

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 21, 2023
4:00 P.M.**

**Hood River Fire Station, 1785 Meyer Pkwy, Hood River
Or via zoom: <https://us06web.zoom.us/j/83960737108>
Or call: 346-248-7799, Meeting ID: 839 6073 7108**

BOARD MEETING AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Recognition of Outgoing Members	5 minutes	Presentation
Private Sector Appointments <i>MCEDD Board, Loan Administration Board</i>	5 minutes	Ratification
Nominating Committee Report; Elections <i>Election of Officers and Private Sector Executive Committee Members</i>	5 minutes	Decision
Consent Agenda June 2023 Minutes 2024 Meeting Schedule Policy Updates: Personnel Policy, Drug and Alcohol Policy Local Assessments	5 minutes	Approval
Financial Report	5 minutes	Information
Regional Innovation Hub Report <i>Guest Kryn Sausedo, ECONorthwest</i>	15 minutes	Information
Committee and Staff Reports <i>Pause for any discussion needed on the written reports from the Executive Committee, Loan Administration Board, or staff.</i>	5 minutes	Discussion
Regional Updates- <i>MCEDD Board members</i> <i>Pause for any updates essential for the full group to hear.</i>	10 minutes	Discussion

Adjournment for Refreshments and Networking

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.

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Date: September 13, 2023
Re: Private Sector Appointments

Overview

September is the annual renewal cycle for the private sector members on the MCEDD Full Board as well as the private sector Loan Administration Board members. These two requests are combined in this memo.

1) MCEDD Full Board Private Sector Members

The MCEDD Executive Committee makes appointments for private sector members to the Board. These appointments are ratified by the full Board at their annual meeting in September. There are eight private sector members serving on the MCEDD Board of Directors:

- Ken Bailey, agriculture
- Scott Clements, housing and private business
- Buck Jones, food and beverage, Native American community
- **Vacant**, healthcare
- Eric Proffitt, workforce
- **Vacant**, higher education
- Ryan O'Connor, high tech
- Garrett Stump, forestry

Private Sector Board Candidates

With Robb Kimmes' retirement and Dr. Cronin's resignation, our healthcare and higher education positions are vacant. All other currently serving Full Board private sector members were willing to continue in their seats.

We shared the information about the MCEDD Board openings on our website, newsletter and via press release. We received one application for the healthcare rep from Colin Robinson, CTO with One Community Health and a request from CGCC to appoint the new President Dr. Kenneth Lawson. The MCEDD Executive Committee reviewed the materials at their September meeting and recommended reappointment of all existing members and appointment of Colin Robinson and Dr. Lawson to the vacant positions.

2) Loan Administration Board

The MCEDD Loan Administration Board is an unpaid committee that meets bi-monthly to make loan policy and all major loan decisions including loan approvals and subsequent loan modifications and foreclosures. The Loan Administration Board is composed of the five county representatives to the MCEDD Board, two private sector representatives and an alternate private sector representative. The terms for these private sector "At-large" representatives expire annually. The primary qualifications for appointive members are that they have business, legal or financing experience, with at least one of the members having financing experience. At-large members do not need to be MCEDD Board members.

Private Sector Loan Administration Board Candidates

Currently, the private sector MCEDD Loan Administration Board positions are held by Scott Clements, Dillon Borton and AJ Tarnasky (Alternate). While both Scott and AJ expressed interest in seeking reappointment, Dillon asked to step down at this time.

We shared the information about the MCEDD LAB seats on our website, newsletter and via press release. We received two applications: Eric Nerdin, Finance Officer for Business Oregon and Matt Stoneberg, VP/ Branch Manager for Riverview Bank in White Salmon. The MCEDD Executive Committee reviewed the materials at their September meeting and recommended reappointment of the two existing members and appointment of Matt Stoneberg to the vacant position.

Request

Approve these Private Sector appointments to the MCEDD Board and Loan Administration Board:
Board of Directors:

- Ken Bailey, agriculture
- Scott Clements, housing and private business
- Buck Jones, food and beverage, Native American community
- Colin Robinson, healthcare
- Eric Proffitt, workforce
- Dr. Kenneth Lawson, higher education
- Ryan O'Connor, high tech
- Garrett Stump, forestry

Loan Administration Board:

- Scott Clements, AJ Tarnasky, Matt Stoneberg

Memorandum

To: MCEDD Board of Directors

From: MCEDD Nominating Committee

Date: September 13, 2023

Re: MCEDD Slate of Officers and Private Sector Executive Committee Membership

Slate of Officers

The MCEDD Nominating Committee met prior to the annual meeting to discuss a slate of officers for the MCEDD Board. The nominating committee was composed of Kevin Greenwood (Oregon Ports), Ken Bailey (agriculture) and Jonathan Lewis (Washington Chambers). The Chair of the Board appoints the committee and selects members to include balanced representation from Oregon and Washington.

The officers of MCEDD include a Chairperson, Vice Chairperson, and Secretary/Treasurer. All officers serve one-year terms and all positions are unpaid positions. It is prior practice to rotate up the officer positions but to sometimes retain the current positions for more than one year to allow people to settle into the role. The committee proposes retaining the current slate of officers that came into their positions in January 2023 as follows:

MCEDD Officers	
Position	Nomination
Chair	Steve Kramer (Wasco County)
Vice-Chair	Leana Kinley (Cities of Skamania County)
Secretary/Treasurer	Joe Dabulskis (Sherman County)

Executive Committee Membership, Private Sector

In addition to a slate of officers, the MCEDD Nominating Committee also discussed private sector membership on the MCEDD Executive Committee. The Executive Committee consists of the five County representatives and all officers, in addition to two to four private sector representatives. The private sector representatives serve one-year terms. In proposing representatives, the Nominating Committee considered generally the same items as discussed for the MCEDD officers as well as expressions of interest submitted by private sector members. The committee proposed three private sector members to the board to preserve an odd number of committee members, given the proposed officer structure. The committee proposes retaining the current representatives as follows:

MCEDD Executive Committee, Private Sector Membership	
Position	Nomination
Executive Committee, Private Sector	Ken Bailey
Executive Committee, Private Sector	Eric Proffitt
Executive Committee, Private Sector	Scott Clements

Requests

Action 1: The MCEDD Board is asked to vote on the slate of officers presented.

Action 2: The MCEDD Board is asked to vote on private sector membership on the Executive Committee.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, JUNE 15, 2023
Virtual Via Zoom**

BOARD MEMBERS: Steve Kramer (Chair), Leana Kinley (Vice Chair), Joe Dabulskis (Secretary/Treasurer), Mike Foreaker, Eric Proffitt, Scott Clements, Jonathan Lewis, Garret Stump, Pat Albaugh, Meinrad Kuettel, Kevin Greenwood, Tonya Brumley, Buck Jones, Ken Bailey, Lori Zoller

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), Dana Woods (Finance Manager), Lindsay McClure (Energy Project Manager), Sara Crook (Travel Trainer)

GUESTS: Pat Shannon (Gilliam County Commissioner), Ben Stephenson (Outfishing Adventures)

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 MCEDD's loan client Ben Stephenson, owner of Outfishing Adventures, LLC. Ben's guide business offers single- and multi-day fishing trips on the Deschutes River out of Maupin. Ben is a South County native, growing up in Tygh Valley and now residing in Maupin.

As a first-time business start-up outfitter and guide, Ben was denied a loan at the bank. He was then referred to MCEDD's loan program through Holly Henderson at the Maupin Outdoor Store. MCEDD's loan program provided the capital to get his business started this summer, and Ben appreciated both the interest-only payments to start as well as MCEDD's resources for business management, in particular the mentorship and accounting for business courses through the SBDC. His business' website, <https://www.outfishingadventures.com/> is full of technical tips and local information.

CONSENT AGENDA

The following items were brought before the Board for Approval as Consent Agenda: March 2023 MCEDD minutes, Personnel Policy Update, and Interest Policy. Chair Kramer asked for any questions or comments on the consent agenda. *There were none.*

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

FINANCIAL REPORT

Dana Woods focused her update on the Caselle transition, which is now completed. The FY24 budget was completed in the past quarter, and she is currently balancing accounts in preparation for the upcoming FY 23 audit. MCEDD is scheduled to assume the finances for Northern Wasco County Parks and Recreation

on July 1st, and Dana will also handle their audit this year. There will be a push in mid-July to do transportation grants billing. She asked if there were any questions on the numbers in the packet. *There were none.*

Leana Kinley motioned to approve the Financial Report as presented. Judge Joe Dabulskis seconded the motion. All voted in favor.

PRESENTATION OF MCEDD'S FY2024 BUDGET, PUBLIC HEARING

Chair Kramer opened the Public Hearing Session for the presentation of the budget at 4:15pm. Dana Woods opened her presentation with appreciation to the Budget Committee for their review, feedback and recommendations for this budget.

Highlights to note:

- The \$1.76 million in the USDA RLF fund is a grant that expires in September. MCEDD will be filing for an extension, and these funds remain in the budget as money to be spent over the year. The budget assumes that the extension will be granted, and that the funds will be spent equally between the OIB (Oregon Investment Board) and the WIB (Washington Investment Board).
- Planning work noted in the budget will cover finalizing the DEI planning work that is already in process and also includes funding to develop MCEDD's Strategic Plan.
- Entrepreneurship and Innovation work will continue with funding under the new Oregon Rural Opportunities Initiative grant, Business Oregon's Regional Innovation Hub grant, and Commerce's ICAP Launch grant.
- Anticipated funding from Business Oregon's Rural Capacity grant (grant writing work) has been decreased.
- New financial services projects for CREA and the new contract with Northern Wasco Parks and Recreation have been included.
- Grant administration of the EPA's Brownfield Assessment grant in the five-county area is included.
- There will be a carryover from this FY to support MCEDD's Broadband work.
- Mobility Management work that launched in 2022 will continue with new grants, including the expansion of travel training into Washington with a consultant.
- The Link Transportation has expanded services according to the Transit Development Plan and PTAC recommendations and will begin daily operation of The Dalles to Hood River shuttle and also weekend dial a ride on both Saturdays and Sundays on July 1st.
- Federal transportation funding was increased for the purchase of two vehicles. This item is listed as an increase in STIF funding.
- A 5% COLA has been added across all staff positions. Budget prep work for this item included a staff survey that found that the majority of MCEDD's positions fall within a comparable range, so the COLA increase was the only recommendation.
- Medical and vision insurance were increased to reflect increases from the providers.
- The Office Admin position was increased from .85 FTE to 1.0 FTE.
- The Assistant Project Manager for the Loan Program will remain vacant for another year.
- The budget was increased on the Invested Interest Earned line to reflect the actuals being seen on the LGIP (Local Government Investment Pool) fund. Projected loan revenue was based on MCEDD's current portfolio plus additional anticipated loans that were calculated

using a three-year average.

- OIB staffing was assessed at the full amount of the contract. However, MCEDD's administrative fees will be decreased if the OIB's interest income does not cover the full amount.
- The Special Projects budget was built using secured projects and is conservative. If additional projects come, it may require a Supplemental Budget.

Dana concluded her summary by stating that approval of this budget will give MCEDD total spending authority of \$11,985,244. She opened the floor for questions.

Discussion: Chair Kramer asked for any questions from the Board. There were none. He then asked if there were any questions from the public. There were none.

The Public Hearing closed at 4:23pm.

Leana Kinley motioned to approve Resolution 2023-3, the adoption of MCEDD's Fiscal Year 2024 Budget from July 1, 2023 – June 30, 2024, as presented by staff. Jonathan Lewis seconded the motion. All voted in favor, and the resolution passed.

GORGE REGIONAL TRANSIT STRATEGY ADOPTION

Kathy Fitzpatrick said this project is the product of two and a half years and encompasses the entire five-county region. Kathy thanked the MCEDD Board for their cooperation and support. She added that the transportation agencies in both states were excited because consensus with such a large and comprehensive group does not happen often. Kathy put up the map from 2011 showing the Gorge's Public transportation before this project began. Each county had its own transportation agency running dial a ride service in isolation. Skamania County alone offered a fixed route to get students and workers over to Clark County. Kathy then put up the 2023 Map on screen. Our current regional transportation system connections can get riders from Goldendale all the way to Portland. Students can reach CGCC in The Dalles from every county. This is a huge accomplishment and Kathy emphasized that every county has worked hard to make this happen, plus there is a vision to accomplish more!

The shareholder advisory group on this project was nearly 150 people representing ports, counties, cities, land managers, higher education, local employers, and anyone looking for public transportation help. The Advisory committee had representatives from all five counties' governing bodies and government transportation agencies including WSDOT, ODOT, and regional transportation agencies.

Kathy summarized the challenges that created the need for this project. Employers couldn't get staff to work- the lack of affordable housing created the need for reliable public transportation for employees. The community college couldn't get students to class. Social services agencies couldn't get folks to their medical or court appointments. Land managers, including the USFS, Parks and Recreation areas all had growing traffic congestion with resulting safety issues. The ability for our local aging population to be independent and live at home.

Phase One looked at some comparable transportation and area plans as a starting place to build a solid foundation and to create a consensus vision. Phase Two focused on the nuts and bolts to make the vision operational.

Kathy shared the vision statement (on page 1 of the plan) and noted the implementation strategy on page 13 included specifics for operations as well as strategies for governance and finance. Governance will be cooperative with participation from many of the appointed members on MCEDD's Board. Funding from both ODOT and WSDOT will be utilized to convene a further series of meetings where the decision makers will work together to coordinate moving forward. They will consider forming a Transit Advisory Board (TAB) that MCEDD will convene.

The project is now ready to move forward with convening the TAB to guide operations (on page 19). This group will consider how we can enhance and improve the current system. Consistent policies, data collections, and all other applicable factors will be considered to reach the goal of a thriving, accessible region. Everyone will have access to transportation resources, whether they are traveling to college, work, medical appointments, or tourists.

Kathy next reviewed the various funding grants. ODOT and WSDOT funding will support the next steps to convene the Public Transportation Workshop. A grant has been secured to expand Travel Training and public outreach to our Washington counties, based on Sara Crook's work for The Link and CAT. Klickitat and Skamania Counties are now asking for Travel Training and MCEDD will be able to supply this as part of the Strategy being adopted today.

Discussion: Steve Kramer thanked Kathy for the passion that she puts into her work. Jessica explained the once the MCEDD Board adopts the plan, Kathy will bring it to each county's transportation board for their own adoption.

Buck Jones spoke of his long involvement with this project from its beginning. He appreciated Kathy's efforts and her persistence. He was pleased with the results brought here today. Kathy in turn thanked Buck for his involvement. She gave an update on her work to include planning and operations funding for the Native American Daily Needs Shuttle. The planning money for the shuttle has been secured, and she is already planning to go after implementation funding to get this shuttle on road by the first of next year. Buck asked to be included to help move the project forward. He appreciated Kathy's help during the pandemic with facilitating Covid vaccine events for tribal members residing everywhere from Boardman to North Bonneville, coordinating the transportation to clinics.

Buck Jones motioned to adopt Resolution 2023-4, Adoption of the Gorge Regional Transit Strategy. Leana Kinley seconded the motion. All voted in favor, and the Resolution passed.

EXECUTIVE DIRECTOR REPORT

Jessica's summarized work over the past quarter.

- With staffing, Jessica expressed her appreciation to all of MCEDD's staff for their work, with a special call-out to Dana and to Kathy in particular. She announced that the Industry Engagement Manager Position was filled by Jason Hartmann, who will join MCEDD's staff at the end of June. Jason has been working with UAS companies and he will step off of MCEDD's board to avoid a conflict of interest. Cities of Klickitat County will appoint a new representative to the Board, to begin at the September meeting. Other Board turnovers coming in September included Dr. Cronin who is leaving the college and will need to be replaced, Rob Kimmes who is retiring so the Healthcare seat will be open, and Mike Foreaker will not be seeking reappointment for Cities of Wasco County. For staff, the

Office Admin position is now open and will be posted tomorrow. Please send any candidates our way.

- Grant writing is ongoing to keep infrastructure projects moving forward. There may be an opportunity to subcontract with KCPEDA and Skamania EDC for grant writing services.
- The Gorge Pitch competition happened just last night sponsored under the Rural Innovation Opportunity grant. Business Oregon's grant for Regional Innovation Hub planning has brought together a group of partners. An opportunity for a connector position at MCEDD to connect entrepreneurs to resources is in development now. The position will be funded with both Oregon's Regional Innovation Hub planning grant and Washington's ICAP program. This funding brings MCEDD's focus to our UAS companies and will help them continue to be innovative and successful. Jason will lead the ICAP Launch effort when he is on board.
- The Bistate Advisory Council meeting occurred yesterday with the U of O presenting a study on the long-term impacts as well as recommendations for improvement in our business lending application process.

Eric Proffitt left the meeting at 4:50pm.

EXECUTIVE COMMITTEE REPORT

Steve Kramer summarized the Committee's discussions since the last Full Board meeting.

- The Cascade Renewable transmission line from Big Eddy to Portland aims to bury a high-speed electricity transmission cable wrapped with fiber optic in the river. Cascade Renewable Energy Association has approached MCEDD to provide financial administration for grants that will be submitted for this project. Not in a binding contract so we can exit if needed. The Executive Committee agreed to signing a Memorandum of Understanding.
- The Committee discussed support for the City of Hood River's Urban Renewal Project. Developers are seeking to build 30 units of affordable housing with joint funding from MCEDD and the City (\$2 million combined) for the project.

LOAN ADMINISTRATION BOARD REPORT

Ami Beaver reported on loans approved and funded since the last Board meeting. Two loans were approved. The latest one this past week was a microloan for a mobile redlight therapy business in The Dalles. Delinquent clients' activity has seen the two clients that were given paydown schedules are working and will be wrapped up. There were four payoffs this quarter, two were from long-term clients. Active inquiries are listed in the report in the packet. There are three applications on the list, two microloans and one regular loan.

Jessica and Ami met with Eric Nerdin at Business Oregon to talk about ways to partner with them in other opportunities. Business Oregon has approved an additional award for MCEDD in its Loan Loss reserve program. \$250,000 will be awarded to the MHEA (Mount Hood Economic Alliance) and a full million dollars has been awarded to MCEDD for Loan Loss Reserve. This fund will cover us in case of any loss. Ami asked for any questions.

Discussion: Scott Clements added that the Loan Administration Board aims to broaden our scope and be more impactful. He added that Ami does terrific job getting the word out!

STAFF REPORTS

Carrie Pipinich highlighted the Gorge Pitch Fest which highlighted businesses and innovation happening in the Gorge, and the event was a great process and experience. There were 28

applicants that entered the competition, with 6 finalists chosen. There were about 106 attending in the audience, and \$10,500 was awarded in prize money. The contestants included a couple of food manufacturers, plus a couple of software-based business services. The winner, Woodsy Craft Co., produces wooden DIY craft kits in The Dalles. Carrie thanked Jessica and the other competition judges. She appreciated the great turnout for the audience vote, and received positive comments from all who were present.

Jacque Schei highlighted the Cascade Locks Wastewater System Improvements. This project has been going on for just over two years now. The original system is over twenty years old with many components failing, pipes broken, contaminations, and leakage. The feasibility has been completed and construction was begun. The project started with a price tag of \$6M and is now estimated at \$8M. The project has funding from four sources and includes upgrades that will fix the sewer system piping through town, and provide lift station upgrades. MCEDD has supported this project with the assistance in submitting the CDBG application, helping with the format of the environmental review, helping to ensure the city met all funding requirements. All four of this project's funders have different requirements. MCEDD will be doing grant reporting, payroll, interviews, data collection from the construction contractors, etc. The project is due to be completed in Nov. 2023 if all goes as planned.

Lindsay McClure highlighted the ODOE's (Oregon Dept. of Energy) Community Renewable Energy Grant Program. The state program provides planning and construction to support renewable energy projects throughout Oregon. The program aligns with the resilience work that the Hood River Energy Council is doing, so when the grant program opened a year ago Hood River County was ready to submit three applications. Lindsay thanked Jacque for continuing this work while she was away on leave. The projects that were awarded are the Cascade Locks City Hall solar and storage system, the solar and storage project at Mt. Hood Town Hall, and the City of Hood River's inline hydro project.

Jesus Mendoza gave updates on The Link Public Transit activity over the past quarter.

- Coordination with partner transit providers resulted in fare price changes for The Link, so that prices align with the other providers. The price change process included a public survey/ open comment period. The price change went into effect on May 29th. The Gorge Transit Connect program is available to help with financial assistance if needed.
- Grant writing was successful for all of the transportation grants that were submitted.
- The Link will begin operating the intercity shuttle between Hood River and The Dalles on July 1st.
- The Link celebrated its 26th anniversary in May. He noted how far we have come since 1997 with fixed routes added, South County shuttle, intercity express. He gave a special thanks to Gerald Benedict, who began driving with The Link at its founding in 1997 and is still driving today.
- Outreach events in the past quarter: The Link participated in The Dalles Cherry Festival in April. Sara Crook has participated in collaboration and outreach events each week, distributing information and print materials. Gorge Pass sales continue to expand as fuel costs increase.

Jessica added a thank you to bus drivers Fred Bergren, John Anderson, and Pete Koch, plus Jesus for their willingness to help with evacuation when fire threatened The Dalles Veterans Home. The call to help came after hours and these four were set to jump in and help with the emergency.

Discussion: Steve Kramer loved the graphics on the buses. He thanked all of the staff at MCEDD for their work.

Judge Joe Dabulskis left the meeting at 5:11pm.

REGIONAL UPDATES

City of Stevenson: Leana Kinley gave an update on the City's wastewater treatment plant project. Project completion is now expected to be Fall 2024. Other construction projects in the works are the 1st Street project slated for next year, Cascade Ave. utility upgrades, and waterfront safety with lighting.

Oregon Chambers: Tonya Brumley gave the first time-ever report for the Oregon Frontier Chamber in Condon, which was awarded two Mainstreet Revitalization grants: one to the Lone Elk Marketplace in Spray and the other to the Times Journal building in Condon, which has historic landmark designation and will be getting help with modernization needs. Gilliam County received \$92K in grants to support small business retention.

The Dalles Chamber has staffing changes and internal reorganization going on. AI tech is being considered for use for the Chamber's internal resourcing. Events participation: last night's Gorge Pitch Fest last night and coming up the Fort Dalles 4th of July Parade with the Fireworks show.

Visit Hood River has been involved with grant program awards to fund tourism events. First Fridays season is coming up, and downtown Oak Street will be closed between 1st and 6th for the late afternoon/early evening on Fridays through the summer.

Cities of Wasco County: Mike Foreaker began by clearing up the confusion from his update on Antelope at the last Board meeting. Antelope is amidst governance issues and resulting compliance issues with CIS for the funding that they received for projects and are now responsible to pay for. They are on probation now and working to remedy the problem.

The Shaniko Hotel is scheduled to open on August 1st.

Dufur has not yet made progress on its sewer system infrastructure project. In downtown, the Azure Market Store opened. Dufur has also received funding for new sidewalks.

Mosier projects are proceeding!

Maupin continues to thrive. Mike asked Jacque to talk to Maupin about water system improvements. Maupin has received a Main Street project grant to improve the Richmond Service Building. School construction is underway, with the new gym scheduled to be completed this fall. The track is now in use, and the project calls for lighting the track to be finished once the gym is complete. The Bakeoven Solar Project is scheduled to start up again in September. Two new coffee shops are open in town; and Mike personally went and tested the honey bun at Honey Buns Bakery and Coffeeshouse on Main Street. The BLM facility improvements have been completed.

City of The Dalles: Chronicle Building and the Pioneer Building are still in the permitting stage to

begin improvements. The Oregon Motor Hotel completed its first phase of construction and will open next month. The Dog River Pipeline project is on schedule to be completed this year.

Mike wrapped up his report by thanking MCEDD's Board for the opportunity to serve with this group.

Forestry: Garrett Stump reported that the lumber market and log market were rough due to the high interest rates that are suppressing housing construction throughout the country. We are now at one year of a down market after three years of a hot market. Small landowners have held off logging because prices are down. WKO has retained all 420 employees with no layoffs. The company is running as efficiently as possible to remain steady through market fluctuations. There is visibly more logging activity (moving logs on the highways) strictly due to the time of year but not an uptick in the industry.

Washington Chambers: Jonathan Lewis reported that Washington Chambers are thriving with more international tourism and interest. Local membership in Chambers is up. Events are active, with the Goldendale Home and Garden show last month having a good turnout. Upcoming Events include The Gorge Blues and Brews Festival in Stevenson next weekend, and White Salmon/ Bingen Huckleberry festival coming up later this fall. The Chamber's beautification project is now finishing up the last mural on Main Street. The new Business Incubator in Goldendale is looking for tenants.

Housing: Scott Clements reported that the Rhine Village project continues. Rural development funding has been slow, and the project's renovations hope to begin in September. The White Salmon joint Council and Planning Commission workshop will recommend adoption of the City's Housing Action Plan, and Scott will report on the results at the next Board meeting.

Cities of Sherman County: Meinrad Kuettel began his report with Grass Valley. For upcoming events, the City will be hosting Movie in the Park during the summer. The burned-down Hemp facility is now cleaned up and the owner is looking for a prospective new tenant business. On infrastructure projects, the council is applying for funds to complete the sewer project and Ed Hodges will help with the grant writing. The bulk-fill water station project has slowed down at the purchasing parts stage. The ADA curb project is nearly complete.

In Moro, the city is having problems with the cemetery well pump. They are looking to have a backup generator for the cemetery well in July. The city is also looking for USDA funding to add a sewer line to their system. The pond irrigation pump project has not been moving forward. The cities of Moro and Wasco joint sewer system dredging project is on hold.

The City of Wasco has repainted the roof depot in town. They held a Memorial Day event fundraising to cover the costs.

In Rufus, the town council is considering lowering the speed limits on the approach and in town. The Community center flooded and had break ins. Their irrigation well pump was replaced and is now 60 feet shallower than before. Rufus was awarded a wildfire reduction risk grant and the town is implementing a plan to allow residents to apply for microgrants to get their homes up to date.

Food and Beverage: Buck Jones reported that commercial fishing season starts next Monday and commercial sales start tomorrow for fishing platforms. There will be a Tribal Fishers Expo at Skamania Lodge on Friday, July 28th. Advocacy has been ongoing for the Farm Belt Coalition. Buck went to

Washington, DC and received feedback on Broadband for the tribes. He also met with the Oregon and Washington USDA Rural Development directors on infrastructure and opportunities for CRITFC. Federal money for water system improvements at Fort Raines and Cooks Landing has been awarded, and the tribes are waiting for money for in-lieu site improvements.

Gilliam County: Commissioner Shannon reported that the county's housing project is now finishing up. Annexing the city limits of Arlington.

Wasco County: Commissioner Steve Kramer took his round table opportunity to stress safety with the Fire Season upon us! He reported that there have been two fires in Wasco County in the past two days. Cherry season is late coming this year, and the harvest season for wheat is looking to be early this year. He urged everyone to be cautious on the roads, and to be safe! He reported progress on the long-term problems of the County's administration office hodgepodge. There is now an agreement to purchase the GOBHI building downtown with plans to move most of the County staff there all under one roof.

Jessica noted that other updates from members not here would be shared over email. If any members had more to share, please email it to Jill Brandt.

NEW BUSINESS

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

ADJOURNMENT

Steve Kramer adjourned the meeting at 5:41pm.

Respectfully submitted by Jill Brandt, Administrative Assistant.



2024 MCEDD Board Meeting Schedule

* all meetings are held from 4:00 to 6:00 p.m. unless otherwise noted

Date	Location
Thursday, March 21, 2024 <i>Focus: Budget Process Approval, CEDS Adoption</i>	In-Person: Klickitat County
Thursday, June 20, 2024 <i>Focus: FY 2024 Budget Adoption</i>	Virtual
Thursday, September 19, 2024 <i>Focus: Annual Meeting, Elections</i>	In-Person: Hood River County
Thursday, December 19, 2024 <i>Focus: Audit Report</i>	Virtual



2024 MCEDD Executive Committee Schedule

Meets the first Wednesday of each month at 4:00 p.m. unless otherwise noted
MCEDD office or via Zoom.

(no January meeting)	Wednesday, July 3, 2024
Wednesday, February 7, 2024	Wednesday, August 7, 2024
Wednesday, March 6, 2024	Wednesday September 4, 2024
Wednesday, April 3, 2024	Wednesday, October 2, 2024
Wednesday, May 1, 2024	Wednesday, November 6, 2024
Wednesday, June 5, 2024	Wednesday, December 4, 2024



MCEDD Loan Administration Board Schedule

Meets the first and third Tuesday of each month at 8:00 a.m.
MCEDD office or via Zoom.

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Date: September 13, 2023
Re: Policy Updates -CONSENT AGENDA

Request

Approve the updated Drug and Alcohol Policy included in the packet and the updated Personnel Policy with the edits noted below. Both policies were reviewed by the Executive Committee in August and recommended for approval.

Drug and Alcohol Policy Updates

MCEDD is required to have a Drug & Alcohol Policy as a recipient of Federal Transit Administration funding. On May 2, 2023, the USDOT published an updated final rule with revisions to 49 CFR Part 40. This regulation is the USDOT's drug and alcohol testing regulation. This final rule, among other items, amends the DOT's regulated industry drug testing program to include oral fluid drug testing. While there are currently no labs that we can access to offer oral fluid drug testing, we are required to update the policy.

The policy has been updated to change “urine” references to “urine and/or oral fluid” and to update a number of definitions that changed. These changes were made in partnership with ODOT and the firm that audits Drug & Alcohol Policies for ODOT and are shown using track changes in the attachment.

Personnel Policy Updates for Paid Leave Oregon

In June, the Board approved changes to the MCEDD Personnel Policy to incorporate Paid Leave Oregon rules in preparation for the rules to go into effect on Sept 1. After this approval, legislative updates were made that require one minor change. HR Answers also suggested two small amendments to our existing Oregon Family Leave Act section that would allow the possibility of these two leaves running concurrently. The relevant sections to the Personnel Policy are pulled out below with changes shown in strike/ underline and highlighted.

7.12.4 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. Visit [Employees and Paid Leave Oregon website](#) for the current rates.

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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 forward 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.

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7.7.11 Pay and Benefits: The employee may choose to must use any accrued sick or paid time off during family medical leave. If used, 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.



Mid-Columbia Economic Development District

MCEDD DRUG AND ALCOHOL POLICY

Adopted: December 14, 2017

Revised: March 17, 2022

Revised: September 21, 2023

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

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A. **PURPOSE**

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

B. **APPLICABILITY**

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

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

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

C. DEFINITIONS

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

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

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

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

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

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

Alternate specimen. An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

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

Collection container: A container used to collect a specimen.

Collection site: A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse). A database, administered by the Federal Motor Carrier Safety Administration, containing records of commercial motor vehicle drivers' violations of controlled substances and alcohol testing program requirements, as set forth in part 382 of this title, as well as their return-to-duty status.

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

Confirmatory Validity Test: A second test performed on a different aliquot of the original ~~urine~~ urine and/or oral fluid specimen to further support a validity test result.

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

Cutoff. The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

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

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

Dilute specimen: A ~~urine~~ urine and/or oral fluid specimen with creatinine and specific gravity values that are lower than expected for human ~~urine~~ urine and/or oral fluid.

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

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears

on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

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

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

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

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

Limit of Detection (LOD): The lowest concentration at which ~~a the~~ analyte (e.g., drug or drug metabolite) can be identified, ~~but (for quantitative assays) the concentration cannot be accurately calculated.~~

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

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

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

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

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

Oral fluid specimen. A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of this part.

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

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

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

Primary specimen. In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in this section.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory ~~is able to~~ corroborates the original result reported for the primary (Bottle A) specimen.

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

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

Safety-sensitive functions: Employee duties identified as:

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

Shipping container. A container that is used for transporting and protecting specimen bottles and associated documents from the collection site to the laboratory.

Specimen. Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

Specimen bottle. The bottle that, after being sealed and labeled according to the procedures in this part, is used to hold a primary ("A") or split ("B") specimen during transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a "vial," "tube," or "bottle."

Split specimen. In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee's request following MRO verification of the primary specimen as positive, adulterated or substituted.

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

SSN or Employee ID No.: This number serves as a unique identifier that must be used on the Federal Drug Testing Custody and Control Form (CCF) or Alcohol Testing Form (ATF) for a donor, on the MRO's reports, on SAP reports, or on other documents that are required under this part. For all purposes of this part, this term means: only the Commercial Driver's License (CDL) Number and State of issuance for drivers tested under the authority of the Federal Motor Carrier Safety Administration (FMCSA); and, for all drivers and other safety-sensitive employees tested under the authority of the other DOT agencies, this can be the individual's actual Social Security Number, a unique identifier issued by the employer, a State-issued identification card number, a State-issued driver's license number (including a CDL number) or any other State-issued or federally-issued identification number.

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

Substituted specimen: An ~~employee's urine~~specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human ~~urine~~urine).

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

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or ~~urine~~urine and/or oral fluid specimen. An employee who does not provide a ~~urine~~urine and/or oral fluid or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored ~~urine~~urine and/or oral fluid drug collection, fail to permit monitoring or observation of your provision of a specimen.

- (5) Fail to provide a sufficient quantity of ~~urine~~ urine and/or oral fluid or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Undiluted (neat) oral fluid: An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

Urine specimen: Urine collected from an employee at the collection site for the purpose of a drug test.

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

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

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

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

D. EDUCATION AND TRAINING

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

E. PROHIBITED SUBSTANCES

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

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

b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance

which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a MCEDD supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol is present in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

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

drug/alcohol test, whichever occurs first.

- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) MCEDD, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all MCEDD employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

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

H. TESTING REQUIREMENTS

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

I. DRUG TESTING PROCEDURES

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

may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. MCEDD will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however MCEDD will seek reimbursement for the split sample test from the employee.

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

§40.197(b)(1)).

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

J. ALCOHOL TESTING PROCEDURES

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

positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

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

K. PRE-EMPLOYMENT TESTING

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

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

L. REASONABLE SUSPICION TESTING

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

duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

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

M. POST-ACCIDENT TESTING

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

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

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

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

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

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

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

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

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

N. RANDOM TESTING

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

O. RETURN-TO-DUTY TESTING

MCEDD will terminate the employment of any employee that tests positive or refuses a

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

P. FOLLOW-UP TESTING

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

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

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered

a negative and no additional testing will be required unless directed to do so by the MRO.

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

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

- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder or the workday whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.

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

R. GRIEVANCE AND APPEAL

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

S. PROPER APPLICATION OF THE POLICY

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

T. INFORMATION DISCLOSURE

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

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

Attachment A

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

SAFETY-SENSITIVE POSITIONS

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

Attachment B Contacts

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

MCEDD Drug and Alcohol Program Manager (DAPM)

MCEDD Finance and Operations Manager

Address: 802 Chenoweth Loop Road, The Dalles, OR

Telephone Number: 541-296-2266

MCEDD Designated Employer Representative (DER)

MCEDD Transportation Operations Manager

Address: 802 Chenoweth Loop Road, The Dalles, OR

Telephone Number: 541-288-9301

Medical Review Officer

Name: Matthew Noble M.D.

Address: 1740 SE Lambert St. Portland, OR 97202

Telephone Number: (503) 494-7551

Substance Abuse Professional

Name: Debbie Leas

Title: LMFT, CADAC II, SAP

Address: 1923 NE Broadway Portland, OR 97232

Telephone Number: (503) 826-4949

HHS Certified Laboratory Primary Specimen

Name: [MCMC-Adventist Health Columbia Gorge](#) Occupational Health

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

Telephone Number: (541) 296-7811

Attachment C

Mid-Columbia Economic Development District

ACKNOWLEDGEMENT OF EMPLOYER'S DRUG AND ALCOHOL POLICY

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

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

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

Employee Signature

Date

Witness Signature

Date

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Date: September 13, 2023
Re: Local Assessments -CONSENT AGENDA

Request

Approve a 3% increase per year for the Local Assessments as recommended by the Executive Committee.

Overview

MCEDD receives Local Assessments at a per capita rate from our cities and counties and a flat rate from our ports. These funds are used to match the EDA Planning Grant we receive and show local support. The rates had not changed in a while until around 2017 when the MCEDD Board approved a five-year plan to raise the rates 10% per year so that we were fully matching the EDA Planning Grant (currently set at \$80,000 annually).

Our current fiscal year was the last year of the planned increases with the rate set at \$0.89 per capita for cities and counties and \$3,431 per port. As a result of population increases along with the rate increases, this year the total expected to be received is \$95,455. The additional funds were set aside in the budget to complete a Strategic Plan for MCEDD.

Executive Committee Discussion

The Executive Committee reviewed options at their August meeting, including:

- A. Holding the rate steady until the EDA Planning Grant amount changes (no anticipated timeline).
- B. Increasing the rate at a small percentage each year (1 or 2%).
- C. A combination of the two above options.
- D. Other options identified by the Executive Committee.

The Committee discussed the benefit of continuing small annual increases so that if the planning grant jumps up, very minor or no adjustments would be needed. They also felt it was reasonable to keep up with inflation and that a regular small increase was easier for our partners to plan for and would avoid another big catch up. They discussed tying the increase to the Consumer Price Index but decided to select a specific low rate that would even out across the years. While the rate could be reviewed at the beginning of each budget cycle, the annual increase would be set to help our partners plan. The result of the discussion was a recommendation that the Board adopt a set 3% increase per year on the assessments.

a



FINANCIAL SUMMARY

As of July 31, 2023

Balance Sheet

Total Cash balance as of 7/31/23 is \$7,474,403. Accounts Receivable (1202) balance is \$501,492, most of which is attributed to Transportation. MCEDD Loans Receivable balance is currently \$2,997,540. There were three new MCEDD loans closed during the month of July, one of which was funded from two different IRP accounts so four of the loans receivable accounts were affected. Current Net Position as of 7/31/23 is \$14,514,761.

Operations Budget vs. Actual

Total Revenues through the month of July are at 1.8% of budget. Total expenses through the month of July are 5.8% of budget. Personnel expenses through the month of July are 7.18 % of budget, which is in line with what we would expect to see. At one month into the new fiscal year, we would expect expenses to be at or below 8% so in looking at the Budget vs Actual we can see some areas that exceed expectations. The first being Transportation Operations – Vehicle Costs. Repairs & Maintenance is higher than expected due to the required DOT annual inspections. We also had 2 vehicles that needed costly brake repair and one vehicle that needed new tires. Fuel expenses were \$2000 higher than they were in June, partially due to a slight increase in fuel costs as well as the increase in service (service to Hood River started in July). Building Repairs and Maintenance is higher mainly due to a change in landscape services provider. We entered into a contract with a new landscaper after the budget was prepared so this is an area that we will keep an eye on for a potential supplemental budget. The General Fund Travel and Conference line is at 30.8% but the majority of those expenses will be reimbursed with a grant from ODOT for the Drug & Alcohol program training that was in Bend.

Other Updates

- Working diligently on the prep work for the financial audit.

Respectfully Submitted,

Dana Woods
Finance Manager

Mid-Columbia Economic Development District
Balance Sheet
As of July 31, 2023

7/31/2023

Checking/Savings

1000 Bank Demand Deposits

1010 MCEDD Checking

1038 MCEDD Micro Loan \$ 18,632.96

1060 Link Cash \$ 502,977.26

1010 MCEDD Checking \$ 495,047.42

Total MCEDD Checking \$ 1,016,657.64

1020 IRP

1021 IRP Sherman \$ 176,516.08

1022 IRP WA \$ 28,358.22

1020 IRP Other \$ 45,127.88

Total IRP \$ 250,002.18

1030 Loan Funds

1036 EDA RLF's \$ 32,867.24

1037 EDA CARES RLF \$ 357,289.02

1045 Reg Strat \$ 54,626.51

1050 RBEG-OR \$ 58,217.08

1055 RBEG-WA \$ 13,113.10

1057 RBEG-KL \$ 26,627.49

1067 CDBG Microenterprises \$ 32,421.28

Total Loan Funds \$ 575,161.72

1031 Housing RLF \$ 106,692.76

1070 National Scenic Fund \$ 91,149.58

1120 LGIP - IRP \$ 1,395,911.66

1136 LGIP Loan Funds \$ 1,117,738.04

1131 LGIP Housing RLF \$ 1,295,717.59

1171 LGIP National Scenic Fund \$ 1,345,373.15

Total Bank Demand Deposits \$ 7,194,404.32

1100 CDs

1121 IRP Reserve \$ 96,047.64

Total 1100 CDs \$ 96,047.64

1122 IRP-DDM Product \$ 183,800.74

1125 LINK Petty Cash \$ 150.00

Mid-Columbia Economic Development District
Balance Sheet
As of July 31, 2023

TOTAL CHECKING / SAVINGS		\$ 7,474,402.70
Accounts Receivable		
1202 Accounts Receivable	\$	501,491.91
1205 Interfund Loan Receivable	\$	<u>30,573.18</u>
TOTAL ACCOUNTS RECEIVABLE	\$	532,065.09
Other Current Assets		
1200 - Receivables & Accruals		
1210 Accrued Revenue	\$	44,375.00
1240 Prepaid Expenses	\$	19,483.58
1260 Accrued Loan Interest	\$	<u>15,330.20</u>
TOTAL RECEIVABLES & ACCRUALS	\$	79,188.78
1300 - Loans Receivable		
1330 - MCEDD Loans Receivable		
1320 IRP	\$	817,901.78
1321 IRP - Sherman	\$	214,999.93
1322 IRP - WA	\$	143,342.35
1336 EDA RLF's	\$	289,692.05
1337 EDA RLF CARES	\$	537,348.12
1345 Reg Strat	\$	27,163.59
1350 RBEG-OR	\$	-
1371 Housing RLF	\$	750,000.00
1372 MCEDD Micro Loan	\$	7,107.10
1373 USDA NSA	\$	<u>209,984.61</u>
Total 1330 - MCEDD Loans Receivable	\$	2,997,539.53
1370 OIB Loans Receivable	\$	<u>1,532,309.22</u>
TOTAL 1300 - Loans Receivable	\$	4,529,848.75
1400 - Loan Payments Holding		
TOTAL 1400 - Loan Payments Holding	\$	-

Mid-Columbia Economic Development District

Balance Sheet

As of July 31, 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	\$	<u>(67,535.30)</u>
TOTAL 1500 - Allowance for Doubtful Loans	\$	(191,046.41)

Total Other Current Assets \$ 4,950,056.21

TOTAL CURRENT ASSETS \$ 12,424,458.91

Fixed Assets

1600 - Fixed Assets		
1605 Vehicles	\$	773,440.00
1610 Land	\$	172,681.00
1620 Buildings	\$	1,514,410.00
1650 Accumulated Depreciation	\$	<u>(370,229.00)</u>
Total 1600 -Fixed Assets	\$	2,090,302.00

Other Assets

Due To / From Internal Accounts		
1800 Due From Accounts	\$	1,263,964.70
1801 Due To Accounts	\$	<u>(1,263,964.70)</u>
Total Due To/Due From Internal Accounts	\$	-

TOTAL ASSETS \$ 14,514,760.91

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable		
2005 Interfund Loan Payable	\$	(33,059.66)
2010 A/P General	\$	<u>(74,540.43)</u>
Total Accounts Payable	\$	(107,600.09)

Mid-Columbia Economic Development District

Balance Sheet

As of July 31, 2023

Other Current Liabilities

2030 Accrued Loan Payment	\$	(122,244.67)
2035 Accrued Interest Payable	\$	10.79
2050 PTO-Accrued	\$	(78,993.79)
2060 Deferred Comp Payable	\$	122.54
2070 Health Insurance Payable	\$	13,365.74
2080 Life & Disability Payable	\$	(14.61)
2085 Retirement Payable	\$	(1,380.76)
2090 WC SAIF ins	\$	(4,003.10)
2100 Payroll Liabilities	\$	(999.05)
2101 - Wages Payable	\$	(60,303.73)
2105 - WBF Payroll Assessment	\$	(197.48)
2110 - Federal Payroll Liability	\$	(5,808.98)
2115 - OR-SUTA Payroll Liabilities	\$	(1,785.83)
2120 - State Payroll Liabilities	\$	(850.31)
2180 - Payroll Liabilities - Prior Per	\$	-
2100 - Payroll Liabilities - Other	\$	(999.05)
2800 Deferred Revenue	\$	6,666.75
2900 Unavailable Revenue A/R	\$	(261,232.60)
Total Other Current Liabilities	\$	(518,648.14)

Total Current Liabilities \$ (626,248.23)

Long Term Liabilities

2820 IRP Loan Payable \$1 Million	\$	(245,726.29)
2821 IRP Loan Payable \$600,000	\$	(263,909.46)
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 \$ (1,328,986.02)

TOTAL LIABILITIES \$ (1,955,234.25)

Equity

3100 Fund Balances	\$	(5,536,098.76)
3110 Carryforward Balance	\$	-
3900 Retained Earnings	\$	(7,186,977.11)
Net Income	\$	163,549.21

Total Equity \$ (12,559,526.66)

TOTAL LIABILITIES & EQUITY \$ (14,514,760.91)

**Mid-Columbia Economic Development District
Budget vs Actual FY24**

7/31/2023 6/30/2024

Account	Account Title	Balance	Budget	Unearned/Unexpended	% of Budget
4010	Trans Frm/To Fund (Match)	\$ -	\$ (249,745.00)	\$ (249,745.00)	0.00%
4012	Trans Frm/To Fund (Support)	\$ 2,173.59	\$ 306,137.00	\$ 303,963.41	0.71%
4014	STIF Student Tickets	\$ -	\$ -	\$ -	
4100	Federal	\$ 6,666.67	\$ 2,003,458.00	\$ 1,996,791.33	0.33%
4200	State	\$ -	\$ 1,079,842.00	\$ 1,079,842.00	0.00%
4300	Local Match	\$ -	\$ 134,000.00	\$ 134,000.00	0.00%
4400	Local Assessment	\$ -	\$ 95,455.00	\$ 95,455.00	0.00%
4500	Contract Reimbursement	\$ 18,317.25	\$ 512,590.00	\$ 494,272.75	3.57%
4600	Loan Interest	\$ 26,828.69	\$ 314,633.00	\$ 287,804.31	8.53%
4700	Loan Processing Fees	\$ 4,372.51	\$ 27,396.00	\$ 23,023.49	15.96%
4705	Loan Filing Fees	\$ 1,450.34	\$ 6,000.00	\$ 4,549.66	24.17%
4710	Loan Late Fee	\$ 223.42	\$ 3,400.00	\$ 3,176.58	6.57%
4750	Investment Interest	\$ 17,791.47	\$ 128,961.00	\$ 111,169.53	13.80%
4820	Greyhound Sales	\$ 33.98	\$ 7,000.00	\$ 6,966.02	0.49%
4825	Greyhound Commission	\$ 33.36	\$ 1,400.00	\$ 1,366.64	2.38%
4800	Other Revenue	\$ 800.05	\$ 46,244.00	\$ 45,443.95	1.73%
4805	Farebox Revenue	\$ 2,170.19	\$ 37,236.00	\$ 35,065.81	5.83%
Total Income		\$ 80,861.52	\$ 4,454,007.00	\$ 4,373,145.48	1.82%
Expense					
5000	Personnel Expense	\$ 165,605.12	\$ 2,307,254.00	\$ 2,141,648.88	7.18%
6110	Travel & Conference	\$ 718.05	\$ 25,111.00	\$ 24,392.95	2.86%
6190	Event Services	\$ 528.00	\$ 10,007.00	\$ 9,479.00	5.28%
6200	Equipment	\$ 232.48	\$ 6,628.00	\$ 6,395.52	3.51%
6300	Supplies	\$ 313.43	\$ 33,820.00	\$ 33,506.57	0.93%
6400	Professional Services	\$ 39,985.32	\$ 841,745.00	\$ 801,759.68	4.75%
6500	Vehicle Costs	\$ 18,673.00	\$ 173,935.00	\$ 155,262.00	10.74%
6600	Communications	\$ 385.99	\$ 37,259.00	\$ 36,873.01	1.04%
6700	Building Costs	\$ 6,300.28	\$ 60,284.00	\$ 53,983.72	10.45%
6800	Bonds & Insurance	\$ 916.00	\$ 27,983.00	\$ 27,067.00	3.27%
6900	Other Materials & Supplies	\$ 646.82	\$ 55,445.00	\$ 54,798.18	1.17%
9000	Indirect Spread	\$ -	\$ 2.00	\$ 2.00	0.00%
9040	Transportation Facility Spread	\$ -	\$ (2.00)	\$ (2.00)	0.00%
9050	Loan Fund Costs Allocated	\$ -	\$ 1.00	\$ 1.00	0.00%
9060	Transportation Admin Spread	\$ -	\$ (1.00)	\$ (1.00)	0.00%
9100	Capital Purchase	\$ -	\$ 458,812.00	\$ 458,812.00	0.00%
9600	Transfer to/from Source	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Total Expense		\$ 234,304.49	\$ 4,040,283.00	\$ (3,805,978.51)	5.80%
Net Ordinary Income		\$ (153,442.97)	\$ 413,724.00	\$ (260,281.03)	
Other Income/Expense					
7010	Bad Debt Expense	\$ -	\$ -	\$ -	
7300	Student Tickets	\$ -	\$ -	\$ -	
7400	Loan Payment	\$ 10,115.00	\$ 121,380.00	\$ 111,265.00	8.33%
7050	Unrestricted Carryover	\$ -	\$ 92,616.00	\$ 92,616.00	0.00%
7540	Restricted Carryover	\$ -	\$ 795,849.00	\$ 795,849.00	0.00%
Total 7500	Carryover to Next Year	\$ -	\$ 888,465.00	\$ 888,465.00	
Total Other Expense		\$ 10,115.00	\$ 1,009,845.00	\$ (999,730.00)	1.00%
Net Other Income		\$ (10,115.00)	\$ (1,009,845.00)	\$ 999,730.00	1.00%
Net Income		\$ (163,557.97)	\$ (596,121.00)	\$ 739,448.97	

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY 24 COMBINED PIPELINE**

SPECIAL PROJECTS SUMMARY		ANTICIPATED FY 23	ANTICIPATED FY 24	SUBMITTED	IN PROCESS	FY 24 TOTAL	FY 24 CONFIRMED %
	Special Projects - Anticipated Revenue	1,436,810	1,284,382	-	50,000	1,334,382	96.25%
	Budgeted Expenses (Excludes In-Kind)	1,254,816	1,208,904				
	Gap/Surplus	181,994	75,478				
PROJ CODE	SPECIAL PROJECTS DETAILS	FY23	FY24	NOTES			
206	OCF Thriving Entrepreneurs Grant Prgrm	12,000	-				
206	Rural Opportunity Initiative	83,000	-				
208	Rural Capacity	88,636	20,000	FY24 is est. carryforward			
209	Regional Innovation Hub	140,000	28,000				
210	ICAP Launch	-	50,000				
211	CPACE Admin	-	-	\$1,500 in budget. Payments only if there are applications.			
5571	GTA Staffing	48,000	60,000				
534	Crystal Springs	13,750	2,500				
549	CL-HR Enterprise Zone	4,000	4,000				
550	WSU Broadband Planning	75,000	128,334	FY24 is est. carryforward from WSU Broadband Planning			
551	EPA Brownfields Assessment	-	168,750				
554	Sherman Co EDC	47,500	47,500				
555	Northern Wasco County Parks & Rec.-Financial	-	11,805				
559	Wasco Co EDC	80,000	80,000				
570	OEDD Website	750	-				
574	Hood River Energy Plan	65,000	42,000	Estimate for FY24			
574	Energy - Meyer Memorial Trust	57,000	49,939	FY24 is est. carryforward			
582	Hood River EDG	8,400	8,400				
585	Commute Options	10,000	-				
587	HR Drive Less Connect - ODOT	43,086	47,031				
590	Gorge Pass Marketing	192,000	167,000				
540	Columbia Center for the Arts	3,150	-				
5011	CREA - Financial Services	6,000	6,000				
5112	Biggs Water Development	20,000	12,500				
5113	CL Wastewater System Upgrade	15,000	17,500				
5114	HR Stormwater	15,000	15,000				
5115	City of TD - Dog River	8,000	14,000				
5116	Sherman County Bus Barn	5,000	5,000				
5117	HRV Adult Center	15,000	10,000				
5711	Mobility Management	192,331	285,123				
5716	GTS Phase II	179,207	-				
	WA State Microenterprise Assoc. Grant	10,000	-				
	Cascade Locks EDA Substation Project	-	4,000	Multi-year project - \$18k likely over 2 years			
	TOTAL ANTICIPATED REVENUE	1,436,810	1,284,382				
	PROPOSALS SUBMITTED						
	TOTAL PROPOSALS SUBMITTED	-	-				
	IN DEVELOPMENT						
	Rural Opportunity Initiative - due Oct 2023		30,000				
	Energy Trust of OR for Energy Council work		20,000				
	TOTAL IN DEVELOPMENT	-	50,000				
	DECLINED						
	TOTAL DECLINED	-	-				

Loan Program	Target	Q1 FY2023 (July 1 - Sept 30)	Q2 FY2023 (Oct 1 - Dec 31)	Q3 FY2023 (Jan 1 - Mar 31)	Q4 FY2023 (Apr 1 - June 30)
Lending Activity	\$215,000 loaned/quarter	\$1,260,000 (includes AHDRLF) \$510,000 (without AHDRLF)	\$ 38,000.00	\$ 102,569.00	\$ 112,800.00
Loan Utilization Rate- All RLFs	75% or more	41.00%	44.60%	44.76%	44.78%
Loan Utilization rate- EDA RLFs	75% or more	*	84.99%	*	64.90%
Loan Delinquency Rate (>30 days)	5% or less	2.70%	2.50%	1.56%	(In development)
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	1/\$15,455 (without AHDRLF)	1 / \$19,500	1 / \$14,683	1/\$37,800
Inquiries/outreach	20 inquiries per quarter 5 outreach visits per quarter	25 Inquiries, 11 Outreach Visits	28 Inquiries, 9 Outreach Visits	24 Inquiries, 13 Outreach Visits	22 Inquiries, 10 Outreach Visits
Reporting Completed on Time	All	ALL	ALL	ALL	ALL

Finance	Target	Q1 FY2023 (July 1 - Sept 30)	Q2 FY2023 (Oct 1 - Dec 30)	Q3 FY2023 (Jan 1 - Mar 31)	Q4 FY2023 (Apr 1 - June 30)
Special Projects Revenue Gap	At or exceeding budget	106,994	106,244	119,744	28,250
Local Jurisdiction Participation	100%	100%	100%	100%	100%
Average days of accounts receivable	33 or less	28.61	28.73	28.61	28.61
Operational YTD Actual vs. Budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 65.6% Expenses: 58.4%	Revenue: 61.7% Expenses: 68.4%	Revenue: 51.96% Expenses: 68.61%	Revenue: 67.64% Expenses: 85%

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

Human Resources	Target	Q1 FY2023 (July 1 - Sept 30)	Q2 FY2023 (Oct 1 - Dec 30)	Q3 FY2023 (Jan 1 - Mar 31)	Q4 FY2023 (Apr 1 - June 30)
Performance Evaluation Completed on Time	100%	95%	95%	93%	95%
Average Employment Length (Years) - Econ Dev / Admin	3 years	3.99	4.24	4.49	4.74
Average Employment Length (Years) - Transportation	3 years	2.30	2.58	2.51	2.60

Transportation Ride Data	Target	Q1 FY2023 (July 1 - Sept 30)	Q2 FY2023 (Oct 1 - Dec 30)	Q3 FY2023 (Jan 1 - Mar 31)	Q4 FY2023 (Apr 1 - June 30)
Dial A Ride	Not set, provided as info	1109	1342	1561	1293
Fixed Route	Not set, provided as info	2290	1497	1428	1971
Senior / Disabled	Not set, provided as info	2133	1998	1983	1630

Board of Directors	Target	Q1 FY2023 (July 1 - Sept 30)	Q2 FY2023 (Oct 1 - Dec 30)	Q3 FY2023 (Jan 1 - Mar 31)	Q4 FY2023 (Apr 1 - June 30)
Board Meeting Attendance	75%	77%	86%	91%	68%
Meetings Lacking Quorum	0	0	0	1	0
Board Vacancies	0	0	0	0	0

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

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

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Date: September 13, 2023
Re: Regional Innovation Hub Presentation

Overview

In Fall 2022, MCEDD applied for and received a Regional Innovation Hub Planning Grant from Business Oregon. We contracted with ECONorthwest to complete the plan, which is wrapping up this Fall in time to apply for a Phase 2 grant to implement the work. Although funded by Business Oregon, the development of the plan has involved our full five counties, including considering resources and opportunities and involving partners in the Leadership Team from both our OR and WA counties. Both Business Oregon and Washington Department of Commerce are interested in funding projects to increase innovation and we see an opportunity to leverage both for the region's benefit.

At the September 2023 Board meeting, I've invited Kryn Sausedo, ECONorthwest's lead staff on the project, to present a brief summary of the plan which outlines opportunities for MCEDD to increase support for innovation-based businesses and expand staffing. This is for informational purposes only with nothing to read prior to the meeting.

Additional Background from Business Oregon

"Regional Innovation Hubs are a key strategy in Business Oregon's 10-Year Innovation Plan to advance innovation in the state. Hubs build and advance a regional innovation ecosystem, as well as provide access to technical assistance, capital, networking, mentorship, and talent development for science and technology-based entrepreneurs.

"Hubs should be an innovation cultivator and a facilitator of networking, serving as a regional network of service providers and their collaborators to assist Oregon's innovation-based companies in achieving growth. The intent of the Regional Innovation Hub program is not to create a new entity, but to incentivize the coordination of existing resources to maximize support for innovation-based entrepreneurs. Hubs must be intentional in partnering and collaborating with a variety of innovation-related stakeholders in the region, especially including underserved entrepreneurs in their partnerships."



Executive Director's Report

Prepared for the September 2023 Board of Directors Meeting

Regional Work and Outreach

- **Columbia Gorge Annual Symposium:** Plans are moving forward to make this year's event excellent. After trying to find a suitable place to hold it in Skamania County, we had to move to the Cascade Locks Pavilion. We have secured a higher profile keynote than usual, Futurist Steve Brown (see <https://www.stevebrownfuturist.com/>), and ***are seeking more sponsors to help cover the costs. Please let me know any ideas!*** We will also have a business panel to discuss how they are handling workforce shortages / other challenges plus opportunities they see for the future. Registration will be up soon! Save the date: the morning of Nov. 3!
- **Annual Report:** Staff worked to complete the FY23 Annual Report which is included in the Board mailing. This report summarizes the work of the District over the last fiscal year and is shared with our Board and local assessments partners as well as on our website and social media.
- We have been selected to move to the final round of consideration for hosting an **EDA Economic Recovery Corps Fellow** position. This would be a 30-month position to focus on CEDS implementation. We were asked to consider partnering with Warm Springs Community Action Team, who also applied but was not as competitive as our application. I am exploring options for a partnership. The next steps will be to see if we can find a Fellow interested in the project. Out of 500 applicants, 100 of us are left and only 65 will receive a Fellow.
- **Gilliam County Update:** We submitted all materials to the EDA in May related to the request for Gilliam County to join the MCEDD region. I received an update from the EDA that the process has multiple levels of approvals needed and can take a year to complete.
- Jacque and Carrie (before she went on maternity leave) are leading the contract finalization for the \$1M **EPA Brownfields assessment grant** we received for the five-counties. We have formed a Core Team with representatives of each of the counties, plus the Housing Authority, to help guide the project. EPA had us reissue the RFP for the consultant to complete the work. The RFP is posted with a Sept 18 deadline. Lindsay McClure will be the lead staff on the new grant, with work beginning in earnest after the Oct 1 contract start date.
- **Grant writing:** \$5M for Oregon EDDs/ COGS was approved in HB 3395. This possibly could result in around \$400,000 available for MCEDD to spend over two years to support our Oregon counties with grant writing! HB 3395 was housing-focused, so projects would need some connection to housing (i.e. water system upgrades would be necessary to meet housing goals). The funding is coming through the Dept. of Administrative Services (DAS). I am part of conversations with them and partners to ensure it flows as expected, simply and quickly. I have continued to ask about the grant writer support bill passed in the WA legislature that funds grant writers through the ADOs (Klickitat EDA and Skamania EDC). I sent a proposal for Skamania and Klickitat County to consider for greater services from MCEDD but have not heard any response.
- **CPACE:** Sherman County officially approved the program so we created documents for them and added them to our website. I am continuing to support Wasco County in the process to approve CPACE (Commercial Property Assessed Clean Energy) program. 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.
- We hosted a meeting of the **Hood River Economic Development Group** on July 27 focused on an update from the Hood River Energy Council.

- **EDA Applications:** I participated in meetings to join a proposal by Greater Portland Inc. for the EDA's Tech Hubs program. Their proposal was focused on wildfire response. I also explored the EDA's new Recompete Program with partners in the region and determined we did not have the capacity to be the applicant for this round.
- I invited Oregon EDA rep Wes Cochran to visit the region on October 3 and am planning visits in the eastern end of our region at his request. We try to alternate hosting our Oregon and Washington reps each year to keep them engaged with the region.
- I engaged in regional outreach with meetings with the Port of Klickitat, Port of Cascade Locks, Skamania County Economic Development Council, The Next Door, Wasco County Planning, Klickitat County Economic Development, Gorge Commission, Skamania County Board of Commissioners. I attended a legislative advocacy day hosted by The Dalles Community Outreach Team with state and federal legislative staffers. We hosted a morning networking event for The Dalles Area Chamber in partnership with The Dalles Farmers Market on July 25 that was well attended.

Business Assistance

- The Next Door received a grant that included \$25,000 to provide as grants to businesses that go through their programs and apply for a MCEDD loan. We are working with their team to promote the program.
- Many thanks to Dana for all her work setting up two new bank accounts for MCEDD and Mount Hood Economic Alliance to receive the Business Oregon Loan Loss Reserve funds! We will be working to enroll new loans in our Oregon counties into these programs over the next ten years. Thanks also to Dana for setting up a new bank account to house our USDA Rural Business Development Grant funds so the USDA can place a UCC filing on the account.
- Washington State Microenterprise Association Grant: I wrapped up final grant reporting and claim it a big success to able to get the full grant spent in its short window. This was the project that supported seven pub talks and covered small business legal or CPA assistance. We ultimately were able to give funds to Skamania EDC and to Mount Adams and Goldendale Area Chambers for their support of the pub talks.

Facilities, Trainings and Operations

- We have had some movement on the project to sell a portion of our property to the adjacent property owner for an affordable housing development. Meetings with ODOT and other Oregon state staff helped clarify the appraisal and disposal process that would be required. The adjacent property owner is now working to solidify their funding plan before completing the appraisal.
- HR Answers completed their investigating an employee discrimination complaint which found no offense. I worked with staff on some training support suggested by the firm.
- I held an annual review for Dana Woods and worked with new Project Manager Jason Hartmann on training. I distributed or am covering Deputy Director Carrie Pipinich's work while she is on maternity leave. Many thanks to Jacque Schei, Lindsay McClure and Jason Hartmann for taking on additional pieces while she is out! Additionally, after three months of struggle with a vacant Office Admin position, I was pleased to welcome Tanya Hoiseth to the role on Sept 11!
- The six new Board members have meant additional focus getting the seats filled and new members oriented to the organization.
- The work of our Diversity, Equity and Inclusion (DEI) consultant Mariann Hyland is complete. We have a draft plan that needs work before bringing it to the Board. I will be reviewing it with staff internally to help fill it in. The DEI Task Force needs additional Board member involvement.
- We have already had some higher facilities costs this fiscal year with a new landscaper and a scare about our primary server going down for a day. I have decided to prioritize replacing the server, which we knew was coming but thought there might be more time. We will be applying for an SDIS Safety and Security grant to cover half of the \$8200 expense.



**Executive Committee Report
September 2023**

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

- Reviewed Personnel Policy changes related to Paid Leave Oregon rules and recommended the Board approve the changes as outlined by staff.
- Reviewed Drug and Alcohol Policy changes as a result of adding oral fluid testing and recommended the Board approve the changes as outlined by staff.
- Approved unbudgeted out-of-state travel for both Sara Crook and Jesus Mendoza to attend relevant conferences that would have costs mostly covered by grants.
- Discussed options for the Local Assessments in FY25 and beyond and recommended that the Board approve a 3% increase going forward.
- Provided ideas for the Executive Director to help make the September Board meeting more engaging with all the new Board members, and to help make the November 3 Symposium valuable and exciting.
- Reviewed the proposal received by Columbia Gorge Tourism Alliance in response to our RFP for our “Gorge Regional Transit Network: Marketing, Public Education and Outreach Services” project. Approved contracting with Columbia Gorge Tourism Alliance for the project. The two year contract would be \$230,000 and is grant-funded.
- Reviewed the applicants for the private sector members on the MCEDD Full Board and the private sector Loan Administration Board members. For the two LAB applicants, the Committee appreciated the Washington representation and commercial banking role from Matt Stoneberg and recommended him over Eric Nerdin, although voiced appreciation for Eric Nerdin. The Committee recommended the Board appoint the list as shown in the September Board packet.



Mid-Columbia Economic Development District

Loan Administration Board (LAB) Report Prepared for the September 21, 2023 MCEDD Full Board Meeting

Approved Loans; Loan Actions

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

Business	Amount	Purpose
Mountain Valley Butcher Block, LLC	\$40,000	Equipment purchase for retail butcher shop in Mt. Hood/Parkdale.
The Dirty Cowgirl Saloon, LLC	\$171,000	Equipment, renovations, and updates for full-service bar/restaurant in Wasco.
Gander & Goose, LLC	\$40,000	Equipment and working capital for cocktail and dessert bar in White Salmon.
O's Espresso, LLC	\$40,000	Business purchase and equipment for existing coffee cart in Hood River. (Funds not yet disbursed.)
My Place to Call Home, LLC	\$40,000	Furniture and working capital for an adult foster care facility in Hood River. (Funds not yet disbursed.)
Mountain Valley Butcher Block, LLC	\$299,000	Building purchase refinance for retail butcher shop in Mt. Hood/Parkdale. (Funds not yet disbursed.)
AniChe Cellars Washington, LLC	\$175,000	Equipment purchase and working capital for winery in Underwood. (Funds not yet disbursed.)

Updates on Clients

There are currently 3 loans with past due balances. Staff is working with all three clients to address the past due amounts. Other client updates:

Business	Update
On-Site Supply House, LLC	Paid off
Pharaoh's Family Farm, LLC	Paid off
Miss O's Espresso, LLC	Paid off

Available for lending as of Sept. 15, 2023:

- *approx. \$2,706,786 for small businesses*
- *approx. \$1,324,252 for attainable housing*

Active Inquiries

Active inquiries with anticipated/received applications include:

- Café
- Woodworking workshop
- Cottage bakery
- Game store
- Thrift shop
- Software designer
- Food cart
- Party supply boutique
- Sourcing company focused on bitcoin mining hardware
- Videography/photography service
- Wine bar/tasting room
- Brewery/ cider

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.
- MCEDD co-hosted The Dalles Area Chamber Morning Buzz with The Dalles Farmers Market.
- Ami is working with the SBDC on three of the loans currently in the pipeline.
- Ami attended the National Development Council's Community of Practice "Marketing Your RLF" online workshop.
- Ami attended an online users conference for our loan portfolio software Portfol.
- The LAB approved updates to the policies and procedures checklist for the Attainable Housing Revolving Loan Fund. In particular, changes were made to make this fund more attractive to increase its use.
- Our lending programs were featured in an article for the Northern Wasco PUD Ruralite publication thanks to local reporter Rodger Nichols! The article was a good opportunity to promote the loan funds and bring new businesses to us. If you would like to see a copy, let us know!

Support for Loan Boards

- The Oregon Investment Board (OIB) met and approved two loan modifications during this period.
- We are planning a "Gorge Lenders Luncheon" on October 10 at the Hood River Inn at the request of and funding by the OIB. The event will include a brief economic outlook overview by Josh Lehner, Oregon State Economist, plus an overview of our lending programs and the small business support offered by the Columbia Gorge SBDC and Business Oregon (both of which also sponsored the event). Each bank across our five-county region plus all Chambers have been invited to send a representative.
- The Mt Hood Economic Alliance (MHEA) will be meeting on Sept 15 to consider a new loan for Vibe Consignment, LLC. We have also been working to pursue collateral for MHEA for a loan that has defaulted.



To: MCEDD Board of Directors
From: Jacque Schei, Project Manager
Date: September 7, 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: Construction is still on schedule to be completed in November. Staff continues to support monthly worker interviews, payroll reviews, and regular reporting to funders. Staff will also support a monitoring visit with CDBG program staff in mid-September.
- **Biggs Service District Water System Improvements:** Funding: USDA RD (\$2,458,000 loan, \$825,500 grant), County funds. Update: The contractor discovered that existing service lines to customers were not where they were expected, so the project has been delayed again. Staff continues to work with the District, contractor and engineer to outline next steps for connecting customers and determining additional funds needed to complete the project.
- **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 has drafted bid documents and will get funder review in September before advertising the bid invitation. Work is expected to start in October and anticipated completion will be by the end of 2024 for Phase 2.
- **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: Construction crews had to work limited hours each day for several weeks in summer due to fire hazards. They are back to working full days, but the delay may mean the project won't be complete at the end of this year as anticipated. Staff continues to review payroll reports, conduct worker interviews and support the City in preparing disbursement requests.
- **Sherman County Bus Barn:** Funding: ODOT STIF (\$1,080,000 grant), County funds. Update: The County has amended their contract with the engineer for the project to start on phase two of the design work, which will occur over the next several months.
- **Hood River County - Adult Center Kitchen Rehab:** Funding: CDBG-CARES (\$987,299), Adult Center funds. Update: The contractor started construction in early August. Staff has started reviewing payroll reports and conducting worker interviews and continues to support the County in preparing disbursement requests. In late August, the contractor discovered an issue related to the size and placement of a grease interceptor that may cause a delay of several weeks. HRVAC's

application to the Collins Foundation for funds to support some of the equipment costs was successful.

- MCEDD and the City of Cascade Locks recently signed an agreement for MCEDD to support grant administration for the City's electrical upgrade project funded through EDA. More details to come.

Sherman County Economic Development

- Staff continues to work with the Grass Valley County Market on their project to install EV chargers. One charger has been fully installed and is up and running. Staff requested additional funds from the grant program to cover the remaining cost of a second charger and Pacific Power awarded the Market an additional \$34,000 in August. The second charger should be delivered in October and installed shortly thereafter.
- Staff convened two meetings with staff from the four incorporated cities to discuss projects and needs. The cities and county are working on agreements to support code enforcement and staff is helping the cities do a crosswalk of some of their ordinances to provide consistent language to make the enforcement process easier. Staff also continues to work with the cities on various topics including infrastructure, development of procurement documentation, and funding opportunities.
- Staff helped the Sherman Kids Zone submit an application to the TC Energy company grant program and they were awarded \$10,000 to support additional STEM activities.



Wasco County Economic Development Commission

- Staff attended a South Wasco Alliance meeting in July to discuss progress on shared local and regional priorities focused on South Wasco County.
- Staff met with the City of Maupin to discuss open grants and ongoing projects, including community visioning and their water system master plan.
- The EDC's quarterly meeting was in Dufur on Sept. 7. The EDC elected officers, made recommendations for vacant positions and upcoming expirations, and approved the process to develop the County's Community Enhancement Project list. Staff is planning community meetings in October and November to gather information about projects to present to the EDC in December.
- Staff worked with the City of Dufur to finalize their Community Vision Action Plan.

Rural Capacity Funding

- Staff helped Dufur Ambulance prepare two grant applications – one for EMT training and the other for funds to help purchase a new ambulance.
- Staff has been working with the Wasco County Pioneers and now, the Sherman County Museum, to relocate an Oregon Trail monument on Highway 487 in Sherman County near Biggs Junction. The previous location along the highway was on private property, so ODOT moved the monument to storage and has offered nearby locations in the ODOT right of way as options for the new home. Staff have been helping identify funding sources to support paving the new location before the monument is placed.
- Staff continues to work with the Cities of Maupin, Wasco, Grass Valley and Rufus and Pine Grove and Tooley Water Districts to support next steps for their infrastructure projects focused on funding resources, engineering procurement, and other technical assistance.



To: MCEDD Board of Directors

From: Jason Hartmann, Project Manager Industry Engagement

Date: September 12, 2023

Re: Project Management Report

Broadband

- Staff worked with partners in Skamania and Klickitat Counties and their broadband action teams (BAT) to review rapid design studies funded by the state of Washington.
- Staff met with ISPs, consultants, political leaders, and community members to determine next steps in Wasco, Klickitat, and Skamania counties. Plans are in work to determine next steps and set up meetings with Hood River and Sherman counties, as well.
- Staff has reviewed Oregon's and Washington's 5-year action plans for Broadband Equity Access and Deployment (BEAD). MCEDD is supporting each county by identifying consultants and ISPs to apply for grant funds to deliver broadband access to unserved and underserved residents and community anchor institutions (CAI).
- Staff will continue to support the counties and BATs in identifying the un- and underserved locations, and utilize a challenge process where the FCC map of those locations does not align with reality.

Gorge Tech Alliance (GTA)

MCEDD supports GTA through contract program management services.

- Staff supported GTA's annual summer party at Sierra Olympia in Hood River. It was a wonderful event and has already attracted new sponsors and members.
- Staff attended Pacific Northwest Defense Coalition's Summer Bash in Portland, and is working with 2-3 new companies that will sponsor GTA.
- Staff continues to meet with GTA board members and key sponsors in an effort to improve the value GTA brings to its members and sponsors, and to identify events that would enhance programming both for the leadership and employees of its members and sponsors.
- Staff is in the midst of its sponsorship and membership drive.
- Staff is preparing for the upcoming GTA events, including the annual Tech Showcase and sponsorship appreciation event, a class for member companies' employees on how to get more out of LinkedIn, and a visit to the Gorge by NASA astronaut Jeff Williams.
- Staff continues to support the Educational Service Districts in Oregon and Washington, including the Gorge STEM Hub, Career Connected Southwest, and Career Connected Learning Oregon in their work. This includes supporting grants for robotics coaches, board support, and volunteer recruitment using the GTA network.

Innovation Cluster Accelerator Program (ICAP) Launch

- Staff is working with WA Department of Commerce and local companies to develop a recognized uncrewed aerial system (UAS) cluster.

- Commerce has awarded MCEDD a grant of \$50,000 as a potential first round, with the goal of building an organization (or sub-group of GTA, for example) into a cluster to attract talent, capital, ideas, and opportunities. Follow-on grant funding will be possible, as well.
- Staff is building out the team, called the “Ecosystem Team”, best suited to develop an innovation cluster. It is an ongoing process of identifying which people, companies, investors, and academic and government entities can support the cluster’s development.

Additional Items

- Staff will attend the Oregon Infrastructure Summit in Corvallis on Sept 26-27.

To: MCEDD Board of Directors

From: Jesus Mendoza, Transportation Operations Manager

Date: September 12, 2023

Re: Report for The LINK

Grants:

- We received all grants needed for Link operations, including dial-a-ride grants to MCEDD and Wasco County, STIF Formula funds through Wasco County for a variety of operations, and STIF Discretionary funding to operate the Hood River- The Dalles Intercity Shuttle. These are all two-year grants.
- MCEDD applied for another round of COVID Funds. The 5311(f) Federal Grant supports one (1) additional service hour on The Dalles/Hood River, Monday-Friday. We have heard this was successful but have not yet seen details.

Vehicles:

- The Link has completed the vehicle wrap with all vehicles now sporting the new branding, except two vehicles scheduled to be replaced in the next year.
- Vehicles continue to cycle through a mechanic for the annual inspection and should be complete by the end of October.
- Due to the lack of hybrid vehicle options, we are working with ODOT to modify the existing vehicle grant to procure two electric vehicles or two gas vehicles. The Operations Manager is investigating infrastructure, vehicle options, and resubmit vehicle RFP.
- The Link will be replacing its maintenance software system from Automotive Wolf to Driveroo, which will integrate with the tablets the drivers use rather than paper forms for pre/post-trip inspections. This will also make it easier to track maintenance issues. We are currently working to make the transition by October 1st.

Facilities:

- Bus Shelter Installation: We worked with ODOT to receive approval of the Categorical Exclusion and Documented Categorical Exclusion to site three bus shelters in August. We are now able to submit permits to the City of The Dalles to move forward with the installation of the three shelters plus eighteen simme-seats. We are contracting with Schuepbach Custom Builders to complete the construction work.

Bus Routes:

- Hours of operations expanded Monday-Friday, from 7am to 7pm beginning July 3, 2023.
- The Link now operates The Dalles to Hood River Intercity shuttle as of July 1, 2023. The service operates 7 days a week, four (4) trips per day on weekdays and three (3) trips per day on the weekends. Weekend service is offered on Holidays.
- July 1, 2023, marked the beginning of Sunday Dial-a-Ride service. Operating hours are from 9am to 4pm.

Projects:

- Wasco County in partnership with MCEDD has successfully completed their Rural Transportation Equity Grant Project. Through the project, Wasco County was able to explore the needs of Seasonal and Migrant workers in Wasco County. The Link assisted in the Pre-Cherry Harvest Tour, design of marketing material, and participation in other in person events. Wasco County made a generous contribution toward our marketing efforts by covering expenses that included: 1 year contract for movie advertising, 2,000 post cards, 600 stickers, printed brochures, and posters. The Rural Transportation Equity Grant Project also resulted in greater outreach around our Wasco County Transit Development Plan that enabled the Wasco County Commission to finally approve the plan in July.
- We concluded the Net Zero Emissions Pilot Project led by ODOT. In this project, The Link’s FY21 vehicle inventory was evaluated to determine its operation effect on greenhouse gases. The consultants made recommendations to reduce greenhouse gases based on the data collected. This effort is to lead and assist The Link transition to a net zero emissions operating phase within the next 5-15 years. Final report is now available.

Staff:

- We welcomed new Bus Drivers Bob Fisher in July and Nichole Rodriguez and Jeff Oldfield in August! Nichole will also support Dispatch part-time.
- We continue to look for a part-time bus driver.



The Gorge Pass is now good for one year from the date of purchase, making this even more valuable for those who purchase later in the calendar year!



To: MCEDD Board of Directors
From: Kathy Fitzpatrick, Mobility Manager
Date: September 8, 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.

Regional Transit Training Workshops

There are no technical schools that teach courses on public transportation operations. The hard-working staff of our five transportation providers have all learned their skills on the job, but operational skills training has been high on the priority list for the Alliance. This summer, the Mobility Manager brought in well-known transit consultants to teach staff how to use data collection and service coordination tools and how to design local and regional service networks. The trainings included table-top exercises and discussions of transit planning principles and challenges. Staff from Sherman, Wasco, Hood River, Klickitat, Skamania, and Gilliam Counties attended, plus WSDOT and ODOT transit liaisons who were just as excited to take advantage of this formal transit training opportunity as the rest of us!

Awards

MCEDD received the National Association of Development Organizations 2023 Excellence in Regional Transportation Award for the Gorge Regional Transit Strategy. “Programs and projects like the Gorge Regional Transit Strategy foster community and economic connections and promote effective transportation networks,” shared current NADO President Chris Fetzer.

The Link Public Transit and Columbia Area Transit received the Oregon Transit Association’s Annual Hero Award for the Gorge Transit Connect program (*see MCEDD Travel Trainer Sara Crook receiving the award at right*). The Gorge Transit Connect program tackles the issue of transportation barriers faced by community members with limited financial resources through a partnership with local organizations. The program's success lies in its collaborative approach that has not only improved the quality of life for individuals but has also fostered stronger community relationships, a broader recognition of



the importance of public transportation, and more local investment. This program is managed by MCEDD's Travel Trainer, Sara Crook. *See the image at right about the Gorge Transit Connect program.*

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 in Wasco and Hood River counties. Highlights of her work the last few months include outreach in South Wasco County and visits to the Senior Center in The Dalles and the Middle Schools and High School in Hood River. Sara has also been working with individual Veterans to address their transportation needs which include access to health care and the ability for family to visit with loved ones living at the Oregon Veterans' Home in The Dalles.

Sara and Kathy also recently completed the series of **Travel Training videos** that have been posted to the GorgeTransLink.com website. The videos are informative and engaging--check them out!

<https://gorgetranslink.com/travel-training/>





To: MCEDD Board of Directors
From: Lindsay McClure, Energy and Project Manager
Date: September 12, 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 Cascade Renewable Transmission Project, information about Washington’s cap-and-invest program, and legislative session updates. The next CGBREZ meeting will be held on Friday, November 3 at 9 a.m.

Hood River County Energy Council Coordination

- **Mid-Columbia Association of Realtors Residential Energy Efficiency Presentation:** The Hood River County Energy Council’s buildings subcommittee gave a presentation at a Mid-Columbia Association of Realtors meeting on July 20. The presentation featured speakers from the Energy Council and Energy Trust of Oregon. There were about 15 attendees who earned continuing education credit for their participation. The audience learned about benefits of energy efficiency beyond a lower utility bill, resilience for residential buildings, residential energy trends, and resources for home energy projects.
- **Hood River County EV Charging Infrastructure Planning:** The Energy Council’s transportation and land use subcommittee is in the early stages of a project that aims to help Hood River County plan for future electric vehicle charging infrastructure. This project will emphasize the benefits of “dig-once” planning and looks to include collaboration with utilities, fleet operators, local planning offices, and other transportation decision makers.
- **Hood River Economic Development Group Presentation:** Energy Council staff gave a presentation to the Hood River Economic Development Group on July 27. The presentation gave a brief history of the Energy Plan and shared an update on some of the Energy Council’s current projects.
- **Eastern Oregon Economic Summit Energy Panel:** Energy Council staff participated in a panel on energy and climate resiliency preparation at the Eastern Oregon Economic Summit, which took place on August 4 in La Grande. The panel included representatives from Sustainable Northwest, the Confederated Tribes of Umatilla Indian Reservation Energy Strategy Team, and Wallowa Resources. Caryn Appler from Energy Trust of Oregon moderated the panel.
- **EV Chargers at Dry Creek Falls Trailhead:** The Port of Cascade Locks installed conduit at the Dry Creek Falls trailhead parking lot and is looking into adding EV chargers. Energy Council staff coordinated a conversation with Forth’s technical assistance team to learn about ODOT’s Community Charging Rebate Program. The Port Commission approved plans for two Level 2 chargers, and the Port is now working with engineers and contractors on design and obtaining quotes.

- **White Salmon CityLab Presentation:** On August 29, Energy Council staff gave a presentation to the White Salmon CityLab Board — a body that's tasked with making recommendations for how the City should respond to the climate crisis. The presentation included a history of the Energy Plan and an update on Work Plan project implementation. This was followed by a conversation about opportunities for the Energy Council and the City of White Salmon to collaborate by sharing resources and learnings as well as opportunities for more formal collaboration.
- **Energy Council Membership:** The Energy Council has four at-large members with terms expiring at the end of 2023. These members have the option to reapply for another two-year term. Energy Council staff is working with an application review committee get the word out about this opportunity. The application will be available on the Energy Council's website starting October 2. Applications are due November 15.