

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
THURSDAY, JUNE 15, 2023
4:00 P.M.**

Via Zoom: <https://us06web.zoom.us/j/83960737108>
Or call 346-248-7799, Meeting ID: 839 6073 7108

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Loan Client Spotlight	5 minutes	Information
Consent Agenda March 2023 Minutes Personnel Policy Update Interest Rate Policy	5 minutes	Approval
Financial Report	5 minutes	Information
Presentation of FY 2024 Budget; Public Hearing	15 minutes	Discussion
Approval of FY 2024 MCEDD Budget Resolution 2023-3, Adopting the FY July 1, 2023 – June 30, 2024 Budget	2 minutes	Decision
Gorge Regional Transit Strategy Adoption Resolution 2023-4, Adopting the Gorge Regional Transit Strategy	15 minutes	Decision
Executive Director Report	5 minutes	Discussion
Committee Reports Executive Committee Loan Administration Board	10 minutes	Information
 <i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Staff Updates	15 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.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, MARCH 16, 2023 @ 4pm
IN PERSON MEETING W/ VIRTUAL OPTION SKYLINE MEMORIAL HOSPITAL
WHITE SALMON, WA**

BOARD MEMBERS: Steve Kramer (Chair), Leana Kinley (Vice Chair), Joe Dabulskis (Secretary/Treasurer), Ken Bailey, Mike Foreaker, Eric Proffitt, Scott Clements, Ryan O'Connor, Jonathan Lewis, Garret Stump, Pat Albaugh, Tom Lannen, Marta Cronin, Mark Zanmiller, Jason Hartmann, Meinrad Kuettel, Kevin Greenwood, Tonya Brumley, Robb Kimmes, Buck Jones

STAFF: Jessica Metta (Executive Director), Carrie Pipinich (Deputy Director of Economic Development), Jacque Schei (Project Manager), Ami Beaver (Loan Fund Manager), Jill Brandt (Administrative Assistant), Kathy Fitzpatrick (Senior Mobility Manager), Jesus Mendoza (Transportation Operations Manager), Kristyn Fix (Industry Engagement Manager)

GUESTS: Ryan Huggins (Monkey Brittle), Pat Shannon (Gilliam County Commissioner)

CALL TO ORDER/ INTRODUCTIONS

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

LOAN CLIENT SPOTLIGHT

Ami Beaver introduced loan client Ryan Huggins, owner of Huggins Family Farm, LLC. Huggins Family Farm is a family operated business in Hood River. The business produces and sells Monkey Brittle, a delicious product made from bananas, nuts and raisins. The family uses a special technique to make the dense, nutrient rich ingredients light and airy.

Ryan showed the large, industrial dehydrator that was purchased using MCEDD funds. He explained that the dehydrator doubled production capacity from 4,500 units per month to 10,000 units. With the increased production capacity, Monkey Brittle is now distributed at all 19 New Seasons Markets and 10 Market of Choice stores in Portland, plus the airport, and a new purchase order from Whole Foods to supply 21 stores. Currently, Ryan works directly with California-based nut farmers and tries to keep all of Monkey Brittle's ingredients as local as possible. Ryan expressed his appreciation for the opportunity to expand his business by being able to attend tradeshow. He commended both MCEDD and the SBDC's support to get small businesses off the ground. Ryan's future plan for Monkey Brittle's production is to remain in-house and local even as demand grows, so that eventually the operation will be able to employ others.

Ami and Chair Kramer thanked Ryan for his time. Ami noted that the link to order Monkey Brittle online was included in the packet.

CONSENT AGENDA

The following items were brought before the Board for Approval as Consent Agenda: the December 2022 MCEDD minutes, Appointment of Budget Committee and Officer, and Budget Process Approval.

Judge Joe Dabulskis motioned to approve the Consent Agenda as presented. Mark Zanmiller seconded the motion. All voted in favor, and the motion was passed unanimously.

FINANCIAL REPORT

Dana Woods thanked the Board for their patience while she continues to work through the transition to MCEDD's new financial software. Dana is still working with the Caselle rep on custom reports.

The Financials were as expected. Budget vs. Actual shows that at the end of January MCEDD had spent 58% of the full year's budget. Revenue showed at 35.88 % due to the USDA NSA Funds that were budgeted for but not received, which is skewing the numbers.

Looking ahead, the FY24 Budget process is beginning. This interim audit for the first 6 months is scheduled for the week of March 27th. The audit will perform a random sample test, requiring data to be pulled. The data is tested to ensure that MCEDD is following all policies and procedures.

Jonathan Lewis motioned to approve the Financial Report as presented. Joe Dabulskis seconded the motion. All voted in favor.

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY 2023 REGIONAL PROJECT PRIORITIES

Carrie gave an overview of the annual project update process. Staff develop the lists that were provided in the packet with the information provided from the counties, including their prioritization ranking. Staff then reviewed the project lists through the lens of looking at regional significance/ impact, readiness to proceed, and potential funding resource availability. All these criteria were considered in the priority ranking on the draft CEDS list. Carrie proceeded to read off the Oregon list and invited discussion by offering to rearrange the project order if needed.

Discussion: Kevin Greenwood gave a quick overview of the current totals in cost and funding projections for the Hood River Bridge replacement project.

Joe Dabulskis reported Sherman County's solar trailers count at seven, more than the four that were budgeted for. The cost for the trailers was less than expected so the County was able to buy seven. However, the Grass Valley project is expected to cost \$6 million at today's rates. Jacque Schei confirmed the cost escalations on this project, adding that this project's cost projection was \$4.9 million last year. It will be higher by the time the work is finished than what is projected right now.

Jacque Schei next presented the Washington projects list and asked for additional details from Board members or adjusting the priority order.

Discussion: Jonathan Lewis asked why childcare did not appear on the Washington list. Carrie explained that each county developed its own list. Jacque added that the counties focus on projects they already have ongoing. Childcare does not appear here because it does not have a community project in development going on.

Board members asked for an update on the Pump Storage project. Joe Dabulskis reported the first part of the permitting process is done, and planning continues to move forward. Scott Clements asked if there were any environmental hurdles that could affect immediate prospects.

Joe explained that the holdup now is from concerns from the Tribes. Buck Jones reported that the Yakama nation opposes this project because of the impact on traditional foods and gathering areas. All the Tribes are objecting in solidarity, and tribal leadership will be going to the governor to voice their objections.

Ryan O'Connor asked how projects get on the list. Jacque explained the process and invited Ryan to bring projects up at the county meetings.

Leana Kinley asked if the White Salmon Buck Creek Water Line project is the same project from the previous year's list. Jason Hartmann affirmed that it remains on the list because additional funding is still needed to cover costs for the whole 7 miles.

Chair Kramer asked for any more questions on the Washington ranking. Jacque explained that there are so many water-related projects on the list because of the infrastructure funding opportunities that are available now.

Tom Lannen motioned to adopt the Washington project list and ranking. Robb Kimmes seconded the motion. Buck Jones and Scott Clements opposed the motion in support of Tribal concerns on the Pumped Storage project. All others voted in favor, and the motion passed.

Mark Zanmiller motioned to adopt the Oregon project list and ranking. Joe Dabulskis seconded the motion. All voted in favor and the motion passed.

Ken Bailey motioned to adopt Resolution 2023-1 updating the Comprehensive Economic Development Strategy with these new lists. Joe Dabulskis seconded the motion. All voted in favor and the motion passed.

Discussion: Marta Cronin requested that the childcare project be corrected to reflect that this project is no longer sponsored by the Columbia Gorge Community College.

Kevin Greenwood requested that the bridges projects be amended to include updated cost totals and grant expectations.

Buck Jones clarified that his objection was only against the pump storage project, and that he was in support of the other projects on the list.

Ken Bailey appreciated the staff work involved with counties and cities to put these lists together.

DISTRICT EXPANSION REQUEST

Jessica opened this topic with a brief historical background outlining Gilliam's request to join MCEDD and the subsequent discussions in the Task Force, Executive Committee and Full Board meetings. Both negative and beneficial impacts to MCEDD were discussed. Jessica outlined some of the changes to MCEDD's structure that will result. One seat will be added to the Full Board and the Executive Committee to represent both the County and the Cities. MCEDD's lending territory will expand to include Gilliam County and their Board rep will join the Loan Administration Board. Gilliam County's Chamber and Port will be eligible to rotate into the Board seats representing these entities.

The Bylaws will be updated to formally include these changes. There will be a one-time higher financial assessment to join the district, which will then default to the regular assessment equal to all the other counties in MCEDD. With regard to the CEDs list, there will need to be some adjustment to the Oregon projects list. Jessica suggested expanding Oregon's list to twelve projects to have space to add Gilliam County projects without taking away from the other Oregon counties' project needs.

The GEODC (Greater Eastern Oregon Development Corporation) met Tuesday and passed a resolution agreeing to transfer Gilliam County over to MCEDD. Gilliam County has passed its resolution confirming its determination to change districts. Once MCEDD's resolution to add Gilliam County passes, the final steps will be obtaining letters from both governor's offices, which will then be submitted to the EDA along with the resolutions. Once the EDA approves, the change will be final.

Discussion: Commissioner Shannon introduced himself to the Board. He stated that Gilliam County was looking forward to being part of the group moving forward. He confirmed that the County Court, the Cities and the Port were all in agreement to join the MCEDD, adding that everyone felt this was a good move and there was much appreciation for this opportunity.

Judge Joe Dabulskis confirmed that Tonya Brumley, the current Oregon Chambers rep, will include the Oregon Frontier Chamber's activity in her future reports.

Chair Kramer explained that he was originally opposed to this addition, but after outreach to learn more about the situation, he has come to fully support this resolution.

Jonathan Lewis motioned to adopt Resolution 2023-2, District Expansion Approval. Jason Hartmann seconded the motion. All voted in favor, and the motion passed.

GORGE REGIONAL TRANSIT STRATEGY UPDATE

Kathy Fitzpatrick gave an update on the Gorge Regional Transit Strategy project. She gave a background summary of the project since its launch of Phase 1 in 2020. Phase 1 gathered a very broad and inclusive group of stakeholders who took a full year to focus and agree on a common vision for Regional Transportation. The vision statement was put up on screen. Phase 2 of the project is focused on operationalizing the vision. Details such as bus shelters, routes, frequencies, staffing and ridership needs were looked at through the lens of how regional cooperation could enhance what we have in place now. Trips from Goldendale to Portland and from Stevenson to CGCC in The Dalles were examined to see how connections could be improved to make such trips feasible and cohesive.

Organizational structure was also examined. To date, this has been operated strictly at the staff levels of each of the four transportation providers separately. To move forward cohesively, the recommendation is for elected officials and Boards who are decision makers to agree upon coordinated policies. This will allow for efficiencies that can surpass each individual provider's capacity. The financial aspects were also examined – the current situations of each of the providers, and how to create opportunities for a regionally cohesive system.

The project consultants have recommended forming an Advisory Board composed of County Commissioners and other decision makers that can be convened to move forward with this project. The Advisory Board can look at all the scenarios and financial benefits that are possible. Kathy

requested that the MCEDD Board formally endorse this recommendation today. Once MCEDD's Board support is formalized, the consultants can look at structure and representation, put together a sample work plan and bylaws for the TAB (Transit Advisory Board). This will be a venue where action items to move regional transportation forward can be brought. Jessica added that this topic was brought to the Executive Committee, who have recommended that the Full Board endorse the formation of a TAB today.

Discussion: Chair Kramer asked Kathy to confirm that the Board would include city elected officials in the process. Kathy agreed, stating that many of the cities have more need and interest in public transportation than the rural areas of the counties. Makeup of the TAB will be decided by the decision makers.

Mark Zanmiller noted that CAT (Columbia Area Transit) will need a representative on the TAB.

Scott Clements asked about private sector input into this process, noting that there are large employers that might have input. Kathy recalled that when the Translink Alliance was formed, the intent was for large employers to have a voice. These details have been captured in the strategy and will be considered as the TAB moves forward. An option for the formation of a business cooperative for transportation management could open up a path for private-sector input.

Tom Lannen motioned to endorse the study to consider formation of a Regional Transit Advisory Board (TAB) to be convened by MCEDD. Jason Hartmann seconded the motion. All voted in favor, and the motion passed.

EXECUTIVE DIRECTOR REPORT

Jessica's summary of highlights:

- There is a flyer from the OEDD in the packet. Current legislative action for the OEDD is an ask to re-fund the project for EDDs to do grant writing.
- April has three pub talks scheduled in partnership with our Washington partners: Goldendale, Underwood and White Salmon locations. Support for Washington counties includes free legal support for small businesses.
- Thanks to Buck and Jason for joining MCEDD's Diversity, Equity and Inclusion taskforce and added that there was still room on the committee for others if anyone was interested.

EXECUTIVE COMMITTEE REPORT

Steve Kramer summarized the Committee's discussions since the last Full Board meeting. Topics that were discussed and acted on included the Gorge Regional Transit Strategy, approval for out of state travel for Kristyn Fix, discussion of options to increase MCEDD's IT support. The committee agreed to support a budget increase for this item. The Committee supported staff to write and submit grants on behalf of for-profit entities as capacity allows.

Financial reporting with Caselle was reviewed. Today's application for budget committee appointment was reviewed. Vice-chair Leana Kinley's reappointment to the Budget Committee was approved. The Executive Committee conducted Jessica's Annual ED Evaluation and has recommended that the Board increase her salary to the next step. Jessica noted the motion at the Executive Committee referenced the wrong step due to her error and asked for a new motion.

Joe Dabulskis motioned to approve a step increase to Step 6 for Executive Director Jessica Metta based on her positive annual review. Mark Zanmiller seconded the motion.

LOAN ADMINISTRATION BOARD REPORT

Ami Beaver reported on loans approved and funded since the last Board meeting. Microloans to Miss O's Espresso, Sergio Almader (dba Dingo Dude), Outfishing Adventures, and Bliss Café were all approved. The microlending program has been very popular, but it requires a lot of contact time with lots of client interactions and relationship building. Two of these loans were in Hood River County, one was in Maupin, and the Bliss café is located in The Dalles. Two loan modifications were approved. The OIB approved a new loan to existing client Dog River Pet Supplies for building upgrades, and the MHEA also approved a loan this quarter.

Loan Loss Reserve Program Participation: Jessica explained that this opportunity from Business Oregon to give MCEDD one million dollars for a loan loss reserve. As the Loan Administration Board makes new loans, they will be enrolled. If there is default on these loans, the reserve will make us whole. After ten years this money will become available for lending. Mount Hood Economic Alliance also applied and Business Oregon would like to make one award for \$1M to include both MCEDD and MHEA. MHEA met and approved their portion for \$250,000. MCEDD Board approval is sought today for receipt of this award, and to create a new bank account to hold this money.

Discussion: Meinrad Kuettel asked about past default rates. Jessica explained that calculated over the past five years, it comes out to 4%. MCEDD's funders (EDA and USDA) look for some default because our program is supposed to make risky loans.

Scott Clements motioned to approve receipt of a \$1,000,000 Loan Loss Reserve award from Business Oregon and approve creation of a new bank account in accordance with Business Oregon's requirements. Ryan O'Connor seconded the motion. All voted in favor, and the motion passed.

STAFF REPORTS

Carrie Pipinich spoke about MCEDD's new activity with Klickitat/ Skamania Broadband. To receive funding from the federal government, all states are required to develop statewide broadband plans for infrastructure and digital equity. Washington's Broadband office has partnered with WSU to coordinate and gather local information. Both Skamania and Klickitat Counties have requested MCEDD's lead in coordinating the local effort.

Jacque Schei reported on MCEDD's current and ongoing work with the Community Renewable Energy Grant Program. This program was created by the Oregon Department of Energy, specifically for planning and/or construction of renewable energy projects for municipalities. Awards will be announced in early May, and additional funding rounds will open later in the fall. MCEDD has supported four applications with our Oregon partners this quarter:

1. Sherman County's planning for solar + storage at Sherman County school. Meets qualification requirements for this funding as it supports resilience and emergency support.
2. City of Cascade Locks (Lindsay) City Hall's roof solar + storage project.
3. Hood River County's solar + storage project planning for the Mt Hood Town Hall near Parkdale.
4. City of Hood River's hydroelectric turbine at Dee Bridge Construction, funding for both the design and construction phases were applied for.

Kristyn Fix reported on her work with Visit Hood River's Travel Oregon grant. The Chamber was awarded \$50,000 to create and implement a language and culture-based equity program. The program has been named Adelante, and its primary focus is on Latino businesses. The project will be a collaboration with The Next Door, Inc. and the Pride Alliance, and will be designed as an 8-hour intensive session. A linguistics educator has been hired for the project, and the program will be rolled out to the Chamber's staff and Board for the first-round test. The intention is for all staff at Visit Hood River to go through this program as part of their staff orientation. Kristyn added that there is big statewide interest in this project.

Jesus Mendoza gave updates on the Link Public Transit activity. Four new shelters have been purchased. The installation process will take approximately three months and is at the stage of gathering quotes for construction now. For marketing, the Link buses will have beautiful art wraps. The design on those is completed and will be put onto the bus soon.

REGIONAL UPDATES

Cities of Sherman County: Meinrad Keuttel reported on the cities from south to north.

- Grass Valley newest business is Carson Footwear. Marketing is done primarily online, but the owner has purchased the old café for a retail storefront and plans to add manufacturing. The owner of the hemp facility that burned is waiting for the insurance payout. Other municipal projects in the works are the sewer project, a bulk-fill water station for the town and fire district use, and ADA curbing on Hwy 97.
- Moro will hold a Harvest on July 23rd at the old school building. Azure is constructing a warehouse. The USDA will be moving to a new location in Moro. Moro and Wasco are considering working together to purchase jointly owned equipment for sewer clearing that both towns need. ADA curbs on 97 are also under construction.
- Wasco's big development focus remains the event center, which once renovated will allow them to rent out space to vendors and provide office space. They are hiring an assistant to the City Administrator.
- Rufus is considering fiber upgrades and expansion. There are issues with the town well that require replacement, and planning for a new well is in the very beginning stages now. Meanwhile, samples from well #1 continue to be monitored for safety. The city has signed an IGA with Biggs to increase the number of maintenance workers by sharing a position. Street improvements and the new pickleball court are projects in the works, as well as a sewer mapping study that will be conducted April 3-7.

Agriculture: Ken Bailey commented that spring is still too early for any kind of harvest prediction.

Affordable Housing: Scott Clements reported the Mid-Columbia Community Action Council has purchased the Oregon Motor Motel to convert it into a homeless transition facility. Community Development Partners in partnership with Columbia Cascade Housing Corporation is currently seeking funding for 129 units on Rand Road. Rhine Village in White Salmon is scheduled to close in June. The next stage will be an extensive renovation. The proposed Klickitat County Assisted Care facility is awaiting USDA Rural Development approval.

Cities of Wasco County: Mike Foreaker consulted with his contacts in each city to compile his report.

- City of Antelope: no change in the status of its pending projects since the last report, due to trouble getting contractors. The city is on probation with CIS for being out of compliance with its liability insurance. Antelope is having difficulty finding skilled people to fill its city government positions. There is a possibility that the city may have to disincorporate, but that will open an issue with the \$130,000 loan for water improvements that still needs to be paid off.
- Shaniko: lots of activity going on with building improvements. The ice-cream parlor that was hit by the semi has now moved into the Shaniko hotel café and is open 4 days per week. Repairs on the shop are scheduled to begin this spring. The hotel is planning to reopen with plans to become a high-end food destination. The hotel will also become a hub for more recreation on the R2 ranch. There are plans to convert the wool barn to a wedding destination.
- Dufur: the city is currently planning to purchase the second part of its sewage project. Azure has plans to open a retail store in downtown Dufur.
- Mosier: The Rock Creek Restoration project is on track. Mosier Center construction will start this spring. The city is looking for funding for upcoming water upgrade projects. The Skate Park was approved by Main Street Mosier. The Mosier Creek Columbia River access project is on hold. A new coffee shop opened in the last 18 months. In the private sector, the Mosier cabins and short-term rentals have come online. Almost 50% of housing in Mosier has been converted to short-term rentals, which has created a housing shortage and driven up rent.
- Maupin: Maupin Main Street is active with downtown development. Water system improvements are ongoing with One Stop funding. The water line replacement project from the spring up to the aquifer is happening. The Deschutes Athletic Center landscaping and sidewalk repairs are completed. School district bond construction is scheduled to start in April. The Deschutes Rim Clinic Operations are open three days per week. The Dental clinic is open and getting ready to accept insurance. Maupin Works is making progress. Maupin's second community visioning meeting was very successful, and a third meeting is scheduled. A Housing Committee has been formed for low-income affordable housing. There are two new coffee shops in town, one is located at the North end and one in downtown. The downtown shop will also have a bakery and the other is also a roaster.
- The Dalles: Urban Renewal is underway. Buildings are being converted to housing.

High Tech Industry: Ryan O'Connor reported on the job market for companies in the MCEDD region. Statistics show 63 job openings for 13 businesses throughout the five-county area, with Hood River and Klickitat Counties having the majority of openings. The largest change is due to a decrease in jobs at Insitu. Ryan noted the high ratio of UAS companies on the GTA's website, showing the importance of this piece of the high-tech industry in our local economy.

Skamania County: Tom Lannen reported the focus of activity for Bridge advocacy around discretionary funds from the Senate and House in DC that Skamania EDC is involved with. Small business in the county is finally rebounding from the pandemic.

Cities of Hood River County: Mark Zanmiller reported that Cascade Locks has settled down with a full City Council. Hood River has adopted its two-year work plan, with 2023's large project focused on the creation of a new urban renewal district on the west side, that will utilize tax money to pay for the infrastructure improvements. The City is in phase 3 for the Heights urban renewal project, which will be a multi-year effort. Hood River is cheering on the Bridge replacement project. Staffing needs are currently focused on finding a Building Engineer and a City Official.

Sherman County: Joe Dabulskis informed the group that the TA Express in Biggs burned down. The building's ribbon cutting was not quite three years ago in 2020. There are plans to rebuild. He observed that large projects in Sherman take many years, citing Biggs' water study that started twenty years ago, and next week the ring for the foundation for the new tank will finally be put in.

Cities of Klickitat County: Jason Hartmann reported:

- Bingen's last comprehensive plan update was in 1997, and officials have formed a committee to work on a Centennial celebration in 2024. The Bingen Fire Department was awarded a large grant to make repairs on Engine 35 and purchase new radio equipment. There have been awards for two construction projects.
- Goldendale is in the early stages of incubator construction. The funding for this project requires that funds be used within six months of the award, so there is only a short window of opportunity.
- Jason relayed the City of White Salmon's thanks to MCEDD for supporting the Bluff Trail project. Property owners have donated land and will apply for reimbursement through a transportation alternative grant. There are both workforce housing and childcare projects in the works.

Gilliam County: Pat Shannon reported on the current housing project which plans to convert the old grade school into apartments. This project will require asbestos abatement. There is another housing project along the golf course fairway in Condon. The County's school districts are working on teacher housing with the purchase of property for housing development. There are approximately 200 transient employees that travel from outside the County to come in and work that need housing. The 1600-acre solar project outside Condon is expected to finish by the end of April. Gilliam County is also working to address daycare needs, has a broadband fiber-to-house program in the works with approximately \$24 million in funding coming. The County is working to be shovel-ready for it.

Higher Education: Dr. Cronin reported that enrollment is up at CGCC, with the residence hall filled to capacity. The college has three open Board seats for the Hood River campus and has formed a Search Committee to find her successor.

Washington Chambers: Jonathan Lewis reported:

- Mt. Adams Chamber is producing a touring map that will include information on the Gorge food trail, the White Salmon Wildflower Festival in May, spring and fall wine walks and the Huckleberry festival. The chamber is also active helping to write grants and host pub talks.
- The Goldendale Chamber is hosting a pub talk and involved with the small business incubator project. The Chamber is promoting the Klickitat Valley health bond initiative for the hospital building's new wing.
- Skamania's Chamber has its first government affairs liaison on March 23rd. For tourism, Skamania is promoting a "sip and stroll" tour route and the Gorge Brews and Blues Festival coming up this summer. Skamania Chamber is also updating its marketing plan and remodeling the visitor center.

Food/ Beverage: Buck Jones reported on the USDA funding award of \$2.9 million to CRITFIC to support local food purchasing for the Tribes.

Healthcare: Robb Kimmes announced that as of April 3rd the mask mandate for public healthcare

facilities is going away! Staff still expect to wear masks during direct patient contact. The Federal Covid-19 Public Health Emergency status will end completely in May. Locally, healthcare news is centered around the KVH bond levy in April. Also, MCMC's merger with Adventist continues.

Oregon Chambers: Tonya Brumley reported that The Dalles Area Chamber CEO Lisa Farquarhson was featured in Oregon Business Magazine for her advocacy work and her work with the upcoming Cherry Festival event on April 21 – 23. The Chamber's website has posted details for their new schedule of events including Power Hour and Networking events, Community Affairs events that will feature persons and/or organizations that are impacting the community, Wired with the Chamber for informal Q & A about local happenings. The Chamber is also involved with publicizing local grant opportunities for the community.

The Hood River Chamber Visitor Center reopened on March 1st at the Hood River History Museum. Scheduled events include:

- Taste of Success (a Rebranded lunch and learn event):
- Fall 2022: Recruitment and Retention seminar – Samantha Irwin
- Winter 2023: Human Movement - Stephanie Adams
- Spring 2023: Financial Focus Topic TBD – KeyBank

Tonya noted that the Chamber is always looking for content and presenters, and ideas/referrals can be sent to Michelle Gietl (Michelle@visithoodriver.com)

Visit Hood River (VHR) grant awards activity this quarter:

- **Travel Oregon Capacity Grant** – VHR was awarded \$50k for staff and board training in diversity, equity, inclusion and belonging, to better incorporate the voices and perspectives of others in unique and impactful ways. In addition to equity and bias coaching, a language-, culture- and representation-educator will support staff, board and member businesses to be inclusive of cultures of the community, specifically the Spanish primary-language speaking population.
- **Community Grant Program** - VHR intends to award a matching cash grant support “to eligible applicants for projects that contribute to the development and improvement of the Hood River community by means of the enhancement, promotion and sustainability of Hood River as a destination.” The VHR Community Grant Program will recur on an annual basis. In fiscal year 2023-2024 the total Grant Program is funded with up to \$30,000 in total for all projects awarded. Each project requires its own application. Applicants must demonstrate the ability to meet the matching requirements for funding. Application Window is March 13th-April 17th and is funded by transient room taxes.

Wasco County: Steve Kramer informed the group that the MCMC project continues to move forward. The South Wasco solar project is stopped at the moment due to lack of panels. There is a housing-focused town hall meeting coming up at the Discovery Center that will have a panel debate on housing and the mental and behavioral health issues that are related to the houseless population.

NEW BUSINESS

Chair Kramer called for any new business. None was noted.

ADJOURNMENT

Steve Kramer adjourned the meeting at 6:22 pm.

Respectfully submitted by Jill Brandt, Administrative Assistant.

Memorandum

To: MCEDD Executive Committee

From: Jessica Metta, Executive Director

Date: June 8, 2023

Re: Paid Leave Oregon Rules in Personnel Policy -CONSENT AGENDA

Request

Approve the updated Personnel Policy to incorporate the Paid Leave Oregon rules.

Overview

Paid Leave Oregon is a new insurance program as approved by the Oregon legislature to cover paid time off. Funding the program started in January 2023 with a contribution from both the employer and employee. Benefits begin in September 2023, meaning now is the time to update our Personnel Policy to incorporate the state rules.

Special Districts Association of Oregon provided access to a policy pack by HR Answers that we used as a template for our rules. They are incorporated into the attached Personnel Policy in underlined text starting on page 26. Items highlighted in yellow were up to the discretion of the employer. These were reviewed by the Executive Committee in June and recommended for approval as presented.



Mid-Columbia Economic Development District

PERSONNEL POLICIES AND PROCEDURES MANUAL

Effective Date: June 15, 2023

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Mid-Columbia Economic Development District Personnel Policies and Procedures Manual

1. Administrative Procedures

- 1.1 **Purpose:** These policies are adopted in the interest of establishing uniform and equitable procedures for dealing with personnel matters.
- 1.2 **Scope:** These policies shall provide procedures for recruiting, selecting, classifying, compensating and discharging all employees of the District. These policies are intended to provide guidelines and procedures, not substantive contractual or property rights.
- 1.3 **Adoption and Amendment:** These personnel policies are adopted by the Mid-Columbia Economic Development District Board of Directors (Board). The Board expressly reserves the right to change, add to, or delete policies at any time. The effective date of these policies is the date noted of the effective date shown on page 1. These policies replace and supersede all pre-existing policies, procedures, or orders relating to personnel matters of the District and its employees, enacted prior to this date.
- 1.4 **Administration of Personnel Policies:** Except as otherwise stated in these policies or otherwise altered by the Board, the Mid-Columbia Economic Development District Board delegates to the Executive Director the authority to recruit, select, appoint, hire, terminate and direct staff, and the day-to-day administration of these personnel policies.
- 1.5 **Personnel Records:**
 - 1.5.1 A personnel file for each employee is kept in the District offices. The files shall be kept in a secure file cabinet and be accessible only on a need to know criteria. An employee's personnel file contains the employee's name, title and/or position held, job application, job description, salary, W-4 form, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. The employee's I-9 form will be maintained in a separate file. All medical-related records and drug testing records will be maintained in separate confidential files. These will include, but are not limited to, the following documents: pre-offer pre-employment medical exam results, all medical exam results on current employees, drug-test records, documents gathered in connection with considering accommodations for employees under the American with Disabilities Act and applicable state non-discrimination statutes, leave of absence request forms and medical certification information obtained in connection with the employee's request for a family and medical leave for a serious health condition for an employee or an employee's covered family member, and all other records of a medically-related nature.
 - 1.5.2 An employee has the right to review his/her file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the District denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.
 - 1.5.3 Background screenings are stored in protected files. This information is not considered part of the employee's personnel file, so it is not available to employees for review.

1.5.3 Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information and approval by the Executive Director.

1.6 Equal Employment Opportunity:

1.6.1 The District is an equal employment opportunity employer. The District employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's age, color, gender, marital status, medical condition, military status, national origin, pregnancy, physical handicap or disability, race, religion, sexual orientation or any characteristic protected by law.

1.6.2 Each employee is expected to promote a work environment that reflects care, concern, and respect for every person.

1.7 Americans with Disabilities Act (ADA):

For the purposes of the District's policies, a disability is defined as:

- A physical or mental impairment that substantially limits one or more major life activities.
- A record of such impairment.
- Being regarded as having such impairment.

1.7.1 The District will make reasonable accommodations so that employees with disabilities can perform the essential functions of his or her job. The essential functions of each position are its most fundamental job duties – the duties which the position exists to perform—which are outlined in the applicable position description.

1.7.2 Reasonable accommodations may include actions to make existing facilities accessible to, and usable by, the disabled employees and applicants in question, modify work schedules, and acquire or modify equipment.

1.7.3 The District will only refuse to make accommodations that would constitute an undue hardship or if it places the person with a disability and/or other persons at imminent physical risk.

1.7.4 It is the intent of the District to apply these policies to all employment practices, including, but not limited to: job applications and testing; hiring; termination; advancement; promotion; tenure; compensation; training; recruitment; advertising of job openings; layoff and recall; leaves of absence; fringe benefits; and all other employment related activities.

1.7.5 The District will ensure that meetings, events, sponsored training, information exchanges, and social activities will be accessible to employees and all members of the public who are expected, invited, or allowed to attend.

1.8 Retaliation: The District will not tolerate unlawful retaliation against employees for engaging in a protected activity. Federal Laws such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and The American with Disabilities Act, all prohibit an employer from retaliating against an employee engaged in a protected activity. Any act of retaliation by an employee may result in serious adverse disciplinary action, up to and including termination. Please also see the MCEDD 'Prevention of Workplace Discrimination, Harassment and Retaliation Policy.'

1.9 Harassment: Please see the MCEDD 'Prevention of Workplace Discrimination, Harassment and Retaliation Policy.'

1.10 Whistleblower Protections

1.10.1 The District encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent District activity to report it to the Human Resources Director or designee. The employee may also provide the information to another District manager, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Human Resources Director.

1.10.2 The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.

1.10.3 Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director or designee immediately. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

1.10.4 All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Director or designee who is responsible for investigating and coordinating corrective action.

1.11 Workplace Violence: The District recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the public. The District will deal with threats and acts of violence made by an employee or member of the public against another person's life, health, well-being, family, or property in a zero-tolerance manner.

1.12 Non-Smoking: Oregon law prohibits smoking in all District workplace buildings and in public meetings. No person shall smoke or carry any lighted smoking instrument in a room where a public meeting is being held or is to continue after a recess. For purposes of this subsection, a public meeting is being held from the time the agenda or meeting notice indicates the meeting is to commence regardless of the time it actually commences. As used in this section:

(a) "Public meeting" means any regular or special public meeting or hearing of a public body to exercise or advise in the exercise of any power of government in buildings or rooms rented, leased or owned by the State of Oregon or by any county, city or other political subdivision in the state regardless of whether a quorum is present or is required.

(b) "Public body" means the state or any department, agency, board or commission of the

state or any county, city or other political subdivision in the state.

(c) "Smoking instrument" means any cigar, cigarette, pipe or other smoking equipment.

- 1.13 Drug Free Workplace:** The Drug Free Workplace Act of 1988 requires the District to preserve a work environment free from the effects of drugs, alcohol, or other performance-impairing substances.
- 1.13.1 The manufacture, distribution, dispensation, possession or use of unlawful drugs or alcohol on District premises or during work hours by District employees is strictly prohibited. The District may discipline or terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours.
- 1.13.2 The District may also discipline or terminate an employee who reports to work under the influence of alcohol, drugs, or any controlled substance. The District may also discipline or terminate an employee who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the District's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the District or others.
- 1.13.3 The District is committed to supporting employees who undergo treatment and rehabilitation for alcohol or other chemical dependency.
- 1.13.4 The District has an adopted Drug and Alcohol Policy for employees performing a safety-sensitive function, including those operating transportation programs. All covered employees are required to adhere to the policy.
- 1.14 Seat Belts:** Anyone operating a vehicle on District business must wear seat belts at all times.
- 1.15 Safety:** The District is committed to providing a safe work environment that complies with all applicable federal, state, and local laws.
- 1.15.1 Every employee is responsible for maintaining a safe work environment and following the District's safety rules. Each employee should be familiar with safety and health procedures relevant to their duties. In addition, each employee is responsible for maintaining a safe work area. Each employee shall promptly report all unsafe or potentially hazardous conditions to their direct supervisor and the Executive Director. The District will make every effort to remedy problems as quickly as possible.
- 1.15.2 In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their direct supervisor and the Executive Director.
- 1.15.3 If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state workers' compensation law. The District carries workers' compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.
- 1.16 Driving While on MCEDD Business:** Employees using a vehicle to conduct MCEDD's business must possess a valid driver's license. MCEDD may verify the validity of your driver's license. Employees using a private vehicle to conduct MCEDD's business must also carry auto liability insurance and must make any necessary arrangements with their insurance carriers.
- 1.16.1 All employees who may be required to drive on MCEDD business may, at any time, have their driving record checked by MCEDD or its insurance company and MCEDD may

receive automated reports from the Department of Motor Vehicles that notify MCEDD when there are transactions on your driving record such as speeding tickets and citations.

1.16.2 While on MCEDD business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees must be in compliance with MCEDD's Drug and Alcohol rules and regulations at all times while responsible for, and in control of, MCEDD vehicles.

1.16.3 Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations.

1.16.4 Any traffic citations, including parking tickets, incurred while operating a private vehicle while on District business are the responsibility of the employee and will not be reimbursed by the District. Employees who incur fines in MCEDD vehicles will be personally responsible for payment of such fines, unless the Executive Director approves payment. Employees who are issued citations for any offense while using a MCEDD vehicle must notify their supervisor immediately, when practicable, but in no case later than 24 hours following the citation. Failure to provide such notice may be grounds for disciplinary action. *See also, "Cell Phone Use While Driving" policy (Section 12.2).*

1.17 At-will Employer. Employees and the District reserve the right to end [at-will] the employment relationship, with or without cause, at any time. No District employee has the authority to enter into any agreement contrary to this at-will relationship and it cannot be altered except when in writing and signed by the Chairman of the Board. The District is not bound by any oral promises concerning the length or terms of employment. Although the employment relationship is at-will, it is the intent of the District to follow the employment practices outlined in this manual, unless application of a policy or practice is impractical or would result in hardship.

The District strives for fair treatment of all employees, however, misunderstandings and problems may occur in any organization. Such matters should be resolved as early and fairly as possible. Disagreements relating to work assignment, pay, promotion opportunity or aspect of the work relationship should be openly discussed with the Executive Director. Every effort should be made in honest attempt to understand each other's perspectives and make every effort to resolve differences. If the employee believes she/he is not being treated fairly the dispute resolution process may be used.

2. General Provisions

2.1 Types of Employees: Each employee's type and status is listed in their job description. Employees may generally be categorized as follows:

- **Full Time:** An employee who works a minimum of 32.5 hours per week. A full-time employee may be exempt or non-exempt.
- **Part Time:** An employee who works less than 32.5 hours in a workweek. A part time employee may be exempt or non-exempt.
- **Temporary:** An employee who is hired for a limited period of time. Temporary employees are ineligible for employer-paid benefits, except for those mandated by law. Temporary employment does not count towards anniversary dates.
- **Non-Exempt:** An employee subject to the minimum wage and overtime provisions of federal and/or state law. A non-exempt employee may be paid either on an hourly or a salary basis.
- **Exempt:** An employee exempt from the provisions of federal and state law. Exempt employees are paid on a salary basis and include administrative, executive, professional and certain computer-skilled employees.

2.2 Hours of Work:

2.2.1 The general office hours at Mid-Columbia Economic Development District are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Specific workday and workweek schedules for each employee will be determined from time-to-time by the appropriate manager based on the organization's needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

2.2.2 The normal workweek shall consist of thirty-seven and one-half (37.5) hours. For the purpose of calculating an employee's hours, the workweek is Sunday through Saturday, beginning and ending at midnight on Saturday. Managers may allow a flexible schedule of seventy-five (75) hours over two weeks.

2.2.3 Non-exempt employees are required to take at least a ½ hour unpaid lunch and may take up to a 1-hour unpaid lunch if they work more than 6 hours in a workday. Non-exempt employees are required to take a 10-minute paid rest or coffee break for every four-hour segment worked. The rest break should be given in the middle of each segment, whenever possible.

2.2.4 Non-exempt employees will be paid overtime compensation, either in pay or in compensatory time off at the rate of one and one-half times their normal hourly rate for work in excess forty (40) hours in their normal workweek. Accruals of compensatory time for non-exempt employees shall be limited to a maximum of 60 hours at any point in time. Compensatory time accrued in excess of 60 hours will be paid at one and one-half times the normal hourly rate. Employees may request the use of compensatory time off in the same manner as they request annual leave.

2.2.5 Non-exempt employees are not permitted to work overtime without the prior approval of their supervisor.

- 2.2.6 Exempt Employees are not required to fill out hourly time records for the purposes of pay. Time sheets for exempt employees are used to track program expenses and overall attendance.
- 2.2.7 Exempt employees have working schedules/days that may require work on evenings or weekends and allowance for flexibility as to daily working hours. Exempt employees that are absent for a full day must use Personal Time Off rather than flexing their schedule. While some flexibility is allowed, exempt employees are still expected to maintain acceptable attendance and punctuality during what is considered their normal working schedule. In general terms, outside of the typical lunch break and pre-approved absences, absences from what would be considered a normal workday of over one hour requires communication to the supervisor of the expected absence. At no time during regular working hours should a supervisor be unaware as to why the employee is out of the office. Communication of such absence can be completed via the utilization of the shared calendar but preferably via direct communication with the supervisor (conversation, email, phone call).
- 2.2.8 Mid-Columbia Economic Development District promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

Mid-Columbia Economic Development District will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with the Finance and Operations Manager. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

2.3 Attendance: Employees shall be in attendance in accordance with policies regarding hours of work, holidays and leaves of absence.

- 2.3.1 Records of attendance shall be kept and reported at least monthly.
- 2.3.2 Time Records for Non-Exempt Employees: The time sheet is a record of time worked and must be filled out bi-monthly. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee will be issued a time sheet at the start of their employment and the start of each calendar year.

Time sheets should be reviewed carefully for completeness and accuracy at the end of each pay period, as they will be used to calculate pay. Supervisors will review and initial time sheets each pay period. Time sheets must be completed via computer. If an error needs to be corrected, the time sheet should be taken to the manager/supervisor for appropriate action. All manual entries or corrections must be

made, reviewed, and initialed by the supervisor or other appropriate management member. Time sheets should be reviewed, signed, and turned in at the end of the pay period. Your signature on the time sheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. Employees should never allow others to make entries on his/her time sheet. Willfully falsifying a time sheet will be grounds for corrective action, up to and including termination.

2.3.3 Non-exempt employees unable to work due to illness or injury or unable to report to work on time should notify their supervisor as soon as possible, preferably by no later than one hour after the employee's scheduled start time. The employee is responsible for keeping their direct supervisor advised of the expected duration of the absence. The direct supervisor or the Executive Director may request that an employee provide verification from a health care provider of sick leave absences of more than three days.

2.3.4 An employee who is absent without authorization or notification is subject to disciplinary action, including termination. (See Sec. 10.2)

2.4 Conflict of Employment:

2.4.1 Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the District's opinion, with the best interests of the District or interfere with the employee's ability to perform his/her assigned District job. Examples include, but are not limited to, outside employment which:

- 1) prevents the employee from being available for work during normal working hours, or creates attendance or performance problems for the employee;
- 2) is conducted during the employee's work hours;
- 3) uses District telephones, computers, supplies, or any other resources, facilities or equipment;
- 4) is employment with a firm which has contracts with or does business with the District; or
- 5) may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

2.4.2 Outside employment shall be reviewed in advance by the Executive Director. The District shall determine what constitutes conflict of employment.

2.5 Political Activity:

2.5.1 Except as noted in these policies, employees are otherwise free to fully exercise their constitutional First Amendment Rights.

2.5.2 When situations arise that the employee's views/actions are being seen as the District's, it is responsibility of the employee to make known through a statement that his or her beliefs are independent of the District.

2.5.3 No person shall solicit for any contribution to be used for partisan, political purposes in the District's offices. Employees may not campaign on District time or while representing the District in any way. Employees may not allow others to use District facilities or funds for political activities.

2.5.4 No employees or representatives may use resources paid for with grant funds (Federal, State or otherwise) for political purposes. This includes, but is not limited to:

- Posting personal campaign posters on grant-funded equipment and facilities.
- Charging copying costs of political materials to a grant project.
- Using grant-funded resources to support or oppose a current ballot measure.

- 2.6 Travel Expenses:** Employees required to travel shall be entitled to reimbursement for all expenses associated with their duties.
- 2.6.1 **Transportation:** The actual cost of transportation, taxi fares, telephone costs and similar items that are incidental and are necessary to the performance of official business while in travel status.
- 2.6.2 **Mileage:** Travelers may use their private vehicle for business purposes if it is less expensive than renting a car or using alternative transportation. Reimbursement for personal vehicle use may be claimed at the standard IRS mileage rate. All travel must be by the most direct or expeditious route possible and any employee who travels by an indirect route must bear any extra expense occasioned thereby. Employees using their own vehicles for travel incurred for the District business will be required to carry an automobile insurance policy with coverage as specified by their state of residence and a valid driver's license.
- 2.6.3 **Lodging:** Hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts and reimbursement may not exceed the GSA per diem maximum rate.
- 2.6.4 **Meals:** Employees will be allowed meal expenses directly related to business. To claim a travel meal, a person must be on travel status or attending an in-District meeting where a meal is served and provide actual receipts. Reimbursement may not exceed the GSA per diem maximum rate.
- 2.6.4.a For breakfast, personnel must be on travel status for two hours or more before the beginning of their regularly scheduled work time and for dinner, personnel must be in travel status for two or more hours beyond the end of their regularly scheduled work time. For other than local travel, lunch is an allowable expense.
- 2.6.4.b Meals included in the registration fee for a conference, seminar or other event are not to be claimed separately for reimbursement.
- 2.6.4.c Expenses for non-employees who accompany the employee on a trip are not reimbursable.
- 2.6.4.d Any expenditure for alcoholic beverages is not reimbursable.
- 2.6.4.e Any expenditure for entertainment is not reimbursable.
- 2.6.5 **Meals at Local Meetings:** Meals at local meetings, where attendance by the employee is required, will be provided at no charge to the employee.
- 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. 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.

2.7.2 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. 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. Employees will have the internet, suitable office space, and equipment needed for a successful telecommuting arrangement. 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.

2.7.3 Employee Responsibilities Related to IT

- 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.
- 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. 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.
- 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.

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

2.8 Cell Phone Allowance: Certain employees may be entitled to receive an allowance toward the cost of their personal cell phones. The allowance will be granted upon the Executive Director's approval, primarily for those whose jobs require consistent travel and who do not have other MCEDD-issued communication equipment.

Allowances will be paid monthly as part of the employee's paycheck. This monthly allowance is taxable income; therefore, the individual will be taxed in accordance with IRS tax regulations. Since these phones will be the property of the employee, they may be used for personal calls and can be combined or enhanced with other personal plans.

This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, or benefits based on a percentage of salary etc.

3. Recruitment and Selection

- 3.1 Recruitment:** Openings for staff positions with the District shall be advertised in the Mid-Columbia Gorge region and other areas selected by the District to produce a pool of qualified candidates. The Employment departments of the States of Oregon and Washington shall also be notified of position openings.
- 3.1.1 Recruitment announcements shall include job requirements, minimum qualifications from the job description, salary range, selection methods, and how, when, and where to apply and the District's policy to recruit, hire, classify and promote employees per the policy outlined in Section 1.6.1.
- 3.1.2 The Executive Director, or Board if hiring an Executive Director, will establish selection criteria designed to determine each applicant's knowledge, skills, and ability to perform the duties and responsibilities of the open position. Selection procedures may include written, oral and/or performance examinations, which measure the applicant's, or employee's job-related ability, knowledge and skills. No question in any test or in any application form shall be so framed as to attempt to elicit information concerning sex, gender, race, color, age, marital status, sexual orientation, military status, ancestry, national origin, mental or physical disability or political or religious affiliation.
- 3.1.3 At the time of application all applicants must meet the minimum qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment.
- 3.1.4 Any information submitted in application materials or related documents shall be verified prior to hiring to determine the applicant's qualifications for employment. Any false or misleading information supplied as part of an application for employment will be grounds for rejecting the applicant or dismissing an employee.
- 3.2 Promotions:** Notwithstanding Section 3.1, the Executive Director may fill a vacancy by promoting a qualified employee or intern.
- 3.3 Appointment:** The District delegates responsibility for selection and appointment of all staff, except the Executive Director, to the Executive Director.
- 3.3.1 Appointment to positions is through a competitive process based on merit, following an evaluation of the applicant's training, education, experience and knowledge, and ability to perform the job for which application is made. This evaluation shall include a thorough background and reference check, which at a minimum will include verification of educational background and dates of previous employment. The background check may also include checking the applicant's driving record.
- 3.3.2 Appointment shall be made in accordance with these personnel rules.
- 3.4 Employment of Relatives:** Employees' relatives will not be employed by the District under any of the following circumstances:
- Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
 - Where one party would be responsible for auditing the work of the other; or
 - Where other circumstances might lead to potential conflict of the interests.

3.5 Physical Exams: Employment may be contingent upon an applicant's successful completion of a medical examination. The District may require the finalist or leading applicant to take a pre-employment physical examination. This examination will be provided by the District at District expense.

4. Position Classification

- 4.1 Position Classification:** The District shall classify and compensate employees based on job descriptions developed by the District. The District delegates responsibility for developing and revising job descriptions for all employees except the Executive Director, to the Executive Director.
- 4.2 Reclassification:** Positions may be reclassified using the procedures for classifying the original position.

5. Employee Compensation

- 5.1 Employee Compensation:** The District maintains a pay plan covering all positions in the District showing the minimum and maximum rates of pay. In arriving at such salary ranges consideration is given to prevailing rates of pay for comparable work in other public and in private employment. The District shall endeavor, within budgetary constraints, to use the following compensation procedure:
- 5.1.1 New employees shall generally start at the bottom of the applicable range. The Board or the Executive Director may start an employee at a higher step if the qualifications of the employee warrant.
 - 5.1.2 After completion of a successful six-month employment period the employee may be eligible to advance one salary increment or step.
 - 5.1.3 After twelve months of successful continuous employment, the employee may be eligible to advance one salary increment or step. Each twelve-month anniversary thereafter, the employee may be eligible to advance one step increase until the top of the applicable range is reached. A step increase or pay advance is not guaranteed.
 - 5.1.4 The Executive Director may elect to recognize extraordinary job performance by exceeding the regular step increases.
 - 5.1.5 In no case shall the maximum compensation for a range be exceeded unless additional compensation has been approved by the Board.
- 5.2 Pay Adjustments:** The District may, as financial condition allows, give additional pay adjustments.
- 5.3 Pay Equity:** Mid-Columbia Economic Development District strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with Executive Director to obtain clarification.
- 5.4 Pay Schedule:** Employees shall be paid on a bi-monthly basis on the 10th and 25th days of the month. The pay period from the 1st through the 15th of the month will be paid on the 25th day of the same month. The pay period from the 16th through the last day of the month will be paid on the 10th day of the following month.
- 5.5 Method of Payment / Delivery of Notice of Direct Deposit:** Employees are normally paid by direct deposit. A pay stub showing gross earnings, deductions, and net salary will be provided to each employee on pay day and are placed in employee mailboxes or mailed to those employees working remotely. Pay stubs will not be delivered to anyone else without employees written consent.
- 5.6 Part-time Employment:** Part-time employment shall be compensated on the basis of hours worked in relation to full-time employment. That is, an employee who works half-time will receive one-half of the full time pay.
- 5.7 Volunteers:** The District may use unpaid volunteers at its discretion. Volunteers shall receive no compensation, but travel and other out-of-pocket expenses may be reimbursed.

The service of a volunteer may be discontinued at any time for any reason. Volunteers must abide by all applicable rules, policies, and practices of the District, and are held to the same standard of performance as applies to regular employees. Volunteers must be approved by the Executive Director and work under the direction of a MCEDD staff member.

5.8 Interns: The District may use interns at its discretion. The terms of the internship shall be set by the Executive Director on a case-by-case basis.

5.9 Payroll Deductions:

5.9.1 Required Deductions: All mandated federal and state required deductions will be made from the employee's paycheck.

Employees are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. Employees may file a new W-4 form any time. When an employee submits an updated Form W-4, the organization will implement the desired changes at the start of the next payroll period. We encourage employees to seek tax advice if they have questions about withholding amounts.

5.9.2 Optional Deductions: Other deductions may be made from the employee's paycheck with the employee's written request, including, but not limited to:

- United Way contributions
- Insurance contributions
- Monies due the District
- Retirement and deferred compensation
- Credit Union
- Any other deduction of general interest to District employees affecting 2 or more employees may be authorized by the employee with the approval of the Finance Director

6. Fringe Benefits

- 6.1 Eligibility:** Employees shall be eligible for fringe benefits as described in this policy. Eligibility for benefits is defined as outlined in the chart below.

Full Time	Part Time	Temporary
Eligible for benefits on the 1 st day of the month following hire.	Employees working 30 or more hours on a weekly basis shall be eligible for a prorated portion of benefits. Benefits eligibility begins the 1 st day of the month following reaching the threshold of hours actually worked.	Ineligible for employer-paid benefits.

- 6.2 Retirement:** Employees will receive an amount approved by the Board in a 457-retirement program administered by the District. Information pertaining to the specific coverage is available from the Finance & Operations Manager.

- 6.3 Insurance:** The District shall provide group medical, dental, vision and long-term disability and life insurance for eligible employees. Part-time employees will receive a prorated benefit, which is based on hours worked. In addition, coverage may be offered to the employee's spouse or same sex domestic partner, and/or family at an additional cost. Information regarding current costs and benefits is available from the Finance and Operations Manager.

Health insurance coverage is a condition of employment for the employee, unless health care coverage is provided through a spouse or same sex domestic partner. Employees will be notified of any changes in contribution prior to a new enrollment year. Coverage begins the first of the next month following the employment date, unless the employee begins work on the first working day of the month whereby coverage starts on the first of the month of the employment date.

If an employee's health insurance is provided through coverage from a spouse or same sex domestic partner, and insurance criteria is met, employees may have the option to waive District provided health coverage and receive a predetermined amount of cash back, if approved by the District.

The District provides an option for the employee to elect to participate in a Section 125 Premium Only plan.

- 6.4 Workers Comp:** The District pays an employer share of 50% of the cost of coverage under the State of Oregon Workers Benefit Fund.
- 6.5 Unemployment:** The District is a participant under the State of Oregon unemployment compensation plan.
- 6.6 Holidays:** Full-time employees shall be entitled to paid holidays on each of the recognized holidays. Part-time employees receive a prorated percentage of holiday benefits.

- New Year's Day
- Martin Luther King Jr.'s Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Veteran's Day

- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

- 6.7** When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.
- 6.8** If a non-exempt employee is required to work on a holiday observed by the district, the employee shall either be paid or given compensatory time for all hours worked at the rate of one and one-half times the regular rate. The amount of paid holiday time the employee earns on this date is what they normally would have received less the amount of time worked. For example, if a full-time non-exempt employee works 5 hours, the employee will be paid one and one-half times the regular rate for 5 hours and at the regular rate for 2.5 hours to total 7.5 hours.
- 6.9** Employees who are off work on an unpaid leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave.
- 6.10 Employee Assistance Program:** The District recognizes that employees and their family members may, from time to time, face personal issues that affect their careers and personal lives, or both. Solutions to some of these problems may not be readily apparent. To this end, we offer the services of outside professional counseling for the employee and the employee's family to help deal with personal problems such as working relationships, family relationships, substance abuse, finance management, etc. Employee or a member of the family may consult with these professionals on a confidential basis in accordance with the Employee Assistance Program offered by the District.
- 6.11 Inclement Weather and Emergency Closures:** Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office. The Executive Director will make a determination to close operations or to remain open. If MCEDD is continuing operations, employees unable to report for work may elect to not be paid or to utilize PTO leave.

Exempt employees will be paid for all absences [full-day or partial day] related to emergency closures.

Non-exempt employees will not be paid for time away from work due to office closure; however, with supervisory approval, available Personal Time Off may be used. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two (2) hours, whichever is greater.

7. Leaves and Absences

7.1 Personal Time Off (PTO): All full-time employees shall accrue PTO per the following schedules:

- | | |
|--------------------|--|
| 0 through 3 years | - 8.5 hours per pay period, credited at the end of the pay period (total 17 hours per month) |
| 4 through 15 years | - 11 hours per pay period, credited at the end of the pay period (total 22 hours per month) |
| 16 plus years | - 13 hours per pay period, credited at the end of the pay period (total 26 hours per month) |

Part time employees shall accrue PTO at a prorated percentage based on the number of regular hours worked.

- | | |
|--------------------|--|
| 0 through 3 years | - 0.10 hour PTO per regular hour worked, credited at the end of the pay period |
| 4 through 15 years | - 0.13 hour PTO per regular hour worked, credited at the end of the pay period |
| 16 plus years | - 0.16 hour PTO per regular hour worked, credited at the end of the pay period |

Personal Time Off is available for vacation, sick leave, and all other needed time off. Whenever possible employees shall give their direct supervisor or the Executive Director at least two weeks' notice of intent to use scheduled PTO. For unscheduled use of PTO, employees should give their direct supervisor or the Executive Director as much notice as possible (*See work week/attendance*).

Personal Time Off will not accrue during any leave without pay or while covered under workers compensation for time loss for on the job injury, disease, or illness.

Personal Time Off shall begin to accrue upon hire, per the schedule listed above. PTO may be used any time after it is credited.

For purposes of payout at termination or separation, the maximum accrual is 195 hours with a 75% payout on accrued hours (up to the accrual of 195 hours) at termination or separation.

Personal Time Off leave is capped at the end of the calendar year, allowing only up to a maximum number of 225 hours to roll over into the next calendar year.

Employees who have accumulated sick leave at the time this change in policy is put into effect will retain that sick leave accrued. The accumulated sick leave may be used instead of PTO for medical leave. Any unused sick leave will be forfeited on termination of employment.

7.2 Shared Leave: An employee can donate a portion of his or her PTO leave to another employee who is suffering from, or a member of whose household is suffering from, an extraordinary or severe illness or injury, provided:

- 7.2.1.a The leave sharing is approved by the Executive Director.
- 7.2.1.b The receiving employee has exhausted or will exhaust, his or her PTO, and must go on leave without pay or terminate employment. The receiving employee must be absent for at least one week beyond the date when the employee's leave will be exhausted.

7.2.1.c The donating employee may donate a minimum of 7.5 hours. There is no maximum donation provided the donation does not cause the employee's annual leave balance to fall below eighty hours.

7.2.1.d All donated leave must be given voluntarily.

7.3 Leave Without Pay: Employees may request a personal leave of absence without pay for a reasonable period of time up to sixty (60) days. Leave without pay (LWOP) may only be requested when an employee has used all available leave types and /or paid time off. LWOP is a last resort leave available at the Executive Director's discretion on an exception basis only. Requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the District.

7.3.1 **Eligibility:** Permanent full or part-time employees with at least one year of service may request LWOP.

7.3.2 **Requests.** Requests must be submitted in writing to the Executive Director and include the reason for leave, date expected for beginning leave, duration of leave, and expected date to return to work. Requests must be approved by the Executive Director before the leave begins. It is the employee's responsibility to report to work at the end of the approved leave. Any employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned.

7.3.3 **Status of Employee Benefits During Unpaid Leave of Absence.** The District will not pay for group health or dental insurance premiums during any portion of an unpaid leave of absence. Coverage is terminated at the end of the month in which the leave commenced. Employee is eligible to continue medical, dental and vision through COBRA. Rates are the same as active rates plus a 2% admin fee. COBRA coverage is billed through and paid directly to CIS. Annual Personal Time Off will not accrue during unpaid leave of absence.

7.4 Workers Compensation Leave: An employee who suffers a work-related injury or illness may file an application for worker's compensation. The employee shall become eligible to receive compensation from the Workers' Compensation insurance carrier in accordance with Oregon law. Accrued sick leave may be used until claim is processed.

7.5 Jury Duty: Employees will be allowed necessary leave during their normal scheduled work period to serve on the jury of a federal, state, or municipal court or if they are subpoenaed as a witness in a case pending in a federal, state, or municipal court. Employees should notify their supervisor or the Executive Director immediately after receiving notification to report to serve on jury duty or when subpoenaed.

7.5.1 Non-exempt employees will be paid their regular base rate for authorized absences to serve as a juror or subpoenaed witness. Exempt employees will be paid their regular salary.

7.5.2 Payment received from the courts during paid jury duty must be paid to the District. Expense reimbursements, such as mileage, do not need to be paid to the District.

7.6 Military Leave is granted to all employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Generally, advanced notice is required before taking military service or training leave. (See also *Oregon Military Family Leave Act (OMFLA)* and *Federal Military Family Leave (FMFLA)* for additional military leave information).

7.7 Oregon Family Leave Act: Eligible employees may take unpaid Oregon Family Leave (OFLA) for the purposes commonly referred to as parental leave, serious health condition leave, pregnancy disability leave, sick child leave, bereavement leave, and military family leave as defined below:

7.7.1 Parental Leave is leave taken to care for the employee's newborn, newly adopted or newly placed foster child under 18 years of age or for a newly adopted or newly placed foster child 18 years of age or older which is incapable of self-care because of a physical or mental impairment. It includes leave time to effectuate for the legal process required for placement of a foster child or the adoption of a child. *Note: If both parents work for MCEDD, they are not entitled to take concurrent leave except in limited situations. Employees will only be allowed to take leave in two or more non-consecutive periods with the Executive Director's prior approval. With the Executive Directors' approval, employees may be allowed to work intermittently during their parental leave. Requests for this option would be reviewed on a case-by-case basis for approval by the Executive Director.*

7.7.2 Serious Health Condition is leave taken to provide care for a family member with a serious health condition as defined in 839-009-0210(19); or to recover from or seek treatment for a serious health condition that renders an employee unable to perform at least one essential function of the employee's regular position.

7.7.3 Pregnancy Disability Leave is leave taken by an employee for the eligible employee's own disability related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care. Pregnancy disability leave is a form of serious health condition leave.

7.7.4 Sick Child Leave is leave taken to care for an employee's child suffering from an illness or injury that requires home care but is not a serious health condition, or to care for an employee's child whose school or childcare provider has been closed in conjunction with a statewide public health emergency declared by a public health official. Routine medical or dental appointments do not qualify under this provision. Provisions of OFLA will be construed to the extent possible in a manner that is consistent with any similar provisions of the Federal Family Medical Leave Act (FMLA). When both OFLA and FMLA apply, the provision that is more beneficial to the employee's circumstance shall apply. Not every detail of the OFLA and FMLA laws can be included, and MCEDD will administer this policy in accordance with all legal requirements. Requests for leave under these laws will be reviewed on a case-by-case basis. For the purposes of taking parental leave under OFLA, an employee must be employed by MCEDD for at least 180 calendar days immediately preceding the date on which the parental leave begins. For purposes of taking all other types of family medical leave under OFLA, including pregnancy disability leave, an employee must be employed by MCEDD for an average of at least 25 hours per week during the 180 calendar days immediately preceding the date the family and medical leave begins. To qualify for FMLA, an employee must have been employed by MCEDD for at least twelve (12) months and worked at least 1,250 hours in the previous months.

7.7.5 Bereavement Leave is leave taken due to the death of a family member.

7.7.6 Military Family Leave Act is leave taken by the **spouse** or **domestic partner** of a member of the Armed Forces of the United States, the National Guard, or the military reserve forces of the United States who has been called to active duty or notified of an impending call or order to active duty, or who is on leave from active duty during a period of military conflict. Eligible employees are entitled to 14 days of **unpaid** leave per deployment and must provide notice to the Executive Director, of intention to take leave within five business days of receiving official notice of an

impending call or order to active duty or of a leave from deployment, or as soon as is practicable when official notice is provided fewer than five days before commencement of the leave. The 14 days count against the employee's 12-week OFLA allotment for the year; this means the days are included in, not in addition to, the 12 weeks of family leave available under Oregon's Family Leave Act (OFLA). Notice shall include a photocopy of the service member's orders to verify that the leave is for the purpose as defined in OAR 839-009-0380(7). No retaliation or discrimination may occur because an employee has requested OMFLA leave.

7.7.7 Definitions

Child - For the purposes of parental and sick child leave only (not for the purposes of serious health condition leave), means a biological, adopted, foster or stepchild, the child of an employee's same-gender domestic partner or a child with whom the employee is or was in a relationship of in loco parentis. The child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment as defined by ORS 659A.100(2)(d).

Domestic Partner - Means an individual joined in a domestic partnership. Domestic partnership for the purposes of ORS Chapter 659A means two individuals of the same sex who have received a Certificate of Registered Domestic Partnership from the State of Oregon in compliance with ORS 432.405(1) and rules adopted by the State Registrar of the Center for Health Statistics.

Family Member - Means the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of the same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee of the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave is taken.

In Loco Parentis – Means in the place of a parent, having financial and day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

Public Health Emergency -Means a public health emergency proclaimed by the governor to protect public health declared under ORS 433.441 or an emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

7.7.8 Length of Leave Allowed: In any one-year calculation period, an eligible employee is entitled to the following amount of unpaid Oregon family leave:

- 12 weeks of family medical leave for parental, family serious health condition, sick child, and/or personal serious health condition reasons;
- An eligible female employee may take up to 12 weeks of pregnancy disability leave in addition to 12 weeks of OFLA leave for any leave purpose;
- Up to twelve (12) weeks of state leave for an illness, injury or condition related to pregnancy or childbirth that disables the employee;
- An employee who takes the entire 12 weeks of parental leave is entitled to an additional 12 weeks of sick child leave within the same calculation year;
- An eligible female employee may take up to 36 weeks of OFLA leave in one leave year that includes up to 12 weeks of pregnancy disability leave, followed by 23 weeks of parental leave, and 12 weeks of sick child leave;
- An eligible employee may take up to 24 weeks of OFLA leave in one leave year if the employee takes 12 weeks of parental leave followed by 12 weeks of sick child leave;
- The birth, adoption or foster placement of multiple children at one time entitles the employee to only one 12-week period of parental leave.

Sometimes more than one type of leave may apply to a situation. Where allowed by the federal or state law, leaves will run concurrently. Where the law allows, all

approved leave time, whether paid or unpaid, will be deducted from an employee's annual family medical leave entitlement under this policy and the law. This means that workers' compensation leave, leave for a non-occupational injury or illness, federal family medical leave, state family medical leave may all run concurrently where allowed by law and be deducted from the employee's annual family medical leave entitlement.

Generally, the one-year (12 month) calculation period during which leave is available will be measured backward from the date the employee uses any family medical leave. There is a period of time where an employee may be eligible for state but not federal family medical leave. When state leave is available before the employee is eligible for federal family medical leave or the reason for the first leave qualifies for state leave but does not also qualify for federal leave, the one-year leave calculation period will begin with the first state leave taken by the employee. Thereafter, a new leave calculation period will begin with the first day of federal qualified leave for family medical leave calculations.

- 7.7.9 Leave Request:** Employees must provide 15 days advance written notice if the leave is foreseeable. To apply for a family medical leave of absence, employees must notify their supervisor and complete a *Family Medical Leave Request* form. If the reason for the leave is unforeseeable, employees must give their supervisor verbal notice in accordance with other MCEDD policies but the verbal request must be followed up by the written request within three days of their return to work. If the need for the leave is foreseeable and the employee fails to provide notice as set forth above, MCEDD may delay the leave for up to 15 days or, if the leave qualifies under state leave, reduce the available leave time for up to 15 days.

If the leave is to care for a child who requires home care due to the closure of the child's school or childcare provider as a result of a public health emergency, the leave request will include the name of the child requiring home care; the name of the school or childcare provider that is subject to closure; a statement from the employee that no other family member of the child is willing and able to care for the child; and a statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

- 7.7.10 Certification:** Employees are required to provide a medical *Certification of Physician or Practitioner* form from their health care provider to support a family medical leave request. Where the need for the leave is anticipated, they must provide the certification in advance of the leave, when possible. However, certification is not required for parental leave although employees may be required to provide documents evidencing birth, adoption, or foster placement. Where the need for leave is not anticipated, employees may be required to provide medical certification within 15 days of MCEDD's request for such certification. In some cases, MCEDD may require a second or third medical opinion, at MCEDD's expense.

If the employee has used three days or partial days of leave within a one-year period to care for a sick child, the employee may be required to obtain a *Certification of Physician or Practitioner* form to support a request for any additional leave to care for a sick child. In this case, MCEDD will pay the cost of obtaining the medical certification if it is not covered by their health care insurance plan. If the employee's medical leave is for their own serious health condition, they may also be required to furnish a *fitness for duty certification* form from their health care provider at least one working day before returning to work.

7.7.11 Pay and Benefits: The employee must use any accrued sick or paid time off during family medical leave. The employee's accrued sick or paid time off will be used in the following order: sick pay; combination of sick pay/paid time off; any paid time off remaining. There will be no accrual or accumulation of benefits *after* the first 150 hours of family medical leave. MCEDD will continue to pay its portion of the group health insurance premiums on the employee's behalf and the employee must continue to pay their share of the premium. If the employee fails to pay their share of the premium, they may lose the coverage. MCEDD has the right to recoup from the employee any premiums it paid during the leave if the employee does not return to work for reasons other than their own serious health condition or that of an employee's family member, or some other reason beyond the employee's control.

7.8 Federal Military Family Leave Act (FMFLA) Qualifying Exigency Leave for Families of National Guard and Reserves: The National Defense Authorization Act for 2008 (NDAA) amends FMLA to allow military families members (spouse, son, daughter, or parent) of people who are on, or about to go on active duty, leave entitlement to manage their affairs ("qualifying exigency"). For the purposes of qualifying exigency leave, family members of covered military members called to active duty may take leave for one or more of the following qualifying exigencies:

- to address any issues which arise from the military member learning of a call or order to duty seven or less calendar days prior to deployment;
- to attend military events or sponsored family support programs;
- to arrange for alternative childcare or school attendance, attend childcare or school meetings, or provide childcare on an urgent immediate need basis when necessitated by the call to duty;
- to make or update financial and legal arrangements to address the military member's absence, or to serve as the military member's Representative in obtaining, arranging or appealing military service benefits;
- to attend counseling (not provided by a health care provider) or oneself, the military member, or child of the military member;
- to spend time (up to five days of leave for each instance) with a military member on temporary rest and recuperation leave;
- to attend post-deployment activities, and
- any other events which employer and employee agree arise out of the military member's call to duty, qualify as an exigency, and agree as to the timing and duration of leave.

7.8.1 Military Caregiver Leave: The NDAA FMLA amendments also allow up to 26 weeks of unpaid FMLA caregiver leave for a service member who incurs a serious illness or injury in the course of active duty. This leave is called "Service Member Family Leave" (SMFL). A caregiver may be the spouse, son, daughter, parent or next of kin (defined as nearest blood relative). For this leave only, a "serious injury or illness" is defined as any injury or illness incurred in the line of duty that "may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating." This means that the SMFL serious health condition may not meet the definition of other FMLA serious health condition. No retaliation or discrimination may occur because an employee has requested FMFLA leave.

7.9 Domestic Violence Leave (Crime Victims Leave): Employees who are victims of domestic violence, sexual assault, harassment, or stalking, or are parents or guardians of victims (minor children), may be eligible for this leave. The District may grant an eligible employee a reasonable leave of absence if the employee or the employee's minor child or dependent needs time off to deal with issues of domestic violence, sexual assault, or stalking. The District may provide reasonable safety accommodations for an employee who is a victim of domestic violence, sexual assault, or stalking, if the employee requests it, and if it does not impose an undue hardship on the District.

7.10 Leave to Donate Bone Marrow: Employees working 20 or more hours per week are eligible for this leave. An employee may use up to 40 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off (paid or Unpaid) may be granted by the Executive Director. Employees must notify your manager as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected. Benefits are not affected by this leave.

7.11 Absenteeism: The District expects that employees will be present, ready for work when and where they are assigned.

7.11.1 Employee will be subject to disciplinary action for unexcused absenteeism, habitual tardiness and habitual absenteeism.

7.11.2 Abuse of any or all leave privileges, including sick leave or other personal leave time shall be considered a violation of the absenteeism rule.

7.12 Paid Leave Oregon Leave: Mid-Columbia Economic Development District (MCEDD) provides a Paid Leave Oregon Insurance plan through Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

7.12.1 Cost: Employees will see a .006% deduction from gross wages for each paycheck. MCEDD will contribute .004% of the employee's gross wages for each paycheck.

The employee and MCEDD minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will be provided notice to employees in advance of any change.

7.12.2 Eligibility: Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

7.12.3: Length of Leave: The length of leave is part of the determination process. An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth. The coverage may be approved in **single day segments**.

7.12.4 Reasons for Leave: Benefits may apply to a variety of situations, including:

A. Family leave - Caring for members of the employee's family:

- During the birth of a child
- Bonding with a child in the first year:
 - After birth
 - Through adoption
 - When the child is placed in the employee's home through foster care
- To care for a family member with a serious health condition.*

- B. Medical leave - The employee caring for themselves when the employee has a serious health condition*
- C. Safe leave - For survivors of:
- Sexual assault
 - Domestic violence
 - Harassment
 - Stalking

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

7.12.5 Insurance Benefit While on Leave: The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. No employee will receive less than the equivalent of \$540.00 per week and no employee will receive more than the equivalent of \$1,469.78 per week. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs.

Employee may make up the difference between the PLO benefit amount and their regular rate of pay. The Personal Time Off (PTO) leave bank is available for this purpose.

7.12.6 Notification of the Need for Leave: An employee is required to provide MCEDD notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the MCEDD within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify MCEDD as soon as possible.

Please complete the Paid Leave Oregon Notice Form to notify MCEDD of the intention to take leave. Copies are available in the Break Room or contact the Finance and Operations Manager for a copy.

7.12.7 Filing a Claim for Coverage: Employees will need to establish an account at Frances Online and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. MCEDD will be unable to complete the application process on the employee's behalf.

7.12.8 Job and Benefit Protection While on Leave: If an employee has been employed with the MCEDD for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, employees are entitled to a position equal to their previous position before you took leave, with equal employment benefits, pay and other terms and conditions.

If, at the time of leave, the employee is receiving health benefits these will be maintained.

The employee will be required to pay their portion of all elected benefits premiums

while on leave.

7.12.9 Complaints Procedure: MCEDD's goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the Finance and Operations Manager promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

8. Disciplinary Action: The District may demote, suspend, reduce in salary or dismiss an employee for:

- 1) Neglect of duty
- 2) Inefficiency
- 3) Incompetence
- 4) Inadequate performance of duty
- 5) Insubordination
- 6) Indolence
- 7) Conviction of a crime involving moral turpitude
- 8) Malfeasance
- 9) Gross misconduct
- 10) Absence from work without permission and habitual absence or tardiness.
- 11) Violation of duties or adopted District policies, including those imposed by this manual.
- 12) Failure to perform an essential duty or to be able to operate essential equipment as defined by the Employee's job description.

This list is not all-inclusive, but only serves as a general guide. The District may discipline or terminate employees for other reasons not stated above.

8.1 Discipline is Progressive: Under normal circumstances, the District endorses a policy of progressive discipline in which it attempts to provide notice to employees of deficiencies and an opportunity to improve. The District recognizes that some performance problems are more severe, and so steps in the progression may be skipped, depending on the severity of the deficiency. In the event that discipline is necessary, the normal application of progressive discipline should be:

1. *Oral Warning.* An oral warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or his/her failure to observe a rule, regulation, or administrative instruction. It is intended to change the employee's conduct, attitude, habits, or work methods. Following the counseling session, the supervisor shall document the oral warning. Documentation of the oral warning shall be kept with the supervisor's files, and the supervisor will provide a copy to the employee.
2. *Written Reprimand.* A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed in the employee's personnel file.
3. *Suspension.* A suspension is a temporary, unpaid absence from duty that may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action that is made part of the employee's permanent record. The Executive Director may suspend an employee for up to 15 days for each occurrence (up to 30 days in any calendar year), for cause. Written notice of the suspension, including specific charges and duration, shall be provided to the employee.
4. *Demotion:* The Executive Director may demote or reduce the salary of an employee. Written notice of the demotion or salary reduction, including specific charges, shall be provided to the employee at least 15 days in advance of the effective date.
5. *Dismissal:* The Executive Director may dismiss an employee.

8.2 Plans of Assistance: The Executive Director may place employees on a Plan of Assistance to improve the performance of an employee. Plans of Assistance should clearly identify the performance deficiencies and the expected performance.

- 8.3 Suspension for Investigation:** Suspensions with pay, where the employee is placed on administrative leave, may be used by the Executive Director pending the results of an investigation or disciplinary action where the Executive Director determines those factors such as public confidence, the safety of the employee or the efficient functioning of the District call for such a suspension.
- 8.4 Degree of Discipline:** The degree of disciplinary action administered depends on the severity of the infraction, and will be carried out in accordance with this policy. In cases involving serious misconduct or in the case of a major breach of policy or violation of law, the Executive Director may suspend the employee immediately and determine what further action, if any, should be taken.
- 8.5 Appeal of Disciplinary Action:** Temporary employees and employees who have been employed less than six months do not have a right to appeal disciplinary actions. All appeals shall be in writing and addressed to the Board within fourteen days and with a copy to the Executive Director.
- 8.6 Investigations:** In connection with an appeal, complaint, protest, the Board may conduct such investigation it deems necessary.
- 8.7 Hearings:** If the Board decides a hearing is warranted, it shall set a date and time for the hearing. The employee and Executive Director shall be given written notification of the time and place of the hearing. The hearing is intended solely for the purpose of receiving evidence either to refute or substantiate specific charges brought to the Board. In appealing a disciplinary action to the Board, an employee may, but is not required to have counsel or other representation. The employee or his/her spokesperson may examine, cross examine, make statements and summarize testimony.
- 8.8 Findings:** If the Board finds that the action of the Executive Director was reasonable and consistent with policy, the Board may affirm the action or modify the action as it deems appropriate. If the Board finds that the action was not reasonable and consistent with policy, the action shall be reversed and the employee shall not suffer any loss in pay or status and the personnel file shall be purged of such record. The decision of the Board shall include a finding of fact and shall be final and binding.
- 8.9 Reduction in Force:** The Executive Director may layoff an employee because of a reduction in force due to lack of funds, lack of work, agency reorganization or an employee's inability to continue in a reclassified position. Temporary employees will be laid off before regular employees. In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal. Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified up to one year of the date of the loss of employment.

- 9. Employee Performance:** The performance of each employee shall be evaluated and reviewed with the employee annually. Direct supervisors shall evaluate employees they manage based on a performance evaluation system provided by the Executive Director and the Executive Director shall evaluate supervisors and all other staff. The Board shall review and evaluate the performance of the Executive Director.
- 9.1 Purpose:** Employee performance reviews are an essential communication process between the employee and the District. The performance appraisal is an opportunity for the supervisor and employee to review whether previously discussed performance expectations and goals have been met, to discuss professional development opportunities, and to identify options for acquisition of additional skills and knowledge to foster performance improvement and career growth. It also serves as a basis of personnel decisions – merit increases, promotion and termination.
- 9.2 New Employees and Employees in a New Position:** Newly hired employees and employees in a new position will participate in goal-setting interview/reviews as often as appropriate and will have at least one performance evaluation before the completion of six months employment and at least one more before the completion of twelve months employment.
- 9.3 Unsatisfactory Performance:** An employee whose work is judged unsatisfactory shall be notified in writing of the areas where work is considered deficient. Unless the deficiency is extreme, the employee shall be placed on a Plan of Assistance.
- 9.4 Evaluation Considerations:** In evaluating employees, the evaluator will consider the experience and training of the employee as well as the employee's attainment of previously set goals. Other factors that will be considered include knowledge of the job, quantity and quality of work, citizen service, initiative, reliability, judgment, conduct, and acceptance of responsibility.
- 9.5 Employee Participation:** Employees shall be invited to provide comments about their own performance during the review period. Employees may also comment on the review conducted by their direct supervisor or the Executive Director in the form of written comments on or attached to the written evaluation.
- 9.6 Written Evaluation:** The direct supervisor or the Executive Director will prepare a written appraisal of each employee's performance. The appraisal will include an action plan for the employee and a set of performance goals for the next evaluation period. The direct supervisor or the Executive Director will meet with the employee to discuss the evaluation. The employee and evaluator will sign and date the evaluation. If the evaluation is conducted by a direct supervisor, the supervisor will submit the employee evaluation to the Executive Director for further review and signature. An employee may attach a written response to the evaluation if desired.
- 9.7 Supplemental Evaluation:** A supplemental performance evaluation may be submitted on any occasion deemed appropriate by the direct supervisor or the Executive Director to clarify performance deficiencies and goals or plans for improvement.

- 10. Termination of Employment:** Termination may occur because of an employee's resignation, dismissal, retirement; or permanent reduction in workforce. In the absence of a specific written agreement, employees are free to resign at any time and for any reason.
- 10.1 Notice:** Employees are requested to give at least two weeks' notice of their intent to resign.
- 10.2 Absence Without Notice:** Employees who are absent from work for three consecutive days without an approved leave or without having given notice to the Executive Director will be considered as having abandoned their position and may be declared as having voluntarily quit.
- 10.3 Health Insurance:** The District will notify terminating employees of their right and the cost to continue coverage under the group health plan. The District will assist employees who wish to continue coverage under COBRA or through retirement.
- 10.3.1 Retirement Employee:** For purpose of a retiree's option of continuing in the District's health insurance program, the definition of retiree is as follows:
- a. Has retired at 55 or older or has been placed on disability retirement.
 - b. Was insured under the District's group health insurance program at the time of retirement.
 - c. Begins receiving MCEDD's retirement benefits or social security benefits immediately after termination of employment.
- 10.4 References:** In general, the District will not release reference information (beyond dates of employment) without the authorization of the employee. Employees (or former employees) may authorize the Executive Director to provide additional reference information on the employee's (or former employee's) performance and work assignments. Employees (or former employees) who are making this authorization shall do this in writing.
- 10.5 District Materials:** Employees will return all District equipment and District keys upon termination. The District may change security codes, passwords, and/or keys for District facilities and equipment after any employee's termination.
- 10.5.1** Any employee terminating employment with the District is prohibited from taking (in any form) or copying any computer discs, hard copies, or other information stored on the District's electronic equipment.
- 10.6 Exit Interviews:** The Executive Director or the employee's direct supervisor will conduct exit interviews with all employees who terminate their employment by resignation or retirement.
- 10.7 Personal Property:** The District will give terminating employees sufficient time to remove personal property from District offices.
- 10.8 Pay Upon Separation:** An employee terminating employment with the District will be paid any earned and unpaid wages then due for work hours, any remaining PTO at 75 percent, and compensatory time for non-exempt (as per 2.24), which shall be paid at one and one-half the employee's hourly rate. An employee who is involuntarily terminated will be paid no later than the end of the first business day after a discharge or termination. If an employee resigns and fails to give at least forty-eight (48) hours advance notice prior to quitting District employment shall be paid within five (5) days of termination.

11. Personal and Professional Development: The District places a high value on personal and professional development of employees.

11.1 Employees may request compensation for the costs of college-level, technical or other academic course work, seminars, and conferences relevant to their current or future roles in the organization. Reimbursement for college-level course work will only be made if the employee receives a passing grade. All training activities involving a cost to the District must be approved in advance by the Executive Director, in writing.

12. Electronic Equipment and Telecommunications Policy: The following policies apply to the use of all District telecommunications equipment and services, including, but not limited to computers, electronic mail, the Internet, telephones, voice mail, faxes, cellular telephones, support equipment (projectors, printers, etc.), and electronic data. Improper use or violations of this policy can result in disciplinary action, up to and including termination.

12.1 District Business: The District's telecommunications systems are to be used only for conducting the business of the District. The District's telecommunications systems shall not be used for any of the following purposes:

- any use related to the conduct of an outside business;
- a use that supports, promotes, or solicits for an outside organization or group unless provided for by law or authorized by the Executive Director;
- any campaign or political use;
- any commercial use;
- any violation of the District's anti-harassment policy;
- any illegal activity; or
- transmitting offensive, discriminatory, prejudicial, or otherwise inappropriate material.

12.2 Cell Phone Usage: This policy regarding cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email.

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones. Additionally, employees who are operating Link vehicles shall not use cell phones even in hands-free mode or with earbuds or headphones while operating the vehicle (moving or not moving). For work-related emergency situations, employees operating Link vehicles may use a cell phone. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather, unfamiliarity with area), the employee should locate an appropriate area to pull over to continue the call.

Employees who violate this policy will be subject to disciplinary actions.

12.3 De Minimis Use: Other de minimis uses of the telecommunications systems are permitted if the use:

- does not result in a cost to the District;
- does not interfere with the performance of official duties;
- is brief in duration and frequency and occurs during breaks and lunch hours;
- does not distract from the conduct of District business; and
- does not compromise the security or integrity of agency information, equipment, or software.

Abuse may be grounds for discipline.

12.4 Costs: Any costs created by employee for personal use of the telecommunications system shall be reimbursed to the District by the employee.

12.5 Security: Users of all telecommunications systems should be aware that these systems are not secure.

12.5.1 Electronic communications cannot be protected from unauthorized access caused by recipients who fail to maintain the confidentiality of the pass code or leave their assigned communications device(s) unattended when logged on.

12.5.2 Electronic mail messages and voice mail messages may be received, modified, and forwarded to others by the recipient. They may be directed to the wrong recipient or lost in route to an intended recipient.

12.5.3 Users shall not provide unauthorized access to the District's telecommunications system.

12.5.4 Users may not use another individual's network identification, voice mailbox, or name to send electronic mail messages, voice mail, faxes, or other electronic communication without prior approval.

12.6 Public Records: Telecommunications records related to the business of the District are public documents, which may be obtained by request pursuant to the District's public records rules.

12.6.1 Users shall retain copies of electronic mail messages, which they generate and send, or receive, in either electronic or hard copy form, consistent with Oregon and Washington's document retention schedules. Copies of the retention schedules are maintained in the District's Office.

a. Informational or ephemeral correspondence, which does not contain significant information about the District's program, such as meeting notices, reminders, drafts and worksheets, desk notes, memoranda and other materials or an informational nature need not be retained.

b. Users must consult with the Executive Director to determine if documents should be retained and for what length of time.

12.6.2 The Executive Director must approve requests for access to or copies of electronically stored or archived electronic mail messages from persons outside of the agency.

12.7 Privacy: Users of the District's telecommunications systems have no reasonable expectation of privacy.

12.7.1 Users should not use telecommunications systems to transmit, receive, or store sensitive personal information.

12.7.2 The Executive Director or a designee reserves the right to access stored messages on the District's electronic mail, voice mail, and other data systems or otherwise monitor its use at any time, without prior notice, and without the consent of the sender or recipient when it is necessary to carry out normal business functions, or if the Executive Director has reason to believe that use of the District's telecommunications systems has been in violation of this policy.

12.7.3 The District reserves the right to monitor employee use of our systems at any time. Employees should not consider their usage to be private. Within the bounds of current and future laws, the District reserves and intends to exercise the right to review, audit, intercept, access, and search any of these systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions.

13. Safety: It is the policy of the District to provide and maintain safe and healthful working conditions, follow operating practices that will safeguard all employees, and result in safe working conditions and efficient operation. Safety rules and regulations have been established and are in effect for all employees.

13.1 Bloodborne Pathogens or Other Potentially Infectious Materials: Exposure to bloodborne pathogens may lead to sickness such as hepatitis, AIDS, or malaria. The District wants to assure its employees of a safe and healthy work environment. It is the policy of the District to comply with all legal and regulatory obligations for the prevention of exposures to bloodborne pathogens. To this end, the District will comply with all sections of the Oregon Administrative Rules, Chapter 437 and all other statutory requirements regarding the prevention of occupational exposures to bloodborne pathogens.

13.2 Universal Health Precautions and Work Practices: As recommended by public health authorities, the District will adhere to a program of universal precautions for protection against diseases spread by blood or bodily fluids. ("Bodily fluids" refers to fluids that may contain blood or feces, not urine, sweat, saliva, or tears.) This means that, for safety purposes, employees will operate on the assumption that all blood and bodily fluids are potential carriers of bloodborne disease and will adhere to universal precautions that protect against AIDS and other diseases.

13.3 Safety Data Sheets: Copies of safety data sheets for all hazardous chemicals that employees of the District may be exposed to will be kept in an appropriately marked binder with the Safety Committee materials in the main office bookshelf. Safety data sheets in this location will be available to all employees in their work areas for review during each work shift. Employees must never use a chemical if its safety data sheet is not available; employees should immediately contact their supervisor before using the chemical.

Prior to a new hazardous chemical being introduced to the District, each employee that may use the chemical will be given information as outlined above. The Executive Director is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

14. Code of Ethics: The District expects teamwork and excellence. Neatness of work performed is also important. All employees are engaged in public relations. Some deal directly with the public; others, while not in direct personal contact, do perform work under the public eye. Favorable impressions created by employee's public behavior help develop good will and support for District services. Employees who violate these Ethics Policies or the separate Conflict of Interest Policy who create an equally detrimental impact on the organization may be subject to disciplinary action, up to and including discharge.

14.1 Personal Interests Avoided: District employees may not use District time, equipment or services for personal interest. In matters of personal interest, employees should conduct themselves so as not to impair their working relationship with other employees, officials, or the public.

14.2 Personal Telephone Calls: District phones are to be used for District purposes only. Telephone calls of a personal nature (incoming or outgoing) should be kept to a minimum and made during breaks or lunch periods whenever possible. Under no circumstances should an employee charge a long-distance call to the District unless it is work-related. Friends and relatives should be discouraged from calling during working hours except in emergencies.

14.2.1 Personal Cellular Phone Usage: Excessive use of a personal cellular phone for personal business during work hours is not allowed. Additionally, if personal cell phones are brought to meetings, the devices must be put on vibrate mode as to not disrupt the meeting.

14.3 Confidentiality: Employees must not discuss confidential matters or release confidential information to anyone except as is required in the execution of their duties. An employee shall not use or disclose, either directly or indirectly, for his benefit or the benefit of another, any confidential or proprietary information, whether or not the information is acquired, attained, or developed by the employee or in connection with others. All confidential information shall be sufficiently guarded to protect it from misuse.

14.4 Gifts and Gratuities: Employees shall not accept any special favors, gifts, or gratuities resulting from or related to employment with the District. In this regard, the appearance of impropriety can be as damaging as actual impropriety and shall be avoided.

Employees may not accept prizes and awards offered to attendees of conferences, seminars, or professional gatherings as a result of attendance or for winning a contest or game. Such prizes become the property of the District. Promotional items, such as pens, pencils, notebooks, notepads, cloth or canvas bags, snack foods, etc., that are offered to all attendees, or that are meant to be used during the course of the event are excluded from this rule. Employees may keep these items for their personal use.

Airline miles or other benefits, whether paid for with District or personal resources, accrued from District travel, shall become the property of the District.

14.5 Special Gifts: The Executive Director may allow acceptance of nonmonetary gifts of nominal value (e.g. under \$50) at holidays or special occasions which are available to be shared by all employees.

14.6 Personal Appearance: Each employee is responsible to present a proper, businesslike appearance whether in the office, a District vehicle, or other site. Good taste and good judgment in personal attire is expected. Employees contribute to the atmosphere and reputation of MCEDD in the way they present themselves. A professional appearance is essential to a favorable impression with those we serve. Good grooming and appropriate dress reflect employee pride and inspire confidence.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and must utilize personal time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean. A reasonable standard of dress rules out overly-revealing clothing, tank tops, halter-tops, or any extreme in dress, accessory, fragrance, or hairstyle.

a. For bus driver positions, appropriate attire includes collared shirts, jeans or slacks, and closed toed shoes. The Link logo shirt is preferred. Khaki shorts are authorized during the summer months.

b. For all other positions, appropriate attire includes collared shirts and slacks, or blouses with skirts or slacks. Jeans, shorts, casual t-shirts, and flip flops are examples of inappropriate attire. Jeans without holes, frays, etc. may be worn on Fridays only. If you are meeting clients, business dress is always appropriate.

14.7 Appearance of Work Areas: The District's objective is to provide and maintain clean, safe and healthy work conditions. It is the responsibility of each employee to maintain a safe, neat work area and ensure that all working documents, desks, cabinets and equipment are secure at the close of the work shift.

14.8 Pets in the Workplace: For the purposes of this policy pets are considered a domestic animal that resides with and is cared for by an employee of the District. Decisions about the appropriateness of bringing a pet to work will be made by the Executive Director based on any potential risk to the pet and to the people in the community, and to the perceived disruptions caused by the pet. The following are guidelines for permitted pets in the

workplace.

14.8.1 Pets must be tethered and under the control of the employee at all times. At no time will they be allowed to interfere with the performance of duties of any employee.

14.8.2 **Restricted Areas.** Any area or situation in which another person has raised a legitimate concern for health or other reasons about the presence of a pet, except for designated guide or working animals assisting employees with documented disabilities.

14.9 Bonus or Commission: MCEDD will not pay a bonus or commission to anyone for the purpose of obtaining the award of a grant project.

14.10 False or Fraudulent Statement and Claims: All information provided in grant reporting (to WSDOT or other granting agencies) is accurate and complete. There are severe penalties for falsifying information concerning a grant-funded project.

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, MCEDD Executive Director
Date: June 7, 2023
Re: Interest Rate Policy – CONSENT AGENDA

Request

Approve this MCEDD Interest Rate Policy as recommended by the Loan Administration Board.

Overview

The MCEDD Loan Administration Board (LAB) has been discussing the need to update the interest rates that MCEDD charges for our small business lending. While the Revolving Loan Fund plans for Oregon Investment Board and Mount Hood Economic Alliance have a rate table, the Revolving Loan Fund plans for MCEDD loan funds do not. Staff felt like adoption of a table as part of an Interest Rate Policy would be helpful for staff and brought a suggestion for LAB consideration.

The LAB discussed several drafts and additional feedback was provided by LAB members and commercial lenders AJ Tarnasky and Dillon Borton. At their May 30 meeting, the LAB recommended the MCEDD Full Board approve this policy, noting that rates could be updated again in the future as needed.

MCEDD Interest Rate Policy

Interest rates will be set based on staff analysis of cash flow and risk. Interest rates will generally be fixed for the term of the loan. MCEDD does not provide a variable or floating interest rate. Rates may vary between individual loans or be stepped to allow for specific circumstances.

MCEDD Staff Risk Category	Margin	Index – US Treasury*	MCEDD Interest Rate*
Low	4.0-5.5%	3.5	7.5 to 9.0%
Medium	5.5 to 6.5%	3.5	9.0 to 10.0%
High	6.5 to 8.5%	3.5	10.0 to 12.0%

*The US Treasury rate would be set based on the term of the loan and is subject to change. When the US Treasury rates changes, so do MCEDD interest rates.

Default Interest Rate: Upon default, including failure to pay upon final maturity, the interest rate on a loan agreement may increase by up to five (5) percentage points per annum based upon a year of 365 days.

Performance Interest Rate: As a performance incentive, MCEDD may authorize a reduction in the interest rate over the course of the loan, provided all loan payments are made on time, as agreed and all other loan requirements are met. This rate reduction option will generally be used with loans that are scheduled at a higher interest rate due to their risk rating since regular loan payments, communication with MCEDD staff and the lending relationship with MCEDD may mitigate factors initially contributing to a higher risk rating and higher initial interest rate.



FINANCIAL SUMMARY

As of April 30, 2023

Balance Sheet

Total Cash balance as of 4/30/23 is \$7,469,275.87. Accounts Receivable (1202) balance is \$325,753.35, of which \$216,810 is Transportation related. MCEDD Loans Receivable balance is currently \$2,853,492.42. There were no new MCEDD loans closed during the month of April and one loan client that paid off which affected one MCEDD loan fund as well as OIB. The Allowance for Doubtful loans will need to be adjusted to account for these payoffs. Current Net Position as of 4/30/23 is \$14,240,668.08.

Operations Budget vs. Actual

Total Revenues through the month of April are at 51.96% of budget. Total expenses through the month of April are 68.61% of budget. Personnel expenses through the month of April are 69.61% of budget. The Indirect allocations (account numbers 9000 and 9040) lines have been reconciled and corrected. One item of note, the Budget vs Actual monthly summary does include the OIB's income in the Loan Interest and the Investment Interest lines. The Budget vs Actual Fund Level Detail report only includes the MCEDD loan funds, so if you were to compare the Interest lines of these two reports, they will not match.

Other Updates

- Now that the budget is complete, I will begin the reconciliation process as well as preparation of the many spreadsheets that are required for the audit process.
- One of MCEDD's Bank Accounts (Account 1015 on the Balance Sheet) has always been noted as and referred to as a Money Market Account. This account is actually not a Money Market Account, it is a regular checking account. This account earns the same interest rate as MCEDD's regular checking account, which is the only activity that this account sees each month. Because of the number of bank accounts that MCEDD has, and because there is really no advantage to having these funds in a separate account, we would ask for the Executive Committee's approval to move these funds to the respective MCEDD checking account and close the account that is referred to as the Money Market account.

Respectfully Submitted,

Dana Woods
Finance Manager

Mid-Columbia Economic Development District

Balance Sheet

As of April 30, 2023

4/30/2023

Checking/Savings

1000 Bank Demand Deposits

1010 MCEDD Checking

1038 MCEDD Micro Loan \$ 16,324.40

1060 Link Cash \$ 858,128.56

1010 MCEDD Checking \$ 59,493.32

Total MCEDD Checking \$ 933,946.28

1015

MCEDD Micro Loan MM \$ 1,588.57

1015 MCEDD MM \$ 10.73

Total Money Market \$ 1,599.30

1020 IRP

1021 IRP Sherman \$ 151,144.30

1022 IRP WA \$ 53,482.11

1020 IRP Other \$ 45,375.64

Total IRP \$ 250,002.05

1030 Loan Funds

1036 EDA RLF's \$ 93,888.62

1037 EDA CARES RLF \$ 195,325.90

1045 Reg Strat \$ 54,476.11

1050 RBEG-OR \$ 63,579.47

1055 RBEG-WA \$ 16,542.55

1057 RBEG-KL \$ 27,835.12

1067 CDBG Microenterprises \$ 32,612.06

Total Loan Funds \$ 484,259.83

1031 Housing RLF \$ 102,713.36

1070 National Scenic Fund \$ 149,103.26

1120 LGIP - IRP \$ 1,381,897.06

1136 LGIP Loan Funds \$ 1,117,738.04

1131 LGIP Housing RLF \$ 1,282,708.92

1171 LGIP National Scenic Fund \$ 1,232,744.35

Total Bank Demand Deposits \$ 6,936,712.45

1100 CDs

1121 IRP Reserve \$ 96,047.12

Total 1100 CDs \$ 96,047.12

Mid-Columbia Economic Development District

Balance Sheet

As of April 30, 2023

1122 IRP-DDM Product	\$	436,366.30
1125 LINK Petty Cash	\$	150.00
TOTAL CHECKING / SAVINGS	\$	7,469,275.87
Accounts Receivable		
1202 Accounts Receivable	\$	325,753.35
1205 Interfund Loan Receivable	\$	<u>34,560.96</u>
TOTAL ACCOUNTS RECEIVABLE	\$	360,314.31
Other Current Assets		
1200 - Receivables & Accruals		
1210 Accrued Revenue	\$	14,375.00
1240 Prepaid Expenses	\$	15,164.84
1260 Accrued Loan Interest	\$	<u>15,640.56</u>
TOTAL RECEIVABLES & ACCRUALS	\$	45,180.40
1300 - Loans Receivable		
1330 - MCEDD Loans Receivable		
1320 IRP	\$	839,062.90
1321 IRP - Sherman	\$	72,096.81
1322 IRP - WA	\$	78,013.75
1336 EDA RLF's	\$	241,560.92
1337 EDA RLF CARES	\$	700,416.49
1345 Reg Strat	\$	27,673.90
1350 RBEG-OR	\$	-
1371 Housing RLF	\$	750,000.00
1372 MCEDD Micro Loan	\$	7,622.65
1373 USDA NSA	\$	<u>137,045.00</u>
Total 1330 - MCEDD Loans Receivable	\$	2,853,492.42
1370 OIB Loans Receivable	\$	<u>1,571,348.49</u>
TOTAL 1300 - Loans Receivable	\$	4,424,840.91
1400 - Loan Payments Holding		
TOTAL 1400 - Loan Payments Holding	\$	-

Mid-Columbia Economic Development District

Balance Sheet

As of April 30, 2023

1500 - Allowance for Doubtful Loans	
1520 IRP Allowance	\$ (38,961.53)
1521 IRP-SH Co	\$ (3,000.00)
1522 IRP-WA	\$ (3,337.38)
1536 EDA RLF's Allowance	\$ (11,047.82)
1537 EDA RLF CARES Allowance	\$ (29,288.53)
1545 Reg Strat Allowance	\$ (1,152.95)
1555 RBEG Allowance	\$ (766.44)
1571 Housing RLF Allowance	\$ (30,000.00)
1572 MCEDD Micro Allowance	\$ (474.66)
1573 USDA NSA Allowance	\$ (5,481.80)
1575 OIB Allowance	\$ (67,535.30)
TOTAL 1500 - Allowance for Doubtful Loans	<u>\$ (191,046.41)</u>

Total Other Current Assets \$ 4,639,289.21

TOTAL CURRENT ASSETS \$ 12,108,565.08

Fixed Assets

1600 - Fixed Assets

1605 Vehicles	\$ 773,440.00
1610 Land	\$ 172,681.00
1620 Buildings	\$ 1,453,177.00
1650 Accumulated Depreciation	\$ (267,195.00)

Total 1600 -Fixed Assets \$ 2,132,103.00

Other Assets

Due To / From Internal Accounts

1800 Due From Accounts	\$ 1,263,964.70
1801 Due To Accounts	\$ (1,263,964.70)

Total Due To/Due From Internal Accounts \$ -

TOTAL ASSETS \$ 14,240,668.08

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2005 Interfund Loan Payable	\$ (38,394.69)
2010 A/P General	\$ (87,675.70)

Total Accounts Payable \$ (126,070.39)

Mid-Columbia Economic Development District

Balance Sheet

As of April 30, 2023

Other Current Liabilities

2030 Accrued Loan Payment	\$	(97,503.68)
2035 Acrued Interest Payable	\$	(103.57)
2050 PTO-Accrued	\$	(64,990.25)
2070 Health Insurance Payable	\$	14,114.28
2080 Life & Disability Payable	\$	(78.48)
2085 Retirement Payable	\$	300.97
2090 WC SAIF ins	\$	(4,156.53)
2100 Payroll Liabilities	\$	(1,171.59)
2120 - State Payroll Liabilities	\$	3,593.48
2115 - OR-SUTA Payroll Liabilities	\$	218.31
2105 - WBF Payroll Assessment	\$	(211.76)
2120 - State Payroll Liabilities	\$	3,593.48
2180 - Payroll Liabilities - Prior Per	\$	-
2100 - Payroll Liabilities - Other	\$	(1,171.59)
2800 Deferred Revenue	\$	(13,333.26)
2900 Unavailable Revenue A/R	\$	(261,232.60)

Total Other Current Liabilities \$ (422,132.79)

Total Current Liabilities \$ (548,203.18)

Long Term Liabilities

2820 IRP Loan Payable \$1 Million	\$	(285,323.06)
2821 IRP Loan Payable \$600,000	\$	(286,514.32)
2822 IRP Loan Payable \$750,000	\$	(441,284.90)
2823 IRP Loan Payable - WA \$310,000	\$	(232,139.57)
2824 IRP Loan Payable - SH \$200,000	\$	(145,925.80)

Total Long Term Liabilities \$ (1,391,187.65)

TOTAL LIABILITIES \$ (1,939,390.83)

Equity

3100 Fund Balances	\$	(5,408,719.91)
3110 Carryforward Balance	\$	(117,758.58)
3900 Retained Earnings	\$	(6,606,643.51)
Net Income	\$	(168,155.25)

Total Equity \$ (12,301,277.25)

TOTAL LIABILITIES & EQUITY \$ (14,240,668.08)

**Mid-Columbia Economic Development District
Budget vs Actual FY23**

4/30/2023 6/30/2023

Account	Account Title	Balance	Budget	Unearned/Unexpended	% of Budget
4010	Trans Frm/To Fund (Match)	\$ 9,845.70	\$ 15,992.00	\$ 6,146.30	61.57%
4012	Trans Frm/To Fund (Support)	\$ 18,245.39	\$ 22,539.00	\$ 4,293.61	80.95%
4014	STIF Student Tickets	\$ 474.00	\$ -	\$ (474.00)	
4100	Federal	\$ 869,799.77	\$ 3,026,067.00	\$ 2,156,267.23	28.74%
4200	State	\$ 728,364.00	\$ 1,313,181.00	\$ 584,817.00	55.47%
4300	Local Match	\$ 92,135.90	\$ 115,000.00	\$ 22,864.10	80.12%
4400	Local Assessment	\$ 85,949.00	\$ 86,481.00	\$ 532.00	99.38%
4500	Contract Reimbursement	\$ 535,524.69	\$ 549,928.00	\$ 14,403.31	97.38%
4600	Loan Interest	\$ 257,389.46	\$ 171,133.00	\$ (86,256.46)	150.40%
4700	Loan Processing Fees	\$ 28,313.55	\$ 41,017.00	\$ 12,703.45	69.03%
4705	Loan Filing Fees	\$ 9,993.94	\$ 5,850.00	\$ (4,143.94)	170.84%
4710	Loan Late Fee	\$ 1,766.70	\$ 2,950.00	\$ 1,183.30	59.89%
4750	Investment Interest	\$ 113,774.71	\$ 12,761.00	\$ (101,013.71)	891.58%
4820	Greyhound Sales	\$ 5,459.65	\$ -	\$ (5,459.65)	
4825	Greyhound Commission	\$ 406.16	\$ -	\$ (406.16)	
4800	Other Revenue	\$ 28,540.54	\$ 8,595.00	\$ (19,945.54)	332.06%
4805	Farebox Revenue	\$ 31,373.14	\$ 50,599.00	\$ 19,225.86	62.00%
Total Income		\$ 2,817,356.30	\$ 5,422,093.00	\$ 2,604,736.70	51.96%
	Expense				
5000	Personnel Expense	\$ 1,588,801.06	\$ 2,282,447.00	\$ 693,645.94	69.61%
6110	Travel & Conference	\$ 18,421.97	\$ 26,815.00	\$ 8,393.03	68.70%
6190	Event Services	\$ 4,985.20	\$ 7,900.00	\$ 2,914.80	63.10%
6200	Equipment	\$ 3,073.16	\$ 11,028.00	\$ 7,954.84	27.87%
6300	Supplies	\$ 15,661.99	\$ 25,224.00	\$ 9,562.01	62.09%
6400	Professional Services	\$ 374,807.54	\$ 652,407.00	\$ 277,599.46	57.45%
6500	Vehicle Costs	\$ 118,752.65	\$ 128,194.00	\$ 9,441.35	92.64%
6600	Communications	\$ 13,954.11	\$ 38,846.00	\$ 24,891.89	35.92%
6700	Building Costs	\$ 61,998.68	\$ 58,472.00	\$ (3,526.68)	106.03%
6800	Bonds & Insurance	\$ 25,843.50	\$ 21,926.00	\$ (3,917.50)	117.87%
6900	Other Materials & Supplies	\$ 10,569.33	\$ 47,127.00	\$ 36,557.67	22.43%
9000	Indirect Spread	\$ -	\$ 3.00	\$ 3.00	0.00%
9040	Transportation Facility Spread	\$ -	\$ 5.00	\$ 5.00	0.00%
9050	Loan Fund Costs Allocated	\$ -	\$ 1.00	\$ 1.00	0.00%
9060	Transportation Admin Spread	\$ -	\$ -	\$ -	0.00%
9100	Capital Purchase	\$ 61,233.00	\$ 61,528.00	\$ 295.00	99.52%
9600	Transfer to/from Source	\$ 9,845.70	\$ 2,000.00	\$ (7,845.70)	492.29%
Total Expense		\$ 2,307,947.89	\$ 3,363,923.00	\$ (1,055,975.11)	68.61%
	Net Ordinary Income	\$ 509,408.41	\$ 2,058,170.00	\$ (2,567,578.41)	
	Other Income/Expense				
7010	Bad Debt Expense	\$ 72,256.16	\$ -	\$ (72,256.16)	
7300	Student Tickets	\$ 474.00	\$ -	\$ (474.00)	
7400	Loan Payment	\$ 101,150.00	\$ 58,342.00	\$ (42,808.00)	173.37%
7050	Unrestricted Carryover	\$ 62,823.00	\$ 41,489.00	\$ (21,334.00)	151.42%
7540	Restricted Carryover	\$ 104,550.00	\$ 114,112.00	\$ 9,562.00	91.62%
Total 7500	Carryover to Next Year	\$ 167,373.00	\$ 155,601.00	\$ (11,772.00)	
	Total Other Expense	\$ 341,253.16	\$ 213,943.00	\$ 127,310.16	159.51%
	Net Other Income	\$ (341,253.16)	\$ (213,943.00)	\$ (127,310.16)	159.51%
	Net Income	\$ 168,155.25	\$ 1,844,227.00	\$ (2,694,888.57)	

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY 23 COMBINED PIPELINE (Special Projects Only)**

SPECIAL PROJECTS SUMMARY		ANTICIPATED FY 23	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	1,374,560	-	30,000	1,404,560	97.86%
	Budgeted Expenses (Excludes In-Kind)	1,254,816				
	Gap/Surplus	119,744				
PROJ CODE	SPECIAL PROJECTS DETAILS	FY23	NOTES			
206	OCF Thriving Entrepreneurs Grant Prgm	12,000	OCF \$15,000 Total split between FY22 and FY23			
206	Rural Opportunity Initiative	83,000				
208	Rural Capacity	88,636				
209	Regional Innovation Hub	140,000				
5571	GTA Staffing	48,000				
534	Crystal Springs	13,750				
549	CL-HR Enterprise Zone	4,000				
550	Broadband	13,500	\$118,234 - remaining FY24			
551	Brownfields Assessment		\$1million - 4 Yrs beginning FY24 (October 2023)			
554	Sherman Co EDC	47,500				
559	Wasco Co EDC	80,000				
570	OEDD Website	-				
574	Hood River Energy Plan	65,000				
574	Energy - Meyer Memorial Trust	57,000				
5742	CGBREZ	-				
582	Hood River EDG	8,400				
585	Commute Options	10,000				
587	HR Drive Less Connect - ODOT	43,086				
590	Gorge Pass Marketing	192,000				
540	Columbia Center for the Arts	3,150				
5011	CREA - Financial Services	6,000				
5112	Biggs Water Development	20,000	FY22 Multi-year project			
5113	CL Wastewater System Upgrade	15,000				
5114	HR Stormwater	15,000	\$40,000 Total / Remaining split between FY23 and FY24			
5115	City of TD - Dog River	8,000				
5116	Sherman County Bus Barn	5,000	\$5000 - FY24			
5117	HRV Adult Center	15,000				
5711	Mobility Management	192,331				
5716	GTS Phase II	179,207				
583	WA State Microenterprise Assoc. Grant	10,000				
TOTAL ANTICIPATED REVENUE		1,374,560				
PROPOSALS SUBMITTED						
TOTAL PROPOSALS SUBMITTED		-				
IN DEVELOPMENT						
	City of CL - Cascade Locks Substation	30,000	Split \$15,000 FY24 / \$15,000 FY25			
TOTAL IN DEVELOPMENT		30,000				
DECLINED						
TOTAL DECLINED		-				

MCEDD Dashboard

Loan Program	Target	Q4 FY2022 (Apr 1 - June 30)	Q1 FY2023 (July 1 - Sept 30)	Q2 FY2023 (Oct 1 - Dec 31)	Q3 FY2023 (Jan 1 - Mar 31)
Lending Activity	\$215,000 loaned/quarter	\$ 212,045.00	\$1,260,000 (includes AHDRLF) \$510,000 (without AHDRLF)	\$ 38,000.00	\$ 102,569.00
Loan Utilization Rate- All RLFs	75% or more	35.00%	41.00%	44.60%	44.76%
Loan Utilization rate- EDA RLFs	75% or more	64.6% (EDA is not tracking this still)	*	84.99%	*
Loan Delinquency Rate (>30 days)	5% or less	1.61%	2.70%	2.50%	1.56%
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	1/\$18,750 Loaned	1/\$15,455 (without AHDRLF)	1 / \$19,500	1 / \$14,683
Inquiries/outreach	20 inquiries per quarter 5 outreach visits per quarter	23 Inquiries, 7 Outreach Visits	25 Inquiries, 11 Outreach Visits	28 Inquiries, 9 Outreach Visits	24 Inquiries, 13 Outreach Visits
Reporting Completed on Time	All	ALL	ALL	ALL	ALL

Finance	Target	Q4 FY2022 (Apr 1 - June 30)	Q1 FY2023 (July 1 - Sept 30)	Q2 FY2023 (Oct 1 - Dec 30)	Q3 FY2023 (Jan 1 - Mar 31)
Special Projects Revenue Gap	At or exceeding budget	92,107	106,994	106,244	119,744
Local Jurisdiction Participation	100%	100%	100%	100%	100%
Average days of accounts receivable	33 or less	28.51	28.61	28.73	28.61
Operational YTD Actual vs. Budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 59.8% Expenses: 63.6%	Revenue: 65.6% Expenses: 58.4%	Revenue: 61.7% Expenses: 68.4%	Revenue: 51.96% Expenses: 68.61%

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

Human Resources	Target	Q4 FY2022 (Apr 1 - June 30)	Q1 FY2023 (July 1 - Sept 30)	Q2 FY2023 (Oct 1 - Dec 30)	Q3 FY2023 (Jan 1 - Mar 31)
Performance Evaluation Completed on Time	100%	95%	95%	95%	93%
Average Employment Length (Years) - Econ Dev / Admin	3 years	3.24	3.99	4.24	4.49
Average Employment Length (Years) - Transportation	3 years	-	2.30	2.58	2.51

Transportation Ride Data	Target	Q4 FY2022 (Apr 1 - June 30)	Q1 FY2023 (July 1 - Sept 30)	Q2 FY2023 (Oct 1 - Dec 30)	Q3 FY2023 (Jan 1 - Mar 31)
Dial A Ride	Not set, provided as info		1109	1342	1561
Fixed Route	Not set, provided as info		2290	1497	1428
Senior / Disabled	Not set, provided as info		2133	1998	1983

Board of Directors	Target	Q4 FY2022 (Apr 1 - June 30)	Q1 FY2023 (July 1 - Sept 30)	Q2 FY2023 (Oct 1 - Dec 30)	Q3 FY2023 (Jan 1 - Mar 31)
Board Meeting Attendance	75%	71%	77%	86%	91%
Meetings Lacking Quorum	0	0	0	0	1
Board Vacancies	0	0	0	0	0

Project Mgmt/ Regional Coordination	Target	Q4 FY2022 (Apr 1 - June 30)	Q1 FY2023 (July 1 - Sept 30)	Q2 FY2023 (Oct 1 - Dec 30)	Q3 FY2023 (Jan 1 - Mar 31)
Number of objectives addressed from CEDS	2/quarter	5	6	6	6
Reporting Completed on Time	All	All	All	95%	All

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

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT FY24 Budget Packet Contents

1. **Budget Packet Contents** (White Enclosure).
2. **Budget Narrative** - Provides a written explanation of the budget and includes significant changes from the prior fiscal year (Salmon Enclosure).
3. **Budget Appropriation by Category** - Provides a summary of the proposed budget by categories (Yellow Enclosure).
4. **Historical Data** - Includes prior approved budget and actuals information for FY21 to FY23, and the proposed budget side-by-side (Green Enclosure).
5. **All Funds Budget** - Presents details of income and expense costs by class, including agency funds (White with Color Print Enclosure).
6. **Operations Budget** - Provides details of income and expense costs by class for operational funds only (Yellow Enclosure).
7. **Special Projects Budget Detail**- Provides details on budgets for the special projects operational line item (White with Color Print Enclosure).
8. **Transportation Budget Detail**- Provides details on budgets for the transportation operational line item and the Statewide Transportation Improvement Fund (STIF) (Green Enclosure).
9. **Salary Scale** - Provides the proposed FY24 salary rates by classification (Lavender Enclosure).
10. **Benefits Plan** - Reflects the benefits for employees proposed in the budget (Lavender Enclosure).
11. **Local Assessments** – Provides details on local dues assessment (Pink Enclosure).
12. **Budget Acronyms** – Provides an overview of commonly used acronyms in the budget (White Enclosure).



**FISCAL YEAR 2024 (July 1, 2023-June 30, 2024)
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 FY23 budget and/or highlights in the FY24 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);
- Requesting an extension to continue to spend out the remaining \$1,762,955 in USDA loan funds assuming new loans equally split between Oregon and Washington Investment Boards (Operations Budget, Column N);
- Finalizing the work being done on the Diversity, Equity and Inclusion plan and seeking a consultant to work with the organization on developing a Strategic Plan (Operations Budget, Column U, Line 59);
- Continued work on entrepreneurship and innovation through an anticipated new Business Oregon Rural Opportunities Initiative grant, an extension of the Business Oregon Regional Innovation Hub grant, and a new Washington Dept. of Commerce ICAP Launch grant (Special Projects Budget, Columns K, M and U);
- A non-renewal of Oregon state funding for the Rural Capacity grant writing work given uncertainties in the legislature at budget time (Special Projects Budget, Column N);
- Several new projects including financial management for Northern Wasco Parks and Rec (Special Projects Budget, Column L), administering Commercial Property Assessed Clean Energy incentives in Hood River County (Special Projects Budget, Column V), and administering a US EPA grant for brownfields cleanup assessments in the five counties (grant still pending, Special Projects Budget, Column W).
- A significant carryforward from FY23 Broadband work that will allow us to continue greater activity for this important infrastructure piece (Special Projects Budget, Column T);
- Continuation of the expanded Mobility Management work launched in FY22, including implementing the Gorge Regional Transit Strategy, marketing the Gorge Pass, and expanding our Travel Trainer services to our WA counties using a consultant (depended on a new grant from WSDOT) (Special Projects Budget, Columns AB and AE);
- Transportation funding to support an expanded level of service resulting in additional Transportation positions including 1 full-time driver, 1 part-time driver and a part-time dispatcher have been incorporated into the budget;
- Increase in fuel costs to reflect current realities (Transportation Budget, Column B, Lines 61);
- A 5% cost-of-living adjustment for all positions (Salary Plan);
- The Assistant Project Manager position that supported the loan program continues to remain unfilled in the proposed budget (assumptions in wages lines).
- A significant increase to Invested Interest earned as a result of transferring funds to the Local Government Investment Pool (Operations Budget, Column W);

- Moving our IT support to a fully managed contract (Transportation Budget, Column H, Line 57).

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

BEGINNING BALANCES

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 slightly less than FY23 but still high due to slow lending activity as well as loans being paid off ahead of schedule.

CARRYOVER: The anticipated carryovers from FY23 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, the largest being Broadband. 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 FY23 is related to the more accurate amount in this column for FY24 (Transportation Budget, Column C).

PROJECTED REVENUE

FEDERAL:

USDA NSA RBEG: Federal revenue of \$500,000 in pass-through funds received from USDA Rural Development be distributed equally to the Oregon and Washington Investment Boards for lending to small businesses. This grant ends Sept 2023 but we plan to ask for an extension. We decided to budget a more realistic lending number rather than the full amount of the grant left to lend, which is \$1,763,955.

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 this match. FY24 is the second 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) and Transportation Options effort. Federal revenue also includes funds to be received for Brownfields Assessment from the US EPA.

TRANSPORTATION: Federal funds include grant revenue for dial-a-ride operations, the deviated fixed routes, installing bus shelters/ signs, and replacement of two vehicles. Many of these grants are two-year grants and revenue is predicted based on half of the biennium amount, plus any remaining funds from FY23 if applicable.

STATE:

SPECIAL PROJECTS: Includes several grants from Business Oregon and WA Dept. of Commerce for entrepreneurship, innovation and grant writing (Columns M, O, U), plus ODOT funds for our Mobility Management activities/ Gorge Transit Strategy and marketing the multi-provider Gorge Pass for transit.

TRANSPORTATION: Includes revenue for the 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 match federal grants and expand operations support for The Link. Also includes a STIF Discretionary grant for intercity service between Hood River and The Dalles.

LOCAL MATCH: The local match category includes contributions from Gorge Translink Alliance transit providers, a contribution from the City of The Dalles to support The Link and East Cascades Works for a bus shelter, Hood River County partner contributions for the Energy Plan, funds from the Wasco EDC contract to match a Business Oregon grant, and Columbia Area Transit funds to match the Gorge Pass Marketing project.

LOCAL ASSESSMENTS: The local assessments are included based upon the recommendation of the MCEDD Board of Directors. It includes a \$0.89 per capita assessment to counties and cities and an overall total assessment to member Port Districts. The population data from the 2021 Census Bureau Estimate was used (2022 estimates are available for the counties but not for the cities). FY24 was the last year in a multi-year plan adopted by the Board to increase dues 10% each year. In FY24, the Board will need to consider plans for the future.

CONTRACT REIMBURSEMENTS:

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

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 a grant from the Energy Trust of Oregon for the Hood River Energy Plan. Northern Wasco County Parks & Rec is a new contract for FY24 to provide financial support.

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. Also includes funds from Columbia Area Transit to fund half of the Travel Trainer position, whose duties are shared between CAT and The Link.

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.

MCEDD Loan Fund Revenue Projections Using a Three-Year Average	
Fiscal Year	MCEDD
FY21	\$ 350,750
FY22	\$ 381,723
FY23 (projected)	\$ 510,000
FY24 new loan projections	\$ 414,158

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

OIB Loan Fund Revenue Projections Using a Four-Year Average	
Fiscal Year	OIB
FY20	\$ 70,000
FY21	\$ 93,350
FY22	\$ 15,000
FY23 (projected)	\$775,000
FY24 new loan projections	\$238,338

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 FY24. 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 FY24 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 FY24 from the estimated new loans booked during the remainder of FY23 (from May and June 2023) is included in the projections.

3. Projected loan interest for loans that have scheduled balloon payments in FY24 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.

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 FY24.
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 FY23 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 sponsorship and ticket revenue received for the annual Economic Symposium and the new Gorge Pitch Competition, plus reimbursements for materials and services expenses related to the Gorge Tech Alliance. Other Revenue in the Transportation Budget comes from anticipated farebox (rider tickets), vending at the Transit Center, and Greyhound ticket sales. Transportation funds also include transit pass sales and low-income fare subsidies. In addition, it includes the interfund transfer to Transportation for rent from non-transportation funds.

PROJECTED EXPENSES

WAGES: Wages include a 5% cost-of-living adjustment for all positions. This figure was set based on the Western Consumer Price Index (5.1% in March 2023) and consideration of adjustments from similar organizations. While market adjustments were researched, none are recommended at this time. Step raises for eligible employees are included. Compared to last year the following changes are reflected:

- The addition of 1.5 FTE driver positions, as well as a .35 FTE dispatch position;
- Increasing the Office Administrator position from .85 to 1.0 FTE; and
- Continuing to leave the Assistant Project Manager position that supported the loan program unfilled, and continuing with the organizational structure change that created a Field Supervisor position and did not fill the vacant Deputy Director of Transportation position.

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 allocation for the Deputy Director of Economic Development is focused primarily on Special Projects and the EDA Planning Grant. Project Managers are assigned to specific special projects. The Loan Fund Manager is assigned to loan funds and loan program contracts. 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 Travel Trainer is fully supported by STIF Funds this year plus some special projects. The Transportation Operations Manager and Field Supervisor are 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 37.0% Fringe & Tax rate. This rate includes an anticipated 5% health insurance rate increase in January 2024, a 9% vision increase and a 0% dental insurance increase. Employer contributions for insurance are generally included for eligible employees. Other Fringe Benefits include a 457(b) contribution at 8.75%, disability/life insurance, and a Premium Only Section 125 plan in which employees may elect to participate, as premium payments will be on a pre-tax basis.

PERSONAL TIME OFF (PTO): PTO is calculated using the predicted PTO balances as of June 30, 2023 and earned PTO for FY24, 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 FY24 is budgeted at approximately the same level as FY23.

EVENT SERVICES: Event services include the annual economic symposium, meeting expenses for a MCEDD Strategic Plan, Broadband and ICAP Launch outreach, a Pitch Competition with the ROI grant, GTA events and travel training outreach.

EQUIPMENT AND SUPPLIES: The budget includes new computer equipment for staff on the scheduled replacement rotation roughly every four years, plus a one-time expense to replace all office phones. Smaller ongoing expenses include general office supplies, facility supplies, event supplies for transportation outreach and the GTA, and supplies for The Link.

PROFESSIONAL SERVICES:

LEGAL SERVICES: Costs associated with legal services were budgeted at a slightly lower amount than the prior year based on actual expenses for FY23.

AUDIT: The FY24 budget reflects the anticipated cost for auditing services.

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

- Consultants to complete the Diversity, Equity and Inclusion Plan started in FY23 and to develop a MCEDD Strategic Plan (\$20,000, Operations Budget, Column U).
- Consultants to complete the Regional Innovation Plan started in FY23 (\$18,000, Special Projects Budget, Column O).
- Consultants to conduct the Brownfields Assessment work (\$141,800, Special Projects Budget, Column W).
- Consultants to implement the next step of the Gorge Regional Transit Strategy (\$154,000, Special Projects Budget, Column AB) for marketing the Gorge Pass and providing travel training services in our WA Counties (\$139,500, Special Projects Budget, Column AE).
- Moving to a full-service IT support (\$20,000, Transportation, Column H).
- Bus shelter/ sign installation (\$54,300, Transportation, Column J).
- Completing new bus wraps on all vehicles (\$23,777, Transportation, Column L).
- A new program to subsidize two vanpools in Wasco County (\$12,000, STIF, Column M).
- A one-time expense to add new rider-friendly options to our transit software (\$80,000, STIF, Column P).

TESTING/TRAINING/SCREENING: Professional services include 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 FY23 actuals.

VEHICLES:

MAINTENANCE: Generally, vehicle maintenance is included per schedule. Maintenance decreased slightly to reflect actuals for FY23.

FUEL: Fuel increased again for FY24 based on actuals for FY23.

OTHER VEHICLE COSTS: This line includes a one-time expense to add reader boards to The Link buses.

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 a decrease with the majority of expenses associated with Transportation Operations for brochures, etc.

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

TELEPHONE/ NETWORKING: Increased from prior year mainly due to increased cost for phone and email service.

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 an additional \$10,000 for a Facility Reserve Fund, raising the reserve to \$30,000.

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

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

BUILDING REPAIRS AND MAINTENANCE: The building repairs and maintenance was maintained at the same level. This primarily includes landscape maintenance and snow removal.

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: Slight increase from FY23. The largest cost is for Caselle’s cloud hosting.

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. This line also includes expected revenue from new loans funded through Washington Investment Board that will be passed through to Skamania County Economic Development Council (\$9300, Operations, Column N). New for FY24 is the prize given during the Pitch Competition, funded by sponsorship dollars (\$10,000, Special Projects, Column M).

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.

REVOLVING LOAN FUND:

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

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

satisfies the requirement from EDA to ensure administrative expenses remain 50% or less of loan fund revenue.

CAPITAL OUTLAY: Includes the purchase of two low emissions hybrid buses to replace existing buses.

CARRYOVER – RESTRICTED: Special Projects carryover balance reflects the amount restricted to the special project or the Transportation project. This line also includes the \$30,000 for the building reserve fund.

CARRYOVER – UNRESTRICTED: Includes various funds with balances at the end of FY24 that do not have restrictions placed around how the funds can be spent.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2024 BUDGET**

BUDGET APPROPRIATION BY CATEGORY	
REVENUES:	
LOAN FUNDS (AVAILABLE TO LOAN)	6,390,011
CARRYOVER - RESTRICTED FUNDS	489,593
CARRYOVER - UNRESTRICTED FUNDS	93,627
CARRYOVER FY 23 - TOTAL	6,973,231
FEDERAL	2,003,457
STATE	1,121,404
LOCAL MATCH	134,000
LOCAL ASSESSMENT	95,455
CONTRACT REIMBURSEMENT	507,590
PRINCIPAL REPAYMENTS	536,757
LOAN INTEREST	314,631
LOAN FEES	36,046
OTHER REVENUE	133,711
IN-KIND	-
INVESTED FUNDS INTEREST	128,961
TOTAL REVENUES	11,985,244
EXPENDITURES:	
PERSONNEL COSTS	2,304,642
MATERIALS AND SERVICES	1,275,835
GRANTS DISBURSED	10,000
REVOLVING LOAN FUND	7,612,786
CAPITAL PURCHASE	458,812
CARRYOVER	
CARRYOVER - RESTRICTED	275,343
CARRYOVER - UNRESTRICTED	47,831
CARRYOVER TOTAL	323,175
TOTAL EXPENDITURES	11,985,244

HISTORICAL COMPARISON - BUDGETS

ADOPTED 2020-21 SUPPL	ADOPTED 2021-22 SUPPL	ADOPTED 2022-23	DESCRIPTION	PROPOSED 2023-24 BUDGET COMMITTEE	APPROVED 2023-24 BUDGET COMMITTEE	ADOPTED 2023-24 MCEEDD BOARD	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79
			REVENUES				
4,258,988	##### #	7,446,587	LOAN FUNDS (AVAILABLE TO LOAN)	6,390,011	6,390,011		
368,817	211,874	192,203	CARRYOVER - RESTRICTED FUNDS	489,593	489,593		
181,780	497,696	58,932	CARRYOVER - UNRESTRICTED FUNDS	93,627	93,627		
4,809,585	5,940,804	7,697,722	TOTAL CARRYOVER	6,973,231	6,973,231	-	
1,781,316	##### #	3,026,066	FEDERAL	2,003,457	2,003,457		
643,060	811,419	1,313,181	STATE	1,121,404	1,121,404		
90,000	87,500	115,000	LOCAL MATCH	134,000	134,000		
66,690	78,935	86,481	LOCAL ASSESSMENTS	95,455	95,455		
567,758	549,785	544,928	CONTRACT REIMBURSEMENTS	507,590	507,590		
743,886	777,518	576,188	PRINCIPAL REPAYMENTS	536,757	536,757		
440,545	362,761	243,758	LOAN INTEREST	314,631	314,631		
45,006	42,116	52,434	LOAN FEES	36,046	36,046		
48,380	193,419	102,725	OTHER REVENUE	133,711	133,711		
-	-	-	IN-KIND	-	128,961		
1,431	1,950	18,641	INVESTED FUNDS INTEREST	128,961			
9,237,673	13,025,854	##### ##	TOTAL REVENUE	11,985,244	11,985,244	-	
			EXPENDITURES				
			PERSONNEL COSTS:				
1,233,226	##### #	1,606,956	WAGES	1,663,078	1,663,078		
385,994	472,165	486,357	FRINGE BENEFITS	457,862	457,862		
116,480	189,943	189,131	PAYROLL TAXES	183,701	183,701		
1,735,699	2,183,243	2,282,444	TOTAL PERSONNEL COSTS	2,304,642	2,304,642	-	
			MATERIALS AND SERVICES:				
30,098	30,960	26,815	TRAVEL	25,111	25,111		
14,000	14,015	7,900	EVENT SERVICES	10,007	10,007		
27,834	13,084	11,028	EQUIPMENT	6,628	6,628		
46,483	41,665	25,224	SUPPLIES	33,820	33,820		
			PROFESSIONAL SERVICES:				
18,083	18,093	16,090	Legal	10,290	10,290		
21,953	23,154	33,247	Audit	34,841	34,841		
5,465	6,575	6,600	Filing Fees	6,300	6,300		
354,099	660,125	697,014	Contractual	800,389	800,389		
5,000	4,575	2,000	Testing/Training/Screening	1,550	1,550		
			VEHICLE COSTS				
31,320	34,569	46,406	Repairs/Maintenance	41,938	41,938		
55,440	60,585	81,791	Fuel	95,995	95,995		
500	12,865		Other Vehicle Costs	36,000	36,000		
			COMMUNICATIONS:				
25,476	14,203	13,250	Advertising	16,975	16,975		
1,150	1,600	1,300	Postage & Freight	1,240	1,240		
17,200	10,535	16,395	Printing	8,197	8,197		
800	800	800	Pubs & Subs	800	800		
18,846	11,975	8,101	Telephone & Networking Expenses	10,047	10,047		
			BUILDING COSTS:				
24,907	22,321	28,074	Rent	34,830	34,830		
12,600	12,600	21,650	Utilities and Janitorial	17,250	17,250		
-	-	-	Building Remodel	(0)	-		
3,225	4,500	8,750	Building Repairs and Maintenance	8,200	8,200		
5,787	14,452	21,926	BOND AND INSURANCE	27,983	27,983		
			OTHER MATERIALS & SERVICES:				
6,630	23,306	20,656	Dues and Fees	21,762	21,762		
13,674	##### #	26,471	Other	23,683	23,683		
2,000	2,000	2,000	Transfer to Source	2,000	2,000		
-	-	-	In-Kind	-	-		
742,571	3,043,248	1,123,488	TOTAL MATERIALS AND SERVICE	1,275,835	1,275,835	-	
35,000	10,000	10,000	GRANTS DISBURSED	10,000	10,000		
			REVOLVING LOAN FUND:				
2,774,137	2,742,978	3,153,116	New Loans Made	2,278,376	2,278,376		
105,315	105,978	43,507	IRP Payment-Principal Portion	108,117	108,117		
16,717	15,402	14,836	IRP Payment-Interest Portion	13,263	13,263		
3,029,831	3,798,261	6,942,178	Ending Available to be Loaned	5,213,031	5,213,031		
5,925,999	6,662,618	10,153,637	TOTAL REVOLVING LOAN FUND	7,612,786	7,612,786	-	
176,620	448,455	61,528	CAPITAL OUTLAY	458,812	458,812		
44,857	20,000	104,552	CARRYOVER - RESTRICTED	275,343	275,343		
576,927	658,290	41,485	CARRYOVER - UNRESTRICTED	47,831	47,831		
621,784	678,290	146,037	TOTAL CARRYOVER	323,175	323,175	-	
9,237,673	13,025,854	13,777,125	TOTAL EXPENDITURES	11,985,244	11,985,244	0	

HISTORICAL COMPARISON - ACTUALS

ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	DESCRIPTION	PROPOSED 2023-24 BUDGET COMMITTEE	APPROVED 2023-24 BUDGET COMM.	ADOPTED 2023-24 MCEEDD BOARD	
			REVENUES				1
							2
							3
							4
							5
3,634,473	5,346,283	7,446,587	LOAN FUNDS (AVAILABLE TO LOAN)	6,390,011	6,390,011		6
190,521	202,166	192,203	CARRYOVER - RESTRICTED FUNDS	489,593	489,593		7
641,112	856,973	58,932	CARRYOVER - UNRESTRICTED FUNDS	93,627	93,627		8
4,466,106	6,405,422	7,697,722	TOTAL CARRYOVER	6,973,231	##### ###	-	9
							10
3,867,411	1,801,488	3,026,066	FEDERAL	2,003,457	2,003,457		11
842,650	812,184	1,313,181	STATE	1,121,404	1,121,404		12
145,210	92,963	115,000	LOCAL MATCH	134,000	134,000		13
62,710	78,768	86,481	LOCAL ASSESSMENTS	95,455	95,455		14
676,534	508,886	544,928	CONTRACT REIMBURSEMENTS	507,590	507,590		15
0	0	576,188	PRINCIPAL REPAYMENTS	536,757	536,757		16
358,762	273,473	243,758	LOAN INTEREST	314,631	314,631		17
23,579	20,846	52,434	LOAN FEES	36,046	36,046		18
585,799	370,817	102,725	OTHER REVENUE	133,711	133,711		19
0	0	-	IN-KIND	-	-		20
2,051	13,622	18,641	INVESTED FUNDS INTEREST	128,961	128,961		21
11,030,812	10,378,470	##### ##	TOTAL REVENUE	11,985,244	##### ##	-	22
							23
			EXPENDITURES				24
			PERSONNEL COSTS:				25
1,118,183	1,338,257	1,606,956	WAGES	1,663,078	1,663,078		26
279,643	370,444	486,357	FRINGE BENEFITS	457,862	457,862		27
103,137	123,905	189,131	PAYROLL TAXES	183,701	183,701		28
1,500,963	1,832,605	2,282,444	TOTAL PERSONNEL COSTS	2,304,642	##### ###	-	29
							30
			MATERIALS AND SERVICES:				31
8,737	11,571	26,815	TRAVEL	25,111	25,111		32
0	980	7,900	EVENT SERVICES	10,007	10,007		33
4,840	5,716	11,028	EQUIPMENT	6,628	6,628		34
36,940	26,859	25,224	SUPPLIES	33,820	33,820		35
			PROFESSIONAL SERVICES:				36
11,441	2,380	16,090	Legal	10,290	10,290		37
22,150	13,420	33,247	Audit	34,841	34,841		38
7,698	9,820	6,600	Filing Fees	6,300	6,300		39
271,627	562,389	697,014	Contractual	800,389	800,389		40
3,329	2,229	2,000	Testing/Training/Screening	1,550	1,550		41
			VEHICLE COSTS				42
29,524	49,612	46,406	Repairs/Maintenance	41,938	41,938		43
56,218	99,949	81,791	Fuel	95,995	95,995		44
10,680	6,496	-	Other Vehicle Costs	36,000	36,000		45
			COMMUNICATIONS:				46
21,293	7,053	13,250	Advertising	16,975	16,975		47
1,657	1,921	1,300	Postage & Freight	1,240	1,240		48
2,722	4,207	16,395	Printing	8,197	8,197		49
73	80	800	Pubs & Subs	800	800		50
10,514	10,533	8,101	Telephone & Networking Expenses	10,047	10,047		51
			BUILDING COSTS:				52
17,367	17,839	28,074	Rent	34,830	34,830		53
15,739	17,139	21,650	Utilities and Janitorial	17,250	17,250		54
15,951	15,951	-	Building Remodel	(0)	-		55
10,696	5,188	8,750	Building Repairs and Maintenance	8,200	8,200		56
16,339	24,198	21,926	BOND AND INSURANCE	27,983	27,983		57
			OTHER MATERIALS & SERVICES:				58
13,249	12,172	20,656	Dues and Fees	21,762	21,762		59
39,584	1,669	26,471	Other	23,683	23,683		60
0	0	2,000	Transfer to Source	2,000	2,000		61
0	0	-	In-Kind	-	-		62
628,368	909,369	1,123,488	TOTAL MATERIALS AND SERVICE	1,275,835	##### ###	-	63
							64
2,988,747	0	10,000	GRANTS DISBURSED	10,000	10,000		65
							66
			REVOLVING LOAN FUND:				67
494,100	763,446	3,153,116	New Loans Made	2,278,376	2,278,376		68
104,928	105,977	43,507	IRP Payment-Principal Portion	108,117	108,117		69
16,452	15,403	14,836	IRP Payment-Interest Portion	13,263	13,263		70
4,974,718	5,695,708	6,942,178	Ending Available to be Loaned	5,213,031	5,213,031		71
5,590,198	6,580,534	10,153,636	TOTAL REVOLVING LOAN FUND	7,612,786	##### ###	-	72
							73
172,180	438,055	61,528	CAPITAL OUTLAY	458,812	458,812		74
							75
49,077	83,482	104,552	CARRYOVER - RESTRICTED	275,343	275,343		76
101,280	534,425	41,485	CARRYOVER - UNRESTRICTED	47,831	47,831		77
150,358	617,907	146,037	TOTAL CARRYOVER	323,175	323,175	-	78
11,030,812	10,378,470	13,777,125	TOTAL EXPENDITURES	11,985,244	11,985,244	0	79

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY24 ALL FUNDS BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	Z	AA		
1	DESCRIPTION	320/E320 IRP	321/E321 IRP SH	322/E322 IRP WA	336/E336 EDA RLFs	337 EDA CARES ACT RLF	345/E345 RLF REG STRAT	350/E350 RBEG- OR	355/E355 RBEG-WA	357/E357 RBEG-KL/SK	370/E370 CDBG- MICRO ENT	372 MCEED MICRO LOAN	371 E371 HOUSING RLF	373 USDA NSA RBEG	390 GEN LOAN FUNDS	552 OIB STAFFING	553 MHEA	101 PLANNING GRANT	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	E975 OIB AGENCY	TOTAL	1		
65	COMMUNICATIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	65		
66	Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,264	11,861	-	850	1,000	16,975	66		
67	Postage & Freight	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	390	-	-	850	-	1,240	67		
68	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,923	5,774	-	500	-	8,197	68		
69	Pubs & Subs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	800	-	800	69		
70	Telephone & Networking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150	25	540	520	8,212	-	600	-	10,047	70		
71	BUILDING COSTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71		
72	Rent	375	101	101	387	176	94	148	113	113	40	49	375	422	2,383	2,966	637	4,447	21,902	-	-	-	-	34,830	72		
73	Building Utilities & Janitorial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,250	-	-	-	-	17,250	73	
74	Building Remodel -Transit Center	172	46	46	177	81	43	68	52	52	18	23	172	193	1,092	1,358	292	2,037	10,030	-	(15,951)	-	-	(0)	74		
75	Building Remodel - Allocation	28	8	8	29	13	7	11	9	9	3	4	28	32	180	224	48	336	1,657	-	(2,635)	-	-	-	75		
76	Building Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,200	-	-	-	-	8,200	76	
77	BOND AND INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,370	-	11,613	-	-	27,983	77	
78	OTHER MATERIALS & SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	78		
79	Dues and Fees	265	87	42	75	103	19	-	-	-	90	90	-	-	-	-	-	3,650	300	900	-	16,016	125	21,762	79		
80	Other	81	4	4	29	43	5	6	2	3	2	92	92	9,300	-	-	-	-	10,570	3,450	-	-	-	23,683	80		
81	TRANSFER TO SOURCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	2,000	81	
82	IN-KIND	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	82		
83	TOTAL MATERIALS AND SERVICES	7,790	995	727	2,987	3,100	715	746	293	300	184	343	2,697	10,947	9,454	10,931	1,856	19,333	533,459	486,362	1,914	77,018	103,682	1,275,835	83		
84																										84	
85	GRANTS DISTRIBUTED	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	85	
86	REVOLVING LOAN FUND																									86	
87	New Loans Made	154,824	-	-	26,000	-	-	-	-	-	-	3,333	1,355,881	500,000	-	-	-	-	-	-	-	-	-	238,338	2,278,376	87	
88	Loan Principal	90,249	7,031	10,837	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	108,117	88	
89	Loan Interest	9,509	1,459	2,294	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,263	89	
90	Ending Loan Available Balance	1,703,398	158,723	80,704	636,557	299,104	167,720	300,861	84,173	124,170	108,916	9,734	208,173	(6,992)	-	-	-	-	-	-	-	-	-	1,337,791	5,213,031	90	
91	CAPITAL PURCHASE																									91	
92	Carryover to FY25 (Restricted Funds)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	131,458	143,885	-	-	-	-	275,343	92	
93	Carryover to FY25 (Unrestricted Funds)	57,300	(11,065)	(16,263)	8,198	-	(11,052)	-	-	-	-	-	-	-	-	13,897	614	275	520	5,325	83	-	-	-	47,831	93	
94	TOTAL DIRECT EXPENSES	2,034,028	160,087	81,244	685,043	307,340	160,123	305,922	87,753	127,757	110,264	14,849	1,577,709	516,283	79,037	111,426	21,077	149,434	1,304,841	2,269,639	19,012	172,571	1,689,811	11,985,244	94		
95																										95	
96	FACILITY SPREAD - TRANSPORTATION	188	50	50	194	88	47	74	56	56	20	25	188	211	1,192	1,483	319	2,224	10,951	(17,415)	-	-	-	-	-	96	
97	FACILITY SPREAD - NON TRANSPORTATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	97
98	TRANSPORTATION ADMIN SPREAD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	98
99	LOAN FUNDS SPREAD	12,910	3,470	3,470	13,314	6,052	3,228	5,083	3,873	3,873	1,372	1,694	12,910	14,524	(85,771)	-	-	-	-	-	-	-	-	-	0	99	
100	ADMIN SPREAD	873	235	235	900	409	218	344	262	262	93	115	873	982	5,543	6,898	1,482	10,342	50,934	91,572	-	(172,571)	-	-	-	100	
101	TL EXPENSES WITH INDIRECT	2,047,998	163,842	84,999	699,450	313,889	163,616	311,423	91,945	131,949	111,748	16,683	1,591,679	532,000	-	119,807	22,878	162,000	1,366,725	2,343,789	19,012	-	1,689,811	11,985,244	101		

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY24 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	373 USDA NSA RBEG	390 GEN LOAN FUNDS	552 OIB STAFFING	553 MHEA	101 PLANNING GRANT	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	TOTAL	1		
69	Pubs & Subs																					800	800	69		
70	Telephone & Networking															150	25	540	520	8,212		600	10,047	70		
71	BUILDING COSTS																							71		
72	Rent	375	101	101	387	176	94	148	113	113	40	375	49	422	2,383	2,966	637	4,447	21,902				34,830	72		
73	Building Utilities & Janitorial																						17,250	73		
74	Building Remodel - Transit Ctr (Admin Only)	172	46	46	177	81	43	68	52	52	18	172	23	193	1,092	1,358	292	2,037	10,030		(15,951)			74		
75	Building Remodel - Allocation (515 E. 2nd)	28	8	8	29	13	7	11	9	9	3	28	4	32	180	224	48	336	1,657		(2,635)			75		
76	Building Repairs & Maintenance																						8,200	76		
77	BOND AND INSURANCE																						16,370	77		
78	OTHER MATERIALS & SERVICES																								78	
79	Dues and Fees	265	87	42	75	103.0	19	-	-	-	90	90						3,650	300			16,016	21,637	79		
80	Other	81	4	4	29	43	5	6	2	3	2	92	92	9,300					10,570				23,683	80		
81	TRANSFER TO SOURCE																						2,000	81		
82	IN-KIND																								82	
83	TOTAL MATERIALS AND SERVICES	7,790	995	727	2,987	3,100	715	746	293	300	184	3,066	350	10,947	9,454	10,931	1,856	19,333	533,459	486,362	1,914	77,018	1,172,529	83		
84																									84	
85	GRANTS DISTRIBUTED																								85	
86	REVOLVING LOAN FUND																								86	
87	New Loans Made													500,000										500,000	87	
88	Loan Principal	90,249	7,031	10,837																				108,117	88	
89	Loan Interest	9,509	1,459	2,294																				13,263	89	
90	Loan Available Balance	(28,580)	(10,996)	(14,911)	(6,946)	30,019	(2,065)	(4,061)	(5,822)	(5,179)	(732)	37,205	(6,612)	(6,992)										(25,673)	90	
91	CAPITAL PURCHASE																							458,812	91	
92	Carryover to FY25 (Restricted Funds)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	131,458					143,885	92	
93	Carryover to FY25 (Unrestricted Funds)	57,300	(11,065)	(16,263)	8,198	-	(11,052)					66,078				13,898	614	275	520		5,325	(2,527)		111,300	93	
94	TOTAL EX W/O INDIRECT	147,226	(9,632)	(14,371)	15,540	38,255	(9,662)	999	(2,241)	(1,591)	616	117,307	(4,823)	516,283	79,037	111,426	21,077	149,434	1,304,841	2,269,639	19,012	172,571	4,920,934	94		
95																									95	
96	FACILITY SPREAD - TRANSPORTATION	188	50	50	194	88	47	74	56	56	20	188	25	211	1,192	1,483	319	2,224	10,951	(17,415)				-	96	
97																									97	
98	TRANSPORTATION ADMIN SPREAD																								-	98
99	LOAN FUNDS SPREAD	12,910	3,470	3,470	13,314	6,052	3,228	5,083	3,873	3,873	1,372	12,910	1,694	14,524	(85,771)										(0)	99
100	ADMIN SPREAD	873	235	235	900	409	218	344	262	262	93	873	115	982	5,543	6,898	1,482	10,342	50,934	91,572		(172,571)			-	100
101	TOTAL EXPENSES	161,196	(5,877)	(10,616)	29,947	44,804	(6,169)	6,500	1,950	2,600	2,100	131,278	(2,990)	532,000	-	119,807	22,878	162,000	1,366,725	2,343,789	19,012	-	4,920,934	101		

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY24 TRANSPORTATION BUDGET**

	A	B	C	D	E	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	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
2	BEGINNING BALANCES														2
3	Loan Funds Available to Loan	-													3
4	Restricted Carryover from FY23	291,320		2,500			20,000	13,500	210,120		45,200				4
5	Unrestricted Carryover from FY23	25,000	25,000						-						5
6	TOTAL FUND AVAIL FOR FY24	316,320	25,000	2,500	-	-	20,000	13,500	210,120	-	45,200	-		-	6
7															7
8	REVENUE														8
9	Federal	1,085,499		298,737		88,790		40,000	-	263,160	394,812				9
10	State	715,404							635,782			79,622			10
11	Local Match	59,000	50,000					9,000	-						11
12	Local Assessment	-							-						12
13	Contract Reimbursements	69,200	4,200		19,000				46,000						13
14	Principal payments	-							-						14
15	Loan Interest	-							-						15
16	Loan Processing Fees	-							-						16
17	Loan Filing Fees	-							-						17
18	Loan Late Fees	-							-						18
19	Transfer From/To Fund Source (MATCH)	(279,308)	(50,000)			10,163			(487,952)	210,120	18,800		19,562		19
20	Transfer From/To Fund Source (SUPPORT)	306,138		374,010		(98,952)	34,830		(12,750)	9,000					20
21	Other Revenue (incl Farebox)	71,536	9,300	25,000					-	36,036			1,200		21
22	In-Kind	-							-						22
23	Invested Funds Interest	-				-	-		-						23
24	TOTAL REVENUE	2,027,469	13,500	697,747	19,000	-	34,830	49,000	181,080	518,316	413,612	-	100,384	-	24
25															25
26	WAGES														26
27	Executive Director	15,913		2,000					9,750	2,663				1,500	27
28	Deputy Director of Transportation	-	-	-	-				-	-				-	28
29	Finance Manager	18,000		2,500	500				5,000					10,000	29
30	Loan Fund Manager	-							-						30
31	Project Managers :	-							-						31
32	Part-time Project Manager - JS	-							-						32
33	Mobility Manager - KF	6,500							6,500						33
34	Project Manager - new	-							-						34
35	Program Manager - Travel Trainer	58,300							58,300						35
36	Project Manager - LM	-							-						36
37	Transportation Operations Manager	80,166	2,041	36,674	750				18,336	17,124		-	2,000	3,241	37
38	Field Supervisor	58,512	1,400	25,000	1,612				6,500	20,000			1,500	2,500	38
39	Dispatch/Schedulers	112,551	2,520	54,474	1,485				5,471	40,256		-	7,845	500	39
40	Full Time Drivers	363,430	9,142	175,206	4,781				17,614	129,426		-	25,260	2,000	40
41	Part Time Drivers	118,881	6,162	56,061	1,521				5,604	41,496		-	8,037		41
42	Admin Assistant	1,500							1,000					500	42
43	Office Administrator	5,500		3,000					1,500	1,000					43
44	Total Wages	839,253	21,264	354,916	10,649	0	0	0	135,575	251,965	0	0	44,642	20,241	44
45	Fringe Benefits	245,677	5,362	89,501	2,685	0	0	0	34,448	97,319	0	0	11,258	5,104	45
46	Payroll Taxes	90,325	2,359	39,377	1,181	0	0	0	15,175	27,148	0	0	2,839	2,246	46
47	TOTAL PERSONNEL COSTS	1,175,255	28,985	483,794	14,516	-	-	-	185,198	376,433	-	-	58,738	27,591	47
48															48
49	TRAVEL & CONFERENCES	2,000							1,000					1,000	49

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY24 TRANSPORTATION BUDGET**

	A	B	C	D	E	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	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
50	EVENT SERVICES	500							500						50
51	EQUIPMENT	6,028					5,028		-					1,000	51
52	SUPPLIES	9,875					3,000		1,200			-		5,675	52
53	PROFESSIONAL SERVICES	-							-						53
54	Legal	-							-						54
55	Auditing	15,682							-					15,682	55
56	Filing Fees	-							-						56
57	Contractual	202,777	4,200				20000	54,300	92,000	24,777		-	500	7,000	57
58	Testing/Training/Screening	1,550		500	150				150	500		-	250	-	58
59	VEHICLE COSTS	-							-						59
60	Repairs & Maintenance	41,938		20,889	560				2,033	15,462		-	2,995		60
61	Fuel	95,995		47,746	1,291				4,773	35,341		-	6,845		61
62	Other Vehicle Costs	36,000							36,000						62
63	COMMUNICATIONS	-							-						63
64	Advertising	11,861							6,361	5,000				500	64
65	Postage & Freight	-							-						65
66	Printing	5,774		250					3,524	1,500			500		66
67	Pubs & Subs	-							-						67
68	Telephone & Networking	8,212					5,712		-					2,500	68
69	BUILDING COSTS	-							-						69
70	Rent	-							-						70
71	Building Utilities & Janitorial	17,250					14,370		-	2,880					71
72	Building Remodel - Allocation	-					-		-						72
73	Building Repairs & Maintenance	8,200					8,200		-						73
74	BOND AND INSURANCE	16,370					3,350		-			-		13,020	74
75	OTHER MATERIALS & SERVICES	-							-						75
76	Dues and Fees	900							-					900	76
77	Other	3,450		250					3,200			-			77
78	TRANSFER TO SOURCE	2,000							-					2,000	78
79	IN-KIND	-							-						79
80	GRANTS DISTRIBUTED	-							-						80
81	REVOLVING LOAN FUND	-							-						81
82	New Loans Made	-							-						82
83	Loan Principal	0							-						83
84	Loan Interest	0							-						84
85	Ending Loan Available Balance	-							-						85
86	CAPITAL PURCHASE	458,812							-		458,812				86
87	TOTAL EX W/O INDIRECT	2,120,429	33,185	553,429	16,516	-	59,660	54,300	335,939	461,892	458,812	-	69,828	76,868	87
88															88
89	FACILITY SPREAD - TRANSPORTATION	(17,415)		7,531	226	0	-34,830	0	2,883	5,860	0	0	914		89
90	TRANSPORTATION ADMIN SPREAD	-		35,207	1,056	0	0	0	13,449	24,994	0	0	4,428	-79,134	90
91	LOAN FUNDS SPREAD	-	-									0	0		91
92	ADMIN SPREAD	91,572		39,732	1,192	0	0	0	15,177	28,207	0	0	4,998	2,266	92
93	TOTAL EXPENSES	2,194,581	33,185	635,899	18,991	-	24,830	54,300	367,444	520,954	458,812	-	80,168	0	93
94	Carryover to FY25 (Restricted Funds)	143,885		64,349			30,000	8,200	23,757	(2,638)	-	-	20,217	(0)	94
95	Carryover to FY25 (Unrestricted Funds)	5,325	5,315		9	-		-		-	-	-	-	-	95

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY24 TRANSPORTATION BUDGET - 612 STIF Transportation Package Detail**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	DESCRIPTION	Total STIF Budget	61201 Admin Support for STIF	61203 High School Transit Training/Free Passes	61204 Spanish Language Outreach	61206 Expanded Marketing	61207 MM Transit Support	61208 Dial-a-Ride	61210 Service to Smaller Communities	61211 Bus Shelters & Bike Racks	HR-TD Run	Grant Match Reserve (new code)	Vanpool Support	61213 Deviated Fixed Route	61220 Fare Subsidy	61221 Fleet and Tech	1
49	TRAVEL & CONFERENCES	1,000					1,000										49
50	EVENT SERVICES	500					500										50
51	EQUIPMENT	-															51
52	SUPPLIES	1,200		700			500										52
53	PROFESSIONAL SERVICES	-															53
54	Legal	-															54
55	Auditing	-															55
56	Filing Fees	-															56
57	Contractual	92,000		-									12,000			80,000	57
58	Testing/Training/Screening	150							150								58
59	VEHICLE COSTS	-															59
60	Repairs & Maintenance	2,033							2,033								60
61	Fuel	4,773							4,773								61
62	Other Vehicle Costs	36,000														36,000	62
63	COMMUNICATIONS	-															63
64	Advertising	6,361		501	2,110	3,500			250								64
65	Postage & Freight	-															65
66	Printing	3,524		480	1,294	1,500			250								66
67	Pubs & Subs	-															67
68	Telephone & Networking	-															68
69	BUILDING COSTS	-															69
70	Rent	-															70
71	Building Utilities & Janitorial	-															71
72	Building Remodel - Allocation	-															72
73	Building Repairs & Maintenance	-															73
74	BOND AND INSURANCE	-															74
75	OTHER MATERIALS & SERVICES	-															75
76	Dues and Fees	-															76
77	Other	3,200		3,200													77
78	IN-KIND	-															78
79	GRANTS DISTRIBUTED	-															79
80	REVOLVING LOAN FUND	-															80
81	New Loans Made	-															81
82	Loan Principal	-															82
83	Loan Interest	-															83
84	Ending Loan Available Balance	-															84
85	CAPITAL PURCHASE	-								-							85
86	Carryover to FY25 (Restricted Funds)	23,754	62				2,234		7,458	4,000		10,000					86
87	Carryover to FY25 (Unrestricted Funds)	-								-							87
88	TOTAL EX W/O INDIRECT	359,693	47,020	7,889	4,767	5,000	91,042	-	61,976	4,000	-	10,000	12,000	-	-	116,000	88
89																	89
90	TRANSPORTATION FACILITY SPREAD	2,883	730	47	21	-	1,350	-	734	-			-	-	-		90
91	TRANSPORTATION ADMIN SPREAD	13,449	3,407	218	99	-	6,299	-	3,425	-			-	-	-		91
92	LOAN FUNDS SPREAD																92
93	ADMIN SPREAD	15,177	3,845	246	112	-	7,109	-	3,865	-			-	-	-		93
94	TOTAL EXPENSES	391,200	55,000	8,400	5,000	5,000	105,800	-	70,000	4,000	-	10,000	12,000	-	-	116,000	94

SALARY SCALE FY24

Executive Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$98,366	\$103,283	\$108,447	\$113,870	\$119,565	\$125,543
<i>FY24-Proposed</i>	\$103,284	\$108,447	\$113,869	\$119,564	\$125,543	\$131,820

Deputy Directors

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$76,175	\$79,986	\$83,986	\$88,183	\$92,592	\$97,221
<i>FY24-Proposed</i>	\$79,984	\$83,985	\$88,185	\$92,592	\$97,222	\$102,082

Finance Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$76,175	\$79,986	\$83,986	\$88,183	\$92,592	\$97,221
<i>FY24-Proposed</i>	\$79,984	\$83,985	\$88,185	\$92,592	\$97,222	\$102,082

Senior Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$71,418	\$74,989	\$78,738	\$82,675	\$86,808	\$91,148
<i>FY24-Proposed</i>	\$74,989	\$78,738	\$82,675	\$86,809	\$91,148	\$95,706

Loan Fund Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$69,084	\$72,435	\$75,950	\$79,644	\$83,521	\$87,590
<i>FY24-Proposed</i>	\$72,538	\$76,057	\$79,748	\$83,626	\$87,697	\$91,970

Project Manager, Mobility Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$68,016	\$71,418	\$74,989	\$78,738	\$82,675	\$86,808
<i>FY24-Proposed</i>	\$71,417	\$74,989	\$78,738	\$82,675	\$86,809	\$91,148

Transportation Operations Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$64,498	\$67,724	\$71,108	\$74,664	\$78,398	\$82,317
<i>FY24-Proposed</i>	\$67,723	\$71,110	\$74,663	\$78,397	\$82,318	\$86,433

Program Manager, Travel Trainer

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$52,440	\$55,063	\$57,815	\$60,705	\$63,741	\$66,927
<i>FY24-Proposed</i>	\$55,062	\$57,816	\$60,706	\$63,740	\$66,928	\$70,273

Office Administrator

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$51,349	\$53,917	\$56,613	\$59,444	\$62,416	\$65,536
<i>FY24-Proposed</i>	\$53,916	\$56,613	\$59,444	\$62,416	\$65,537	\$68,813

Assistant Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$49,295	\$51,761	\$54,349	\$57,066	\$59,919	\$62,915
<i>FY24-Proposed</i>	\$51,760	\$54,349	\$57,066	\$59,919	\$62,915	\$66,061
Hrly	\$26.54	\$27.87	\$29.26	\$30.73	\$32.26	\$33.88

Administrative Assistant

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$38,522	\$40,448	\$42,470	\$44,594	\$46,824	\$49,165
<i>FY24-Proposed</i>	\$40,448	\$42,470	\$44,594	\$46,824	\$49,165	\$51,623
Hrly	\$20.74	\$21.78	\$22.87	\$24.01	\$25.21	\$26.47

Field Supervisor

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$49,931	\$52,428	\$55,048	\$57,801	\$60,691	\$63,726
<i>FY24-Proposed</i>	\$52,428	\$55,049	\$57,800	\$60,691	\$63,726	\$66,912
Hrly	\$26.89	\$28.23	\$29.64	\$31.12	\$32.68	\$34.31

Lead Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$37,259	\$39,122	\$41,078	\$43,132	\$45,288	\$47,553
<i>FY24-Proposed</i>	\$39,122	\$41,078	\$43,132	\$45,289	\$47,552	\$49,939
Hrly	\$20.06	\$21.07	\$22.12	\$23.23	\$24.39	\$25.61

Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$36,187	\$37,996	\$39,896	\$41,890	\$43,985	\$46,185
<i>FY24-Proposed</i>	\$37,996	\$39,896	\$41,891	\$43,985	\$46,192	\$48,502
Hrly	\$19.49	\$20.46	\$21.48	\$22.56	\$23.69	\$24.87

Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY23	\$35,485	\$37,259	\$39,122	\$41,078	\$43,132	\$45,288
<i>FY24-Proposed</i>	\$37,259	\$39,128	\$41,073	\$43,132	\$45,289	\$47,552
Hrly	\$19.11	\$20.07	\$21.06	\$22.12	\$23.23	\$24.39

BENEFITS PLAN

MEDICAL COVERAGE

Based on 5% for Medical, 9% for VSP, 0% Dental, 0% Life

Covers	Plan (s)	Deductible	Rider	Rider	Rider
All Eligible Employees	Copay E RX4	\$250	Vision VSP-A	Alt. Care - Copay Plan	Well Baby N/A
<i>Cost of Plan</i>		Emp Only	Emp + SP	Emp + Family	
Monthly Employer Share		767.15	1,197.30	1,480.44	
Monthly Employee Share			430.15	713.29	
Total			1,627.46	2,193.74	
Annual Employer Share		9,205.80	14,367.63	17,765.31	
Annual Employee Share			5,161.83	8,559.51	

Dental				
Covers	Plan	Deductible		
All Employees	Dental II	\$0		
<i>Cost of Plan</i>		Emp Only	Emp + SP	Emp + Family
Monthly Employer Share		48.55	66.55	98.54
Monthly Employee Share			18.00	49.99
Total		48.55	84.55	148.52
Annual Employer Share		582.60	798.60	1,182.42
Annual Employee Share			216.00	599.82

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 24

2021 Census Bureau Estimate	PER CAPITA
	\$0.89

COUNTIES

Hood River (Unincorp.)	14,333	\$12,756
Sherman	1,907	\$1,697
Wasco (Unincorp.)	9,085	\$8,086
Klickitat (Unincorp.)	16,257	\$14,469
Skamania (Unincorp.)	9,573	\$8,520
TOTAL COUNTIES		\$45,528

CITIES

Antelope	38	\$34
Dufur	637	\$567
Maupin	423	\$376
Mosier	468	\$417
Shaniko	32	\$28
The Dalles	16,043	\$14,278
Cascade Locks	1,383	\$1,231
Hood River	8,341	\$7,423
North Bonneville	1,024	\$911
Stevenson	1,573	\$1,400
Bingen	736	\$655
Goldendale	3,524	\$3,136
White Salmon	2,601	\$2,315
TOTAL CITIES		\$32,772

PER PORT
\$3,431

PORTS

Hood River	\$3,431
The Dalles	\$3,431
Klickitat	\$3,431
Skamania	\$3,431
Cascade Locks	\$3,431
TOTAL PORTS	\$17,155

TOTAL LOCAL DUES **\$95,455**

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

Budget Acronyms FY24

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

CPACE- Commercial Property Assessed Clean Energy

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)

ICAP – Innovation Cluster Accelerator Program

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

MCEDD – Mid-Columbia Economic Development District

MHEA – Mount Hood Economic Alliance (contracts with MCEDD)

NADO – National Association of Development Organizations

NSA- National Scenic Area

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

ROI – Rural Opportunities Fund

SAIF – State Accident Insurance Fund

SDAO – Special Districts Association of Oregon

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

USDA – US Dept. of Agriculture

WSDOT- Washington State Department of Transportation



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2023-3
ADOPTING THE FY JULY 1, 2023 – JUNE 30, 2024 BUDGET**

BE IT RESOLVED that the Board of Directors of Mid-Columbia Economic Development District hereby adopts the budget for fiscal year 2023-2024 in the total amount of \$11,985,244. This budget is now on file at 802 Chenoweth Loop Road, The Dalles, Oregon 97058

PASSED AND APPROVED this 15th day of June 2023.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

Jill Brandt, Administrative Assistant

Steven Kramer, Chair



To: MCEDD Board of Directors
From: Kathy Fitzpatrick, Mobility Manager
Date: June 7, 2023
Re: Gorge Regional Transit Strategy Adoption

Request

Approve Resolution 2023-4 Adopting the Gorge Regional Transit Strategy.

Background

In 2001, the transportation providers of the five Gorge counties (Sherman, Wasco, Hood River, Klickitat, and Skamania) recognized that individually they had limited resources to meet the significant transportation needs of their communities and of the region, but that collectively they could accomplish regional transportation goals by pooling resources, leveraging public and private partnerships, and implementing shared transportation services and connections. MCEDD began to convene regional meetings and in 2010, each of the counties adopted a resolution and signed a Memorandum of Understanding that designated MCEDD as the lead agency to provide technical and administrative support as the Gorge TransLink Alliance. Each transportation provider committed to providing ongoing match funding for the Mobility Management project and staff position. Over the past thirteen years, MCEDD’s Mobility Management work plan has included facilitation of the Gorge TransLink Alliance meetings, preparation of biennial work plans to identify and prioritize coordination strategies, expansion of Gorge TransLink Alliance partnerships, identification of new funding opportunities for transportation providers, and implementation of work plan activities.

Since 2016, the Gorge TransLink Alliance has transformed from a primarily dial-a-ride based partnership to a regionally connected transit system. Dial-a-ride remains a critical service in all the counties for people who need door-to-door transport, but the newly connected landscape of fixed route services allows residents to ride the bus to work, school, shopping, and to access services in the Portland and Vancouver metro area. In areas without fixed route services, dial-a-ride services and shuttles can connect riders to the fixed route system. In the last few years, the Gorge TransLink Alliance has also successfully launched a common website and a universal fare system (the GOrge Pass). Transportation providers have also partnered with counties, WSDOT, ODOT, and the US Forest Service to mitigate serious safety problems in heavily congested areas at Multnomah Falls and Dog Mountain.

The Gorge TransLink Alliance partners have been supporting the needs of the Mid-Columbia bi-state region to address many challenges related to workforce mobility, access to higher education, traffic congestion and safety, and have coordinated to provide special programs that serve Veterans, people with low incomes, and other people with special needs. But the regional mobility needs are growing and in 2019 the Gorge TransLink Alliance recognized the importance of developing a regional plan that would strive to meet local and regional needs.

Gorge Regional Transit Strategy

Phase 1: This first phase focused on strengthening partnerships, analyzing local transportation plans in the Columbia Gorge, and developing a collective regional vision. The main objective of Phase 1 was to combine the goals, policies, and priorities of local transportation planning efforts. Together, these served as the foundation for the work of the participants to develop the vision and goals guiding the implementation strategies for Phase 2. Phase 1 concluded in Winter 2021.

Phase 2: Based on the Phase 1 vision and goals, Phase 2 focused on a more comprehensive implementation strategy. This included further data analysis, funding and financial planning, assessment of potential regional organizational structures, and operational and policy strategies. The three focus areas included Operations, Governance Scenarios, and Finance.

Inclusive Planning Process

The Gorge Regional Transit Strategy process elevated the voices of all interested in the regional transit system. The Stakeholder Advisory Group (STAG) included over 150 individuals and representatives of federal, state, and local leadership; land managers including the US Forest Service and State Parks; federal and state agencies including WSDOT, ODOT, and the Gorge Commission leadership and staff; human service organizations; private businesses including private transportation services; and community-based organizations.

[Access the Strategy online here.](#) *Note: This is the draft version reviewed by the Stakeholder Advisory Group. The consultants are still making a few small changes. Staff will email the final version to the Board prior to the June 15 Board meeting.*

Next Steps

- June 15th: MCEDD Board of Directors will consider adoption of the Gorge Regional Transit Strategy through MCEDD Resolution No. 2023-4.
- June 21-August 30: Each of the five transportation provider boards will consider adoption of the Gorge Regional Transit Strategy.
- Starting July 1st: MCEDD has already received ODOT funding to move forward with implementation of Strategy recommendations with the results pending of a WSDOT grant application. One of the implementation steps will include the discussion of the formation of a Regional Transit Advisory Board. At their March 2023 meeting, the MCEDD Board of Directors approved the convening of a regional Public Transit Summit where the formation of a Transit Advisory Board would be discussed.



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2023-4
ADOPTING THE GORGE REGIONAL TRANSIT STRATEGY**

WHEREAS, the Mid-Columbia Economic Development District (MCEDD) is committed to supporting economic growth and development in the region, and

WHEREAS, MCEDD's Comprehensive Economic Development Strategy 2022-2027 (CEDS) identifies transportation as a critical component of the region's economic development, and

WHEREAS, the CEDS recognizes the need for an efficient and reliable public transportation system to improve access to employment, education, healthcare, and other essential services, and

WHEREAS, the Gorge Regional Transit Strategy aligns with MCEDD's mission to foster economic vitality and improve the quality of life for residents in the region, and

WHEREAS, the Gorge Regional Transit Strategy promotes affordable, accessible, and reliable transportation services for residents, businesses, and visitors in the region, and

WHEREAS, the Gorge Regional Transit Strategy includes a set of recommendations that have been developed based on extensive research, analysis, and engagement with regional partners and the community,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Columbia Economic Development District does hereby adopt the Gorge Regional Transit Strategy.

ADOPTED this 15th day of June 2023.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

Jill Brandt, Administrative Assistant

Steven Kramer, Chair



**Executive Director's Report
Prepared for the June 2023 Full Board Meeting**

Regional Work and Outreach

- In April and May, I received letters from Governors Kotek and Inslee supporting the move of Gilliam County to the MCEDD district. These were the final pieces needed for the EDA and all the materials were submitted with a letter of justification to our EDA representatives in May. They responded they will begin working on the effort.
- We assisted the City of White Salmon in developing a grant application for the SW WA Regional Transportation Council Transportation Alternatives grant program in support of the bluff trail connecting the downtown core and waterfront. This grant appears to have been awarded! We also met with the City to explore Community Development Block Grant use for a childcare facility and our ability to support an application.
- We issued notice to all those on the approved 2023 CEDS list to notify them of their status and updated the CEDS documents online.
- We hosted meetings of the Hood River Economic Development Group on March 30 and May 26. We shared information about a Business Oregon grant program supporting industrial land development, toured Pfrieder's facility in Cascade Locks and discussed a FY24 work plan for the group.
- **Grant Writing Funding:** I visited Salem for two days with the Oregon Economic Development Districts Association for our twice-annual in-person session to connect and learn from each other. During our visit we also had many visits with legislators to talk about the grant writing capacity building funding and the value of continuing that program. We are still waiting to hear if our request for Oregon legislative funding for grant writing will make it through the session, although there is some good news about the language being added to a bill by the Speaker (HB3379). In Washington, a grant writer support bill passed in the Washington legislature that funds hiring grant writers through the ADOs (Klickitat EDA and Skamania EDC). We are tracking this to see if we can provide the support on their behalf. the ADOs. I expressed our interest to Klickitat EDA and Skamania EDC in subcontracting to provide the services.
- We developed a CPACE (Commercial Property Assessed Clean Energy) page on our website (mcedd.org/cpace) now that Hood River County's program is official. I have prepared draft materials for Wasco County to consider adopting and Lindsay is learning more about the program, as she will be the lead on processing any applications. This is a financing tool for building owners to make energy efficiency, renewable energy, or seismic upgrades with repayments via an assessment on their property tax bill.
- The Regional Innovation Hub work funded through Business OR is progressing with our consultant ECONorthwest. We hosted an in-person meeting of the regional Leadership Team in April with good discussion about gaps and opportunities to increase support for innovative businesses in the region. In June, we will meet to discuss clear next steps for a plan. The final report should be done around July in preparation for a grant request to Business OR to implement the recommendations.
- I participated on a panel discussion at a May 19 event in Beaverton hosted by Rural Development Initiatives and the Reser Family Foundation called "Rural Forward: Toward Rural

Power and Prosperity.” The panel discussed how rural projects can secure federal funding and allowed us to highlight the work of MCEDD and EDDs in general. I was joined by Gloria Miller from Pine Grove Water District in Wasco County who shared how we have been supporting their water project.

- The next quarterly meeting of the Mid-Columbia Economic Resiliency Team will be June 8, focused on roundtable updates.
- I engaged in regional outreach with a presentation to the Hood River Rotary, The Dalles Rotary, The Dalles Lions Club, and Hood River City Council; meetings with new Hood River County Chair Jennifer Euwer, USDA Rural Development State Director, and Gorge Grown Food Network. I also attended the quarterly Klickitat County EDA meeting.

Business Assistance

- **Washington State Microenterprise Association Grant:** We held pub talks on April 6 in Goldendale, April 13 in Underwood, April 18 in White Salmon, May 4 in Goldendale and June 1 in North Bonneville. The grant intended to provide free legal and CPA assistance to businesses but there was little interest or available CPAs. Instead, we offered to cover consulting services needed by some of the small businesses that have received MCEDD lending but will be unable to fully spend the grant by the June 15 end. We have some lessons learned about how to better plan seven pub talk events in such a short time!
- **Gorge Tech Alliance:** I am covering GTA support while we hire a new Project Manager and will likely continue to lead it for the next year or so to bring stability to this role that has seen so much turnover. I see the contract as good for both MCEDD and the GTA and wish all parties to be satisfied. GTA work this period:
 - Focused on the networking event in Denver on May 10 as part of the UAS international trade show (see pictures at right). I attended the show to make sure the event was a success and received lots of positive feedback from the event sponsors.
 - Started meetings for the ICAP Launch project focused on helping grow innovation in the UAS companies. We are planning a first Core Team meeting in July and a larger Ecosystem meeting in August or September. The new Project Manager hire will lead this once on board.
 - Set the GTA Summer Party set for August 1, 5-8pm at Sierra Olympia Technologies in Hood River. MCEDD Board members are welcome to attend! RSVP to me.



Facilities, Trainings and Operations

- I attended the Washington Economic Development Association conference in Olympia in late March to increase knowledge about WA opportunities and build connections. I also attended a meeting of the Washington Economic Development Districts in Wenatchee in May, organized by our Washington EDA rep. It was a good opportunity to learn from each other and receive updates and training from the EDA.

- We are hosting monthly meetings of the Diversity, Equity and Inclusion (DEI) Task Force with our consultant Mariann Hyland. The May meeting was a SOAR (strengths, opportunities, aspirations, results) analysis, and June will develop some suggestions. This project has been extended by a month to end July 31.
- Dana and I gathered information for a market rate salary survey and COLA analysis in preparation for the budget. Thanks to Leana Kinley for reviewing a draft with me!
- Held an in-person Budget Committee meeting on May 19 where the draft budget was presented and recommended for approval by the Full Board.
- HR Answers has been brought in as a consultant to investigate an employee complaint. Their work is taking longer than expected. I hope to have the report in the next month.
- We continue to have a part-time bus driver position posted with no luck in finding applicants.
- Office Admin Keli Lafrenz requested quotes for a new landscaper. We have selected FLI Landscaping and hope to work with them on rebuilding areas that have died off since the Transit Center was built in 2016. We have also signed a contract to move forward with full-service IT support through Direct-Line IT as of July 1.
- Four Rivers Community Corporation, the nonprofit that MCEDD operates, received a letter from the IRS revoking its tax-exempt status based on not receiving the annual filings. The IRS had moved to receiving forms on-line only and we had missed this change. We are protesting the action and have provided proof that the filings have always been done on time via hard copy mail. IRS is considering the additional information.



**Executive Committee Report
June 2023**

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

- Discussed a request to support the Cascade Renewable Transmission Line Project with grant administration. MCEDD provides financial support to CREA (Community Renewable Energy Association), which has agreed to apply for a grant on behalf of the Cascades Renewable Transmission Line Project that will run a line from the Big Eddy substation at The Dalles to Portland. The line will be laid in the sediment under the Columbia River up to Bonneville Dam, where it will exit and go overland around the dam installation, then return to the river and run to Portland, where it will exit at the substation there. The intention is for MCEDD to support the project with financial administration of the grant and CREA has asked for a Letter of Understanding from MCEDD to this end. The letter included many “off-ramps” and is not binding, but CREA wished to include it in their application to strengthen their bid. The Committee approved signing the Letter of Understanding after discussion.
- Discussed a request from the City of Hood River to administer a \$1M loan on behalf of their Urban Renewal Agency in support of an Attainable Housing project in Hood River. MCEDD would also fund the project through our Attainable Housing Revolving Loan Fund, if approved by the Loan Administration Board. The Executive Committee supported moving forward with this partnership since staff confirmed they have the capacity and conditions would be imposed to protect MCEDD and cover our expenses.
- Discussed updates to the Personnel Policy to incorporate Paid Leave Oregon rules and recommended approval by the Full Board.
- Discussed USDA’s request to open a separate bank account for the Rural Business Development Grant Revolving Loan Funds and approved the request.
- Approved applying for the following grants:
 - WA. Dept of Commerce Innovative Cluster Accelerator Program (ICAP) Launch grant to focus on encouraging innovation and growth in our regional Uncrewed Aerial Systems (UAS) industry.
 - CARES funding through ODOT to support expanded operations for The Link with dial-a-ride service and the Hood River-The Dalles route, plus a weekly “Daily Needs Shuttle” to serve Tribal communities in Wasco and Klickitat Counties.
 - EDA’s Economic Recovery Corps program to host a fellow for two years with MCEDD, focused on implementation of the Comprehensive Economic Development Strategy.



Mid-Columbia Economic Development District

Loan Administration Board (LAB) Report Prepared for the June 15, 2023, MCEDD Full Board Meeting

Approved Loans; Loan Actions

Since the last MCEDD Board Meeting the following loans were approved by the LAB or by the Executive Director (microloans):

Business	Amount	Purpose
Primitive Pansies, LLC	\$80,000	Purchase of an existing candle and soap business (funds not yet disbursed)
Azuleron, LLC	\$37,800	Start-up red light therapy business (funds not yet disbursed)

Updates on Clients

There is currently one loan with a past due balance. Staff received a significant paydown from a client who had been on our delinquency list. Other existing client updates:

Business	Update
Brigham Fish Products, Inc.	Paid off
Red Letters Enterprises, Inc.	Paid off
LDB Beverage Company	Paid off
Willow & Bark	Paid off
Edeske Patisserie, LLC	Loan modification

**Available for lending as of
May 31, 2023:**

- *approx. \$3,551,226 for small businesses*
- *approx. \$1,324,252 for attainable housing*

Active Inquiries

Active inquiries with anticipated/received applications include:

- Dessert and cocktail bar
- Landscaping start-up
- Cottage bakery
- Holistic wellness business
- Thrift shop
- Software designer
- Café
- Restaurant/saloon

Other Activities

- Ami continues to attend The Dalles Area Chamber of Commerce, Mt. Adams Chamber of Commerce and Hood River Chamber of Commerce networking events.
- Ami is working with the SBDC on three of the loans currently in the pipeline.
- Ami presented at an Emprendedoras of the Gorge meeting at Wines on 2nd.
- Ami attended an SBDC Advisory Council meeting at Gorge Wine Library.
- Jessica and Ami met with John Saris and Eric Nerdin from Business Oregon to discuss changes to Business Oregon’s lending programs and opportunities for partnership.

- Business Oregon approved an additional award through the Loan Loss Reserve program. They had previously approved a \$1M award to MCEDD to cover both MCEDD and MHEA. They have since approved a separate award of \$250k to MHEA, and the full \$1M to MCEDD. This program will allow us to enroll new loans (Oregon-only) as they are made and cover us in the case of losses. After ten years, we will be able to use any funds left for new revolving loan funds. We will need to enroll 4x the amount of the Loan Loss Reserve to fully capture the benefit.

Support for Loan Boards

- We held the first in-person LAB meeting since 2019 at our office with breakfast provided. We reviewed the loan portfolio performance, delinquencies, pipeline, and discussed outreach opportunities. Unfortunately, we did not have a quorum for this meeting.
- The Oregon Investment Board (OIB) met and approved a \$75,000 loan for Ankhiale Outdoors, LLC this period. They also approved their budget in this period, and a contract increase for MCEDD.
- The Mt Hood Economic Alliance (MHEA) met and approved a \$40,000 loan for Honey Buns Coffee House and Bakery, LLC and funded the loan during this period. They also approved two new Clackamas County members, a contract increase for MCEDD, and an initial read of their FY24 budget. We have been continuing to try to move a new IGA for MHEA through the three counties and completed the MHEA annual audit.
- We are working with researchers at the University of Oregon's EDA-funded University Center to research the long-term economic impact of the Oregon and Washington Investment Boards' small business loan programs. They have surveyed past clients and are comparing the programs to other programs to provide recommendations. They will be presenting their report to the Bi-State Advisory Council at their annual meeting, set for June 14, 2:30pm at the Port of Hood River. This group is an annual gathering of the OIB/ WIB/ Gorge Commission/ Forest Service/ MCEDD, hosted this year by MCEDD.



To: MCEDD Board of Directors

From: Carrie Pipinich, Deputy Director of Economic Development

Date: June 6, 2023

Re: Deputy Director Report

Broadband

- Staff worked with partners in Skamania and Klickitat Counties to form broadband action teams (BAT) focused on developing local broadband and digital equity planning documents related to Washington's statewide planning process for their Broadband Equity and Deployment (BEAD) fund and the Digital Equity Act (DEA) funding that will be available in the coming years. Staff hosted three BAT meetings in each County, a workshop for the Klickitat County Community Councils, and conducted significant outreach to local entities and service providers to gather information for the planning process. County plans are due June 14th to the State. There is still work being done to support a veteran's focus group in partnership with the Klickitat County Veteran's service office later in June to provide input into the statewide planning process. Both BAT groups are interested in continuing to work together to support implementation of broadband projects moving forward.
- Staff has supported both Klickitat and Skamania Counties in participating in the Washington State Broadband Office's Rapid Design Study technical assistance program. This will support development of high level cost estimates for different deployment methods (fiber and fixed wireless based) as well as identify areas most likely to be successful for grant funding. We are considering if our Oregon Counties would benefit from these programs.
- Staff participated in the Oregon Broadband Office's outreach meeting in The Dalles focused on gathering input for their BEAD and DEA plans and supported outreach to partners in Wasco County to encourage participation.
- Staff worked closely with Q-Life to explore new USDA Rural Development Broadband Technical Assistance funding and determined an application from our region would not likely be competitive given the scoring criteria and focus on targeted areas.

Wasco County Economic Development Commission:

- Staff presented an annual workplan and budget request to Wasco County during their budget process.
- The EDC's quarterly meeting was at the Port of The Dalles on June 1st. The Port provided an overview of their history and their current efforts as well as organizing a tour of the new Columbia Gorge Food Bank Facility.
- The EDC welcomed new member Ed Thomas of First Interstate Bank to fill an opening. Staff also provided an orientation to Ed to support onboarding.
- In partnership with the SBDC, staff presented at the Main Street Mosier Business Committee's May gathering focused on business grants and incentives as well as employee attraction and retention. The gathering was very well attended and a good chance to meet Mosier area businesses.
- Staff continues to engage with and support The Dalles, Wasco County, and Port of The Dalles Brownfield Coalition Assessment grant process. There is a little bit less than \$100,000 in funds

available to be spent. The team is working on an additional outreach push to support utilization of these funds. The project had a great example of success in downtown The Dalles: after supporting completion of environmental assessments and hazardous building materials review of the old soda works building, the building owner worked with Urban Renewal to access additional matching funding to tear down the old building.

- Staff began the process to complete an update of the Wasco County Major Employers list. It will be finalized this month.

Entrepreneurship

- Staff has completed a draft of the Wasco County Innovation Initiative's (WII) Entrepreneurial Ecosystem Assessment as required by our Rural Opportunity Initiative grant. An overview was presented to the EDC and is being circulated with partners and will provide a foundation for next steps for this collaborative work with the Port of The Dalles, Wasco County EDC, CGCC, the SBDC, and Business Oregon regional staff.
- WII hosted an Innovators Drinks event in early May focused on Sivetz Coffee Roasters, AAA Metal Fabrication, and featured OMEP. The Workshop provided space for the event.
- WII has been planning for the first Gorge Pitch Fest event scheduled for June 14th, 5:30pm at the Granada Theater in downtown The Dalles. The WII group raised funds for \$10,500 in prizes for the winning businesses and received 28 business interest forms. The group narrowed down to six finalists who will be pitching their ideas at the gathering on June 14th for a panel of judges and the audience. All are invited to attend the event! Please [register here](#) so we can plan accordingly. A big thank you to our sponsors and partners for their support of the event!

Rural Capacity Funding

- MCEDD is hosting a second grant writing training this spring with Paul Lindberg of Hat Creek Consulting. The series of four sessions started in early May and was completed June 7th. The training sold out again this year and had a strong mix of local government and non-profit agencies as well as representation from partners in both Washington and Oregon.
- Staff has continued to work with Pine Grove and Tooley Water Districts to support next steps for their projects focused on funding resources, engineering procurement, and other technical assistance.

Additional Items

- Staff was able to attend and present at the National Association of Development Organization's Regional Training Workshop held in Seattle at the end of March. Topics focused on EDA's new online grants portal, the CEDS, and the new Communities of Practice programs related to key topic areas for EDDs.
- Staff received word from EPA that MCEDD's application for a \$1 million Brownfield Coalition Assessment Grant from the fall was awarded! Staff is working with EPA to finalize necessary agreements and work toward an October 1st start date for this project.
- Staff completed annual reviews for both Jacque Schei and Lindsay McClure.
- Staff also participated in the interview process for hiring a new project manager to fill the vacancy left by Kristyn Fix's departure at the end of April.



To: MCEDD Board of Directors
From: Jacque Schei, Project Manager
Date: June 5, 2023
Re: Project Manager's Report

Grant Administration/Labor Standards Projects

For the following projects, Jacque serves as a main contact to coordinate grant activities, ensures grant recipients meet the conditions of the grant contract, monitors progress of the project, and ensures that contractors fulfill contractual obligations. This work is supported by contracts with the project owners.

- **CSWD Odell Water Company Consolidation:** Funding: SDWRLF (\$2,230,000 loan, \$530,000 forgivable). No major updates - the project is still in the design stage.
- **City of Cascade Locks Wastewater System Improvements:** Funding: interim Clean Water State Revolving Fund (CWSRF; \$3,247,111 loan, \$1,002,489 grant) with USDA RD long term financing, CDBG (\$2,500,000), City funds. Update: The City is in the final stage of their update to the environmental review record to incorporate additional Section 106 consultation. A public comment period through Business Oregon will close in mid-June, after which the City will be done with the update. Construction is still on schedule to be completed in November. Staff continues to support monthly worker interviews, payroll reviews, and regular reporting to funders.
- **Biggs Service District Water System Improvements:** Funding: USDA RD (\$2,458,000 loan, \$825,500 grant), County funds. Update: The new reservoir is close to complete and is expected to be up and running by the end of June 2023 (see picture at right). Staff continues to support payroll reviews and regular reporting to funders and will help with project closeout tasks.
- **City of Hood River Stormwater Line Replacement:** Funding: CWSRF (\$1,277, 045 loan, \$500,000 forgivable), ARPA (\$2,694,953), Business Oregon Water/Wastewater (\$1,151,145 loan, \$200,000 grant), City funds. Update: The City is making more design changes as well as restructuring phases 2 and 3 to have the work in each phase be in the same general geography (downtown versus wetland/Port/outfall areas). They will be combining Phases 2 and 3 into one bid process and plan to advertise for bids in July/August 2023. Work is expected to start in September and anticipated completion will be by the end of 2024. Staff met with the City and Business Oregon in April to discuss the status of the project.
- **City of The Dalles Dog River Pipeline Replacement:** Funding: Oregon Water Resources Department (\$1,000,000), SDWRLF (\$7,500,000 loan, \$530,000 forgivable), City funds. Update: The construction crews were able to restart work on the pipeline at the end of May. The fish passage construction started a few weeks later. Staff will continue to review payroll reports and conduct worker interviews.
- **Sherman County Bus Barn:** Funding: ODOT STIF (\$1,080,000 grant), County funds. Update: The County was successful in their request for an additional \$600,000 in STIF funds to support this



project. Staff met with the County and the project engineer in May to discuss next steps for the design work. It is expected that the design will take approximately eight months to complete, at which point the County can solicit bids for construction.

- **Hood River County - Adult Center Kitchen Rehab:** Funding: CDBG-CARES (\$987,299), Adult Center funds. Update: Due to long wait times for some materials and equipment, the contractor will not start construction until early August. They are waiting until they have materials secured, specifically the electrical components, to minimize the down time for the kitchen. Construction is expected to be complete in early December. This is outside the County's project completion deadline for CDBG, so staff will work with them to submit a request for an extension. Staff also helped HRVAC develop an application to the Collins Foundation to cover equipment costs.

Sherman County Economic Development

- Congratulations to Sherman County on their award from the ODOE Community Renewable Energy Grant Program to support research and design of a solar + storage microgrid at the Sherman County School!
- City of Grass Valley wastewater – The CWSRF program has published their updated program rules, which includes an increase to the maximum forgivable loan (50% of the project cost, up to \$2 million). Even with this increase, the anticipated increases in the project cost will likely still require a large loan, which means a high monthly charge for users. Staff met with the City Council in June to discuss updated funding scenarios and the City decided they would like to move forward with applying to the CWSRF program.
- Staff continues to work with the Grass Valley County Market on their project to install EV chargers. Most of the ground and electrical work has been completed and one charger will be delivered in early July. The project is about \$30,000 short to purchase a second charger, so staff have been looking for additional funding. The project is also still waiting for utility upgrades from Pacific Power to be completed.
- Staff assisted the City of Rufus in drafting an application to the Oregon Parks and Recreation Local Government Grant Program for funding to rehab the tennis courts at the Community Center.
- Staff supported the County in submission of an application to ODOT's Carbon Reduction Program for a pilot electric vehicle (EV) and charger project, which would allow the County to purchase 3 EVs to test in County operations, such as transit and the sheriff's office.
- Staff helped the Sherman Kids Zone draft an application to the Healy Foundation to support program expansion.

Additional Items

- Staff met with the City of White Salmon to discuss management of funded projects as well as eligibility for CDBG funding for a potential childcare project.
- Staff supported the East Fork Irrigation District in submitting applications to the Oregon Water Resources Department and the Bureau of Reclamation.



To: MCEDD Board of Directors
From: Lindsay McClure, Energy and Project Manager
Date: June 5, 2023
Re: Project Management Report

Regional Renewable Energy Coordination:

- **Columbia Gorge Bi-State Renewable Energy Zone (CGBREZ):** Staff supported one CGBREZ meeting that included presentations about the Goldendale Energy Storage Project, Cascade Renewable Transmission Project, Obsidian Pacific NW Hydrogen Hub, and legislative session updates. The next CGBREZ meeting will be held on Friday, July 21 at 9 a.m.

Hood River County Energy Council Coordination

- **Energy Plan Website:** Staff and Energy Council volunteers worked with Dynamic Design Solutions to create a website for the Hood River County Energy Plan. The new website can be found at hoodrivercountyenergyplan.org. The website launched at the end of May.
- **Mid-Columbia Association of Realtors Residential Energy Efficiency Presentation:** The Energy Council's buildings subcommittee is preparing a presentation for the Mid-Columbia Association of Realtors. Realtors will earn continuing education credits for attending the July 20 meeting. Energy Trust of Oregon and Energy Council representatives will share information about the benefits of energy efficiency, home energy certificate programs, resources for energy-related home upgrades, and industry trends.
- **Hood River County EV Charging Infrastructure Planning:** The Energy Council's transportation and land use subcommittee is working on defining the scope of a project that aims to help Hood River County plan for future electric vehicle charging infrastructure needs. This planning project will emphasize the benefits of "dig-once" planning and looks to include collaboration with utilities, fleet operators, local planning offices, and other decision makers.
- **ODOT Carbon Reduction Program Grant:** The Energy Council supported an application to the ODOT Carbon Reduction Grant Program that was submitted by Columbia Area Transit. The proposal includes an e-bike lending library and e-bike rebate program along with taking over the contract for Hood River's EV carshare. Energy Council members provided draft language for the application, and the Energy Council provided a letter of support.
- **Clean Rural Shared Electric Mobility Project:** The Clean Rural Shared Electric Mobility Project (CRuSE), Oregon's first EV car share, is nearing the end of the three-year grant that funded an EV car share with five locations in Hood River. The last day to take a ride is June 22. The Energy Council and staff are working with project partners to pursue resources to bring EV car sharing back to Hood River with the ODOT Carbon Reduction Program grant.
- **Community Solar Research for City of Hood River:** Energy Council staff and the City of Hood River's Management Analyst Haley Ellett met with a representative from Oregon Shines to learn about community solar options for the City of Hood River. Energy Council staff is working on providing additional information to the City about community solar options.
- **Port of Hood River Airport Energy Efficiency and Renewable Energy Opportunities:** Staff convened a meeting with the Port of Hood River and Energy Trust of Oregon (ETO) to explore first steps for energy efficiency upgrades and addition of solar at the Ken Jernstedt airport. Energy

Council staff and ETO will continue to work with the Port as it considers a design and feasibility study for solar and an energy audit for airport buildings.

- **Forth Roadmap Conference:** Staff and Energy Council members attended the Forth Roadmap conference May 16-17 in Portland, OR. Staff applied for and was awarded a scholarship from Forth that covered conference registration and travel expenses.

Grant Award Announcements

- **ODOE C-REP Grants:** The Oregon Department of Energy announced second-round Community Renewable Energy Grant Program (C-REP) awardees. The Energy Council and staff supported the following applications:
 - The City of Cascade Locks was awarded a grant for construction of a solar plus storage microgrid at Cascade Locks City Hall. Energy Council staff supported this effort by drafting the application and coordinating necessary attachments in collaboration with the City. The City is waiting to hear back from FEMA about a Hazard Mitigation Grant Program application for the same project, which would also fund a new roof that is needed for the project to move forward.
 - Hood River County was awarded a planning grant to refine the design of a solar plus storage system at Mt. Hood Town Hall. Energy Council staff supported this effort by drafting the application and facilitating coordination with project partners to define the project goals and collect information for the application and attachments.
 - The City of Hood River was awarded a construction grant for an in-line hydroelectric project at Dee Bridge. Energy Council staff supported the project by reviewing and proposing updates to the narrative portions of the application, which was unsuccessful the first time it was submitted.
- **DOE MOVER Grant:** New Buildings Institute's Microgrid Opportunities: Vehicles Enhancing Resiliency (MOVER) proposal to the Department of Energy was successful. The MOVER project will implement a nationally replicable pilot project that uses electric school buses and light duty fleet vehicles as storage for a PV microgrid at Wy'East Middle School to provide backup power for portions of the school during long-duration power outages. The Energy Council provided a letter of support and committed to acting in a convener role and providing technical resources as the project moves forward.



To: MCEDD Board of Directors
From: Kathy Fitzpatrick, Senior Mobility Manager
Date: June 7, 2023
Re: Mobility Management Report

Gorge TransLink Alliance

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

Coordination Projects

The Mobility Manager continue to convene a series of workshops designed to align policies, design a universal rack card template for visual consistency of schedules and routes, and to modify timetables to improve transfers between services. The Mobility Manager is also working with different consultants to assist the Gorge TransLink to develop a streamlined and universal data collection system, design an enhanced regional schedule for upcoming grant proposals, and to host a transit skills training workshop that has been high on the transit providers' priority list.

Gorge Pass Marketing

The GORge Pass Marketing grant project continues to build momentum on GORge Pass sales. The grant project runs through August of 2023 and many project activities will occur during these busy summer months.

Gorge Regional Transit Strategy

This topic will be covered as an agenda item.

Mobility Management Grant Awards

The Oregon Transportation Commission has approved two MCEDD grant applications that will fund Implementation of the Gorge Regional Transit Strategy and a Public Education and Outreach project. ODOT has not yet worked with MCEDD on the grant agreements, so more details will be shared at the next MCEDD Board of Directors meeting. We are still waiting to hear official details on a WSDOT grant submitted to mirror the Public Education and Outreach project in Skamania and Klickitat Counties.

MCEDD Travel Training Program

MCEDD Travel Trainer Sara Crook manages the Gorge Transit Connect program, the Go Vets Columbia Gorge program, and is available to assist individuals with their travel training needs. Her work is focused mostly on Wasco and Hood River Counties due to funding sources. Highlights of her work the last few months include participation in The Dalles Cherry Festival, the Maupin Daze celebration, South Wasco Health Fair, and multiple local powwows. Sara has also been working with Special Olympics participants to help them use public transit to get to their events.

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To: MCEDD Board of Directors

From: Jesus Mendoza, Transportation Operations Manager

Date: June 7, 2023

Re: Report for The LINK

Grants:

- 5311 Federal Grant was awarded to MCEDD and becomes effective July 1, 2023. The grant supports Dial-a-Ride, preventative maintenance, and administration costs. We also heard we were successful in our application for a STIF Discretionary grant to operate the Hood River- The Dalles Intercity Shuttle, and the two transit grants submitted through Wasco County for The Link that support all of our services for the next two years.

Vehicles:

- The LINK is moving forward with the bus wraps and will have four buses/2 vans wrapped up by the end of June. Optimist Printers will complete installation. (See pictures at right.)
- The request for Transit Vehicle Price Quote went out via email to vendors but we received an unsuccessful response due to the lack of hybrid vehicle options. We have reached out to ODOT inquiring about modifying the contract to purchase an electric vehicle.



Facilities:

- The LINK ordered and received four bus shelters and 20 Simme-Seats. The installations sites for the shelters are: One Community Health /Mid-Columbia Center for Living, Water's Edge, Foley Lakes, and at the State Offices near 5th & Court St.
- MCEDD selected Schuepbach Custom Builders to complete bus shelter installations. The project will commence this summer upon the approval of the Categorical Exclusion Worksheet.



Bus Routes:

- As of April 17, 2023, The LINK has increased the numbers of stops on the Blue and Red Fixed Routes. It now makes 19 and 21 stops, respectively. Hours of operations will expand from 7am to 7pm beginning July 3, 2023.
- LINK will assume operating responsibility for The Dalles to Hood River Intercity shuttle effective July 1, 2023. LINK will provide the service 7 days a week, five trips per day on weekdays and three trips per day on the weekends.
- July 1, 2023, will also mark the beginning of Sunday DAR service. Operating hours will be from 9am to 4pm.

Fare Changes

- On May 17, 2023, The LINK held an Open House to hear feedback from the public regarding fare changes. We also collected feedback via a survey. The LINK proposed increasing the Dial-a-Ride from \$1.50 to \$2.00 and reducing fixed route fare from \$1.50 to \$1.00. Public input on the fare changes was mostly positive. Accordingly, the new fares for The Link went into effect on May 29.

Celebrations

- We celebrated The Link's 26th anniversary with pizza and games on May 19 (picture on left). Jill Brandt did a great job on social media posts around the event to highlight all our staff.
- We also participated in the Cherry Fest Parade in April (picture on right) and had a booth at the resource fair.

