Opportunity Initiative	15,000	83,000				
206	OCF Thriving Entrepreneurs Grant Prgrm	7,500	7,500	\$15,000 Total split between FY22 and FY23			
208	Rural Capacity		86,045				
534	Crystal Springs	32,500	13,750				
5011	CREA - Financial Services	6,000	6,000				
549	CL-HR Enterprise Zone	6,081	4,000				
550	Broadband Support	-	-				
554	Sherman Co EDC	45,000	47,500				
5571	GTA Staffing	49,000	48,000				
559	Wasco Co EDC	75,000	80,000				
570	OEDD Website	1,200	1,200				
5711	Mobility Management	313,714	192,331				
5716	GTS Phase II		179,207				
575	GTA Robotics	9,418	-				
582	Hood River EDG	7,000	8,400				
585	Commute Options	10,000	10,000				
587	HR Drive Less Connect - ODOT	29,746	43,086				
574	Hood River Energy Plan	85,000	65,000				
574	Energy - Meyer Memorial Trust	60,000	57,000				
5742	CGBREZ	4,702	-				
500	AmeriCorps RARE TFFF match	10,000	-				
701	Commuter Pass	23,597	-	Transitioned to Gorge Pass - 590			
5112	Biggs Water Development	20,000	20,000	Multi-year project			
5113	CL Wastewater System Upgrade	7,500	15,000				
5114	HR Stormwater	11,000	15,000	\$40,000 Total / Remaining split between FY23 and FY24			
5115	City of TD - Dog River	8,000	8,000				
590	Gorge Pass Marketing	200,000	192,000				
5116	Sherman County Bus Barn	-	5,000	\$5000 - FY24			
<b>TOTAL ANTICIPATED REVENUE</b>		<b>1,036,958</b>	<b>1,187,019</b>				
<b>PROPOSALS SUBMITTED</b>							
	Regional Innovation Hub		140,000				
	HRV Adult Center		15,000				
<b>TOTAL PROPOSALS SUBMITTED</b>		<b>-</b>	<b>155,000</b>				
<b>IN DEVELOPMENT</b>							
<b>TOTAL IN DEVELOPMENT</b>		<b>-</b>	<b>-</b>				
<b>DECLINED</b>							
<b>TOTAL DECLINED</b>		<b>-</b>	<b>-</b>				

### MCEDD Dashboard

Loan Program	Target	Q4 FY2021 (Apr 1 - June 30)	Q1 FY2022 (July 1 - Sept 30)	Q2 FY2022 (Oct 1 - Dec 31)	Q3 FY2022 (Jan 1 - Mar 31)
Lending Activity	\$215,000 loaned/quarter	\$ 380,000.00	\$ 135,000.00	\$ 236,723.00	\$ 10,000.00
Loan Utilization Rate- All RLFs	75% or more	50.59%	50.00%	48.47%	36.20%
Loan Utilization rate- EDA RLFs	75% or more	42.4% (EDA is not tracking this still)	*	67.7% (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	1 Job / \$22,353 Loaned	1 job/\$22,500 Loaned	1 job/\$25,000 Loaned	1 job/\$10,000 Loaned
Inquiries/outreach	20 inquiries per quarter 5 outreach visits per quarter	20 Inquiries, 8 outreach visits	26 Inquiries, 5 outreach visits	20 Inquiries, 6 Outreach Visits	19 Inquiries, 8 Outreach Visits
Reporting Completed on Time	All	ALL	ALL	ALL	ALL

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

<b>Finance</b>	<b>Target</b>	<b>Q4 FY2021 (Apr 1 - June 30)</b>	<b>Q1 FY2022 (July 1 - Sept 30)</b>	<b>Q2 FY2022 (Oct 1 - Dec 31)</b>	<b>Q3 FY2022 (Jan 1 - Mar 31)</b>
Special Projects Revenue Gap	At or exceeding budget	80,607	103,107	92,107	92,107
Local Jurisdiction Participation	100%	100%	100%	100%	100%
Average days of accounts receivable	33	27.96	28.12	28.4	28.61
Operational YTD Actual vs. Budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 80.6% Expenses: 94% - after supplemental budget adjustments	Revenue: 44.8% Expenses: 69.4%	Revenue: 51.6% Expenses: 55.6%	Revenue: 50.9% Expenses: 51.1%

<b>Human Resources</b>	<b>Target</b>	<b>Q4 FY2021 (Apr 1 - June 30)</b>	<b>Q1 FY2022 (July 1 - Sept 30)</b>	<b>Q2 FY2022 (Oct 1 - Dec 31)</b>	<b>Q3 FY2022 (Jan 1 - Mar 31)</b>
Performance Evaluation Completed on Time	100%	95%	95%	95%	95%
Average Employment Length (Years)	3 years	3.01	2.66	2.89	3.15

<b>Board of Directors</b>	<b>Target</b>	<b>Q4 FY2021 (Apr 1 - June 30)</b>	<b>Q1 FY2022 (July 1 - Sept 30)</b>	<b>Q2 FY2022 (Oct 1 - Dec 31)</b>	<b>Q3 FY2022 (Jan 1 - Mar 31)</b>
Board Meeting Attendance	75%	81%	86%	71%	71%
Meetings Lacking Quorum	0	0	0	0	0
Board Vacancies	0	0	0	0	0

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

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

## **MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT FY23 Budget Packet Contents**

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

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

**ATTENDANCE**

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

**CALL TO ORDER/INTRODUCTIONS**

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

**ELECTION OF COMMITTEE CHAIRMAN AND SECRETARY**

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

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

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

**BUDGET COMMITTEE MINUTES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ADJOURNMENT**

The meeting adjourned at 11:54 a.m.

*Respectfully submitted by Jill Brandt, Administrative Assistant*



*Mid-Columbia Economic Development District*

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

**SUMMARY AND HIGHLIGHTS**

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

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

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

## **BEGINNING BALANCES**

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

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

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

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

## **PROJECTED REVENUE**

### **FEDERAL:**

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

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

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

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

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

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

**STATE:**

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

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

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

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

**CONTRACT REIMBURSEMENTS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PROJECTED EXPENSES**

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

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

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

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

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

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

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

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

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

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

#### **PROFESSIONAL SERVICES:**

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

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

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

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

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

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

#### **VEHICLES:**

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

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

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

#### **COMMUNICATIONS:**

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

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

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

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

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

### **BUILDING COSTS:**

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

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

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

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

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

### **OTHER MATERIALS AND SERVICES**

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

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

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

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

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

grant awarded in FY20, which is ongoing.

**REVOLVING LOAN FUND:**

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

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

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

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

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

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

## HISTORICAL COMPARISON - BUDGETS

ADOPTED 2019-20 SUPPL	ADOPTED 2020-21 SUPPL	ADOPTED 2021-22	DESCRIPTION	PROPOSED 2022-23 BUDGET COMMITTEE	APPROVED 2022-23 BUDGET COMMITTEE	ADOPTED 2022-23 MCEDD BOARD	1 2 3
			<b>REVENUES</b>				4 5 6 7 8
2,815,416	4,258,988	5,231,234	LOAN FUNDS (AVAILABLE TO LOAN)	7,446,587	7,446,587		9 10 11 12 13
85,862	368,817	211,874	CARRYOVER - RESTRICTED FUNDS	192,203	192,203		14 15 16 17 18
495,423	181,780	497,696	CARRYOVER - UNRESTRICTED FUNDS	58,932	58,932		19 20 21 22
<b>3,396,701</b>	<b>4,809,585</b>	<b>5,940,804</b>	<b>TOTAL CARRYOVER</b>	<b>7,697,722</b>	<b>7,697,722</b>	-	23 24 25 26 27
754,895	1,781,316	4,179,647	FEDERAL	3,026,066	3,026,066		28 29 30 31
742,668	643,060	811,419	STATE	1,313,181	1,313,181		32 33 34 35 36
74,250	90,000	87,500	LOCAL MATCH	115,000	115,000		37 38 39 40 41
80,946	66,690	78,935	LOCAL ASSESSMENTS	86,481	86,481		42 43 44 45 46
913,511	567,758	549,785	CONTRACT REIMBURSEMENTS	544,928	544,928		47 48 49 50 51
1,375,994	743,886	777,518	PRINCIPAL REPAYMENTS	576,188	576,188		52 53 54 55 56
477,712	440,545	362,761	LOAN INTEREST	243,758	243,758		57 58 59 60 61
41,960	45,006	42,116	LOAN FEES	52,434	52,434		62 63 64 65 66
58,393	48,380	193,419	OTHER REVENUE	102,725	102,725		67 68 69 70 71
32,435	-	-	IN-KIND	-	-		72 73 74 75 76
1,644	1,431	1,950	INVESTED FUNDS INTEREST	18,641	18,641		77 78 79 80 81
<b>7,951,109</b>	<b>9,237,673</b>	<b>13,025,854</b>	<b>TOTAL REVENUE</b>	<b>13,777,125</b>	<b>13,777,125</b>	-	86 87 88 89 90
			<b>EXPENDITURES</b>				91 92 93 94 95
			<b>PERSONNEL COSTS:</b>				96 97 98 99 100
1,067,797	1,233,226	1,521,135	WAGES	1,606,956	1,606,956		101 102 103 104 105
344,738	385,994	472,165	FRINGE BENEFITS	486,357	486,357		106 107 108 109 110
102,740	116,480	189,943	PAYROLL TAXES	189,131	189,131		111 112 113 114 115
<b>1,515,275</b>	<b>1,735,699</b>	<b>2,183,243</b>	<b>TOTAL PERSONNEL COSTS</b>	<b>2,282,444</b>	<b>2,282,444</b>	-	116 117 118 119 120
			<b>MATERIALS AND SERVICES:</b>				121 122 123 124 125
39,000	30,098	30,960	TRAVEL	26,815	26,815		126 127 128 129 130
3,900	14,000	14,015	EVENT SERVICES	7,900	7,900		131 132 133 134 135
12,310	27,834	13,084	EQUIPMENT	11,028	11,028		136 137 138 139 140
44,830	46,483	41,665	SUPPLIES	25,224	25,224		141 142 143 144 145
			PROFESSIONAL SERVICES:				146 147 148 149 150
12,600	18,083	18,093	Legal	16,090	16,090		151 152 153 154 155
14,335	21,953	23,154	Audit	33,247	33,247		156 157 158 159 160
5,725	5,465	6,575	Filing Fees	6,600	6,600		161 162 163 164 165
581,599	354,099	660,125	Contractual	697,014	697,014		166 167 168 169 170
4,000	5,000	4,575	Testing/Training/Screening	2,000	2,000		171 172 173 174 175
			VEHICLE COSTS				176 177 178 179 180
46,654	31,320	34,569	Repairs/Maintenance	46,406	46,406		181 182 183 184 185
70,983	55,440	60,585	Fuel	81,791	81,791		186 187 188 189 190
180	500	12,865	Other Vehicle Costs	-	-		191 192 193 194 195
			COMMUNICATIONS:				196 197 198 199 200
16,700	25,476	14,203	Advertising	13,250	13,250		201 202 203 204 205
2,550	1,150	1,600	Postage & Freight	1,300	1,300		206 207 208 209 210
12,214	17,200	10,535	Printing	16,395	16,395		211 212 213 214 215
800	800	800	Pubs & Subs	800	800		216 217 218 219 220
18,558	18,846	11,975	Telephone & Networking Expenses	8,101	8,101		221 222 223 224 225
			BUILDING COSTS:				226 227 228 229 230
17,200	24,907	22,321	Rent	28,074	28,074		231 232 233 234 235
18,407	12,600	12,600	Utilities and Janitorial	21,650	21,650		236 237 238 239 240
61,600	-	-	Building Remodel	(0)	(0)		241 242 243 244 245
8,800	3,225	4,500	Building Repairs and Maintenance	8,750	8,750		246 247 248 249 250
11,008	5,787	14,452	<b>BOND AND INSURANCE</b>	21,926	21,926		251 252 253 254 255
			OTHER MATERIALS & SERVICES:				256 257 258 259 260
6,530	6,630	23,306	Dues and Fees	20,656	20,656		261 262 263 264 265
6,550	13,674	2,004,691	Other	26,471	26,471		266 267 268 269 270
2,000	2,000	2,000	Transfer to Source	2,000	2,000		271 272 273 274 275
32,435	-	-	In-Kind	-	-		276 277 278 279 280
<b>1,051,469</b>	<b>742,571</b>	<b>3,043,248</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,123,488</b>	<b>1,123,488</b>	-	281 282 283 284 285
<b>25,000</b>	<b>35,000</b>	<b>10,000</b>	<b>GRANTS DISBURSED</b>	<b>10,000</b>	<b>10,000</b>		286 287 288 289 290
			<b>REVOLVING LOAN FUND:</b>				291 292 293 294 295
2,347,349	2,774,137	2,742,978	New Loans Made	3,153,116	3,153,116		296 297 298 299 300
103,990	105,315	105,978	IRP Payment-Principal Portion	43,507	43,507		301 302 303 304 305
18,041	16,717	15,402	IRP Payment-Interest Portion	14,836	14,836		306 307 308 309 310
1,944,477	3,029,831	3,798,261	Ending Available to be Loaned	6,942,178	6,942,178		311 312 313 314 315
<b>4,413,856</b>	<b>5,925,999</b>	<b>6,662,618</b>	<b>TOTAL REVOLVING LOAN FUND</b>	<b>10,153,636</b>	<b>10,153,636</b>	-	316 317 318 319 320
<b>313,844</b>	<b>176,620</b>	<b>448,455</b>	<b>CAPITAL OUTLAY</b>	<b>61,528</b>	<b>61,528</b>		321 322 323 324 325
51,978	44,857	20,000	CARRYOVER - RESTRICTED	104,552	104,552		326 327 328 329 330
579,686	576,927	658,290	CARRYOVER - UNRESTRICTED	41,485	41,485		331 332 333 334 335
<b>631,665</b>	<b>621,784</b>	<b>678,290</b>	<b>TOTAL CARRYOVER</b>	<b>146,037</b>	<b>146,037</b>	-	336 337 338 339 340
<b>7,951,109</b>	<b>9,237,673</b>	<b>13,025,854</b>	<b>TOTAL EXPENDITURES</b>	<b>13,777,125</b>	<b>13,777,125</b>	-	341 342 343 344 345

**HISTORICAL COMPARISON - ACTUALS**

ACTUAL 2019-20	ACTUAL 2020-21	ADOPTED 2021-22	DESCRIPTION	PROPOSED 2022-23 BUDGET COMMITTEE	APPROVED 2022-23 BUDGET COMM.	ADOPTED 2022-23 MCEDD BOARD	1 2 3
			<b>REVENUES</b>				4
2,314,105	3,634,473	5,231,234	LOAN FUNDS (AVAILABLE TO LOAN)	7,446,587	7,446,587		5
261,938	190,521	211,874	CARRYOVER - RESTRICTED FUNDS	192,203	192,203		6
369,774	641,112	497,696	CARRYOVER - UNRESTRICTED FUNDS	58,932	58,932		7
<b>2,945,817</b>	<b>4,466,106</b>	<b>5,940,804</b>	<b>TOTAL CARRYOVER</b>	<b>7,697,722</b>	<b>7,697,722</b>	-	8
647,063	3,867,411	4,179,647	FEDERAL	3,026,066	3,026,066		9
494,942	842,650	811,419	STATE	1,313,181	1,313,181		10
74,869	145,210	87,500	LOCAL MATCH	115,000	115,000		11
60,946	62,710	78,935	LOCAL ASSESSMENTS	86,481	86,481		12
750,803	676,534	549,785	CONTRACT REIMBURSEMENTS	544,928	544,928		13
1,340,242	0	777,518	PRINCIPAL REPAYMENTS	576,188	576,188		14
455,150	358,762	362,761	LOAN INTEREST	243,758	243,758		15
27,183	23,579	42,116	LOAN FEES	52,434	52,434		16
34,106	585,799	193,419	OTHER REVENUE	102,725	102,725		17
0	0	-	IN-KIND	-	-		18
2,538	2,051	1,950	INVESTED FUNDS INTEREST	18,641	18,641		19
<b>6,833,660</b>	<b>11,030,812</b>	<b>13,025,854</b>	<b>TOTAL REVENUE</b>	<b>13,777,125</b>	<b>13,777,125</b>	-	20
							21
			<b>EXPENDITURES</b>				22
			<b>PERSONNEL COSTS:</b>				23
922,395	1,118,183	1,521,135	WAGES	1,606,956	1,606,956		24
283,437	279,643	472,165	FRINGE BENEFITS	486,357	486,357		25
81,972	103,137	189,943	PAYROLL TAXES	189,131	189,131		26
<b>1,287,805</b>	<b>1,500,963</b>	<b>2,183,243</b>	<b>TOTAL PERSONNEL COSTS</b>	<b>2,282,444</b>	<b>2,282,444</b>	-	27
			<b>MATERIALS AND SERVICES:</b>				28
18,395	8,737	30,960	TRAVEL	26,815	26,815		29
2,963	0	14,015	EVENT SERVICES	7,900	7,900		30
3,508	4,840	13,084	EQUIPMENT	11,028	11,028		31
21,558	36,940	41,665	SUPPLIES	25,224	25,224		32
			<b>PROFESSIONAL SERVICES:</b>				33
14,905	11,441	18,093	Legal	16,090	16,090		34
13,990	22,150	23,154	Audit	33,247	33,247		35
3,040	7,698	6,575	Filing Fees	6,600	6,600		36
261,366	271,627	660,125	Contractual	697,014	697,014		37
2,258	3,329	4,575	Testing/Training/Screening	2,000	2,000		38
			<b>VEHICLE COSTS</b>				39
19,289	29,524	34,569	Repairs/Maintenance	46,406	46,406		40
43,203	56,218	60,585	Fuel	81,791	81,791		41
0	10,680	12,865	Other Vehicle Costs	-	-		42
			<b>COMMUNICATIONS:</b>				43
19,784	21,293	14,203	Advertising	13,250	13,250		44
1,643	1,657	1,600	Postage & Freight	1,300	1,300		45
3,464	2,722	10,535	Printing	16,395	16,395		46
221	73	800	Pubs & Subs	800	800		47
13,229	10,514	11,975	Telephone & Networking Expenses	8,101	8,101		48
			<b>BUILDING COSTS:</b>				49
6,803	17,367	22,321	Rent	28,074	28,074		50
15,647	15,739	12,600	Utilities and Janitorial	21,650	21,650		51
0	15,951	-	Building Remodel	(0)	(0)		52
3,082	10,696	4,500	Building Repairs and Maintenance	8,750	8,750		53
14,176	16,339	14,452		21,926	<b>21,926</b>		54
			<b>BOND AND INSURANCE</b>				55
11,701	13,249	23,306	Dues and Fees	20,656	20,656		56
1,471	39,584	2,004,691	Other	26,471	26,471		57
0	0	2,000	Transfer to Source	2,000	2,000		58
0	0	-	In-Kind	-	-		59
<b>495,694</b>	<b>628,368</b>	<b>3,043,248</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,123,488</b>	<b>1,123,488</b>	-	60
0	<b>2,988,747</b>	<b>10,000</b>	<b>GRANTS DISBURSED</b>	<b>10,000</b>	<b>10,000</b>		61
			<b>REVOLVING LOAN FUND:</b>				62
896,500	494,100	2,742,978	New Loans Made	3,153,116	3,153,116		63
103,897	104,928	105,978	IRP Payment-Principal Portion	43,507	43,507		64
17,482	16,452	15,402	IRP Payment-Interest Portion	14,836	14,836		65
2,218,198	4,974,718	3,798,261	Ending Available to be Loaned	6,942,178	6,942,178		66
<b>3,236,078</b>	<b>5,590,197</b>	<b>6,662,618</b>	<b>TOTAL REVOLVING LOAN FUND</b>	<b>10,153,636</b>	<b>10,153,636</b>	-	67
<b>458,189</b>	<b>172,180</b>	<b>448,455</b>	<b>CAPITAL OUTLAY</b>	<b>61,528</b>	<b>61,528</b>		68
190,521	49,077	20,000	CARRYOVER - RESTRICTED	104,552	104,552		69
511,630	101,280	658,290	CARRYOVER - UNRESTRICTED	41,485	41,485		70
<b>702,152</b>	<b>150,357</b>	<b>678,290</b>	<b>TOTAL CARRYOVER</b>	<b>146,037</b>	<b>146,037</b>	-	71
<b>6,179,917</b>	<b>11,030,812</b>	<b>13,025,854</b>	<b>TOTAL EXPENDITURES</b>	<b>13,777,125</b>	<b>13,777,125</b>	<b>0</b>	72

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	Z	AA	
1	DESCRIPTION	320/E320 IRP	321/E321 IRP SH	322/E322 IRP WA	336/E336 EDA RLFs	337 EDA CARES ACT RLF	345/E345 RLF REG STRAT	350/E350 RBEG- OR	355/E355 RBEG-WA	357/E357 RBEG-KL/SK	370/E370 CDBG- MICRO ENT	371 E371 MCEDD MICRO LOAN	HOUSING RLF	USDA OR/WA Ec Dev Loan	390 GEN LOAN FUNDS	552 OIB STAFFING	553 MHEA	101 PLANNING GRANT	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	E975 OIB AGENCY	TOTAL	1	
2	<b>BEGINNING BALANCES</b>																								2	
3	Loan Funds Available to Loan	1,914,019	144,497	70,133	681,060	-	143,842	294,248	92,424	128,016	107,234		2,070,196											1,800,918	7,446,587	3
4	Restricted Carryover from FY22																								192,203	4
5	Unrestricted Carryover from FY22	12,194	(5,848)	(6,077)				6,831					6,831			20,000		-	-	25,000					58,932	5
6	<b>TOTAL FUND AVAIL FOR FY21</b>	<b>1,926,213</b>	<b>138,649</b>	<b>64,056</b>	<b>681,060</b>	-	<b>150,674</b>	<b>294,248</b>	<b>92,424</b>	<b>128,016</b>	<b>107,234</b>	-	<b>2,077,028</b>	-	-	<b>20,000</b>	-	-	<b>29,008</b>	<b>188,196</b>	-	-	<b>1,800,918</b>	<b>7,697,722</b>	6	
7																									7	
8	<b>REVENUE</b>																								8	
9	Federal	-	-	-	-	-	208,365	-	-	-	-	-	-	1,900,000	-	-	80,000	178,917	658,784						3,026,066	9
10	State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	634,388	678,793						1,313,181	10
11	Local Match	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71,543	100,445	20,000	(76,988)					115,000	11
12	Local Assessment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	86,481	12		
13	Contract Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	97,850	18,000	386,478	42,600						544,928	13
14	Principal Payments	130,774	11,794	19,550	49,106	55,716	1,954	20,397	-	-	231	6,899	82,235	28,314	-	-	-	-	-	-	-	-	-	169,217	576,188	14
15	Loan Interest	73,095	6,983	7,855	12,215	36,391	2,486	240	-	-	262	1,124	11,820	18,662	-	-	-	-	-	-	-	-	-	72,626	243,758	15
16	Loan Processing Fees	3,295	200	260	612	1,500	-	-	-	-	-	150	14,000	21,000	-	-	-	-	-	-	-	-	-	892	41,909	16
17	Loan Filing Fees	2,500	250	250	500	750	100	100	200	100	100	-	500	500	-	-	-	-	-	-	-	-	-	725	6,575	17
18	Loan Late Fees	2,000	100	50	350	-	-	300	-	-	100	50	-	-	-	-	-	-	-	-	-	-	-	1,000	3,950	18
19	Transfer to/from (Match)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,992	-	-	-	-	-	15,992	19	
20	Transfer to/from (Support)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,457	-	12,074	2,008	-	-	-	22,539	20	
21	Other Revenue (incl. farebox)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	6,595	50,599	5,000	-	-	-	64,194	21	
22	In-Kind	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22		
23	Invested Funds Interest	963	69	32	2,280	-	450	1,120	336	450	336	-	6,725	-	-	-	-	-	-	-	-	-	-	5,880	18,641	23
24	<b>TOTAL REVENUE</b>	<b>212,627</b>	<b>19,396</b>	<b>27,998</b>	<b>65,064</b>	<b>302,721</b>	<b>4,990</b>	<b>22,157</b>	<b>536</b>	<b>550</b>	<b>1,029</b>	<b>8,223</b>	<b>115,280</b>	<b>1,968,476</b>	-	<b>97,850</b>	<b>18,000</b>	<b>162,000</b>	<b>1,322,815</b>	<b>1,462,850</b>	<b>16,501</b>	-	<b>250,340</b>	<b>6,079,403</b>	24	
25																								25		
26	<b>WAGES</b>																								26	
27	Executive Director	-	-	-	100	500	500	800	100	400	400	100	1,500	2,500	6,000	12,000	4,000	55,000	23,875	8,530	974	5,115	-	122,393	27	
28	Deputy Director of Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	34,000	57,432	-	2,932	-	-	94,364	28	
29	Deputy Director of Economic Dev.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,420	78,760	-	375	2,401	-	-	97,956	29	
30	Finance Manager	-	-	-	800	1,000	-	-	-	-	-	50	1,000	1,000	15,000	15,000	1,500	7,150	11,400	15,000	1,138	19,283	-	89,321	30	
31	Loan Fund Manager	-	-	-	2,500	2,500	1,000	1,850	1,500	1,500	250	300	5,000	3,000	15,000	25,843	3,000	-	8,950	-	781	2,000	-	74,974	31	
32	Project Managers :	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32		
33	Part-time Project Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000	68,272	-	901	2,000	-	-	77,173	33	
34	Mobility/Project Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	80,250	5,000	619	1,918	-	-	-	87,787	34	
35	Project Manager - LM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,959	35	
36	Project Manager - open	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000	68,200	-	3,595	2,000	-	-	77,795	36	
37	Project Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71,564	-	5,517	-	-	-	77,081	37	
38	Travel Trainer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	52,550	4,350	-	-	-	-	56,900	38	
39	Transportation Operations Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	72,084	-	-	-	72,084	39	
40	Dispatch/Scheduler	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	89,490	-	-	-	-	-	89,490	40	
41	Full Time Drivers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	426,799	41	
42	Part Time Drivers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	70,958	42	
43	Administrative Assistant	3,000	650	650	1,500	500	500	500	500	250	250	500	-	3,500	3,500	1,500	4,100	15,800	500	-	5,155	-	-	43,355	43	
44	Office Administrator	-	-	-	-	-	-	-	-	-	-	-	-	500	3,800	1,500	1,500	3,500	17,950	6,750	(135)	11,200	-	-	46,567	44
45	Asst Project Manager - Loan Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45		
46	<b>Total Wages</b>	<b>3,000</b>	<b>650</b>	<b>650</b>	<b>4,900</b>	<b>4,500</b>	<b>2,000</b>	<b>3,150</b>	<b>2,100</b>	<b>2,400</b>	<b>900</b>	<b>700</b>	<b>8,000</b>	<b>7,000</b>	<b>43,300</b>	<b>57,843</b>	<b>11,500</b>	<b>96,170</b>	<b>531,571</b>	<b>756,892</b>	<b>13,764</b>	<b>55,963</b>	-	<b>1,606,956</b>	46	
47	Fringe Benefits	766	166	166	1,251	1,149	511	804	536	613	230	179	2,042	1,787	11,054	14,766	2,936	24,551	135,701	269,352	3,514	14,286	-	486,357	47	
48	Payroll Taxes	323	70	70	527	484	215	339	226	258	97	75	861	753	4,658	6,223	1,237	10,346	57,187	97,681	1,481	6,021	-	189,131	48	
49	<b>TOTAL PERSONNEL COSTS</b>	<b>4,089</b>	<b>886</b>	<b>886</b>	<b>6,678</b>	<b>6,133</b>	<b>2,726</b>	<b>4,293</b>	<b>2,862</b>	<b>3,271</b>	<b>1,227</b>	<b>954</b>	<b>10,903</b>	<b>9,540</b>	<b>59,012</b>	<b>78,832</b>	<b>15,673</b>	<b>131,067</b>	<b>724,459</b> </							

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	Z	AA		
1	DESCRIPTION	320/E320 IRP	321/E321 IRP SH	322/E322 IRP WA	336/E336 EDA RLFs	337 EDA CARES ACT RLF	345/E345 RLF REG STRAT	350/E350 RBEG- OR	355/E355 RBEG-WA	357/E357 RBEG-KL/SK	370/E370 CDBG- MICRO ENT	371 E371 MCEDD MICRO LOAN	HOUSING RLF	USDA OR/WA Ec Dev Loan	390 GEN LOAN FUNDS	552 OIB STAFFING	553 MHEA	101 PLANNING GRANT	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	E975 OIB AGENCY	TOTAL	1		
65	<b>COMMUNICATIONS</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	65			
66	Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,300	8,100	-	850	1,000	13,250	66				
67	Postage & Freight	-	-	-	-	-	-	-	-	-	-	-	-	-	-	450	-	-	850	-	1,300	67					
68	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	4,045	11,650	-	500	16,395	68					
69	Pubs & Subs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	800	800	800	69				
70	Telephone & Networking	-	-	-	-	-	-	-	-	-	-	-	-	-	150	25	540	866	6,520	-	-	8,101	70				
71	<b>BUILDING COSTS</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71			
72	Rent	108	23	23	176	162	72	113	76	86	32	25	288	252	1,558	2,081	414	3,460	19,124	-	-	-	-	28,074	72		
73	Building Utilities & Janitorial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	21,650	-	-	-	-	21,650	73		
74	Building Remodel -Transit Center	61	13	13	100	92	41	64	43	49	18	14	164	143	885	1,182	235	1,966	10,866	-	(15,951)	-	-	-	-	74	
75	Building Remodel - Allocation	12	3	3	19	18	8	12	8	9	4	3	31	27	170	227	45	377	2,085	-	(3,061)	-	-	-	(0)	75	
76	Building Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,750	-	-	-	-	8,750	76		
77	<b>BOND AND INSURANCE</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,875	-	6,051	-	-	21,926	77		
78	<b>OTHER MATERIALS &amp; SERVICES</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	78			
79	Dues and Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,250	300	1,200	-	15,906	-	-	20,656	79		
80	Other	75	7	8	5	82	1	1	0	0	0	92	92	21,331	-	-	-	605	4,172	-	-	-	-	26,471	80		
81	<b>TRANSFER TO SOURCE</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	2,000	81		
82	<b>IN-KIND</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	82			
83	<b>TOTAL MATERIALS AND SERVICES</b>	9,991	891	681	4,110	5,004	780	775	437	356	270	228	2,514	23,253	5,142	9,441	772	20,300	530,357	342,560	(4,012)	66,036	103,600	1,123,488	83		
84	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	84			
85	<b>GRANTS DISTRIBUTED</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	85	
86	<b>REVOLVING LOAN FUND</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	86			
87	New Loans Made	219,667	13,333	17,333	40,833	192,500	-	-	-	-	-	-	10,000	1,400,000	1,200,000	-	-	-	-	-	-	-	-	59,450	3,153,116	87	
88	Loan Principal	32,044	4,439	7,023	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	43,507	88		
89	Loan Interest	10,937	1,516	2,383	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,836	89		
90	Ending Loan Available Balance	1,842,882	141,490	68,468	678,916	90,821	141,604	305,553	85,804	120,532	105,113	(4,245)	764,201	722,829	-	-	-	-	-	-	-	-	-	-	1,878,208	6,942,178	90
91	<b>CAPITAL PURCHASE</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	61,528	-	-	-	-	61,528	91		
92	Carryover to FY24 (Restricted Funds)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37,543	67,009	-	-	-	-	-	104,552	92		
93	Carryover to FY24 (Unrestricted Funds)	13,722	(5,704)	(5,914)	6,589	-	6,881	-	-	-	-	-	-	-	-	23,181	284	693	0	1,754	-	-	-	41,485	93		
94	<b>TOTAL DIRECT EXPENSES</b>	2,133,332	156,851	90,860	737,127	294,458	151,991	310,620	89,104	124,159	106,610	6,937	2,177,618	1,955,622	64,154	111,454	16,729	151,367	1,293,051	1,595,022	16,501	142,306	2,051,258	13,777,125	94		
95	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	95			
96	<b>FACILITY SPREAD - TRANSPORTATION</b>	54	12	12	88	81	36	57	38	43	16	13	144	126	779	1,041	207	1,730	9,562	(14,037)	-	-	-	-	96		
97	<b>FACILITY SPREAD - NON TRANSPORTATION</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	97			
98	<b>TRANSPORTATION ADMIN SPREAD</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	98			
99	<b>LOAN FUNDS SPREAD</b>	5,177	1,122	1,122	8,456	7,766	3,451	5,436	3,624	4,142	1,553	1,208	13,805	12,080	(68,941)	-	-	-	-	-	-	-	-	-	99		
100	<b>ADMIN SPREAD</b>	278	60	60	454	417	185	292	194	222	83	65	741	648	4,008	5,355	1,065	8,903	49,209	70,068	(142,306)	-	-	-	100		
101	<b>TL EXPENSES WITH INDIRECT</b>	2,138,840	158,045	92,054	746,124	302,721	155,664	316,405	92,960	128,566	108,263	8,223	2,192,308	1,968,476	(0)	117,850	18,000	162,000	1,351,823	1,651,046	16,501	-	2,051,258	13,777,125	101		

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

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1	DESCRIPTION	320 IRP	321 IRP SHERMAN	322 IRP WA	336 EDA RLFS	337 EDA CARES ACT RLF	345 RLF REG STRAT	350 RBEG-OR	355 RBEG-WA	357 RBEG-KL/SK	370 CDBG-MICRO ENT	371 HOUSING RLF	372 MCEDD Micro Loan	390 USDA OR/WA Ec Dev Loan	390 GEN LOAN FUNDS	552 OIB STAFFING	553 MHEA	101 PLANNING GRANT	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	TOTAL	1	
65	<b>COMMUNICATIONS</b>																							65	
66	Advertising																							66	
67	Postage & Freight																							67	
68	Printing																							68	
69	Pubs & Subs																							69	
70	Telephone & Networking																							70	
71	<b>BUILDING COSTS</b>																							71	
72	Rent	108	23	23	176	162	72	113	76	86	32	288	25	252	1,558	2,081	414	3,460	19,124					28,074	
73	Building Utilities & Janitorial																							21,650	
74	Building Remodel -Transit Ctr (Admin Only)	61	13	13	100	92	41	64	43	49	18	164	14	143	885	1,182	235	1,966	10,866					74	
75	Building Remodel - Allocation (515 E. 2nd)	12	3	3	19	18	8	12	8	9	4	31	3	27	170	227	45	377	2,085					(15,951)	
76	Building Repairs & Maintenance																							8,750	
77	<b>BOND AND INSURANCE</b>																							77	
78	<b>OTHER MATERIALS &amp; SERVICES</b>																							78	
79	Dues and Fees																							79	
80	Other	75	7	8	5	82	1	1	0	0	0	92	92	21,331										26,471	
81	<b>TRANSFER TO SOURCE</b>																							81	
82	IN-KIND																							82	
83	<b>TOTAL MATERIALS AND SERVICES</b>	9,991	891	681	4,110	5,004	780	775	437	356	270	2,564	235	23,253	5,142	9,441	772	20,300	530,357	342,560	(4,012)	66,036	1,019,944	83	
84																								84	
85	<b>GRANTS DISTRIBUTED</b>																							85	
86	<b>REVOLVING LOAN FUND</b>																							86	
87	New Loans Made																							2,092,500	
88	Loan Principal	32,044	4,439	7,023																					88
89	Loan Interest	10,937	1,516	2,383																					89
90	Loan Available Balance	17,756	(1,467)	(3,882)	(10,417)	35,105	(4,193)	(9,092)	(6,619)	(7,484)	(2,352)	(10,311)	(1,150)	(5,485)											(9,590)
91	<b>CAPITAL PURCHASE</b>																							91	
92	Carryover to FY24 (Restricted Funds)	-	-	-	-		-	-	-	-	-	-	-	-										61,528	
93	Carryover to FY24 (Unrestricted Funds)	13,722	(5,704)	(5,914)	6,589	-	6,881					22,030					23,182	284	695	0	1,754			63,518	
94	<b>TOTAL EX W/O INDIRECT</b>	88,538	561	1,177	6,960	238,742	6,194	(4,025)	(3,320)	(3,857)	(855)	25,186	38	1,927,308	64,154	111,455	16,729	151,367	1,293,054	1,595,022	16,500	142,306	5,673,227	94	
95																								95	
96	<b>FACILITY SPREAD - TRANSPORTATION</b>	54	12	12	88	81	36	57	38	43	16	144	13	126	779	1,041	207	1,730	9,562	(14,037)				96	
97																								97	
98	<b>TRANSPORTATION ADMIN SPREAD</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					98	
99	<b>LOAN FUNDS SPREAD</b>	5,177	1,122	1,122	8,456	7,766	3,451	5,436	3,624	4,142	1,553	13,805	1,208	12,080	(68,943)										99
100	<b>ADMIN SPREAD</b>	278	60	60	454	417	185	292	194	222	83	741	65	648	4,008	5,355	1,065	8,903	49,209	70,068	(142,306)	-	100		
101	<b>TOTAL EXPENSES</b>	94,047	1,754	2,371	15,958	247,006	9,867	1,760	536	550	798	39,876	1,324	1,940,162	(0)	117,850	18,000	162,000	1,351,823	1,651,046	16,500	-	5,673,227	101	

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
FY23 SPECIAL PROJECTS BUDGET**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	V	W	X	Y	Z	AA	AC	AE	AG			
1		TOTAL SPECIAL PROJ BUDGET	IN DEVELOPMENT	534 Crystal Springs	5112 Biggs Water Project	5113 Cascade Locks Wastewater	5114 HR Stormwater	5115 City of TD - Dog River	5116 Sherman Co Bus Barn	5011 CREA FINANCIAL SVCS	206 ROI/OCF	208 RURAL CAPACITY	Regional Innovation Hub	554 SHERMAN EDC	559 WASCO EDC	582 Hood River EDG	549 HR ENT ZONE	550 BROADBAND SUPPORT	5571 GTA STAFF	575 GTA ROBOTICS	570 OEDD WEB	5711 MM	5716 GTS Phase 2	585 COMMUTE OPTIONS	587 Transportation Options	574 HR ENERGY PLAN	590 Gorge Pass Marketing	5742 CGBREZ	1		
2	REVENUE																											2			
3	Special Projects Carryover Restricted	29,008									2,008	12,000															15,000	-	3		
4	Federal	178,917																										4			
5	State	634,388									73,000	43,181	140,000														139,000	79,207	5		
6	MCEDD Local Funds (Dues/General Fund)	-									10,000			(10,000)														160,000	6		
7	Cash Match (Other Sources)	100,445									45,455			47,500	80,000	8,400	4,000		50,173		1,200		15,500		3,945	16,000	65,000	7			
8	Contract Reimbursements	386,478	13,750	20,000	15,000	15,000	8,000	5,000	6,000	95,000	88,636	140,000	47,500	70,000	8,400	4,000	-	56,768	-	1,200	192,331	179,207	10,000	47,031	192,000	137,000	-				
9	Transfer To/From (match)	15,992									(2,008)											2,000					16,000	9			
10	Other Revenue	6,595																				6,595						10			
11	In-Kind Match	-																				-						11			
12	TOTAL REVENUE	1,351,823	-	13,750	20,000	15,000	15,000	8,000	5,000	6,000	95,000	88,636	140,000	47,500	70,000	8,400	4,000	-	56,768	-	1,200	192,331	179,207	10,000	47,031	192,000	137,000	-			
13																												12			
14	PERSONNEL																											13			
15	Executive Director	23,875																										14			
16	Deputy Director of Transportation	34,000																										15			
17	Deputy Director of Economic Dev.	78,760									12,500	8,750	3,500	5,060	42,450							2,500						16			
18	Finance Manager	11,400									2,000	1,000	1,500									1,500	1,500	200	200	1,000	1,000	18			
19	Loan Fund Manager	8,950									7,500										1,450						19				
20	Project Managers:	-																										20			
21	Part-time Project Manager - JS	68,272	6,700	9,272	7,500	7,500	3,700	2,600			8,000		23,000															21			
22	Mobility Manager - KF	80,250																				44,000	16,700	3,000	13,750	2,800	22				
23	Project Manager - LM	68,200										3,000															65,200	23			
24	Project Manager - open	71,564									26,500	21,900	3,000								20,164						24				
25	Travel Trainer - SC	52,550																				44,050	2,025	2,100		4,375	25				
26	Administrative Assistant	15,800									2,500	1,000	1,500	1,500	1,750						6,000	550				1,000	26				
27	Office Administrator	17,950	450	450	750	150	750	150	1,500	1,500	2,000	3,000	2,000	1,500	1,500	1,250					1,500					1,000	27				
28	TOTAL WAGES	531,571	-	7,150	9,722	8,250	7,650	4,450	2,750	3,500	52,000	56,150	13,000	29,560	45,450	5,275	2,450	-	31,664	-	550	120,150	28,225	6,300	14,950	11,175	71,200	-			
29	Fringe Benefits	135,701		1,825	2,482	2,106	1,953	1,136	702	893	13,275	14,334	3,319	7,546	11,603	1,347	625		8,083	-	140	30,672	7,205	1,608	3,816	2,853	18,176	-			
30	Payroll Taxes	57,187	-	769	1,046	888	823	479	296	377	5,594	6,041	1,399	3,180	4,890	567	264	-	3,406	-	59	12,926	3,036	678	1,608	1,202	7,660	-			
31	TOTAL PERSONNEL COSTS	724,459	-	9,744	13,250	11,244	10,426	6,065	3,748	4,770	70,869	76,525	17,717	40,286	61,942	7,189	3,339	-	43,154	-	750	163,748	38,467	8,586	20,375	15,230	97,036	-			
32																												32			
33	MATERIALS & SERVICES																											33			
34	TRAVEL & CONFERENCES	14,179		150	300	500	100	500	200	-	780	750	295	1,000	558	221		-	1,928	-		2,160	875	301	2,000	61	1,500	34			
35	EVENT SERVICES	6,600										4,800										1,800						35			
36	EQUIPMENT	-																										36			
37	SUPPLIES	7,775																			3,000				1,250	1,375	1,500		37		
38	PROFESSIONAL SERVICES	-																										38			
39	Legal	-																										39			
40	Auditing	-																										40			
41	Filing Fees	-																										41			
42	Contractual	460,162																			10,600	2,775	120,000	113		4,000	133,174		175,000	14,500	42
43	Testing/Training/Screening	-																										43			
44	COMMUNICATIONS																											44			
45	Advertising	3,300																			250	150		500		1,250		150	1,000	45	
46	Postage & Freight	450		50	250		150															-	-					46			
47	Printing	4,045																			1,295	-		750	1,000		1,000		47		
48	Pubs & Subs	-																										48			
49	Telephone & Networking	866																							366	500			49		
50	BUILDING COSTS	-																										50			
51	Rent	19,124		257	350	297	275	160	99	126	1,871	2,020	468	1,063	1,635	190	88	-	1,139	-	20	4,323	1,015	227	538	402	2,562	-			
52	Building Utilities & Janitorial	-																										51			
53	Building Remodel - Transit Ctr (Admin Only)	10,866	-	146	199	169	156	91	56	72	1,063	1,148	266	604	929	108	50	-	647	-	11	2,456	577	129	306	228	1,455	-			
54	Building Remodel - Allocation (515 E. 2nd)	2,085	-	28	38	32	30	17	11	14	204	220	51	116	178	21	10	-	124	-	2	471	111	25	59	44	279	-			
55	Building Repairs & Maintenance	-																										55			
56	BOND AND INSURANCE	-																										56			
57	OTHER MATERIALS & SERVICES	-																										57			
58	Dues and Fees	300																							300				58		
59	Other	605																										59			
60	IN-KIND MATCH	-																			183	173	249					60			
61	TOTAL EXPENSES W/O INDIRECT	1,254,816	-	10,326	14,186	12,491	10,988	6,983	4,114	4,981	90,187	83,438	138,797	43,570	65,793	7,911	3,773	-	53,836	-	1,149	181,208	176,594	9,417	26,777	190,965	117,332	-			
62																												62			
63	ADMIN SPREAD	49,209	-	662	900	764	708	412	255	324	4,814	5,198	1,203	2,736	4,207	488	227	-	2,931	-	51	11,123	2,613	583	1,384	1,035	6,591	-			
64	TOTAL EXPENSES	1,304,025	-	10,987	15,086	13,255	11,6																								

# MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT FY23 TRANSPORTATION BUDGET

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

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

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

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

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

## SALARY SCALE FY23

**Executive Director**

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

**Deputy Directors**

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

**Finance Manager**

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

**Loan Fund Manager**

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

**Project Manager, Mobility Manager**

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

**Transportation Operations Manager**

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

**Program Manager, Travel Trainer**

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

**Office Administrator**

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

**Assistant Project Manager**

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

**Administrative Assistant**

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

**Lead Driver**

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

**Dispatch/Scheduler**

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

**Driver**

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

# BENEFITS PLAN

## MEDICAL COVERAGE

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

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

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

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

Life 1.5 X Salary - Covers: all employees

AD & D Matching life amount - Covers: all employees

LTD 50% of salary - Covers: all employees

### Retirement - Employer Provided

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

### Premium Only Section 125 Plan

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

### Healthcare / Dependent Care Flexible Spending Account

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

## Local Assessment - FY 23

2020 POPULATION	PER CAPITA
	\$0.81

### COUNTIES

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

### CITIES

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

PER PORT
\$3,119

### PORts

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

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

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT**  
**Budget Acronyms FY23**

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

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

**CGBREZ –** Columbia Gorge Bi-State Renewable Energy Zone

**COLA –** Cost of Living Adjustment

**CREA –** Community Renewable Energy Association (contracts with MCEDD)

**EDA –** Economic Development Administration

**EDC –** Economic Development Commission (Wasco, Sherman)

**EDG –** Economic Development Group (Hood River)

**HR Ent Zone –** Hood River Enterprise Zone

**GTA –** Gorge Technology Alliance (contracts with MCEDD)

**GTS –** Gorge Transit Strategy

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

**MCEDD –** Mid-Columbia Economic Development District

**MHEA –** Mount Hood Economic Alliance (contracts with MCEDD)

**MM –** Mobility Management

**NADO –** National Association of Development Organizations

**NEMT- Non-Emergency Medical Transportation**

**OCF –** Oregon Community Foundation

**ODOT–** Oregon Department of Transportation

**OEDD –** Oregon Economic Development Districts

**OIB –** Oregon Investment Board (contracts with MCEDD)

**PTO –** Personal Time Off

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

**REG STRAT –** Regional Strategies (a MCEDD loan fund)

**RLF –** Revolving Loan Fund

**SAIF –** State Accident Insurance Fund

**SDAO –** Special Districts Association of Oregon

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

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

**WSDOT- Washington State Department of Transportation**



## **MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT**

### **RESOLUTION 2022-2**

#### **ADOPTING THE FY JULY 1, 2022 – JUNE 30, 2023 BUDGET**

**BE IT RESOLVED** that the FY 2023 Mid-Columbia Economic Development District Budget is hereby adopted. “BE IT RESOLVED that the Board of Directors of Mid-Columbia Economic Development District hereby adopts the budget for fiscal year 2022-2023 in the total amount of \$13,777,125. This budget is now on file at 802 Chenowith Loop Road, The Dalles, Oregon 97058

**PASSED AND APPROVED** this 23<sup>rd</sup> day of June 2022.

**ATTEST:**

**MID-COLUMBIA ECONOMIC  
DEVELOPMENT DISTRICT**

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Lauren Hernandez, Office Administrator

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Robert Hamlin, Chair



*Mid-Columbia Economic Development District*

To: MCEDD Board of Directors  
 From: Kate Drennan, Deputy Director of Transportation; Kathy Fitzpatrick, Mobility Manager  
 Date: June 16, 2022  
 Re: **Transportation Activities Report**

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### **The Link Transportation Activities**

#### *Planning*

- As part of this agenda item, the MCEDD Board is asked to adopt the Wasco County Transit Development Plan (TDP). The plan was reviewed by the Executive Committee and recommended for adoption. It sets a 20-year vision for transit in Wasco County and is important for The Link and thus MCEDD. The full plan follows this memo and the appendices are online at <https://www.mcedd.org/transportation/wasco-county-transit-development-plan/>. Kate presented the TDP to the Wasco County Commission on June 1<sup>st</sup> for consideration. The Plan was well received and will likely be adopted in conjunction with an update to the Transportation System Plan in the next few years.

#### *Grants*

- The Link was awarded funds through the competitive grant to purchase new bus stop infrastructure, including simme seats, signs, and bus shelters. We will continue working with The City of the Dalles to partner on site selection and installation.
- We were awarded funds for the purchase of two electric vehicles during a three-year grant window. We will need to provide significant match funds through our STIF program and other sources. We are in conversation with Northern Wasco PUD about partnering to install two Level 2 charging stations at the Transit Center to power the buses overnight.
- We were awarded funds through a competitive discretionary grant program to continue our deviated fixed routes and implement route recommendations developed in the Transit Development Plan. The changes include an expansion of bus stops on the Blue Route, and an expansion of the Red Route away from its current loop configuration to an out-and-back that serves both the eastern and western edges of The Dalles, with more service in downtown The Dalles.

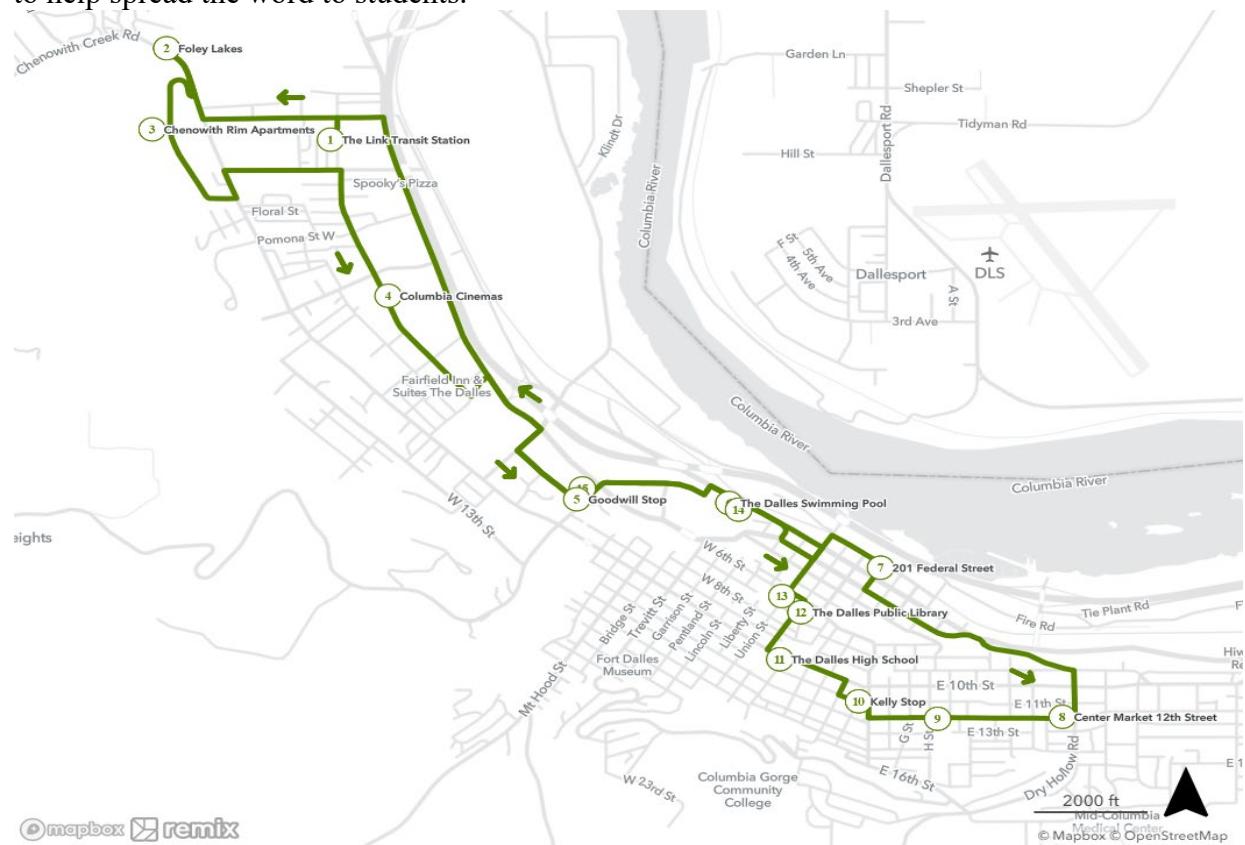


*Figure 1 Electric buses are estimated to reduce operating costs by 85% and maintenance costs by up to 60%*

#### *Operations*

- The Link celebrated its 25th Anniversary on May 19. The Link provided free rides all day and driver spotlights were shared all week on social media. We had a lunch celebration to thank our drivers and dispatchers for their hard work.

- The Link is happy to announce that we have hired a full-time driver. Tiffany Barrett joined our staff on June 7th, 2022. Driver Laura Reed also returned on a part-time basis.
- The Link has modified the South County shuttle start time from 7:45am to 9:15am. This was to accommodate the shuttle with our current staff schedule.
- The Link is using remaining grant funds set to expire at the end of June to install catalytic converter shields on buses #30-37.
- The Link is in the process of advertising with multiple radio stations in The Dalles. This includes advertisements with Bicoastal Media, Gorge Country, and Radio Tierra.
- Starting June 11<sup>th</sup>, The Link is operating a summer “Pool and Farmers Market Bus” route on Tuesdays, Thursdays, and Saturdays. The Link will provide free rides to the pool and farmers market for kids and adults who accompany them. The route will stop in several neighborhoods and at the Goodwill, Columbia Cinemas, Middle and High Schools, Next Door and other locations (see route below). For riders using the route to reach other destinations other than the pool or market, a typical \$1.50 fare or Gorge Pass is needed. We are working with schools and parks and recreation to help spread the word to students.



## Mobility Management Activities

- **Go Vets Columbia Gorge:** As a reminder, 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 includes a partnership with The Link to 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. Sara Crook, MCEDD's Travel Trainer has already been working on establishing key relationships with Veterans' organizations, and conducting surveys to identify training needs to prepare for the project launch this month.

- **Travel Training & Transit Connect:** Sara Crook has been taking trainings on building MCEDD's travel training program and developing transit assessment forms for clients that are organization/cultural specific. She has also created a partnership with a C-Tran Travel Trainer with getting Vancouver residents to Multnomah Falls and Cascade Locks. With the end of the Health Council grant supporting free transit passes and daily tickets for the transit connect program, we are trying to find ways to continue to offer a smaller number of free passes while shifting the focus to training, information, and connection.
- **Safe Routes to Schools Program:** Both North Wasco County District 21 and Hood River County School District were successful in their grant applications to fund Safe Routes to School Coordinator staff positions and programming for each district! Kathy Fitzpatrick supported both applications and will be continuing to work with the groups. 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.
- **Gorge Regional Transit Strategy Phase II:** The Gorge Regional Transit Strategy Phase I established the foundation for a comprehensive regional public transit strategy by building on the recommendations of existing transportation plans and by working with a large group of stakeholders to develop a high-level regional transit vision. Phase II of this planning process identifies strategies that will help the regional transit system to operationalize this vision and these goals. Kittelson has been selected as the lead consultant and the first Advisory Committee meeting was held on June 16. Phase II Objectives include Gaps and Opportunity Analysis, Regional Operational Map, Menu of Operational Options, Funding and Finance Planning, Menu of Coordination Opportunities and Organizational structures.
- **Gorge Translink Alliance website:** Kathy is working with Gorge Web Design to figure out how we can improve the Google Trip Planner that is embedded in the Gorgetranslink.com website. ODOT is supportive of us bringing in a consultant to help identify and resolve the issues.
- Oregon DEQ and WSDOT are advancing their draft expansion of the current **Commute Trip Reduction rules**. There are some promising concepts included for the rural areas in both states that would give the Mobility Manager a lot of tools.
- The **GOrge Pass Marketing Grant** is in full swing. There was a large advertising push over radio, social media, and tv advertising the Dog Mountain shuttle. Deputy Director of Transportation Kate Drennan has appeared on two KOIN TV segments advertising the GOrge Pass and the many lesser-known communities and attractions throughout the Gorge accessible using the transit pass.



WASCO COUNTY  
**TRANSIT**  
**DEVELOPMENT PLAN**  
**THE LINK PUBLIC TRANSIT**

MARCH 25, 2022

## ACKNOWLEDGEMENTS

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The development of this plan was guided by the Project Management Team (PMT), Advisory Committee (AC), and members of the public. Each individual devoted their time and effort to provide valuable input and feedback and their participation was instrumental in the development of the plan.

### Project Management Team (PMT) Members

- Kate Drennan, Mid-Columbia Economic Development District (MCEDD)
- Jessica Metta, MCEDD
- Theresa Conley, Oregon Department of Transportation (ODOT)
- Devin Hearing, ODOT
- Tyler Stone, Wasco County

### Advisory Committee Members

- Amy Schlappi, Columbia Area Transit
- Patty Fink, Columbia Area Transit
- Dan Spatz, Columbia Gorge Community College
- Tiffany Prince, Columbia Gorge Community College
- Lexi Stickel, Pacific Source, Columbia Gorge CCO
- Buck Jones, Columbia River Inter-Tribal Fish Commission
- Rachelle Begay, Columbia River Inter-Tribal Fish Commission
- Alice Cannon, City of the Dalles
- Stephanie Bowen, Mid-Columbia Medical Center
- Travis Dray, Mid-Columbia Medical Center
- Kenny LaPoint, Mid-Columbia Community Action Council
- Kathy Fitzpatrick, MCEDD
- Kathy Clark, Wasco County
- Justin Zeulner, The Wave Foundation

### Consultant Team

- Susan Wright, PE, Kittelson & Associates, Inc.
- Krista Purser, PE, Kittelson & Associates, Inc.
- Amy Griffiths, EIT, Kittelson & Associates, Inc.
- Paul Ryus, PE, Kittelson & Associates, Inc.
- Darci Rudzinski, MIG | APG
- Shayna Rehberg, MIG | APG
- Brandon Crawford, MIG | APG
- Andrew Parish, MIG | APG

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## INTRODUCTION

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Wasco County currently contracts with the Mid-Columbia Economic Development District (MCEDD) to provide intercommunity and demand-response service within the county and connecting to regional destinations. MCEDD also receives its own direct grants to provide deviated fixed-route and demand-response service in Wasco County.

MCEDD currently provides one inter-county route to Hood River, a shuttle to South County, a shopping shuttle between The Dalles and Hood River, two loop routes in The Dalles, and Dial-a-Ride services within Wasco County.

This Transit Development Plan (TDP) evaluates a program of service improvement alternatives and presents options to pursue over the 20-year plan horizon, including planned service modifications.

### Plan Development

A series of technical memoranda were developed during the TDP process and provided the building blocks for the project, addressing existing conditions and performance. As work progressed, future conditions were evaluated and mobility needs and opportunities were identified. The Project Management Team (PMT) guided the preparation of these technical memoranda in coordination with the Advisory Committee (AC) and input from community meetings. These interactions helped guide the development of the Transit Development Plan as well as build necessary consensus and support. Members of these groups are listed in the Acknowledgements section. The memoranda developed during the process are provided in Appendix A and include:

- Memo #1: Public Involvement Plan
- Memo #2: Existing System
- Memo #3: Unmet Transit Needs and Transit-Supportive Development Strategies
- Memo #4: Evaluation Framework
- Memo #5: Future Service Opportunities

- Memo #6: Goals, Policies, and Practices
- Memo #7: Future Service Design and Supporting Programs

A summary of the recommendations in this plan can be found in Figure 1.

## Public Involvement

The project process included several touchpoints where stakeholders and the public could provide input.

### Project Webpage

MCEDD created and maintained a Project Webpage on the MCEDD website that provided project information, schedule, technical memoranda, and opportunities to provide input.

### Stakeholder Outreach Events

Two rounds of virtual outreach events were held with small groups of stakeholders. The first round introduced the project, solicited comments about how well existing transit services addressed community needs, and generated ideas for future or improved services. The second round gathered input on service opportunities.

### Online/On-board Survey

A questionnaire was provided both online and on-board during the summer of 2021. The survey asked about peoples' origins and destinations, reasons why they take transit, and ideas for improving transit service. The survey response provided an important picture of how and where people are using the system.

### Open House

An open house was held in the Spring of 2022. This open house included a livestreamed virtual meeting and an in-person event at the Transit Center. The open house provided information about draft service opportunities and solicited the public's input on those opportunities.

## Updating the Plan

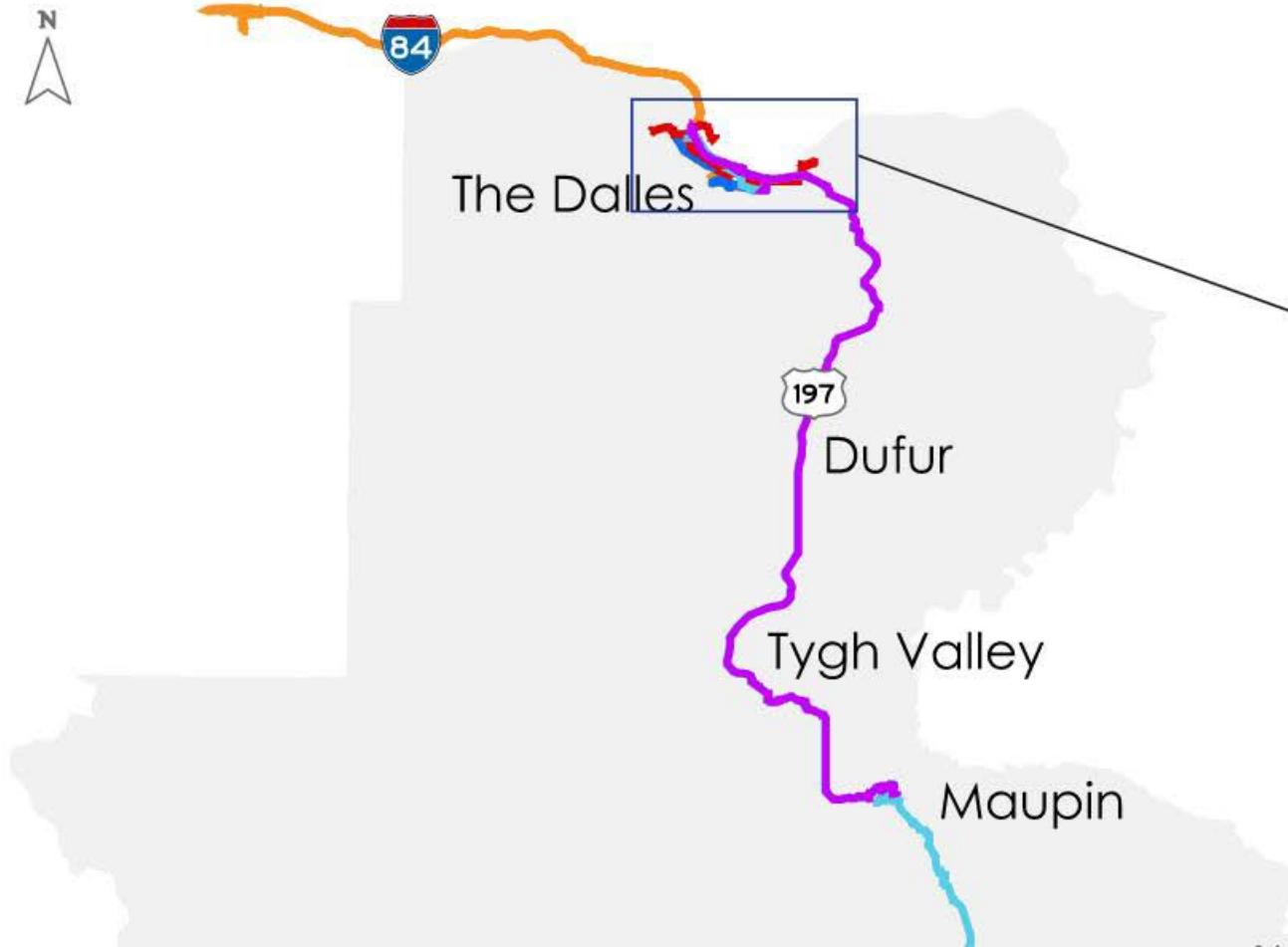
The TDP should be updated periodically to reflect changing needs, as well as lessons learned from implementing the plan's short-, medium-, and long-term recommendations. These updates will allow the County to monitor progress toward implementing projects, update the financial outlook, and verify the population, land use, and growth trends used to determine and prioritize service enhancements. Wasco County needs to update its STIF plan every two years per the STIF rules, but such a plan does not necessitate updating the TDP. The County and local jurisdictions can supplement the TDP by considering transit improvements and walking and biking access to transit in their other planning efforts.

# WASCO COUNTY TRANSIT DEVELOPMENT PLAN RECOMMENDATIONS



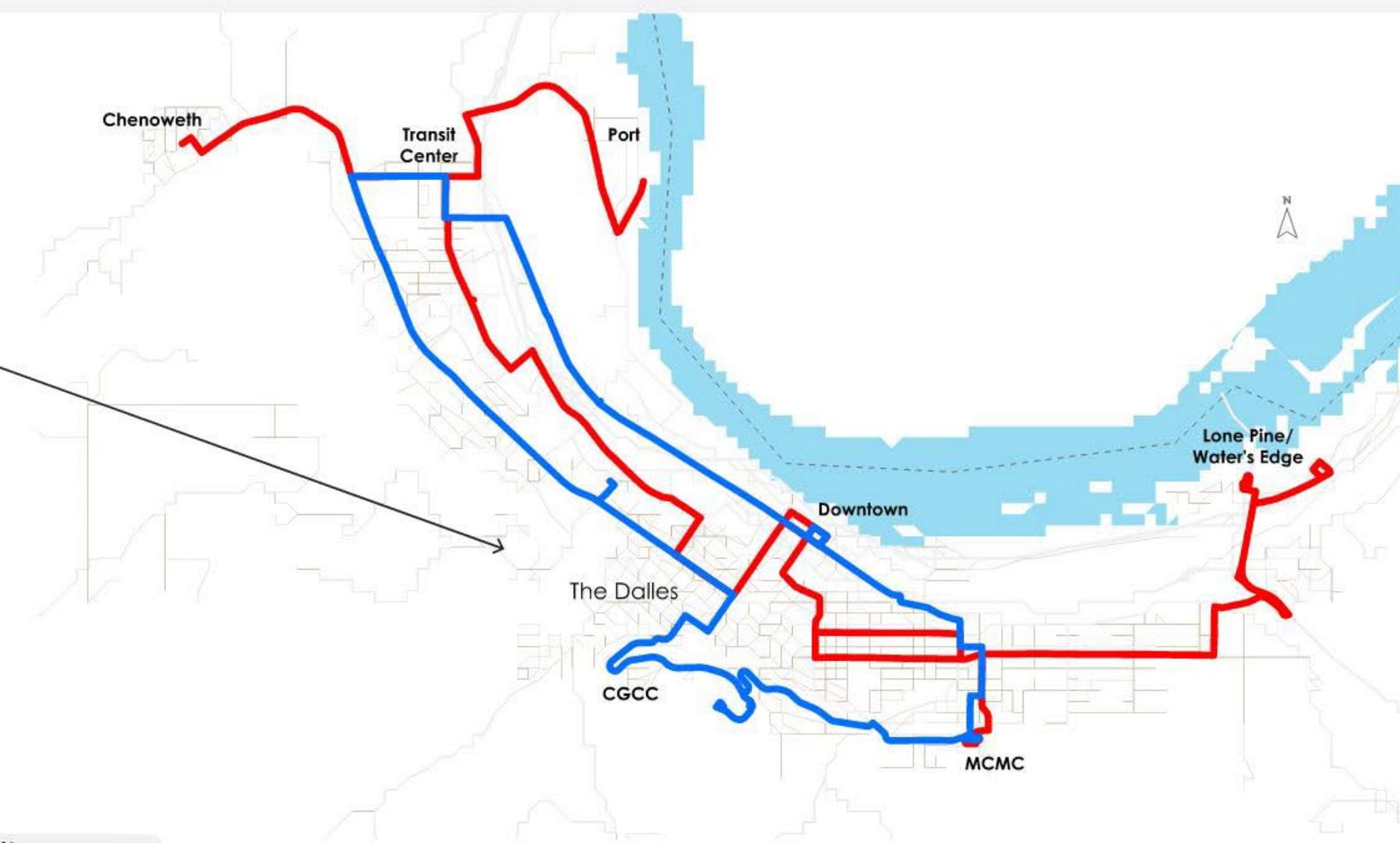
## Continuous Improvements

- The LINK should use the proposed monitoring program and new technologies to continuously assess community needs and service performance, and update the plan's recommendations as needed.
- In addition to the plan's route recommendations, providing information and technology improvements (trip planning apps, real-time vehicle arrival information) and enhancing the vehicle fleet (electric/hybrid fuels) will help improve rider experience and service reliability.
- These recommendations are meant to not only serve riders of the fixed transit routes, but also support to the dial-a-ride system.



## Short-Term Improvements

- Extend the Intercity Express Route between The Dalles and Hood River:** Extending The Dalles–Hood River service to connect to Columbia Gorge Community College (CGCC) campuses at both ends of the route could help students, faculty, and staff travel between campuses.
- Expand Out-and-Back Route to Maupin:** The LINK could serve Maupin more frequently by replacing the existing South County service, rather than providing as much by-request dial-a-ride service. The more consistent schedule would make it easier for people to plan trips.
- Convert the Red Line from a loop to an out-and-back route and revise the Blue Line to serve 2nd Street:** The revised Red Line is intended to meet riders' need to travel between Water's Edge, the Transit Center/Chenoweth, and destinations in between. To reduce travel time, the route alternates between stopping at the Port (which is located near a health clinic and transitional housing) and stopping in Chenoweth. It also provides access to the high school, Mid-Columbia Medical Center, the Veterans Service Office, Goodwill, and neighborhoods throughout the city. Once the Red Line is converted from a loop to an out-and-back route, the Blue Line can be modified to serve 2nd Street rather than the Port. This change would increase the overall area served by transit while shortening the Blue Line's total length and the time it takes riders to get to their destination. In addition, **add stops to the Blue Line**. Frequent stops along the route makes it easier to catch the bus at permanent stops rather than having to schedule pick-ups and drop-offs in advance.



## Mid-Term Improvements

- Create New Out-and-Back Route to Madras:** With additional funding sources and inter-county coordination, The LINK could investigate providing a new intercity express route with stops in Madras, Maupin, Tygh Valley, Dufur, and The Dalles. This route could be a modification to the South County Shuttle, with fixed time-points and potential deviation areas or zones where riders can request a more direct pick-up or drop-off at the curb, reducing the resources needed to implement the route. This service would support transfers to Cascades East Transit services in Warm Springs/Madras, Central Oregon Breeze, and bus routes in The Dalles, providing transit connections from Wasco County to central and eastern Oregon.
- Create New Out-and-Back Route Connecting Warm Springs Reservation, Madras, Shaniko, and Antelope:** The LINK could further investigate demand to provide a new route with stops in the Warm Springs Reservation, Madras, Antelope, and Shaniko. The route could be operated to provide two trips per day, two times per month. This route would need a bus to be based in this area to reduce the travel time and cost for a vehicle to come from The Dalles, potentially through a partnership with Cascades East Transit. The service would have zones where riders can request pick-ups and drop-offs off of the normal route.

## Long-Term Improvements

- Monitor future development near the Port and revise the **Red Line** as needed
- Add new downtown express service in The Dalles or accomplish via **The Dalles to Hood River** extension
- Upgrade the **Downtown Transit Stop** to a transit center
- Expand service hours** on routes

The following capital improvements could improve the experience of riding the bus and support the recommended changes described above:

 Secure funding to replace vehicles according to their expected useful life to increase service reliability and decrease maintenance costs

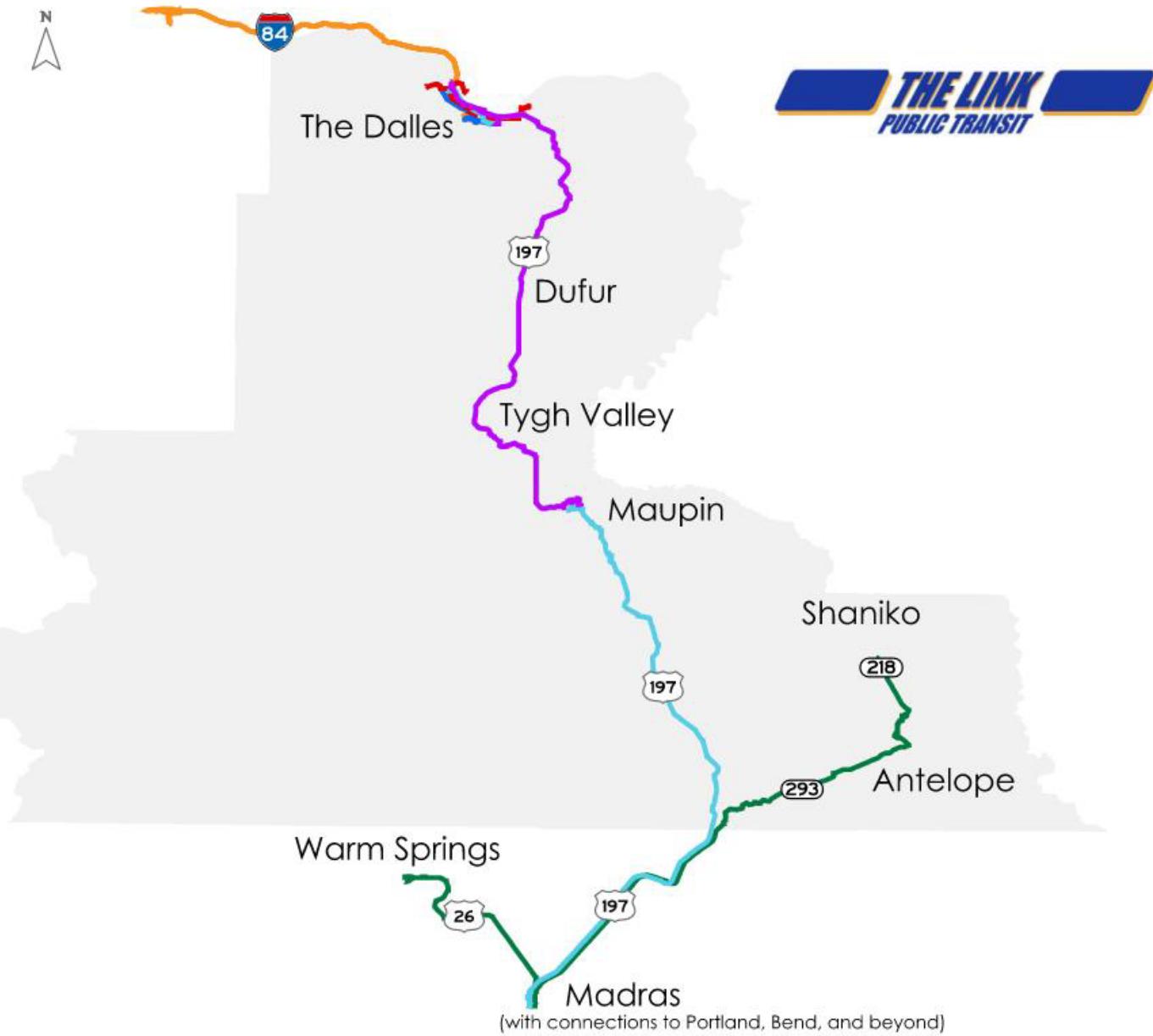
 Upgrade the Downtown Transit Stop to have more amenities, such as covered areas and more bike racks

 Pursue charging and alternative fueling facilities to support the purchase of hybrid or fully electric vehicles, which not only provides environmental benefit but can lower fueling and maintenance costs

 Provide additional route signage, benches, and transit shelters at bus stops that are commonly used

 Pending the availability of charging and alternative fueling facilities and funding grants, purchase hybrid or fully electric vehicles

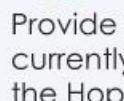
 Improve branding through new vehicle wraps and signs at bus stops



The following technology improvements could improve the experience of riding the bus and support the service opportunities described above:

 Support mobile apps and online resources to help plan trips. For example, integrate route information into Google Maps so that the public can get information about how to travel between destinations using transit.

 Provide real-time vehicle arrival information that shows riders where the bus is, and whether the bus is on-time. Real-time information helps improve the ridership experience by reducing passenger wait times, providing confidence that a bus has not been missed, and generally creating a more informed and comfortable rider.

 Provide additional education and support for understanding ways to pay transit fares. The LINK currently provides mobile ticketing through The GOerge Pass via Token Transit, and for The LINK via the Hopthru app.

## GOALS, POLICIES, AND PRACTICES

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A set of TDP goals and policies were developed to serve as a framework to guide Wasco County's future transit planning and investments. The goal and policy language was drawn from a number of resources, including the goals, policies, objectives, and strategies identified in relevant federal, state, and local plans and documents. In particular, the MCEDD Gorge Regional Transit Strategy and the Wasco County Coordinated Human Services Public Transportation Plan (2020–2024) helped shape the proposed goals and policies. These plans were developed recently and specifically for Wasco County and the region, with a focus on increased coordination and serving those who are transportation-disadvantaged.

This TDP project's objectives, as well as "best practices," were developed based on input from the Advisory Committee and reflected in the goal statements for the evaluation framework. Proposed city and county transit-supportive policies also influenced the TDP's policy language.

The TDP's goals and policies are as follows:

**Goal 1: Customer-Focused Services** – Provide services that are safe, attractive, and convenient for all riders.

Policy 1A. Facilitate access to transit service for all community members, with a focus on services for community members who may be transportation-disadvantaged due to age, abilities, and/or income.

Policy 1B. Improve safety for transit riders through transit facility design such as lighting and transit stop location.

Policy 1C. Improve safety for transit riders through coordination with other agencies regarding pedestrian and bicycle crossings near transit stops and complete, low-stress walking and biking connections to transit stops.

Policy 1D. Focus transit service on destinations that are important to community members, particularly those who are transportation-disadvantaged, including employment centers, training and education facilities, stores and shopping centers, human and health services, and recreation locations.

Policy 1E. Improve convenience through expanded fare payment options, fare integration with other transit systems in the region, and mobile tools and apps.

Policy 1F. Determine customer needs through direct outreach, consultation with service providers, and findings from other planning efforts.

Policy 1G. Improve transit education and marketing, particularly through outreach to transportation-disadvantaged and underserved groups that focuses on bilingual marketing and outreach and travel training.

**Goal 2: Accessibility and Connectivity** – Improve access and connections within and between communities in the county as well as key destinations outside the county.

Policy 2A. Coordinate with local planning and roadway authorities to ensure that transportation system-related improvements such as pedestrian and bicycle crossings, transit

stop infrastructure, and ADA-accessible connections to transit stops are incorporated into planned projects.

Policy 2B. In coordination with local jurisdiction partners, facilitate first- and last-mile connections to transit stops, such as making arrangements with shared mobility facilities and services (e.g., taxis, shuttles, bike sharing, and other mobility sharing).

Policy 2C. Coordinate with the local jurisdiction and property owners on potential park-and-rides and transit hubs where multiple modes could connect.

Policy 2D. Support improvements in access and connections to transit that are appropriate for the context and size of the community and its existing and planned transit service.

Policy 2E. Adopt transit stop design and construction standards, including amenities that must be provided at major transit stops, to serve as a planning and coordination tool.

**Goal 3: Coordination** – Collaborate with public and private partners to maximize services.

Policy 3A. The transit service provider should participate in the review of land use proposals that may impact transit service or existing or planned transit uses and improvements.

Policy 3B. Coordinate with local jurisdictions and development applicants regarding any transit-related improvements, such as shelters, benches, and/or lighting, that are identified in adopted transportation and transit plans.

Policy 3C. Continue to explore and develop connections between transit and other existing and potential transportation services, such as taxis, The Dalles Downtown tourism shuttle, and ride hailing services, and emerging technologies such as micromobility services (e.g., scooter and bike sharing).

Policy 3D. Continue and strengthen collaborations with other transit service providers in the region, human and health service providers, and major employers to expand the efficiency and reach of transit service.

Policy 3E. Ensure decisions regarding future transit service and coordinated transportation improvements align with the TDP and key policy documents including the latest Wasco County Human Services Public Transportation Coordinated Plan and the Gorge Regional Transit Strategy.

**Goal 4: Health** – Foster public health by increasing use of active travel and improving access to the outdoors, health care, healthy food, and similar healthy places.

Policy 4A. Support safe and complete walking and biking connections to existing and planned transit stops so that community members and visitors have active transportation options to access transit.

Policy 4B. Increase transit access to health-supporting destinations such as grocery stores, parks and open spaces, community spaces, health care, and human services.

Policy 4C. Improve transit access to local and regional recreation destinations for community members and visitors.

Policy 4D. Integrate transit into emergency response planning to bolster the resiliency of communities in Wasco County.

**Goal 5: Sustainability** – Foster environmental, economic, and fiscal sustainability through transit investments.

Policy 5A. Promote and rely on transit to reduce single-occupancy vehicle trips and greenhouse gas emissions and to increase energy conservation.

Policy 5B. Encourage the use of transit as a way to conserve land, including as a way to reduce land needed for parking in cities and at trailheads in Wasco County.

Policy 5C. Where recreation destinations are experiencing over-use, consider transit service to help regulate access and protect the resource.

Policy 5D. Promote transit service as a tool in economic development, including business and employee recruitment and retention, community revitalization, and tourism enhancement.

Policy 5E. Establish stable and effective transit funding through the following: establishing diverse sources; strategically leveraging local funding to compete for state and federal funding; and securing efficiencies by coordinating services with other transit and transportation service providers.

## NEEDS SUMMARY

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Transit needs were identified through the following methods:

1. Conducting an onboard and online survey that was available from July to August 2021. A total of 49 responses were received related to bus use, locations where people would like to use transit, tools that would make riding the LINK more convenient, improvements the LINK transit service needs, and barriers to using transit in Wasco County.
2. Reviewing other planning processes in the area, including the Coordinated Human Services Transportation Plan Update.
3. Analyzing the existing transit system, including reviewing historic ridership data.
4. Conducting outreach calls to community organizations, agencies, and businesses, such as the Wasco County Business Alliance.

Through this process, the following needs were identified:

- **Improve efficiency of route service:** The two existing transit routes in The Dalles largely travel east-west in a counterclockwise loop direction. Adding more north-south connections, converting routes from loops to out-and-back lines, and adding or shifting a route to serve clockwise travel could improve the efficiency of passengers' trips.
- **Increase service frequency, extend service hours, and provide weekend service:** The highest-priority improvements for survey respondents to the first survey were increased frequency (how often a bus goes to a stop), extended service hours, and weekend service. Survey respondents also ranked "service to more destinations" highly. Non-riders stated that they do not use transit services due to service coverage (where the bus goes), frequency, and/or hours of operation that do not meet their needs.
- **Improve bus stop amenities and access:** Individual bus stops on existing and proposed transit routes could be improved with amenities, sidewalk access, park-and-ride access, and more.

- Update vehicle fleet:** The LINK recently replaced several vehicles that were beyond their useful service life, and will need to continue to replace vehicles as they reach the end of their useful service life. Cleaner fuel sources, such as electricity, could be considered for future vehicle purchases and facilities.
- Increase education and marketing:** Bus stops are not widely used by riders, in part due to The LINK operating as a dial-a-ride system for more than two decades, leading to many riders being unfamiliar with how to plan a trip by catching the bus at an existing bus stop. The survey also identified a lack of awareness of The LINK's shuttle services. A lack of information about service is cited in non-riders' responses to Questionnaire #1 as a barrier to using transit service. Establishing trip-planning tools for users and marketing the availability of stops would help improve the usage of The LINK's services.
- Update tools and technology:** Tools that respondents felt would increase the convenience of their trips include more fare payment options, mobile trip-planning tools, real-time vehicle arrival information, and more bicycle racks. Difficulty planning trips was cited in non-riders' responses to the first survey as a barrier to using transit service.

Additionally, new and/or modified transit routes and services can be tailored to serve a diverse set of transit markets in Wasco County. The table below summarizes the existing and potential future service types to address transit market needs in Wasco County.

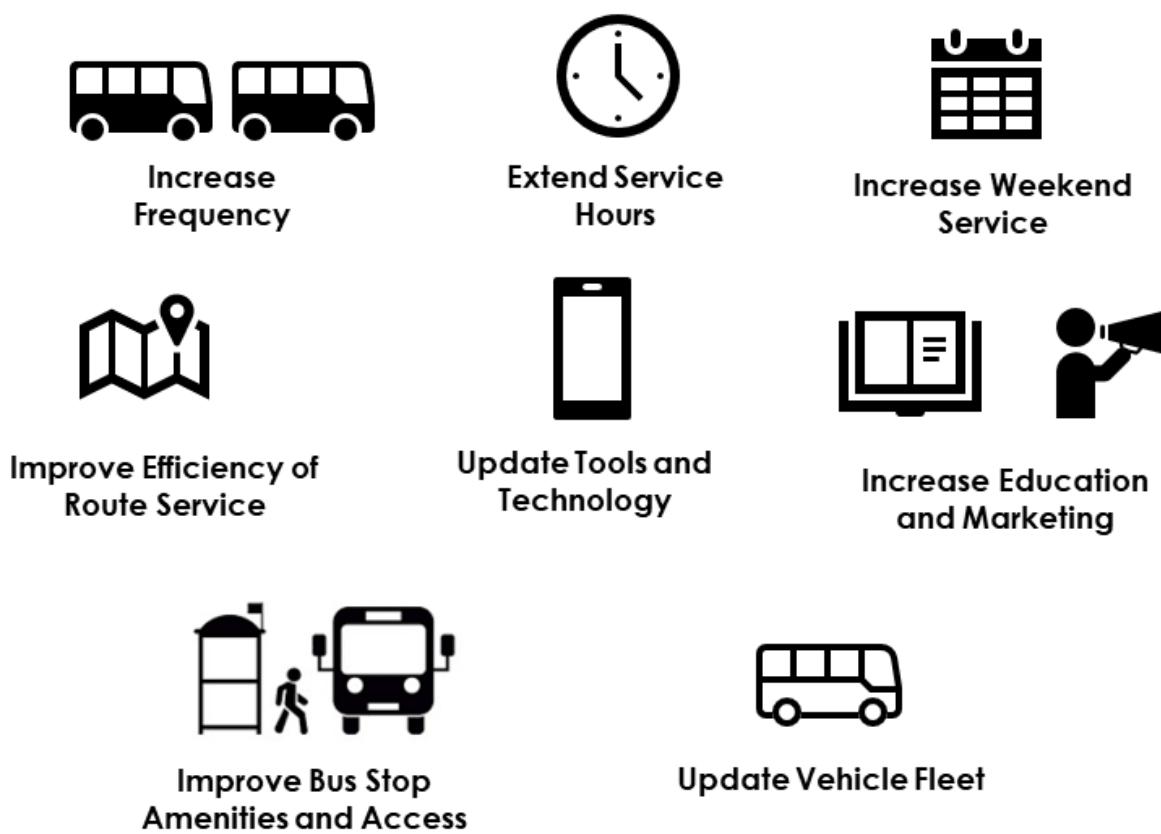
**Table 1: Service Types to Address Transit Market Needs**

Transit Market	Local Fixed-Route	Shuttle/Deviated Fixed-Route	Intercity/Express	Vanpool	Demand-Response
Existing Transit Users within The Dalles	Potential	Existing	—	—	Existing
	Potential new stop locations could support a transition from deviated-fixed route to fixed-route without deviations (or with fewer deviations than currently made). This change could make it easier for people who need to take trips daily (such as to go to work) or who have spontaneous trips (like going to a restaurant) without having to schedule the trip in advance. Existing users have a need for expanded service hours and weekend service.				
Increasing Development inside The Dalles	Potential	Existing	—	—	Existing
	Upcoming development in The Dalles can generally be served by the same routes. New stops could be added to existing routes and/or new routes could be added to serve developing areas of The Dalles.				
Transit-Dependent Populations in Rural Areas	—	Existing	—	—	Existing
	Continuing to provide shuttle services and demand-response services to rural areas is likely the most efficient way to meet the needs of this market.				
Growing Populations inside Urban Growth Boundaries	—	Existing	Existing (CAT)	Potential	Existing
	Population growth primarily affects The Dalles, where the greatest population growth is expected. Some growth is expected in Mosier and Maupin, while limited growth is expected in unincorporated areas. Partnering with other agencies in the Gorge TransLink Alliance to expand transit services between populations within Urban Growth Boundaries and encouraging use of vanpools can help serve growing populations in these areas.				

Transit Market	Local Fixed-Route	Shuttle/Deviated Fixed-Route	Intercity/Express	Vanpool	Demand-Response
Users Making Personal/Miscellaneous and Recreational Trips	Potential	Existing	Existing	Existing (private)	Existing
Adding stop locations and expanding service hours for existing services can improve access for users who want to make personal and recreational trips to locations within Wasco County outside of typical working hours.					
Tourism and Service Industry	Potential	Existing (private)	Existing (CAT)	—	Existing
There is currently an existing private shuttle between hotels and restaurants in The Dalles. The LINK provides weekday, and the CAT provides weekend, service between The Dalles and Hood River, with connections to Portland. Additional shuttle service and intercity services to connect tourists and workers in the industry could meet the needs for these markets and support a "Safe Ride Home" program.					

More information about these needs and how they were identified is provided in [Memo #3: Unmet Transit Needs and Transit-Supportive Development Strategies.](#)

**Figure 2. Transit Needs**



## FUTURE SERVICE OPPORTUNITIES AND SERVICE PLAN

Future routing service opportunities are identified by timeframe. The prioritization of these opportunities considered several factors, including evaluation results, funding availability, and other factors influencing decision-making, including other services and capital purchases.

Table 2 shows recommendations for short-term, mid-term, and long-term implementation of the recommended service opportunities.

- **Short-term (0–5 years) plan** includes items that are low cost to implement, have high ridership potential, and improve connectivity to other providers. No new buses are needed for these opportunities.
- **Medium-term (5–15 years) plan** includes items that are low-to-medium cost and improve travel time, connectivity, and access. Some of these opportunities require purchasing additional buses.
- **Long-term (15+ years) plan** includes items that are medium-to-high cost to implement, have moderate to higher ridership potential, increase connectivity, and increase service availability and frequency.

The intent of these implementation tiers is to provide a plan for implementing service opportunities that considers the complexity and capital requirements. The **unconstrained** column in the table outlines additional opportunities The LINK could implement if and when additional funding becomes available.

**Table 2: Recommended Service Opportunities**

Route	Short-Term	Medium-Term	Long-Term	Unconstrained
<b>Red Line</b>	Convert the Red Line from a loop to an out-and-back line and add stops	--	Adjust route to serve future development near the Port	--
<b>Blue Line</b>	Add stops and reduce Blue Line frequency to allocate time to Red Line. Revise Blue Line for future development at the same time as converting the Red Line.	--	--	Add a clockwise version of the Blue Line
<b>Downtown The Dalles Express Route</b>	--	--	--	Create new out-and-back route in The Dalles (via 6th Street and 7th Street)
<b>Service Enhancements in The Dalles</b>	Provide dial-a-ride service on Sundays		--	Extend service hours in The Dalles. Provide weekend service in The Dalles.
<b>Hood River</b>	Extend The Dalles – Hood River service to connect to CGCC	--	--	Increase service frequency between The Dalles and Hood River

Route	Short-Term	Medium-Term	Long-Term	Unconstrained
<b>South County – Maupin</b>	Expand South County route to Maupin, operating 2 days/week; 2 trips/day	--	--	--
<b>South County – Madras</b>	--	Create route to Madras, operating 2 days/week; 2 trips/day	--	Increase service frequency to more days per week
<b>South County – Warm Springs Reservation, Madras, Shaniko, Antelope</b>	--	Provide service 2 days/month; 2 trips/day	--	Increase frequency of service to more days per month
<b>Information and Technology</b>	Provide real-time vehicle arrival information	Monitor the reliability of real-time vehicle arrival software and trip planning software. Monitor and consider implementing emerging technologies.	--	--
<b>Education and Marketing</b>	Provide continued education and marketing; update Link branding on buses, stops and signs. Provide information about where the service goes, how to ride the bus/use stops, and how to pay fares.	--	--	--
<b>Capital Plan</b>	Add bus shelters and route information to bus stops Replace vehicles at the end of service life	Purchase new buses Electrify vehicle fleet	Purchase new buses Add a second transit center in Downtown The Dalles	--

## Short-Term Service Plans

Short-term service plans include service opportunities that could be implemented within the next five years. Under the fiscally constrained scenario, The LINK cannot make changes that increase service costs in the short-term unless they receive discretionary STIF or FLAP funding for service to extend/expand South County. Within the Dalles, the recommended Blue Line and Red Line changes reallocate existing resources and provide minimal increases to dial-a-ride service, staying within existing funding sources.

## Update Existing Routes in The Dalles

Existing routes within The Dalles can be modified to better serve existing travel patterns and identified needs. Generally, these route modifications provide additional connections to/from employment and residential areas. Recommended updates to the deviated-fixed route services are shown in Figure 3<sup>1</sup> and described below.

<sup>1</sup> The grey circles show a ¼-mile walking-distance radius around potential transit stop locations. Transit stops along the deviated fixed-route lines are needed every ¼ – ½ mile. Stop locations shown in the map are approximate and need to be further refined to confirm that there is available space for transit stop amenities and there is a safe place for a bus to stop.

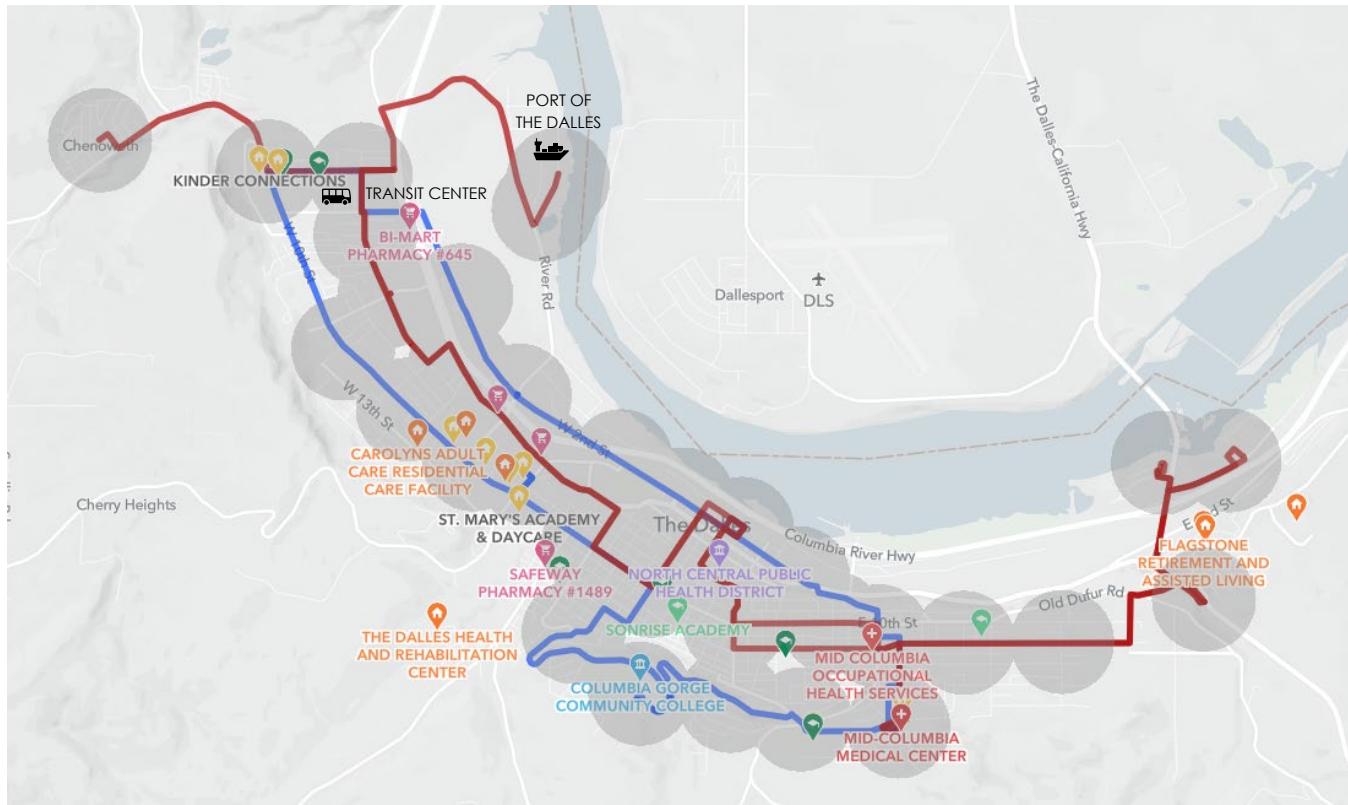
- Add stops to the Blue Line
  - The Blue Line is currently the more established deviated-fixed route within The Dalles. Maintaining the established route or similar in the short-term can help decrease the impact changes have on existing ridership.
  - Frequent stops along the route can encourage riders to catch the bus at fixed stops rather than requesting deviations and using dial-a-ride. They also facilitate more frequent connections to other services. These stops can initially be placed with minor amenities, such as signage and possible a simmi seat, and include buses stopping in traffic where safe, while stop locations are being refined.
- Convert the Red Line from a loop to an out-and-back route and revise the Blue Line to serve future transitional housing
  - Currently, both of The LINK's routes operate as counterclockwise loops. Converting the Red Line from a loop to an out-and-back route can facilitate direct travel through The Dalles and support faster connections to locations and other routes.
  - The route is intended to meet existing riders' need to travel between Water's Edge and the Transit Center/Chenoweth. To reduce travel time, the route alternates between stopping at the Port (which is located near a health clinic and current transitional housing) and stopping in Chenoweth. It also provides access to the high school, Mid-Columbia Medical Center, the Veterans Service Office, Goodwill, and neighborhoods throughout the city.
  - Once the Red Line is converted to an out-and-back route, the Blue Line can be modified to serve future planned transitional housing rather than the Port. This change would increase the overall area served by transit while shortening the Blue Line's total length.
  - Frequent stops along the route can encourage riders to catch the bus at fixed stops rather than requesting deviations and using dial-a-ride. They also facilitate more frequent connections to other services.

The **Bus Stop Design Guidance** in the Capital Plan discusses best practices in locating bus stops and recommended amenities based on activity, neighboring land uses, and other factors.

Under a fiscally constrained scenario, these modifications require reallocating service from the Blue Line to the Red Line so that both routes can operate at hourly headways. Additionally, under a constrained scenario it would be feasible to provide dial-a-ride service on Sundays from 9:00 AM to 4:00 PM or to provide an additional hour of dial-a-ride service each weekday. Ground testing conceptual schedules to ensure timing and driver breaks, reworking staff schedules, and potential hiring additional staff would be needed to make these changes.

Under a fiscally unconstrained scenario, the Blue Line could maintain its existing headway, which ranges between 30 and 60 minutes depending on the time of day. In addition, a clockwise version of the Blue Line could be added so that people could travel from the resource center located near the transit center back to transitional housing without having to take the full loop.

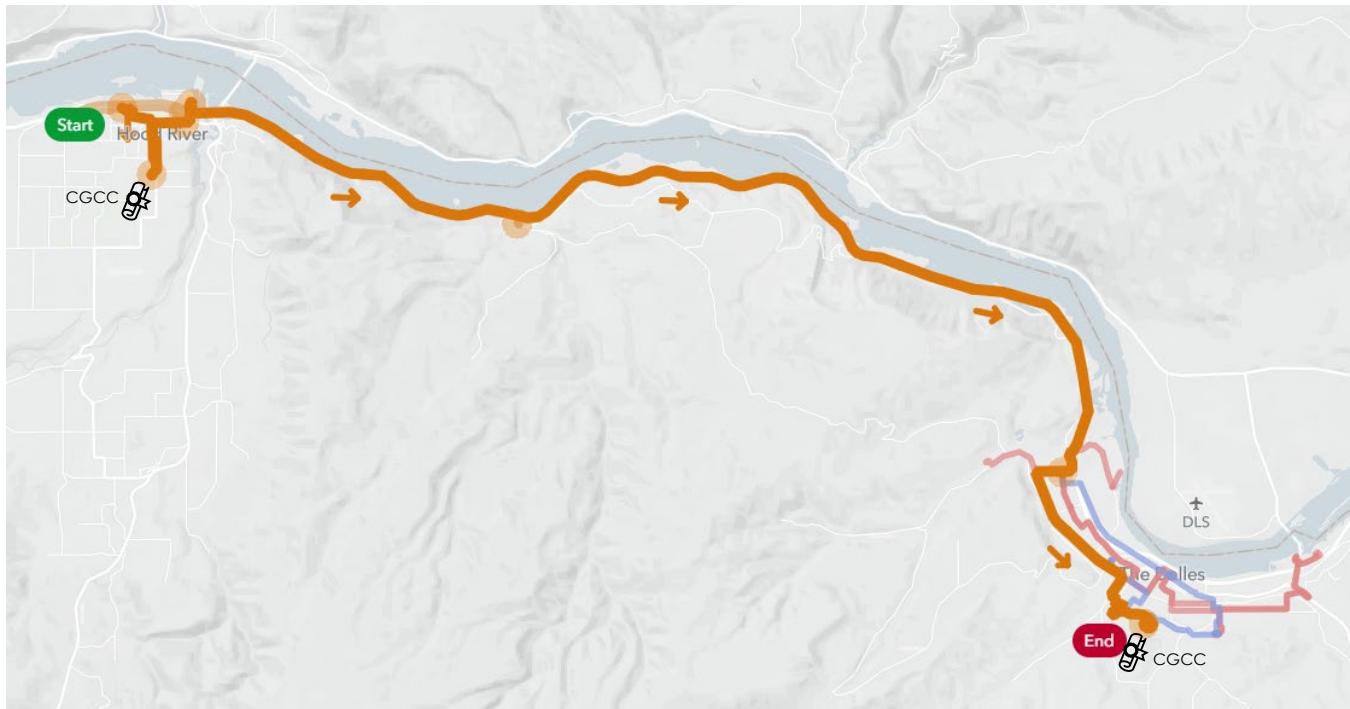
**Figure 3: Convert the Red Line from a Loop to an Out-and-Back Line and Revise Blue Line for Future Transitional Housing**



### Extend the Intercity Express between The Dalles and Hood River

Extending The Dalles–Hood River service to connect to Columbia Gorge Community College (CGCC), as shown in Figure 4, could help students, faculty, and staff use the intercity route to travel between campuses. This connection could also be achieved by interlining<sup>2</sup> The Dalles – Hood River Intercity Express with the local fixed-route in Hood River and the Blue Line in The Dalles. Based on existing service hours and resources, under a fiscally constrained scenario, the college campuses would be served 2–3 times per day. Alternatively, this route could interline with local services to downtown instead or on alternating runs of the service, depending on connections with the Blue and Red Routes which serve CGCC and downtown, respectively.

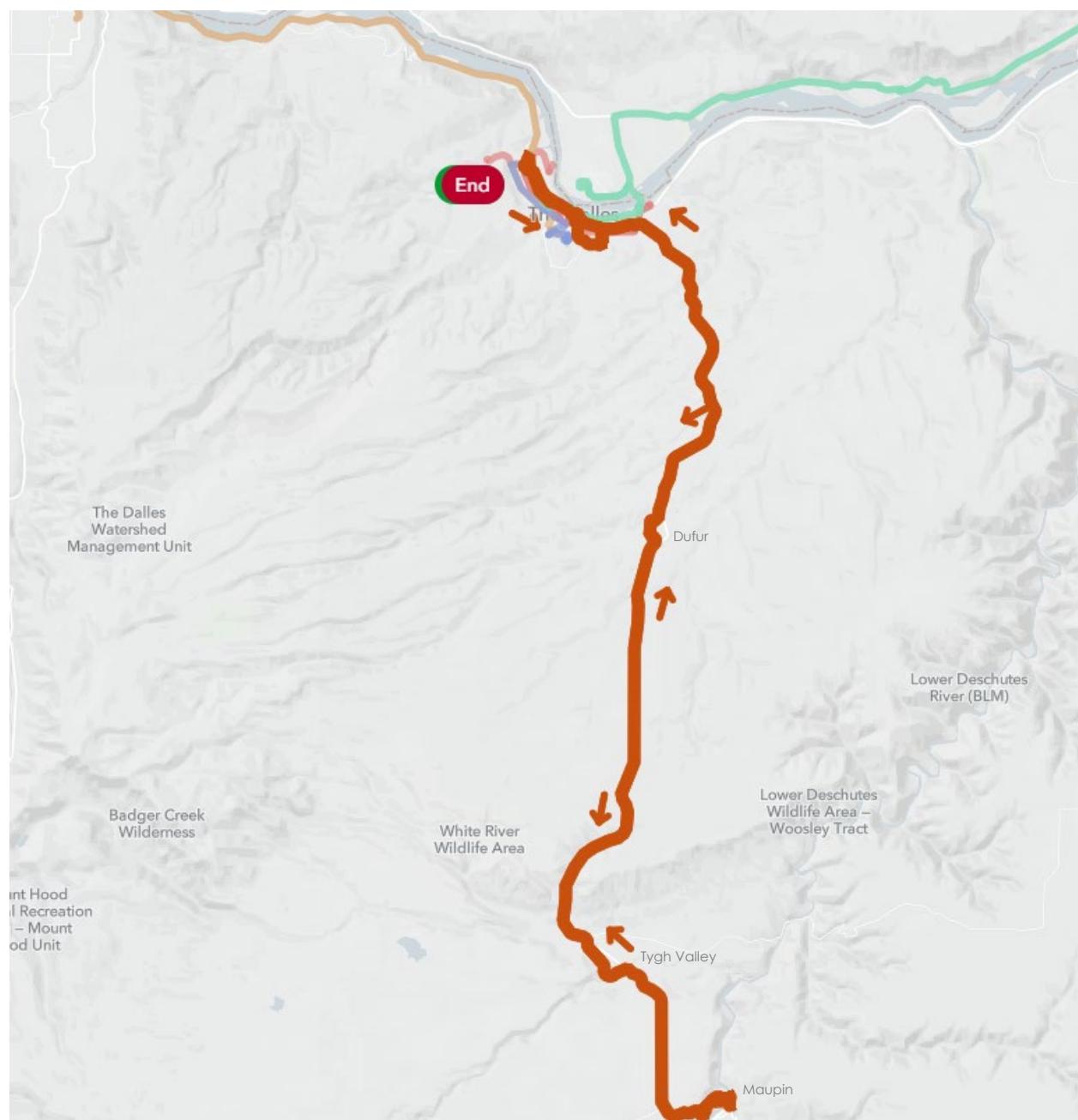
<sup>2</sup> Interlining is using the same bus to travel to regional destinations, such as Hood River, after it completes the local route. Interlining can provide a one-seat ride and not require additional service or vehicles.

**Figure 4: Extending The Dalles – Hood River Service to Connect to CGCC**

### Provide Additional Service to and Around South County

Deviated fixed-route transit service to South County could be expanded. Recommended short-term service expansions and updates are illustrated and described below.

- Replace the South County shuttle with an expanded intercity express route with stops in The Dalles, Dufur, Tygh Valley, and Maupin. The route is illustrated in Figure 5 below, and the potential stop locations are shown in Memo #5: Future Service Opportunities.
  - This route would have fixed timepoints and potential deviation areas or zones, reducing the resources needed to implement the route. Deviation areas or interlined local service can support a “dumbbell”-shaped route, providing both local and regional connectivity.
  - Operate the route two consecutive days per week, providing two trips per day. This schedule allows riders to complete their trip within a single day, or to return home on the following day when timing precludes a same-day return.

**Figure 5: Expanded Out-and-Back Route to Maupin**

Under a fiscally constrained scenario, where The LINK does not receive new STIF, FLAP, or other funding, The LINK could provide the route to Maupin by replacing the existing South County service. The more consistent schedule would make it easier for people to plan trips, and deviations could occur for people unable to access the fixed stops.

## Information and Technology Updates

In the short-term, the following information and technology updates are recommended:

- Enhance trip planning support.
  - Online mobile trip planning tools can help the public get travel information at any day or time. Monitoring Google Maps and checking the GTFS data set should be part of a regular routine to ensure that riders are able to utilize this tool to plan routes.
- Provide real-time vehicle arrival information.
  - Real-time information helps improve the ridership experience by reducing passenger wait times, providing confidence that a bus has not been missed, and generally creating a more informed, comfortable, and secure rider. This information can be made accessible via The LINK's website, smartphones, and through "push" technologies such as text messages.
- Provide continued education and marketing.
  - Provide information about where the service goes, how to ride the bus and use stops, and how to pay fares.
- Add bus shelters and route information to bus stops.

## Vehicle Fleet Updates

In the short-term, replace vehicles according to their expected useful life.

- One additional operating vehicle would be needed for the fleet in the fiscally constrained scenario, should South County service expansions receive funding. Additionally, The LINK would continue to need to replace approximately one vehicle a year, on average, based on anticipated mileage.
- Pursue charging and alternative fueling facilities to support the purchase of hybrid or fully electric vehicles in the medium-term.
- In the unconstrained scenario, additional vehicles or faster replacement may be needed, depending on frequency and/or added service hours and resulting mileage.

## Short-Term System Maps and Conceptual Schedule

Table 3 shows a conceptual schedule for the services. Recommendations include shifting the departure times of The Dalles – Hood River route to allow for both the Blue Line and Red Line to complete all or part of their route, and return to the Transit Center for connections to Hood River. To allow enough time for South County residents to conduct errands and appointments in The Dalles, a South County or Madras service would depart The Dalles earlier than other fixed-route services. Alternatively, The LINK could partner with Cascades East Transit (CET) to alternate runs beginning in The Dalles versus Madras or Maupin. The conceptual schedule includes an additional hour of weekday dial-a-ride service (6:00 AM to 7:00 PM) to allow for transfers from the intercity routes back to the local routes. Alternatively, these transfers could be served by fixed-route, potentially reducing the costs of providing the last-mile connections depending on demand.

**Table 3: Weekday Departure and Arrival Times at The Dalles Transit Center**

Time of Day	The Dalles – Hood River	Madras or Maupin	Blue Line	Red Line	Dial-a-Ride
<b>Est. Runtime<sup>1</sup></b>	60 minutes	320 minutes	160 minutes	60 minutes	100 minutes
<b>Est. Headway<sup>2</sup></b>	-	-	-	60 minutes	60 minutes
<b>Early Morning</b>		Departs: 6:00 AM			Begins: 6:00 AM
				7:00 AM	7:00 AM
	Departs: 8:00 AM		Departs: 8:00 AM	8:00 AM	8:00 AM
	Arrives: 9:00 AM			9:00 AM	9:00 AM
<b>Late Morning</b>	Departs: 10:00 AM		Arrives: 10:40 AM	10:00 AM	10:00 AM
	Arrives: 11:00 AM	Arrives: 11:20 AM		11:00 AM	11:00 AM
				12:00 PM	12:00 PM
<b>Early Afternoon</b>		Departs: 1:20 PM		1:00 PM	1:00 PM
			Departs: 2:20 PM	2:00 PM	2:00 PM
				3:00 PM	3:00 PM
<b>Later Afternoon</b>	Departs: 4:00 PM			4:00 PM	4:00 PM
	Arrives/Departs: 5:00 PM		Arrives: 5:00 PM	5:00 PM	5:00 PM
	Arrives: 6:00 PM	Arrives: 6:40 PM		6:00 PM	6:00 PM
					Ends: 7:00 PM

<sup>1</sup>Runtime is the amount of time it takes a single bus to operate the entire route once.

<sup>2</sup>Headway is the amount of time between transit vehicle arrivals at a stop.

## Medium-Term Service Plans

Medium-term service plans include opportunities that could be implemented within the next 5–15 years. These plans include service expansions, which requires hiring additional staff.

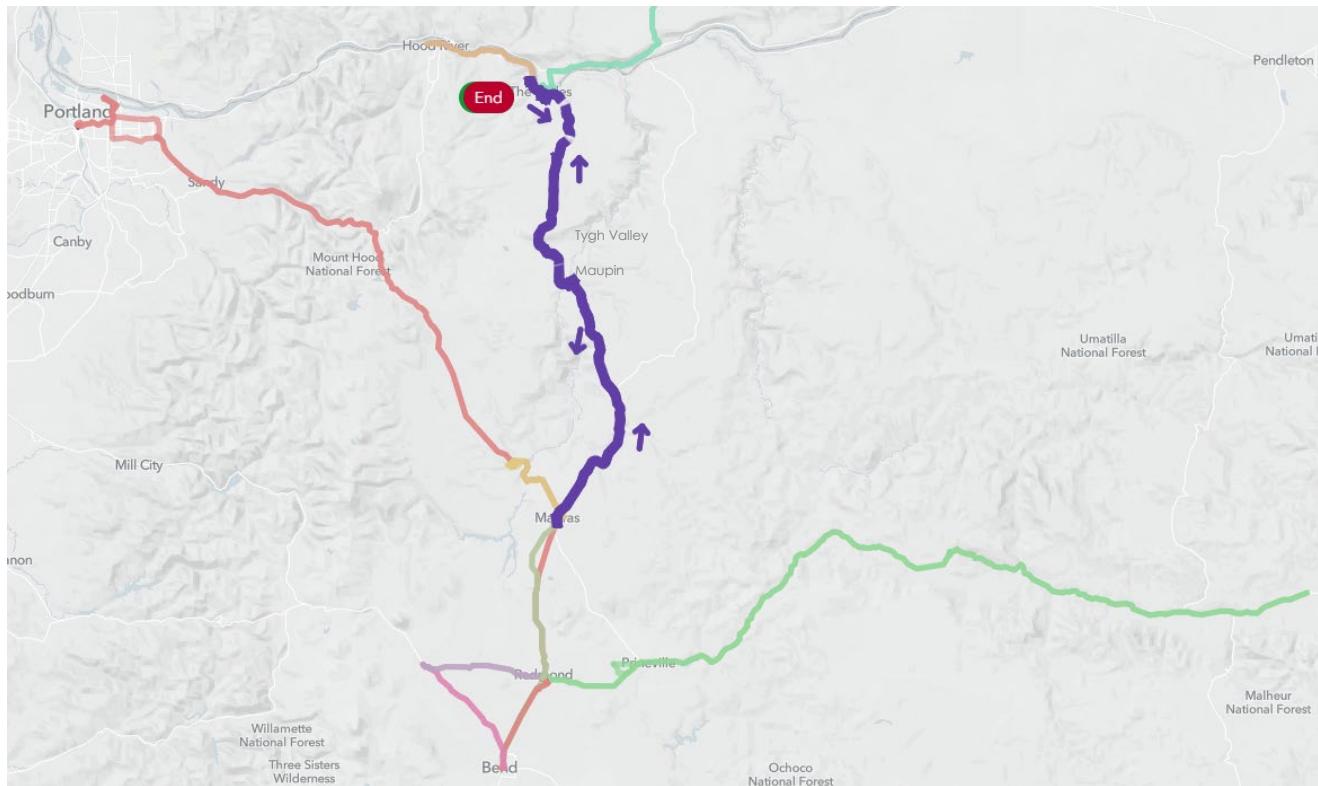
### Provide Additional Service to and Around South County

Deviated fixed-route transit service to South County could be expanded to provide connections to around South County. Recommended medium-term service expansions are illustrated and described below.

- Provide a new intercity express route stops in Madras, Maupin, Tygh Valley, Dufur, and The Dalles (shown in Figure 6). Potential stop locations are shown in Memo #5: Future Service Opportunities.

- This route could be a modification to the South County Shuttle, with fixed time-points and potential deviation areas or zones, reducing the resources needed to implement the route. Deviation areas or interlined local service can support a “dumbbell”-shaped route, providing local and regional connectivity.
- Operate the route two consecutive days per week, providing two trips per day. This schedule allows riders to complete their trip within a single day, or to return home on the following day when timing precludes a same-day return.
- This service could support transfers to Cascades East Transit services in Warm Springs/Madras, Central Oregon Breeze, and deviated fixed-routes in The Dalles (shown in faded colors in the figure below), providing transit connections from Wasco County to central and eastern Oregon.
- Under an unconstrained scenario, where The LINK receives ample STIF and FLAP funding, The LINK could provide both the route to Maupin and the route to Madras, providing service to South County four days per week.

**Figure 6: New Out-and-Back Route to Madras**



- A new intercity route with stops in the Warm Springs Reservation, Madras, Antelope, and Shaniko, shown in Figure 7, could be provided. The route could be operated to provide two trips per day, two times per month. This route would need a bus to be based in this area to reduce deadheading, potentially through a partnership with CET. Given the low land use densities, deviations should be provided.
  - This service would only be feasible under the unconstrained scenario given the high cost and challenges associated with the distance from the Transit Center and the low population density in the vicinity of the route. It may also be feasible to pair this service with

the weekly service Wheeler County Community Transportation provides between Fossil and The Dalles to help reduce costs and improve intercity connectivity.<sup>3</sup>

**Figure 7: New Out-and-Back Route Connecting Warm Springs Reservation, Madras, Shaniko, and Antelope**



## Service Enhancements in The Dalles

There is an existing need for extended service hours and weekend service. Under a fiscally constrained scenario, it is not feasible to provide weekend service or extended service hours across all services.

Under a fiscally unconstrained scenario, The LINK should provide the following services:

- Extend service hours on all routes to provide deviated-fixed route service Monday – Thursday from 6:00 AM – 8:00 PM and Friday from 6:00 AM to 11:00 PM.
- Provide a modified version of a deviated fixed-route in The Dalles that serves stores, restaurants, and recreational locations in the Dalles.
- Extend dial-a-ride service hours to provide service Monday – Thursday from 6:00 AM – 8:00 PM, Friday from 6:00 AM to 11:00 PM, Saturday from 9:00 AM to 11:00 PM, and Sunday from 9:00 AM to 8:00 PM.

## Information and Technology Updates

In the medium-term, it is recommended that The LINK continue to monitor and check information and technology to ensure that riders are able to successfully utilize real-time vehicle arrival information and trip-planning tools.

<sup>3</sup> More information about this service is provided in the Wheeler County Coordinated Human Services Public Transportation Plan: <https://digital.osl.state.or.us/islandora/object/osl%3A822851/datastream/OBJ/view>

## Vehicle Fleet Updates

In the medium-term, hybrid or fully electric vehicles could be purchased, pending the availability of charging and alternative fueling facilities and funding grants in 5–10 years.

- Additionally, The LINK would continue to need to replace approximately one vehicle a year, on average, based on anticipated mileage.
- In the unconstrained scenario, additional vehicles or faster replacement may be needed, depending on frequency and/or added service hours and resulting mileage.

## Long-Term Service Plans

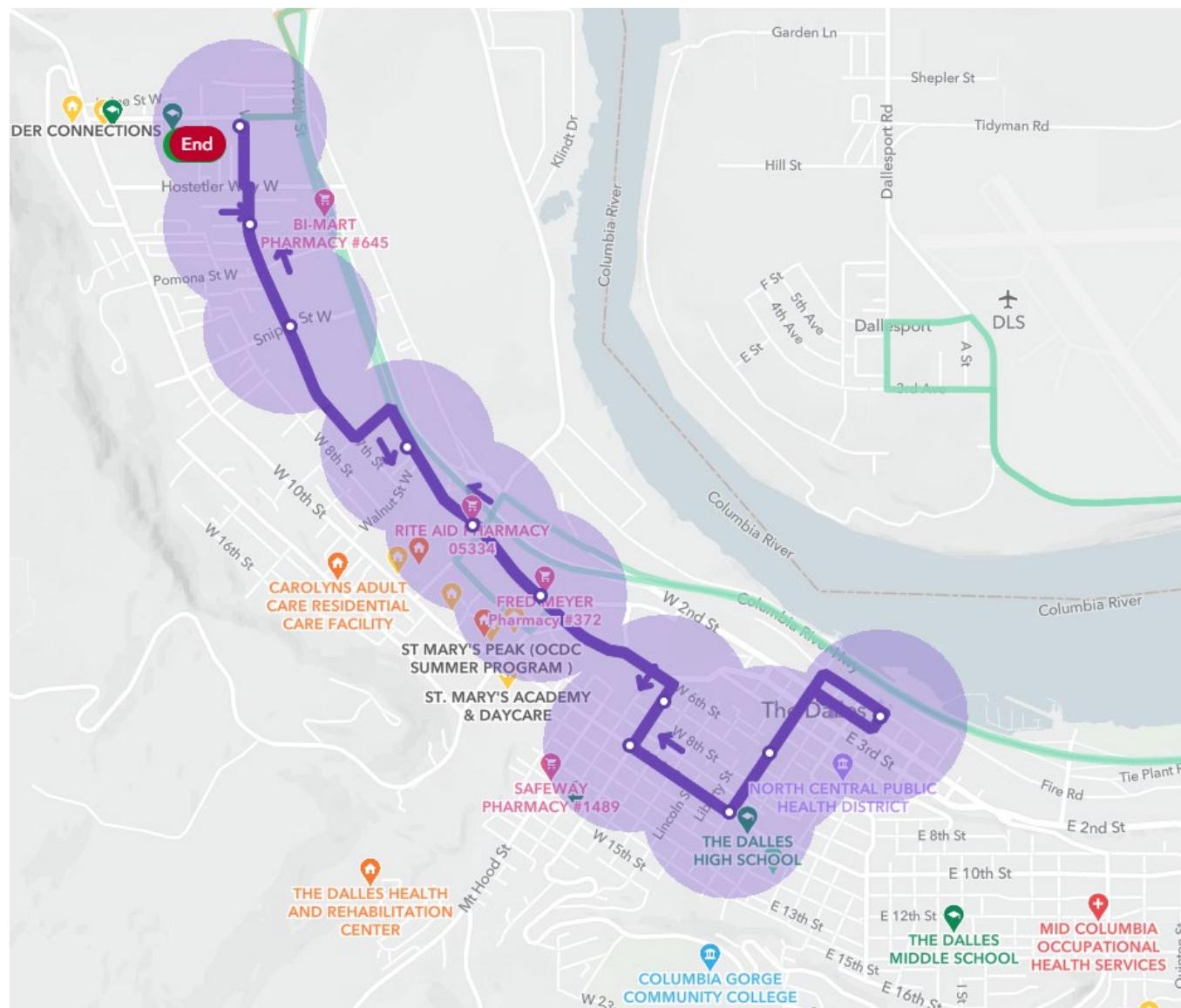
Long-term service plans include opportunities that would likely take 15+ years to implement. These plans include projects that require large capital improvements.

### Revise the Red Line to Serve Future Development Near the Port

There is long-term development planned near the Port. As this development occurs, the Red Line should be revised so that stops connect directly to the hub of this development. Under an unconstrained scenario, another bus should be added to the Red Line so that both Chenoweth and the Port can be served every run while maintaining hour headways or better.

### Create a New Out-and-Back Route Serving Downtown The Dalles

Under a fiscally unconstrained scenario, a new out-and-back route on 6<sup>th</sup> Street and 7<sup>th</sup> Street, as shown in Figure 8, would directly connect major destinations located between the Transit Center and downtown. Major destinations would include neighborhoods, healthcare facilities, The Dalles High School, and grocery stores. This route would overlap with the modified Red Line shown in the short-term service plans, providing increased service frequency in the 6<sup>th</sup>/7<sup>th</sup> Street corridor during peak time periods and providing more frequent connections between downtown and the other transit services that connect at the Transit Center.

**Figure 8: New Out-and-Back Route in The Dalles (via 6th Street and 7th Street)**

### Upgrading the Downtown Bus Stop to be a Transit Center

Transit centers provide a transfer point for bus routes, while major transit stops are typically provided at major activity centers. In addition to providing greater passenger amenities that improve rider comfort, transit centers and major transit stops provide visibility for the transit service, reminding residents and visitors of the availability of the service within their community. Currently, the only designated transit center is The LINK's facility in northwest The Dalles. In the long-term, upgrading the downtown stop to be a transit center, potentially at the Veteran's Services office in coordination with the city's First Street Project, could improve recognition of The LINK's services and enhance access to and from downtown The Dalles. Upgrading in conjunction with the First Street Project would allow for cost savings in constructing additional seating, bike storage, or covered areas. The LINK should coordinate with the City to understand opportunities to expand this location, or work to identify alternate sites with appropriate space for bus dwelling, amenities, and walking and biking connections.

## Service Enhancements in The Dalles

As noted in the medium-term service plan, there is a need for extended service hours and weekend service. Under a fiscally unconstrained scenario, The LINK should provide the following services:

- Extend service hours on all routes to provide deviated-fixed route service Monday – Thursday from 6:00 AM – 8:00 PM and Friday from 6:00 AM to 11:00 PM. Later evening service may need to be adjusted based on seasonal business hours.
- Provide a modified version of a deviated fixed-route in The Dalles that serves stores, restaurants, and recreational locations in the Dalles on the weekends (determine routing based on feasible service hours). This route could be similar to the route shown in Figure 8, but would need to be modified to also serve residential areas on the eastern side of town. It may also need to provide access for students living on CGCC campus.
- Extend dial-a-ride service hours to provide service Monday – Thursday from 6:00 AM – 8:00 PM, Friday from 6:00 AM to 11:00 PM, Saturday from 9:00 AM to 11:00 PM and Sunday from 9:00 AM to 8:00 PM.

## Intercity Service Enhancements

The need for extended service hours and weekend services includes service for and to the communities and recreational areas throughout Wasco County. Under a fiscally unconstrained scenario, the following service enhancements could be made to intercity routes:

- Increase frequency of service between The Dalles and Hood River.
- Increase the number of days per week service is provided to Madras.
- Increase the number of days per month service is provided to Shaniko and Antelope.

## Vehicle Fleet Updates

- No additional vehicles are needed in the fleet for the fiscally constrained scenario. As noted, The LINK will need to replace approximately one vehicle a year on average.
- In the unconstrained scenario, additional vehicles or faster replacement may be needed, depending on frequency and/or added service hours and resulting mileage.

## Service Type

The LINK currently operates deviated fixed-route, dial-a-ride, and intercity express services. This service model continues to be recommended in the service plans described above. In the future, The LINK could provide fixed-route and complimentary ADA paratransit services instead of providing deviated fixed-route and dial-a-ride services in The Dalles. The remainder of Wasco County would still need to be served with dial-a-ride service due to the dispersed nature of the unincorporated areas and small cities.<sup>4</sup>

Table 4 shows trade-offs involved with providing deviated fixed-route and dial-a-ride services in Wasco County, compared to fixed-route and paratransit services.

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<sup>4</sup> Intercity express route do not trigger complementary ADA paratransit requirements.

**Table 4. Differences between Deviated Fixed-Route and Fixed-Route Requirements**

		<b>Deviated Fixed-Route and Dial-a-Ride</b>	<b>Fixed-Route and Paratransit</b>
<b>Certification of Qualifying Riders</b>	<ul style="list-style-type: none"> <li>Certifications are optional</li> </ul>	<ul style="list-style-type: none"> <li>Certifications are required for using ADA paratransit</li> </ul>	
<b>Prioritization</b>	<ul style="list-style-type: none"> <li>Prioritization of dial-a-ride trips is optional. Recommended trip purpose priorities for dial-a-ride are, in descending order: medical, employment, education, nutrition, shopping, recreation, other, same-day medical, same-day non-medical.</li> <li>For dial-a-ride services, requests can be prioritized for people who meet ADA paratransit eligibility as well as other criteria set by the agency.</li> <li>Deviations on the fixed-route service must be first-come, first-serve and cannot be prioritized like dial-a-ride.</li> </ul>	<ul style="list-style-type: none"> <li>Paratransit services are only available to people who are certified for meeting ADA paratransit eligibility<sup>5</sup>. Eligibility categories may include:           <ul style="list-style-type: none"> <li>Individuals who cannot board, ride, or disembark from an accessible vehicle.</li> <li>People who can use an accessible vehicle, but none is available on their desired route or time of trip (for example, if a wheelchair lift is blocked at a particular stop).</li> <li>People who have specific impairment-related conditions that prevent their getting to or from a stop.</li> </ul> </li> </ul>	
<b>Ride Requests</b>	<ul style="list-style-type: none"> <li>Requests for dial-a-ride are typically required no later than the day before.</li> </ul>	<ul style="list-style-type: none"> <li>Requests for paratransit must be honored, as long they occur no later than the previous business day.</li> </ul>	
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>Complimentary ADA paratransit service is not required under this model, and there is flexibility with where and how deviations are provided. Under this model, The LINK is allowed to deny deviation requests once the available capacity has been reached without the risk of displacing regularly scheduled trips.</li> </ul>	<ul style="list-style-type: none"> <li>Although The LINK's dial-a-ride services meet the requirements for paratransit service necessary to switch to a fixed-route service, this switch would add potential liability to The LINK in cases where ride requests are denied due to capacity constraints, as denied trips will require an increase passenger-carrying capacity or a reduction in "subscription"/regularly scheduled trips for other passengers. Demand on paratransit would need to remain relatively low in order to meet the needs of frequent and infrequent riders.</li> </ul>	

The LINK could maintain a deviated-fixed route model while encouraging more use of fixed stops and less demand for deviations and dial-a-ride by implementing the following policies:

- Minimum deviation distance: at least  $\frac{1}{8}$  mile from the route.
- Maximum deviation distance: no more than  $\frac{1}{4}$  mile from the fixed route.

<sup>5</sup> Answers to frequently asked questions about paratransit eligibility, service, and regulations and guidelines are provided by the Federal Transit Administration here: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/frequently-asked-questions#2>

- Deviation zones:<sup>6</sup> allow for deviations only at the endpoints of the routes, including Chenoweth, The Port, and Water's Edge/Lone Pine, to reduce the impact deviations would have on the typical schedule while providing deviations in areas that would take additional time and resources to serve through dial-a-ride and are challenging to otherwise serve due to lower land use density and/or lack of sidewalks. However, passengers needing paratransit may still need to be served by dial-a-ride depending on the other end of their trip.
- Maximum deviations per trip: To be determined. Each route's schedule will build in time to accommodate the identified maximum number of deviations without affecting schedule reliability. For example, if after groundtruthing it is found that the Red Line has 10 minutes of additional time to deviate, the average deviation trip near Chenoweth and the Port takes 5 minutes (several minutes to the furthest extent of the zone, brief loading, several minutes back to the route), the maximum deviations per trip should be 2. The Blue Line is likely to have less cushion time, and may need to set a maximum of 1 and within a short distance of the route (ex. Less than 1 mile).

Other agencies in Oregon, such as Coos County Area Transportation District, South Clackamas Transit District (SCTD), and the Clackamas County Shuttles, have implemented deviated fixed-route models. These agencies have found that deviation requests are low when frequently spaced ( $\frac{1}{2}$  mile or less) stops are provided, with SCTD noting 2–3 requests per month. The limited deviations allow for efficiency in serving infrequent requests, accommodate gaps in sidewalk networks and other challenges accessing bus stops, and free up dial-a-ride vehicles to serve areas unserved by fixed-route services. Triggers for The LINK to convert from deviated fixed-route to fixed-route may include:

- Deviations cause frequent (more than 1–2 runs per day) on-time performance issues
- Build-out of sidewalk networks allows for safe access to bus stops, where pedestrian connections may be limited today
- Deviations in designated zones are highly infrequent (less than 1 per month), and schedule time to accommodate potential deviations could be better used to provide increased fixed-route coverage, better-timed transfers to other services, shorter headways, etc.

## CAPITAL PLAN

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MCEDD currently owns and operates eight buses and three minivans. In 2021, MCEDD purchased five new buses which will be used to replace four of the current buses and add one additional bus to the fleet. The average age of the active fleet is 7.0 years. Of the active fleet, six vehicles are in excellent condition, five are in good condition, two are in adequate condition, and one is in poor condition<sup>7</sup>. Five vehicles are beyond their expected useful lives (EUL) of four or five years; several of these are also past their EUL based on mileage. Table 5 summarizes the fleet information; including the conclusion that two vehicles need to be replaced in the short-term.

In fiscal year 2020, The LINK operated approximately 115,000 vehicle revenue miles, including deviated fixed-route and dial-a-ride services. Historically, The LINK operated approximately 170,000 vehicle revenue miles per year. With EULs of 150,000 miles for the type of vehicle used by The LINK, about one replacement vehicle is anticipated to be needed each year. Vehicles are typically purchased in

<sup>6</sup> Complementary paratransit would still be required for any portion of the system that continues to operate as a fixed-route, non-intercity service (see <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/paratransit-requirements-%C2%A75311-funded-fixed-route-service> for more details).

<sup>7</sup> This vehicle has been replaced by newer vehicles and is planning on being sold. It is occasionally used while other vehicles are being serviced.

batches. Therefore, The LINK should purchase three new vehicles every three years to maintain existing service.

In the medium and long-term, vehicles should be replaced with hybrid- or all-electric buses according to the regular vehicle replacement schedule. Higher-voltage electrical connections should be provided at the existing transit center and other major bus stops that connect between services. Other services should be partnered with to implement regional sharing of electric vehicle charging facilities. In the long-term, higher-voltage electrical connections should be included at a new transit center located downtown.<sup>8</sup> Federal and state funds are available for charging infrastructure, and The Dalles has a competitive advantage due to its location along an interstate and the presence of RAISE Areas of Persistent Poverty in the northwest area (including the existing transit center), both of which are prioritized criteria in funding opportunities. Private charging stations are generally anticipated to be at hotels, where visitors can charge during their stay, and employers, as an employee incentive, and may be good candidates for shared charging with The LINK vehicles.

**Table 5: Transit Fleet<sup>1</sup>**

Asset Model	Year	Seats	Condition	Odometer	EUL Category	Replacement Need
<b>Van #22</b>	2011	7	Good	108,761	4 yrs/ 100,000 mi	--
<b>Van #28</b>	2012	7	Good	142,700	4 yrs/ 100,000 mi	--
<b>Van #29</b>	2018	4	Good	39,599	4 yrs/ 100,000 mi	--
<b>Cutaway Bus #23</b>	2011	16	Adequate	111,975	5 yrs/ 150,000 mi	Short-term
<b>Cutaway Bus #24</b>	2011	16	Poor	189,772	5 yrs/ 150,000 mi	**
<b>Cutaway Bus #26</b>	2014	12	Adequate	144,846	5 yrs/ 150,000 mi	Short-term
<b>Cutaway Bus #30</b>	2020	12	Good	47,477	5 yrs/ 150,000 mi	--
<b>Cutaway Bus #31</b>	2020	12	Good	21,297	5 yrs/ 150,000 mi	--
<b>Cutaway Bus #32</b>	2020	12	Excellent	24,647	5 yrs/ 150,000 mi	--
<b>#33</b>	2021	12/2	Excellent	13,687	5 yrs/ 150,000 mi	--
<b>#34</b>	2021	12/2	Excellent	12,976	5 yrs/ 150,000 mi	--
<b>#35</b>	2021	12/2	Excellent	11,693	5 yrs/ 150,000 mi	--
<b>#36</b>	2021	12/2	Excellent	11,698	5 yrs/ 150,000 mi	--
<b>#37</b>	2021	12/2	Excellent	9,276	5 yrs/ 150,000 mi	--

<sup>1</sup>Transit Fleet data for Q2, FY2022 (quarter ends 12/31/2021)

\*\*This vehicle has been replaced by newer vehicles and is planning on being sold. It is occasionally used while other vehicles are being serviced.

<sup>8</sup> A new transit center downtown is not intended to replace the existing transit center, but rather to provide covered parking spaces for transit vehicles, benches, park-and-ride access, a staff lounge, and other stop improvements near the plaza that the City is planning in the vicinity of the Wasco County Veterans Service Office.

Table 6 summarizes the number of operating vehicles and bus stops needed to provide for the short-term, medium-term, long-term, and unconstrained service plans described in the sections above.

**Table 6: Capital Needs**

Capital Needs	Short-Term	Medium-Term	Long-Term	Unconstrained
<b>Vehicles</b>	Replace 2 Vehicles	Purchase 3 vehicles/3 years	Purchase 3 vehicles/3 years	Additional vehicles will be needed based on the amount of additional service provided
<b>Bus Stops</b>	Construct approximately 25 new bus stops	Construct 1-2 new stops	Enhance downtown bus stop to serve as second transit center	--

Figure 9 provides design guidance for new and existing stops. The ODOT Highway Design Manual provides additional information on facility design for bus stops, in particular for ADA standards. The minimum required dimension for a boarding pad is 8' x 5' of concrete per door. Additional space and boarding pads where the wheelchair lift takes place are preferred. Bus shelters need larger landing pads to ensure ADA clearance around the shelter and stop, resulting in a landing pad at 2.5' by 4' minimum for the shelter. Additional space may be needed depending on shelter type and subsequent clearance needs. Additional space may also be needed for signs, benches, shelters, and other amenities depending on the clearance from a roadway, distance to crosswalks, and access to traffic signals and other infrastructure.

# DESIGNING BUS STOPS



Safe and comfortable facilities can improve the experience of riding transit and increase ridership by improving stop visibility, providing protection from poor weather, and improving access to transit. The following table shows typical stop amenities, describes their typical costs, and provides the activity levels that typically prompt inclusion of them. Scenarios that may trigger higher levels of amenities include:

- **Land use** – assisted living homes, medical facilities, veteran's resources, and other land uses may increase the need for benches or shelters at stops; low-density areas may see higher bike rack/locker demands due to the longer distance to travel to stops
- **Customer use** – amenities such as trash cans or information cases may be triggered by trash accumulating at stops, bus drivers receiving information requests from riders, or riders directly requesting these improvements
- **Coordination opportunities** – if a local jurisdiction is looking to provide lighting, repaving, etc. on a transit route, installing higher-level bus amenities may be advantageous to reduce cost even if a stop hasn't reached higher activity levels yet

AMENITY	TYPICAL COST *	STOP LEVEL
Signage & route information	\$300 to \$1,000	All stops
Lighting	\$5,000 to \$10,000	All stops
Bench	\$500 to \$1,500	3+ boardings per day
Shelter (small)	\$6,000	20+ boardings per day
Trash can	\$1,000 to \$1,500	Major bus stops/transit centers, as-needed
Bike racks	\$150 to \$300 (two-bike rack)	Major bus stops/transit centers, near bike routes
Information cases (systemwide route information; advertising)	\$1,000 to \$10,000	Major bus stops/transit centers
Bike lockers	\$2,000 to \$3,000 per locker	Major bus stops/transit centers, near bike routes
Shelter/covered area (large)	Varies	Major bus stops/transit centers

\* Costs reflect capital cost to purchase. Additional costs to implement may include permits, fees, and installation.

## Placement and Pullouts:

Transit stops should be coordinated with roadway agencies to ensure stops are ADA-accessible and connect to low-stress walking and biking facilities and crossings. This coordination should include maintenance considerations, such as emptying trash cans and snowplow operations.

On major roadways with speeds of 35 mph or more, such as state highways, transit agencies may consider bus stops that allow buses to stop out of the traffic lane, to avoid rear-end collisions and discourage unsafe passing of the bus by motorists.

## Near-Side vs. Far-Side?



## TECHNOLOGY PLAN

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### Information and Technology

Information and technology services can improve the existing ridership experience, attract new ridership by improving ease of transit use, and provide information to The LINK to help plan and operate transit service in the future. The following sections provide high-level cost estimates for and describe potential benefits of information and technology improvements, including real-time vehicle arrival information, fare payment options, online/mobile trip planning tools, and cameras. The impacts to transit ridership vary strongly by provider when implementing these services and thus changes in ridership are not explored for these improvements.

In addition to improving existing service, data gathered from technologies such as real-time vehicle arrival information and AVL (Automatic Vehicle Location) can help in analyzing the performance of existing and future service opportunities. For example, AVL data could be assessed to adjust schedules based on delay points and improve transfer connections.

### Fare Payment Options

Fare payment options include contactless payment through debit/credit card, smart card-based electronic fare collection systems, mobile ticketing, and more. The LINK provides mobile ticketing through the GOrge Pass fare system and through the HopThru app. The LINK joined the GOrge Pass fare system on June 28, 2021, allowing fare reciprocity with CAT, MATS, and Skamania County Transit. The LINK can market these services and gauge feedback on whether they address riders' desire for more fare payment options.

### Trip Planning Support

Online mobile trip planning tools can help the public get travel information at any day or time. While some providers create proprietary trip planning tools, free and readily available trip planning tools are available and more fitting to The LINK's size and needs. These tools include Google Maps, OneBusAway, Moovit, and Transit. All of these tools depend on the open data format GTFS. Monitoring Google Maps and checking the GTFS data set should be part of a regular routine to ensure that riders are able to utilize this tool to plan routes.

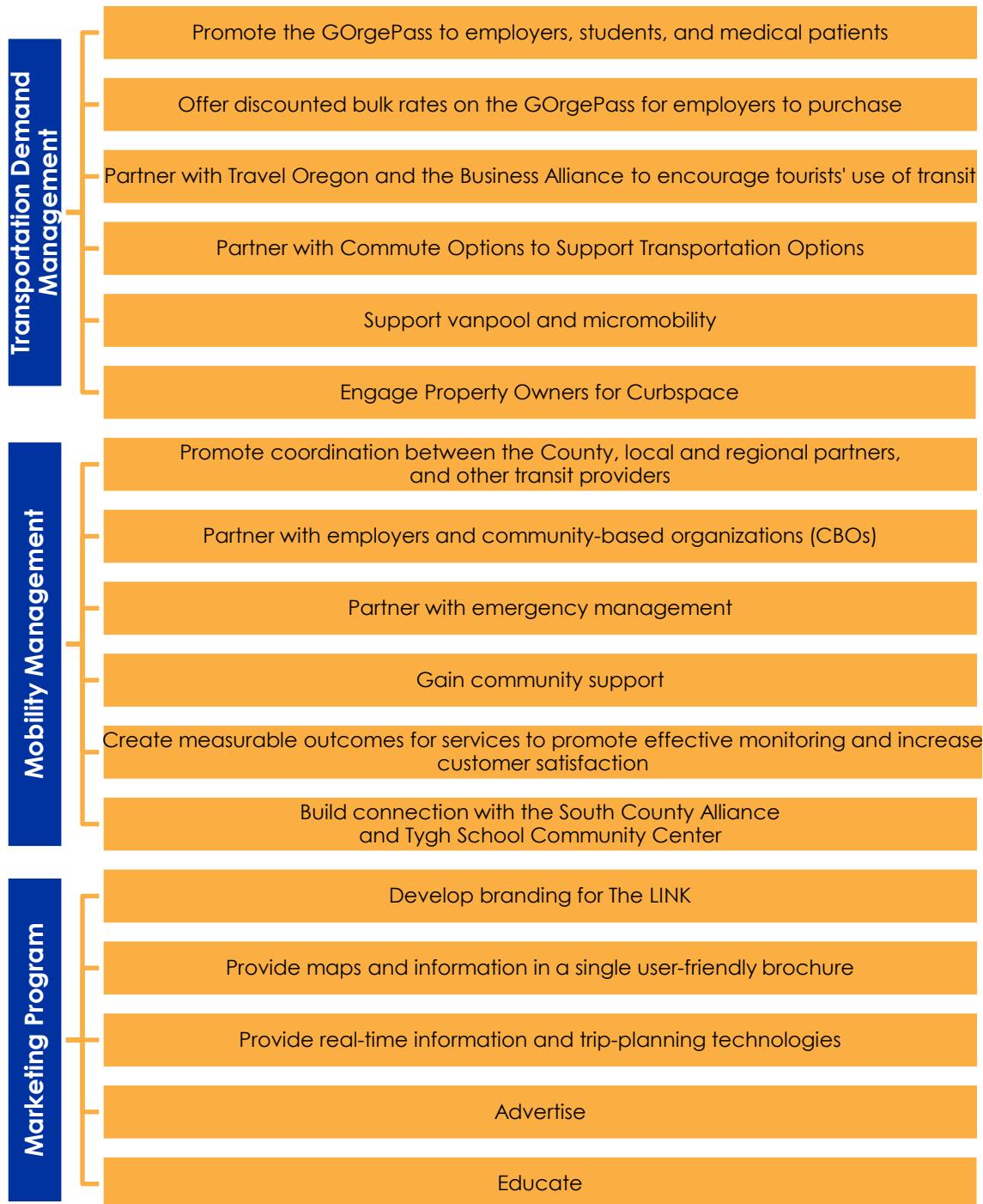
### Real-Time Vehicle Arrival Information

The LINK posts schedules for all routes but does not currently provide real-time vehicle arrival information. Real-time information helps improve the ridership experience by reducing passenger wait times, providing confidence that a bus has not been missed, and generally creating a more informed and comfortable rider. This information can be made accessible via The LINK's website, smartphones, and through "push" technologies such as text messages. *TCRP Synthesis 48: Real-Time Bus Arrival Information Systems* reports costs for AVL system implementation for smaller systems (10–25 Automatic Vehicle Location [AVL]-equipped vehicles), with total capital cost between \$60,000 and \$171,000 and per-vehicle cost between \$3,000 and \$8,100. However, these cost data were collected when the technology was newer; improved system efficiencies have led to decreased costs. These costs should be explored further with vendors. ODOT encourages providers to buy systems that support GTFS-Realtime (GTFS-rt).

## MANAGEMENT STRATEGY

A coordinated, targeted, and effective public information and marketing campaign would help publicize and encourage people to use transit. This section provides transportation demand management, mobility management, and marketing program recommendations for The LINK, summarized in Figure 10.

**Figure 10. Management and Marketing Summary**



## Transportation Demand Management Strategies

Transportation Demand Management (TDM) strategies aim to shift behavior towards more efficient use of transportation facilities. While MCEDD and The LINK implement many of these strategies, additional programs and partnerships could help expand transit awareness and use. Target strategies for commuters and commute trips in line with ODOT's Transportation Options Program. The following strategies and partnerships can help shift behavior towards transit use:

- **Promote the GOrgePass<sup>9</sup> to employers, employees, students, and medical patients.** Offering incentives to employees, students, and medical patients to take transit can increase awareness and decrease the cost of transit for routine trips. In turn, the number of single-occupancy vehicle trips and the number of parking spaces needed at employment centers, schools, and hospitals could be reduced.
- **Offer discounted bulk rates on the GOrgePass for employers to purchase.** Offering discounted bulk rates and buy-one give-one offers on the GOrgePass can encourage employers, schools, and hospitals to promote the GOrgePass to employees, students, and medical patients. The GOrgePass is already heavily discounted, and additional discounts should be limited. For example, a GOrgePass could be offered at a discount for the first year for a rider, encouraging them to try transit and encouraging future purchase and use of the program. Table 7 provides a list of the largest employers in Wasco County that could be considered for partnerships.
- **Partner with Travel Oregon and the Business Alliance to encourage tourists' use of transit.** Partnering with tourist and business organizations informs and encourages tourists to use transit when they visit Wasco County. Provide information about the Business Alliance's shuttle on The LINK's website.
- **Partner with Commute Options to Support Transportation Options.** Commute Options is dedicated innovative transportation options that connect people of all ages to the places they go – employees to their workplaces, students to their schools, and neighbors within their communities. They champion active transportation and infrastructure improvements, fostering essential partnerships, and educating the community on transportation options and can be used as a resource to support Transportation Options.<sup>10</sup> Like MCEDD, other employers should be encouraged to provide employee benefits to take Commute Options. MCEDD works with Commute Options to provide a commute options employee benefit program to employers in Sherman, Wasco, and Hood River counties. This includes not only vanpools, but also a gift card reward program for other sustainable commutes.
- **Support Vanpool and Micromobility.** The LINK can access STIF funding to subsidize vanpools. Additionally, by encouraging micromobility (such as bike share), The LINK can support connections to transit services. Commute Options provides a vanpool management program that can decrease management needs. In particular, seasonal farm workers could benefit from vanpool programs. Farms often employ substantial employees, making the ability to meet minimum vanpool numbers from different communities more likely and providing adequate transportation

\$1 of each GOrgePass goes to the Gorge Equity Fund, which provides support for outdoor equity organizations, search and rescue, and low-income programs.

<sup>9</sup> The GOrge Pass is an annual pass that provides unlimited rides on Columbia Area Transit, Mount Adams Transportation Service, Skamania County Transit, and The LINK.

<sup>10</sup> The ODOT Transportation Options program will change in 2024, at this time The LINK could apply for grants to implement transportation options.

to groups difficult to serve through fixed-route or dial-a-ride services. Additionally, shared charging facilities could be used to support electric bikeshare or scootershare for first/last-mile connections.

**Table 7. Largest Employers in Wasco County**

Employer Size	Employers
<b>Over 500 Employees</b>	Mid-Columbia Medical Center
<b>251–500 Employees</b>	Northern Wasco County School District 21, Oregon Cherry Growers, Fred Meyer
<b>101–250 Employees</b>	Oregon Veteran's Home, Columbia Gorge Community College, Azure Standard, Google, Wasco County, City of The Dalles
<b>50–100 Employees</b>	Cousin's Country Inn, Orchard View Farms, Columbia Basin Care Facility, Powder Pure, Mill Creek Point Assisted Living, Crestline Construction, Northwest Aluminum Specialties-Hydro, Bonneville Power Administration, One Community Health, Columbia Gorge Toyota/Honda Motors, Northern Wasco PUD
<b>25–49 Employees</b>	AmeriTies, Columbia State Bank, Goodwill Industries, Precision Lumber, Dufur School District, South Wasco County School District, Post Office, Sunshine Mill (includes vineyard), Younglife/Big Muddy, Flagstone Senior Center

Source: MCEDD May 2021 Report

## Mobility Management Strategies

Management strategies are those that The LINK and the County can conduct behind-the-scenes for effective implementation.

- **Promote Coordination between the County, Local and Regional Partners, and other Transit Providers.** Coordination between The LINK, the County and local partners – including other members of the Gorge TransLink and local jurisdictions – will lead to a comprehensive and efficient system in which users can travel seamlessly inter- and intra-regionally. Partner with Columbia Area Transit (CAT) to support needs for long-haul medical rides to Portland, such as connecting with CAT's hospital van shuttle. The Gorge TransLink members are undertaking the Gorge Regional Transit Strategy, which will guide regional partnership and investment in transit.
- **Partner with Employers and Community-Based Organizations (CBOs).** Continue to work with The Dalles Business Alliance and employers to identify needs and leverage local match opportunities to increase transit funding in Wasco County. Market existing services through employers and CBOs to encourage information-sharing not only to employees and community members, but feedback from transit users back to the County. Continue the partnerships through Gorge Transit Connect to support transit access for low-wage community members, including free transit passes and travel training. The LINK is currently recruiting travel ambassadors through the program.
- **Partner with Emergency Management.** Transportation is a critical component of responses to disasters such as wildfires and earthquakes, particularly for people without access to vehicles and who need mobility assistance or require other means to access essentials such as food and medical care. Join emergency operations team meetings to establish strategies for emergency response. As outlined in the Human Services Coordinated Plan, strategies to become a key stakeholder in Wasco County's Emergency Management planning, response, recovery, and mitigation activities include building relationships with the key emergency management officials, identifying capabilities and limitations of services and resources, inventorying residents and

pockets of populations with special needs (physical disabilities, low income, LEP), and engaging the organizations who serve those people with emergency planning efforts.

- **Gain Community Support.** Gain community support by creating and supporting local programs, meeting the needs of many transit markets, promoting the service, and building consensus. Additionally, investment with communities such as tribes and latino populations is critical to trust-building and gathering feedback, especially as these communities have historically been mistreated by government entities. Understanding not only the service needs, but how these populations would like to be engaged, can enhance relationships and build opportunities across Wasco County.
- **Create Measurable Outcomes for Services to Promote Effective Monitoring and Increase Customer Satisfaction.** The Monitoring Program section of this plan identifies ways to monitor performance over time to evaluate the outcomes of providing and expanding service. Engage community members to improve customer satisfaction, retain existing riders, and attract new riders.
- **Build Connection with the South County Alliance and Tygh School Community Center.** Leverage this connection to provide service to populations throughout Wasco County and to support access to service for individuals living in dispersed rural areas. Prioritize access for elderly and people with disabilities within the rural communities. Example coordination includes marketing via the South County Happenings social media pages and attending South County Alliance meetings to understand ongoing needs and advertise services. The LINK's travel trainer could also provide pop-ups at resources such as food banks, Canyon Rim, government offices, and more.
- **Engage Property Owners for Curbspace.** The LINK can pursue dedicated bus pullouts or shared amenities with property owners, both public and private. The LINK already shares amenities at several stops (benches at MCMC, trash cans at the Veteran's Services office). In particular, dedicated bus dwelling space in downtown The Dalles would be beneficial in promoting use of the service over single-occupancy vehicles.
- **Coordinate with utilities for charging infrastructure.** Working toward an electric fleet requires coordination not only with property owners, as previously noted, but also with utility providers themselves. MCEDD has conducted initial conversations with utility providers, and can continue these conversations to identify opportunities for additional charging.

## Marketing and Information Strategy

The following describes actions to improve customer service and information that can be implemented in the short-term and that should be maintained on a long-term basis:

- **Expand Branding for The LINK.** Branding is the foundation of the marketing strategy and provides an identity and image to potential customers. It helps create immediate recognition of all aspects of the service. Key elements of visible marketing tools include the name, logo, vehicle colors and graphics, and bus stop signage and facilities. It is important to be consistent with colors and graphics for maximum effect. A distinctive base color used consistently on transit vehicles and facilities becomes the "color of the bus" in the community. Vehicle graphics, bus stop signage, shelters, and benches enhance transit visibility throughout the community; their style, color, and quality should be consistent. Bus stops and shelters are a convenient place to provide additional information about routes, schedules, and deviation zones.
- **Provide Maps and Information in a Single User-Friendly Brochure.** Printed brochures and pamphlets can be designed and distributed to various target audiences to promote dial-a-ride and deviated fixed-route services. The main element of this kind of promotion is to vary the communication style

for distinct target groups while encouraging all to use the same transit service. A printed brochure or pamphlet should include one or more route maps showing all routes with deviation zones, bus stop locations, landmarks, and key destinations clearly depicted. How-to-ride information should also be included, including but not limited to fares, fare media, and how to request a deviation. Contact information that includes a website address, telephone number, and reference to a trip planning app (when available) should be provided.

- **Provide Real-Time Information and Trip-Planning Technologies.** Real-time bus arrival and route information helps improve the ridership experience by reducing passenger wait times at the stop (passengers know when they should leave for the stop) and provides confidence that a bus has not been missed. With the introduction of deviated-route service, bus arrival times at stops become more approximate, depending on whether or not a deviation was made earlier in the trip. With longer headways creating long waits if a bus is missed, real-time information helps reassure riders that their bus is on the way. Information on all transit routes could be provided via The LINK's and the Gorge TransLink's websites, smartphones, "push" technologies such as text messages, and telephone support. ODOT provides support for converting real-time bus arrival information to be compatible with applications such as Google Maps and Transit.
- **Advertise.** Advertising via different media can help attract a range of riders. Display advertising of the dial-a-ride and deviated fixed-route services in free weekday shopping papers and other local papers distributed in the community is a potential tool to introduce and promote service that can generate ridership. Other ways of promoting the service include radio spots; social media such as Facebook and Next Door; and email blasts. Partner with other members of the Gorge TransLink to continue supporting a marketing campaign for the GOrgo Pass and transit services, such as the activities under the current GOrgo Pass Marketing work.
- **Educate.** MCEDD provides a Travel Training Program Manager that assists The LINK and CAT in teaching local, rural, and underserved populations how to use available public transit services in Wasco and Hood River counties. As outlined in the Coordinated Human Services Public Transportation Plan, there is a need to develop programs to teach both agency staff and riders how to use public transit (travel training and travel ambassadors). These programs need bicultural messaging and need to be carefully designed to support veteran, Native Americans, older adults and elders, youth, and people with developmental disabilities. The programs could engage people from these groups who are already using the bus system as travel trainers.

## Future Planning Needs

Based on the above strategies, the following planning needs were identified:

- **Public Engagement Plan** – Identify best practices, strategies, and actions to engage communities throughout Wasco County. Provide particular emphasis on tribal and Latino populations.
- **Downtown The Dalles Transit Stop Siting** – Coordinate with the City to identify potential location(s) for transit stops, and at least one enhanced transit center.
- **Transit Marketing Plan** – In addition to the GOrgo Pass Marketing, The LINK could undertake a broader project to establish branding, document partnerships, and evaluate future opportunities in education and marketing of its services.
- **Electrification Plan** – Work with utilities, cities, neighboring transit providers, and property/business owners to establish electric charging and other alternative fuel infrastructure.
- **Emergency Management Plan** – Consider expanding emergency coordination work to a formal management plan, depending on the needs of the region.

## FINANCIAL PLAN

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This section provides a financial plan based on funding scenarios associated with potential funding sources.

### Funding Scenarios

The funding scenarios describe existing funding sources, potential new sources, and different funding scenarios using these sources. This section also considers the COVID-19 implications for funding. Funding sources and opportunities are available to The LINK at the federal, state, and local level.

Future funding scenarios consider relatively stable as well as uncertain funding sources. Though the COVID-19 pandemic has reduced ridership and ridership-related transit funding, other funding for transit has increased in recent years. This section considers the following funding scenarios:

- **Baseline Funding:** This funding scenario projects existing funding sources at the historic rate.
- **Baseline at 90%:** This funding scenario assumes a 10% reduction in existing funding, projected forward at the historic rate. This scenario provides a proxy estimate of reduced ridership and its impacts on fare and formula fund loss, STIF projections, inflation, etc.
- **Baseline at 110%:** This funding scenario assumes a 10% increase in existing funding, projected forward at the historic rate. This scenario provides a proxy estimate of increased ridership, STIF projections, etc.
- **Baseline + STIF Intercommunity + FLAP Grant:** This funding scenario includes existing funding sources plus an additional \$300,000 in STIF Intercommunity and FLAP grant funding. It projects this funding forward at the historic rate. STIF Intercommunity and FLAP grant could be applied to enhancements to the Hood River service and implementation of the Madras and/or Maupin routes. The \$300,000 represents a typical operating funding amount for STIF Intercommunity.
- **Baseline + Private Shuttle Partnership:** This funding scenario includes existing funding sources plus an additional \$100,000 per year from a private shuttle partnership.<sup>11</sup> This funding is projected forward at the historic rate.
- **Unconstrained:** This funding scenario is intended to describe what service opportunities The LINK should pursue where funding is not a limitation.

Figure 11 shows funding scenarios for Baseline, Baseline at 90%, Baseline at 110% scenarios, and Baseline + Private Shuttle Partnership (shown in the shaded areas). It also includes estimates for the cost of funding existing service, extended service hours, and weekend service (shown with lines).<sup>12</sup> Figure 11 is intended to give a rough idea of the costs to provide service and the potential funding sources, and not to prioritize alternatives. As shown, operating and capital costs are projected to increase at a faster

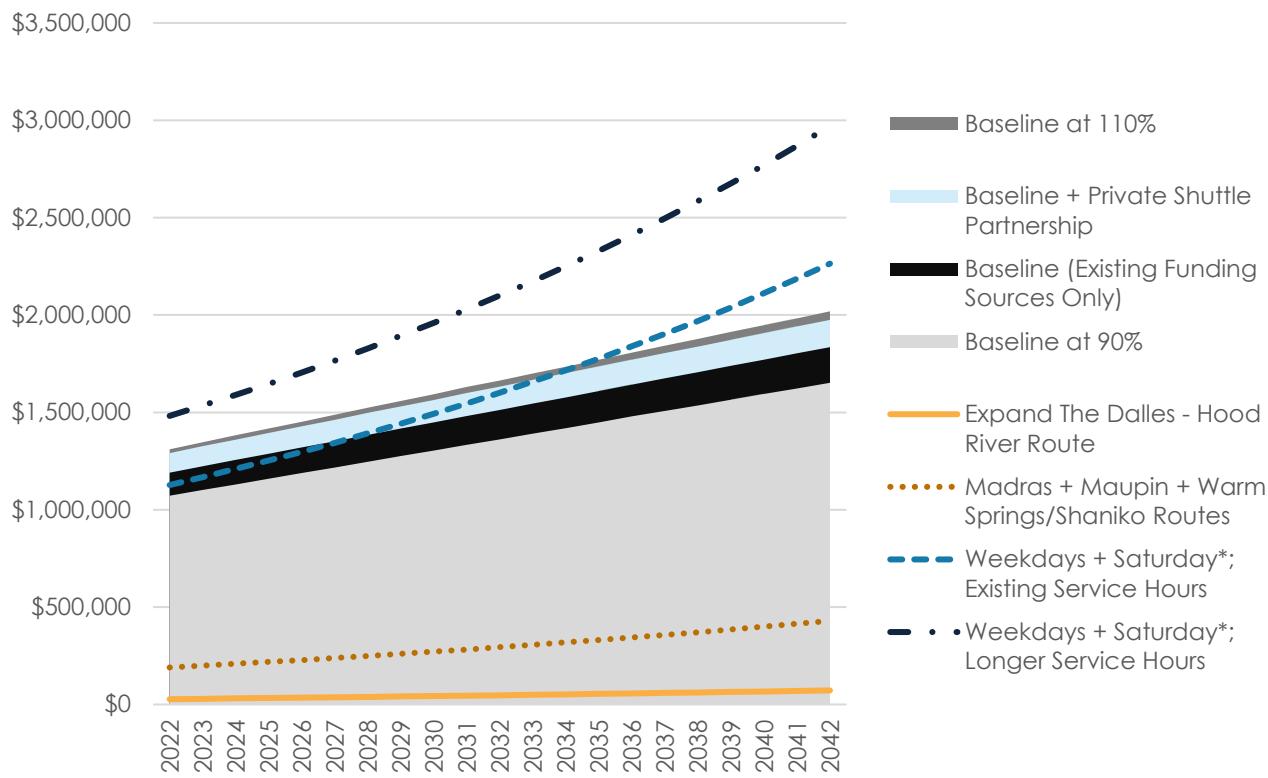
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<sup>11</sup> Hotels are providing about \$250 per month for a private shuttle service. Assuming that 10 hotels pay this amount for six months of the year, there is an additional \$15,000 available to leverage as a local match. Many state and federal funding sources require a 10–20% local match to receive funding, so \$15,000 could leverage an additional \$75,000 to \$150,000 in state and federal funding. This analysis assumes \$100,000 of funding. Note that the \$15,000 local match is not included in The LINK's budget since it will go directly to paying for the private tourism shuttle service.

<sup>12</sup> Estimates assume an average of 2 dial-a-ride and 2.36 deviated fixed-route buses operating at a given time. Existing shuttle services (the Dalles and Hood River Shopping Bus and South County Shuttle) are assumed to run as part of the 2 dial-a-ride buses.

rate than transit funding, and additional funding would be needed to extend service hours or provide weekend service.

**Figure 11: Funding Scenarios and Service Operating Scenarios<sup>1</sup>**



<sup>1</sup>Existing Service Hours includes deviated fixed-route and dial-a-ride services. Existing shuttle services are assumed to be included with the cost of dial-a-ride services. Costs are based on an assumption of \$85/service hour/bus operating cost + cost/mile for vehicles assuming vehicle EUL of 150,000 miles and a vehicle match of \$18,400 per vehicle.

\*Existing and Longer service hours on Saturdays is considered for dial-a-ride only. Providing service hours on all days includes Saturday and Sunday service for both dial-a-ride and deviated fixed-route services. These costs do not include capital investments such as new vehicles, stops, etc.

Figure 12 shows the STIF Intercommunity and FLAP grant funding that could be obtained to run Madras and Maupin Routes two times per day twice a week each. The grey area is the potential funding revenue and the line shows the costs of service(s). It would be possible to run these routes more frequently if there is demand to do so, or funds might be used to expand The Dalles – Hood River service.

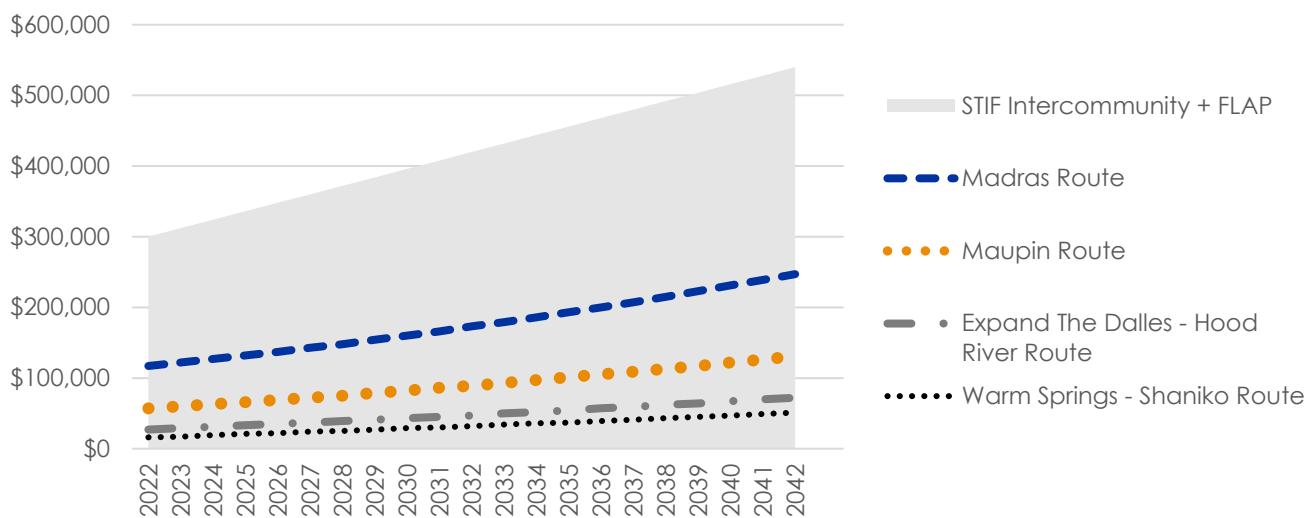
**Figure 12: STIF and FLAP Funding for South County Routes**

Table 8 shows the feasible short-term service opportunities The LINK could pursue by funding scenario. Funding could be increased in the short term by pursuing STIF Intercommunity, FLAP, and increased City contributions or new contributions from other local partners like Wasco County. Although the costs of providing services varies based on volatile fuel prices, electric vehicle fleets can reduce both maintenance and fueling costs and stabilize future budgets.

**Table 8: Feasible Service Opportunities based on Funding Scenario (Example Year 2022)**

Scenario	Funding Amount	Existing Service Cost	Surplus/Deficiency	Feasible Service Opportunities and Capital Improvements <sup>1</sup>
Baseline Funding	\$1,191,000	\$1,127,000	\$64,000	<p>Providing dial-a-ride service on Sundays (operating one vehicle and one dispatcher, including operating costs and capital costs) would cost approximately \$34,000 for one dial-a-ride vehicle. Similarly, running one dial-a-ride or fixed-route vehicle an hour later each day would cost approximately \$27,000. Based on feedback to-date, it is recommended that The LINK add Sunday service.</p> <p>A bench and route signage could be provided at approximately 12 transit stops for \$30,000.<sup>3</sup> Provide these improvements incrementally at all stops and then add transit shelters to high-use stops.</p>
Baseline at 90%	\$1,072,000		-\$55,000	Reduce service frequency on deviated-fixed routes/number of dial-a-ride vehicles operating at a time to accommodate funding reduction.
Baseline at 110%	\$1,310,000		\$183,000	Provide dial-a-ride service on Sundays and run one dial-a-ride vehicle an hour later each day, as described above (cost: \$61,000).

Scenario	Funding Amount	Existing Service Cost	Surplus/Deficiency	Feasible Service Opportunities and Capital Improvements <sup>1</sup>
				A bench, route signage, and transit shelter could be provided at approximately 14 transit stops for \$119,000. <sup>4</sup> Provide these improvements at high-use transit stops and provide signage at all other transit stops.
Baseline + Private Shuttle Partnership	\$1,291,000		\$164,000	Provide dial-a-ride service on Sundays and run one dial-a-ride vehicle an hour later each day, as described above (cost: \$61,000). A bench, route signage, and transit shelter could be provided at approximately 12 transit stops for \$102,000. Provide these improvements at high-use transit stops and provide signage at all other transit stops.
STIF Inter-community + FLAP <sup>2</sup>	Up to \$300,000	N/A	Up to \$300,000	Pending total grant funding received, operate the new route to Madras and the new route to Maupin each two times per day two times per week. Operate the new route connecting Warm Springs Reservation, Madras, Shaniko, and Antelope two times per day, twice per month. Total projected annual cost is \$191,000. Use remaining funding to purchase an additional vehicle for the route and to provide a bench and route signage at all stops.
Unconstrained	Unconstrained	\$1,127,000	Unconstrained	Maintain existing headways on the Blue Line and run the Red Line at hourly headways. Expand both deviated fixed-route and dial-a-ride service hours to provide service Monday through Thursday 6:00 AM – 8:00 PM, Friday from 6:00 AM – 11:00 PM, Saturday 9:00 AM – 11:00 PM, and Sunday 9:00 AM – 8:00 PM.

<sup>1</sup> Funding estimates are based on average costs for providing service. Actual costs may vary as additional support staff, drivers, and vehicles may be needed to expand service hours.

<sup>2</sup> Funding for STIF Intercommunity + FLAP is noted separately from Baseline funding.

<sup>3</sup> Installed benches vary in price between \$500 to \$1,500, depending on materials, the quality of the product, and the installation conditions. A new bus stop signage and pole, installed, can range from \$300 to \$1,000.

<sup>4</sup> Shelters typically cost costs approximately \$6,000 plus installation. Installation costs can be reduced if improvements are coordinated with roadway improvements.

## IMPLEMENTATION PLAN

This section describes the monitoring program, tracking of land use and development code amendments, process for local land use and transportation policy changes, development code program, and necessary code amendments for integrating the TDP into County and local documents.

## Monitoring Program

The monitoring program will help Wasco County track progress on the TDP goals using proposed performance measures and benchmarks. The program is data-driven and is founded on performance measures that can be tracked on a regular basis through set benchmarks. In many cases, these performance measures are already tracked as part of Federal Transit Administration reporting requirements. This program enables a dynamic system where service adjustments can be implemented and justified following performance evaluations. To evaluate and improve the above service opportunities after implementation, The LINK should continue to monitor the following performance measures for each route:

- **Goal 1: Customer-Focused Services** – Provide services that are safe, attractive, and convenient for all riders.
  - Service frequency
  - Service span
  - Geographic coverage
  - On-time performance (not currently available)
- **Goal 2: Accessibility and Connectivity** – Improve access and connections within and between communities in the service area as well as key destinations outside the service area.
  - Bus stop amenities
  - Bicycle and pedestrian connections
  - Population served
  - Employment served
  - Transit-dependent populations served
  - Number of service request denials
- **Goal 3: Coordination** – Collaborate with public and private partners to maximize services.
  - Connections to other routes/providers
  - System ease of use
- **Goal 4: Health** – Foster public health by reducing vehicle emissions, increasing people's use of active travel, and improving access to healthcare.
  - Access to health-supporting destinations
  - Fleet fuel efficiencies
- **Goal 5: Sustainability** – Foster environmental, economic, and fiscal sustainability through transit investments.
  - Rides per hour
  - Cost per ride
  - Cost per hour
  - Total capital costs
  - Total annual operating costs

As most metrics are already tracked as part of annual reporting or are otherwise unlikely to change regularly (e.g., fleet fuel efficiencies), all metrics are proposed to be monitored annually. More detail about the benchmarks for these measures can be found in Memo #6: Updated Goals, Policies, and Practices.

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## Local TDP Adoption

This plan includes recommended transit-supportive policy and development requirement language to implement the TDP at the local level. The recommended language is intended to ensure that access to transit is incorporated and enhanced in land use and development decisions made by jurisdictions in Wasco County. The jurisdictions – Wasco County, The Dalles, Mosier, Maupin, and Dufur – should consider the following adoption actions to implement the TDP at the local level.

### Policies (Comprehensive Plan)

The TDP outlines service planning and capital planning recommendations for jurisdictions in the Wasco County service area. Policies in locally adopted plans can play an important role in supporting and implementing these TDP recommendations. Proposed transit-supportive policy statements are discussed in the Policy and Zoning or Development Requirement Amendments section of this plan. Adoption-ready policy statements for Wasco County are provided in Appendix B. Policy statement recommendations for other jurisdictions in the county – The Dalles, Mosier, Maupin, and Dufur – are provided in Appendix C.

Jurisdictions should adopt the service planning, capital planning, and policy recommendations from the TDP as part of the transportation element of their comprehensive plans.<sup>13</sup> This process can be accomplished as an amendment to the adopted comprehensive plan, either as a standalone amendment containing policy language (whole cloth or modified) from this document, or during an update of the local transportation system plan (TSP), which is the transportation element of the local comprehensive plan.

### Development Requirements (Zoning or Development Ordinances)

Transit-supportive development requirements can help further regional and local transit policy objectives and implement TDP recommendations. Recommendations to assist local partners in implementing the TDP are summarized in the Policy and Development Requirement Amendments section of this plan. Adoption-ready development requirement language for Wasco County is provided in Appendix B. Model development requirement language for other jurisdictions in the county that have adopted zoning or development ordinances – i.e., The Dalles, Mosier, Maupin, and Dufur – is provided in Appendix D; this language can be refined as appropriate for each jurisdiction.

In cases where development regulations may not appear to be needed or appropriate for a jurisdiction now (which may be the case for less-populated jurisdictions), the model language is available for discussions within the community and with local decision-makers to gauge interest and support for these regulations as potential enhancements to development requirements in the future.

A local jurisdiction could adopt zoning or development ordinance amendments in a few different ways: as part of a targeted TSP amendment, along with the policy amendments discussed above; bundled with other zoning or development ordinance amendments that the jurisdiction is considering or has planned; or as a standalone set of zoning or development ordinance amendments.

## Policy and Development Requirement Amendments

This section is intended to provide guidance to jurisdictions in the transit service area – Wasco County, The Dalles, Mosier, Maupin, and Dufur – to help implement the recommendations of the TDP. It includes the following elements to assist local implementation:

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<sup>13</sup> To the extent they are appropriate, technology and financial plan recommendations from the TDP can be adopted into the transportation element of local comprehensive plans as well.

- An overview of transit-supportive policy statements,
- A general recommendation regarding policy amendments,
- An overview of transit-supportive development requirement concepts,
- A reference to the assessment of adopted local development requirements from Memo #6, and
- A general recommendation regarding zoning or development ordinance amendments.

The policy and development requirement language recommended in this section is intended to ensure that access to transit is enhanced through future local land use and development decisions. Guidance on actions for local jurisdictions to adopt these policy and development requirement recommendations is provided in the Local TDP Adoption section.

## Policies

Recommended transit-supportive policy statements should be reflected in local comprehensive plans and/or TSPs. Policy statements recommended for local jurisdictions in the TDP carry forward the goals and model policies developed for jurisdictions early in the planning process. The statements were updated following Advisory Committee Meeting #4 and a review of proposed TDP goals and policies. The proposed goals and policies were designed to guide The Link and not necessarily the local jurisdictions; however, the two sets of goals and policies should be consistent with one another. The recommended policy statements also include updates made following the review of the draft TDP and discussions from the local planning workshop in April 2022.

As noted above, adoption-ready policy language has been developed for Wasco County and is included in this plan in Appendix B.

To the extent that recommended policy language is not already represented in adopted policies, cities in Wasco County should consider adopting a version of the recommended language in Appendix C, using adoption actions discussed in the Local TDP Adoption section. In the case of small cities (i.e., cities other than The Dalles), the most basic transit-supportive policy statements (indicated in bold in Appendix D) should be appropriate and considered for local adoption.

## Zoning or Development Ordinances

Local development regulations are vital to implementing the TDP through land use permitting, realizing transit-supportive development and improvements over time throughout the county. Local jurisdictions should consider updating development-related requirements to ensure future development will support transit — particularly through coordination with The Link and improvements that enhance access to transit. Transit-supportive development requirement concepts and model language have evolved through transit planning processes throughout the state, drawing on sources such as the Oregon Public Transportation Plan, Oregon Transportation Planning Rule (TPR), and State of Oregon Transportation and Growth Management Model Development Code for Small Cities, 3rd Edition.

Transit-supportive development requirement concepts that can be locally codified are as follows:

- Coordination – Coordination between jurisdictions and the transit service provider regarding proposed development is critical to ensuring transit-supportive development occurs. The periods during which an applicant is preparing a development application and when that application is under review by the jurisdiction present key opportunities for this coordination.
- Access to Transit and Supportive Improvements – Providing safe and convenient access to transit and furnishing stops with supportive improvements (e.g., lighting and seating) will make transit easier and more attractive for the rider. In addition to requiring "site access" – access directly

from buildings on a site to an existing or planned transit stop – transit-supportive access also consists of “area access” ensuring that transportation network connectivity is high enough to easily reach transit stops by walking and rolling (e.g., biking, skating, scooting, and mobility devices). Development regulations can promote this connectivity through maximum block length standards and required non-motorized access through long blocks.

- Parking – Parking affects the transit orientation of development in several ways. Capping the amount of vehicle parking permitted can help make alternatives to driving more attractive and create smaller parking areas for more pedestrian-oriented and transit-supportive development. The location and design of vehicle parking – e.g., restricting parking between buildings and the street and requiring landscaping and walkways – play a significant role in making pedestrian access to transit attractive and convenient. Parking areas also provide potential locations for transit stops, park-and-rides, and ridesharing. Providing sufficient and well-designed bicycle parking supports connections from transit to destinations by bike.
- Urban form – Urban form created by development standards can be used to establish a pedestrian-friendly environment and support transit. Transit-supportive development standards include those that: minimize the distance between buildings and the transit street; allow buildings to be set back from the street if pedestrian amenities are provided; and do not allow parking between the building and street.
- Definitions – Zoning and development ordinances should include transit-related definitions in order to clarify and support transit-supportive ordinance provisions.

Model zoning and development ordinance language for all the concepts described above is provided in full in Appendix D. Adoption-ready development ordinance language for Wasco County is provided in Appendix B.

Some of the model development requirements may not necessarily be appropriate or applicable for jurisdictions in Wasco County. Factors in determining the appropriateness and applicability of transit-supportive development regulations consist primarily of the type of transit service recommended in each community, community size, and level of urban development. Local requirements that are most universally needed and impactful are those regarding **coordination between the jurisdiction and transit service providers, site access to transit, transit stop improvements, and allowing for transit uses in parking areas**. For unincorporated Wasco County and the Cities of Mosier, Dufur, and Maupin, where populations are relatively small (roughly 500 people in each of the cities), transit-supportive development regulations related to parking and urban form may not be appropriate or applicable.

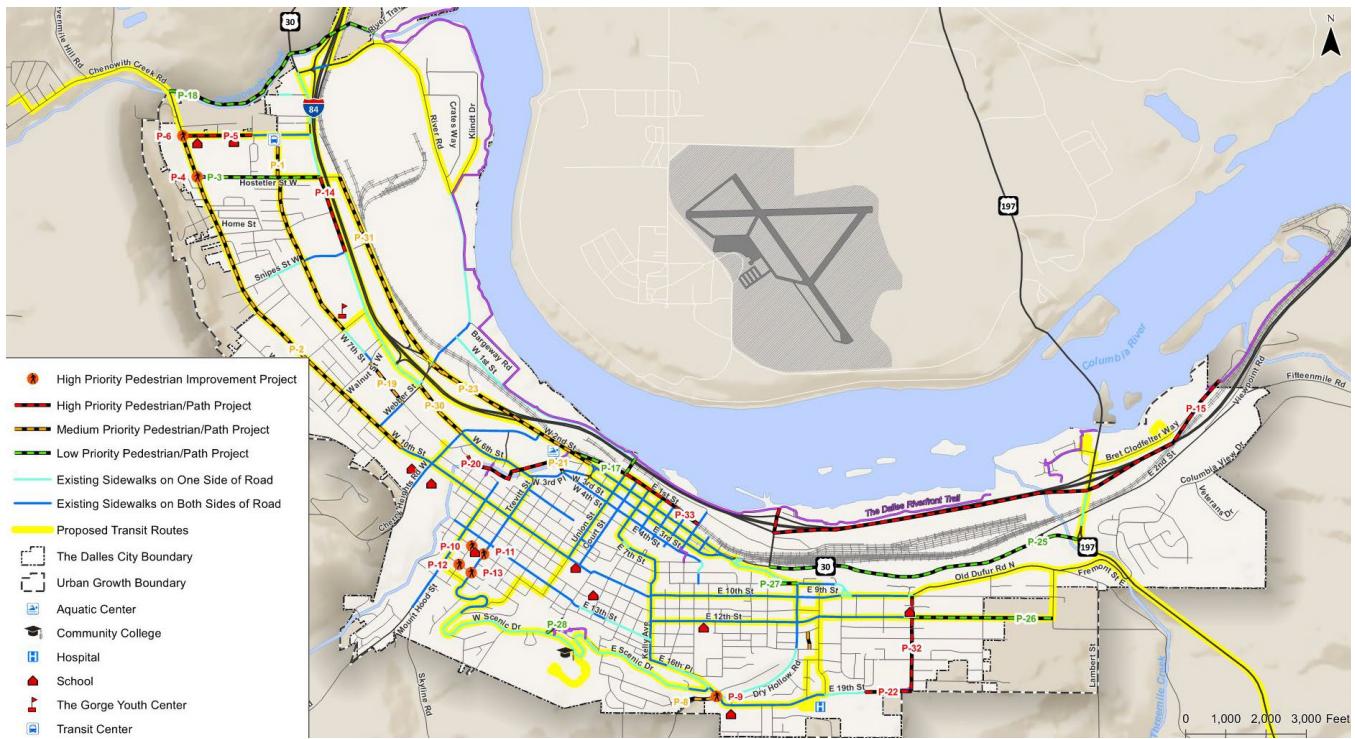
Memo #6 assessed each jurisdiction’s current local zoning or development ordinance language and compared it to transit-supportive development requirements deemed appropriate and applicable for each community. Where the assessment found that current language is either partially consistent or not consistent with transit-supportive development requirements, the cities should modify the model language in Appendix D and update their local ordinances in order to effectively implement the TDP and improve transit service in Wasco County. This process would be accomplished using adoption actions discussed earlier in the Local TDP Adoption section.

## **Supporting Infrastructure**

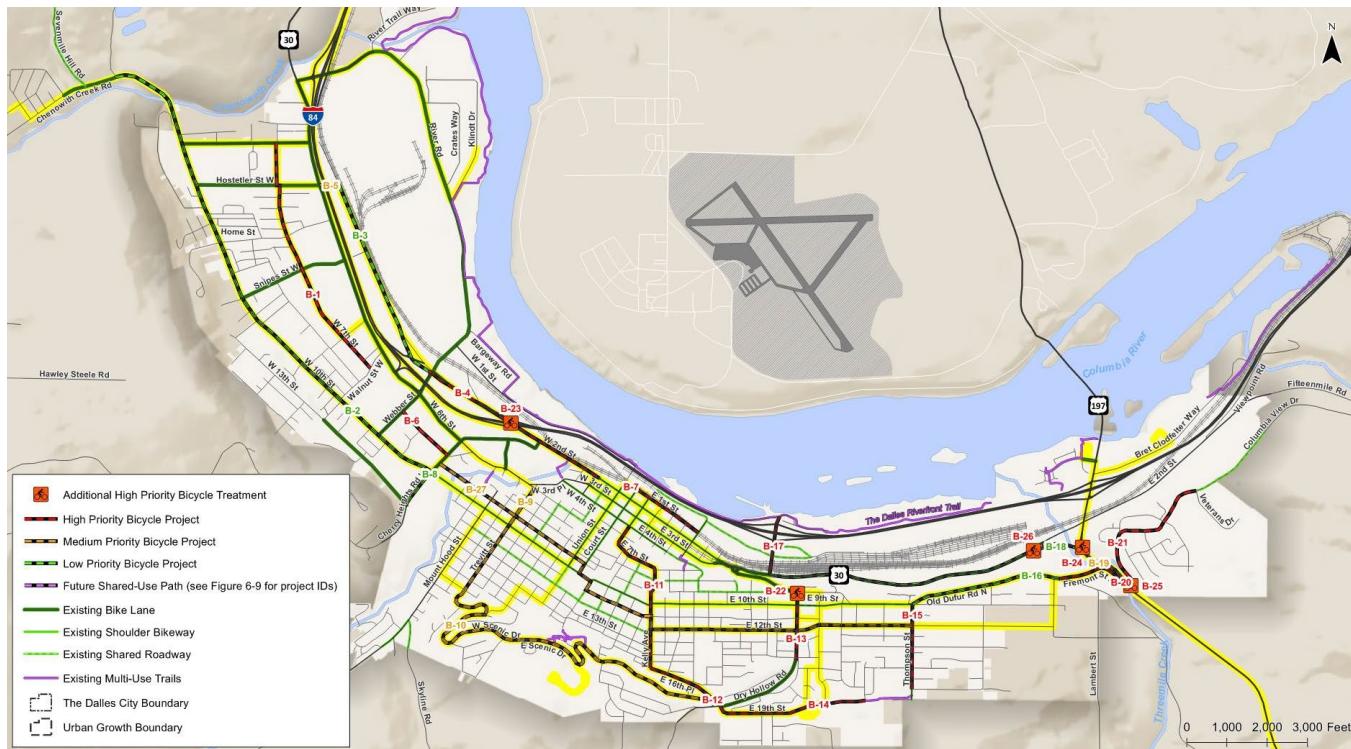
Figure 13 and Figure 14 illustrate the proposed transit routes overlayed on The Dalles TSP pedestrian and bicycle plans, respectively. As shown, a majority of the routes overlap with existing or planned pedestrian and bicycle facilities. The proposed Red Route’s extensions to Chenoweth and the Port are located along areas without existing or planned pedestrian facilities. The TSP identifies existing bike lanes

along River Road near the Port, and a low-priority bicycle project serving Chenoweth. This lack of pedestrian and bicycle facilities emphasize the near-term need to provide direct transit access to these locations, as it would be difficult for people to travel to the Transit Center to ride the bus.

**Figure 13: Proposed Transit Routes Overlaid on The Dalles TSP Pedestrian Plan**

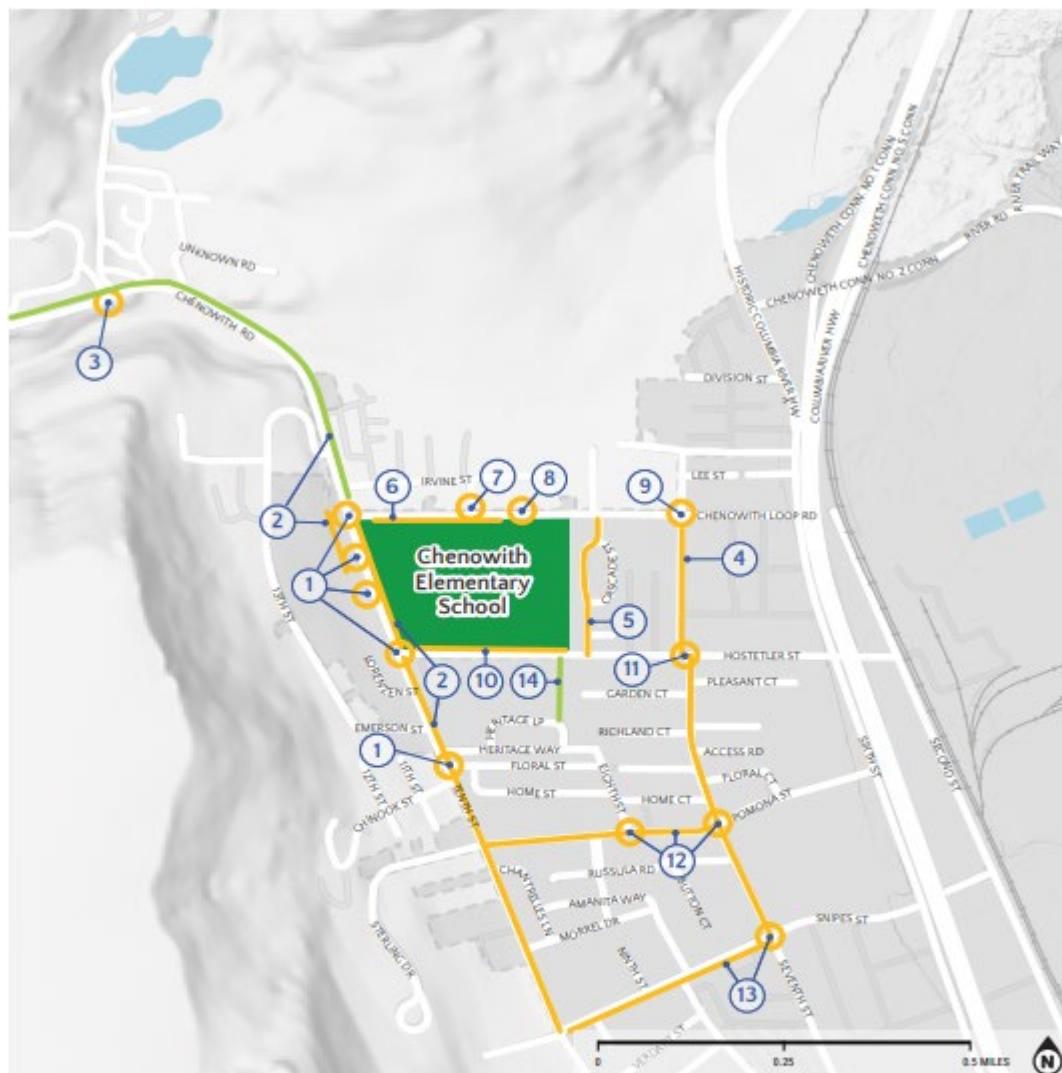


Source: The Dalles TSP

**Figure 14: Proposed Transit Routes Overlaid on The Dalles TSP Bicycle Plan**

Source: The Dalles TSP

Additionally, North Wasco School District's Safe Routes to School (SRTS) plan identifies improvement recommendations to facilitate safe walking and rolling to school safer and more comfortable. Figure 15 and Figure 16 show the plan's recommended projects within the next five years. These projects include several crossing improvements, sidewalk improves, traffic calming projects, and a separated trail or path serving Chenoweth. It would be advantageous to place transit stops near improved crossing facilities to facilitate safe and comfortable travel via these new facilities.

**Figure 15: SRTS Improvement Recommendations for Access to Chenowith Elementary School**

## IMPROVEMENT RECOMMENDATIONS

	Street Improvement		Railroad
	Crossing Improvement		School Property
	Off-Street Improvement (Trail/Path)		Parks
			Water
			City Boundary

**alta**

Oregon Department of Transportation  
Safe Routes to School

Source: North Wasco School District SRTS Plan

**Figure 16: SRTS Improvement Recommendations for Access to St. Mary's Academy and The Dalles High School**



## IMPROVEMENT RECOMMENDATIONS



Source: North Wasco School District SRTS Plan

- Street Improvement
  - Crossing Improvement
  - Off-Street Improvement (Trail/Path)
  - ★ Colonel Wright Elementary School
  - Railroad
  - School Property
  - Parks
  - Water
  - City Boundary

## CONCLUSION

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Transit plays an important role in Wasco County, connecting its residents and visitors to the places they need and want to go. The recommendations shown here include conceptual guidance to be refined by The LINK and its partners moving forward. With this plan, Wasco County seeks to enhance transit service to meet the needs of the community, improve the transit experience, and prepare for future regional growth and tourism.

## APPENDICES

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- A. Technical Memoranda
- B. Adoption-Ready Policy and Development Ordinance Amendments for Wasco County
- C. Policy Amendment Recommendations for Cities
- D. Zoning and Development Ordinance Amendment Recommendations for Cities

## **Memorandum**

**Date: June 16, 2022**

**To: MCEDD Board of Directors**

**From: Jessica Metta, Executive Director**

**Re: Bylaws Update**

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### **Overview**

At its March 17, 2022 meeting, the full Board of Directors approved adding another private sector seat to the Board focused on the forestry industry. This change would require an amendment to MCEDD's Bylaws. The Bylaws do not specify which industries are included but do specify the total number of private sector seats, which has been updated from seven to eight in the attached draft. Staff used this opportunity to adjust a few other items in the Bylaws to reflect the current reality of MCEDD's work and how it functions.

The Executive Committee reviewed the recommendations at their May meeting and recommended approval by the MCEDD Board of Directors.

### **Request**

Approve the amended bylaws, as recommended by the Executive Committee.

Bylaws of the  
Mid-Columbia Economic Development District

ARTICLE I  
THE ENTITY

Section A. Area of Operation:

The area of operation of the Mid-Columbia Economic Development District (MCEDD) shall be within the corporate boundaries of the Oregon counties of Hood River, Sherman and Wasco, and the Washington counties of Klickitat and Skamania. (The MCEDD shall hereafter be called the District.)

Section B. Establishment:

The District was formed by representation from the five counties in 1969 and was designated an "Economic Development District" by the Economic Development Administration, U.S. Department of Commerce, on June 10, 1970. Bylaws were adopted and the District established pursuant to the laws of the States of Washington (RCW 39.34) and Oregon (ORS 190) and by agreement of its members.

Section C. Mission and Goals:

The District'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. The primary goals are:

1. Creation of employment opportunities and the diversification of the area's economic base through business expansion and the development of new business and industry.
  - a. Provide financing packaging assistance along with a variety of financing program options to promote business and industrial development.
  - b. Provide support to existing community marketing and business assistance programs.
  - c. Help retain existing employers in the area by assisting in the removal of obstacles to growth and/or continued operation in the area.
2. Provide planning and coordination of economic development related activities and act as a liaison between appropriate Oregon, Washington and Federal interests.
3. Administer local, state or federal programs which have economic benefit within the five-county area.

ARTICLE II  
MEMBERSHIP AND REPRESENTATION

Section A. Membership:

Any general purpose district (city or county) or special purpose district or any organization founded for or involved in economic development, within the boundaries of the five counties, shall be eligible to become participating members of the District. The governing body of each county of government may approve membership from other districts, organizations, or associations.

Section B. Public Sector Representation, Board of Directors:

The elected governing body of each member county shall designate one of its members to represent it and serve at the pleasure of the county governing body as a voting member of the Board of Directors.

The governing body of each member county shall also appoint one voting representative to the Board of Directors from any city (who is a member of the District) within the county, and shall appoint that representative selected by the city upon receiving a written request designating the individual to be appointed. If more than one city within a county has become a member of this Agency, the governing body of that county may rotate the appointment of the voting representative between such cities within the county. The voting representative appointed is to serve at the pleasure of the designating county. The city representatives from the Oregon counties shall serve a two-year term which shall expire on odd numbered years, while the representatives from the Washington counties shall serve a two-year term that expires on even numbered years.

The member Port Districts shall select voting representatives to the Board of Directors from their elected commissioners or a senior staff level person for two-year terms. Oregon Ports shall select one representative whose position shall expire on even numbered years. Washington Ports shall select one representative whose position shall expire on odd numbered years. Port representatives should rotate among the member Ports in each state upon expiration of the current term.

#### Section C. Private Sector Representation, Board of Directors:

The Executive Committee shall select ~~seven~~eight voting Private Sector representatives from regional business sectors. Appointments will be for a one-year period which may be renewed. These selections will be made after the other voting representative positions have been filled. Nominations for these positions may be submitted by the interests to be represented or by other Board members. Appointments shall be ratified by the Board. "Private Sector Representative" is defined as an individual in a responsible decision-making position in a for-profit organization, or that individual's representative. In addition, representatives from an institution of post-secondary education or workforce development or labor group are eligible to serve in these positions.

The Chambers of Commerce shall select voting representatives to the Board of Directors for two-year terms. Oregon Chambers shall select one representative whose position shall expire on even numbered years. Washington Chambers shall select one representative whose position shall expire on odd numbered years. Chamber representatives should rotate among the Chambers of Commerce in each state upon expiration of the current term.

#### Section D. Removal:

A Board member may be removed for missing three consecutive regular Board meetings without reasonable cause approved by a majority of the board membership. After two absences by a Board member, he or she will be notified that an absence at the next meeting will be cause for consideration of their removal from the Board and a letter will also be sent to the appointing body. Following three consecutive absences, the Board member may be removed upon a majority vote of the other members present at a regular or special meeting. The member being considered for removal may appear and be heard at such meeting before a vote is taken. If a Board member is removed, then a new member will be appointed by the appointing body. The Board may take action to excuse a board member from attendance requirements.

A Board member formally charged with fraud, dishonesty or embezzlement will be immediately suspended from the Board. A Board member may be removed for conviction of fraud, dishonesty, embezzlement, or other good cause upon the vote of a majority of the other members present at a regular or special meeting. The meeting shall be held not less than ten (10) days after a notice setting forth the intended action, a statement of the reasons therefore, and the date of the meeting when the matter will be acted upon, has been sent by certified mail to the member being considered for removal. The member being considered for removal may appear and be heard at such meeting before a vote is taken.

A selecting entity may replace its representative(s) at any time and the position may be filled with a representative appointed by the selecting entity for the unexpired term.

#### Section E. Voting Control:

At each meeting of the Board of Directors of the District, each Board member shall be entitled to vote in person and shall have one vote. All questions, except as otherwise provided by law or herein, shall be determined by a majority of the members of the Board present at any duly called meeting. Proxy votes will not be allowed.

#### Section F. Member Resignation/Termination:

Member organizations of the District may resign their membership by giving notice to the District at least 60 days prior to the beginning of the District's fiscal year.

Non-payment of dues or not making approved arrangements by July 1 within the fiscal year of MCEDD shall be grounds for termination of membership. When a membership is terminated any member of the Board of Directors representing or appointed by that membership shall be removed.

#### Section G. Dissolution:

This organization shall be dissolved at any time when less than four of the governing bodies of the five counties remain as members of the District. After payment of all outstanding financial commitments, any remaining funds shall be forthwith distributed to the District members in the same proportion as such members contributed to the District in its last fiscal year of operation.

### ARTICLE III MEETINGS

#### Section A. Annual Meetings:

The regular annual meeting of the members shall be held in September of each year, at such place within the five counties as is specified in the notice of the meeting.

The regular annual meeting shall be held to elect officers and/or appoint Board members and transact such other business as may come before the meeting.

Failure to hold the annual meeting at the designated time shall not work a forfeiture to dissolution of the District. If the annual meeting is not held at the designated time, the Chairperson or Board may call the annual meeting at a time fixed by the Board not more than sixty (60) days after such designated time. If the annual meeting is not held at the designated time or during the sixty-day period thereafter, the annual meeting may be called by members having one-fifth of the votes entitled to be cast at the meeting.

Section B. Regular Meetings:

Regular meetings of the Board shall be held quarterly or as needed, at a specified place, day and hour at a location within one of the five counties.

Section C. Special Meetings:

Special meetings of the Board may be called at any time by the Chairperson, or by a quorum of the Executive Committee, and it shall thereupon be the duty of the Chairperson to cause notice of such meeting. The Chairperson or Executive Committee members calling the meeting shall fix the place, day, and hour of the meeting, and shall state the purpose or purposes for which the meeting was called. The meeting shall be held within the five-county area.

Section D. Notice of Meetings:

Notice of the place, day and hour and purpose of any regular or annual meeting of the Board shall be delivered, by U.S. mail, e-mail, or given to each member entitled to vote at such meeting not less than five (5) days nor more than fifty (50) days before the date set for the meeting either personally or by mail (special meetings require ten (10) days prior notice or telephone notification). If notice of a meeting is mailed, such notice shall be deemed to be delivered when deposited in the United States mail, with postage fully prepaid thereon, addressed to the members at their most recent address as they appear on the records of the District. If notice is delivered by email, such notice shall be deemed to be delivered if not returned to sender within twenty-four (24) hours. Notices will also be posted/ advertised in accord with the open meetings laws for any Board or Committee meeting.

Section E. Quorum:

At any properly called meeting of the Board or Committee, a majority of the voting representatives shall constitute a quorum for conducting business.

Section F. Organization:

The Chairperson, and in his or her absence, the Vice-Chairperson, shall preside at each meeting of the Board and shall act as Chairperson thereof. The meetings shall be conducted in accordance with Roberts Rules of Order.

## ARTICLE IV RIGHTS AND LIABILITIES OF DIRECTORS

Section A. Liability of Members and Representatives of Debts:

Individual voting members and the private and public property of the members and their representatives shall be exempt from execution or other liability for any debts of the District nor shall they be liable or responsible for any debts or liabilities of the District.

Section B. Loans to Board Members:

No personal or private loans may be made by the District to its Board members or their immediate families as provided in 13 CFR 302.3 and in ORS 65.364. No member of the Board or their immediate families may be an officer, director, or owner of a small business concern receiving financial assistance from the District.

## ARTICLE V OFFICERS

Section A. Number and Qualifications:

The officers of the Mid-Columbia Economic Development District shall be a Chairperson, a Vice-Chairperson, and a Secretary-Treasurer. They shall perform such duties as may be designated by the Board. A member may not hold more than one office.

Section B. Election and Term of Office:

The officers shall be Board members elected annually by the Board at their regular annual meeting. If the election of officers shall not be held at such meeting, such election of officers shall be held as soon thereafter as may be convenient. Each officer shall hold office for terms of one (1) year or until his or her successor shall have been elected. A vacancy in any office shall be filled by the Board for the unexpired portion of the term. A nominating committee appointed by the Chairperson shall meet prior to the annual meeting.

Section C. Chairperson:

The Chairperson: (1) shall be the principal presiding officer of the District Board of Directors and shall preside at all meetings of the members and at all meetings of the Board at which he or she is present; (2) may sign any instruments authorized by the Board to be executed, except in cases in which the signing and execution thereof shall be expressly delegated by the Board or by these bylaws to some other officer or agent of the MCEDD, or shall be required by law to be otherwise signed or executed; and (3) shall, in general, perform all duties incident to the office of the chairperson and such other duties as may be prescribed by the Board from time to time.

Section D. Vice-Chairperson:

In the absence of the Chairperson, or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall also perform such other duties as from time to time may be prescribed by the Board.

Section E. Secretary-Treasurer:

The Secretary-Treasurer shall: (1) keep the minutes of the meetings of the Board in one or more books provided for that purpose; (2) see that all notices are duly given in accordance with these bylaws; (3) be custodian of the MCEDD records; (4) keep general charge of the books of the MCEDD; and, (5) in general, perform all duties incident to the office of Secretary-Treasurer, and such other duties as from time to time may be prescribed by the Board, or may assign these duties to staff.

Section F. Removal of Officers:

Any officer elected may be removed by a majority vote of the Board whenever in its judgment the best interests of the District are not being served by the officer.

Section G. Resignations and Vacancies:

Any officer may resign at any time by giving notice in writing to the Chairperson and the Board, and unless otherwise provided herein, each resignation shall be effective upon receipt of the notice. A vacancy in office because of death, resignation, removal, disqualification, or any other cause may be filled from the Board for the unexpired portion of the term by a majority vote of the Board.

## ARTICLE VI DIVISIONS

Section A. Business Assistance Division:

~~The Business Assistance Division oversees the MCEDD Revolving Loan Funds, provides loan packaging assistance and any other program directly providing assistance to small businesses (may include “small business incubators”). Staff will be assigned to this division. The Loan Administration Board established in Article VII, Section B. will be responsible for the operation of this program in accordance with approved management plans.~~

Section B. Technical Assistance Division:

~~The Technical Assistance Division provides planning, grant writing and coordination services to communities and organizations where needed within the realm of economic development.~~

Section A. Economic Development Division:

~~The Economic Development Divisions provides Business Assistance, Technical Assistance, and Regional Coordination for Economic Development issues. This work includes the provision of planning, grant writing, grant administration and coordination services to communities and organizations where needed within the realm of economic development, as well as oversight of the MCEDD Revolving Loan Funds, loan packaging assistance and any other program directly providing assistance to small businesses (may include “small business incubators”). The Loan Administration Board established in Article VII, Section B. will be responsible for the operation of MCEDD’s Revolving Loan Funds in accordance with approved management plans.~~

## Section B. Transportation Division:

The Transportation Division provides Technical Assistance and Regional Coordination for Transportation issues. This work includes Mobility Management services and the provision of planning, grant writing, grant administration and coordination services to communities and organizations where needed within the realm of transportation, as well as operation of The Link Public Transit.

## ARTICLE VII COMMITTEES

### Section A. Executive Committee:

The Executive Committee shall consist of at least seven members. Each county (geographic area) within the District shall be represented by a Public Sector Board member on the Executive Committee. At least two Private Sector representatives will be appointed by the full Board at the Annual Meeting. Additional Public Sector and/or Private Sector representatives may be appointed at the discretion of the full Board at the Annual Meeting. The Officers of the MCEDD Board of Directors will each fill one of the Executive Committee positions. Vacancies occurring during the year will be filled by Board action at a regular or special meeting of the MCEDD Board.

The Executive Committee shall have the same powers and authority as the Board of Directors and may take any action(s) on behalf of the Board. The Executive Committee may meet monthly, or as needed to conduct all operations of the District. Significant policy decisions will be referred by the Executive Committee to the full Board of Directors for consideration during a regular or special meeting.

### Section B. Loan Administration Board:

A Loan Administration Board shall be selected in accordance with requirements of the approved Revolving Loan Fund Plan governing Economic Development Administration and US Department of Agriculture grant funds and shall serve a term of one year. The Loan Administration Board shall have the authority to make all loan decisions and take any required action on behalf of the MCEDD Board.

### Section C. Nominating Committee:

A Nominating Committee shall be appointed by the Chairperson to meet prior to the annual meeting to nominate a slate of officers for the next year and to nominate at least two Private Sector representatives to the Executive Committee.

### Section D. Committees:

The Board of Directors or Chairperson may provide for or appoint other committees to assist the Board of Directors in the management and affairs of the District.

### Section E. Committee and Loan Administration Board Authority and Reports:

Minutes of the Committee and Loan Administration Board meetings will be maintained at the MCEDD offices. A report of Committee and Loan Administration Board activities will be made at the next regular MCEDD Board meeting.

## ARTICLE VIII STAFF

### Section A. Executive Director:

The Executive Director shall be hired by the Executive Committee with the concurrence of the majority of the full Board of Directors upon such terms and conditions as the Board may determine, and shall serve at the pleasure of the Board.

### Section B. Executive Director, Power and Duties:

The power and duties of the Executive Director are:

1. To act as the chief executive officer of the District and to direct and implement the business and affairs of the District, under the policy guidance of the Board of Directors.
2. To have general charge of the property of the District and to supervise and control all employees of the District.
3. To hire, upon the advice of the MCEDD Division Executive Committees, all employees and agents of the District and fix their titles, terms of employment, powers, duties and compensation, in accordance with District Policy and Committee recommendations; and to discharge any employee or agent within the guidelines established by District policy and in accordance with the appropriate Committee recommendation.

4. To act in the name of, and on behalf of, the District in regard to such commitments of the District as permitted by Regulatory Agencies and which are appropriate and consistent with the purposes stated herein as the Board may from time to time determine.
5. To sign and countersign all drafts, notes, orders or other undertakings for the payment of money by the District, as authorized by the Board of Directors or Executive Committee.
6. To sign all records and documents whereunto the signatures of the Executive Director shall be lawfully required.

**ARTICLE IX  
FUNDS, CHECKS AND DEPOSITS**

**Section A. Program and Budget:**

Annually, and before July 1 of each year, the Board of Directors shall propose a program and adopt a budget for the District for the ensuing year. At this meeting, the Board shall further vote an assessment of dues to member organizations for the purpose of providing the necessary funds to accomplish the program as approved by the Board. On or after July 1 of each year, but prior to March 1 of the same fiscal year, each member organization shall forthwith pay to the District the amount of said dues assessment. Failure to pay the assessed dues within the allotted time may result in the termination of membership.

Designated dues, donations, grants, contract funds, etc., will be used solely by the Division so designated, in accordance with approved budgets and management plans.

**Section B. Gifts and Grants-In-Aid:**

The Board of Directors or Executive Committee may accept on behalf of the District any contribution, gift, bequest or devise for the general purposes or any special purpose of the District, and the Board of Directors and Executive Committee are specifically authorized to accept grants to aid on such conditions as may be approved by the Board of Directors from the United States, the states of Oregon and Washington, or any bureau or agency thereof, as well as from any other lawful source, public or private.

**Section C. Deposits:**

All funds of the District shall be deposited to the credit of the District in such banks, trust companies or other depositories that meet funding agency requirements as the Board of Directors may select.

**Section C. Disbursements:**

Upon budget approval by the Board of Directors, disbursements on accounts and expenses provided for in the budget may be made under the authority of such officer or officers, agent or agents as shall from time to time be authorized by resolution of the Board of Directors.

**ARTICLE X  
FISCAL YEAR**

**Fiscal Year:** The fiscal year of the District shall commence July 1 of each year.

**ARTICLE XI  
AMENDMENTS**

**Amendments:** Amendments to these bylaws, except revisions made to 13CFR302.3, which shall modify these bylaws on the revision date, may be proposed at any regular meeting of the Board when a quorum is present and shall take effect when the amendment receives the concurring vote of a majority of voting representatives.

*Amended this 18<sup>th</sup> day of July, 1990.*

*Amended this 16<sup>th</sup> day of January, 2002 /s/ Joan Frey, Chairperson MCEDD Board of Directors*

*Amended this 14<sup>th</sup> day of December, 2005 /s/ Dan Erickson, Chairperson, MCEDD Board of Directors*

*Amended this 19<sup>th</sup> day of July, 2006 /s/ Les Perkins, Chairperson, MCEDD Board of Directors*

*Amended this 10<sup>th</sup> day of September 2009 /s/ Barbara Briggs, Chairperson, MCEDD Board of Directors*

*Amended this 15<sup>th</sup> day of December, 2011 /s/ Don Stevens, Chairperson, MCEDD Board of Directors*

*Amended this 13<sup>th</sup> day of September, 2012 /s/ Don Stevens, Chairperson, MCEDD Board of Directors*

*Amended this 19<sup>th</sup> day of September, 2013 /s/ Don Stevens, Chairperson, MCEDD Board of Directors*

| *Amended this 19<sup>th</sup> day of March 2015 /s/ Mike Smith, Chairperson, MCEDD Board of Directors*

*Amended this 23<sup>rd</sup> day of June 2022 /s/ Bob Hamlin, Chairperson, MCEDD Board of Directors*



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

**Regional Work and Outreach**

- **2022-2027 CEDS Plan Update:**
  - I submitted the final CEDS plan approved by the Board in March to EDA for approval and have not yet heard back.
  - As soon as the website ([www.GorgeEconomy.org](http://www.GorgeEconomy.org)) for the CEDS was complete, we issued a press release about the report being final. Beautiful print documents are in-hand and have been delivered or mailed to partners. If you need more, please let us know!
  - Presentations: I presented the strategy at the April Mid-Columbia Economic Resiliency Team meeting and have made presentations or have them scheduled with all five of the county boards. I also presented to the Port of The Dalles. I have also started meeting with entities that are named often in the Action Plans to discuss implementation. Thus far, I have met with The Next Door, Skamania County Economic Development Commission, East Cascade Works, Columbia Gorge Community College, Gorge Grown Food Network, and Mid-Columbia Housing Authority.
- **EDA Work:**
  - We hosted Wes Cochran, our Oregon representative for the Economic Development Administration, and Sheba Person-Whitley, the new EDA Director for the Seattle Regional Office, in a full-day visit on April 28 with stops in Stevenson, Cascade Locks, Hood River, The Dalles and Dallesport (picture at right) Thank you to all of the Board members who participated!
  - EDA approved our next three-year Planning grant which started on April 1 and provides \$80,000 per year. We completed reporting for the prior EDA grant which included a 5-year look-back of accomplishments.
  - We learned that the Port of Skamania's EDA application for ARPA funds was unsuccessful.
- Associations: Oregon Economic Development Districts Association contracted Mahonia Public Affairs to serve as coordinator for the organization after a competitive procurement. I am bringing them up to speed as President of the organization and am looking forward to the significantly greater amount of work we will be able to accomplish with this staffing. I continue to attend online meetings with OEDD and WEDA for learning opportunities, and our



Washington EDA representative has pulled together a few meetings of EDDs in WA to learn together.

- In April, we hosted a meeting of the Mid-Columbia Economic Resilience Team with about 30 attendees to share updates, hear economic data, and discuss drought and fire conditions. The group expressed value in continuing to meet quarterly, likely always virtually. The next meeting has been set for July 28.
- Rural Capacity: Under Oregon House Bill 2345 and matched with funds from The Ford Family Foundation, we have new resources to fund work in our Oregon counties to help projects get ready for grants, find and apply for grants, and administer grants. We now have the contracts for this work and I have met with partners to explore needs in the region for the use of the new funds in Oregon for grant writing. The work will be mostly in FY23.
- I met with Judge Farrar from Gilliam County again to discuss their joining the district and will be crafting a draft proposal. This will be brought to the Expansion Task Force prior to the Executive Committee. While the goal was to have it available for Board discussion at the June meeting, this was pushed back to the September meeting after feedback from the Executive Committee recognizing how busy the June meeting already is.
- In learning more about Tax Increment Financing which is newly available in Washington, I reached out to out WA partners about interest in learning more together. After positive interest, I am planned a webinar training in May with about ten attendees. The discussion showed how this tool is problematic for our area and perhaps others in WA can work out the kinks first.
- We hosted two meetings of the Hood River Economic Development Group, one featured a discussion on the Blumenauer legislation and a presentation from Farmer's Conservation Alliance and the second was a tour of Cardinal IG's facility near Odell.
- We submitted an application to Business Oregon for a Regional Innovation Hub Planning Grant for \$140,000. This would primarily fund a consultant to work with a leadership team to explore developing more supports in the region for innovators in traded-sector businesses. The outcome would be to develop a strong plan that would be successful with Phase 2 of the application process, which would actually fund creation of the Innovation Hub. Our application was supported by many letters from partners: thanks to Board members who contributed! We hope to hear the outcome shortly.
- In partnership with Regional Solutions, we will be hosting a meeting of planners or other governmental staff on the topic of the housing crisis. The focus will be a roundtable to share what different communities are doing to address the problem, to hear what has been helpful for developers, and to learn together. If this is valuable, we could convene it periodically. We are planning the event for July 14 and hope to issue the invite very soon.
- I engaged in regional outreach with meetings with Sen. Merkley's staff, Sen. Cantwell and Murray's staff, Rep. Bentz's staff, the Gorge Commission, Oregon Technology Business Center, Wasco County Forest Collaborative, in addition to the organizations noted above. I also developed comments from MCEDD related to Rep. Blumenauer's Mount Hood/ Columbia Gorge legislation and the Gorge Commission's Climate Change Action Plan.

### **Business Assistance**

- Through an Oregon Community Foundation grant, we are hosting a series of Pub Talks throughout our Oregon counties this year and are contracting with the SBDC to improve the usability of our loan application and translate it into Spanish. We have held two so far: one in

The Dalles with about 25 people and one in Cascade Locks with about 15 (Cascade Locks event pictured at right). The discussions at both were lively and attendees enjoyed the events. The next sessions will be in Maupin, Sherman County, and one in Hood River in Spanish in partnership with The Next Door.

- We issued a letter to 70 banks in the region to remind them how our programs can support their activities. We also attended several chamber events for outreach.

### **Facilities, Trainings and Operations**

- I held evaluations for Kate Drennan, Ami Beaver and Dana Woods during this period. I also did an orientation with new MCEDD Board Member Ryan O'Connor.
- QLife reached out to see if we would be interested in connecting to a fiber installation near our facility. I have had a few conversations with both Gorge.net and LS Networks about services and costs. We finally have a quote. LS Networks is more competitive at possibly \$730 per month if we sign a five-year contract. I am exploring how this compares to our existing internet/ phone bills combined and how it will fit in the budget. Given the long contract, I would ask for Executive Committee approval before moving forward.
- I did a review of all existing policies to identify which need to be updated. We will be bringing updates to the Title IV -LEP Plan and the Website Security Policy to the Committee at some point.
- Unfortunately, MCEDD has had its first worker's comp claim in perhaps ten years when an employee was seriously injured while adjusting the flag on our flagpole. Our Safety Committee has conducted an investigation and I will be working on addressing their recommendations to improve workplace safety.
- I issued an RFP for a consultant to support MCEDD in developing a Diversity, Equity and Inclusion Plan. We incorporated this into FY23 budget and plan to request a supporting grant from The Ford Family Foundation to partially cover the cost. Responses are due in July.





*Mid-Columbia Economic Development District*

## Executive Committee Report

**June 2022**

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

- Discuss virtual and in-person options for both the Executive Committee and Full Board. The Executive Committee will stay virtual unless there is a good reason to all gather. The Full Board will be in-person twice per year in a central-district location. All in-person events will have a virtual option.
- Reviewed salary survey information compiled by Jessica Metta and reviewed with Leana Kinley. Recommended a salary schedule that addressed all positions and a 5% cost of living adjustment (COLA), if all adjustments could be incorporated into the FY23 budget in development. The Executive Director, Deputy Directors, and Finance Manager positions would not change. The Loan Fund Manager would have a \$2000 adjustment, the Transportation Operations Manager would have a 10% adjustment, and all other positions would have a 5% adjustment. A 5% COLA would be in addition to these changes for all positions.
- Reviewed a draft of the updated Telework Policy, suggested adding in some additional flexibility around the number of days in the office, and recommended approval by the Board of Directors.
- Reviewed a draft of a Background Check Policy that would be new to MCEDD. Requested some additional information and that the policy be brought back to a future meeting.
- Provided feedback to staff regarding bringing fiber to the MCEDD office with a potential one-time fee of around \$5,000.
- Heard a presentation of the Wasco County Transit Development Plan by the consultants with Kittleson and Associates and recommended approval by the Board of Directors.
- Reviewed a draft of the updated Bylaws and recommended approval by the Board of Directors.
- Reviewed Ryan O'Connor's application to the mid-term vacancy for the tech seat on the Board of Directors and recommended appointment to the seat by the Board.
- Recommended that any discussion about adding Gilliam County to the MCEDD district be left out of the June full Board meeting due to the number of other essential items on the agenda.
- Approved reamortizing all five of our USDA Intermediary Relending Program loans for 30 years in an effort to reduce our loan payments to an affordable level given our current amount of lending.
- Decided to move the June Board meeting back one week to accommodate the timing for the FY21 audit presentation.



**Loan Administration Board (LAB) Report  
Prepared for the June 23, 2022, MCEDD Full Board Meeting**

**Approved Loans; Loan Actions**

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

<b>Business</b>	<b>Amount</b>	<b>Purpose</b>
Data Schuss, Inc.	\$150,000	Back-end and front-end upgrade to existing software platform for White Salmon business. (Funds not yet disbursed.)
DewarWright, LLC	\$40,000	Startup mobile woodfire pizza trailer in Maupin. (Funds disbursed.)
Maupin Outdoor Store, LLC	\$75,000	Startup outdoor equipment store and silversmithing studio in Maupin. (Funds disbursed.)

**Updates on Clients**

There are currently two loans with past due balances. Both businesses have been impacted by the Spring weather and anticipate changes as weather improves. Staff remains in contact with both clients and anticipates payments for past due balances this month.

*Available to loan  
(5/31/22):  
approximately  
\$ 5,580,161*

<b>Business</b>	<b>Update</b>
The Honald Building, LLC	Paid in full.
Invictus Global Services, Inc.	Modification approved.

**Active Inquiries**

Active inquiries with potential/anticipated applications include:

- Bar/ restaurant
- Brewery/restaurant
- Boutique/mastectomy fitter/post-mastectomy services
- Brewery
- Bed and breakfast/lavender farm
- Wine tasting room
- Clothing boutique

**Other Activities**

- During this quarter, staff worked on semi-annual and annual IRP reporting for the USDA.
- Ami registered for a user's conference for our loan portfolio software, Portfol, which will take place in September.
- 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 representatives from credit union and banks, as well as made connections with a local title company and Business Oregon. Ami worked with the SBDC on two of the loans that were closed during this period.

- We were accepted into the EDA's Equitable Lending Leaders (ELL) online cohort and participated in our first session. The 12-session intensive brings together leaders from around the country to learn and adopt best practices to improve equitable outcomes in small business lending. It covers a range of topics from outreach and pipeline cultivation to decision-making processes and underwriting criteria.
- Staff has continued to work with USDA on plans to reamortize our IRP loans. After plans to allow all five loans to reamortize for another 30 years, USDA found their rules would not allow it. We are working multiple channels to determine how we can move forward, given that we are not able to make the current loan payment and do not wish to become delinquent. We are struggling to make our loan payment as a result of a high number of early payoffs and low levels of new lending over the last few years.

## **Support for Loan Boards**

- The OIB met and approved a \$137,045 loan for Votum Restaurant Group LTD. This would be the first loan using the new USDA Rural Business Development Grant funds for the National Scenic Area.
- Mount Hood Economic Alliance met and approved a \$300,000 loan for Timbertown Treats, LCC.
- Staff developed budgets for approval by both OIB and MHEA, and reviewed the MCEDD/MHEA annual contract. Staff is also recruiting for openings on these boards.



*Mid-Columbia Economic Development District*

To: MCEDD Board of Directors

Date: June 13, 2022

From: Carrie Pipinich, Deputy Director of Economic Development

**Re: Deputy Director of Economic Development Report**

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### **Broadband and Economic Resilience**

- In partnership with Paul Lindberg and Hat Creek Consulting, MCEDD hosted a four-part grant writing training in May and early June. Sessions focused on finding resources, drafting a narrative, budgeting and grant management, and demographics and evaluation. We had approximately 25 participants from both local governments and non-profits in the region move through the training sessions. We will be developing a resource folder for participants to access as they move forward with grant opportunities.
- The Small Business Website Development Program is winding down in June. There are 10 completed websites and another 13 nearing completion. Businesses range from restaurants and retail to professional services and most had limited or no online presence before this support was provided.
- After statewide partners on the Faster Internet Oregon campaign finalized the speed test platform website and marketing materials, staff has finalized outreach materials for our region to support both the speed test data and a brief survey to gather additional context for broadband work in the area. The statewide partners are coordinating with the Washington State Broadband Office to ensure that information is shared with them for any Washington based speed tests as the backend platform is the same. This outreach will be a big focus in June and July. Our survey and a link to the speed test platforms for Oregon and Washington can be found [here](#). Staff will be reaching out to local partners to support information collection.
- As a partner on the Faster Internet Oregon project, MCEDD staff will have access to both granular data and planning tools available through the back end of the platform. This will allow us to explore potential infrastructure projects with high level cost estimates and grant eligibility criteria to help inform decision making by local leaders around potential grant applications.
- Staff drafted letters for MCEDD and several partners to provide input into Business Oregon's rulemaking process for developing their broadband infrastructure grant programs to focus on strategies that will provide access to resources for closing gaps in services.
- The Central Klickitat REDS Leadership team has been meeting monthly to discuss next steps and coordination following the fall event. The group has planned to come together with participants on June 15<sup>th</sup> to share progress and talk about opportunities for continued coordination around next steps.

### **Wasco County Economic Development Commission**

- The EDC met with the Regional Solutions Team in Maupin in its first in-person gathering since 2020. The group toured the new Civic Center, met with the MaupinWorks owner to learn about the coworking space being developed in the old library and city hall buildings, visited the new certified track at the school, and toured the health clinic that will be completed next month.
- **Wasco County Innovation Strategy:** The leadership group (Port, CGCC/SBDC, EDC/MCEDD, EC Works, Business Oregon, Regional Solutions) is working collaboratively toward implementation of the next phase of this project focused on information gathering and outreach. Staff has developed

a business interview questionnaire for the team to use to support conversations with innovative or technology focused businesses in Wasco County and team members are conducting an initial round of interviews.

- The Innovation Strategy group also hosted a successful first Innovators Drinks event at Freebridge Brewing (picture at right) featuring Robert Wallace of Wy'East RC&D and Ted Volkov of Amity Labs. This was intended to provide opportunities for attendees to connect and celebrate innovative work happening in Wasco County. A second event is being planned for July. Thank you to our RARE Americorps Participant Natasha Blaircobb for her work on these events!



- EDC Staff and the Port of the Dalles Executive Director attended the Center on Rural Innovation's Rural Innovation Network Summit in Cape Girardeau, Missouri in May. It provided a good opportunity to learn from the other communities in the network doing similar work. The conversations reinforced a need to explore appropriate strategies and partnerships for building a support pipeline for innovative businesses across our industry sectors starting with idea development and moving through toward opportunities to scale.
- Staff attended the Regards to Rural conference in Pendleton in May. The event was a great opportunity to connect with some funders and partners as well as learn from others focused on grant writing for small communities, entrepreneurship, and engagement with diverse populations.
- 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 supported a second meeting of the Brownfield Advisory Committee for the project where several property owners who have participated in the program shared their experiences. The project has committed or expended approximately 85% of its \$600,000 in funding to projects that have been approved. Discussions are beginning about opportunities for additional resources.
- Staff worked closely with Wasco County to support their submission of 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 also worked with the Dufur Park District to support their application for funding to replace their bathhouse for the pool. Both projects will be presenting to the Grant Review Committee in July.

### **Industry Engagement**

- Staff has coordinated with the Columbia Gorge Winegrowers Association to support an update of their website to incorporate an online version of their map to support increasing accessibility of the information to visitors. We also supported Breweries in the Gorge in developing a new website. These projects were supported by our EDA CARES grant.
- The Gorge Tech Alliance hosted a successful presence at the AUVSI Xponential conference in Orlando in April. Many members located together on the trade floor and incorporated GTA branding in their spaces. The GTA also hosted a mixer with seven sponsors and approximately 130 attendees during the conference. Both of these strategies were well received and planning for 2023 is already underway. A huge thank you to Sightline Applications and MCEDD Board Member Mark Zanmiller for support during this effort!

- The GTA awarded their annual Corwin Hardham Memorial Scholarship to Sandra Castillo Palacios from Hood River Valley High School. She is a first-generation college student in her family. She plans to study Computer Science with the intention of continuing STEM advocacy by becoming an educator.
- The GTA hosted its regular events as well as a Spring Happy Hour and tour at the CGCC Regional Skills Center in The Dalles (picture at right). Planning is also underway for their first summer party since 2019. It will be hosted at Innovative Composite Engineering in White Salmon on July 20! MCEDD Board Members are invited.



**Additional Items:**

- Staff moved through the hiring process for the new Energy and Project Manager position and supported on boarding for Lindsay McClure. Welcome Lindsay!
- Staff also worked through development and the hiring process for an Industry Engagement and Project Manager position that will focus on support for our industry sectors and our innovation work. We hope to have more to share by the Board meeting.



To: MCEDD Board of Directors  
 From: Jacque Schei, Project Manager  
 Date: June 9, 2022  
**Re: Project Manager's Report**

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### **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 and are expected to complete construction sometime in June. After that, MCEDD will support the projects through the administrative closeout processes.
- **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. Design work is in the initial stage. 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. Construction, expected to start in March, was delayed until late May due to issues in getting supplies. The contractor has started onsite work and MCEDD has started the required monthly worker interviews.
- **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. Construction started in February 2022 and the contractor already has most of the water lines installed. However, there is a delay in the delivery of the reservoir and the supplier cannot provide an exact timeline, so completion of the project may be delayed past October. MCEDD continues to support the grant management tasks.
- **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 million 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 schedule for completion of the design has been extended to August 2022. The City is incorporating a Low



Impact Development design that will include a dispersed treatment plan so there is less impact on the wetland.

- **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 (\$7.5 million loan, \$530,000 forgivable loan) to support the project. The City will provide a portion of additional funding needed. The IFA Board approved the City's request for an additional \$4 million in Safe Drinking Water loan funding. The City had two separate bid advertisements in late March/early April – one for a timber removal contract and one for the pipeline construction. The timber removal contract has been awarded to Bounds Excavation of Parkdale, OR. A pre-construction meeting was held June 6 with the contractor and MCEDD attended to provide details on funding requirements. The pipeline construction contract has been awarded to K & E Excavating from Salem, OR, and another pre-construction meeting will be scheduled in mid-June.
- **Sherman County Bus Barn:** Sherman Transit has received a \$480,000 grant from ODOT's STIF program to support design and construction of a bus parking facility for the County's transit buses. An engineer for the project has been identified, Pillar Consulting Group, and the County has approved a contract with them. Initial design work has started and will continue over the next few months.

### **Sherman County Economic Development**

- Staff worked with two housing grant applicants to submit completed applications.
- Staff met with the North Sherman County Fire Protection District to discuss construction of a new fire hall in Rufus. Staff drafted a scope of work for engineering services and a request for proposals for the District.
- Staff attended a City Council meeting in Grass Valley to hear results of a feasibility study for a city-wide wastewater system. Staff helped coordinate and attended a community meeting with the City, engineer, Business Oregon and DEQ to provide details to the community and get feedback. Staff also worked with the City and engineer to schedule a One Stop meeting to discuss funding options. That meeting is scheduled for mid-June.
- Staff received several requests about opportunities for additional vehicle charging stations in the County and researched funding options and ODOT plans for electric vehicle charging stations in the County.
- Staff met with the City of Rufus and RCAC to outline a plan for mapping the City's water and wastewater systems.

### **Additional Items**

- Staff continued to provide support to Hood River County to submit a CDBG application in April for a kitchen renovation at the Adult Center. The Adult Center will provide matching funds for the project. The construction estimate was more than expected and all funds were not secured at the time of application. Business Oregon suggested the County request more than the max amount from the CDBG program. The County is awaiting a decision.
- The City of Shaniko has completed a water system master plan. Staff worked with the City and engineer to submit a request for a One Stop meeting to discuss funding options.
- Staff met with the Dallesport Water District to discuss consolidation of multiple smaller systems in the Dallesport area into the District's system. Staff will support the District in researching funding options for the consolidation and improvements to the aging systems.
- Staff met with partners from East Fork Irrigation District, Hood River County, and others to explore how we can support finding and applying for funding for their project to replace their canal and restore natural drainages in Hood River County. Staff is researching grant opportunities.



To: MCEDD Board of Directors

Date: June 9, 2022

From: Lindsay McClure, Energy and Project Manager

**Re: Project Manager Report**

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**Regional Renewable Energy Coordination:**

- **Columbia Gorge Bi-State Renewable Energy Zone (CGBREZ):** Staff supported one CGBREZ meeting focused on Oregon and Washington legislative sessions and relevant energy bills. The meeting reviewed updates on the Goldendale Energy Storage Project and the Cascade Renewable Transmission Project. The next meeting will be held June 17, 2022.

**Hood River County Energy Council Coordination**

- **Hood River County Energy Council Work Plan:** The Hood River County Energy Council approved its 2022-2025 work plan during the April 14, 2022 Energy Council meeting.
- **Oregon Department of Energy Community Renewable Energy Grant Program:** Staff is working with stakeholders from four sites within Hood River County that will be applying for community resilience project funding through the Oregon Department of Energy Community Renewable Energy Grant Program. Each site is building on initial feasibility studies that began the design process for resilient solar and energy storage microgrids to support these critical facilities during power outages supported by Energy Trust of Oregon and the Energy Council. Cascade Locks City Hall and Mt. Hood Town Hall will be applying for construction funding. Wy'east Middle School and Farmer's Irrigation District will be applying for planning funding. Additionally, the City of Hood River is applying for a micro-hydro project at the Dee Bridge. These applications are due July 8th.
- **FEMA Hazard Mitigation Grant Program:** Staff is working with the City of Cascade Locks on an application for FEMA Hazard Mitigation Grant Program funding for a solar and energy storage microgrid at Cascade Locks City Hall. The City of Cascade Locks' original proposal was chosen to move into the sub-application round. This application is due June 24.
- **Solarize Campaign Planning:** Staff has convened regular conversations with Solarize campaign partners Energy Trust of Oregon, Solar Oregon, and The Next Door Inc to plan for Hood River County's 2022 Solarize campaign. The campaign aims to provide education and to encourage installation of solar and energy storage upgrades at local homes and businesses and is doing additional targeted outreach to low- and moderate-income households as well as Hispanic/Latina/o households in hopes of increasing accessibility for these populations. The campaign is targeting July through mid-August and working to finalize dates shortly. The campaign will include four virtual and one in-person educational workshops. The campaign landing page was created and is being hosted on MCEDD's website. Outreach to community partners is ongoing. A Solarize communications toolkit will be shared once it is approved by all project partners. This project is funded by Meyer Memorial Trust's Healthy Environment grant.

- **Increasing Equitable Access to Energy Efficiency and Solar:** This project is focused on identifying and addressing barriers to accessing solar, solar + storage, and energy efficiency resources, with a focus on communities with low- to moderate-income and communities of color in Hood River County. Staff convened meetings with The Next Door Inc and Energy Trust of Oregon to prepare a digital survey in English and Spanish, a paper survey in English and Spanish, and a focus group, all of which aim to collect information about access to energy efficiency and renewable energy home upgrades. Staff also conducted interviews with energy service providers and is compiling a summary of these interviews. The surveys, focus group, and interviews will inform a report on the availability of resources, barriers to accessing these resources, and next steps for improving access to these resources. These outputs will be discussed with the local energy service providers for discussion as well. This work is funded by Meyer Memorial Trust's Healthy Environment grant.
- **CRuSE Electric Carshare Program:** Staff has been in contact with partners from Forth Mobility, Envoy, Pacific Northwest National Laboratory, the City of Hood River, Columbia Area Transit, and the Port of Hood River about the CRuSE Clean Rural Electric Carshare program that is operating in Hood River. The project recently upgraded the vehicles to 2022 Nissan Leafs, which have a greater range than the Honda Clarity vehicles that the program launched with. Additionally, the Envoy app was recently updated, and a Spanish version of the app was released. The cars will also be getting new, more visible branding.
- **Electric School Bus for Hood River County School District:** The Environmental Protection Agency's Clean School Bus program is distributing five billion dollars over the next five years. Staff is working with HRCSD as they look at whether they want to submit an application to the Clean School Bus rebate program this year. Applications for the 2022 cycle are due August 19, 2022.
- **Energy Council Administration:** Staff transition took place in early April. New staff has had orientation and introduction meetings with regional stakeholders from the following businesses, groups, and organizations: Energy Council, Energy Trust of Oregon, Bonneville Environmental Foundation, Sustainable NW, Pacific Power, Obsidian Renewables, Pacific Northwest National Lab, the City of Hood River, Hood River County Emergency Management, Mayfield Renewables, and others.