

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
 FULL BOARD OF DIRECTORS
 THURSDAY, MARCH 21, 2024
 2:00 P.M.-6:00 P.M.**

Skyline Hospital, 211 NE Skyline Dr, White Salmon, WA
 And via Zoom: <https://us06web.zoom.us/j/85215089516>
 Or call 346-248-7799, Meeting ID: 852 1508 9516

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
See Training Agenda for items from 2:00 to 4:00 p.m.		
Break from 4:00 to 4:15 p.m.		
Consent Agenda December 2023 Minutes Personnel Policy Updates	5 minutes	Approval
Financial Report	5 minutes	Approval
Appointment of Budget Committee/Officer; Budget Process Approval	5 minutes	Approval
Disciplinary Action Guidelines	5 minutes	Decision
Comprehensive Economic Development Strategy Regional Project Priorities Resolution 2024-1, CEDS Adoption	25 minutes	Decision
Executive Director Report	5 minutes	Information
Committee Reports Executive Committee Loan Administration Board <i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>	10 minutes	Information
Staff Updates	15 minutes	Information
Regional Updates- <i>MCEDD Board members</i>	25 minutes	Information
New Business	5 minutes	Discussion
Adjournment		

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

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

Agenda Times: Times on the agenda are approximate. The Chair reserves the opportunity to change the order and time of agenda items if unforeseen circumstances arise.

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

MCEDD Leadership/Board Training Session

Date: 21 March, 2024

Outcome:

- Develop a clear understanding of the role of the Board in a Council of Governments
 - Strengthen the strategic mindset of the Board
-

Agenda

- 1:30pm Networking Time (optional)
- 2:00pm Welcome
- Leadership/Board Training
- Responsibilities and Governance
 - Leadership Structure
 - Fiduciary Duties
 - Developing Governance Policy
 - Evaluating the Organization
- Discussion and wrap up
- 4:00pm Adjourn
-

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
Thursday, December 21, 2023
Remote Attendance Only via Zoom**

BOARD MEMBERS: Steve Kramer (Chair), Leana Kinley (Vice Chair), Jim Herman, Colin Robinson, Ryan O'Connor, Scott Clements, Eric Proffitt, Tonya Brumley, Meinrad Kuettel, Kevin Greenwood, Ken Bailey, Tom Lannen, Buck Jones, Butch Miller, Dan Richardson, Miland Walling, Kenny Lawson

STAFF: Jessica Metta (Executive Director), Carrie Pipinich (Deputy Director), Ami Beaver (Loan Fund Manager), Jill Brandt (Administrative Assistant), Jesus Mendoza (Transportation Operations Manager), Dana Woods (Finance Manager), Lindsay McClure (Energy Projects Manager), Sara Crook (Travel Trainer), Jason Hartmann (Industry Engagement Projects Manager)

GUESTS: Sam Schauer (Loan client - Goose and Gander), Teri Brown (ODHS), Tara Kamp (Auditor), Emily Reed (Columbia Gorge Tourism Alliance), Eve Elderwell (WA Travel trainer)

CALL TO ORDER/ INTRODUCTIONS

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

LOAN CLIENT SPOTLIGHT

Ami Beaver introduced Sam Schauer, owner of Gander and Goose, a MCEDD loan client who recently opened his botanical cocktail bar/cafe in downtown White Salmon. Sam described his botanical cocktails as specially crafted mixed drinks that are made with local ingredients that showcase the flora of the Gorge. His café also offers a savory waffle menu with gluten-free, vegetarian, and vegan options. Sam described his difficulty finding a lender to approve funding for his restaurant startup in the post-pandemic economy. He came to MCEDD after being denied an SBA loan and found MCEDD's loan application process to be easy and streamlined with supportive staff. The core improvements of adding dishwashers and redoing the roof have turned an empty room that was formerly a real estate office into a busy, fun, and cozy bar in White Salmon! Chair Kramer opened the floor for questions.

Discussion: Kevin Greenwood asked how the bar takes payment, and Sam replied that Gander and Goose uses Square, which takes every form of payment except for crypto currency. Steve thanked Sam for speaking to the Board.

AUDIT REPORT

Jessica introduced Tara Kamp of Pauly, Rogers and Company, P.C. to present the results of MCEDD's FY23 annual audit. Tara reported an overall excellent rating, with MCEDD presenting its fiscal operations fairly and in accordance with government standards. Tara thanked Dana Woods for her cooperation and excellent work during the audit process. She asked for any questions.

Discussion: Eric asked Dana if this first audit using Caselle was an improvement from preparing the audit using QuickBooks. Dana and Tara agreed that Caselle was much easier and better with reporting. Kevin Greenwood asked Jessica if the contract with Pauly Rogers will continue next year, and Jessica explained that since this was the third year using this firm, there will be an RFP for a new auditor coming out in the next quarter. The recommendation

for the FY24 auditor will be brought to the March Board meeting. Steve thanked Tara for her report.

TRAVEL TRAINING PROJECT

Emily Reed, Director of the Columbia Gorge Tourism Alliance (CGTA), provided an update on this topic. Emily explained that the CGTA's mission was to use tourism as a force for good for the local economy. Improving and promoting the area's public transit is a key aspect, and the CGTA has been involved actively with Gorge Pass marketing since the program's beginning. Today's presentation is an update on the progress of a new transit contract that is funding the expansion of the travel training program to the Washington side of the Gorge.

MCEDD Travel Trainer Sara Crook established the Travel Training Program on the Oregon side, working with both The Link and Columbia Area Transit to develop the Gorge's Travel Training program. The Gorge Translink website's travel training page hosts a library of tutorial videos filled with information on all aspects of using local transit on everything from accessibility, dogs, kids, teens, how to use bike racks, and more. There is also a trip planner with maps that shows all the places that can be reached by bicycle.

More individual travel training along with continued outreach to the Washington side is the focus for the new contract, and Eve Elderwell (who also works at The Next Door) has been hired part-time to do this work. Emily will work closely with Sara on the one-on-one Travel Training support and she will work with Washington local community partners to educate their staff on the use and reach of public transit. The partners will then be able to educate their clients in turn.

Eve introduced herself with a brief statement. She is a resident of Lyle, WA and has seen the increasing resources and use of public transit over the past few years in her work with The Next Door. She added that she was thrilled to become a part of the team and was excited to support the WA side with this program. She outlined the expected scope of her work with one-on-one travel training, marketing, public outreach at gatherings such as farmers markets, harvest festivals, workshops at schools and community events. The Gorge Pass also has a specific component of outreach to employers with the Gorge Equity Fund. Both Eve and Sara's outreach includes giving out Equity passes through the Gorge Transit Connect program and at community events.

Jessica gave a historic overview of MCEDD's involvement with the development of regional public transit. Fifteen years ago, MCEDD created the Mobility Manager position that has been funded over the years by grants. In addition to convening the Gorge Translink Alliance, the Mobility Manager built out the TransLink website and developed the Gorge Regional Transit Strategy. The CGTA became a partner when the Gorge Pass Marketing grant was secured in 2021. WSDOT has been part of the regional transit development project and is supporting the expansion of Travel Training services to the WA side with this contract.

Discussion: Buck Jones asked for clarification on the tie-in on how this project has been put together between MCEDD and the CGTA. Jessica explained that two and a half years ago MCEDD received the grant to help market the Gorge Pass and selected Emily Reed and CGTA to do the work. MCEDD received another round of funding for marketing of the Gorge Pass that became the foundation for half of Sara's position, and Columbia Area Transit funded the other half. The need and desire to expand Travel Training to the Washington side has been

clear, and MCEDD was awarded this grant to fund it. MCEDD has selected the CGTA as the contractor for this work.

Jessica thanked Emily and Eve for attending the meeting. Emily commented that fifteen years was a very short time for all the progress that has been made with public transit in the Gorge.

SEPTEMBER 2023 MINUTES APPROVAL

Chair Kramer called for any questions, comments, or corrections on the September minutes. *There were none.*

Kevin Greenwood motioned to approve the September minutes as presented. Jim Herman seconded the motion. All voted in favor and the motion passed.

FINANCIAL REPORT

Dana Woods presented the financials through October 31, 2023. On the Balance Sheet, the Accounts Receivable balance was \$798,591. This was higher than the previous month due to the completion of ODOT quarterly billing since the previous financial report. MCEDD's Loans Receivable amount was \$3,492,222, which was an increase of \$513,314 due to the four new loans that were funded in the past month. Dana commended Ami's work that shows in these numbers. On the Operations Budget vs. Actual, revenue and expenses were both well below the budget.

Dana reported next on the bank fraud that occurred for one of our financial services clients, and she described the follow up steps that have been taken. The bank has recommended that accounts at risk be moved into their Positive Pay program. MCEDD's auditors have also recommended this program as a precautionary safeguard. This plan of action was brought to the Executive Committee for discussion and approval, and MCEDD has now enrolled the main checking accounts into Positive Pay. There is an added expense for the program but the monthly expense is deemed much less than a potential loss. Dana announced that she will be changing the format of the financial report over the next year as a response to feedback requesting financials that are easier to read that give a clearer and more comprehensive picture, rather than looking at a Balance Sheet and Budget vs. Actual report.

Buck Jones motioned to approve the financial report as presented. Ken Bailey seconded the motion. All voted in favor, and the motion passed.

Jessica commended both Dana and Ami for their work.

EXECUTIVE DIRECTOR REPORT

Jessica summarized highlights from her report in the packet:

- Update on the project to add Gilliam County to MCEDD: This was voted to move forward last March. In Summer 2023, Jessica submitted the packet of information and documents to the EDA and in October 2023 the EDA sent back a letter detailing a list of requirements needed to fully complete the process. Among the items listed was an updated CEDS from both MCEDD and GEODC. Jessica clarified her timeline plan to have the Gilliam County addendum ready for the March Board meeting, with Gilliam projects to be included when the Board prioritizes and adopts the district's infrastructure list. Another item on the EDA's request list that is in progress now is gathering signed letters of support / resolution from each of the counties who will be impacted by the change. MCEDD and the GEODC have

sent this request out their constituent counties.

- Strategic Planning project for MCEDD: The strategic plan will explore how MCEDD is doing as an organization and discuss potential growth of the organization. Alison Hart has been hired for this process. There will be two in-person moderated sessions, beginning with a Board training that will be combined with the regular March Board meeting on March 21st. The training will be followed by a 9am – 3pm Board retreat scheduled on April 18th. Jessica emphasized that in person attendance is requested at both events, and she asked Board members to please prioritize attending these meetings.
- MCEDD’s Annual Symposium held at Cascade Locks in November: Futurist Steve Brown presented on AI as the keynote. The post-event survey got positive responses. The economists’ presentations were noted as good information but were dry. Jessica thanked those Board members who were able to make it.
- Continuing Business Assistance Grants in process: MCEDD has applied for another Rural Opportunity Initiative grant in conjunction with Maupin Works. If awarded, the money will fund another series of Innovator’s Pub talks, another pitch competition, and will also support a youth entrepreneurship program run by Maupin Works. The Regional Innovation Hub project will continue to support industry growth and collaboration. The Washington Microenterprise grant will be utilized to fund another series of WA pub talks this year.
- Facilities/ Operations/ Training. MCEDD’s insurance rates have increased by 11.58% this year. This includes new cyber coverage for \$50,000. There will be no January Executive Committee Meeting, nor an early January LAB meeting.

COMMITTEE REPORTS

Executive Committee: Chair Kramer noted that the written report contained the summary of the Committee’s business, and his update was that the Wasco County Commissioners just signed their letter of support for the inclusion of Gilliam County yesterday.

Loan Administration Board: Loan Fund Manager Ami Beaver reported that seven loans were approved during the past quarter, four were microloans. Five of these loans have been disbursed and two are still in process. The monies went to a diverse collection of clients. The pipeline continues to be very busy and encouraging with mostly coffee shop and restaurant applications.

STAFF REPORTS

Deputy Director Carrie Pipinich thanked the Board for her extended maternity leave time. She added that her re-entry focus was hiring Jacque’s vacated position.

Project Manager Lindsay McClure reported on the Brownfields \$1 million grant that was awarded to MCEDD in late September. The project is long-term through September 2027 and will involve assessments of properties that are underused due to environmental contamination. This grant will continue and expand on the work of the Coalition grants that have finished in The Dalles and in Skamania County. The project will address community needs and eligible activities include Phase 1 and 2 Environmental Assessments and reuse planning. MCEDD is currently waiting for the EPA’s cooperative agreement. Once obtained, the program will begin to receive applications through a webpage and registration form. Applicants will be reviewed for eligibility and projects that meet the requirements will be approved. All publicly and privately owned properties are eligible. Lindsay urged Board members to think of potential projects and get the word out.

Industry Engagement and Project Manager Jason Hartmann reported on his work with the eight-month long Innovative Cluster Accelerator Project (ICAP) Launch project that began in 2023 and will end mid-year 2024. This project was funded by a WA Dept of Commerce grant to develop and formalize an Innovation Cluster in the Gorge that is focused on UAS (Unmanned Aerial Systems, aka drones) companies. Commerce has given some training to the core group, and there has been some engagement with other innovation clusters around the Northwest. The ecosystem team is still in the process of development and will include stakeholders in the drone industry located in the Gorge and some outside from the larger northwest. Meetings have identified both roadblocks and opportunities for growth and progress.

Discussion: Steve asked if the group was working with CGCC. Jason affirmed that the cluster was designed to be led by industry and advised by academia and government. He added that other universities may opt in as partners if they wish to engage. Steve noted that good opportunities arise out of building the network.

Jason also noted that the Gorge Tech Alliance will bring NASA Commander Jeff Williams to the Gorge on March 21st. Commander Williams has 354 days aboard the International Space Station and 32 hours of space-walk time, and he is also a renowned storyteller and photographer. He will speak at middle schools in White Salmon and Odell in the afternoon, which will be followed by a sponsorship dinner and then an evening public presentation at the Hood River Middle School. January will focus on recruiting sponsors, and tickets will go on sale in February.

Discussion: Ryan O'Connor asked for details of sponsorship. Jason explained that the basic sponsorship amounts of \$500 will support the events and sponsors will receive 2 dinner tickets and 2 tickets to the evening event. Tiers above \$500 will also receive exposure at the event in the program.

Transportation Operations Manager Jesus Mendoza reported that The Link plans to increase the Hood River service by one hour each day in March. Kathy has been leading the effort to support the Native American communities by establishing transportation services to Lone Pine, Celilo Village and Lyle Point, both through the Link and with the vanpooling program, as well as the outreach and distribution of Gorge passes by Travel Trainer Sara Crook. Bus shelters that are through the permitting process and now in the process of installation are at MCCAC's Gloria Center and at the DHS Building at 7th and Union. The Link is fully staffed with three new drivers: Tim Curran and Carmen Walker are drivers and Allen San Juan will both dispatch and drive. The technology has been upgraded for the drivers' vehicle inspections, which are now done on mobile tablets using the new Driveroo software. This software also records all maintenance performed, tracks vehicle issues and maintenance needs. The highlight of The Link's community outreach this past quarter was participation in the Starlight parade, which was a great success.

REGIONAL UPDATES

Washington Ports: Jim Herman said it has been business as usual at the Ports.

High Tech: Ryan O'Connor's survey of the GTA's job postings showed hi-tech employment openings holding steady at just over 50 jobs available for the past three quarters. The thirteen employers represented in these stats were in three counties of the district. Ryan reported that the ICAP project has

been a forum for positive collaboration of ideas and opportunities among the Gorge's high-tech business community.

Higher Ed: Dr. Kenny Lawson reported that Columbia Gorge Community College enrollment was up for the fall quarter. The College is offering new workforce programs online. A Project Director has been hired to help with the design to transform the old Chenoweth Middle School into a community childcare center. The college is also beginning the process to update its strategic plan.

Agriculture: Ken Bailey noted that the winter has been mild and uneventful to date.

Health Care: Colin Robinson reported that the consolidation merger between One Community Health and Northshore medical group in Klickitat and Skamania County is scheduled to start in January. Distance Learning and Telehealth programs are being built out with recently awarded grant funding. The public health emergency in OR/WA is officially ending.

Food & Beverage/Native American Community: Buck Jones reported that Columbia River Intertribal Fish Commission has received \$4.1 million to address water sanitation at treaty access sites.

Oregon Ports: Kevin Greenwood reported that both Port of Cascade Locks and Port of The Dalles are starting five-year strategic plan updates. The Port of Cascade Locks has been working with legislators for funding their planned bridge improvements, and they have recruited Dan Mahr as their new lobbyist. The Port of Hood River's Commissioners are looking at developing a mobile RV Park for the workforce housing that will be needed for the bridge construction. The Marina East building is looking to be the site where the Port office will move to. For staffing, Genevieve Scholl has moved from the Port of Hood River to the Port of Cascade Locks.

Housing: Scott Clements noted that the Rand Road project in Hood River did not get funding in the last round. The project will have another review and another prospect for funding later this year.

Oregon Chambers: Tonya Brumley announced that The Dalles Chamber is promoting its first group travel excursion to Scotland next June and more immediately looking for sponsors for the Distinguished Citizens Banquet coming up in January. The Dalles Chamber completed a successful Diversity, Equity and Inclusion training for businesses and will continue with more training sessions next year. The Oregon Frontier Chamber is hiring for its Executive Director position. The Maupin Chamber's bootcamp training was well attended and they are helping Antelope apply for a community grant to improve Antelope's Community Building. The Hood River Chamber is working closely with the CGTA to promote tourism. Oregon Destinations Association is holding its annual conference in Hood River this year.

Cities of Wasco County: Dan Richardson reported on the South Wasco Alliance Tour that he participated in, where he was surprised and pleased at the abundance of entrepreneurial activity in South County. His work over the past quarter identifying infrastructure projects in the smaller rural communities has given a greater understanding of MCEDD's role in the region. He added that the

common concern shared among cities throughout the county was the shortage of available housing. Two of Wasco County's communities have passed moratoriums on short-term rentals in response to the fear that short-term rentals are squeezing the supply of single-family housing. In The Dalles, new housing is needed across all affordability ranges, forecasted at a minimum of 500 units over the next 20 years.

Cities of Hood River County: Butch Miller said he was here to listen and learn and will have a report for the next meeting.

Cities of Skamania County: Leana Kinley reported on the infrastructure projects progress in Stevenson. The town received two grants to fund the proposed Cascade Avenue utility upgrades. The Park Plaza project is now at the community input stage. The goal of the project is to provide community space and an additional draw for the downtown district.

Cities of Sherman County: Meinrad Kuettel began his report with an update for the City of Grass Valley, whose sewer project is currently on hold awaiting funding. There has been no new business to replace the burned-down hemp facility. Road improvements include the finished ADA curb project plus half of the town's roads have been newly chip-sealed.

The City of Moro will be holding a Town Hall meeting in Moro on January 3rd with Senator Wyden. Infrastructure projects updates: the municipal well has been replaced and the next related project will be to fix the water leak at the town's reservoir. A new wastewater master plan needs to be developed because the last one was done twenty years ago. Other infrastructure projects in progress include purchasing a portable generator for the city's wells that can also be used for emergency water pumping, replacing the water meter backflow protection valves, and replacing the water telemetry system.

The City of Rufus' basketball courts are being converted into pickleball courts. A speed limit within town limits will be implemented. Water conservation is also a priority while the drought continues.

Wasco County: Steve Kramer noted that the solar projects in South Wasco County continue to move forward. In The Dalles, Google has received a permit for a second project. The new regional supervisor who oversees the National Scenic Area needs to be included in the conversations on housing needs and the need for urban growth.

NEW BUSINESS

None noted.

ADJOURNMENT

Chair Steve Kramer adjourned the meeting at 5:26 pm.

Respectfully submitted by Jill Brandt, Administrative Assistant.

Memorandum

To: MCEDD Board of Directors

From: Jessica Metta, MCEDD Executive Director

Date: March 11, 2024

Re: Personnel Policy Updates – CONSENT AGENDA

Request: Approve the updates to the MCEDD Personnel Policy as recommended by the Executive Committee.

Overview

We regularly review the MCEDD Personnel Policy to ensure it stays up to date with state and federal rules. We are suggesting some small changes as a result of comparing our policy with the Special Districts Association of Oregon's Sample Oregon Government Employee Handbook.

One change we initiated is to the language about paid holidays to clarify that employees receive 7.5 hours per holiday (pg 19). The need for clarity around this issue came up as we now have employees working flexible schedules with longer days.

A second change we initiated is around Inclement Weather (pg 20). During the recent winter weather, we needed to cancel The Link service for a few days, thereby reducing the hours worked for our Drivers and Dispatchers. Those employees pushed back on the policy and in response I reviewed how our policy compares to that of Cascades East Transit (Bend area) and Columbia Area Transit (CAT). I am recommending the modifications presented here mostly for clarity, with the change about paying for a full shift if you are sent home early coming from CAT's policy.

All changes are noted with strikes/ underlines and are highlighted in yellow.

Executive Committee Review

The Committee reviewed the changes at their February meeting and recommended the Board approve the Policy as presented. The Committee discussed an alternative policy to cover pay for employees not eligible to work from home in the event of emergency closures but decided not to move forward at this time.



Mid-Columbia Economic Development District

PERSONNEL POLICIES AND PROCEDURES MANUAL

Effective Date: ~~September 21, 2023~~ March 21,
2024

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Mid-Columbia Economic Development District Personnel Policies and Procedures Manual

1. Administrative Procedures

- 1.1 **Purpose:** These policies are adopted in the interest of establishing uniform and equitable procedures for dealing with personnel matters.

This Personnel Policy is not intended to address all the possible applications of or exceptions to general policies and procedures. District policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies, please ask the Finance and Operations Manager.

The District acknowledges that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Policy. In that event, the District will try to make fair and equitable decisions while making sure that the best interests of the organization are served.

Neither this Policy nor any other organizational document confers any express or implied contractual right to remain in the District's employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by the District or you for any reason, at any time.

This Policy is not intended to undermine or remove your rights as outlined by the National Labor Relations Board (NLRB). The District fully acknowledges and respects your rights to engage in protected concerted activities, which include the right to discuss wages, working conditions, and other terms of employment with your fellow employees, as well as the right to form, join, or assist labor organizations. If you have any concerns or questions regarding your rights or any content in this Policy, please seek clarification from the Finance and Operations Manager or legal counsel.

- 1.2 **Scope:** These policies shall provide procedures for recruiting, selecting, classifying, compensating and discharging all employees of the District. These policies are intended to provide guidelines and procedures, not substantive contractual or property rights.

- 1.3 **Adoption and Amendment:** These personnel policies are adopted by the Mid-Columbia Economic Development District Board of Directors (Board). The Board expressly reserves the right to change, add to, or delete policies at any time. The effective date of these policies is the date noted of the effective date shown on page 1. These policies replace and supersede all pre-existing policies, procedures, or orders relating to personnel matters of the District and its employees, enacted prior to this date.

- 1.4 **Administration of Personnel Policies:** Except as otherwise stated in these policies or otherwise altered by the Board, the Mid-Columbia Economic Development District Board delegates to the Executive Director the authority to recruit, select, appoint, hire, terminate and direct staff, and the day-to-day administration of these personnel policies.

- 1.5 **Personnel Records:**

- 1.5.1 A personnel file for each employee is kept in the District offices. The files shall be kept in a secure file cabinet and be accessible only on a need to know criteria. An employee's personnel file contains the employee's name, title and/or position held, job application, job description, salary, W-4 form, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. The employee's I-9 form will be maintained in a separate file. All medical-related records and drug testing records will be maintained in separate confidential files. These will include, but are not limited to, the following documents: pre-offer pre-employment medical exam results, all medical exam results on current employees, drug-test records, documents gathered in connection with considering accommodations for employees under the American with Disabilities Act and applicable state non-discrimination statutes, leave of absence request forms and medical certification information obtained in connection with the employee's request for a family and medical leave for a serious health condition for an employee or an employee's covered family member, and all other records of a medically-related nature.
- 1.5.2 An employee has the right to review his/her file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the District denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.
- 1.5.3 Background screenings are stored in protected files. This information is not considered part of the employee's personnel file, so it is not available to employees for review.
- 1.5.3 Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information and approval by the Executive Director.

1.6 Equal Employment Opportunity:

- 1.6.1 The District is an equal employment opportunity employer. The District employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's age, color, gender, marital status, medical condition, military status, national origin, pregnancy, physical handicap or disability, race, religion, sexual orientation or any characteristic protected by law.
- 1.6.2 Each employee is expected to promote a work environment that reflects care, concern, and respect for every person.

1.7 Americans with Disabilities Act (ADA):

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

- A physical or mental impairment that substantially limits one or more major life activities.
 - A record of such impairment.
 - Being regarded as having such impairment.
- 1.7.1 The District will make reasonable accommodations so that employees with disabilities can perform the essential functions of his or her job. The essential functions of each position are its most fundamental job duties – the duties which the position exists to perform—which are outlined in the applicable position description.

- 1.7.2 Reasonable accommodations may include actions to make existing facilities accessible to, and usable by, the disabled employees and applicants in question, modify work schedules, and acquire or modify equipment.
- 1.7.3 The District will only refuse to make accommodations that would constitute an undue hardship or if it places the person with a disability and/or other persons at imminent physical risk.
- 1.7.4 It is the intent of the District to apply these policies to all employment practices, including, but not limited to: job applications and testing; hiring; termination; advancement; promotion; tenure; compensation; training; recruitment; advertising of job openings; layoff and recall; leaves of absence; fringe benefits; and all other employment related activities.
- 1.7.5 The District will ensure that meetings, events, sponsored training, information exchanges, and social activities will be accessible to employees and all members of the public who are expected, invited, or allowed to attend.

1.7.6 **Pregnancy Accommodation Policy:** The District will make reasonable accommodations to employees that are experiencing known limitations related to pregnancy, childbirth or a related medical condition, to the extent the accommodation can be made without imposing an undue hardship on the organization. The District seeks to comply with both the federal Pregnant Workers Fairness Act (PWFA) and any state provisions and rules it is subject to regarding pregnancy related conditions as well. Possible accommodations may include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

The District will not take adverse action against an employee for inquiring about, requesting, or using a reasonable accommodation.

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

1.10 Whistleblower Protections

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

any employee wishing more information, further details can be obtained from the Human Resources Director.

- 1.10.2 The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.
- 1.10.3 Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director or designee immediately. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- 1.10.4 All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Director or designee who is responsible for investigating and coordinating corrective action.

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

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

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

(b) "Public body" means the state or any department, agency, board or commission of the state or any county, city or other political subdivision in the state.

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

1.13 Drug Free Workplace: The Drug Free Workplace Act of 1988 requires the District to preserve a work environment free from the effects of drugs, alcohol, or other performance-impairing substances.

1.13.1 The manufacture, distribution, dispensation, possession or use of unlawful drugs or alcohol on District premises or during work hours by District employees is strictly prohibited. The District may discipline or terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours.

1.13.2 The District may also discipline or terminate an employee who reports to work under the influence of alcohol, drugs, or any controlled substance. The District may also

discipline or terminate an employee who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the District's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the District or others.

1.13.3 The District is committed to supporting employees who undergo treatment and rehabilitation for alcohol or other chemical dependency.

1.13.4 The District has an adopted Drug and Alcohol Policy for employees performing a safety-sensitive function, including those operating transportation programs. All covered employees are required to adhere to the policy.

1.14 Seat Belts: Anyone operating a vehicle on District business must wear seat belts at all times.

1.15 Safety: The District is committed to providing a safe work environment that complies with all applicable federal, state, and local laws.

1.15.1 Every employee is responsible for maintaining a safe work environment and following the District's safety rules. Each employee should be familiar with safety and health procedures relevant to their duties. In addition, each employee is responsible for maintaining a safe work area. Each employee shall promptly report all unsafe or potentially hazardous conditions to their direct supervisor and the Executive Director. The District will make every effort to remedy problems as quickly as possible.

1.15.2 In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their direct supervisor and the Executive Director.

1.15.3 If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state workers' compensation law. The District carries workers' compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.

1.16 Driving While on MCEDD Business: Employees using a vehicle to conduct MCEDD's business must possess a valid driver's license. MCEDD may verify the validity of your driver's license. Employees using a private vehicle to conduct MCEDD's business must also carry auto liability insurance and must make any necessary arrangements with their insurance carriers.

1.16.1 All employees who may be required to drive on MCEDD business may, at any time, have their driving record checked by MCEDD or its insurance company and MCEDD may receive automated reports from the Department of Motor Vehicles that notify MCEDD when there are transactions on your driving record such as speeding tickets and citations.

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

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

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

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

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

2. General Provisions

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

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

2.2 Hours of Work:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.4 Conflict of Employment:

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

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

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

2.5 Political Activity:

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

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

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

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

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

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

- B. All new employees to MCEDD may telework after successfully completing the six-month probationary period. The expectation is that for the first six months of employment the employee will work in the office at least three days per week.
- C. The Executive Director can modify, suspend, or terminate the telecommuting agreement if needed to address business needs of the District, as a result of a change in the employee's job performance, or for other reasons related to District operations.

2.7.2 Employee Responsibilities and Expectations

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

2.7.3 Employee Responsibilities Related to IT

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

2.7.4 Telecommute Security

- A. Employees are required to have all internet, cellular or similar access points are protected with strong passwords or passphrases.
- B. All internet, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
 - 1. Login and password information is secure and protected, even from family members

2. Basic network practices are being applied with appropriate security standards
 3. Web-based systems are secure
 4. Two-factor authentication is enabled and being used (if available)
- C. All data is saved in MCEDD authorized shared network drives, cloud locations (e.g., Google Drive), or MCEDD-provided media. No data can be saved to personal storage media (e.g., Flash drives, hard drives, personal cloud storage accounts, etc.)
 - D. VPN access is only allowed on MCEDD issued devices. No personal devices will be connected via VPN.
 - E. Employees should be conscious of not printing any sensitive information at their home office and the employee should utilize their time in the MCEDD offices for the printing such documents. Some positions may require the need to print such information at a home office and the employee is responsible for ensuring the security and appropriate disposal of those documents.
 - F. The employee is responsible to ensure any other measures used to secure information are taken.
 - G. Employees are expected to ensure physical office security by taking steps like keeping sensitive material or customer information secure by hiding devices when not in use and any other measures appropriate for the job and the environment.
 - H. Employees are expected to follow all MCEDD policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential electronic information in transit or at the alternate worksite.
 - I. Personal computers or tablets should not be used for MCEDD business.
 - J. Performance of illegal activities through the MCEDD network or on MCEDD time by any user, authorized or otherwise, is prohibited. The employee bears responsibility for and consequences of misuse of their access.

2.7.5 Supervisor Responsibilities

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

2.7.6 MCEDD Responsibilities

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

2.7.7 Workers Compensation: Injuries sustained by an employee while performing work on

behalf of MCEDD regardless of location, is normally covered by the workers' compensation policy. If you sustain an injury while teleworking, you must notify your supervisor and complete any required documentation. Worker's compensation will NOT apply to non-job-related injuries that may occur in the home.

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

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

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

3. Recruitment and Selection

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

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

4. Position Classification

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

5. Employee Compensation

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

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

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

5.9 Payroll Deductions:

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

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

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

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

6. Fringe Benefits

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

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

- 6.2 Retirement:** Employees will receive an amount approved by the Board in a 457-retirement program administered by the District. Information pertaining to the specific coverage is available from the Finance & Operations Manager.
- 6.3 Insurance:** The District shall provide group medical, dental, vision and long-term disability and life insurance for eligible employees. Part-time employees will receive a prorated benefit, which is based on hours worked. In addition, coverage may be offered to the employee's spouse or same sex domestic partner, and/or family at an additional cost. Information regarding current costs and benefits is available from the Finance and Operations Manager.

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

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

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

- 6.4 Workers Comp:** The District pays an employer share of 50% of the cost of coverage under the State of Oregon Workers Benefit Fund.
- 6.5 Unemployment:** The District is a participant under the State of Oregon unemployment compensation plan.
- 6.6 Holidays:** Full-time employees shall be entitled to **7.5 hours per** paid holidays on each of the recognized holidays. Part-time employees receive a prorated percentage of holiday **hours benefits**.
- New Year's Day
 - Martin Luther King Jr.'s Day
 - Presidents' Day
 - Memorial Day
 - Juneteenth
 - Fourth of July
 - Labor Day

- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

6.7 When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

6.8 If a non-exempt employee is required to work on a holiday observed by the district, the employee shall either be paid or given compensatory time for all hours worked at the rate of one and one-half times the regular rate. The amount of paid holiday time the employee earns on this date is what they normally would have received less the amount of time worked. For example, if a full-time non-exempt employee works 5 hours, the employee will be paid one and one-half times the regular rate for 5 hours and at the regular rate for 2.5 hours to total 7.5 hours.

6.9 Employees who are off work on an unpaid leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave.

6.10 Employee Assistance Program: The District recognizes that employees and their family members may, from time to time, face personal issues that affect their careers and personal lives, or both. Solutions to some of these problems may not be readily apparent. To this end, we offer the services of outside professional counseling for the employee and the employee's family to help deal with personal problems such as working relationships, family relationships, substance abuse, finance management, etc. Employee or a member of the family may consult with these professionals on a confidential basis in accordance with the Employee Assistance Program offered by the District.

6.11 Inclement Weather and Emergency Closures: Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office. The Executive Director will make a determination to close operations or to remain open. If MCEDD is continuing operations, employees unable to report for work may elect to not be paid or to utilize PTO leave.

In the event that MCEDD makes the decision to close the office or limit The Link service prior to the start of the business day, the closure will be announced via an organization-wide email from the Executive Director and phone calls to Drivers and Dispatchers from the Transportation Operations Manager. It is the responsibility of each employee to contact their supervisor if there is any doubt regarding office operations.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via e-mail and phone calls to Drivers and Dispatchers from the Transportation Operations Manager.

All Exempt employees who hold a position that is eligible to work from home with approval are expected to do so or to use Personal Time Off if needed, in communication with their Supervisor will be paid for all absences [full-day or partial-day] related to emergency closures.

Non-exempt employees who hold a position that is not eligible to work from home will not be paid for time away from work due to office closure or limitation of The Link service; however, with supervisory approval, available Personal Time Off may be used. Supervisors will attempt to find alternative work for these employees around the office/ facilities if there is any available and if it is safe to drive to the office. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two (2) hours of for the rest of their regularly scheduled shift, whichever is greater.

7. Leaves and Absences

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

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

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

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

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

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

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

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

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

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

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

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

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

7.2.1.d All donated leave must be given voluntarily.

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

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

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

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

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

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

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

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

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

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

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

7.7.2 Serious Health Condition is leave taken to provide care for a family member with a serious health condition as defined in 839-009-0210; or to recover from or seek treatment for a serious health condition that renders an employee unable to perform at least one essential function of the employee's regular position. **Oregon covers a spouse or domestic partner, your child (biological, adopted, stepchild, or foster child), your spouse or domestic partner's child, or the child's spouse or domestic partner, your parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of your spouse or domestic partner, or your parent's spouse or domestic partner, your sibling or stepsibling or their spouse or domestic partner, your grandparent or your grandparent's spouse or domestic partner, your grandchild or your grandchild's spouse or domestic partner or any person who has an affinity with you as a family member.**

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

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

7.7.5 Bereavement Leave is leave taken due to the death of a family member to attend the funeral or alternative of a family member; make arrangements necessitated by the death of a family member; or to grieve the death of a family member; up to two (2) weeks of leave is available in each such case, and not to exceed 12 weeks per leave year. The leave must be completed within 60 days after the date on which you receive notice of the death of your family member.

7.7.6 Military Family Leave Act is leave taken by the **spouse** or **domestic partner** of a member of the Armed Forces of the United States, the National Guard, or the military reserve forces of the United States who has been called to active duty or notified of an impending call or order to active duty, or who is on leave from active duty during a period of military conflict. Eligible employees are entitled to 14 days of **unpaid** leave per deployment and must provide notice to the Executive Director, of intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as is practicable when official notice is provided fewer than five days before commencement of the leave. The 14 days count against the employee's 12-week OFLA allotment for the year; this means the days are included in, not in addition to, the 12 weeks of family leave available under Oregon's Family Leave Act (OFLA). Notice shall include a photocopy of the service member's orders to verify that the leave is for the purpose as defined in OAR 839-009-0380. No retaliation or discrimination may occur because an employee has requested OMFLA leave.

7.7.7 Definitions

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

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

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

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

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

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

- 12 weeks of family medical leave for parental, family serious health condition, sick child, and/or personal serious health condition reasons;
- An eligible female employee may take up to 12 weeks of pregnancy disability leave in addition to 12 weeks of OFLA leave for any leave purpose;

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

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

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

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

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

7.7.10 Certification: Employees are required to provide a medical *Certification of Physician or Practitioner* form from their health care provider to support a family medical leave request. Where the need for the leave is anticipated, they must provide the certification in advance of the leave, when possible. However, certification is not required for parental leave although employees may be required

to provide documents evidencing birth, adoption, or foster placement. Where the need for leave is not anticipated, employees may be required to provide medical certification within 15 days of MCEDD's request for such certification. In some cases, MCEDD may require a second or third medical opinion, at MCEDD's expense.

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

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, the District asks that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

7.7.11 Pay and Benefits: The employee may choose to 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.

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

- to address any issues which arise from the military member learning of a call or order to duty seven or less calendar days prior to deployment;
- to attend military events or sponsored family support programs;
- to arrange for alternative childcare or school attendance, attend childcare or school meetings, or provide childcare on an urgent immediate need basis when necessitated by the call to duty;
- to make or update financial and legal arrangements to address the military member's absence, or to serve as the military member's Representative in obtaining, arranging or appealing military service benefits;
- to attend counseling (not provided by a health care provider) or oneself, the military member, or child of the military member;

- to spend time (up to five days of leave for each instance) with a military member on temporary rest and recuperation leave;
- to attend post-deployment activities, and
- any other events which employer and employee agree arise out of the military member's call to duty, qualify as an exigency, and agree as to the timing and duration of leave.

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

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

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

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

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

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

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

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

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

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

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

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

- A. Family leave - Caring for members of the employee's family:
 - During the birth of a child
 - Bonding with a child in the first year:
 - After birth
 - Through adoption
 - When the child is placed in the employee's home through foster care
 - To care for a family member with a serious health condition*.
- B. Medical leave - The employee caring for themselves when the employee has a serious health condition*.
- C. Safe leave - For survivors of:
 - Sexual assault
 - Domestic violence
 - Harassment
 - Stalking

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

7.12.5 Insurance Benefit While on Leave: The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. 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.

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

7.12.6 Notification of the Need for Leave: An employee is required to provide MCEDD notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the MCEDD within twenty-four (24) hours of the leave and provide

written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify MCEDD as soon as possible.

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

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

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

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

The employee will be required to pay their portion of all elected benefits premiums while on leave.

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

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

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

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

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

For additional information about discipline, please see the Disciplinary Guidelines.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Abuse may be grounds for discipline.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The District is committed to creating a diverse, inclusive, and equitable workplace that values and respects all individuals, regardless of their natural hair texture and hairstyle. The District recognizes that natural hair is an essential part of self-expression and cultural identity and discrimination based on these attributes is not acceptable.

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

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

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

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

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

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

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

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

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



FINANCIAL SUMMARY

As of January 31, 2024

Balance Sheet

Total Cash balance as of 1/31/24 is \$6,389,218. Accounts Receivable (1202) balance is \$457,095, a decrease of \$452,3852 from the prior reporting period. MCEDD Loans Receivable balance is currently \$4,174,593, an increase from the prior reporting period due to new loans being funded. There was one new loan funded from the IRP fund in the amount of \$360,000 and one new loan funded from the USDA National Scenic Area money in the amount of \$360,000. The Allowance for Doubtful Loans will be adjusted in the month February. Current Net Position as of 1/31/24 is \$14,534,313.35.

Operations Budget vs. Actual

Total Revenues through the month of January are at 42.21% of budget. Federal Revenue is well below budget based on where we are at in the fiscal year. There are several items contributing to this: in the Loan Funds, the \$500,000 budgeted Federal Revenue is the USDA NSA new loan money (although most of it has been loaned, the reimbursements have not been received), Special Projects Federal Revenue includes \$168,750 for the Brownfields Grant which we have not started billing for yet and Transportation budgeted Federal Revenue includes a vehicle grant for about \$394,000 that hasn't been spent yet. Total expenses through the month of January are 42.66% of budget. Personnel expenses through the month of January are 52.99% of budget, which is slightly lower than where we would expect it to be at this point in the fiscal year (58%).

Other Updates

- I would like to wish the Staff at MCEDD the best of luck for their continued success in providing support for the region. I would also like to thank the MCEDD Board for their support during my time at MCEDD.

Respectfully Submitted,

Dana Woods
Finance Manager

Mid-Columbia Economic Development District

Balance Sheet

As of January 31, 2024

1/31/2024

Checking/Savings

1000 Bank Demand Deposits

1010 MCEDD Checking

1038 MCEDD Micro Loan \$ 18,451.52

1060 Link Cash \$ 392,893.12

1010 MCEDD Checking \$ 144,239.62

Total MCEDD Checking \$ 555,584.26

1020 IRP

1021 IRP Sherman \$ 179,011.79

1022 IRP WA \$ 24,294.97

1020 IRP Other \$ 31,420.83

Total IRP \$ 234,727.59

1030 Loan Funds

1036 EDA RLF's \$ (339.57)

1037 EDA CARES RLF \$ 213,807.72

1045 Reg Strat \$ 56,799.30

1050 RBEG-OR \$ 57,872.16

1055 RBEG-WA \$ 12,095.28

1057 RBEG-KL \$ 23,579.86

1067 CDBG Microenterprises \$ 30,788.90

Total Loan Funds \$ 394,603.65

1031 Housing RLF \$ 132,892.20

1070 National Scenic Fund \$ 141,155.34

1073 USDA NSA Checking \$ 20,338.17

1120 LGIP - IRP \$ 70,074.77

1136 LGIP Loan Funds \$ 1,111,269.55

1131 LGIP Housing RLF \$ 1,327,537.92

1171 LGIP National Scenic Fund \$ 1,378,412.86

Total Bank Demand Deposits \$ 5,366,596.31

1100 CDs

1121 IRP Reserve \$ 96,047.60

Total 1100 CDs \$ 96,047.60

1122 IRP-DDM Product \$ 926,423.86

1125 LINK Petty Cash \$ 150.00

Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2024

TOTAL CHECKING / SAVINGS	\$ 6,389,217.77
Accounts Receivable	
1150 Cash Clearing - A/R	\$ (1,265.74)
1202 Accounts Receivable	\$ 457,094.51
1205 Interfund Loan Receivable	<u>\$ 22,597.62</u>
TOTAL ACCOUNTS RECEIVABLE	\$ 478,426.39
Other Current Assets	
1200 - Receivables & Accruals	
1210 Accrued Revenue	\$ 25,625.00
1240 Prepaid Expenses	\$ 16,533.00
1260 Accrued Loan Interest	<u>\$ 40,695.97</u>
TOTAL RECEIVABLES & ACCRUALS	\$ 82,853.97
1300 - Loans Receivable	
1330 - MCEDD Loans Receivable	
1320 IRP	\$ 1,441,002.83
1321 IRP - Sherman	\$ 208,330.69
1322 IRP - WA	\$ 136,419.31
1336 EDA RLF's	\$ 366,714.68
1337 EDA RLF CARES	\$ 690,397.71
1345 Reg Strat	\$ 26,122.76
1350 RBEG-OR	\$ -
1371 Housing RLF	\$ 736,977.31
1372 MCEDD Micro Loan	\$ 6,036.98
1373 USDA NSA	<u>\$ 562,590.75</u>
Total 1330 - MCEDD Loans Receivable	\$ 4,174,593.02
1370 OIB Loans Receivable	<u>\$ 1,458,425.19</u>
TOTAL 1300 - Loans Receivable	\$ 5,633,018.21
1400 - Loan Payments Holding	
TOTAL 1400 - Loan Payments Holding	\$ (1,733.54)

Mid-Columbia Economic Development District

Balance Sheet

As of January 31, 2024

1500 - Allowance for Doubtful Loans	
1520 IRP Allowance	\$ (41,961.53)
1521 IRP-SH Co	\$ -
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	\$ -
1571 Housing RLF Allowance	\$ (30,000.00)
1572 MCEDD Micro Allowance	\$ (474.66)
1573 USDA NSA Allowance	\$ (5,481.80)
1575 OIB Allowance	\$ (67,535.30)
TOTAL 1500 - Allowance for Doubtful Loans	<u>\$ (190,279.97)</u>

Total Other Current Assets \$ 6,002,285.06

TOTAL CURRENT ASSETS \$ 12,391,502.83

Fixed Assets

1600 - Fixed Assets

1605 Vehicles	\$ 773,440.00
1610 Land	\$ 172,681.00
1620 Buildings	\$ 1,514,410.00
1650 Accumulated Depreciation	\$ (370,229.00)
1660 SBITA Net Present Value	\$ 59,898.16
1665 SBITA Accumulated Depreciation	\$ (16,694.70)

Total 1600 -Fixed Assets \$ 2,133,505.46

Other Assets

Due To / From Internal Accounts

1800 Due From Accounts	\$ 712,234.39
1801 Due To Accounts	\$ (702,929.33)

Total Due To/Due From Internal Accounts \$ 9,305.06

TOTAL ASSETS \$ 14,534,313.35

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2005 Interfund Loan Payable	\$ (31,903.03)
2010 A/P General	\$ (125.04)

Total Accounts Payable \$ (32,028.07)

Mid-Columbia Economic Development District

Balance Sheet

As of January 31, 2024

Other Current Liabilities

2030 Accrued Loan Payment	\$	(68,762.68)
2035 Accrued Interest Payable	\$	(91.14)
2050 PTO-Accrued	\$	(78,993.79)
2060 Deferred Comp Payable	\$	615.83
2070 Health Insurance Payable	\$	11,338.17
2080 Life & Disability Payable	\$	(164.82)
2085 Retirement Payable	\$	(772.16)
2090 WC SAIF ins	\$	(6,253.62)
2100 Payroll Liabilities	\$	(8,121.99)
2101 - Wages Payable	\$	(58,478.32)
2105 - WBF Payroll Assessment	\$	(151.04)
2110 - Federal Payroll Liability	\$	(7,392.16)
2115 - OR-SUTA Payroll Liabilities	\$	6,482.93
2120 - State Payroll Liabilities	\$	(1,060.60)
2180 - Payroll Liabilities - Prior Per	\$	-
2200 SBITA Payable	\$	(43,203.46)
2800 Deferred Revenue	\$	(13,333.23)
2900 Unavailable Revenue A/R	\$	(239,190.33)
Total Other Current Liabilities	\$	<u>(507,532.41)</u>

Total Current Liabilities \$ (539,560.48)

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	\$	(413,859.75)
2823 IRP Loan Payable - WA \$310,000	\$	(226,734.40)
2824 IRP Loan Payable - SH \$200,000	\$	(138,895.06)

Total Long Term Liabilities \$ (1,289,124.96)

TOTAL LIABILITIES \$ (1,828,685.44)

Equity

3100 Fund Balances	\$	(5,304,434.33)
3110 Carryforward Balance	\$	231,206.53
3900 Retained Earnings	\$	(7,300,841.58)
Net Income	\$	<u>(331,558.53)</u>

Total Equity \$ (12,705,627.91)

TOTAL LIABILITIES & EQUITY \$ **(14,534,313.35)**

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

Account	Account Title	1/31/2024		6/30/2024		% of Budget
		Balance	Budget	Unearned/Unexpended		
4005	Prior Period Adjustment	\$ (459.05)	\$ -	\$ 459.05		
4010	Trans Frm/To Fund (Match)	\$ (37,816.97)	\$ (249,745.00)	\$ (211,928.03)		15.14%
4012	Trans Frm/To Fund (Support)	\$ 38,259.52	\$ 306,137.00	\$ 267,877.48		12.50%
4014	STIF Student Tickets	\$ 202.50	\$ -	\$ (202.50)		
4040	Restricted Carryover	\$ 201,206.79	\$ 489,593.00	\$ 288,386.21		41.10%
4050	Unrestricted Enterprise Funds	\$ -	\$ 93,627.00	\$ 93,627.00		0.00%
4060	Facility Reserve	\$ 30,000.00	\$ -	\$ (30,000.00)		
4100	Federal	\$ 397,354.26	\$ 2,003,458.00	\$ 1,606,103.74		19.83%
4200	State	\$ 567,066.58	\$ 1,079,842.00	\$ 512,775.42		52.51%
4300	Local Match	\$ 102,500.00	\$ 134,000.00	\$ 31,500.00		76.49%
4400	Local Assessment	\$ 95,454.00	\$ 95,455.00	\$ 1.00		100.00%
4500	Contract Reimbursement	\$ 259,672.76	\$ 512,590.00	\$ 252,917.24		50.66%
4600	Loan Interest	\$ 208,858.05	\$ 314,633.00	\$ 105,774.95		66.38%
4700	Loan Processing Fees	\$ 24,383.45	\$ 27,396.00	\$ 3,012.55		89.00%
4705	Loan Filing Fees	\$ 3,064.76	\$ 6,000.00	\$ 2,935.24		51.08%
4710	Loan Late Fee	\$ 297.82	\$ 3,400.00	\$ 3,102.18		8.76%
4750	Investment Interest	\$ 133,852.08	\$ 128,961.00	\$ (4,891.08)		103.79%
4820	Greyhound Sales	\$ 1,335.44	\$ 7,000.00	\$ 5,664.56		19.08%
4825	Greyhound Commission	\$ 121.64	\$ 1,400.00	\$ 1,278.36		8.69%
4800	Other Revenue	\$ 74,660.81	\$ 46,244.00	\$ (28,416.81)		161.45%
4805	Farebox Revenue	\$ 19,651.97	\$ 37,236.00	\$ 17,584.03		52.78%
4850	Interfund Loan Income	\$ 6,646.30	\$ -	\$ (6,646.30)		
Total Income		\$ 2,126,312.71	\$ 5,037,227.00	\$ 2,910,914.29		42.21%
	Expense					
5000	Personnel Expense	\$ 1,222,565.13	\$ 2,307,254.00	\$ 1,084,688.87		52.99%
6110	Travel & Conference	\$ 10,174.43	\$ 25,111.00	\$ 14,936.57		40.52%
6190	Event Services	\$ 3,198.83	\$ 10,007.00	\$ 6,808.17		31.97%
6200	Equipment	\$ 5,076.74	\$ 6,628.00	\$ 1,551.26		76.60%
6300	Supplies	\$ 17,058.73	\$ 33,820.00	\$ 16,761.27		50.44%
6400	Professional Services	\$ 241,254.59	\$ 841,745.00	\$ 600,490.41		28.66%
6500	Vehicle Costs	\$ 107,615.81	\$ 173,935.00	\$ 66,319.19		61.87%
6600	Communications	\$ 12,855.63	\$ 37,259.00	\$ 24,403.37		34.50%
6700	Building Costs	\$ 59,509.52	\$ 60,284.00	\$ 774.48		98.72%
6800	Bonds & Insurance	\$ 27,773.50	\$ 27,983.00	\$ 209.50		99.25%
6900	Loan Fund Costs Allocated	\$ 22,087.95	\$ 55,445.00	\$ 33,357.05		39.84%
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	\$ 8,212.50	\$ 458,812.00	\$ 450,599.50		1.79%
9600	Transfer to/from Source	\$ 5,080.32	\$ 2,000.00	\$ (3,080.32)		254.02%
Total Expense		\$ 1,723,746.68	\$ 4,040,283.00	\$ (2,316,536.32)		42.66%
	Net Ordinary Income	\$ 402,566.03	\$ 996,944.00	\$ (1,399,510.03)		
	Other Income/Expense					
7010	Bad Debt Expense	\$ -	\$ -	\$ -		
7300	Student Tickets	\$ 202.50	\$ -	\$ (202.50)		
7400	Loan Payment	\$ 70,805.00	\$ 121,380.00	\$ 50,575.00		58.33%
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	\$ 71,007.50	\$ 1,009,845.00	\$ (938,837.50)		7.03%
	Net Other Income	\$ (71,007.50)	\$ (1,009,845.00)	\$ 938,837.50		7.03%
	Net Income	\$ 331,558.53	\$ (12,901.00)	\$ (460,672.53)		

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

FEDERAL GRANTS

<u>REVENUE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
100-4100 FEDERAL	6,666.67	46,666.69	80,000.00	33,333.31	58.3
100-4300 LOCAL MATCH	6,666.67	45,961.94	80,000.00	34,038.06	57.5
100-4800 OTHER REVENUE	.00	11,167.35	2,000.00	(9,167.35)	558.4
 TOTAL FUND REVENUE	 13,333.34	 103,795.98	 162,000.00	 58,204.02	 64.1

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

FEDERAL GRANTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
100-5050 WAGES - PAID LEAVE	.00	2,237.87	.00	(2,237.87)	.0
100-5100 WAGES	6,917.06	46,124.12	94,782.00	48,657.88	48.7
100-5500 FRINGE BENEFITS	1,612.55	10,700.19	24,335.00	13,634.81	44.0
100-5550 FRINGE BENEFITS - PAID LEAVE	.00	660.41	.00	(660.41)	.0
100-5700 PAYROLL TAXES	837.15	4,518.25	10,709.00	6,190.75	42.2
100-5750 PAYROLL EXPENSES - PAID LEAVE	.00	294.16	.00	(294.16)	.0
100-6110 TRAVEL & CONFERENCE	103.18	3,317.74	4,452.00	1,134.26	74.5
100-6190 EVENT SERVICES	.00	1,974.55	1,200.00	(774.55)	164.6
100-6300 SUPPLIES	52.00	725.15	900.00	174.85	80.6
100-6420 AUDIT SERVICES	.00	1,060.00	1,771.00	711.00	59.9
100-6450 CONTRACTUAL	.00	3,000.00	.00	(3,000.00)	.0
100-6610 ADVERTISING	.00	30.00	.00	(30.00)	.0
100-6630 PRINTING	.00	121.50	.00	(121.50)	.0
100-6650 TELEPHONE & NETWORKING	.00	.00	540.00	540.00	.0
100-6710 BUILDING RENT	626.92	3,575.39	4,447.00	871.61	80.4
100-6715 REMODEL ALLOC (ADMIN)	32.92	230.07	336.00	105.93	68.5
100-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	795.28	2,037.00	1,241.72	39.0
100-6910 DUES AND FEES	.00	3,700.00	3,650.00	(50.00)	101.4
100-7050 UNRESTRICTED CARRYOVER	.00	.00	275.00	275.00	.0
100-9000 INDIRECT SPREAD	1,151.97	6,186.91	10,342.00	4,155.09	59.8
100-9040 TRANSPORTATION FACILITY SPREAD	327.67	1,787.67	2,224.00	436.33	80.4
 TOTAL FUND EXPENDITURES	 11,661.42	 91,039.26	 162,000.00	 70,960.74	 56.2
 NET REVENUE OVER EXPENDITURES	 1,671.92	 12,756.72	 .00	 (12,756.72)	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

LOAN FUNDS

<u>REVENUE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
300-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	44,627.00	44,627.00	.0
300-4100 FEDERAL	.00	.00	500,000.00	500,000.00	.0
300-4600 LOAN INTEREST	22,666.71	141,998.05	198,636.00	56,637.95	71.5
300-4700 LOAN PROCESSING FEES	10,800.00	24,383.45	23,821.00	(562.45)	102.4
300-4705 LOAN FILING FEES	34.84	3,054.84	5,250.00	2,195.16	58.2
300-4710 LOAN LATE FEE	30.93	798.85	2,650.00	1,851.15	30.2
300-4750 INVESTMENT INTEREST	10,601.38	96,301.14	98,839.00	2,537.86	97.4
 TOTAL FUND REVENUE	 44,133.86	 266,536.33	 873,823.00	 607,286.67	 30.5

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

LOAN FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
300-5050 WAGES - PAID LEAVE	.00	745.17	.00	(745.17)	.0
300-5100 WAGES	9,103.47	61,465.80	103,950.00	42,484.20	59.1
300-5500 FRINGE BENEFITS	1,957.53	12,991.69	26,689.00	13,697.31	48.7
300-5550 FRINGE BENEFITS - PAID LEAVE	.00	244.08	.00	(244.08)	.0
300-5700 PAYROLL TAXES	1,127.01	6,349.67	11,746.00	5,396.33	54.1
300-5750 PAYROLL EXPENSES - PAID LEAVE	.00	105.50	.00	(105.50)	.0
300-6110 TRAVEL & CONFERENCE	.00	368.39	4,150.00	3,781.61	8.9
300-6300 SUPPLIES	.00	74.96	180.00	105.04	41.6
300-6410 LEGAL SERVICES	.00	.00	5,793.00	5,793.00	.0
300-6420 AUDIT SERVICES	.00	1,500.00	4,944.00	3,444.00	30.3
300-6450 CONTRACTUAL	.00	2,746.49	3,425.00	678.51	80.2
300-6470 FILING FEES	29.76	4,357.92	5,250.00	892.08	83.0
300-6640 PUBLICATIONS & SUBS	.00	275.00	.00	(275.00)	.0
300-6710 BUILDING RENT	809.49	4,531.74	4,877.00	345.26	92.9
300-6715 REMODEL ALLOC (ADMIN)	42.71	303.30	369.00	65.70	82.2
300-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	1,092.94	2,235.00	1,142.06	48.9
300-6910 DUES AND FEES	.00	.00	771.00	771.00	.0
300-6930 BANK SERVICE CHARGES	43.74	220.74	.00	(220.74)	.0
300-6931 ACH COLLECTION FEES	32.72	371.72	.00	(371.72)	.0
300-6940 OTHER MATERIALS & SERVICES	.00	.00	9,663.00	9,663.00	.0
300-7050 UNRESTRICTED CARRYOVER	.00	.00	74,510.00	74,510.00	.0
300-7400 LOAN PAYMENT	10,115.00	70,805.00	121,380.00	50,575.00	58.3
300-7540 RESTRICTED CARRYOVER	.00	.00	480,107.00	480,107.00	.0
300-8000 LGIP FMV ADJUSTMENT	.00	(14,126.00)	.00	14,126.00	.0
300-9000 INDIRECT SPREAD	1,485.51	7,841.83	11,344.00	3,502.17	69.1
300-9040 TRANSPORTATION FACILITY SPREAD	422.70	2,265.89	2,439.00	173.11	92.9
300-9050 LOAN FUND COSTS ALLOCATED	.00	.00	1.00	1.00	.0
 TOTAL FUND EXPENDITURES	 25,169.64	 164,531.83	 873,823.00	 709,291.17	 18.8
 NET REVENUE OVER EXPENDITURES	 18,964.22	 102,004.50	 .00	 (102,004.50)	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
500-4010 TRANS FRM/TO FUND (MATCH)	.00	5,080.32	10,000.00	4,919.68	50.8
500-4040 RESTRICTED CARRYOVER	.00	201,206.79	198,273.00	(2,933.79)	101.5
500-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	20,000.00	20,000.00	.0
500-4100 FEDERAL	.00	25,280.57	337,959.00	312,678.43	7.5
500-4200 STATE	.00	117,824.81	406,000.00	288,175.19	29.0
500-4300 LOCAL MATCH	125.00	53,873.22	80,445.00	26,571.78	67.0
500-4500 CONTRACT REIMBURSEMENT	33,996.90	155,197.07	438,390.00	283,192.93	35.4
500-4550 ACCRUED CONTRACT REIMBURSEMENT	10,000.00	70,000.00	.00	(70,000.00)	.0
500-4705 LOAN FILING FEE	.00	9.92	.00	(9.92)	.0
500-4800 OTHER REVENUE	.00	8,876.78	18,344.00	9,467.22	48.4
 TOTAL FUND REVENUE	 44,121.90	 637,349.48	 1,509,411.00	 872,061.52	 42.2

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
500-5050 WAGES - PAID LEAVE	.00	15,223.98	.00	(15,223.98)	.0
500-5100 WAGES	38,676.18	254,984.64	543,616.00	288,631.36	46.9
500-5500 FRINGE BENEFITS	8,216.41	56,404.60	139,575.00	83,170.40	40.4
500-5550 FRINGE BENEFITS - PAID LEAVE	.00	4,071.61	.00	(4,071.61)	.0
500-5700 PAYROLL TAXES	4,784.31	26,739.27	61,419.00	34,679.73	43.5
500-5750 PAYROLL EXPENSES - PAID LEAVE	.00	1,942.50	.00	(1,942.50)	.0
500-6110 TRAVEL & CONFERENCE	411.96	3,823.31	13,309.00	9,485.69	28.7
500-6190 EVENT SERVICES	.00	1,204.28	7,807.00	6,602.72	15.4
500-6300 SUPPLIES	4,038.72	6,963.93	6,065.00	(898.93)	114.8
500-6410 LEGAL SERVICES	.00	717.12	1,500.00	782.88	47.8
500-6420 AUDIT SERVICES	.00	1,521.00	4,182.00	2,661.00	36.4
500-6450 CONTRACTUAL	191.25	88,469.18	456,825.00	368,355.82	19.4
500-6470 FILING FEES	50.00	74.92	300.00	225.08	25.0
500-6610 ADVERTISING	.00	25.00	3,264.00	3,239.00	.8
500-6620 POSTAGE & FREIGHT	.00	1.14	390.00	388.86	.3
500-6630 PRINTING	.00	39.99	1,923.00	1,883.01	2.1
500-6650 TELEPHONE & NETWORKING	.00	68.51	695.00	626.49	9.9
500-6710 BUILDING RENT	2,858.41	19,195.57	25,509.00	6,313.43	75.3
500-6715 REMODEL ALLOC (ADMIN)	179.47	1,252.33	1,930.00	677.67	64.9
500-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	4,758.08	11,680.00	6,921.92	40.7
500-6900 OTHER MATERIALS & SUPPLIES	.00	240.01	.00	(240.01)	.0
500-6910 DUES AND FEES	55.00	305.00	300.00	(5.00)	101.7
500-6930 BANK SERVICE CHARGES	.00	39.00	.00	(39.00)	.0
500-6940 OTHER MATERIALS & SERVICES	.00	.00	10,570.00	10,570.00	.0
500-7050 UNRESTRICTED CARRYOVER	.00	.00	15,034.00	15,034.00	.0
500-7540 RESTRICTED CARRYOVER	.00	.00	131,452.00	131,452.00	.0
500-9000 INDIRECT SPREAD	5,318.20	33,216.32	59,314.00	26,097.68	56.0
500-9040 TRANSPORTATION FACILITY SPREAD	1,397.04	9,597.79	12,752.00	3,154.21	75.3
 TOTAL FUND EXPENDITURES	 66,176.95	 530,879.08	 1,509,411.00	 978,531.92	 35.2
 NET REVENUE OVER EXPENDITURES	 (22,055.05)	 106,470.40	 .00	 (106,470.40)	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

TRANSPORTATION OPS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
600-4010 TRANS FRM/TO FUND (MATCH)	.00	(42,897.29)	(259,745.00)	(216,847.71)	(16.5)
600-4012 TRANS FROM/TO FUND (SUPPORT)	.00	38,259.52	306,137.00	267,877.48	12.5
600-4014 STIF STUDENT TICKETS	.00	202.50	.00	(202.50)	.0
600-4040 RESTRICTED CARRYOVER	.00	.00	291,320.00	291,320.00	.0
600-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	25,000.00	25,000.00	.0
600-4060 FACILITY RESERVE	.00	30,000.00	.00	(30,000.00)	.0
600-4100 FEDERAL	.00	325,407.00	1,085,499.00	760,092.00	30.0
600-4200 STATE	.00	449,241.77	673,842.00	224,600.23	66.7
600-4300 LOCAL MATCH	.00	50,000.00	59,000.00	9,000.00	84.8
600-4500 CONTRACT REIMBURSEMENT	1,414.00	34,115.81	69,200.00	35,084.19	49.3
600-4800 OTHER REVENUE	4,309.81	43,234.68	25,900.00	(17,334.68)	166.9
600-4805 FAREBOX REVENUE	3,425.89	19,651.97	37,236.00	17,584.03	52.8
600-4820 GREYHOUND SALES	.00	1,335.44	7,000.00	5,664.56	19.1
600-4825 GREYHOUND COMMISSION	7.20	121.64	1,400.00	1,278.36	8.7
 TOTAL FUND REVENUE	 9,156.90	 948,673.04	 2,321,789.00	 1,373,115.96	 40.9

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

TRANSPORTATION OPS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
600-5050 WAGES - PAID LEAVE	.00	607.27	.00	(607.27)	.0
600-5100 WAGES	70,428.41	461,224.81	839,252.00	378,027.19	55.0
600-5500 FRINGE BENEFITS	18,522.77	119,422.12	245,677.00	126,254.88	48.6
600-5550 FRINGE BENEFITS - PAID LEAVE	.00	94.06	.00	(94.06)	.0
600-5700 PAYROLL TAXES	10,203.93	61,187.61	90,325.00	29,137.39	67.7
600-5750 PAYROLL EXPENSES - PAID LEAVE	.00	40.29	.00	(40.29)	.0
600-6110 TRAVEL & CONFERENCE	.00	246.09	2,000.00	1,753.91	12.3
600-6190 EVENT SERVICES	.00	20.00	500.00	480.00	4.0
600-6200 EQUIPMENT	.00	1,800.00	6,028.00	4,228.00	29.9
600-6210 EQUIPMENT PURCHASED	.00	620.85	.00	(620.85)	.0
600-6220 EQUIP LEASED/RENTED	220.48	1,543.36	.00	(1,543.36)	.0
600-6230 EQUIP REPAIR/MAINT	.00	375.00	.00	(375.00)	.0
600-6300 SUPPLIES	361.03	2,505.64	9,875.00	7,369.36	25.4
600-6420 AUDIT SERVICES	.00	10,088.00	15,682.00	5,594.00	64.3
600-6450 CONTRACTUAL	2,160.46	39,434.37	190,777.00	151,342.63	20.7
600-6460 TESTING/TRAINING/SCREENING	195.00	1,556.00	1,550.00	(6.00)	100.4
600-6470 FILING FEES	.00	80.00	.00	(80.00)	.0
600-6500 VEHICLE COSTS	.00	13.27	36,000.00	35,986.73	.0
600-6510 REPAIRS & MAINTENANCE	442.07	42,301.75	41,939.00	(362.75)	100.9
600-6520 FUEL	6,703.46	65,244.17	95,996.00	30,751.83	68.0
600-6610 ADVERTISING	225.00	5,001.29	11,861.00	6,859.71	42.2
600-6620 POSTAGE & FREIGHT	.00	8.56	.00	(8.56)	.0
600-6630 PRINTING	.00	55.00	5,774.00	5,719.00	1.0
600-6650 TELEPHONE & NETWORKING	671.76	4,217.60	8,212.00	3,994.40	51.4
600-6720 UTILITIES AND JANITORIAL	1,368.21	10,276.10	17,250.00	6,973.90	59.6
600-6730 REPAIRS AND MAINTENANCE	235.00	15,284.42	8,200.00	(7,084.42)	186.4
600-6810 INSURANCE - VEHICLE	6,549.50	13,251.00	13,020.00	(231.00)	101.8
600-6820 INSURANCE - BUILDING	2,271.50	4,241.00	3,350.00	(891.00)	126.6
600-6910 DUES AND FEES	55.00	1,105.00	900.00	(205.00)	122.8
600-6935 ONLINE PROCESSING FEES	5.86	76.85	.00	(76.85)	.0
600-6940 OTHER MATERIALS & SERVICES	1,433.00	12,567.82	250.00	(12,317.82)	5027.1
600-7050 UNRESTRICTED CARRYOVER	.00	.00	5,325.00	5,325.00	.0
600-7300 STUDENT TICKETS	.00	202.50	3,200.00	2,997.50	6.3
600-7540 RESTRICTED CARRYOVER	.00	.00	133,879.00	133,879.00	.0
600-9000 INDIRECT SPREAD	11,992.07	61,482.53	91,573.00	30,090.47	67.1
600-9040 TRANSPORTATION FACILITY SPREAD	(2,147.41)	(13,651.35)	(17,417.00)	(3,765.65)	(78.4)
600-9060 TRANSPORTATION ADMIN SPREAD	.00	.00	(1.00)	(1.00)	.0
600-9100 CAPITAL PURCHASE	.00	8,212.50	458,812.00	450,599.50	1.8
600-9600 TRANSFER TO/FROM SOURCE	.00	5,080.32	2,000.00	(3,080.32)	254.0
 TOTAL FUND EXPENDITURES	 131,897.10	 935,815.80	 2,321,789.00	 1,385,973.20	 40.3
 NET REVENUE OVER EXPENDITURES	 (122,740.20)	 12,857.24	 .00	 (12,857.24)	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
800-4005 PRIOR PERIOD ADJUSTMENT	.00	(459.05)	.00	459.05	.0
800-4050 UNRESTRICTED ENTERPRISE FUNDS	.00	.00	4,000.00	4,000.00	.0
800-4300 LOCAL MATCH	(6,791.67)	(47,335.16)	(85,445.00)	(38,109.84)	(55.4)
800-4400 LOCAL ASSESSMENT	.00	95,454.00	95,455.00	1.00	100.0
800-4500 CONTRACT REIMBURSEMENT	.00	359.88	5,000.00	4,640.12	7.2
800-4750 INVESTMENT INTEREST	5.06	49.43	2.00	(47.43)	2471.5
800-4800 OTHER REVENUE	.00	11,382.00	.00	(11,382.00)	.0
800-4850 INTERFUND LOAN INCOME	.00	6,646.30	.00	(6,646.30)	.0
 TOTAL FUND REVENUE	 (6,786.61)	 66,097.40	 19,012.00	 (47,085.40)	 347.7

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
800-5050 WAGES - PAID LEAVE	.00	(18,175.24)	.00	18,175.24	.0
800-5100 WAGES	8,764.98	72,011.96	84,088.00	12,076.04	85.6
800-5500 FRINGE BENEFITS	1,881.39	20,255.50	21,590.00	1,334.50	93.8
800-5550 FRINGE BENEFITS - PAID LEAVE	.00	(5,070.20)	.00	5,070.20	.0
800-5700 PAYROLL TAXES	1,062.60	7,545.86	9,501.00	1,955.14	79.4
800-5750 PAYROLL EXPENSES - PAID LEAVE	.00	(2,382.42)	.00	2,382.42	.0
800-6110 TRAVEL & CONFERENCE	260.15	2,418.90	1,200.00	(1,218.90)	201.6
800-6190 EVENT SERVICES	.00	.00	500.00	500.00	.0
800-6220 EQUIP LEASED/RENTED	127.47	737.53	600.00	(137.53)	122.9
800-6300 SUPPLIES	451.22	6,789.05	16,800.00	10,010.95	40.4
800-6410 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
800-6420 AUDIT SERVICES	.00	7,851.00	8,634.00	783.00	90.9
800-6450 CONTRACTUAL	1,063.00	20,374.00	37,555.00	17,181.00	54.3
800-6460 TESTING/TRAINING/SCREENING	.00	29.00	.00	(29.00)	.0
800-6470 FILING FEES	.00	9.92	.00	(9.92)	.0
800-6520 FUEL	.00	56.62	.00	(56.62)	.0
800-6610 ADVERTISING	.00	124.00	850.00	726.00	14.6
800-6620 POSTAGE & FREIGHT	201.00	1,105.70	850.00	(255.70)	130.1
800-6630 PRINTING	.00	227.25	500.00	272.75	45.5
800-6640 PUBLICATIONS & SUBS	.00	298.27	800.00	501.73	37.3
800-6650 TELEPHONE & NETWORKING	.00	571.82	600.00	28.18	95.3
800-6715 REMODEL ALLOC (ADMIN)	(255.10)	(1,785.70)	(2,635.00)	(849.30)	(67.8)
800-6716 REMODEL ALLOC (TRANSIT CENTER)	.00	.00	(15,951.00)	(15,951.00)	.0
800-6800 BONDS & INSURANCE	4,958.00	10,106.50	11,613.00	1,506.50	87.0
800-6810 INSURANCE - VEHICLE	87.50	175.00	.00	(175.00)	.0
800-6910 DUES AND FEES	945.68	2,610.51	16,016.00	13,405.49	16.3
800-6930 BANK SERVICE CHARGES	47.50	667.37	.00	(667.37)	.0
800-6931 ACH COLLECTION FEES	.00	122.28	.00	(122.28)	.0
800-7050 UNRESTRICTED CARRYOVER	.00	.00	(2,528.00)	(2,528.00)	.0
800-9000 INDIRECT SPREAD	(19,947.75)	(108,727.59)	(172,571.00)	(63,843.41)	(63.0)
 TOTAL FUND EXPENDITURES	 (352.36)	 17,946.89	 19,012.00	 1,065.11	 94.4
 NET REVENUE OVER EXPENDITURES	 (6,434.25)	 48,150.51	 .00	 (48,150.51)	 .0

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

OIB

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
975-4600 LOAN INTEREST	9,413.74	66,860.00	115,997.00	49,137.00	57.6
975-4700 LOAN PROCESSING FEES	.00	.00	3,575.00	3,575.00	.0
975-4705 LOAN FILING FEES	.00	.00	750.00	750.00	.0
975-4710 LOAN LATE FEE	.00 (501.03)	750.00	1,251.03	(66.8)
975-4750 INVESTMENT INTEREST	5,813.39	37,501.51	30,120.00	(7,381.51)	124.5
TOTAL FUND REVENUE	15,227.13	103,860.48	151,192.00	47,331.52	68.7

MID-COLUMBIA ECONOMIC DEVELOPMENT DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

OIB

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
975-6410 LEGAL SERVICES	.00	140.00	2,000.00	1,860.00	7.0
975-6450 CONTRACTUAL	8,317.25	58,220.75	99,807.00	41,586.25	58.3
975-6470 FILING FEES	.00	24.92	750.00	725.08	3.3
975-6610 ADVERTISING	.00	600.00	1,000.00	400.00	60.0
975-6650 TELEPHONE & NETWORKING	.00	85.00	.00	(85.00)	.0
975-6910 DUES AND FEES	.00	.00	125.00	125.00	.0
975-6930 BANK SERVICE CHARGES	.00	.05	.00	(.05)	.0
975-6931 ACH COLLECTION FEES	8.62	61.60	.00	(61.60)	.0
975-6950 GRANTS DISBURSED	.00	.00	10,000.00	10,000.00	.0
975-7540 RESTRICTED CARRYOVER	.00	.00	37,510.00	37,510.00	.0
975-8000 LGIP FMV ADJUSTMENT	.00	(4,591.00)	.00	4,591.00	.0
TOTAL FUND EXPENDITURES	8,325.87	54,541.32	151,192.00	96,650.68	36.1
NET REVENUE OVER EXPENDITURES	6,901.26	49,319.16	.00	(49,319.16)	.0

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY 24 COMBINED PIPELINE (Special Projects Only)**

SPECIAL PROJECTS SUMMARY		ANTICIPATED FY 24	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	1,241,395	346,725	-	1,588,120	78.17%
	Budgeted Expenses (Excludes In-Kind)	1,234,748				
	Gap/Surplus	6,647				
PROJ CODE	SPECIAL PROJECTS DETAILS	FY24	NOTES			
206	Rural Opportunity Initiative (FY24-25)	50,000	Two year project of \$160k, amt show is FY24 estimate			
208	Rural Capacity	20,000	FY24 is est. carryforward			
209	Regional Innovation Hub Planning	28,000				
210	ICAP Launch	50,000				
211	CPACE Admin	-	\$1500 in budget. Payments only if there are applications.			
5571	GTA Staffing	60,000				
534	Crystal Springs	2,500				
549	CL-HR Enterprise Zone	4,000				
550	Broadband Planning	128,334	FY24 is est. carryforward from WSU Boradband Planning			
551	Brownfields Assessment	30,000	\$1 million 4 year grant, estimated expenses for FY24			
554	Sherman Co EDC	47,500				
555	Northern Wasco County Parks & Rec.	11,805				
559	Wasco Co EDC	80,000				
574	Hood River Energy Plan	46,000	Est for FY24			
574	Energy - Meyer Memorial Trust	49,662	carryforward			
582	Hood River EDG	8,400				
587	HR Drive Less Connect - ODOT	47,031				
590	Gorge Pass Marketing	167,000				
5011	CREA - Financial Services	6,000				
5112	Biggs Water Development	12,500				
5113	CL Wastewater System Upgrade	17,500				
5114	HR Stormwater	15,000	Reduced as a result of ending contract early			
5115	City of TD - Dog River	14,000				
5116	Sherman County Bus Barn	5,000				
5117	HRV Adult Center	10,000				
5711	Mobility Management	285,123				
5118	Cascade Locks EDA Substation Project	4,000	Multi-year project - \$18k likely over 2 years			
5745	MOVER Grant Support for Energy Council	5,000	Total contract is \$25k over a few years			
	Oregon HB3395 Funding for Grant Writing	30,000	\$415k total project over a few years, est. spending for FY24			
	WA State Microenterprise Assoc. Grant	7,040				
TOTAL ANTICIPATED REVENUE		1,241,395				
PROPOSALS SUBMITTED						
	Biz OR Regional Innovation Hub Implementation	340,000	Two-year project			
	Klickitat County Grant Writing	6,725				
	Roundhouse Foundation	30,000				
	Qlife BTAP-Sub Award	10,000				
TOTAL PROPOSALS SUBMITTED		346,725				
IN DEVELOPMENT						
TOTAL IN DEVELOPMENT		-				
DECLINED						
	Oregon Community Foundation	30,000	Submitted to support Energy Council work-will resubmit in fall for larger organization round			
TOTAL DECLINED		30,000				

MCEDD Dashboard

Loan Program	Target	Q3 FY2023 (Jan 1 - Mar 31)	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q2 FY2024 (Oct 1 - Dec 31)
Lending Activity	\$215,000 loaned/quarter	\$ 102,569.00	\$ 112,800.00	\$ 331,500.00	\$ 275,000.00
Loan Utilization Rate- All RLFs	75% or more	44.76%	44.78%	51.00%	66.00%
Loan Utilization rate- EDA RLFs	75% or more	*	64.90%	*	(We now only do this report annually)
Loan Delinquency Rate (>30 days)	5% or less	1.56%	1.56%	1.71%	1.48%
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	1 / \$14,683	1/\$37,800	1/\$36,833	1/\$34,375
Inquiries/outreach	20 inquiries per quarter 5 outreach visits per quarter	24 Inquiries, 13 Outreach Visits	22 Inquiries, 10 Outreach Visits	35 Inquiries, 7 Outreach Visits	18 Inquiries/5 Outreach Visits
Reporting Completed on Time	All	ALL	ALL	ALL	ALL
Finance	Target	Q3 FY2023 (Jan 1 - Mar 31)	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q2 FY2024 (Oct 1 - Dec 31)
Special Projects Revenue Gap	At or exceeding budget	119,744	28,250	80,201	6,647
Local Jurisdiction Participation	100%	100%	100%	100%	100%
Average days of accounts receivable	33 or less	28.61	28.61	(Cannot get this number from Caselle)	(Cannot get this number from Caselle)

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

Operational YTD Actual vs. Budget by Revenue & Expenses	Revenue: => Percentage of Budget Year Completed Expenses: <= Percentage of Budget Year Completed	Revenue: 51.96% Expenses: 68.61%	Revenue: 67.64% Expenses: 85%	Revenue: 21.94% Expenses: 19.8% (at 33% of the budget year completed)	Revenue: 42.21% Expenses: 42.66% (at 58% of the budget year completed)
Human Resources	Target	Q3 FY2023 (Jan 1 - Mar 31)	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q2 FY2024 (Oct 1 - Dec 31)
Performance Evaluation Completed on Time	100%	93%	95%	95%	95%
Average Employment Length (Years) - Econ Dev / Admin	3 years	4.49	4.74	4.81	(Need FM to complete)
Average Employment Length (Years) - Transportation	3 years	2.51	2.60	2.81	(Need FM to complete)
Transportation Ride Data	Target	Q3 FY2023 (Jan 1 - Mar 31)	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q2 FY2024 (Oct 1 - Dec 31)
Dial A Ride	Not set, provided as info	3498	2923	2605	2241
Fixed Routes	Not set, provided as info	1471	1539	3905	3721
Senior / Disabled	Not set, provided as info	1983	1630	1417	1145
Board of Directors	Target	Q3 FY2023 (Jan 1 - Mar 31)	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q2 FY2024 (Oct 1 - Dec 31)
Board Meeting Attendance	75%	91%	68%	72%	77%
Meetings Lacking Quorum	0	1	0	1	0
Board Vacancies	0	0	0	0	0
Project Mgmt/ Regional Coordination	Target	Q3 FY2023 (Jan 1 - Mar 31)	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q1 FY2024 (July 1 - Sept 30)
Number of objectives addressed from CEDS	2/quarter	6	5	7	4
Reporting Completed on Time	All	All	All	All	All

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

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Date: March 11, 2024
Re: Budget Committee and Process Approval

Overview

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

The committee appointed in 2023 is as follows:

Name	Term Expires
Tiffany Prince (At Large)	February 2024
Eric Proffitt (Board)	February 2024
Sam Bauer (At Large)	February 2025
Jonathan Lewis (Board)	February 2025
Nichole Biechler (At Large)	February 2026
Leana Kinley (Board)	February 2026

Budget Officer: Dana Woods, MCEDD Finance and Operations Manager

Expiring Positions

Board Position

The Budget Committee board position held by Eric Proffitt is expiring. He has asked to step down. Given that the other two Board positions are Washington members, I reached out to our Oregon Board members and received interest from Judge Joe Dabulskis of Sherman County.

At-Large Position

The Budget Committee at-large position held by Tiffany Prince is expiring. She is seeking reappointment. Tiffany serves as the Executive Assistant to the President and Board of Education at Columbia Gorge Community College.

Budget Officer

For this budget preparation season, we are in between full-time Finance and Operation Managers. I suggest appointment of myself as the Budget Officer.

Executive Committee Review

The Committee met to review this item in March but lacked a quorum and could not make a recommendation to the Board.

Request

Approve the Budget Committee, Budget Officer and Budget Process as presented by staff.

MCEDD FY 2025 BUDGET PROCESS

(July 1, 2024 - June 30, 2025)

1. MCEDD Board approval of Budget Process **March 21**

2. MCEDD Board appoints/reappoints Budget Committee **March 21**
 - a. Budget Committee consists of (3-Year Terms):
 - 3 MCEDD Board Members:
 - (1) Leana Kinley
 - (2) Joe Dabulskis
 - (3) Jonathan Lewis
 - 3 At-Large Members
 - (1) Nichole Biechler
 - (2) Tiffany Prince
 - (3) Sam Bauer

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

3. Budget Officer prepares Expenditure Estimates: **Mar 22 – April 30**

4. Budget Officer Publishes Notice of Budget Committee Meeting (8-14 days prior, one publication in each county) (*Columbia Gorge News, Goldendale Sentinel, Skamania Pioneer*) (Budget documents available for inspection) **May 1 - May 8**

5. Budget Committee Meets and Approves Budget **May 16**

6. Publish Notice of Public Hearing and Budget Summary (8-14 days prior to hearing, one publication in each county) (*Goldendale Sentinel, Columbia Gorge News, Skamania Pioneer*) **June 10**

7. MCEDD Board holds Public Hearing (Quarterly MCEDD Board Meeting) **June 20**
 - a. Adopts budget by Resolution

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

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, MCEDD Executive Director
Date: March 11, 2024
Re: Disciplinary Action Guidelines

Overview

When we worked with the HR Answers consultant in 2023 to investigate and dismiss the employee discrimination claim, the consultant suggested providing some clarity in consequences for different behaviors. As a result, staff developed the following Disciplinary Action Guidelines after reaching out to other transit providers, consulting with multiple staff, and consulting with SDAO's human resources staff. The draft pulled from our Drivers Manual and Personnel Policy to be consistent with those documents but added more detail. The intention is to use this table to help provide clear guidance for all employees, result in uniform treatment, and ease the management load.

The first draft was written in mind of our Bus Drivers and Dispatchers, who constitute the largest portion of MCEDD's employees. At their December 2023 meeting, the Executive Committee reviewed the first draft and recommended that the document be clarified to apply to all employees and reviewed by our legal counsel.

The current version was updated to apply to all employees with additional feedback from staff and review by MCEDD's legal counsel. After I shared this document with Columbia Area Transit, they ran it past their labor lawyer who suggested some additional changes, which have also been incorporated.

The Executive Committee met to review this latest version at their March meeting but lacked a quorum. Therefore, this item is coming to the Board for review and approval without a formal Executive Committee recommendation.

Request: Approve the Disciplinary Action Guidelines as presented.



Disciplinary Action Guidelines
Draft 2, dated February 23, 2024

A. Policy Statement

The District's policy is to provide employees with clear expectations, feedback on satisfactory and unsatisfactory performance and behavior, and provide them with an opportunity to improve. When immediate and sustained improvement is not demonstrated, a progressive discipline path may be undertaken.

B. Discipline is Progressive

The District may issue a Verbal Warning, Written Warning, Performance Improvement Plan, Suspension with or without Pay, or Termination to an employee for infractions listed in the three categories detailed below. The lists below provide examples only of conduct or behavior that provide just cause for disciplinary action. The District may discipline or terminate employees for other reasons not stated in this guide, based on the specific circumstances. The District recognizes some performance problems are more severe, and the level of offense may be escalated.

C. Group One (1) Offenses

Discipline may include, but not be limited to: Verbal Warning, Written Warning, Performance Improvement Plan, Suspension without Pay, and Termination. For purposes of clarification, the following groups of offenses and disciplinary actions are provided. Offenses that occur within 12 months of each other are considered at a higher severity (i.e., 2nd, 3rd or 4th offense). In addition, egregious conduct may result in disciplinary steps being skipped.

GROUP ONE OFFENSES	First Offense	Second Offense	Third Offense	Fourth Offense
A. Habitual tardiness at the commencement of the work shift or after lunch. <i>Tardiness is defined as more than 5 minutes after the scheduled start. Habitual shall be interpreted to mean two (2) instances in one (1) month without sufficient reason as determined by the Supervisor.</i> B. Absenteeism without sufficient reason or proper notification. C. Disregarding safety rules or common safety practices (e.g., speeding or using cell phone while driving District vehicles, mishandling confidential information, etc.).	Oral Warning	Written Warning	Performance Improvement Plan	Dismissal

<p>D. Use of profanity or obscene language in the presence of fellow employees or the public.</p> <p>E. Faulty work (e.g., failing to secure mobility devices, skipping designated stops, incorrectly completing work after being trained how to do so, etc.).</p> <p>F. Inefficient work (e.g., failing to deviate or make connections between fixed routes, not following previously set procedures for routine tasks, etc.).</p> <p>G. Unexcused absences at scheduled trainings.</p> <p>H. Any other offense of similar nature.</p> <p>Items Specific to Bus Drivers:</p> <p>A. Abuse of break time and overstaying layovers (e.g., longer than 15-minute break, late pull-out from transit center).</p> <p>B. Driving with unauthorized passengers in the vehicle.</p> <p>C. Failing to complete pre/post inspection at all or adequately.</p> <p>D. Failing to maintain vehicle cleanliness.</p> <p>E. Driving the bus for personal use outside of ride duties.</p>				
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D. Group Two Offenses

The disciplinary procedures in this group shall be: First Offense, Written Warning; Second Offense, Suspension without pay or Performance Improvement Plan; Third Offense, Termination. Offenses that occur within 18 months of each other and/or egregious offenses will be considered at a higher severity.

GROUP TWO OFFENSES	First Offense	Second Offense	Third Offense
<p>A. Willful disobedience to the proper directive of a Supervisor or other acts of insubordination.</p> <p>B. Covering up faulty work.</p> <p>C. Any at-fault accidents in a District vehicle, with or without damage.</p> <p>D. Not treating everyone with Cultural Sensitivity, Courtesy and Respect.</p> <p>E. Any other offense of like consequence.</p>	Written Warning	Suspension without pay or Performance Improvement Plan	Dismissal

E. Group Three Offenses

The disciplinary procedures in this group include examples of conduct or behavior providing just cause to discharge a regular employee without prior warning but is not limited to those listed below.

GROUP THREE OFFENSES	First Offense
<p>A. The misuse or removal from the premises, without prior authorization, of any District records, confidential information, or of any other District property except as necessary in the performance of an employee's duty.</p> <p>B. Theft of any property of a fellow employee or the District.</p> <p>C. Knowingly falsifying any timekeeping records, or intentionally giving false information to anyone whose duty it is to make such records.</p> <p>D. For safety-sensitive positions, violation of the District's Drug and Alcohol Policy.</p> <p>E. Absence of three (3) consecutive working days without notice or leave and without a justifiable reason for failure to report.</p> <p>F. Physical abuse of the public or other employees.</p> <p>G. Possession or use, sale or delivery of illegal drugs, controlled substances, or hallucinogens on District property, in District vehicles, during working hours, or while in uniform and/or representing the District.</p> <p>H. Injurious or dangerous pranks.</p> <p>I. Fighting on the premises or while in uniform or while representing the District (quarreling not considered fighting).</p> <p>J. Gross negligence regarding the safety and well-being of themselves, the public or District equipment.</p> <p>K. Malicious destruction of District property.</p> <p>L. Driving uninsured or while suspended.</p> <p>M. Misrepresenting facts on an employment application.</p> <p>N. Conviction for crimes of theft, burglary, intent against a person or involving illegal substances and/or alcohol.</p> <p>O. Possession or use of any weapon while working.</p> <p>P. Threats and acts of violence against another person's life, health, well-being, family or property.</p> <p>Q. Any other offense of like consequence.</p> <p>Items Specific to Bus Drivers:</p> <p>A. Three at-fault accidents of any kind within a three-year period.</p> <p>B. Serious violations of careless or reckless driving.</p> <p>C. Leaving the scene of an accident.</p>	Dismissal

Memorandum

To: MCEDD Board of Directors
From: Carrie Pipinich, Deputy Director of Economic Development
Date: March 13, 2024
Re: CEDS Project Prioritization

Action Requested:

MCEDD Board members serve as the MCEDD Comprehensive Economic Development Strategy (CEDS) Committee and are responsible for developing regional priority project lists that include both technical assistance and public works projects. Annually, the Board is asked to establish regional priority projects for incorporation into the Columbia Gorge CEDS (top ten projects in both Oregon and Washington). A *draft* priority ranking is attached as a place to begin discussion. The Board is expected to have a robust discussion on ranking and to shift projects around to best reflect regional priorities. The final list will be approved as part of Resolution 2024-1 adopting this list as an update to the 2022-2027 Columbia Gorge Economic Development Strategy.

Overview

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

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

The intended purpose of prioritization is to:

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

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

Also attached is a review of priority project status from the 2023 adopted list. Only projects not included in the 2024 list are noted.

Washington 2023 Project Updates:

- Dallesport Industrial Park Lot 38/39 Development (Ranked 4): The Port received funding and is moving forward with construction.
- Buck Creek Distribution Line Replacement (Ranked 6): The City received funding in 2023 and is moving forward with the project.
- City of Goldendale Wastewater Treatment Plant (Ranked 9): The City of Goldendale received funding for this project went out to bid for this project in late 2023.

Oregon 2023 Project Updates:

- Broadband (Ranked 4): Both Sherman County and Q-Life (City of The Dalles/Wasco County) submitted applications for Broadband Technical Assistance Program funding to plan for increased broadband service in their areas. Partners also participated in the Statewide Broadband Equity and Deployment program planning processes that will guide significant state investments of federal funds in the coming few years.
- Port of Cascade Locks Business Park Infrastructure Development (Ranked 8): The Port has put this project on hold at this time to address other priorities.
- City of Rufus Well #3 Feasibility Study and Upgrades (Ranked 10): The City applied for funding from Business Oregon to support completion of the feasibility study in 2024.

2024 Regional Priority Rank (Washington) - DRAFT

<i>Rank</i>	<i>Sponsor</i>	<i>Project</i>	<i>Reasoning</i>
1	Port of Skamania	<p><u>Cascades Business Park</u> Cascades Business Park is one of the few large remaining industrial sites in the Columbia River Gorge NSA that's within a one-hour drive of Portland. A market and feasibility study done in 2021 concluded that the business park could employ 379 people with an average salary of \$56,000. Commercial/light industrial buildings are needed to provide local employment. Roadway through industrial park will be completed and dedicated to the City of North Bonneville in 2024. The 2023-25 WA State Capital Budget includes \$1 million for infrastructure extensions to building construction sites. Funds are needed to construct commercial/industrial buildings.</p>	<p>Opens development in an otherwise severely land-constrained county. Addresses opportunities for key industry sectors.</p>
2	Klickitat County	<p><u>Goldendale Pumped Storage Hydro</u> Project is a proposed \$2 billion+ pumped-hydro energy storage project. Using existing pumping infrastructure from an old aluminum smelting facility, the closed-loop system would include three variable-speed reversible pump-turbines for a total generating capacity of 1200 MW and a total pumping capacity of 1552 MW. The project would provide a range of services to the grid to support reliability and resilience in addition to specifically balancing variable wind generation. Federal Energy Regulatory Commission (FERC) released the Final Environmental Impact Statement in February 2024. The project is in final design and engineering with construction estimated to start in 2027.</p>	<p>Key industry sector impact and potential to open huge economic development opportunities regionally. Adds resiliency to the region.</p>
3	City of Stevenson	<p><u>Cascade Ave Improvement</u> The condition of the existing water and sewer mains on Cascade Avenue pose health and sanitation concerns. The sewer line along Cascade avenue is undersized for existing users. The waterline is AC pipe installed over 50 years ago. The project will replace the waterline with ductile iron and increase the sewer line to handle existing and future flows. Design is anticipated for 2024 with construction in 2025. It is currently being funded by a Public Works Board grant/loan package. The addition of decorative street lights to increase safety along the city's waterfront and match the look and feel of the rest of the city's Downtown area is dependent upon additional funding being secured.</p>	<p>Water/wastewater is a key infrastructure need outlined in the CEDS. Addresses key business needs. Adds resiliency to the region.</p>
4	Port of Klickitat-Industrial Park Development	<p><u>Dallesport Industrial Park -Rail Project</u> The Port of Klickitat is seeking funds to restore and presence the existing rail spur to bring it to operable condition. \$1.3 million needed (estimate). <u>Bingen Point Business Park</u> Task 1: BPBP Improvement: Fill BPBP Lots 1-9 to provide 5 additional acres of shovel ready condition property for development. \$6.2 million needed (estimate). Task 2: Flex Building: Construction of a 15,000 sq. ft. flex building. \$4.4 million needed (estimate). Task 3: Marina Park Boat and Car Parking: Pave boat and car parking area at Marina Park and Boat Launch in Bingen. \$660k needed (estimate).</p>	<p>Addresses opportunities for key industry sectors and encourages development in an economically distressed area.</p>

2024 Regional Priority Rank (Washington) - DRAFT

5	Skamania PUD	<p><u>Skamania County Water System Upgrades</u> <u>Carson Water Treatment:</u> This project includes final design and construction of a new 1 million gallon per day (MGD) drinking water treatment plant to serve the community of Carson. Project components include a pressurized membrane filter treatment system, clear well, finished water pumps, chemical storage tanks, on-site electric (chlorine) generation system and emergency generator in a 5,000 sq ft building. The pre-design report was finalized in 2022. Skamania PUD is looking for funding to cover the \$5.95M project</p> <p><u>Underwood Reservoir:</u> This project includes final design and construction of a new 250,000-gallon welded steel water tank in Pressure Zone 3 in the unincorporated community of Underwood. The project will ensure clean, safe drinking water and allow for continued community growth. The pre-design report was finalized in 2022. Skamania PUD is looking for funding to cover the \$1.75M project.</p>	Water/wastewater is a key infrastructure need outlined in the CEDS. Opens opportunities for development. Adds resiliency to the region.
6	Columbia Gorge Regional Airport	<p><u>Aviation Maintenance Training Facility</u> Project would include construction of a multi-use flex space and utilities expansion in airport business park. Airport has tenant identified to use the flex-space for Columbia Gorge Community College’s aviation mechanic training program.</p>	Address key business, industry sector needs. Increase industrial land availability. Encourages development in an economically distressed area.
7	Skamania County	<p><u>Wind River Road Stabilization</u> The County will be resurfacing the road and improving the roadside, ADA, and traffic safety elements. The County is currently seeking an engineer for the preliminary engineering phase. This phase is expected to be complete in 2023.</p>	Key infrastructure need. Resilience issue. Impact to key industry sectors.
8	Klickitat Valley Health Hospital District	<p><u>KVH Building Addition</u> KVH is seeking funding for an addition of 12,000 square feet for a new acute care unit, surgery department and long-term care unit, and 12,000 square feet of shell space for future growth.</p>	Addresses key business, industry sector and resilience needs; opportunity for job creation.
9	City of White Salmon	<p><u>Youth/ Early Childcare Center</u> Repurpose an existing facility to become a new home for the WAGAP youth center and expand the services to include early childcare. Cost estimate factors anticipated building improvements that could be needed. Planning already funded via grant and city funds. \$1 million needed.</p>	Child Care as key workforce need.
10	City of North Bonneville	<p><u>City of North Bonneville Lift Station Replacement</u> The City’s lift station #3 continues to need constant maintenance and patching to function without the funds for complete replacement. Lift station #4 is also in need of upgrades, but priority is on #3. Continues to be high priority. The City is working on water and sewer rate studies.</p>	Water/wastewater is a key infrastructure need outlined in the CEDS. Adds resiliency to the region.

2024 Regional Priority Rank (Oregon) - DRAFT

Rank	Sponsor	Project	Reasoning
1	Hood River-White Salmon Bridge Authority; Port of Casacde Locks	<p><u>Interstate Bridges</u></p> <p><u>Port of Hood River Hood River-White Salmon Interstate Bridge Replacement:</u> The existing bridge is nearly 90 years old, structurally obsolete and seismically deficient. A new bridge is needed to improve and ensure multi-modal transportation of people and goods across the Columbia River between the communities of Bingen and White Salmon in Washington, and Hood River in Oregon. Total project cost estimate: \$520M. Approximately \$420 million in State and Federal grants will be needed.</p> <p><u>Port of Cascade Locks Bridge of the Gods Strengthening and Safety Improvements:</u> This project includes the maintenance and seismic strengthening of the Bridge of the Gods, with an allocated budget of \$12 million. Additionally, it encompasses resiliency and safety measures, such as the creation of a safe pathway for pedestrians and cyclists, with an estimated budget of \$80 million.</p>	Core transportation connection. Resilience issue. Impact to key industry sectors.
2	Hood River, Sherman, and Wasco Counties, City of Hood River	<p><u>Housing</u></p> <p><u>Hood River:</u> Development of the 780 Rand Road Housing Development project for affordable housing as well as additional land acquisition for affordable and attainable housing development in the City of Hood River and Hood River County. Total project cost estimate: \$54M with \$35.9M still needed.</p> <p><u>Sherman:</u> The housing stock in Sherman County is lacking the quantity and quality necessary for new employees to find a place to live in the County. Sherman County has created four incentive programs to encourage the construction of new housing or the rehabilitation of existing housing. The County continues to look for creative ideas that would solve the housing issues. The County is also working to explore additional opportunities for a senior living facility in Moro or Wasco to support aging in place in the County.</p> <p><u>Wasco:</u> Housing prices have continued to be unaffordable for many in Wasco County and supply is not meeting current needs. This has hindered employees seeking to come to Wasco County have hindered businesses’ ability to grow. Better understanding this need and supporting community partners in opportunities to address it will impact access to a robust workforce moving forward.</p>	Addressing housing constraints is a priority strategy for the CEDS
3	Wasco County, Mid-Columbia Center for Living	<p><u>Resolution Center</u></p> <p>Resolution Center: Wasco County and Mid-Columbia Center for Living are defining a new approach to behavioral health services at a comprehensive behavioral health campus in Wasco County. The campus will include a 16-bed Residential Treatment Facility (RTF), a 16-bed Secure Residential Treatment Facility (SRTF), a 16-bed Substance Use Disorder Residential Treatment Facility (SUD), a 6-8 chair Crisis Stabilization Center, an expansion of the existing Consumer Drop-In Center, and an expansion of the existing Psychosocial Rehabilitative Office. This partnership project will enhance a regional service array for care, save a significant amount of taxpayer money and create new jobs for local professionals with an emphasis on culturally competent care. This project has \$17,500,000 committed and is seeking an additional \$36,000,000 to support a full build out of the three phases.</p>	Workforce supports, job creation.
4	Columbia Gorge ESD	<p><u>Columbia Gorge Early Learning Center</u></p> <p>Columbia Gorge Education Service District (ESD), Columbia Gorge Community College, North Wasco County School District, and other public partners propose to renovate former Chenoweth Middle School into a regional early learning center to address a severe shortage of affordable, high-quality childcare. The early learning center will serve as a practicum site for CGCC’s Early Childhood Education Training program, provide 200 new childcare slots for children ranging from 0-5 and after school care to support workforce participation. Partners have secured \$2.2 million toward an estimated \$20 million total project cost. The project has a pending \$500,000 request to EPA for asbestos removal and plans to submit \$14 million in state, federal and philanthropic requests in the coming year.</p>	Childcare needs (costs, lack of access) is a priority strategy in the CEDS. Addresses support for workforce participation.

2024 Regional Priority Rank (Oregon) - DRAFT

5	City of Hood River	<p><u>Hood River Elevated Sewer Line</u> The existing elevated sewer main on the south side of the interstate is very old, exposed and there is no means to divert or stop the flow if there is a break on the main, with potentially catastrophic environmental costs. This project will install a lift station and re-route the sewer line. Total project cost estimate: \$6.7M with \$6.4M still needed.</p>	Water/wastewater is a key infrastructure need outlined in the CEDS. Addresses key business needs. Adds resiliency to the region.
6	City of Grass Valley	<p><u>Wastewater Project</u> The City of Grass Valley is researching construction of a municipal wastewater system. The council hired an engineer to do a feasibility study in 2021 and that study is complete and has been presented to the community for feedback. The City had a One Stop meeting in 2022 and learned that the CWSRF program will be increasing its maximum forgivable loan amount. The City is waiting to hear details of the program changes (expected in early 2023) before proceeding with any funding applications. The City submitted a FY24 Congressionally Directed Spending Request for a portion of project costs. Estimated project cost is \$6 million.</p>	Water/wastewater is a key infrastructure need outlined in the CEDS. Opens opportunities for development. Adds resiliency to the region.
7	Port of Hood River	<p><u>Lot 1</u> Lot 1 is the largest remaining light industrial property in Hood River. A significant infrastructure investment- specifically, water, sewer, and public streets - is necessary to prepare the site for industrial development to meet long term job creation and economic development goals of the community. Focus will be construction of roundabout at North Second Street and Riverside Drive. Total project cost estimate: \$5.2 million.</p>	Addresses opportunities for key industry sectors.
8	City of Maupin	<p><u>Water System Improvements:</u> The City's water source is a spring that feeds into the system with a single, above ground 6" pipe that is 40 years old. The cost estimate for needed improvements in the City's 2022 Waster System Master Plan in 2022 was approximately \$10 million. Additionally, the City has identified a leak in their reservoir that has been temporarily addressed but needs a long term repair. The City will focus on priority improvements related to the reservoir, water distribution, safety of the drinking water, and fire protection. Estimated cost for these priorities is \$4.2 million and the City will be further refining the scope for this first phase of improvements needed and seeking funding from Safe Drinking Water RLF and USDA Rural Development.</p>	Water/wastewater is a key infrastructure need outlined in the CEDS. Adds resiliency to the region.
9	Port of Cascade Locks	<p><u>Marine Park Cruise Line Dock Shore Power Infrastructure</u> The initiative involves identifying and securing funding for the construction of shore power infrastructure to support the American Cruise Line Dock, scheduled to commence construction in the spring of 2025. This infrastructure is expected to foster job creation, generate revenue for the city, reduce diesel and CO2 emissions by up to 80% and 66% respectively, and contribute to a cleaner maritime ecosystem. Moreover, it will help diminish noise pollution, thereby enhancing the quality of life for the local community.</p>	Addresses opportunities for key industry sectors.
10	City of Moro	<p><u>New Primary Municipal Well</u> City of Moro is completing a feasibility study for a new primary municipal well. A backup water source would help to ensure clean/adequate water supplies for sanitation, and fire suppression efforts during a natural hazard/grid down scenario. A new well will facilitate future commercial and residential growth. Progress towards project includes obtaining a new Water System Master Plan to replace the 1999 survey.</p>	Water/wastewater is a key infrastructure need outlined in the CEDS. Adds resiliency to the region.

Skamania County 2024 Priority Projects

<i>Rank</i>	<i>Sponsor</i>	<i>Project</i>
1	Port of Skamania	<p><u>Cascades Business Park</u> Cascades Business Park is one of the few large remaining industrial sites in the Columbia River Gorge NSA that's within a one-hour drive of Portland. A market and feasibility study done in 2021 concluded that the business park could employ 379 people with an average salary of \$56,000. Commercial/light industrial buildings are needed to provide local employment. Roadway through industrial park will be completed and dedicated to the City of North Bonneville in 2024. The 2023-25 WA State Capital Budget includes \$1 million for infrastructure extensions to building construction sites. Funds are needed to construct commercial/industrial buildings.</p>
2	Skamania County	<p><u>Sheriff's Office Communication System Upgrade</u> The project consists of a myriad of improvements to the aging infrastructure and system. This includes adding a new repeater on the west end of the County, creating redundant back-up systems to existing repeater sites, and purchasing more robust and current equipment for the communications systems. The funding request was 2.9 million dollars. They are still awaiting confirmation from Congress that an award of \$960,000 has been granted. Another funding proposal has been submitted at the State level also.</p>
3	City of Stevenson	<p><u>Cascade Ave Improvement</u> The condition of the existing water and sewer mains on Cascade Avenue pose health and sanitation concerns. The sewer line along Cascade avenue is undersized for existing users. The waterline is AC pipe installed over 50 years ago. The project will replace the waterline with ductile iron and increase the sewer line to handle existing and future flows. Design is anticipated for 2024 with construction in 2025. It is currently being funded by a Public Works Board grant/loan package. The addition of decorative street lights to increase safety along the city's waterfront and match the look and feel of the rest of the city's Downtown area is dependent upon additional funding being secured.</p>
4	Skamania County	<p><u>Wind River Road Stabilization</u> The County will be resurfacing the road and improving the roadside, ADA, and traffic safety elements. The County is currently seeking an engineer for the preliminary engineering phase. This phase is expected to be complete in 2023.</p>

5	Skamania PUD	<p><u>Carson Water Treatment</u> This project includes final design and construction of a new 1 million gallon per day (MGD) drinking water treatment plant to serve the community of Carson. Project components include a pressurized membrane filter treatment system, clear well, finished water pumps, chemical storage tanks, on-site electric (chlorine) generation system and emergency generator in a 5,000 sq ft building. The pre-design report was finalized in 2022. Skamania PUD is looking for funding to cover the \$5.95M project.</p>
6	Skamania PUD	<p><u>Underwood Reservoir</u> This project includes final design and construction of a new 250,000-gallon welded steel water tank in Pressure Zone 3 in the unincorporated community of Underwood. The project will ensure clean, safe drinking water and allow for continued community growth. The pre-design report was finalized in 2022. Skamania PUD is looking for funding to cover the \$1.75M project.</p>
7	Port of Skamania	<p><u>Army Corp Building Renovations/ Upgrades</u> The Port is acquiring property from USACE used during the relocation of the City of North Bonneville. This is a rare property within a CGNSA urban area and zoned industrial. It includes a 45 year old commercial/light industrial building on a 1.56 acre lot. The building has been vacant and flooded for several years so it requires an extensive renovation to return it to usable condition for local economic development.</p>
8	City of North Bonneville	<p><u>City of North Bonneville Lift Station Replacement</u> The city's lift station #3 continues to need constant maintenance and patching to function without the funds for complete replacement. Lift station #4 is also in need of upgrades, but priority is on #3. Continues to be high priority. The City is working on water and sewer rate studies.</p>
9	City of Stevenson	<p><u>Courthouse Park Plaza</u> The vision to create a public plaza in downtown Stevenson was developed during a 2012 planning process led by the City of Stevenson to identify ways to improve the downtown. The future plaza is envisioned as a vibrant community gathering place celebrating the natural beauty of the Columbia River Gorge and the history of the community. An interactive water feature in each concept references the historic Cascade rapids and provides opportunities for play. Each concept has multiple places to gather including built-in wood seating inspired by the timber history of the region and movable seating. The current construction budget for the plaza is \$3.2 Million and the project is in the design phase. There are grant funds to assist in developing shovel-ready plans by the end of 2024 for construction as soon as additional funding is secured.</p>

10	City of Stevenson	<p><u>First Street Overlook</u></p> <p>The City is looking to improve the appearance and safety of First Street and will begin by installing a pedestrian overlook near the intersection of First Street and Columbia, connect a pedestrian footpath leading to the Columbia River Waterfront under the BNSF rail line, extend the sidewalk along the south side of First Street, and provide streetscape and traffic-calming enhancements in keeping with the enhancements to 2nd street. The city has received some funding and is still looking for additional grants or local support to cover the remaining costs.</p>
11	Skamania County	<p><u>Wind River Boat Launch Docks</u></p> <p>The docks at the Wind River Boat launch are beyond their anticipated and useful life and are in disrepair. Skamania County is seeking RCO Funding to replace the docks in their current configuration with new docks. The project is early in development, but from preliminary estimates it is anticipated to cost between \$50k and \$100k. It is anticipated that the match will be 25 – 50% depending on the Grant.</p>

Klickitat County 2024 Proposed Priority Projects

Priority	Project Sponsor(s)	Description
1.	Klickitat County Port of Klickitat City of Bingen City of White Salmon	<u>Hood River Bridge Replacement</u> Replace bridge connecting Washington and Oregon.
2.	Klickitat County	<u>Goldendale Pumped Storage Hydro</u> Project is a proposed \$2 billion pumped-hydro energy storage project. Using existing pumping infrastructure from an old aluminum smelting facility, the closed-loop system would include three variable-speed reversible pump-turbines for a total generating capacity of 1200 MW and a total pumping capacity of 1552 MW. The project would provide a range of services to the grid to support reliability and resilience, in addition to specifically balancing variable wind generation. A preliminary permit for the project was issued by the Federal Energy Regulatory Commission (FERC) in March 2018.
3.	Columbia Gorge Regional Airport	<u>Aviation Maintenance Training Facility</u> Project would include construction of a multi-use flex-space and utilities expansion in the airport business park. Airport has a tenant identified to use the flex-space for Columbia Gorge Community College’s aviation mechanic training program.
4.	Port of Klickitat	<u>Bingen Point Business Park</u> Task 1: BPBP Improvement - Bring up to an additional 5 acres to shovel ready condition Task 2: Flex Building - Construction of a 15,000 sq. ft. flex building Task 3: Maple Street Improvements - Construct street and public utility improvements for targeted properties

5.	City of White Salmon	<p><u>Youth/Early Childcare Center</u></p> <p>Repurpose an existing facility to become a new home for the WAGAP youth center and expand the services to include early childcare. Cost estimate factors include anticipated building improvements that could be needed. Planning already funded via grant and city funds.</p>
6.	Klickitat Valley Health Hospital District	<p><u>KVH Building Addition</u></p> <p>KVH is seeking funding for an addition of 12,000 square feet for a new acute care unit, surgery department and long term care unit, and 12,000 square feet of shell space for future growth.</p>
7.	City of Goldendale	<p><u>Municipal Airport Improvements</u></p> <p>The present runway is 3,491-feet long and 40-feet wide and needs a runway extension to 5,000-foot length and 60-foot width and full-length taxiway to accommodate jet planes. It also needs a helicopter landing pad to accommodate helicopters used for firefighting purposes, as well as a jet fuel tank.</p>
8.	City of Goldendale	<p><u>Water Supply Improvement Project</u></p> <p>Replacement of an aging water transmission line including an Aquifer Storage and Recovery (ASR) Project, with a peak hydropower of 500 kW.</p>
9.	Port of Klickitat	<p><u>DIP Rail</u></p> <p>Port of Klickitat seeks funding to restore and preserve the existing rail spur to bring it to operable condition.</p>
10.	White Salmon Valley Pool Metropolitan Park District	<p><u>Swimming Pool</u></p> <p>The White Salmon Valley Metropolitan Park District is seeking funds to assist in building a new pool.</p>

2024 Hood River County CEDS Priority Project List

1. **Hood River-White Salmon Bridge Authority Hood River-White Salmon Interstate Bridge Replacement.** The existing bridge is nearly 90 years old, structurally obsolete and seismically deficient. A new bridge is needed to improve and ensure multi-modal transportation of people and goods across the Columbia River between the communities of Bingen and White Salmon in Washington, and Hood River in Oregon. Total project cost estimate: \$520M. Approximately \$420 million in State and Federal grants will be needed.
2. **Port of Cascade Locks Bridge of the Gods Strengthening and Safety Improvements.** This project includes the maintenance and seismic strengthening of the Bridge of the Gods, with an allocated budget of \$12 million. Additionally, it encompasses resiliency and safety measures, such as the creation of a safe pathway for pedestrians and cyclists, with an estimated budget of \$80 million.
3. **City of Hood River and Hood River County Affordable Housing.** Development of the 780 Rand Road Housing Development project for affordable housing as well as additional land acquisition for affordable and attainable housing development in the City of Hood River and Hood River County. Total project cost estimate: \$54M with \$35.9M still needed.
4. **City of Hood River Elevated Sewer Line.** The existing elevated sewer main on the south side of the interstate is very old, exposed and there is no means to divert or stop the flow if there is a break on the main, with potentially catastrophic environmental costs. This project will install a lift station and re-route the sewer line. Total project cost estimate: \$8.4M with \$7.8M still needed.
5. **Port of Cascade Locks Marine Park Cruise Line Dock Shore Power Infrastructure.** The initiative involves identifying and securing funding for the construction of shore power infrastructure to support the American Cruise Line Dock, scheduled to commence construction in the spring of 2025. This infrastructure is expected to foster job creation, generate revenue for the city, reduce diesel and CO2 emissions by up to 80% and 66% respectively, and contribute to a cleaner maritime ecosystem. Moreover, it will help diminish noise pollution, thereby enhancing the quality of life for the local community.
6. **Port of Hood River Lot 1.** Lot 1 is the largest remaining light industrial property in Hood River. A significant infrastructure investment- specifically, water, sewer, and public streets - is necessary to prepare the site for industrial development to meet long term job creation and economic development goals of the community. Focus will be construction of roundabout at North Second Street and Riverside Drive. Total project cost estimate: \$5.2 million.
7. **East Fork Irrigation District Pipeline Replacement Project.** East Fork Irrigation District, with the support of the Hood River Watershed Group, Confederated Tribes of the Warm Springs, Natural Resources Conservation Service, and other agencies, is working to increase instream flows in the East Fork Hood River and mainstem Hood River while at the same time improving water reliability for EFID. The East Fork Hood River supports ESA-listed populations of spring Chinook salmon, winter and summer steelhead, and coho, and EFID currently diverts over 80% of the streamflow for consumptive use during the peak of irrigation season. The Oanna and Yasui pipelines serve over 2,000 acres of perennial fruit trees (primarily pears), have a flow rate of 26 CFS, and drop over 800 vertical feet in old/non-pressure rated pipe. Due to the significant

elevation drop, coupled with the non-pressure rated pipe, any water not used by patrons' overflows and is lost from the system. The proposed project will replace the old pipes with new pressure-rated high-density polyethylene (HDPE) pipe and several pressure reducing stations. The pipelines to be installed as part of this project also allow 'closing' (i.e. eliminating losses from) to an additional 25,000' of downstream pipe of the Oanna and Yasui pipelines, and hence allow surcharging of the pipe and eliminating all overflows/losses from the entire sub-lateral system. EFID is committed to putting 100% of this water back instream. This project has been recommended and prioritized in the Hood River Basin Study (Reclamation, 2015), EFID Improvements Plan (WPN, 2021), the Hood River Basin Partnership Strategic Action Plan (HRWG, 2021), and other studies. This project has had an Environmental Assessment completed (Appendix B) and a Finding of No Significant Impact (FONSO, Appendix C) issued. This project is estimated to start construction in October 2023 and take 4-6 months. The project is not located on a federal facility. EFID currently has \$2.2 million secured but are in need of \$1 million to complete the project.

8. **City of Hood River Mt Adams and Cascade Roundabout.** The lack of a traffic control device at the Mt. Adams and Cascade intersection severely limits the development of potential of Hood River's Westside. Hood River's Westside includes approximately 142 undeveloped acres and an additional 97 under-developed acres within the City's urban growth boundary. Increasing the traffic capacity at the Mt. Adams and Cascade intersection is essential to making this last major reserve of developable property available to address the region's critical housing needs. \$6.3M with all funds needed.
9. **Hood River County Courthouse and Administration Building Replacement/Retrofits.** The County has been granted funds to update a 2015 study of the potential Courthouse replacement. This process will entail an updated look at the study along with stakeholder interviews to determine partnerships for updated facilities and financing scenarios. The two buildings house core essential services for the county (Courts/Sheriff/Emergency Management/911/Administration) and neither building is seismically updated. 2015 cost estimate was \$33.6 million.
10. **Columbia Gorge Community College Agriculture Technical Program.** Columbia Gorge Community College (CGCC), in collaboration with its K-12 partner, Hood River County School District, intends to establish, in Fall Term 2025, an articulated Agriculture Program of Study, offering high school students an opportunity to earn accelerated college credit. This program will promote retention and diversification of small family farms by preparing students to succeed in agriculture, including traditional skills and the adoption, where relevant, of new technologies. Agriculture, technology, and education partners conducted a feasibility study in 2022, hosted grower workshops in April and November 2022, and curriculum research, informed by this collaborative work, was conducted in Summer and Fall 2023. Currently, CGCC is developing program curriculum, with the intent to seek internal, state and regional approvals to meet the stated implementation timeline. This project is endorsed by the Hood River Farm Bureau and Mid-Columbia agricultural sectors, including Hood River Valley fruit growers. The college is investigating federal funding opportunities, such as US Department of Labor grants, to move beyond existing curriculum development and hire faculty and purchase equipment. Project sponsors seek official support for future funding applications to help establish this new instructional program. Long-term sustainability will be provided through program tuition, state instructional support, and other sources.

WASCO COUNTY ECONOMIC DEVELOPMENT COMMISSION

802 Chenoweth Loop Road, The Dalles, OR 97058 ♦ 541-296-2266 ♦
www.co.wasco.or.us/businesses/economic_development_commission/index.php

2024 Community Enhancement Projects

<i>Rank</i>	<i>Project Sponsor</i>	<i>Project</i>
1	City of The Dalles, Klickitat County, CGCC	<p><u>Aviation Maintenance Training Hangar (CGCC, City of The Dalles, Klickitat County):</u> City of The Dalles and Klickitat County received \$2.8 million EDA grant to build a dedicated hangar for Aviation Maintenance Technician training program at Columbia Gorge Community College and to create shovel-ready industrial parcels at Columbia Gorge Regional Airport. The City and County provided \$700,000 match. Cost escalation during COVID resulted in \$2.4 million shortfall on the original \$3.5 million project. Total cost is now projected at \$5.9 million. Klickitat County recently obtained a \$1 million loan from Washington DOT (Community Aviation Revitalization Board). The EDA will consider a budget amendment to address the remaining \$1.4 million shortfall. As an alternative, Klickitat County has requested a direct Washington Legislative appropriation of \$1.4 million. Pre-construction activities have begun, including design and engineering on the hangar and industrial park infrastructure, using EDA funding already granted. Project completion is expected by May 2027.</p>
2	City of Maupin	<p><u>Water System Improvements:</u> The City’s water source is a spring that feeds into the system with a single, above ground 6” pipe that is 40 years old. The cost estimate for needed improvements in the City’s 2022 Waster System Master Plan in 2022 was approximately \$10 million. Additionally, the City has identified a leak in their reservoir that has been temporarily addressed but needs a long term repair. The City will focus on priority improvements related to the reservoir, water distribution, safety of the drinking water, and fire protection. Estimated cost for these priorities is \$4.2 million and the City will be further refining the scope for this first phase of improvements needed and seeking funding from Safe Drinking Water RLF and USDA Rural Development.</p>
3	City of Mosier	<p><u>Mosier Center:</u> The City of Mosier and the Mosier Fire District are partnering to build a 10,000 sq ft joint use facility in downtown Mosier that will serve as City Hall, fire station, community center with kitchen and food pantry and a variety of roles in the community. The building will be a certified net-zero building.. The estimated total project cost is \$8.4 million. The project has raised \$6.6 million in funding from multiple state and philanthropic sources. The City will rescope the project to try to limit construction costs to approximately \$6.5 million but anticipates they will still need ~\$1.5 million to cover soft costs. The goal is to have the design and permitting complete by spring 2024 so they can proceed with construction.</p>

4	Wasco County, Mid-Columbia Center for Living	<p><u>Resolution Center:</u> Wasco County and Mid-Columbia Center for Living are defining a new approach to behavioral health services at a comprehensive behavioral health campus in Wasco County. The campus will include a 16-bed Residential Treatment Facility (RTF), a 16-bed Secure Residential Treatment Facility (SRTF), a 16-bed Substance Use Disorder Residential Treatment Facility (SUD), a 6-8 chair Crisis Stabilization Center, an expansion of the existing Consumer Drop-In Center, and an expansion of the existing Psychosocial Rehabilitative Office. The project will be completed in three phases: Lot 1/Phase I includes the 16-bed SRTF and 16-bed RTF as these are the highest needs and prioritize development for the client. This phase is estimated at \$20.4m. Lot 2/Phase II includes the Consumer Drop-In Center, Psychosocial Rehab Office, and Crisis Stabilization Center. These are currently proposed as one building for building efficiencies and reducing costs for building services in one location. Lot 2 is estimated at \$18.3m. Lot 3/Phase III includes the 16-bed SUD and is estimated at \$11.6m. This partnership project will enhance a regional service array for care, save a significant amount of taxpayer money and create new jobs for local professionals with an emphasis on culturally competent care. This project has \$17,500,000 committed and is seeking an additional \$36,000,000 to support a full build out of the three phases.</p>
5	Dufur School District #9	<p><u>Dufur School-Based Health Center (Dufur School District #9):</u> The Dufur School District is moving forward with plans to set up a school-based health center that would support both students and community members accessing healthcare in Dufur. The School District is partnering with a local health care provider to support this effort. The School District has raised most of the funds needed to purchase and install a modular unit to house the health center. One Community Health will operate the health center. There is currently approximately a \$75,000 gap they need to fill to complete the project. The Dufur community ranked this as its highest priority because the project is almost complete and is something that will have a significant impact on the area in terms of health care when it is up and running.</p>
6	Port of The Dalles	<p><u>Marina Dock Replacement - Planning/Design:</u> The Port is seeking funding in 2024 to support planning and design work for their project to reconfigure and update the launch ramp and restroom facilities at the marina. This project will have impacts on tourism and will significantly improve emergency response capacity for river rescue needs. The Oregon State Marine Board is providing in-kind staff time to support engineering and design. The Port will be seeking \$200,000 for additional pre-construction activities such as permitting, hydrologic evaluations, and archaeological assessments.</p>

7	Columbia Gorge ESD	<p><u>Columbia Gorge Early Learning Center:</u> Columbia Gorge Education Service District (ESD), Columbia Gorge Community College, North Wasco County School District, and other public partners propose to renovate former Chenoweth Middle School into a regional early learning center to address a severe shortage of affordable, high-quality childcare. The early learning center will serve as a practicum site for CGCC’s Early Childhood Education Training program, provide 200 new childcare slots for children ranging from 0-5 and after school care to support workforce participation. Partners have secured \$2.2 million toward an estimated \$20 million total project cost. The project has a pending \$500,000 request to EPA for asbestos removal and plans to submit \$14 million in state, federal and philanthropic requests in the coming year.</p>
8	Wasco County Soil and Water Conservation District	<p><u>Fifteenmile Managed Underground Water Storage:</u> Wasco County Soil and Water Conservation District is creating a managed underground water storage facility to counter the low stream flows and summer high temperatures in the Fifteenmile watershed. This facility would capture high winter water flows and filter the water through alluvial sediment before injecting the water into an underground aquifer for storage. Water will be able to be returned to the stream during times of low flow or high summer temperatures. To date the project has received funding from OWEB, OWRD, and the Tides Foundation. The District is finishing technical investigations on the alluvial sediment piece and drafting construction drawings. The current estimated build-out costs are \$1.2 million to \$1.5 million. The District will be seeking construction funding in the coming months.</p>
9	City of Maupin	<p><u>Wastewater Facilities Improvements:</u> The City completed a Wastewater Facilities Master Plan in 2022. There are an estimated \$10.9 million in improvements recommended for the facilities that were originally constructed in 1972. Many important improvements are needed to continue to meet the requirements of the NPDES permit. Critical equipment and components have surpassed their expected useful life, are showing significant signs of deterioration, and have become obsolete. The existing treatment plant is increasingly difficult to operate, maintain, and perform to meet permit requirements. The plant is lacking redundancy and the remote monitoring and control capabilities required for modern sewage treatment facilities. All these shortfalls combine to create a situation that leaves the receiving waters of the Lower Deschutes River vulnerable to contamination. The total estimated cost for the immediate improvements is \$8.243 million and the City will be seeking funding in the coming year.</p>

10	City of Antelope	<p>Joint Use Facility - Antelope School Community Center: The Antelope School Community Center is used for a variety of purposes by the community, including City Hall, Fire Hall, community gatherings, emergency response operations center, funerals, etc. There is the potential for the Center to be a stopping point for a variety of services and provide space for educational and youth activities. The Center is on the National Register of Historic Places and will turn 100 years old in 2025. As a first phase of improvements, the City would like to repair the façade and repaint it to help preserve the exterior and extend the life of the building. Other improvements with Phase 1 would include sealing the roof and replacing the doors and windows. The City has received a donation for the exterior paint and a grant to support some of the labor costs. They are currently seeking an additional \$8,000 for labor costs to do the exterior improvements. Total Project upgrades are estimated to be approximately \$500,000.</p>
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Priority Issues:

- **Developable Land.** As communities across the County continue to develop what land is available and ready for investment, there is a need to focus on ensuring that areas within urban growth boundaries, urban area boundaries, or appropriate rural centers are ready for development. Taking the proactive next steps needed to ensure there is adequate supply to support business expansions and additional residential development to meet community and workforce needs will support vibrant communities moving forward.
- **Childcare:** There continues to be a shortage of qualified, affordable childcare in the Columbia Gorge region, particularly in The Dalles and Wasco County. Conversations will continue about how to support developing additional slots through this project and other efforts and are critical to ensuring workforce participation from families.
- **Housing:** Housing prices and rising interest rates continue to make housing in Wasco County unattainable for many in both the home buying and rental markets. We have consistently heard from employers that the challenges in access and affordability for residents and potential employees seeking to come to Wasco County have hindered businesses’ ability to grow. Better understanding opportunities for communities to play a role in addressing this challenge will impact access to a robust workforce moving forward.
- **Broadband.** As we continue to clarify gaps in broadband access in Wasco County in preparation for additional funding resources at the state and federal level, preparing shovel ready projects will be critical to moving the needle on access to this critical infrastructure. This will support diverse businesses, educational access, and many more key services.

Additional Projects Not Ranked:

Columbia Cascade Housing Corporation, Northwest Housing Alternatives	Chenowith Affordable Housing Development
Northern Wasco County Park and Recreation District	Sorosis Park Redevelopment (Tree Top Playground replacement)
City of The Dalles	Westside Area Plan
Q-Life	Colocation Space + Cascadia Resilience Feasibility Study
Tooley Water District	Well Replacement
Port of The Dalles	Land Acquisition Fund
The Dalles Booster Club	Greenspace Athletic Lighting
City of The Dalles	Collaborative Signage/Wayfinding
Columbia Gorge Discovery Center	Building Improvements
City of The Dalles	Crow Creek Dam Expansion
City of The Dalles	Federal Street Plaza
City of The Dalles	Water Transmission Line Replacement
City of The Dalles	Getchel Building Repairs
City of The Dalles	Safe Routes to School (W 10 th and W 11 th Street improvements)
Wasco County	Kramer Field Redevelopment
Adventist Health Columbia Gorge	New Hospital Campus
Dufur School District #9	Ranger Tech-CTE Program
Dufur School District #9	School Seismic Renovation
Wy'East RC&D	Dufur Rural Innovation Hub
City of Dufur	Streetscape Improvements
City of Dufur	Waste Water System Improvements
City of Dufur	Drinking Water System Improvements
City of Dufur	Streetscape Improvements
City of Dufur	Ambulance Replacement
Wasco County SWCD	Fish monitoring and irrigation loss incentives
Dufur Recreation District	City Park Improvements
City of Maupin	Maupin City Park Boat Ramp Remodel
City of Maupin	Childcare
City of Maupin	Entrepreneurial Ecosystem Strengthening
City of Maupin	Legion Hall Improvements
City of Maupin	Broadband
City of Maupin	2 nd and Staats Utility Extension
ODOT	Highway 197 Riverwalk
Maupin Area Chamber Endowment	Deschutes River Athletic Complex-Stage and Sound equipment
City of Maupin	West Reservoir
Mosier Community School	Traffic Safety Improvements

City of Mosier	Public Restrooms
City of Mosier	Streetscape Improvements
City of Mosier	Emergency Well Replacement
City of Mosier	Tertiary Waste Water Treatment Wetland Development
City of Mosier	Emergency Well Replacement
Main Street Mosier	Mosier Streetscape Improvements
Main Street Mosier	Skate Park
Wamic Water & Sanitary Authority	Wamic Wastewater System Replacement
Wamic Water & Sanitary Authority	Water System Improvements
Tygh School Community Center	Building Improvements
Badger Irrigation District w/WCSWCD	Ditch Piping Project
City of Antelope	Defensible Space Improvements
Wamic Rural Fire Protection District	Expansion of Rock Creek and Pine Hollow Fire Stations
Juniper Flat Fire District, WCSWCD	Fire Prevention and Protection on Juniper Flats
City of Antelope	Streetscape Improvement Planning and Development
WCSWCD	Watershed Assessments (The Dalles, Fifteenmile, Mosier, White River, Bakeoven/Buck Hollow)
Wasco County Fair Board, Wasco County	Fairground Site Master Plan
Wasco County Fair Board, Wasco County	Fairground Improvements
Wasco County	RV Park Revival and Improvements

Sherman County CEDS Project List-2024

Priority	Applicant	Project	Readiness to Proceed	Federal State Assistance	Total Project Cost
1	Sherman County	<p><u>Work Force Housing</u> The housing stock in Sherman County is lacking the quantity and quality necessary for new employees to find a place to live in the County. Sherman County has created four incentives to encourage the construction of new rental housing (\$10,000 grant per unit), new home construction (\$10,000), the rehabilitation of existing housing (up to \$20,000 per house) and to prepare property (demo and abatement) for new housing (up to \$20,000 per property).. The County continues to look for creative ideas that would solve the housing issues.</p>	Partnering with MCEDD to establish work force rental housing.	200,000 County contribution	500,000
2	Sherman County	<p><u>Senior Living Facility</u> Research concept of Senior Living facility in Wasco or Moro</p>	Need Identified		To be determined
3	City of Grass Valley	<p><u>Waste Water Project</u> The City of Grass Valley is researching the concept of building a waste water system. The council hired an engineer to do a feasibility study in 2021 and that study is complete. The study will be presented to the community for feedback. The council will then decide if they should move ahead with the project.</p>	Feasibility study complete		To be determined by the study
4	City of Wasco	<p><u>Upgrade Sewer System</u> City is working with MCEDD and Business Oregon on a Master Plan for the Sewer System. Most of the system needs to be replaced.</p>	Need Identified		To be determined by study

5	City of Moro	<u>New Primary Municipal Well</u> City of Moro is completing a feasibility study for a new primary municipal well. A backup water source would help to ensure clean/adequate water supplies for sanitation, and fire suppression efforts during a natural hazard/grid down scenario. A new well will facilitate future commercial and residential growth. Progress towards project includes obtaining a new Water System Master Plan to replace the 1999 survey.	20,000.00 has been awarded for Plan Development from Biz OR 2.5 M Block Grant funding is available		
6	City of Rufus	<u>Well #3 Feasibility Study & Upgrades</u> - Primary well underperforming for years even with consistent maintenance. Unsure about water levels or well future capabilities.	Need Identified		To be determined
7	Sherman Health District	<u>Clinic Expansion/Backup Generator</u> The Health District is researching the possibility of expanding to be able to provide more healthcare services such as x-rays, physical therapy, dentistry, and integrated behavioral health. To be able to provide expanded services the Clinic will require more space and/or upgraded facilities. They would also like to upgrade the emergency generator currently onsite. The current generator is only hooked up to provide power to our laboratory area to keep our freezers and refrigerator working in case of a power outage. The immediate focus is bringing in mental and behavioral health services back to the county.	Need Identified		To be determined
8	Cities of Moro, Wasco, Rufus, Grass Valley,	<u>Road Resurfacing Project</u> Resurface/repair most of the roads in the cities.	Need Identified		ODOT grants

9	City of Moro, Wasco, Rufus Grass Valley	<u>Water infrastructure</u> Upgrade various water infrastructure projects in the cities	Need Identified		
10	Sherman County	<u>Broadband Project</u> The County has completed fiber to the home in the cities and connected each community to a fiber backbone. The County has also purchased four solar-powered trailers with mounted repeating antennas that can pick up the signal from wireless towers and redirect the signal to homes that are not in the direct line of those towers. They would like to continue this project into more areas to reach those hardest to serve.			
Remaining Projects No rankings ↓	City of Rufus	<u>Community Center/Annex</u> Various upgrades/replacements to building Outdoor/playground upgrades	Needs identified		
	City of Rufus	<u>Community Center</u> Phase 1 Hazardous Materials Survey and Environmental Study, Phase 2 Asbestos Remediation	Biz OR- Brownfield Grant		20,000
	City of Moro	<u>Sewer upgrade/Pipe Bursting project</u> -A sewer upgrade would limit the number of Crossings under HWY 97. The project would reduce from 6 crossing locations, one at BEO and one at the Branding Iron. -At the same time replace the old waste water terracotta pipes tha run underneath HWY 97 without a major impact on travel through the city			\$25,000.00- \$30,000.00
	Wasco Events Center	<u>Event Center Upgrades</u> Make building ADA compliant; install elevator to second floor; expand bathroom stalls on first floor to accommodate wheelchairs			

		<ul style="list-style-type: none"> -Replace flooring in men’s bathroom downstairs -Update plumbing on interior and exterior sewer lines to avoid clogging -Update flooring in upstairs hallway, plus 4 to 5 classroom office spaces and Wasco Community Library -Update sound treatment in Auditorium to reduce echo and noise -Upgrade to mini-split HVAC system in library and networking room above -Resurface/waxing on Auditorium floor -Remove or seal asbestos floor tiles/pipes -Landscaping and Irrigation upgrades for grounds/field 			
	Wasco Fitness Center and Gym	<ul style="list-style-type: none"> Repaint exterior of Gym and Fitness Center -Reroof Gym and Fitness Center (High Priority) Gym floor needs to be resurfaced and repainted with pickleball lines as well as basketball, volleyball, etc. -Update interior, flooring and hot water heaters in gym locker rooms Exercise Equipment for Physical Therapy/Rehabilitation -Upgrade Exercise Equipment for General Use 			
	City Of Rufus	<u>RCC Plumbing upgrades</u> Phase 2 and 3	Project identified		Remainder- To be determined
	City of Rufus	<u>Water and Waste Water Rate Study</u> Water and Waste Water Rate Study to determine the appropriate rates that will support the cities future needs.	In Progress		\$5000
	City of Rufus	<u>City Hall</u> Roof Replacement	Quote obtained		158,365
	City of Rufus	<u>Pedestrian and Transportation Plan</u> <u>Scott Canyon Drainage/sidewalk plan</u> <u>Scott Canyon Radar trailer for speeding</u> <u>Welcome to Rufus Signs</u>	Projects Identified	TGM Grants	

	City of Rufus	<u>Water Security audit</u> <u>CBSW Online account/EBilling (in process)</u> <u>Call out system for water pump station</u>	Projects identified		
	City of Moro	<u>Vista/Apex Utility extension-</u> The City's engineer has drafted a complete set of plans which extend city offered utilities into the South/East boundary of Moro. Utility expansion would allow individual property owners off of Pinkerton Drive to connect into the City's waste waterlines. To date the City of Moro has invested \$18,500.00 and to complete the project is estimated to cost \$625,000.00 (including engineering time and a 10% contingency.) In Past years, SIP funding has been delegated for this project and the continued development of these plans.	Need Identified A bid package and easements has been prepared by Anderson Perry.		\$18,500 has been paid by The city of Moro to cover Engineering costs to date. \$625,000.00- Total
	City of Grass Valley	<u>City Hall and Fire Hall</u> The fire district board is researching the concept of building a fire hall to house all of its fire fighting vehicles and equipment in one building. The City is considering partnering on this project to be the new home of the City Hall offices.			
	City of Grass Valley	<u>Park upgrades</u> Bathroom (CTX) upgrade. Doors and locks. Heating for freezing temps. Irrigation system- upgrade. Picnic area/ Playground upgrade. Possible historic gazebo replaced in the park at the same location. Tree removal with replanting new. Green grass area made level with weed eradication and new lawn seed. <u>Storage room for furniture at the Pavilion</u> Overdue need for storage <u>Cross walk-- lighted / controlled</u> to park across Hwy 97 so locals can use more often.			

	City of Moro	<u>Splash Pad</u> The City of Moro has entertained the idea of installing a splash pad centrally located in Moro at the City Park. The Splash pad would potentially be the first of its type in the county, and offer a safe, central location for summer play. Splash pads offer a low maintenance/ low cost summer activity and operational costs are minimal; not requiring additional staff coverage.	Need Identified		
	City of Moro	<u>Secondary Primary Municipal Reservoir</u> The city is completing a feasibility study for a new primary municipal well. Discussion and benefits of a secondary Municipal Reservoir have been discussed, as well as placement across town from current structure.	Need Identified		
	City of Wasco	<u>Depot</u> Depot restoration upgrades	Need Identified		



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2024-1
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs)**

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

WHEREAS, MCEDD is organized in accordance with federal requirements of the Economic Development Administration to broadly represent the area including representation of local government, business, and other community interests; and

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

NOW THEREFORE, BE IT RESOLVED that the Mid-Columbia Comprehensive Economic Development Strategy Committee through the Mid-Columbia Economic Development District Board of Directors does hereby adopt the update for the Comprehensive Economic Development Strategy Plan for the Mid-Columbia region.

PASSED AND APPROVED this 21st day of March 2024.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT:**

Jill Brandt, Administrative Assistant

Steve Kramer, Chair



**Executive Director's Report
Prepared for the March 2024 Full Board Meeting**

Regional Work and Outreach

- **District Expansion Update:** The EDA requested a resolution or letter of support from each County for the boundary modification request. I sent a draft for our five counties to review in December and have received all but Sherman County which has been approved. The largest time requirement is a requirement to update our Comprehensive Economic Development Strategy (CEDS) to include Gilliam County and have GEODC submit an updated CEDS. GEODC's CEDS is in process and is expected to be completed next Spring. I am hosting a meeting in Arlington on March 19 to work through the process of developing a Gilliam County addendum to our CEDS with their community leaders.
- **Strategic Planning Process:** Our next important in-person meeting for the Strategic Plan development is April 18, 9am to 3pm for the Board Retreat in-person at the CGCC Skills Center in The Dalles. Please prioritize attending the event.
- **Oregon HB 3395** which would provide grant writing funding to all Oregon Economic Development Districts, including MCEDD, to support Oregon communities stalled in its distribution from the OR Dept. of Administrative Services. We sought and received a legislative fix to the bill language to disburse the funds, which hopefully will happen by the end of March.
- **Washington Dept of Commerce** issued a new funding opportunity for county Associate Development Organizations (ADOs) to hire grant writers (such as MCEDD). I reached out to our two local entities (Skamania County Economic Development Council and Klickitat County Economic Development Authority) with the offer to write the grant application if they were interested in contracting with MCEDD. Skamania County Economic Development Council felt the needs in the County are being met by a private grant writer, but Klickitat County Economic Development Authority was interested. As the goal would be to focus on grant writing for projects on the Klickitat County CEDS list, I reached out to projects on the 2024 list for interest and developed an application request of \$6725 for serving their needs. Klickitat County partners interested in support included the Port of Klickitat, City of White Salmon, White Salmon Valley Pool Metropolitan Park District, and Klickitat Valley Health. We are waiting to hear if Klickitat County if the application is successful. The work would need to occur by June 30, 2024, but there is another round of funding for next fiscal year.
- **EDA:** Exciting news: a bill to reauthorize the EDA was introduced on March 8! The bipartisan Economic Development Reauthorization Act of 2024, sponsored by Chairman Tom Carper (D-Del.), Ranking Member Shelley Moore Capito (R-W.Va.), Transportation & Infrastructure Subcommittee Chairman Mark Kelly (D-Ariz.), and Ranking Member Kevin Cramer (R-N.D.), would reauthorize and update the programs of the U.S. EDA for the first time in nearly 20 years. This is something MCEDD and our national association have been advocating for! The bill helps modernize many of the EDA's programs and would include many positive benefits for MCEDD and the region, including hopefully more planning grant dollars with less match. They are looking for potential House champions, especially Republican members.
- **Statewide Associations:** The Oregon Economic Development District (OEDD) Association continues to meet monthly virtually. We recently discussed how to set up a regular line item for the EDDs in Business Oregon's budget. Also, Business Oregon invited me to participate in the statewide Advisory Committee for the development of their Strategic Plan as the President of OEDD. I also helped convene a meeting of the WA EDDs for information sharing, and we agreed to meet quarterly. I was unable to attend the Washington Economic Development Association's spring conference in Olympia in February but will instead attend the Regards to Rural Conference in Kennewick in April.

- We hosted a meeting of the **Hood River Economic Development Group** in January with a tour of CGCC's Hood River campus and prioritization of their 2024 CEDS project list. We have completed an update of the major employers list for Hood River County as part of our workplan for this contract.
- I participated in a meeting in Cascade Locks with many regional partners to explore opportunities around shad. Shad populations are increasing drastically and are a detriment to thriving salmon. The meeting discussed challenges to harvesting and creating a market for shad, and economic opportunities for the region if the challenges were solved.
- While in-between Project Managers, I worked with the City of Cascade Locks through our contract to support administration of a US Economic Development Administration grant to upgrade their electrical substation as the electrical utility for the City. I supported a request to adjust the scope of work, which was approved. The EDA sent a list of information needed to continue with implementation of this project, which new Senior Project Manager Michelle Colby is now leading.
- In January, I hosted a meeting of the Mid-Columbia Economic Resiliency Team where we explored the National Economic Resilience Data Explorer (NERDE) data tool and discussed winter weather impacts.
- I engaged in regional outreach meetings with Skamania County, Wasco County Planning, Sense of Place Lecture Series, Big River Community Land Trust, Ports of both Hood River and Cascade Locks, North Central Regional Solutions Team meeting in-person in Mosier, Gorge Women in Business, the State Director and Deputy Director of Washington USDA Rural Development. I participated in a strategic planning session for East Cascade Works and Bingen's economic development plan, was interviewed for an article with the Columbia Basin Business Herald and met with the new CEO of Skyline Hospital.

Facilities, Trainings and Operations

- I have completed a draft of our Diversity, Equity and Inclusion (DEI) plan and shared it with a Leana Kinley on the Board for initial feedback before bringing it to the Executive Committee.
- Paul Lindberg and Claire Rawson of Hat Creek Consulting helped me complete the IRS application to reinstate the nonprofit status for Four Rivers Community Corporation. Paul has helped set up numerous nonprofits in the Gorge and is able to help with this work pro bono through a grant he has. I submitted the information in late February and hope to hear back in a few months, or by August at the latest.
- Unfortunately, our HVAC system stopped working on January 20th. The system is like a giant Daiken mini-split that was installed when the building was constructed in 2016 by Thew Mechanical of Pendleton. Thew has serviced it regularly but were not able to come for the repair. I attempted to find a local repair option, but no local techs are qualified to work on a system like this (with much appreciation to Ellson HVAC for trying!). Apollo Mechanical Contractors of Kennewick came and assessed the compressor needed to be replaced, as well as the refrigeration filter and inverter board. All parts were still under warranty, but the labor resulted in a \$7850 repair cost. When the tech completed the repair, he determined the failure was not a result from the winter storm and thus not eligible for insurance coverage. We are covering the expense through our building contingency fund.
- I held annual evals for Admin Assistant Jill Brandt, Transportation Operations Manager Jesus Mendoza, Deputy Director Carrie Pipinich, and six-month evals for Project Manager Jason Hartmann and Office Admin Tanya Hoiseth.
- Finance Manager position: I spoke with CPAs Summer Sears and Merina and Company about interim finance support but decided to hold while interviews were moving quickly. I kept Dana on in a very part-time temporary way if needed for the next few months. We held pre-screening and then in-person interviews with candidates and have hired Heidi Juenger who starts on March 18. I am grateful for Will Norris from the City of Hood River for his assistance on the interview panel, in addition to Ami and Carrie.
- I attended NADO trainings for new(er) Executive Directors around how to communicate the value of your EDD and how EDDs engage in addressing the need for housing.



**Executive Committee Report
March 2024**

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

- With Dana Woods' departure as Finance Manager, the Committee discussed options to support MCEDD in the interim period and approved contracting with Summer Sears for interim financial services.
- Discussed a summary of grants being applied for including several transportation grants for the deviated fixed routes/ vehicle replacement/ EV chargers and bus stop amenities; an Oregon Community Foundation grant to support Lindsay's work with the Hood River County Energy Council; a Business Oregon Regional Innovation Hub Implementation grant to build on the work accomplished under the planning grant that MCEDD received last year; and a Growth Accelerator Fund Competition from the Small Business Administration to build on the work begun under the ICAP launch grant. Approved these grant applications.
- Reviewed materials for the Gorge Regional Transit Strategy implementation project, including the Request for Proposals for a consultant to continue moving the work forward. Grants have been secured from both ODOT and WSDOT to fund the next proposed work items including six workshops for the Gorge Translink Alliance partner transportation agencies, planning and execution of a transportation summit event, and building communication with each of the five counties' policy makers specifically around regional transit. Four proposals were received, and the reviewers recommended Emily K. Reed for the contract. The Executive Committee approved to contract with Emily K. Reed at the amount of \$90,000.
- Reviewed draft updates to the Personnel Policy and discussed an alternative of covering time off without the use of Personal Time Off when the office is closed due to inclement weather. Decided not to change current practice but to fully cover days when employees are sent home early due to inclement weather. Recommended policy approval by the Full Board.
- Reviewed information about potentially covering health benefits for part-time employees working between 20 and 30 hours. This could make it easier to recruit part-time bus drivers especially. The Committee was open to considering this change but asked for additional information about the practices of other transportation providers.
- Heard an update on the work to modify the MCEDD district boundary to include Gilliam County. Skamania and Sherman Counties have not yet approved their letter of support but would do so shortly.
- The March meeting lacked a quorum. The three Committee members present discussed the intended business, but no official action was taken. The intended business had been:
 - Recommendation for Budget Committee Members and a Budget Officer for appointment by the Board;
 - Approval for a grant request to Roundhouse Foundation to support Lindsay's work with the Hood River County Energy Council;
 - Review of the second draft of the Disciplinary Action Guidelines and a recommendation to the Board for action; and
 - Annual evaluation of the Executive Director.



Loan Administration Board Report

Prepared for the March 21, 2024 MCEDD Full Board Meeting

Approved Loans; Loan Actions

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

Table with 3 columns: Business, Amount, Purpose. Rows include C & E, LLC; Invictus Global Services, Inc.; and Antelope 3, LLC dba Antelope Market and RV Park.

Updates on Clients

There are currently two loans with a past due balance. Staff continue to work with the clients to resolve the past due balances with direction from the Loan Administration Board.

Active Inquiries

Active inquiries with anticipated/received applications include:

- Leasehold improvements - yoga studio
Business acquisition - laundromat
Building purchase - restaurant
Equipment/improvements - wine shop
Working capital - automobile services
Equipment - co-pack facility
Equipment/working capital - brewery

Available to loan (2/28/24):
approximately
\$3,130,888 (including
Attainable Housing funds)
\$1,986,427 (only small
business funds)

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 as time allows.
Ami is working with the Small Business Development Center on two of the loans currently in the pipeline.
Ami and Jessica have been accepted into a Community of Practice program for entities like ours with Revolving Loan Funds (RLF).
We recruited for a Wasco County vacancy on the Oregon Investment Board and held a meeting in February to review the strategic work plan for a 2024 refresh.
At the February Mount Hood Economic Alliance meeting, we established a Budget Committee and discussed a draft update of the Bylaws.



To: MCEDD Board of Directors

From: Carrie Pipinich, Deputy Director of Economic Development

Date: March 11, 2024

Re: Deputy Director's Report

Broadband

- Staff engaged with QLife as they explore next steps in their strategic planning conversations focused on developing additional partnerships to increase broadband access in Wasco County. Staff supported QLife in submission of a grant application to the Oregon Broadband Technical Assistance Program (BTAP) for further capacity to move this effort forward.
- Staff worked with Sherman County to support a BTAP application in conjunction with Wheeler and Grant Counties.

Wasco County Economic Development Commission

- Staff has been participating in the South Wasco Alliance (SWA) Business Bridge planning meetings. SWA, Maupin Works, and partners are looking to support increased connection to business support and workforce support resources through this initiative. The focus of the Business Bridge will be to help South Wasco based businesses navigate systems and grow. This work will be supported with a new Maupin Works position that will be funded in part by the ROI grant MCEDD received discussed in Jason's staff report.
- Staff supported Pine Grove in an application to Business Oregon's Water/ Wastewater program for initial design and engineering for their new well project. Staff also supported them in submission of a Community Initiated Project request (CIP).
- Staff met with the City of Maupin to discuss funding scenarios for their water and wastewater system improvements projects and outlined a process and timeline for seeking funding from state agencies. Staff participated in a special session with the City Council to review funding options from the State in January. The City submitted a Safe Drinking Water RLF grant application in January and staff supported them in submission of a CIP request for their water system projects.
- Staff is engaging with the County Natural Hazard Mitigation Plan update process to help some of the smaller cities develop and adopt addendums to the plan during this year's update process. Staff is also serving on the countywide steering committee to ensure economic resilience considerations are incorporated as appropriate.
- MCEDD was appointed to serve as Wasco County's Rural Renewable Energy Zone manager in February. Staff is working with the County assessor and the company that has existing abatements in place to support the appropriate documentation to preserve abatements as they move forward with completing construction on the two solar installations in South Wasco County.
- Staff supported a quarterly Economic Development Commission (EDC) meeting held in Dufur the first Thursday in March. The EDC reviewed the proposed annual workplan and approved staff in moving forward with that plan. Wy'East RC&D and the City of Dufur also provided updates on their activities.
- Staff participated in a tour of the Port of The Dalles and the Columbia Gorge Regional Airport with Business Oregon and local staff.

Sherman County Economic Development

- Staff supported the City of Moro in application to the Water/Wastewater funding from Business Oregon to address a leak in their reservoir.
- Staff met with the City of Grass Valley to discuss next steps on their wastewater system project. We will work with the City to submit an additional application to Dept. of Environmental Quality (DEQ) for \$100,000 in planning funds to support forward progress while the City awaits a congressional budget that includes the Congressionally Directed Spending request submitted last year. Additional funding will likely be requested from Community Development Block Grant and DEQ.
- Staff is working with the City of Grass Valley to gather information on park needs in preparation for submission to the Local Government Grant program for improvements to their City Park.
- Staff met with the City of Wasco to discuss projects and is supporting them in preparing for both water and wastewater master plan updates.
- There were two additional housing grant program applications submitted this quarter as well as one that has completed the process for funding.
- At the request of the County Court, staff supported a local large animal veterinarian in developing an application to USDA to expand services in Sherman County as well as Wasco, Wheeler, and Hood River Counties for cattle and other food animals.
- Staff coordinated three Sherman Cities meetings to support coordination amongst the four cities in the County.

Entrepreneurship

- MCEDD submitted an implementation grant request for about \$340k for the proposed regional innovation hub to address the needs identified in the plan developed in 2023. The grant would enable MCEDD to hire staff to focus on continuing to increase capital access resources, improving connections to statewide resources and mentorship opportunities, and supporting businesses as they seek to access these opportunities.
- Staff is working through the contracting process for the Rural Opportunity Initiative grant program that notified MCEDD of its award of \$160,000. This is slightly less than requested so MCEDD worked with project partners to revise the scope of work accordingly.

Additional Items

- Staff supported the interview, hiring process, and on boarding for our new Senior Projects and Grants Manager-Michelle Colby. Welcome Michelle!
- In conjunction with the Executive Director, staff completed a six-month evaluation for Jason Hartmann.
- Staff attended the CIS conference in Salem in late February.



To: MCEDD Board of Directors
From: Kathy Fitzpatrick, Mobility Manager
Date: March 13, 2024
Re: Mobility Management Report

Gorge Translink Alliance

MCEDD's Mobility Manager Kathy Fitzpatrick coordinates the Alliance which seeks to enhance regional connectivity and develop a seamless network of transportation services in the five-county region.

Implementation of the Gorge Regional Transit Strategy

The Gorge TransLink Alliance has embarked on a series of workshops in 2024, all with the focus on improving coordination of the regional transit system, increasing efficiencies, and increasing ridership.

Optimizing routes and schedules first involves interviewing riders on-board to understand their needs and gaps in the system. Eve Elderwell (WA Travel Trainer) and Kathy (Mobility Manager) have been riding the buses between the counties to learn more about ridership patterns across county lines.

The Gorge TransLink Alliance providers are also implementing a new coordinated data management strategy which will provide regional data that can be used to improve both intra- and inter-city routes and can be used to present ridership trends.

2023 Gorge Transit Pass Sales

Gorge Transit Pass sales have been increasing every year, with \$62,840.00 in gross sales in 2023.

Gorge Pass Sales Jan 1, 2023 -Jan 22, 2024



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. MCEDD also manages the Klickitat and Skamania County travel training program which includes a travel trainer, Eve Elderwell. Eve supports MCEDD's Inclusive Outreach and Education public transportation project in Klickitat and Skamania Counties and provides travel training support to Mt. Adams Transportation Services and Skamania County Transit.

Gorge Transit Connect: MCEDD recently received \$11,000 in funds from a Supporting Health for All through Reinvestment (SHARE) program that will purchase no-cost Gorge Transit Passes for community members with low incomes of Hood River and Wasco Counties. The Gorge Transit Passes are distributed through the Gorge Transit Connect program, which works with regional partners and social service agencies to provide resources and travel training services to partner staff and their clients.

Eve Elderwell has been reaching out to partner agencies and organizations in Klickitat and Skamania Counties to encourage active participation in the Gorge Transit Connect program and to develop streamlined and bulk purchase systems for transit passes.

Do you live in the Gorge?



Are you curious about how to make our new transit system work for you?

Consider riding the bus!

<p>GOOD FOR YOU</p> <ul style="list-style-type: none">• Avoid parking hassles• Use it to commute• Hike without permits• Connect to Portland + the airport• Stress less, enjoy the views	<p>GOOD FOR THE GORGE</p> <ul style="list-style-type: none">• Reduce congestion• Give equitable access to the outdoors• Fewer visitors in cars• Preserve the beauty of the region• Connect affordable housing, healthcare, jobs
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Not sure how to start? A Travel Trainer is here for you!

A Travel Trainer can help you plan your bus trip from start to finish. They can answer your questions, help you read a bus schedule, and more. They can even ride the bus with you so that you can be sure to get where you need to go.



Eve Elderwell is the Travel Trainer for Klickitat and Skamania Counties.
Phone: (808) 769-8061
Email: eve@gorgepass.com



Sara Crook is the Travel Trainer for Hood River and Wasco Counties.
Phone: (541) 400-0419
Email: sara@mcedd.org



To: MCEDD Board of Directors
From: Lindsay McClure, Energy and Project Manager
Date: March 7, 2024
Re: Project Management Report

Regional Renewable Energy Coordination

- **Columbia Gorge Bi-State Renewable Energy Zone (CGBREZ):** Staff supported two CGBREZ meetings, which included legislative updates, a presentation about the Pacific Northwest Hydrogen Hub, and project updates on the Goldendale Energy Storage Project and Cascade Renewable Transmission Project. The next CGBREZ meeting will be held virtually on Friday, May 3 at 9am.

Hood River County Energy Council Coordination

- **Hood River County EV Charging Infrastructure Planning:** The Energy Council's transportation and land use subcommittee is working on a project that is developing an electric vehicle charging infrastructure conceptual study for Hood River County. This project emphasizes the benefits of "dig-once" planning and includes collaboration with utilities, fleet operators, local planning offices, and other transportation decision makers. The Energy Council convened a committee, which has met three times, to inform the study.
- **Energy Resilience Project Updates**
 - Mt. Hood Town Hall: Hood River County received planning funding from the Oregon Department of Energy (ODOE) Community Renewable Energy Grant Program (C-REP) to further develop a plan for a resilient solar and storage system at Mt. Hood Town Hall. This planning effort will determine the best size, configuration, and location at the facility for a solar and storage system, taking into consideration State Historic Preservation Office limitations and other factors that are specific to this site. Mayfield Renewables is the consultant for this planning effort. The Energy Council is providing project management support for this project.
 - Cascade Locks City Hall: The City of Cascade Locks received construction funding from ODOE C-REP for a solar and energy storage microgrid at Cascade Locks City Hall. The proposed system will include at least 50 kW of solar capacity, 120 kWh of battery storage, and a diesel generator. The City is also waiting to hear back from a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) 5% Initiative subapplication for the same project which, unlike the ODOE C-REP program, will help with a needed roof replacement. The City has been responding to Requests for Information from FEMA about the project. The City of Cascade Locks will wait until they receive a decision from FEMA to move forward with the project. The Energy Council is providing project management support for this project.
 - Wy'east Middle School: [New Buildings Institute's](#) Microgrid Opportunities: Vehicles Enhancing Resiliency (MOVER) proposal to the Department of Energy was successful. The MOVER project will implement a nationally replicable pilot project that uses electric school buses and light duty fleet vehicles as storage for a PV microgrid at Wy'East Middle School to provide backup power for portions of the school during long-duration power outages. The Energy Council is providing additional grant writing support and is planning two community

meetings, the first of which will take place the evening of Wednesday, April 3. NBI and MCEDD executed a subcontract to support MCEDD/Energy Council staff's work on this project.

- **Hood River County NHMP / CWPP Update:** Energy Council staff attended the first two steering committee meetings for the Hood River County Multi-Jurisdictional Hazard Mitigation Plan update, led by the Hood River County Office of Emergency Management. This planning effort will update both the Hazard Mitigation Plan and Community Wildfire Protection Plan for the County.
- **Sustainable NW Making Energy Work Quarterly Call:** Energy Council staff was a presenter on the Sustainable NW Making Energy Work quarterly call, which focused on microgrid development. During this webinar, Energy Council staff provided a brief history of energy resilience planning and microgrid project implementation in Hood River County.
- **Energy Council Administration:** The Energy Council recently welcomed Anna Dalbey, who is the Energy Council's inaugural student representative. Anna is a sophomore at Hood River Valley High School. Anna was appointed to serve a renewable term that runs through December 2024.
- **Community Green Tariff:** Energy Council staff participated in Community Green Tariff work group sessions, which were organized by Oregon Public Utilities Commission staff, over the last year and a half. The work group tracked investor-owned utilities' implementation of a Community Green Tariff. Pacific Power has yet to file a tariff. Staff will continue to track the issue and will share local opportunities when more information is available.

MCEDD Brownfield Assessment Coalition Coordination

- MCEDD formed a coalition that received a \$1 million brownfield assessment coalition grant from the Environmental Protection Agency. The coalition includes Columbia Cascade Housing Corporation, Wasco County, Sherman County, and Klickitat County. The grant will fund environmental assessments and planning activities throughout the MCEDD five-county region. This four-year grant runs from October 2023 through September 2027. We received the contract with the EPA recently! Staff convened two meetings with the Core Brownfield Advisory Committee (BAC) to give an overview of the project and to discuss the site selection process. We will be open to accepting applications soon.



To: MCEDD Board of Directors
From: Jason Hartmann, Project Manager
Date: March 11, 2024
Re: Project Manager's Report

Gorge Technology Alliance (GTA)

MCEDD supports the GTA through a contract for project management services.

- **Membership / Sponsorship:** Staff continues to recruit new and renewing members and sponsors, and currently has 30 sponsors and 48 members (up from 68 last quarter), with a 13% revenue growth year-over-year.
- **Resources and Connections:** Staff participates in boards and committees in support of furthering the mission of the GTA. This quarter, staff supported the Gorge STEM Hub with their board meetings, community collaboratory meetings, and connecting STEM Hub with industry professionals. Staff also supported ESD112 (WA). Additionally, the GTA signed a MOU with the STEM Hub, which will compensate the GTA for time dedicated to STEM Hub events and for connecting industry professionals with educators and schools.
- **Cmdr. Jeffrey Williams Visit:** Staff is preparing for NASA astronaut Cmdr. Jeffrey Williams to bring Cmdr. Williams to the Gorge to speak in schools and to the community on March 21st. The current plan includes Cmdr. Williams speaking at Henkle Middle School and Wy'east Middle School during the day, then attending a dinner with sponsors, then speaking at a public event at Hood River Middle School's auditorium in the evening. Tickets are still available at <https://www.eventbrite.com/e/814275107767?aff=oddtcreator>
- **GTA Mixer at AUVSI:** Staff is supporting Gorge UAS companies with its annual mixer, which will take place in San Diego during the international trade show for UAS companies known as AUVSI's Xponential conference in late-April.
- **Events:**
 - **Geek Lunch:** Staff held a Geek Lunch with a presentation from Leila Kaneda of Voxel51. This particular event showed low attendance, so staff will work with the GTA board to determine how to improve attendance if these events are to continue.
 - **Gorge Women in STEM:** Speed networking event was well attended with great energy. These will continue each quarter.
 - **Gorge Founders Event:** The GTA and MCEDD held this event in Bingen with the support of the Tech Association of Oregon. Our panel of Gorge business leaders included Pierce Lewis of Dirt Hugger, Tracy Bech of Starboard Collectives, and Nicole Bassett of the Renewal Workshop. We moderated a panel to learn from them with about 50 attendees.

Innovation Cluster Accelerator Program (ICAP) Launch

This work is funded by a Washington Department of Commerce Grant.

- **Cluster Growth and Development:** Staff continues working with WA Dept. of Commerce in support of the innovation cluster and this grant. Using tools provided by Commerce, staff is working through the steps of building an "official" innovation cluster. This will give the organization the ability to look to the states and federal government for additional funding sources. Staff is connecting with organizations like Oregon's and Washington's Departments of Aviation, as well as other innovation clusters to learn best practices and chart the course for growth and sustainment.

- **Gorge capabilities meeting and database:** Staff held an in-person meeting of UAS professionals at the Columbia Gorge Regional Airport to begin a database of Gorge resources and assets related to UAS and remote sensing companies. The turnout was great and the conversation was productive, with a plan and volunteers who will help build out the database. The current plan involves eventually hosting the database on the GTA's website.
- **Departments of Aviation visit March 27th, 28th:** Staff will host the directors of both Oregon's and Washington's Departments of Aviation in the Gorge. The visit includes meetings with several UAS and remote sensing-focused companies, plus a meet-and-greet happy hour on March 27th. Then the group will visit the Community College, including the Skills Center and Advanced Manufacturing teams on the 28th, followed by a visit to Columbia Gorge Regional Airport in Washington.
- **Innovation Cluster and GTA Partnership:** Staff is still working through the long-term vision for the innovation cluster, and how it fits with the GTA's work. The goal is for this innovation cluster to add value to GTA by working on projects that can promote the Gorge as an innovation hub and remove barriers to industry growth.

Entrepreneurship

This work is funded by a Washington State Microenterprise Association grant and a Rural Opportunity Initiatives (ROI) grant from Business Oregon.

- **Pub Talks:** Staff is supporting 5 pub talk-style networking events in partnership with local chambers of commerce in Klickitat and Skamania Counties. Events will take place in Goldendale, Lyle, Bingen, White Salmon, and Stevenson over the next few months.
- **Innovator Drinks:** Staff is creating a series of pub talks in our Oregon counties to convene and connect entrepreneurs and innovators, and a panel including entrepreneurs to discuss their journeys. The primary focus is Wasco County, but events will be held throughout the region. The first Innovator Drinks took place March 14th at Route 30 in The Dalles, and the second will be May 1st at the Skills Center at CGCC.
- **Gorge PitchFest 2024:** Staff is preparing to hold a pitch competition for start-up entrepreneurs interested in raising non-dilutive funds to help grow their businesses. This year's event will take place on June 6th at Granada Theatre. Staff is beginning sponsor outreach as well as planning for the business application process.
- Staff is beginning conversations with the Columbia Gorge Small Business Development Center about youth entrepreneurship programming opportunities and will plan for engagement with local school districts about interest in additional offerings.

Broadband

- **BEAD:** The federal government's (NTIA's) BEAD (Broadband Equity, Access, and Deployment) grant is scheduled to bring significant funding into our area. These funds will primarily be deployed to regions that lack access to 100Mb internet service (underserved locations).
 - **Skamania:** Staff worked with Skamania EDC, a consultant, and an ISP to determine potential project areas for BEAD funding. There will be additional outreach to other ISPs who have service in the County to explore more opportunities.
 - **Klickitat:** Staff is continuing outreach to ISPs about potential interest in applying for BEAD funding to address gaps in service in Klickitat County. Staff will continue working with the broadband action team (BAT) and the county to support solutions. Several service providers will likely be involved in solutions to connectivity challenges based on geographic areas of existing service.

To: MCEDD Board of Directors

From: Jesus Mendoza, Transportation Operations Manager

Date: March 11, 2024

Re: Report for The LINK

Grants:

- We applied for several grant opportunities in March and hope to hear positive news in May. The grant applications included the following:
 1. 2024-2026 Discretionary Vehicle Replacement. This will allow us to replace Van 22 with a Ford E-Transit to initiate fleet transition from gas-powered to electric vehicles. \$144k project.
 2. 5339 Buses and Bus Facility application allows us to complete the installation of 12 Simme-Seats and complete the construction associated with the installation of two (2) electric chargers. \$51k project.
 3. 5310 Discretionary Grant provides funds for the continuation of the deviated fixed route operations in The Dalles. This service is designed with seniors and disabled in mind to be able to reach key destinations that include medical, educational, employment, and social services. \$1.1M project for two years of service.
- MCEDD received an ODOT Grant Agreement for two projects funded through CARES 5311(F). One project is to add one additional run between The Dalles and Hood River from four (4) to five (5) times on weekdays effective February 19, 2024. The bus now leaves The Dalles Transit Center at 6:30am, 8:00am, 10:45am, 1:45pm and 4:45pm. The second project is to create a Daily Need Shuttle to serve Native American In-Lieu fishing sites. This project is still in the planning phase. Kathy has set up a committee to advise The Link how to best serve Celilo Village, Lone Pine, and Lyle Point.

Capital Projects:

- **Bus Shelters:** The environmental review form has been completed and submitted to ODOT's Regional Transit Coordinator for the fourth and final site for bus shelters in The Dalles. The fourth site will be MCCAC's new facility, the Gloria Center. The Link also received a quote within the grant budget from Schuepbach Construction for the installation of the four shelters. We need some agreements and approved engineering first before construction can begin.
- **Vehicles:** We received approval from ODOT to amend our grant that would replace two of our vehicles with gas-powered vehicles after we determined that hybrid vehicles at our vehicle size are not an option. We expect to have the final contract amendment soon and will issue the RFQ for the vehicles. Delivery is expected to take at least nine months after the order is placed.

Service: The Link slightly reduced the frequency of the Blue Route in The Dalles to operate on a one-hour basis from 7:00am to 7:00pm on weekdays. This service reduction will allow us to increase Dial-a-Ride service. The decision to increase Dial-a-Ride service was based on ridership data from the past

year as well as current and future funding guidelines that direct our service to focus on the specific needs in Wasco County for Non-Emergency Medical Transportation (NEMT) and transportation for Students, the Elderly and Disabled, and Low-Income individuals who require door-to-door service. The service change took effect March 4, 2024.

Wasco County Public Transportation Advisory Committee: We held a meeting of the Committee in January. At the meeting we shared the final Climate Action Report that was generated by our participation in a pilot project funded by ODOT. The report calculated our total Greenhouse Gas inventory and recommended changes to lower our emissions with electric vehicles, more telework, and supply chain considerations.

Marketing/Outreach:

- Service updates to The Dalles- Hood River service and Deviated Fixed Routes were announced through multiple mediums including: press release, Columbia Gorge News, The Dalles radio stations, social media, and printed marketing materials.
- Ad purchased in the South Wasco Times to increase awareness of the South Wasco County shuttle.
- High School Flyers distributed to increase awareness of the free rides for students 9-12th grade.
- Continued to advertise fixed route through Movie Theater Ad.
- Presented transit information to The Dalles Lion's Club.