

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
THURSDAY, JUNE 20, 2024
4:00 P.M.**

Via Zoom: <https://us06web.zoom.us/j/87352407877>
Or call 346-248-7799, Meeting ID: 873 5240 7877

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Consent Agenda Minutes: March Board Meeting, April Board Retreat	2 minutes	Approval
Financial Report	5 minutes	Information
Presentation of FY 2025 Budget; Public Hearing	15 minutes	Discussion
Approval of FY 2025 MCEDD Budget Resolution 2024-2, Adopting the FY July 1, 2024 – June 30, 2025 Budget	2 minutes	Decision
Partner Spotlight: Columbia Gorge Community College	15 minutes	Information
District Boundary Expansion	5 minutes	Decision
MCEDD Diversity, Equity and Inclusion Plan	10 minutes	Decision
MCEDD Strategic Plan Draft	10 minutes	Decision
Personnel Policy Updates	5 minutes	Decision
Executive Director Report	2 minutes	Discussion
Committee Reports Executive Committee Loan Administration Board	5 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Staff Updates	15 minutes	Information
Regional Updates- <i>MCEDD Board members</i>	25 minutes	Discussion
New Business	5 minutes	Discussion
Adjournment		

(Continues on next page)

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

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

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

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

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
Thursday, March 21, 2024
Skyline Health, 211 NE Skyline Dr., White Salmon, WA 98672
with Remote Attendance Option**

BOARD MEMBERS: Steve Kramer (Chair), Leana Kinley (Vice Chair), Judge Joe Dabulskis (Secretary/Treasurer), Colin Robinson, Ryan O'Connor, Scott Clements, Eric Proffitt, Tonya Brumley, Meinrad Kuettel, Kevin Greenwood, Buck Jones, Dan Richardson, Miland Walling, Kenny Lawson, Garret Stump, Jonathan Lewis

STAFF: Jessica Metta (Executive Director), Carrie Pipinich (Deputy Director), Ami Beaver (Loan Fund Manager), Jill Brandt (Administrative Assistant), Jesus Mendoza (Transportation Operations Manager), Lindsay McClure (Energy Projects Manager), Kathy Fitzpatrick (Mobility Manager), Jason Hartmann (Industry Engagement Projects Manager), Michelle Colby (Infrastructure Projects Manager)

GUESTS: Alison Hart (A. Hart Associates), Colleen Strohm (South Wasco Times)

CALL TO ORDER/ INTRODUCTIONS/ BOARD TRAINING

Chair Steve Kramer called the meeting to order at 2:05 pm for a Board training as part of MCEDD's development of Strategic Plan for the organization. Consultant Alison Hart led the Board through her presentation and reminded the Board of the retreat planned for April 18.

The training finished earlier than expected and the Board transitioned to round-robin Board updates while waiting for staff to arrive.

Alison Hart and Kevin Greenwood left at 3:30 p.m.

REGIONAL UPDATES

Worksource Oregon: Eric Proffitt reported that unemployment has been holding steady between 3-4% in the Gorge over the past quarter. The job market has about 25% fewer jobs open now compared to this same time last year. Expenses have gone up and people are focused on job security, resulting in fewer available jobs as people stay put.

Oregon Chambers: Tonya Bruley reported that the Hood River Chamber activities include an open Community Investment Matching grant and events planning for April's First Thursday and Taste of Success events. The Dalles Chamber completed its Latino Business owners' trainings, with 67 attending. The chamber also recently attended two sportsmen's shows as marketing outreach activities for tourism. The Chamber's Citizen's Banquet was last month and was also well attended. The current event in planning is April's Cherry Festival.

Cities of Sherman County: Meinrad Kuettel reported that most of the infrastructure projects for Sherman County's Cities are in the CEDS update. Grass Valley has four new businesses up and running this spring. The City's sewer project has secured some Federal funding, so the City is actively looking for the remaining funding that will be needed. In Moro, the major activity this quarter centered around

the warehouse expansion for Azure Standard. The project is currently waiting for the permit to be approved. Moro's cemetery well is back online, but the main storage tower has a leak that will need to be repaired. There has been no activity on Moro's proposed sewer expansion project. Wasco did not officially report any updates, but community activity has been centered in the old school building, which is being revitalized as the community gathering space. Wasco has also received funding from the Sherman Cultural Coalition grant for street signage.

Dr. Lawson joined the meeting at 4:03 p.m.

Sherman County: Judge Joe Dabulskis reported on a large landslide that has affected Highway 97. ODOT is assessing the situation to determine the scope of project. Biggs' new water system is up and running! The City of Wasco has been discussing building housing. The fairground's new arena will have its first outside rodeo event in April. Grass Valley also has housing permits in process. The Kent water project tank has been purchased but has been delayed in transit, so the project is on hold until it arrives.

City of Stevenson: Leana Kinley reported that the multi-year wastewater project remains unfinished to date and the City has put a moratorium on any new development until the new system comes online. The lift stations upgrade project has begun at the three stations by the fairgrounds and will finish up with the final two stations down by waterfront later this year. The Cascade Avenue project that involves replacing the sewer line is currently at the phase of approving a preliminary engineering contract. Public Works is planning to replace the water line that runs next to the sewer line while the road is dug up to save on costs. Construction for both these projects is scheduled in 2025. The contract for the City's First Street overlook project has been approved and the site's feasibility study is complete. The overlook project has been designed to help slow traffic on First Street and it will combine with the Columbia Avenue realignment project to create opportunity for more development on the east side of town. The Courthouse's Park Plaza project is at the second round of community input stage, with an online survey open through April 30th. Stevenson is currently working with WAGAP on affordable housing grant applications.

Cities of Wasco County: Commissioner Dan Richardson noted the common theme of shortage of housing across Wasco County. There are several hugely expensive water and wastewater projects that are vital to the county's smaller communities. These communities need support with grant writing and grant admin capacity to get these projects completed. Mosier's projects in process include landscaping the park in Mosier, Main Street development and installation of rapid charging stations at the community center. The Dalles has water system upgrades in progress, involving construction both above and below ground, that will support Google's new plant. The City of The Dalles has a master plan for water system projects to upgrade the century-old systems. The Resolution Center (a high-priority MCCAC project) is seeking funding – this facility will provide behavioral health services for folks that are on the margin or houseless.

Healthcare: Colin Robinson reported that the big picture in healthcare is the unwinding of Medicaid expansion for Oregon. This will have a noticeable impact over the next two months. Oregon Health Plan has gap coverage designed to catch populations that are at risk for falling off. One Community Health is part of a pilot project that is moving to alternative payment for services plan for Medicare patients. Healthcare providers are continuing to learn more about as the pilot plan rolls out.

Food & Beverage/Tribes: Buck Jones reported that CRITFC has received millions for improvements to the river's fishing runs with restoration projects.

High Tech: Ryan O'Connor reported that employment in the tech industry is slow right now. There are big UAS contracts and projects coming up, and the ICAP coalition is figuring out how to keep Gorge companies on the playing field for bigger national and international projects.

Higher Education: Dr. Lawson said that CGCC is currently wrapping up winter quarter and is ready for spring break. Enrollment remains up at 7%. Projects in progress include launching the college's first cross-country athletic team next fall and planning for the launch of a new Ag Tech degree program in 2025. The College has partnered with Wasco County to help manage its IT services, both to improve IT services and to increase cybersecurity for staff and students.

Washington Chambers: Jonathan Lewis shared current activities: Mt. Adams Chamber is busy coordinating Bingen's birthday bash, and Goldendale is preparing for the Home and Garden Show in April. Goldendale's Incubator has been completed and is fully housed with three start-ups. Skamania Chamber's upcoming event is a Sip and Stroll in Stevenson.

Private Business/Housing: Scott Clements said that state assistance has come through for Klickitat County senior living housing. Rhine Village has transferred to new local ownership, major renovations have been done and the facility offers a much more attractive prospect for residents.

Forestry: Garrett Stump reported that the industry has big challenges right now with shrinking supplies of rough lumber for the market. Both Oregon and Washington state governments have cut funding. In the Gorge, Klickitat and Skamania Counties are affected directly. Oregon's Gorge counties are not affected as much as production facilities in Banks and Philomath and in southern Oregon. This is a national problem for the industry. Interest rates are a factor, and the outlook shows no real expectation for improvement over the next year. WKO has multiple large projects this year and continues to run strategically. It is easier to hire now than a year ago.

Wasco County: Steve Kramer noted that the Columbia Gorge Resolution Center is a high priority project for the County and has received \$8 million for this project. The funds will be disbursed through the Oregon Health Authority. The ESD's Early Learning Center also continues to move forward with meetings and this project will require more funding as well. The Center is planned to offer 200 slots for childcare. Both the Pine Grove water system and Maupin water system projects were on the advocacy list for Congressional funding, as well as the airport and college programs. Steve wrapped up his report by thanking the Board members for their time volunteering to help our communities.

CONSENT AGENDA

Chair Kramer asked for any comments, questions or corrections on the December 2023 minutes and the Personnel Policy Updates as presented in the packet. *There were none.*

Tonya Brumley motioned to approve the Consent Agenda as presented. Eric Proffitt seconded the motion. All voted in favor and the motion passed.

FINANCIAL REPORT

Jessica presented the financials through January 31, 2024. She announced that MCEDD had hired a new Finance Manager, Heidi Juenger, who was in the process of closing out the February financials. At the end of January, the total cash balance was \$6,389,218 and the accounts receivable balance was \$457,095- a decrease of \$452,3852 from the prior reporting period. MCEDD's loans receivable balance was \$4,174,593, an increase from the prior reporting period due to Ami Beaver's work closing new loans. The total revenues through the month of January were at 42.21% of budget- lower than expected because there were some larger expenses that were anticipated in the budget that did not happen, such as the purchase of two replacement vehicles for The Link and the estimated work costs for the Brownfields grant. The pipeline report shows special projects revenue from the contracts and grants that covers staff work time at \$6,000 more than accounted for by the budget at this point in the fiscal year. Jessica opened the floor for discussion and questions.

Discussion: Buck Jones asked for an explanation of Meyer Memorial Trust entry. Carrie explained that this was a previous two-year grant for staffing the Hood River Energy Council.

Jessica explained that the purpose of the pipeline was to give Board members an at-a-glance overview of MCEDD's operations budget. The trial balance report includes details for all current loan clients and amounts. The Dashboard gives performance metrics, and there are no numbers in the transportation section because it was just added to this report. Jessica noted the metrics so far this year are good, pointing out the upward trend in loan utilization due to Ami's work. She asked for any questions. *There were none.*

Leana Kinley motioned to approve the financial report as presented. Joe Dabulskis seconded the motion. All voted in favor, and the motion passed.

APPOINTMENT OF BUDGET COMMITTEE/OFFICER; BUDGET PROCESS APPROVAL

Jessica explained that this item would typically be on the consent agenda. Because it was not previously recommended by the Executive Committee, it has been added to today's agenda for approval. She reviewed the memo details and opened the floor for discussion. *There was none.*

Judge Joe Dabulskis motioned to approve the Budget Committee, Budget Officer appointments, and the Budget Process as presented. Leana Kinley seconded the motion. All voted in favor, and the motion carried.

DISCIPLINARY ACTION GUIDELINES

Jessica gave an overview of the history behind the development of this document and why it is on the agenda for approval at today's meeting. Jessica credited Transportation Operations Manager Jesus Mendoza for developing these guidelines. The final draft presented here for approval has incorporated legal counsel's recommendations. The document has room for flexibility if changes are needed in future.

Discussion: Judge Joe supported approval. Buck asked how this would apply to remote work situations. Jessica explained that many of MCEDD staff work remotely, but The Link staff cannot. Eric added that standard Oregon state policy for employers specifies that staff are hired and fired at-will. Jessica agreed that MCEDD has "at-will" statements in the personnel policy, and is explained to new hires.

Meinrad Kuettel motioned to approve the Disciplinary Action Guidelines as presented by staff. Buck

Jones seconded the motion. All voted in favor, and the motion carried unanimously.

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs) REGIONAL PROJECT PRIORITIES

Carrie introduced the prioritized lists from the five counties for this year's CEDs update. She explained that staff have provided the draft ranking in the packet by analyzing each project's alignment with regional priorities, regional impact and general economic impact. She added that staff tried to be respectful of each community's rankings and provide a systematic geographic distribution. Other factors considered were project readiness and funding opportunities available in the next year. Carrie encouraged Board members to speak up with questions and comments, and then proceeded to read through the list of Washington's 2024 top ten and then Oregon's top 10 as presented in the packet.

Carrie asked for any questions or comments.

Discussion: Buck asked about Oregon's #9 project, Port of Cascade Locks Marine Park Cruise Line Dock Shore Power Infrastructure. Is this power hookup intended to service only the American Cruises, or does it include power for the sternwheeler and the bridge? Jessica clarified that this installation will be for the American Cruise Line ships only. Tonya noted that the Wind River Road project needed a date update from 2023 to 2024. Jessica noted that the Hood River-White Salmon Bridge project needed to have the project sponsor updated to be the Bi-State Bridge Authority.

Eric Proffitt motioned to approve the project rankings for both Oregon and Washington as updated. Judge Joe Dabulskis seconded the motion.

Leana Kinley motioned to approve the adoption of Resolution 2024-1, the 2024 Columbia Gorge Comprehensive Economic Development Strategy as corrected in the discussion. Judge Joe Dabulskis seconded the motion. All voted in favor, and both the project ranking order and the resolution were approved unanimously.

EXECUTIVE DIRECTOR REPORT

Jessica summarized highlights from her report in the packet.

- Gilliam County's addition to the district is proceeding. Gilliam's completed addendum to MCEDD's CEDs is expected to come before this Board for approval at the June 2024 meeting.

Discussion: Steve Kramer warned that there was some political unrest in Gilliam, which is a red flag that the Board should be aware of that may affect this process.

- Grant writing services: an opportunity with the district's Washington counties has opened with funding allocated from WA Commerce to each county's ADO. MCEDD offered to subcontract with Skamania and Klickitat Counties to provide this service. Skamania declined the offer but Klickitat County approved subcontracting MCEDD to write and administer grants for roughly \$7,000 that will move the county's CEDs projects forward. The deadline for using this funding is June 30th. On the Oregon side, the legislature approved grant writing money to be disbursed to all OEDDs over a year ago, but the money has been stuck in Oregon's Department of Administrative Services. Upon receipt of this funding, MCEDD plans to hire a program assistant for Michele Colby's work with writing and administering major infrastructure grants.
- MCEDD does not normally become involved with legislative advocacy because the

district's role is to inform, not to lobby. However, the US EDA (which is MCEDD's cognizant agency) has an opportunity for reauthorization by Congress for the first time in decades. MCEDD is actively engaged in outreach and will be sending letters of support for this legislation to our congressional representatives.

COMMITTEE REPORTS

Executive Committee: Steve Kramer noted that Director Metta's annual evaluation will be finalized at the next Executive Committee meeting.

Loan Administration Board: Ami Beaver reported on loans that have closed in the past quarter. There was one attainable housing loan for \$255,000 that will be used to build a single-family residence in The Dalles. Another loan for \$300,000 was disbursed to an existing client in Stevenson. There is a microloan for Antelope Market and RV Park currently in the pipeline, along with some referrals from the banks and from chamber events. Ami reported on her continuing education with a class on managing RLFs and underwriting loans.

Discussion: Buck asked if this class was practiced nationwide. Ami affirmed that it was. She and Jessica estimated approximately 65 people attended each session.

STAFF UPDATES

Carrie Pipinich, Deputy Director of Economic Development, explained that Project Manager Jason Hartmann was absent from today's meeting because he was escorting astronaut Colonel Jeffrey Williams to the GTA's sponsored events in Hood River and White Salmon. Col. Williams' public engagement will be directly after this meeting, at 7 pm at the Hood River Middle School. Also, MCEDD has been awarded a new round of Business Oregon's ROI (Rural Opportunity Initiative) grant funding to support further regional entrepreneurship work with Innovators Drinks business networking events and another Pitch Fest event that is tentatively scheduled for June 6th at the Granada Theater.

Kathy Fitzpatrick, Senior Mobility Manager, gave a brief overview of the Gorge Translink Alliance and the Gorge Regional Transit Strategy (GRTS). The GRTS is now in its Implementation phase where the focus of activity is on coordinating operations for better travel over longer regional distances. Connecting trips between the different agencies requires optimizing the various providers' routes into a smooth network with minimal transition times for riders. The goal is quick and efficient movement around the region and to the Portland/Vancouver area.

Kathy explained that she and other transit coordinators have talking to riders directly to quantify where and how many residents actually use the public transit network to get to work. There are commutes requiring crossing county and state lines, and the goal for making these routing and timing improvements is to increase work opportunities for area residents in neighboring towns and counties. Gorge Pass sales for 2023 were \$62,840, noting the impressive growth of sales year over year. The travel training program has been very successful in Oregon and has expanded with the addition of a new trainer (Eve Elderwell) for the Washington side who will be able to connect with Washington organizations that were not accessible before and provide bulk pass purchases to Washington employers and residents.

Lindsay McClure, Project Manager, highlighted the upcoming community meeting for microgrid

opportunities sponsored by the Hood River County Energy Council. The MOVER project at Wy'east Middle School meets the Energy Council's goal to ensure that critical community facilities have emergency power backup. This pilot project will use electric buses as backup power for the microgrid. During the daytime, the power will be generated by solar panels, and buses will power the building at night. The community meeting is scheduled for April 3rd.

Jesus Mendoza, Transportation Operations Manager, noted that STIF budget reductions have led to a slight reduction in the fixed route services, but this was able to be offset by increasing Dial-A-Ride service, which comes out of another funding source. The Dalles to Hood River service was increased to five times per day. The Link has also received grant funding to support a shuttle to Native America in-lieu sites. Kathy is developing a committee to learn how to best serve the communities at Lone Pine, Celilo and Lyle Point. Other projects in progress are the pursuit of funding for the installation of electric vehicle chargers and simme seats, bus shelters installations and the purchase of a hybrid vehicle.

Michelle Colby, new Senior Project Manager, introduced herself to the Board. Michelle is still learning the ropes and has been focused on meeting staff at Sherman County.

NEW BUSINESS

Steve Kramer thanked MCEDD's team for their work during the past quarter. He invited board members to visit the office and check in when in The Dalles.

ADJOURNMENT

Chair Steve Kramer adjourned the meeting at 5:17 pm.

Respectfully submitted by Jill Brandt, Administrative Assistant.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
STRATEGIC PLANNING SESSION**

THURSDAY, APRIL 18, 2024

9:00 A.M.-3:00 P.M.

Classroom in the Skills Center at Columbia Gorge Community College
400 E. Scenic Drive, The Dalles, OR
And via Zoom

BOARD MEMBERS: Steve Kramer (Chair), Leana Kinley (Vice Chair), Ryan O'Connor, Tonya Brumley, Ken Bailey

STAFF: Jessica Metta (Executive Director), Carrie Pipinich (Deputy Director)

GUESTS: Alison Hart of A. Hart Associates

The meeting began at 9:00 a.m. with networking. Alison Hart stated the outcome of this process: to develop a plan that focuses on the most important strategic areas for MCEDD as an organization to address in the coming three years. She guided the Board and staff present through discussion and activities around the following:

- Introductions
- Top Priorities
- Strengths, Weaknesses, Opportunities, Threats

Steve Kramer joined at 11:30 a.m.

After lunch, the Board and staff continued to:

- Develop Focus Areas
- Develop Strategies
- Discussion and Wrap Up

See the attached outcome document for more details.

The meeting ended at 2:00 p.m. without any formal actions taken.

Respectfully submitted by Jessica Metta, Executive Director

MCEDD

Strategic Planning Session Recap: April 18, 2024

Note: The information below will be refined by a smaller group.

Focus Area I: Organizational Foundation / Health

Strategy I: Board Development & Engagement

Strategy II: Fiscal Health / Financial Resources Development

Focus Area II: Ecosystem Clarity

Strategy I: Define Capacity

- Boundary definition – people, needs, MCEDD;
- Most needed areas for unique organizational skills

Strategy II: Clear focused priorities: who / how MCEDD serves

Strategy III: Build on strength of regional convenor role

Focus Area III: Human Capital

Strategy I: Human resource identification / allocation

- Support current staff with more capacity
- Build financial resources to support staff
- Re-organization

Strategy II: Develop Human Capital (professional development)

- Growth opportunities
- Training for staff and Board
- Executive leadership development (Board)

Strategy III: Internal processes

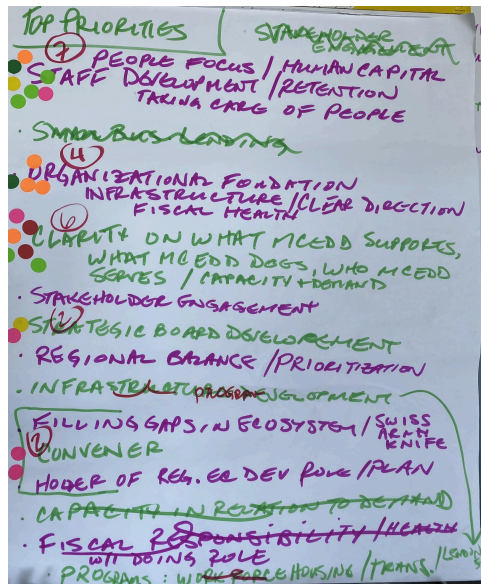
Top Priorities

Top Priorities Ranked

1. **Human capital / people focus – 7**
2. **Clarity on what MCEDD supports / delivers – 6**
3. **Organizational foundation – 4**

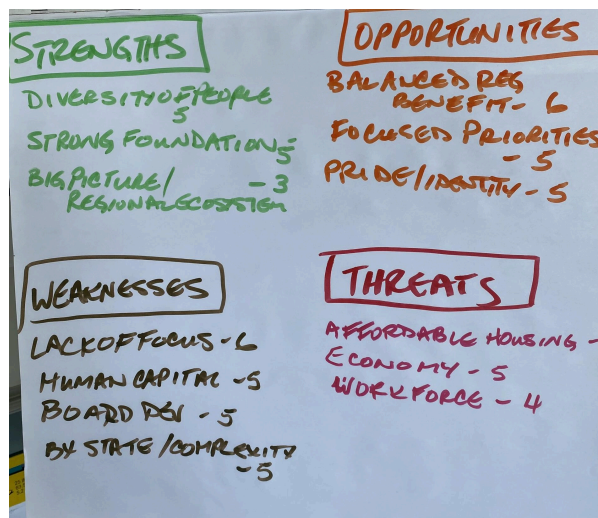
Top priorities listed

- **Human capital / people focus – 7**
 - Staff development / retention
 - Taking care of people
- **Clarity on what MCEDD supports / delivers – 6**
 - What MCEDD does
 - Who MCEDD service
 - Capacity / demand
 - Programs (workforce housing, infrastructure, transportation, small business loans etc…)
- **Organizational foundation – 4**
 - Internal infrastructure
 - Clear direction
 - Fiscal health
- Stakeholder engagement
- **Holder of regional economic development role – 2**
 - Convenor
 - Filling the gaps in the ecosystem (swiss army knife)
- **Strategic Board development – 2**
- Regional balance / prioritization



SWOT Prioritized

<p>Strengths</p> <ul style="list-style-type: none"> Diversity of people - 5 Strong foundation - 5 Big picture / regional ecosystem - 3 	<p>Opportunities</p> <ul style="list-style-type: none"> Balanced regional benefit / participation - 6 Focused priorities - 5 Community pride / identity - 5
<p>Weaknesses</p> <ul style="list-style-type: none"> Lack of focus - 6 Human capital / capacity - 5 Board development / size - 5 Bi-state complexity - 5 	<p>Threats</p> <ul style="list-style-type: none"> Affordable housing - 6 Economy - 5 Workforce - 4



SWOT Detail

Strengths

- **Strong foundation – 5**
 - Proven track record
 - Reputation
 - Money for loans
- **People – 5**
 - Staff
 - Diversity of: Board / sectors / agency / regional representation
 - A political Board that works together
 - Relationships
- **Big picture view (regional ecosystem) – 3**
- **Access to agencies (local, state, federal) – 1**
 - Economic Development entities
 - Resource providers

Weaknesses

- **Focus – 6**
 - Too many things going on
 - Prioritization
 - Limited resources / capacity
- **Human capital – 5**
 - Staff Turnover
 - Capacity
 - Redundancy / cross training
- **Board size / development – 5**
 - Board engagement

- **Bi-State – 5**
 - Difference in flow of resources
 - Complexity of systems / projects
 - Navigating existing WA Economic Development
 - Location
- **Diverse Agendas (regional counties)**
 - Number of stakeholders

Opportunities

- **Balanced regional benefit and participation (inward and outward) – 6**
 - Recognized value of regional role
- **Focused priorities – 5**
 - Staff changes (organizing to meet priorities / focus)
- **Community pride / motivation – 5**
 - Entrepreneurial
 - Identity in location / Gorge
- **Funding – 3**
 - Bipartisan Infrastructure Legislation
- **National Scenic Area (Leveraging) – 1**
 - Resource rich (people / natural)
 - Strong economy / diverse
- Elected officials / Influence
- AI

Threats

- **Affordable housing – 6**
- **Economy – 5**
- **Workforce – 4**
- **Funding streams dry up / no longer able to access – 3**

- Declining population / shift in demographics – 2
- Schools
- Natural disaster
- Political environment / election
- Change in regulations (governmental)
- AI

STRENGTHS

- (3) Big Picture View (Regional Gov System)
- STAFF
- REPUTATION / ~~PROVIDED~~ PEOPLE / STAFF / BOARD
- DIVERSITY OF BOARD / SECTORS
- AGENCY / STAFF / REGIONAL
- ACCESS TO AGENCY / EC DEV RESOURCE PROVIDER ENTITIES
- (1) STRONG FOUNDATION - MONEY FOR REPUTATION / TRACK RECORD
- RELATIONSHIPS
- A POLITICAL BOARD WORKS WELL TOGETHER

WEAKNESSES

- (5) HUMAN CAPITAL
- STAFF TURNOVER / CAPACITY
- BOARD SIZE / DEVELOPMENT
- BOARD ENGAGEMENT
- (6) FOCUS / TOO MANY THINGS GOING ON
- LIMITED RESOURCES / CAPACITY
- PRIORITIZATION
- COMPLEXITY OF SYSTEMS / PROJECTS
- # OF STAKEHOLDERS
- BY STATE : DIFFERENCES IN FLOW OF RESOURCES
- COMPLEXITY
- (5) NAVIGATING WA HAR EC DEV
- LOCATION
- LIMITED RESOURCES (TIME / MONEY / CAPACITY)
- DIVERSE AGENDAS (REGIONAL COUNTRIES)
- # OF STAKEHOLDERS

WEAKNESSES

- (5) HUMAN CAPITAL
- STAFF TURNOVER / CAPACITY
- BOARD SIZE / DEVELOPMENT
- BOARD ENGAGEMENT
- (6) FOCUS / TOO MANY THINGS GOING ON
- LIMITED RESOURCES / CAPACITY
- PRIORITIZATION
- COMPLEXITY OF SYSTEMS / PROJECTS
- # OF STAKEHOLDERS
- BY STATE : DIFFERENCES IN FLOW OF RESOURCES
- COMPLEXITY
- (5) NAVIGATING WA HAR EC DEV
- LOCATION
- LIMITED RESOURCES (TIME / MONEY / CAPACITY)
- DIVERSE AGENDAS (REGIONAL COUNTRIES)
- # OF STAKEHOLDERS

THREATS

- (3) ECONOMY
- NATURAL DISASTER
- (3) FUNDING STREAMS GO AWAY
- ELECTION / POLITICAL ENVIRONMENT
- CHANGE IN REGULATIONS
- AFFORDABLE HOUSING
- CHILD CARE
- (4) WORKFORCE
- SCHOOLS
- DECLINING POPULATION / SHIFT IN DEMOGRAPHICS
- AI

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Date: June 11, 2024
Re: Financial Report

As the Board is aware, we are currently without a Finance Manager. We have contracted with Christa Wolfe of Wolfe Advisors CPA to help in the interim. She is still getting started and I do not have updated financials for your review and approval at the June Board meeting unfortunately. January was the last month that has been closed in Caselle. I have given her a list of needs, which include:

- Helping catch up with our financial services clients such as Community Renewable Energy Association (CREA). The City of The Dalles is helping us catch up with Northern Wasco County Parks and Rec as they used to service them, thus being both more efficient and less expensive.
- Complete all our various indirect allocation processes to close February and March so that we can report and invoice for our many Oregon Dept. of Transportation (ODOT) grants.
- Reconcile all bank accounts.
- Complete all our various indirect allocation processes to close April through June so that we are able to report and invoice for all of our grants, including Innovative Cluster Accelerator Project grant, EPA Brownfields grant, ODOT and Washington Dept. of Transportation grants, and other contracts.

Unfortunately, we were unable to determine if we needed to adopt a FY24 Supplemental Budget in time for the end of the Fiscal Year.

Interest in the Finance Manager position from qualified applicants has been low. At the June meeting, the Executive Committee discussed reviewing the salary and ways to ease the workload of the position. I will review the salary soon and these are the ways we are willing to consider easing the workload:

- Increase the time of the Office Admin dedicated to supporting the Finance Manager.
- Assistance from Wolfe Associates to determine if there are ways to simplify our processes or more fully benefit from tools in Caselle.
- Ongoing assistance from Wolfe Associates for projects that require more time such as quarterly grant reporting, budget and audit prep.

I am also meeting with partners to discuss other ideas.

Board questions and feedback are welcome!

**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	1,230,120	-	30,000	1,260,120	97.62%
	Budgeted Expenses (Excludes In-Kind)	1,234,748				
	Gap/Surplus	(4,628)				
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	54,000				
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			
208	Oregon HB3395 Funding for Grant Writing	10,000	\$399k total project over a few years, est. spending for FY24			
583	WA State Microenterprise Assoc. Grant	7,040				
209	Biz OR Regional Innovation Hub Implementation	8,000	\$285k project through June 2025, est. amount for FY24			
212	Klickitat County Grant Writing FY24	6,725				
	TOTAL ANTICIPATED REVENUE	1,230,120				
	PROPOSALS SUBMITTED					
	TOTAL PROPOSALS SUBMITTED	-				
	IN DEVELOPMENT					
	Klickitat County Grant Writing FY25	30,000				
	TOTAL IN DEVELOPMENT	30,000				
	DECLINED					
	Oregon Community Foundation	30,000	Submitted to support Energy Council work-will resubmit in fall for larger organization round			
	Roundhouse Foundation	30,000	Submitted to support Energy Council work			
	Qlife BTAP-Sub Award	10,000				
	TOTAL DECLINED	70,000				

MCEDD Dashboard

Loan Program	Target	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q2 FY2024 (Oct 1 - Dec 31)	Q3 FY2024 (Jan 1 - Mar 31)
Lending Activity	\$215,000 loaned/quarter	\$ 112,800.00	\$ 331,500.00	\$ 275,000.00	\$689,000
Loan Utilization Rate- All RLFs	75% or more	44.78%	51.00%	66.00%	75.00%
Loan Utilization rate- EDA RLFs	75% or more	64.90%	*	(We now only do this report annually)	(We now only do this report annually)
Loan Delinquency Rate (>30 days)	5% or less	1.56%	1.71%	1.48%	2.30%
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	1/\$37,800	1/\$36,833	1/\$34,375	1/\$13,000
Inquiries/outreach	20 inquiries per quarter 5 outreach visits per quarter	22 Inquiries, 10 Outreach Visits	35 Inquiries, 7 Outreach Visits	18 Inquiries/5 Outreach Visits	21 Inquiries.6 Outreach Visits
Reporting Completed on Time	All	ALL	ALL	ALL	ALL
Finance	Target	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q2 FY2024 (Oct 1 - Dec 31)	Q3 FY2024 (Jan 1 - Mar 31)
Special Projects Revenue Gap	At or exceeding budget	28,250	80,201	6,647	(4,628)
Local Jurisdiction Participation	100%	100%	100%	100%	100%
Average days of accounts receivable	33 or less	28.61	(Cannot get this number from Caselle)	(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: 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)	Unknown
Human Resources	Target	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q2 FY2024 (Oct 1 - Dec 31)	Q3 FY2024 (Jan 1 - Mar 31)
Performance Evaluation Completed on Time	100%	95%	95%	95%	97%
Average Employment Length (Years) - Econ Dev / Admin	3 years	4.74	4.81	4.86	3.93
Average Employment Length (Years) - Transportation	3 years	2.60	2.81	3.04	3.34
Transportation Ride Data	Target	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q2 FY2024 (Oct 1 - Dec 31)	Q3 FY2024 (Jan 1 - Mar 31)
Dial A Ride	Not set, provided as info	2923	2605	2241	2366
Fixed Routes	Not set, provided as info	1539	3905	3721	3615
Senior / Disabled	Not set, provided as info	1630	1417	1145	1280
Board of Directors	Target	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q2 FY2024 (Oct 1 - Dec 31)	Q2 FY2024 (Oct 1 - Dec 31)
Board Meeting Attendance	75%	68%	72%	77%	72%
Meetings Lacking Quorum	0	0	1	0	1
Board Vacancies	0	0	0	0	0
Project Mgmt/ Regional Coordination	Target	Q4 FY2023 (Apr 1 - June 30)	Q1 FY2024 (July 1 - Sept 30)	Q1 FY2024 (July 1 - Sept 30)	Q1 FY2024 (July 1 - Sept 30)
Number of objectives addressed from CEDS	2/quarter	5	7	4	6
Reporting Completed on Time	All	All	All	All	All

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

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT FY25 Budget Packet Contents -BOARD

1. **Budget Narrative** - Provides a written explanation of the budget and includes significant changes from the prior fiscal year.
2. **Budget Appropriation by Category** - Provides a summary of the proposed budget by categories.
3. **Historical Data** - Includes prior approved budget and actuals information for FY22 to FY24, and the proposed budget side-by-side.
4. **All Funds Budget** - Presents details of income and expense costs by class, including agency funds.
5. **Operations Budget** - Provides details of income and expense costs by class for operational funds only.
6. **Special Projects Budget Detail**- Provides details on budgets for the special projects operational line item.
7. **Transportation Budget Detail**- Provides details on budgets for the transportation operational line item and the Statewide Transportation Improvement Fund (STIF).
8. **Salary Scale** - Provides the proposed FY25 salary rates by classification.
9. **Benefits Plan** - Reflects the benefits for employees proposed in the budget.
10. **Local Assessments** – Provides details on local dues assessment.
11. **Budget Acronyms** – Provides an overview of commonly used acronyms in the budget.



**FISCAL YEAR 2025 (July 1, 2024-June 30, 2025)
BUDGET NARRATIVE**

SPECIAL NOTE FOR FY25

This budget was developed during a time of transition with MCEDD's Finance Manager. The budget was developed by the Executive Director with input from other staff, information from MCEDD's FY23 audit and financial software. A few items could not be confirmed, including some of the FY23 actuals on the Historical Actuals table, and the beginning fund balances. Any unconfirmed numbers are highlighted in yellow and have been made with conservative best estimates or left the same as FY24.

OVERVIEW

The budget has been prepared to facilitate the wide range of services that MCEDD provides. The budget preparation included careful analysis of prior year's budgets, actual expenditures (prior year and current year), and forecasted revenues and expenditures for new programs. The following narrative provides details by line item of the significant factors which are relevant to understanding MCEDD's budget.

BEGINNING BALANCES

LOAN FUNDS AVAILABLE TO LOAN: Available to Loan Funds are based on the projected beginning fund balance, reduced by the estimated amount that is available for Administration. Thanks to Loan Fund Manager Ami Beaver, lending has picked up in FY24, lowering the Available to Loan balance for FY25. As noted above, this is a line that is unconfirmed without a Finance Manager. The amounts are set based on an accurate Available to Loan report through Feb 29, 2024, and thus are expected to be higher in reality.

CARRYOVER: As noted above, the Restricted and Unrestricted Carryover lines are unconfirmed without a Finance Manager. The Restricted Carryovers are best guesses that we feel confident about, including \$399,000 in new funding from Oregon for grant writing services that we expect to receive in June 2024. The Unrestricted Carryovers in loan categories were left at the amounts in the FY24 budget and are likely lower than the actuals, as are the other Unrestricted Carryovers.

PROJECTED REVENUE

FEDERAL:

USDA NSA RBEG: Federal revenue of \$633,455 in pass-through funds received from USDA Rural Development be distributed to the Oregon and Washington Investment Boards for lending to small businesses. This budget assumes the OIB lends the rest of their funding (\$333,455) and that WIB lends \$300,000. This grant ends Sept 2025 but we plan to ask for an extension. We decided to budget a more realistic lending number rather than the full amount of the grant left to lend, which is \$1,234,455.

EDA PLANNING GRANT: MCEDD has a three-year Economic Development Administration Planning Grant which is expected to provide \$80,000 annually in federal funds, with a required cash match of \$80,000 annually. Local Assessments will be utilized to provide this match. FY25

is the last year of the three-year grant.

SPECIAL PROJECTS: Federal revenue for special projects is for the Gorge TransLink Alliance Mobility Management project pass-through contracts from Washington State Department of Transportation (WSDOT) and Transportation Options effort. Federal revenue also includes funds for Brownfields Assessment from the US EPA.

TRANSPORTATION: Federal funds include grant revenue for dial-a-ride operations, the deviated fixed routes, installing bus shelters/ signs, and replacement of one vehicle. New this year are some additional CARES funding we received to increase service on the Hood River-The Dalles shuttle and a new shuttle serving the Native American communities. All of these grant funds are confirmed except the deviated fixed routes, which we are still waiting to hear back on. Many of these grants are two-year grants and revenue is predicted based on half of the biennium amount, plus any remaining funds from FY24 if applicable.

STATE:

SPECIAL PROJECTS: Includes several grants from Business Oregon and WA Dept. of Commerce for entrepreneurship, innovation and grant writing (Columns L, M, N, O). New this year is a larger Regional Innovation Hub grant to support hiring a new Innovation Project Manager position. This category also includes ODOT funds for our Mobility Management activities/ Gorge Transit Strategy and outreach/ education around the multi-provider Gorge Transit Pass.

TRANSPORTATION: Includes revenue for the Statewide Transportation Improvement Fund (STIF) dollars which are funded by a payroll tax. The STIF revenue budgeted is reflected to the most recent forecast provided by ODOT. The STIF funds match federal grants to support operations support for The Link. Also includes a STIF Discretionary grant for intercity service between Hood River and The Dalles.

LOCAL MATCH: The local match category includes contributions from Gorge Translink Alliance transit providers, a contribution from the City of The Dalles to support The Link, Hood River County partner contributions for the Energy Plan, and Columbia Area Transit funds to match the Gorge Pass outreach/ education project.

LOCAL ASSESSMENTS: The local assessments are included based upon the recommendation of the MCEDD Board of Directors. FY24 was the last year in a multi-year plan adopted by the Board to increase dues 10% each year. The Board discussed options and approved a 3% annual increase moving forward, with the option to adjust it at budget time. The budget included assumes a 3% increase from FY24. It includes a \$0.92 per capita assessment to counties and cities and a flat \$3,533 assessment to member Port Districts. The population data from the 2022 Census Bureau Estimate was used (2023 estimates are available for the counties but not for the cities).

CONTRACT REIMBURSEMENTS:

OIB/ MHEA: Includes the contracted amount with the Columbia River Gorge Oregon Investment Board (OIB, approved) and Mount Hood Economic Alliance (MHEA, 5% increase requested but not yet approved) for support of their loan programs.

SPECIAL PROJECTS: A substantial source for contract reimbursements is through special projects contracts with counties for economic development services, technical assistance, grant administration for infrastructure developments, energy resiliency, and related projects. New this year is grant writing support for partners in Klickitat County, funded by WA Dept of Commerce through the County. Special projects revenue also includes contracts with entities like the Gorge Tech Alliance as well as a \$30,000 grant from the Roundhouse Foundation for the Hood River Energy Plan (not yet confirmed). It also includes financial services contracts for CREA and Northern Wasco County Parks & Rec.

TRANSPORTATION: Includes projected revenue for contracted services by The Link to provide non-emergency transportation (NEMT) rides through Modivcare and contract with Greyhound to provide a bus stop at the Transit Center. Also includes funds from Columbia Area Transit to fund half of the Travel Trainer position, whose duties are shared between CAT and The Link.

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

The level of new MCEDD loans funded is projected using a three-year average of lending, which is consistent with the manner in which we made projections last FY. See the table to the right for further detail.

MCEDD Business Loan Fund Revenue Projections Using a Three-Year Average	
Fiscal Year	MCEDD
FY22	\$381,723
FY23	\$840,368
FY24 (projected)	\$1,914,513
FY24 new loan projections	\$1,045,535

The OIB new loan projection was developed using a three-year average of lending to project loan fund revenue. It should be noted that all FY24 lending for the OIB occurred through the USDA NSA RBEG that is held in MCEDD’s portfolio to try to get those dollars revolved by the deadline. There was no lending out of the OIB’s traditional funding.

OIB Loan Fund Revenue Projections Using a Three-Year Average	
Fiscal Year	OIB
FY22	\$15,000
FY23	\$807,492
FY24 (projected)	\$0
FY24 new loan projections	\$274,164

In FY24 we finally fully revolved the Attainable Housing Revolving Loan Fund! For FY25, we are now treating it similar to the business loans, estimating usage based on a three-year average of lending. See table to the right.

MCEDD Attainable Housing Loan Fund Revenue Projections Using a Three-Year Average	
Fiscal Year	MCEDD
FY22	\$0
FY23	\$750,000
FY24 (projected)	\$255,000
FY24 new loan projections	\$335,000

LOAN FUND PRINCIPAL REPAYMENTS: Loan fund principal repayments revenue was based on projected payments from existing loan clients and includes scheduled loan payoffs, and known potential modifications which impact potential loan payoffs, as well as payments from new loans projected to be

made in FY25. There are currently no loans in a severely delinquent status so no adjustments were made. Principal repayments for projected new loans anticipates a three-month interest-only period at the start of all new loans, a 70-month term, and that loans are booked throughout the fiscal year.

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

1. Loan fund interest from current loans is included in the FY25 projections. There were no adjustments made to interest calculations for loans with a current severely delinquent status. In addition, interest payments were removed for loans which we anticipate to payoff and for loans currently in litigation or pending litigation.
2. Interest in FY25 from the estimated new loans booked during the remainder of FY24 (from May and June 2024) is included in the projections (estimated at \$0 to be conservative although there are some in the pipeline).
3. Projected loan interest for loans that have scheduled balloon payments in FY25 are assumed to be paid in full, unless they are already in the process of restructure. If anticipated to be refinanced, the loan interest is part of the projected loan income.
4. An estimated interest rate of 7.75% was used for budgeting purposes for business loans. The Attainable Housing Revolving Loan Fund (AHDRLF) from the State of Oregon has a lower base interest rate, estimated at 4.75%. These are conservative figures as MCEDD's average is often higher. Actual individual loan interest rates vary depending on the associated risk of each loan.

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

1. Loan processing fees are projected to be 1.5% of the loan amount, with the exception of the Attainable Housing RLF program which charges a 1% fee. The loan fee revenue is based on the total amount of anticipated funds loaned during FY25.
2. Other fees earned include loan filing fees and late payment fees. The late payment fees are unchanged from the year prior.

LOAN FUND INVESTED INTEREST: The loan fund investment income is budgeted based on FY24 actual earnings and is higher to reflect the move of most of our funds to the Oregon Local Government Investment Pool which has a higher rate of return. It is based on funds from loan fund balances available to lend and the loan loss reserve balances. In FY24, we realized the IRP reserves needed to be moved back to an FDIC insured bank, so we eliminated the larger investment interest that was earned on those funds in FY24 from the FY25 budget.

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

PROJECTED EXPENSE

WAGES: Wages include a 3.5% cost-of-living adjustment (COLA) and a 1.5% market rate adjustment (5% total adjustment) for all positions, except a 6.5% market rate adjustment (10% total adjustment) for the Deputy Director position. The COLA was based on the Western Consumer Price Index (3.2% in

March 2024) and consideration of adjustments from similar organizations. Step raises for eligible employees are also included.

Market adjustment recommendations were researched using information from the Oregon and Washington Employment Departments, Association of Washington Cities, Oregon's Economic Development Districts, Columbia Area Transit, and similar partner organizations in the Gorge. The Executive Director reviewed the data with Leana Kinley and Scott Clements on the Board prior to finalization.

Compared to last year the following changes are reflected:

- New grant-funded positions including the Innovation Project Manager funded by Business Oregon's Regional Innovation Hub implementation grant and a Grants Program Manager funded mostly by the Oregon rural capacity/ House Bill 3395 funding that provided one-time funds to support grant writing for our Oregon counties; and
- A new Loan Specialist position to provide full-time support for the Loan Fund Manager. The loan program is currently partially supported by the Office Admin and the Admin Assistant in addition to their other duties. This budget proposes that the Office Admin and Admin Assistant have more unallocated Admin time. The Office Admin would provide full support to the Finance Manager and the Admin Assistant would have more time to support all programs. A full-time assistant for the Loan program is somewhat of a risk with the hope that higher lending will continue and increase if the Loan Fund Manager had more support.

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

The Travel Trainer is fully supported by STIF Funds this year plus some special projects. The Transportation Operations Manager and Field Supervisor are allocated across transportation programs based on direct support and providing services in these programs. Dispatch/Drivers are distributed based on transportation funding source revenue after other expenses are allocated. This is a new method this year given changes in how we allocate fuel and maintenance (see below).

OTHER PAYROLL EXPENSES: Operating Personnel Expenses are based on a 37.0% Fringe & Tax rate. This rate includes an anticipated 3.2% health insurance rate increase in January 2025, a 6% vision increase and a 3.3% dental insurance increase. Employer contributions for insurance are generally included for eligible employees. New this year and as approved by the Executive Committee, the budget provides prorated health/ vision/ dental benefits to employees working 20 hours or more per week. This impacted two of our bus drivers. This was approved, pending budget coverage, to help us attract part-time drivers.

Other Fringe Benefits for full-time staff include a 457(b) contribution at 8.75%, disability/life insurance,

and a Premium Only Section 125 plan in which employees may elect to participate, as premium payments will be on a pre-tax basis.

PERSONAL TIME OFF (PTO): PTO is calculated using the predicted PTO balances as of June 30, 2024 and earned PTO for FY25, up to the maximum per MCEDD personnel policies. The maximum is 146.25 hours per employee (accrual up to 195 hours, with 75% liability payout = 146.25 hours). This expense is included as a General Fund expense and General Fund Transportation expense. Due to uncertainty of PTO usage, no reduction of leave taken was incorporated into the estimated liability.

TRAVEL and CONFERENCES: New items in this line that make it higher in FY25 include the Portfol Conference for the Loan Fund Manager, Caselle Conference for the Finance Manager, Forth Energy Conference for the Energy Project Manager (covered by a grant), the NACO Leadership Academy for the Executive Director, plus some additional professional development for the new staff funded through Special Project contracts.

EVENT SERVICES: Event services include the annual economic symposium as well as entrepreneurship events through the Rural Opportunity Initiative (like the Pitch Competition), Regional Innovation Hub, and WSMA Pub Talks (Special Projects Columns L, N, O), and GTA events.

EQUIPMENT AND SUPPLIES: The budget includes new computer equipment for staff on the scheduled replacement rotation roughly every four years. New for FY5 include a one-time expense to replace the Firewall and network switches as recommended by our IT provider, replacement of several tablets used by the bus drivers, purchase of a few bike racks, and additional laptops for new staff funded by grants. Smaller ongoing expenses include general office supplies, facility supplies, event supplies for transportation outreach and the GTA, and supplies for The Link.

PROFESSIONAL SERVICES:

LEGAL SERVICES: Costs associated with legal services were budgeted at a slightly higher amount than the prior year based on actual expenses for FY24. These are largely in support of the loan program.

AUDIT: The FY25 budget reflects the anticipated cost for auditing services.

CONTRACTUAL: There are a number of anticipated contractual service expenses, including transit software, Portfol loan software, and Caselle financial software. Some of the larger and more notable changes include:

- Consultants to finish the MCEDD Strategic Plan (\$3687, Operations Budget, Column U).
- Support for Maupin Works, Small Business Development Center and Spanish-language pub talks through the Rural Opportunities Initiative grant (\$65,550 Special Projects Budget, Column L).
- A placeholder for grants to support moving infrastructure projects forward with the HB 3395 funding (\$100,000, Special Projects Budget, Column M).
- Consultants to help implement the Regional Innovation Hub plan (\$51,000, Special Projects Budget, Column N).
- Consultants to conduct the Brownfields Assessment work (\$200,000, Special Projects

Budget, Column V).

- Consultants to implement the next step of the Gorge Regional Transit Strategy and videography services, (\$148,000, Special Projects Budget, Column Y), for outreach/ education related to the Gorge Pass and providing travel training services in our WA Counties (\$127,750, Special Projects Budget, Column AA), and for a yet-to-be identified project under the Transportation Options contract (\$21,000, Special Projects Budget, Column Z).
- Continuing with the full-service IT support (\$24,756, Transportation, Column G).
- Bus shelter/ sign installation (\$58,300, Transportation, Column H).
- A new program to subsidize two vanpools in Wasco County (\$12,000, STIF, Column M).

TESTING/TRAINING/SCREENING: Professional services include drug/alcohol testing expenses and driving records, transportation staff training and CDL physicals necessary for the operations of The Link. The budget was set to reflect FY24 actuals. New in FY25 is allocating this expense based on projected service mileage for each specific route.

VEHICLES:

MAINTENANCE: Our maintenance costs for FY24 are running much higher than budgeted. For FY25, we are estimating it at 20% more than FY24 amounts. New in FY25 is allocating this expense based on projected service mileage for each specific route, rather than based on percentage of revenue. This is a more accurate allocation since some of our routes are much longer than others (such as the Hood River- The Dalles shuttle).

FUEL: Our fuel costs for FY24 are running much higher than budgeted, mostly because we underestimated the increase needed to fund a full year of the Hood River-The Dalles shuttle. For FY25, we are estimating slightly higher than FY24 amounts. New in FY25 is allocating this expense based on projected service mileage for each specific route, rather than based on percentage of revenue. This is a more accurate allocation since some of our routes are much longer than others (such as the Hood River- The Dalles shuttle).

OTHER VEHICLE COSTS: There was nothing this year.

COMMUNICATIONS:

ADVERTISING: Roughly the same as FY24 and directed mostly at The Link, Mobility Management projects, and entrepreneurship events, plus job vacancies.

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

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

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

TELEPHONE/ NETWORKING: Slight decrease from prior year based on actuals for FY24.

BUILDING COSTS:

RENT: MCEDD Administration pays rent to Transportation, based on 50% of total Facility expenses, which is then allocated to all non-transportation funds based on the current Indirect Policy (Total Direct Wages). Included in facility expenses is an additional \$10,000 for a Facility Reserve Fund. \$7850 was used from the reserve in FY24 to cover the HVAC repair, leaving the reserve at \$32,150.

UTILITIES AND JANITORIAL: Set at the same as FY24 costs. We do allocate bus shelter cleaning to the deviated fixed routes grant.

REMODEL ALLOCATIONS: MCEDD created a five-year interfund loan which affects all non-transportation funds to cover the cost of the Transit Center remodel for the Administration. FY25 is the final year for repayment. FY24 was the final year of payments on the remodel allocation for 515 E 2nd Street to all non-transportation funds, so that is zeroed out.

BUILDING REPAIRS AND MAINTENANCE: The building repairs and maintenance increased significantly in FY24, largely due to a new landscaping contract with FLI that was signed just after the budget was developed. The FLI contract is the same for FY25 but required \$1000 for replacing lava rock mulch. Although expensive, the grounds look much better under their care. Our snow removal rates were also high in FY24. FY25 is estimated to mirror our actuals for FY24.

BOND AND INSURANCE: We received notice from SDAO in April that projected liability and property insurance contribution increases of 15-20% are anticipated for the 2025 coverage year, beginning January 1st. This large increase is due to a significant rise in claims costs and large increases in their reinsurance premiums due to weather-related disasters across the country. The FY25 budget is at 17.5% more than FY24 rates.

OTHER MATERIALS AND SERVICES

DUES AND FEES: Prior budgets included Caselle and Portfol under Dues and Fees as well as Contractual. This budget kept them only in Contractual and other Dues and Fees are the estimated based on FY24 actuals and known increases (SDAO, OEDD).

OTHER: Expenses are comprised of ACH Collection service for Loan Funds in order to provide electronic payment services for loan clients. There is a monthly module cost and batch costs associated with each loan fund, which is allocated based on revenue. Free fares for high school students are also recorded here under Transportation. This line also includes expected revenue from new loans funded through Washington Investment Board that will be passed through to Skamania County Economic Development Council (\$6000, Operations, Column N). The increase this year is largely for the prize given during the Pitch Competition, funded by sponsorship dollars (\$23,000, Special Projects, Column L).

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

GRANTS: The Oregon Investment Board is the only fund in MCEDD's budget which provides grants

to other entities. The fund's anticipated expenditures include a maximum grant budget of \$10,000.

REVOLVING LOAN FUND:

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

EDA RLFs: Built into the Operational Budget for the EDA Revolving Loan Funds is a 50%+ allocation of the projected revenue that will be restricted for relending purposes only. This satisfies the requirement from EDA to ensure administrative expenses remain 50% or less of loan fund revenue.

CAPITAL OUTLAY: Includes the purchase of one bus to replace an existing bus.

CARRYOVER – RESTRICTED: Special Projects carryover balance reflects the amount restricted to the special project or the Transportation project. This line also includes the \$32,150 for the building reserve fund.

CARRYOVER – UNRESTRICTED: Includes various funds with balances at the end of FY25 that do not have restrictions placed around how the funds can be spent.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2025 BUDGET**

Yellow

BUDGET APPROPRIATION BY CATEGORY	
REVENUES:	
LOAN FUNDS (AVAILABLE TO LOAN)	5,030,804
CARRYOVER - RESTRICTED FUNDS	625,350
CARRYOVER - UNRESTRICTED FUNDS	118,314
CARRYOVER FY24- TOTAL	5,774,468
FEDERAL	2,330,138
STATE	1,450,796
LOCAL MATCH	110,300
LOCAL ASSESSMENT	98,896
CONTRACT REIMBURSEMENT	504,437
PRINCIPAL REPAYMENTS	725,926
LOAN INTEREST	495,537
LOAN FEES	42,368
OTHER REVENUE	128,050
IN-KIND	-
INVESTED FUNDS INTEREST	131,291
TOTAL REVENUES	11,792,209
EXPENDITURES:	
PERSONNEL COSTS	2,730,207
MATERIALS AND SERVICES	1,561,006
GRANTS DISBURSED	10,000
REVOLVING LOAN FUND	6,726,915
CAPITAL PURCHASE	458,812
CARRYOVER	
CARRYOVER - RESTRICTED	287,221
CARRYOVER - UNRESTRICTED	18,052
CARRYOVER TOTAL	305,272
TOTAL EXPENDITURES	11,792,210

ADOPTED 2021-22 SUPPL	ADOPTED 2022-23	ADOPTED 2023-24	DESCRIPTION	PROPOSED 2024-25 BUDGET COMMITTEE	APPROVED 2024-25 BUDGET COMMITTEE	ADOPTED 2024-25 MCEDD BOARD	1
							2
							3
			REVENUES				4
##### #	7,446,587	6,390,011	LOAN FUNDS (AVAILABLE TO LOAN)	5,030,804	5,030,804		5
211,874	192,203	489,593	CARRYOVER - RESTRICTED FUNDS	625,350	625,350		6
497,696	58,932	93,627	CARRYOVER - UNRESTRICTED FUNDS	118,314	118,314		7
5,940,804	7,697,722	6,973,231	TOTAL CARRYOVER	5,774,468	5,774,468	-	8
##### #	3,026,066	2,003,457	FEDERAL	2,330,138	2,330,138		9
811,419	1,313,181	1,121,404	STATE	1,450,796	1,450,796		10
87,500	115,000	134,000	LOCAL MATCH	110,300	110,300		11
78,935	86,481	95,455	LOCAL ASSESSMENTS	95,455	98,896		12
549,785	544,928	507,590	CONTRACT REIMBURSEMENTS	504,437	504,437		13
777,518	576,188	536,757	PRINCIPAL REPAYMENTS	725,926	725,926		14
362,761	243,758	314,631	LOAN INTEREST	495,537	495,537		15
42,116	52,434	36,046	LOAN FEES	42,368	42,368		16
193,419	102,725	133,711	OTHER REVENUE	128,050	128,050		17
-	-	-	IN-KIND	-	-		18
1,950	18,641	128,961	INVESTED FUNDS INTEREST	131,291	131,291		19
13,025,854	##### #	##### #	TOTAL REVENUE	11,788,768	11,792,209	-	20
			EXPENDITURES				21
			PERSONNEL COSTS:				22
##### #	1,606,956	1,663,078	WAGES	2,019,077	2,019,077		23
472,165	486,357	457,862	FRINGE BENEFITS	496,972	496,972		24
189,943	189,131	183,701	PAYROLL TAXES	214,157	214,157		25
2,183,243	2,282,444	2,304,642	TOTAL PERSONNEL COSTS	2,730,207	2,730,207	-	26
			MATERIALS AND SERVICES:				27
30,960	26,815	25,111	TRAVEL	42,892	42,892		28
14,015	7,900	10,007	EVENT SERVICES	29,814	29,814		29
13,084	11,028	6,628	EQUIPMENT	16,096	16,096		30
41,665	25,224	33,820	SUPPLIES	37,915	37,915		31
			PROFESSIONAL SERVICES:				32
18,093	16,090	10,290	Legal	12,793	12,793		33
23,154	33,247	34,841	Audit	36,550	36,550		34
6,575	6,600	6,300	Filing Fees	8,000	8,000		35
660,125	697,014	800,389	Contractual	951,211	951,211		36
4,575	2,000	1,550	Testing/Training/Screening	3,200	3,200		37
			VEHICLE COSTS				38
34,569	46,406	41,938	Repairs/Maintenance	85,000	85,000		39
60,585	81,791	95,995	Fuel	120,000	120,000		40
12,865		36,000	Other Vehicle Costs	-	-		41
			COMMUNICATIONS:				42
14,203	13,250	16,975	Advertising	16,593	16,593		43
1,600	1,300	1,240	Postage & Freight	1,600	1,600		44
10,535	16,395	8,197	Printing	7,709	7,709		45
800	800	800	Pubs & Subs	800	800		46
11,975	8,101	10,047	Telephone & Networking Expenses	9,603	9,603		47
			BUILDING COSTS:				48
22,321	28,074	34,830	Rent	51,970	51,970		49
12,600	21,650	17,250	Utilities and Janitorial	20,880	20,880		50
-	-	-	Building Remodel	-	-		51
4,500	8,750	8,200	Building Repairs and Maintenance	27,770	27,770		52
14,452	21,926	27,983	BOND AND INSURANCE	31,351	31,351		53
			OTHER MATERIALS & SERVICES:				54
23,306	20,656	21,762	Dues and Fees	14,696	14,696		55
##### #	26,471	23,683	Other	32,563	32,563		56
2,000	2,000	2,000	Transfer to Source	2,000	2,000		57
-	-	-	In-Kind	-	-		58
3,043,248	1,123,488	1,275,835	TOTAL MATERIALS AND SERVICE	1,561,006	1,561,006	-	59
10,000	10,000	10,000	GRANTS DISBURSED	10,000	10,000		60
			REVOLVING LOAN FUND:				61
2,742,978	3,153,116	2,278,376	New Loans Made	2,079,563	2,079,563		62
105,978	43,507	108,117	IRP Payment-Principal Portion	109,198	109,198		63
15,402	14,836	13,263	IRP Payment-Interest Portion	12,181	12,181		64
3,798,261	6,942,178	5,213,031	Ending Available to be Loaned	4,525,973	4,525,973		65
6,662,618	10,153,637	7,612,786	TOTAL REVOLVING LOAN FUND	6,726,915	6,726,915	-	66
448,455	61,528	458,812	CAPITAL OUTLAY	458,812	458,812		67
20,000	104,552	275,343	CARRYOVER - RESTRICTED	287,221	287,221		68
658,290	41,485	47,831	CARRYOVER - UNRESTRICTED	14,610	18,052		69
678,290	146,037	323,175	TOTAL CARRYOVER	301,831	305,272	-	70
13,025,854	13,777,125	11,985,244	TOTAL EXPENDITURES	11,788,768	11,792,212	0	71

HISTORICAL COMPARISON - ACTUALS

ACTUAL 2021-22	ACTUAL 2022-23	ADOPTED 2023-24	DESCRIPTION	PROPOSED 2024-25 BUDGET COMMITTEE	APPROVED 2024-25 BUDGET COMM.	ADOPTED 2024-25 MCEDD BOARD	
			REVENUES				1
5,346,283	7,446,587	6,390,011	LOAN FUNDS (AVAILABLE TO LOAN)	5,030,804	5,030,804		2
202,166	192,203	489,593	CARRYOVER - RESTRICTED FUNDS	625,350	625,350		3
856,973	58,932	93,627	CARRYOVER - UNRESTRICTED FUNDS	118,314	118,314		4
6,405,422	7,697,722	6,973,231	TOTAL CARRYOVER	5,774,468	##### ###	-	5
1,801,488	1,233,952	2,003,457	FEDERAL	2,330,138	2,330,138		6
812,184	871,932	1,121,404	STATE	1,450,796	1,450,796		7
92,963	115,000	134,000	LOCAL MATCH	110,300	110,300		8
78,768	85,949	95,455	LOCAL ASSESSMENTS	95,455	98,896		9
508,886	544,928	507,590	CONTRACT REIMBURSEMENTS	504,437	504,437		10
0	576,188	536,757	PRINCIPAL REPAYMENTS	725,926	725,926		11
273,473	310,678	314,631	LOAN INTEREST	495,537	495,537		12
20,846	52,434	36,046	LOAN FEES	42,368	42,368		13
370,817	102,725	133,711	OTHER REVENUE	128,050	128,050		14
0	-	-	IN-KIND	-	-		15
13,622	18,641	128,961	INVESTED FUNDS INTEREST	131,291	131,291		16
10,378,470	##### ###	##### ###	TOTAL REVENUE	11,788,768	##### ###	-	17
	1,010,062 are actuals of yellow items above		EXPENDITURES				18
			PERSONNEL COSTS:				19
1,338,257		1,663,078	WAGES	2,019,077	2,019,077		20
370,444		457,862	FRINGE BENEFITS	496,972	496,972		21
123,905		183,701	PAYROLL TAXES	214,157	214,157		22
1,832,605	1,912,054	2,304,642	TOTAL PERSONNEL COSTS	2,730,207	##### ###	-	23
			MATERIALS AND SERVICES:				24
11,571	23,471	25,111	TRAVEL	42,892	42,892		25
980	7,900	10,007	EVENT SERVICES	29,814	29,814		26
5,716	11,028	6,628	EQUIPMENT	16,096	16,096		27
26,859	23,344	33,820	SUPPLIES	37,915	37,915		28
			PROFESSIONAL SERVICES:				29
2,380	16,090	10,290	Legal	12,793	12,793		30
13,420	33,247	34,841	Audit	36,550	36,550		31
9,820	6,600	6,300	Filing Fees	8,000	8,000		32
562,389	517,603	800,389	Contractual	951,211	951,211		33
2,229	2,000	1,550	Testing/Training/Screening	3,200	3,200		34
			VEHICLE COSTS				35
49,612	46,406	41,938	Repairs/Maintenance	85,000	85,000		36
99,949	81,791	95,995	Fuel	120,000	120,000		37
6,496	-	36,000	Other Vehicle Costs	-	-		38
			COMMUNICATIONS:				39
7,053	13,250	16,975	Advertising	16,593	16,593		40
1,921	1,300	1,240	Postage & Freight	1,600	1,600		41
4,207	16,395	8,197	Printing	7,709	7,709		42
80	800	800	Pubs & Subs	800	800		43
10,533	8,101	10,047	Telephone & Networking Expenses	9,603	9,603		44
			BUILDING COSTS:				45
17,839	28,074	34,830	Rent	51,970	51,970		46
17,139	21,650	17,250	Utilities and Janitorial	20,880	20,880		47
15,951	-	-	Building Remodel	-	-		48
5,188	8,750	8,200	Building Repairs and Maintenance	27,770	27,770		49
24,198	21,926	27,983	BOND AND INSURANCE	31,351	31,351		50
			OTHER MATERIALS & SERVICES:				51
12,172	20,656	21,762	Dues and Fees	14,696	14,696		52
1,669	26,471	23,683	Other	32,563	32,563		53
0	2,000	2,000	Transfer to Source	2,000	2,000		54
0	-	-	In-Kind	-	-		55
909,369	938,853	1,275,835	TOTAL MATERIALS AND SERVICE	1,561,006	##### ###	-	56
	207,894 are actuals of yellow items above		GRANTS DISBURSED	10,000	10,000		57
0	0	10,000					58
			REVOLVING LOAN FUND:				59
763,446	3,153,116	2,278,376	New Loans Made	2,079,563	2,079,563		60
105,977	43,507	108,117	IRP Payment-Principal Portion	109,198	109,198		61
15,403	17,984	13,263	IRP Payment-Interest Portion	12,181	12,181		62
5,695,708	6,942,178	5,213,031	Ending Available to be Loaned	4,525,973	4,525,973		63
6,580,534	10,156,784	7,612,786	TOTAL REVOLVING LOAN FUND	6,726,915	##### ###	-	64
			CAPITAL OUTLAY	458,812	458,812		65
438,055	61,233	458,812					66
83,482	104,552	275,343	CARRYOVER - RESTRICTED	287,221	287,221		67
534,425	41,485	47,831	CARRYOVER - UNRESTRICTED	14,610	18,052		68
617,907	146,037	323,175	TOTAL CARRYOVER	301,831	305,272	-	69
10,378,470	13,214,953	11,985,244	TOTAL EXPENDITURES	11,788,768	11,792,212	0	70

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY25 ALL FUNDS BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	Z	AA			
1	DESCRIPTION	320/E320 IRP	321/E321 IRP SH	322/E322 IRP WA	336/E336 EDA RLFs	337 EDA CARES ACT RLF	345/E345 RLF REG STRAT	350/E350 RBEG- OR	355/E355 RBEG-WA	357/E357 RBEG-KL/SK	370/E370 CDBG- MICRO ENT	372 MCEDD MICRO LOAN	371 E371 HOUSING RLF	373 USDA NSA RBEG	390 GEN LOAN FUNDS	552 OIB STAFFING	553 MHEA	101 PLANNING GRANT	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	E975 OIB AGENCY	TOTAL	1			
51	TRAVEL & CONFERENCES	850	100	100	500	1,000	300	300	-	-	-	750	-	1,400	1,250	200	5,000	24,842	2,000	1,500	2,800	-	-	42,892	51			
52	EVENT SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,989	27,825	-	-	-	-	-	29,814	52		
53	EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,102	-	994	-	-	16,096	53		
54	SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	300	300	-	1,100	8,195	13,270	-	-	14,750	-	-	37,915	54		
55	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55		
56	Legal	2,500	348	120	2,000	1,500	200	150	100	100	100	75	100	500	1,000	1,000	-	-	-	-	-	1,000	1,500	-	12,793	56		
57	Auditing	1,804	211	176	571	672	75	115	32	46	33	19	1,278	967	6,000	150	-	-	-	-	-	24,400	-	-	36,550	57		
58	Filing Fees	1,500	1,000	500	500	1,500	200	-	-	-	-	-	1,000	500	-	500	-	-	-	-	-	50	750	-	8,000	58		
59	Contractual	-	-	-	-	-	-	-	-	-	-	-	-	-	3,035	-	-	715,490	108,056	3,687	21,136	99,807	-	-	951,211	59		
60	Testing/Training/Screening	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,100	-	100	-	-	3,200	60		
61	VEHICLE COSTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	61		
62	Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	85,000	-	-	-	-	85,000	62		
63	Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120,000	-	-	-	-	120,000	63		
64	Other Vehicle Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	64		
65	COMMUNICATIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	65		
66	Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50	4,512	8,281	-	1,250	2,500	-	16,593	66		
67	Postage & Freight	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100	-	-	-	1,500	-	-	1,600	67		
68	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	2,240	4,769	-	500	-	-	7,709	68		
69	Pubs & Subs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	800	-	-	800	69		
70	Telephone & Networking	-	-	-	-	-	-	-	-	-	-	-	-	-	150	25	350	520	8,208	-	-	350	-	-	9,603	70		
71	BUILDING COSTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71		
72	Rent	657	117	117	448	489	95	171	130	130	46	57	516	489	2,758	4,820	805	5,310	34,814	-	-	-	-	-	51,970	72		
73	Building Utilities & Janitorial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,880	-	-	-	-	-	20,880	73	
74	Building Remodel -Transit Center	202	36	36	137	150	29	52	40	40	14	17	158	150	847	1,479	247	1,630	10,686	-	(15,951)	-	-	-	-	74		
75	Building Remodel - Allocation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75	
76	Building Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27,770	-	-	-	-	-	27,770	76	
77	BOND AND INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,553	-	10,798	-	-	-	31,351	77	
78	OTHER MATERIALS & SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	78	
79	Dues and Fees	265	200	100	100	100	20	265	100	-	-	75	100	300	-	-	4,400	360	1,150	-	-	7,326	200	-	14,696	79		
80	Other	74	9	7	33	39	4	7	2	3	2	92	92	6,000	-	-	-	23,000	3,200	-	-	-	-	-	32,563	80		
81	TRANSFER TO SOURCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	2,000	81		
82	IN-KIND	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	82	
83	TOTAL MATERIALS AND SERVICES	7,852	2,020	1,155	4,290	5,450	924	795	304	319	196	335	3,994	8,906	8,840	14,999	2,928	20,029	852,584	443,339	(10,764)	87,754	104,757	-	1,561,006	83		
84																											84	
85	GRANTS DISTRIBUTED	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	85
86	REVOLVING LOAN FUND	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	86
87	New Loans Made	431,158	-	35,247	142,456	224,750	-	-	-	-	-	3,333	335,000	633,455	-	-	-	-	-	-	-	-	-	-	-	274,164	2,079,563	87
88	Loan Principal	91,151	7,101	10,946	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	109,198	88	
89	Loan Interest	8,607	1,389	2,186	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,181	89	
90	Ending Loan Available Balance	551,435	19,665	148,354	402,384	61,033	160,494	281,016	81,881	121,964	108,949	3,889	963,533	104,712	-	-	-	-	-	-	-	-	-	-	1,516,665	4,525,973	90	
91	CAPITAL PURCHASE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	458,812	-	-	-	-	-	458,812	91	
92	Carryover to FY26 (Restricted Funds)	-	-	(0)	-	-	-	-	-	-	-	-	-	-	-	-	-	1	189,416	97,803	-	-	-	-	287,221	92		
93	Carryover to FY26 (Unrestricted Funds)	59,031	(10,819)	(16,078)	-	28,407	(11,052)	-	-	-	-	-	-	-	-	29	359	-	6,267	(5,505)	(32,587)	-	-	-	18,052	93		
94	TOTAL DIRECT EXPENSES	1,165,230	22,199	184,652	560,037	331,538	152,679	285,976	85,359	125,456	110,268	17,396	1,306,637	758,972	76,002	132,393	22,900	149,324	1,895,973	2,275,924	15,085	212,628	1,905,586	-	11,792,212	94		
95																											95	
96	FACILITY SPREAD - TRANSPORTATION	324	58	58	221	241	47	84	64	64	23	28	254	241	1,360	2,377	397	2,618	17,166	(25,625)	-	-	-	-	-	96		
97	FACILITY SPREAD - NON TRANSPORTATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	97	
98	TRANSPORTATION ADMIN SPREAD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(0)	-	-	-	-	(0)	98		
99	LOAN FUNDS SPREAD	15,774	2,803	2,803	10,755	11,733	2,281	4,106	3,129	3,129	1,108	1,369	12,384	11,733	(83,106)	-	-	-	-	-	-	-	-	-	-	-	99	
100	ADMIN SPREAD	1,368	243	243	933	1,018	198	356	271	271	96	119	1,074	1,018	5,744	10,038	1,677	11,058	72,502	104,400	-	(212,628)	-	-	-	100		
101	TL EXPENSES WITH INDIRECT	1,182,696	25,302	187,756	571,945	344,530	155,205	290,523	88,823	128,920	111,495	18,912	1,320,350	771,963	-	144,807	24,975	163,000	1,985,640	2,354,694	15,085	-	-	1,905,586	-	11,792,208	101	

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY25 OPERATIONS BUDGET

Blue

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X			
	DESCRIPTION	320 IRP	321 IRP SHERMAN	322 IRP WA	336 EDA RLFS	337 EDA CARES ACT RLF	345 RLF REG STRAT	350 RBEG-OR	355 RBEG-WA	357 RBEG-KL/SK	370 CDBG-MICRO ENT	371 HOUSING RLF	372 MCEDD Micro Loan	373 USDA NSA RBEG	390 GEN LOAN FUNDS	552 OIB STAFFING	553 MHEA	101 PLANNING GRANT	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	TOTAL				
2	BEGINNING BALANCES																								2		
3	Loan Funds Available to Loan																									3	
4	Restricted Carryover from FY24																		535,500	89,850				625,350	4		
5	Unrestricted Carryover from FY24	55,971	(11,164)	(16,372)	-	-	(11,098)					32,161	(4,871)			45,000				25,000	3,687			118,314	5		
6	TOTAL FUND AVAIL FOR FY24	55,971	(11,164)	(16,372)	-	-	(11,098)	-	-	-	-	32,161	(4,871)	-	-	45,000	-	-	535,500	114,850	3,687	-	-	743,664	6		
7																										7	
8	REVENUE																									8	
9	Federal													633,455				80,000	407,646	1,209,037				2,330,138	9		
10	State																		617,540	833,256				1,450,796	10		
11	Local Match																	80,000	67,800	50,000	(87,500)			110,300	11		
12	Local Assessment																					98,896			98,896	12	
13	Contract Reimbursements															99,807	24,975		316,455	63,200					504,437	13	
14	Principal payments																									14	
15	Loan Interest	146,515	17,230	14,172	30,219	53,443	2,314	-	-	-	-	56,700	528	72,280											393,401	15	
16	Loan Processing Fees	6,467	-	529	2,137	3,371	-	-	-	-	-	3,350	50	9,502												25,406	16
17	Loan Filing Fees	1,500	1,000	500	500	1,500	200	-	-	-	-	1,000		2,250												8,450	17
18	Loan Late Fees	2,000	100	50	350	-	-	-	-	-	100	-	50													2,650	18
19	Transfer From/To Fund Source (MATCH)																		10,200	(288,308)					(278,108)	19	
20	Transfer From/To Fund Source (SUPPORT)																			317,278					317,278	20	
21	Other Revenue (incl Farebox)																	3,000	30,500	55,380					88,880	21	
22	In-Kind																									22	
23	Invested Funds Interest	200	12	12	16,400	50	4,000	10,000	2,800	4,000	2,800	50,000	1,000	15	-	-	-	-	-	-	-	2	-	-	91,291	23	
24	TOTAL REVENUE	156,682	18,342	15,263	49,606	58,365	6,514	10,000	2,800	4,000	2,900	111,050	1,628	717,502	-	99,807	24,975	163,000	1,450,141	2,239,844	11,398	-	-	5,143,816	24		
25																										25	
26	WAGES																									26	
27	Executive Director				750	500	500	800	400	400	400	1,500	400	2,500	6,000	15,000	4,000	59,545	30,180	10,450	521	5,446			139,292	27	
28	Deputy Director of Economic Dev.																	13,500	75,042		6,791	2,000			97,333	28	
29	Finance Manager	1,000			1,000	1,000						1,000	50	1,000	17,500	15,222	1,585	7,150	14,965	17,000	5,026	14,175			97,673	29	
30	Loan Fund Manager	5,000	1,500	1,500	3,500	4,500	750	1,850	1,500	1,500	200	5,000	350	5,000	20,000	30,750	5,000		1,550		588	2,019			92,057	30	
31	Senior Project Manager - MC																	5,000	80,927		5,376	2,000			93,303	31	
32	Senior Project Manager - KF																		93,852	5,000	386	2,000			101,238	32	
33	Project Manager - LM																		86,250		1,750	2,003			90,003	33	
34	Project Manager - JH																	5,000	80,120		3,676	2,048			90,844	34	
35	Innovation Proj Mgr -New																		76,863		5,765				82,628	35	
36	Grants Program Mgr-New																		57,260		4,445	2,000			63,705	36	
37	Loan Specialist-New	6,100	650	650	3,000	3,000	500	500	500	500	250	2,000	250	500	3,800	24,300	3,500				3,903	2,046			55,949	37	
38	Travel Trainer																		11,038		2,168				71,606	38	
39	Transportation Operations Manager																								88,414	39	
40	Field Supervisor																								62,330	40	
41	Dispatch/Scheduler																								118,566	41	
42	Full Time Drivers																								453,403	42	
43	Part Time Drivers																								101,725	43	
44	Administrative Assistant														3,500	3,500	750	4,100	16,839	2,500	1,259	19,000			51,448	44	
45	Office Administrator																	3,500	16,300	5,500	2,546	39,715			67,561	45	
46	Total Wages	12,100	2,150	2,150	8,250	9,000	1,750	3,150	2,400	2,400	850	9,500	1,050	9,000	50,800	88,772	14,835	97,795	641,186	923,288	44,200	94,452	-	2,019,077	46		
47	Fringe Benefits	2,714	482	482	1,850	2,018	392	706	538	538	191	2,131	235	2,018	11,393	19,909	3,327	21,932	143,798	251,220	9,913	21,183			496,972	47	
48	Payroll Taxes	1,184	210	210	807	880	171	308	235	235	83	929	103	880	4,969	8,684	1,451	9,566	62,721	106,967	4,324	9,239			214,157	48	
49	TOTAL PERSONNEL COSTS	15,997	2,842	2,842	10,907	11,899	2,314	4,165	3,173	3,173	1,124	12,560	1,388	11,899	67,162	117,364	19,613	129,294	847,705	1,281,475	58,436	124,874	-	2,730,207	49		

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY25 OPERATIONS BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X		
	DESCRIPTION	320 IRP	321 IRP SHERMAN	322 IRP WA	336 EDA RLFS	337 EDA CARES ACT RLF	345 RLF REG STRAT	350 RBEG- OR	355 RBEG-WA	357 RBEG-KL/SK	370 CDBG- MICRO ENT	371 HOUSING RLF	372 MCEDD Micro Loan	373 USDA NSA RBEG	390 GEN LOAN FUNDS	552 OIB STAFFING	553 MHEA	101 PLANNING GRANT	SPECIAL PROJECTS	TRANSPORTATION OPERATIONS	802/804 GENERAL FUND	801 ADMIN	TOTAL	1		
50																								50		
51	TRAVEL & CONFERENCES	850	100	100	500	1,000	300	300				750		1,400	1,250	200	5,000	24,842	2,000	1,500	2,800		42,892	51		
52	EVENT SERVICES																1,989	27,825	-				29,814	52		
53	EQUIPMENT																			15,102		994	16,096	53		
54	SUPPLIES													300	300		1,100	8,195	13,270			14,750	37,915	54		
55	PROFESSIONAL SERVICES																							-	55	
56	Legal	2,500	348	120	2,000	1,500	200	150	100	100	100	75	500	500	1,000	1,000						1,000	11,293	56		
57	Auditing	1,804	211	176	571	672	75	115	32	46	33	1,278	19	967	6,000	150							24,400	36,550	57	
58	Filing Fees	1,500	1,000	500	500	1,500	200	-	-	-	-	1,000	-	500		500							50	7,250	58	
59	Contractual														3,035				715,490	108,056	3,687	21,136	851,404	59		
60	Testing/Training/Screening																					100	3,200	60		
61	VEHICLE COSTS																							-	61	
62	Repairs & Maintenance																							85,000	62	
63	Fuel																							120,000	63	
64	Other Vehicle Costs																							-	64	
65	COMMUNICATIONS																							-	65	
66	Advertising																	50	4,512	8,281		1,250	14,093	66		
67	Postage & Freight																		100			1,500	1,600	67		
68	Printing																	200	2,240	4,769		500	7,709	68		
69	Pubs & Subs																					800	800	69		
70	Telephone & Networking															150	25	350	520	8,208		350	9,603	70		
71	BUILDING COSTS																							-	71	
72	Rent	657	117	117	448	489	95	171	130	130	46	516	57	489	2,758	4,820	805	5,310	34,814				51,970	72		
73	Building Utilities & Janitorial																							-	73	
74	Building Remodel - Transit Ctr (Admin Only)	202	36	36	137	150	29	52	40	40	14	158	17	150	847	1,479	247	1,630	10,686			(15,951)	-	74		
75	Building Remodel - Allocation (515 E. 2nd)																							-	75	
76	Building Repairs & Maintenance																							27,770	76	
77	BOND AND INSURANCE																							20,553	77	
78	OTHER MATERIALS & SERVICES																							10,798	31,351	78
79	Dues and Fees	265	200	100	100	100	20	-	-	-	100	75	300				4,400	360	1,150		7,326		14,496	79		
80	Other	74	9	7	33	39	4	7	2	3	2	92	92	6,000					23,000	3,200			32,563	80		
81	TRANSFER TO SOURCE																							2,000	81	
82	IN-KIND																							-	82	
83	TOTAL MATERIALS AND SERVICES	7,852	2,020	1,155	4,290	5,450	924	795	304	319	196	3,994	335	8,906	8,840	14,999	2,928	20,029	852,584	443,339	(10,764)	87,754	1,456,249	83		
84																								-	84	
85	GRANTS DISTRIBUTED																							-	85	
86	REVOLVING LOAN FUND																							-	86	
87	New Loans Made																							-	87	
88	Loan Principal	91,151	7,101	10,946																				109,198	88	
89	Loan Interest	8,607	1,389	2,186																				12,181	89	
90	Loan Available Balance	12,550	1,541	(5,264)	22,500	(382)	705	493	(4,142)	(2,956)	354	79,582	(6,482)	683,706										782,203	90	
91	CAPITAL PURCHASE																							458,812	91	
92	Carryover to FY26 (Restricted Funds)	-	-	(0)	-	-	-	-	-	-	-	-	-	-	-	-	1	189,416	97,803		(32,587)		254,634	92		
93	Carryover to FY26 (Unrestricted Funds)	59,031	(10,819)	(16,078)		28,407	(11,052)				33,362					29	359		6,267	(5,505)			84,001	93		
94	TOTAL EX W/O INDIRECT	195,188	4,075	(4,213)	37,697	45,373	(7,110)	5,453	(664)	536	1,673	129,498	(4,759)	704,511	76,002	132,393	22,900	149,324	1,895,973	2,275,924	15,085	212,628	5,887,476	94		
95																								-	95	
96	FACILITY SPREAD - TRANSPORTATION	324	58	58	221	241	47	84	64	64	23	254	28	241	1,360	2,377	397	2,618	17,166	(25,625)			-	96		
97																								-	97	
98	TRANSPORTATION ADMIN SPREAD																				(0)			(0)	98	
99	LOAN FUNDS SPREAD	15,774	2,803	2,803	10,755	11,733	2,281	4,106	3,129	3,129	1,108	12,384	1,369	11,733	(83,106)									(0)	99	
100	ADMIN SPREAD	1,368	243	243	933	1,018	198	356	271	271	96	1,074	119	1,018	5,744	10,038	1,677	11,058	72,502	104,400		(212,628)		-	100	
101	TOTAL EXPENSES	212,654	7,178	(1,109)	49,606	58,365	(4,584)	10,000	2,800	4,000	2,900	143,211	(3,243)	717,502	-	144,807	24,975	163,000	1,985,639	2,354,694	15,085	-	5,887,480	101		

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY25 SPECIAL PROJECTS BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		TOTAL SPECIAL PROJ BUDGET	534 Crystal Springs	ODOE C-REP Grant Admin	KL County ADO Grant	CL City Hall	5115 City of TD - Dog River	5116 Sherman Co Bus Barn	5118 CL EDA Substation	5011 CREA FINANCIAL SVCS	555 Northern Wasco Co. Parks & Rec	206 ROI	208-Rural Capacity/ HB3395	209 Regional Innovation Hub	583 WSMA PubTalks	554 SHERMAN EDC
40	Legal	-														
41	Auditing	-														
42	Filing Fees	-														
43	Contractual	715,490										65,550	100,000	51,000	1,840	
44	Testing/Training/Screening	-														
45	COMMUNICATIONS	-														
46	Advertising	4,512												1,142		
47	Postage & Freight	100					100									
48	Printing	2,240														
49	Pubs & Subs	-														
50	Telephone & Networking	520														
51	BUILDING COSTS	-														
52	Rent	34,814	85	223	1,032	168	464	157	326	212	416	2,068	5,301	7,145		1,602
53	Building Utilities & Janitorial	-														
54	Building Remodel -Transit Ctr (Admin Only)	10,686	26	68	317	52	142	48	100	65	128	635	1,627	2,193		492
55	Building Remodel - Allocation (515 E. 2nd)	-	-	-	-	-	-	-	-	-	-					
56	Building Repairs & Maintenance	-														
57	BOND AND INSURANCE	-														
58	OTHER MATERIALS & SERVICES	-														
59	Dues and Fees	360														
60	Other	23,000										23,000				
61	IN-KIND MATCH	-														
62	TOTAL EXPENSES W/O INDIRECT	1,700,289	2,214	5,712	27,468	4,493	12,237	4,245	8,422	5,433	10,678	149,297	238,999	260,451	8,040	42,240
63	Trans Facility Spread	17,166	42	110	509	83	229	78	161	104	205	1019	2614	3523		790
64	ADMIN SPREAD	72,502	176	464	2,148	351	967	328	678	441	867	4,306	11,039	14,879		3,336
65	TOTAL EXPENSES	1,789,957	2,432	6,285	30,125	4,927	13,432	4,650	9,261	5,978	11,750	154,623	252,652	278,853	8,040	46,365
66	Carryover to FY26 (Restricted Funds)	189,416	68	(35)	(125)	73	568	350	(261)			(26,123)	146,348	3,147		
67	Carryover to FY26 (Unrestricted Funds)	6,267								22	55				0	1,135

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY25 SPECIAL PROJECTS BUDGET**

	A	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1		559 WASCO EDC	582 Hood River EDG	549 HR ENT ZONE	550 BROADBAND SUPPORT	211 CPACE Admin	551 BROWNFIELDS ASSESSMENT	5571 GTA STAFF	574 HR ENERGY PLAN	5711 Mobility Mgmt/ Transit Strategy	587 Transportation Options	590 Gorge Pass Marketing / Outreach	1
40	Legal												40
41	Auditing												41
42	Filing Fees												42
43	Contractual						200,000		350	148,000	21,000	127,750	43
44	Testing/Training/Screening												44
45	COMMUNICATIONS												45
46	Advertising	150						500		720	2,000		46
47	Postage & Freight							-					47
48	Printing							500		740	1,000		48
49	Pubs & Subs												49
50	Telephone & Networking								20	500			50
51	BUILDING COSTS												51
52	Rent	2,629	273	163	624	-	842	1,696	2,851	4,387	1,617	486	52
53	Building Utilities & Janitorial												53
54	Building Remodel -Transit Ctr (Admin Only)	807	84	50	192	-	258	521	875	1,347	496	149	54
55	Building Remodel - Allocation (515 E. 2nd)												55
56	Building Repairs & Maintenance												56
57	BOND AND INSURANCE												57
58	OTHER MATERIALS & SERVICES												58
59	Dues and Fees									360			59
60	Other												60
61	IN-KIND MATCH												61
62	TOTAL EXPENSES W/O INDIRECT	69,140	7,246	4,179	17,020	-	222,592	50,018	75,005	267,379	66,495	141,222	62
63	Trans Facility Spread	1296	135	80	308	0	415	836	1406	2163	797	240	63
64	ADMIN SPREAD	5,474	568	339	1,300	-	1,753	3,532	5,936	9,136	3,368	1,012	64
65	TOTAL EXPENSES	75,911	7,949	4,599	18,628	-	224,760	54,386	82,347	278,678	70,660	142,474	65
66	Carryover to FY26 (Restricted Funds)				60,372	-	1,763		1,653	1,444	340	26	66
67	Carryover to FY26 (Unrestricted Funds)	4,089	451	401		-		114					67

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY25 TRANSPORTATION BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	DESCRIPTION	TOTAL TRANSPORTATION OPERATIONS	601 TRANS GENERAL FUND	603 ODOT Operations/Dial A Ride	604 Brokerage Rides	607 Wasco Co 5310 Support (Purchased Svcs)	608 Facility	611 Bus/Bus Shelters and PUD	612 STIF Transportation Package	613 Deviated Fixed Route	614 ODOT Vehicle Grants	618 TD to Hood River Run	Native American Daily Shuttle	690 Transportation Admin	1
43	TRAVEL & CONFERENCES	2,000							1,000					1,000	43
44	EVENT SERVICES	-							-						44
45	EQUIPMENT	15,102					9,252		3,000					2,850	45
46	SUPPLIES	13,270					3,550		6,250					3,470	46
47	PROFESSIONAL SERVICES	-							-						47
48	Legal	-							-						48
49	Auditing	-							-						49
50	Filing Fees	-							-						50
51	Contractual	108,056	3,500				24756	58,300	13,000	1,000		500		7,000	51
52	Testing/Training/Screening	3,100		758	49				76	1,248		818	152		52
53	VEHICLE COSTS	-							-						53
54	Repairs & Maintenance	85,000		20,774	1,334				2,085	34,218		22,421	4,167		54
55	Fuel	120,000		29,328	1,884				2,944	48,308		31,654	5,883		55
56	Other Vehicle Costs	-							-						56
57	COMMUNICATIONS	-							-						57
58	Advertising	8,281							4,281	3,500				500	58
59	Postage & Freight	-							-						59
60	Printing	4,769		250					3,019	1,000		500			60
61	Pubs & Subs	-							-						61
62	Telephone & Networking	8,208					5,628		-					2,580	62
63	BUILDING COSTS	-							-						63
64	Rent	-							-						64
65	Building Utilities & Janitorial	20,880					18,000		-	2,880					65
66	Building Remodel - Allocation	-				-			-						66
67	Building Repairs & Maintenance	27,770					27,770		-						67
68	BOND AND INSURANCE	20,553					4,983		-					15,570	68
69	OTHER MATERIALS & SERVICES	-							-						69
70	Dues and Fees	1,150		100					-					1,050	70
71	Other	3,200							3,200						71
72	TRANSFER TO SOURCE	2,000							-					2,000	72
73	IN-KIND	-							-						73
74	GRANTS DISTRIBUTED	-							-						74
75	REVOLVING LOAN FUND	-							-						75
76	New Loans Made	-							-						76
77	Loan Principal	0							-						77
78	Loan Interest	0							-						78
79	Ending Loan Available Balance	-							-						79
80	CAPITAL PURCHASE	458,812							-		458,812				80
81	TOTAL EX W/O INDIRECT	2,183,626	42,034	582,160	11,540	-	93,939	58,300	191,872	485,609	458,812	134,701	26,346	98,313	81
82															82
83	FACILITY SPREAD - TRANSPORTATION	(25,625)		11,848	185	0	-51,970	0	3,414	8,780	0	1,759	360		83
84	TRANSPORTATION ADMIN SPREAD	(0)		46,767	729	0	0	0	13,731	34,672	0	6,192	1,476	-103,567	84
85	LOAN FUNDS SPREAD	-	-									0	0		85
86	ADMIN SPREAD	104,400		44,790	698	0	0	0	13,145	33,192	0	5,927	1,393	5,255	86
87	TOTAL EXPENSES	2,262,396	42,034	685,566	13,152	-	41,970	58,300	222,158	562,252	458,812	148,578	29,576	-	87
88	Carryover to FY26 (Restricted Funds)	97,803		9,331			32,150	8,200	(443)	49,468	-	(2,907)	2,003	-	88
89	Carryover to FY26 (Unrestricted Funds)	(5,505)	(5,354)		(152)	-		-		-	-	-	-	-	89

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY25 TRANSPORTATION BUDGET - 612 STIF Transportation Package Detail**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	DESCRIPTION	Total STIF Budget	61201 Admin Support for STIF	61203 High School Transit Training/Free Passes	61204 Spanish Language Outreach	61206 Expanded Marketing	61207 MM Transit Support	61208 Dial-a-Ride	61210 Service to Smaller Communities	61211 Bus Shelters & Bike Racks	61218 HR-TD Run	61222 Grant Match Reserve (new code)	61219 Vanpool Support	61213 Deviated Fixed Route	61220 Fare Subsidy	61221 Fleet and Tech	1
43	TRAVEL & CONFERENCES	1,000					1,000										43
44	EVENT SERVICES	-															44
45	EQUIPMENT	3,000								3,000							45
46	SUPPLIES	6,250		700			5,550										46
47	PROFESSIONAL SERVICES	-															47
48	Legal	-															48
49	Auditing	-															49
50	Filing Fees	-															50
51	Contractual	13,000		-						1,000			12,000				51
52	Testing/Training/Screening	76							76								52
53	VEHICLE COSTS	-															53
54	Repairs & Maintenance	2,085							2,085								54
55	Fuel	2,944							2,944								55
56	Other Vehicle Costs	-															56
57	COMMUNICATIONS	-															57
58	Advertising	4,281		501	2,060	1,000			720								58
59	Postage & Freight	-															59
60	Printing	3,019		480	1,289	1,000			250								60
61	Pubs & Subs	-															61
62	Telephone & Networking	-															62
63	BUILDING COSTS	-															63
64	Rent	-															64
65	Building Utilities & Janitorial	-															65
66	Building Remodel - Allocation	-															66
67	Building Repairs & Maintenance	-															67
68	BOND AND INSURANCE	-															68
69	OTHER MATERIALS & SERVICES	-															69
70	Dues and Fees	-															70
71	Other	3,200		3,200													71
72	IN-KIND	-															72
73	GRANTS DISTRIBUTED	-															73
74	REVOLVING LOAN FUND	-															74
75	New Loans Made	-															75
76	Loan Principal	-															76
77	Loan Interest	-															77
78	Ending Loan Available Balance	-															78
79	CAPITAL PURCHASE	-								-						-	79
80	Carryover to FY26 (Restricted Funds)	(4,000)								(4,000)						-	80
81	Carryover to FY26 (Unrestricted Funds)	4,133	4	2,244			1,562		323	-							81
82	TOTAL EX W/O INDIRECT	191,427	38,765	10,355	4,731	2,000	91,557	-	32,019	-	-	-	12,000	-	-	-	82
83																	83
84	TRANSPORTATION FACILITY SPREAD	3,414	872	73	30	-	1,878	-	561	-			-	-	-		84
85	TRANSPORTATION ADMIN SPREAD	13,731	3,508	292	122	-	7,551	-	2,258	-			-	-	-		85
86	LOAN FUNDS SPREAD																86
87	ADMIN SPREAD	13,145	3,358	280	117	-	7,229	-	2,161	-			-	-	-		87
88	TOTAL EXPENSES	221,715	46,500	11,000	5,000	2,000	108,215	-	37,000	-	-	-	12,000	-	-	-	88

SALARY SCALE FY25

All positions: 3.5% COLA. Deputy Director: 6.5% Market rate adjustment. All other positions: 1.5% Market rate adjustment.

Executive Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$103,284	\$108,447	\$113,869	\$119,564	\$125,543	\$131,820
<i>FY25-Proposed</i>	\$108,448	\$113,869	\$119,562	\$125,542	\$131,820	\$138,411

Deputy Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$79,984	\$83,985	\$88,185	\$92,592	\$97,222	\$102,082
<i>FY25-Proposed</i>	\$87,982	\$92,382	\$97,001	\$101,851	\$106,943	\$112,290

Finance Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$79,984	\$83,985	\$88,185	\$92,592	\$97,222	\$102,082
<i>FY25-Proposed</i>	\$83,983	\$88,182	\$92,591	\$97,221	\$102,082	\$107,186

Senior Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$74,989	\$78,738	\$82,675	\$86,809	\$91,148	\$95,706
<i>FY25-Proposed</i>	\$78,738	\$82,675	\$86,809	\$91,150	\$95,707	\$100,492

Loan Fund Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$72,538	\$76,057	\$79,748	\$83,626	\$87,697	\$91,970
<i>FY25-Proposed</i>	\$76,165	\$79,973	\$83,972	\$88,170	\$92,579	\$97,208

Project Manager, Mobility Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$71,417	\$74,989	\$78,738	\$82,675	\$86,809	\$91,148
<i>FY25-Proposed</i>	\$74,988	\$78,737	\$82,674	\$86,808	\$91,148	\$95,706

Transportation Operations Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$67,723	\$71,110	\$74,663	\$78,397	\$82,318	\$86,433
<i>FY25-Proposed</i>	\$71,109	\$74,665	\$78,398	\$82,318	\$86,434	\$90,755

Program Manager, Travel Trainer

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$55,062	\$57,816	\$60,706	\$63,740	\$66,928	\$70,273
<i>FY25-Proposed</i>	\$57,815	\$60,706	\$63,741	\$66,928	\$70,275	\$73,788

Office Administrator

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$53,916	\$56,613	\$59,444	\$62,416	\$65,537	\$68,813
<i>FY25-Proposed</i>	\$56,612	\$59,442	\$62,415	\$65,535	\$68,812	\$72,253

Field Supervisor

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$52,428	\$55,049	\$57,800	\$60,691	\$63,726	\$66,912
<i>FY25-Proposed</i>	\$55,049	\$57,801	\$60,691	\$63,726	\$66,912	\$70,258
Hrly	\$28.23	\$29.64	\$31.12	\$32.68	\$34.31	\$36.03

Assistant Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$51,760	\$54,349	\$57,066	\$59,919	\$62,915	\$66,061
<i>FY25-Proposed</i>	\$54,348	\$57,065	\$59,919	\$62,915	\$66,060	\$69,363
Hrly	\$27.87	\$29.26	\$30.73	\$32.26	\$33.88	\$35.57

Loan Specialist

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<i>FY25-Proposed</i>	\$50,777	\$53,315	\$55,981	\$58,780	\$61,719	\$64,805
Hrly	\$26.04	\$27.34	\$28.71	\$30.14	\$31.65	\$33.23

Administrative Assistant

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$40,448	\$42,470	\$44,594	\$46,824	\$49,165	\$51,623
<i>FY25-Proposed</i>	\$42,470	\$44,594	\$46,824	\$49,165	\$51,623	\$54,204
Hrly	\$21.78	\$22.87	\$24.01	\$25.21	\$26.47	\$27.80

Lead Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$39,122	\$41,078	\$43,132	\$45,289	\$47,552	\$49,939
<i>FY25-Proposed</i>	\$41,078	\$43,132	\$45,289	\$47,553	\$49,931	\$52,427
Hrly	\$21.07	\$22.12	\$23.22	\$24.39	\$25.61	\$26.89

Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$37,996	\$39,896	\$41,891	\$43,985	\$46,192	\$48,502
<i>FY25-Proposed</i>	\$39,896	\$41,891	\$43,985	\$46,184	\$48,494	\$50,918
Hrly	\$20.46	\$21.48	\$22.56	\$23.68	\$24.87	\$26.11

Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY24	\$37,259	\$39,128	\$41,073	\$43,132	\$45,289	\$47,552
<i>FY25-Proposed</i>	\$39,122	\$41,078	\$43,132	\$45,289	\$47,553	\$49,931
Hrly	\$20.06	\$21.07	\$22.12	\$23.22	\$24.39	\$25.61

BENEFITS PLAN

Blue

MEDICAL COVERAGE

Based on 3.2% for Medical, 6% for VSP, 3.3% Dental

Covers	Plan (s)	Deductible	Rider	Rider	Rider
All Eligible Employees	Copay E RX4	\$250	Vision VSP-A	Alt. Care - Copay Plan	Well Baby N/A
<i>Cost of Plan</i>		Emp Only	Emp + SP	Emp + Family	
Monthly Employer Share		772.71	1,198.49	1,481.10	
Monthly Employee Share			425.78	708.39	
Total			1,624.27	2,189.48	
Annual Employer Share		9,272.52	14,381.88	17,773.14	
Annual Employee Share			5,109.36	8,500.62	

Dental					
Covers	Plan	Deductible			
All Employees	Dental II	\$0			
<i>Cost of Plan</i>		Emp Only	Emp + SP	Emp + Family	
Monthly Employer Share		48.51	66.51	98.48	
Monthly Employee Share			18.00	49.97	
Total		48.51	84.50	148.44	
Annual Employer Share		582.12	798.06	1,181.70	
Annual Employee Share			215.94	599.58	

Life Coverages - Employer Provided (based on eligibility/FTE)
 Life 1.5 X Salary - Covers: all employees
 AD & D Matching life amount - Covers: all employees
 LTD 50% of salary - Covers: all employees

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

Premium Only Section 125 Plan
 Employees may elect to participate in a pre-tax plan for certain qualified medical expenses.

Healthcare / Dependent Care Flexible Spending Account
 Employees may elect to participate in a pre-tax plan for certain qualified medical and dependent care expenses.

Local Assessment - FY 25

2022 Census Bureau Estimate	PER CAPITA
	\$0.92

COUNTIES

Hood River (Unincorp.)	14,305	\$13,161
Sherman	1,947	\$1,791
Wasco (Unincorp.)	9,032	\$8,309
Klickitat (Unincorp.)	16,533	\$15,210
Skamania (Unincorp.)	9,454	\$8,698
TOTAL COUNTIES		\$47,169

CITIES

Antelope	37	\$34
Dufur	637	\$586
Maupin	420	\$386
Mosier	466	\$429
Shaniko	31	\$29
The Dalles	15,932	\$14,657
Cascade Locks	1,378	\$1,268
Hood River	8,352	\$7,684
North Bonneville	1,409	\$1,296
Stevenson	1,592	\$1,465
Bingen	774	\$712
Goldendale	3,434	\$3,159
White Salmon	2,562	\$2,357
TOTAL CITIES		\$34,062

PER PORT
\$3,533

PORTS

Hood River	\$3,533
The Dalles	\$3,533
Klickitat	\$3,533
Skamania	\$3,533
Cascade Locks	\$3,533
TOTAL PORTS	\$17,665

TOTAL LOCAL DUES **\$98,896**

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT**Budget Acronyms FY25**

CDBG– Community Development Block Grant (a MCEDD microenterprise loan fund)
CL – Cascade Locks
COLA – Cost of Living Adjustment
CPACE- Commercial Property Assessed Clean Energy
CREA – Community Renewable Energy Association (contracts with MCEDD)
EDA – U.S. Economic Development Administration
EDC – Economic Development Commission (Wasco, Sherman)
EDG – Economic Development Group (Hood River)
HR Ent Zone – Hood River Enterprise Zone
HB3395 – House Bill 3395, One-time funds from Oregon to support grant writing activities
GTA – Gorge Technology Alliance (contracts with MCEDD)
IRP – Intermediary Relending Program (a set of MCEDD loan funds)
MCEDD – Mid-Columbia Economic Development District
MHEA – Mount Hood Economic Alliance (contracts with MCEDD)
MM – Mobility Management
NADO – National Association of Development Organizations
NSA- National Scenic Area
ODOE C-REP – Oregon Dept. of Energy Community Renewable Energy Grant Program
ODOT– Oregon Department of Transportation
OIB – Oregon Investment Board (contracts with MCEDD)
PTO – Personal Time Off
RBEG – Rural Business Enterprise Grant (a MCEDD loan fund)
REG STRAT – Regional Strategies (a MCEDD loan fund)
RLF – Revolving Loan Fund
ROI – Rural Opportunities Fund, a grant fund from Business Oregon
SAIF – State Accident Insurance Fund (worker’s comp)
SDAO – Special Districts Association of Oregon
STIF – Statewide Transportation Improvement Fund (a funding source for transportation)
TD – The Dalles
USDA – US Department of Agriculture
WSDOT- Washington State Department of Transportation
WSMA – Washington State Microenterprise Association



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2024-2
ADOPTING THE FY JULY 1, 2024 – JUNE 30, 2025 BUDGET**

BE IT RESOLVED that the Board of Directors of Mid-Columbia Economic Development District hereby adopts the budget for fiscal year 2024-2025 in the total amount of \$11,792,209. This budget is now on file at 802 Chenoweth Loop Road, The Dalles, Oregon 97058

PASSED AND APPROVED this 20th day of June 2024.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

Jill Brandt, Administrative Assistant

Steven Kramer, Chair

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Date: June 7, 2024
Re: District Boundary Expansion Update

Request: Consensus on pausing the modification request through 2024.

Overview

MCEDD was formed in 1969 by the five member counties in recognition of their shared economic base and was officially recognized at that time by the U.S. Economic Development Administration (EDA). After more than a year of careful deliberation, the MCEDD Board of Directors passed a resolution in March 2023 to amend the District's boundaries to include Gilliam County. Our boundaries are set by the EDA, which must authorize any boundary modifications after consideration of the justifications.

After the March 2023 Board resolution, staff gathered the required letters of support from both the Oregon and Washington Governors, a resolution from Gilliam County and a resolution from Gilliam County's current district Greater Eastern Oregon Development Corporation (GEODC). This was all submitted to the EDA in May 2023. In October 2023, the EDA responded with a list of additional information required, including an update to our Comprehensive Economic Development Strategy (CEDs) to include Gilliam County, and to have GEODC submit an updated CEDs as theirs was out-of-date. Knowing the GEODC CEDs would take some time, I waited until this Spring to begin the update to our CEDs.

Meanwhile, the political climate in Gilliam County has shifted with successful recall efforts in May 2024 that removed both Judge Elizabeth Farrar and Commissioner Pat Shannon, who had been our two connections on this request. MCEDD's capacity has also shifted, with the loss of several long-time staff members.

Executive Committee Discussion

At the June Executive Committee, staff presented the following options for discussion on moving forward with the boundary modification, in preparation for a discussion at the June Board meeting:

- Agree to continue as planned.
- Pause the modification request until certain conditions or time frame is met. Provide guidance to staff on what those might be.
- Discontinue the modification request.

The Executive Committee consensus was to pause the request for roughly six months to give both Gilliam County and MCEDD time to stabilize operations, noting that we could always decide to take a different option at the end of that time.

Memorandum

To: MCEDD Board of Directors

From: Jessica Metta, MCEDD Executive Director

Date: June 12, 2024

Re: Diversity, Equity and Inclusion Plan for MCEDD

Request

Provide any feedback and then approve the Diversity, Equity and Inclusion Plan for MCEDD.

Overview

MCEDD's work in Diversity, Equity and Inclusion (DEI) began in earnest in June 2020 in response to national tensions at the time. The Board adopted a DEI statement and staff have held monthly meetings to discuss DEI topics and look into our practices and policies. This work is important to staff as we are motivated to complete the work of the organization in a way that promotes equitable outcomes for the diversity of all businesses and residents in the region.

In Fall 2022, we issued an RFP for a consultant to help develop a DEI Plan for the organization and selected Mariann Hyland of Hyland Solutions. Through July 2023, a DEI team of two Board Members (Jason Hartmann when he was a Board member and Buck Jones) and three staff (myself, Carrie Pipinich and Jesus Mendoza) worked with the consultants to develop a draft framework. Once their contract expired, staff continued to work to flesh out the framework presented now as a draft DEI plan. While most activities are items staff would work on as we have time, some items are specific to the Board.

The Executive Committee reviewed the plan at their April meeting and recommended approval by the Board.



Mid-Columbia Economic Development District

Diversity, Equity, and Inclusion (DEI) Action Plan

Adopted XX, 2024

OVERVIEW

PURPOSE

MCEDD's mission is to promote the creation of family-wage jobs, the diversification of the economic base, and the growth, development and retention of business and industry within the five-county district. MCEDD recognizes that to meet its mission effectively these outcomes need to be equitable across the communities in the region and that barriers to economic opportunity have an impact on the overall economy. This DEI Action Plan supports MCEDD in fully realizing its mission advancing the achievement of equitable outcomes in the delivery of services to diverse customers and constituents.

PROCESS

MCEDD secured a DEI capacity building grant in 2022 to advance equity, diversity, and inclusion. The process entailed retaining consultants to assist with developing a DEI Task Force to engage in the development of internal and external goals and strategies to advance MCEDD's mission. The following individuals volunteered to serve on the DEI Task Force and develop MCEDD's DEI Action Plan:

Jason Hartmann, MCEDD Board of Directors

Buck Jones, MCEDD Board of Directors

Jesus Mendoza, Transportation Operations Manager, MCEDD

Jessica Metta, Executive Director, MCEDD

Carrie Pipinich, Deputy of Economic Development, MCEDD

The DEI Task Force's aspiration is for this plan to serve as starting point to fully realize MCEDD's mission and foster a shared commitment for continuous growth and improvement to promote equitable outcomes for diversity of all businesses and residents in the region.

DEI COMMITMENT

MCEDD is committed to carrying out its mission in a way that promotes equitable outcomes for the diversity of all businesses and residents in the region.

Diversity: While race and gender are historical markers of diversity, we believe that diversity includes categories such as age, disability, nationality, intellectual perspective, socioeconomic background, religion, sexual orientation, and gender identity. We also believe that diversity among our staff and various Boards and committees strengthens our work through a variety of perspectives.

Equity: We believe that equity is achieved when systemic, institutional, and historical barriers based on the categories above are dismantled and no longer predict socioeconomic, education, and health outcomes.

Inclusion empowers the voice of all members of a community.

MCEDD will approach our organization's mission through this culture of diversity, equity, and inclusion for the benefit of all residents, businesses, MCEDD employees, Board and committee members.

GOALS AND STRATEGIES - INTERNAL

GOAL #1 INCREASE STAFF DIVERSITY TO REFLECT THE DEMOGRAPHICS OF THE COMMUNITY WE SERVE

STRATEGIES

- Establish baseline data addressing staff demographics.
- Assess recruitment, hiring, and personnel policies and practices to identify opportunities to recruit, hire, and retain staff from underrepresented demographic groups.
- Develop and implement a DEI training program for staff to address implicit bias and increase cultural agility.

GOAL #2 INCREASE BOARD DIVERSITY TO REFLECT THE DEMOGRAPHICS OF THE COMMUNITY WE SERVE

STRATEGIES

- Establish baseline data addressing Board demographics.
- Assess current practices and processes used to fill Board positions and anticipated vacancies within the next three years.
- Develop and implement a Board outreach and recruitment plan to cultivate a pool of diverse potential candidates for anticipated Board vacancies within the next three years.
- Establish and implement a Board DEI training plan to foster an inclusive Board culture.

GOAL #3 INCREASE AWARENESS AND ESTABLISH A COMMON LANGUAGE OF COMMUNICATION AROUND DIVERSITY AND CULTURE

STRATEGIES

- Develop a communication plan to share MCEDD's DEI Commitment and DEI action plan with internal and external stakeholders.
- Review and update MCEDD's website, internal, and external written communications to reinforce a common language of communication around diversity and culture.

GOALS AND STRATEGIES - EXTERNAL

GOAL #4 ENHANCE COMMUNITY OUTREACH AND SERVICES TO ENSURE THE FULL PARTICIPATION OF THE DIVERSE COMMUNITY THAT WE SERVE.

STRATEGIES

- Establish baseline data addressing the number of programs serving/involving diverse communities in a targeted way.
- Establish baseline data addressing the number and amount of loans made to diverse businesses (owned by women/ BIPOC/ Veterans/ LGBTQ+/ those with disabilities) over the past five years.

- Increase the number and amount of loans to diverse businesses that are identified as underrepresented among the loan recipients over the past five years.
- Engage staff in developing strategies to enhance outreach and targeted program offerings to diverse communities, including identifying materials for translation to languages other than English.

DETAILED WORK PLAN

Note on Timelines: Near roughly means in the next six months, Medium in the next year, Long in the next two years.

GOALS AND STRATEGIES (INTERNAL)

GOAL #1 INCREASE STAFF DIVERSITY TO REFLECT THE DEMOGRAPHICS OF THE COMMUNITY WE SERVE

STRATEGY 1.1

Establish baseline data addressing staff demographics.

Action Items	Target Measures	Lead	Timeline
Set baseline data for the community demographics (age, race, ethnicity, gender, disability, veteran status, LGBTQ)	Age, race, ethnicity, gender, disability, veteran status, LGBTQ	Jessica	Near
Track staff demographics	Improvement by 5% per year	Jessica	Near

STRATEGY 1.2

Assess recruitment, hiring, and personnel policies and practices to identify opportunities to recruit, hire, and retain staff from underrepresented demographic groups.

Action Items	Target Measures	Lead	Timeline
Develop recruitment plan that will reach demographic subsets underrepresented among staff	Applicant pool that matches the community	Jessica	Medium
Review hiring practices for opportunities to remove barriers	Staff demographic diversity increases	Jessica	Medium
Review personnel policy for opportunities to remove barriers	Retention of staff with demographic diversity	Jessica	Medium

STRATEGY 1.3

Develop and implement a DEI training program for staff to address implicit bias and increase cultural agility.

Action Items	Target Measures	Lead	Timeline
Identify free or low-cost DEI trainings	All staff take training(s) once per year	Jessica	Near
Consider which workplace practices have the opportunity to be more inclusive	Retention of staff with demographic diversity	Jessica	Medium
Continue monthly DEI staff meetings, consider adding Link staff	Retention of staff with demographic diversity	Jessica	Near

GOAL #2 INCREASE BOARD DIVERSITY TO REFLECT THE DEMOGRAPHICS OF THE COMMUNITY WE SERVE

STRATEGY 2.1

Establish baseline data addressing Board demographics.

Action Items	Target Measures	Lead	Timeline
Track Board demographics	Age, race, ethnicity, gender, disability, veteran status, LGBTQ	Jessica	Near
Define diversity goals	Clear goals	Jessica	Near

STRATEGY 2.2

Assess current practices and processes used to fill Board positions and anticipated vacancies within the next three years.

Action Items	Target Measures	Lead	Timeline
Review process for Board recruitment with DEI Task Force	Plan with feedback from team	Jessica	Near

STRATEGY 2.3

Develop and implement a Board outreach and recruitment plan to cultivate a pool of diverse potential candidates for anticipated Board vacancies within the next three years. This work will look different in our Public versus Private Sector Board Member positions, with more opportunities to effect change with the Private Sector seats.

Action Items	Target Measures	Lead	Timeline
Create updated process with step for DEI Task Force review	Board recruitment plan has been updated	Jessica	Near

Send to Board for review/ confirmation	Board recruitment plan has been socialized with the Board	Jessica	Medium
Enact plan as new openings occur	Applicant pool matches the community	Jessica	Ongoing

STRATEGY 2.4

Establish and implement a Board DEI training plan to foster an inclusive Board culture.

Action Items	Target Measures	Lead	Timeline
Research options, budget, consultants for Board training plans	Proposal for DEI Task Force presented to Exec. Committee, approved by Board	Jessica	Medium
DEI training taken by Board	All Board members take training once	Jessica	Long, ongoing as new members join

GOAL #3 INCREASE AWARENESS AND ESTABLISH A COMMON LANGUAGE OF COMMUNICATION AROUND DIVERSITY AND CULTURE

STRATEGY 3.1

Develop a communication plan to share MCEDD's DEI commitment and DEI action plan with internal and external stakeholders.

Action Items	Target Measures	Lead	Timeline
Identify staff, Board members, and others who will contribute to drafting communication plan	# of individuals committed	Jessica	Near
Draft diversity and inclusion communication best	Document readability/	Jessica	Medium

practices document for internal use, including information about language preferences	accessibility		
Draft communication plan, and invite staff, Board members to review and provide feedback	Feedback received	Jessica	Medium
Identify communication channels through which plan will be shared	List of internal and external communication opportunities	Jessica	Medium
Share DEI commitment and action plan	Number of individuals and organizations engaged	Jessica	Long
Evaluate communication plan		Jessica	Long

STRATEGY 3.2

Review and update MCEDD’s website, internal, and external written communications to reinforce a common language of communication around diversity and culture.

Action Items	Target Measures	Lead	Timeline
Circulate diversity and inclusion best practices, developed above, internally		Jessica	Medium
Review MCEDD website, page by page, during DEI staff meetings	# of pages reviewed Staff engagement during review process New website pages follow best practices	Jessica, Jill	Medium
Include social media posts and MCEDD newsletter articles with diverse themes and photos of diverse people		Jill	Ongoing

GOALS AND STRATEGIES (EXTERNAL)

GOAL #4 ENHANCE COMMUNITY OUTREACH AND SERVICES TO ENSURE THE FULL PARTICIPATION OF THE DIVERSE COMMUNITY THAT WE SERVE.

STRATEGY 4.1

Establish baseline data addressing the number of programs serving/involving diverse communities in a targeted way.

Action Items	Target Measures	Lead	Timeline
Develop a list of The Link's current programs that target diverse populations.	Use the target measures reflected in the grant applications and/or contracts. Use target measures from the Transit Development Plan.	Jesus, Kathy, Sara	Near
List the baselines that are already measured for state/federal reporting.	Pull from Ecolane reports. Also use the Remix information.	Jesus, Kathy	Coordinated Plan update 2024
Review tools has The Link already established for diverse populations (ADA, Language, Fare programs, Outreach programs.) Consider making Cultural sensitivity training a priority; research RTAP or other resources.	Review	Jesus, Kathy	Near
Maintain an updated list of goals for new programs or projects for The Link.	Use Target Measures from grant applications and	Jesus, Kathy, Sara	Update every grant cycle.

	contracts.		
Use the Remix Title VI tool to demonstrate the improvements made for Title VI communities with the expansion of the fixed route services. Study the Remix Title VI report and set realistic future target measures.		Jesus and Kathy	Medium
Develop narrative describing how the fixed routes serve targeted populations. Use Remix to identify which pops are being served and how many families/individuals.		Jesus, Kathy	Near
Explore the unused options in Ecolane to collect demographic information. Ecolane options now report on demographics for dial a ride. Age, gender, mobility devices. Currently does not report on language, ethnicity, LGBTQ identification, but there are options that are not being used currently. Explore the benefits/ challenges of adding some of the Ecolane options.		Jesus	Long

STRATEGY 4.2

Establish baseline data addressing the number and amount of loans made to diverse businesses (owned by women/ BIPOC/ Veterans/ LGBTQ+/ those with disabilities) over the past five years.

Action Items	Target Measures	Lead	Timeline
Update the Master spreadsheets for both MCEDD and OIB with business owner demographic details for all open loans.	Spreadsheets updated and maintained. Statistics reviewed annually for trends.	Ami, Jill, Tanya	Near, ongoing
Collect data on applications denied or withdrawn.	Spreadsheet created. Statistics	Ami, Jill, Tanya	Near, ongoing

	reviewed annually for trends.		
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STRATEGY 4.3

Increase the number and amount of loans to diverse businesses that are identified as underrepresented among the loan recipients over the past five years.

Action Items	Target Measures	Lead	Timeline
Review loan applications denied or withdrawn for trends among diverse populations.	Annual review	Jessica, Ami	Medium
Identify diverse populations that are underrepresented among loan recipients. Conduct research to identify barriers to those populations from using the loan program. Develop and implement tools to overcome those barriers.	Barriers identified. Tools developed and implemented	Jessica, Ami	Long

STRATEGY 4.4

Engage staff in developing strategies to enhance outreach and targeted program offerings to diverse communities, including identifying materials for translation to languages other than English.

Action Items	Target Measures	Lead	Timeline
Staff involved in Title VI plan update		Jessica	Long

Memorandum

To: MCEDD Board of Directors
From: Jessica Metta, Executive Director
Date: June 11, 2024
Re: Strategic Plan Draft Review

MCEDD began a process to develop an organizational Strategic Plan this year with the assistance of Alison Hart of A. Hart Associates as our consultant. This is MCEDD's first Strategic Plan in remembered history. The process began with a Board training attached to the regular March Board meeting and a Board Retreat in April. While only 5 of the 22 Board members (plus myself and Carrie Pipinich) attended the Board Retreat, discussion was robust, and all agreed the outcome was valuable. A smaller group of attendees (Chair Steve Kramer, Vice-Chair Leana Kinley and myself) met after the retreat to get the attached draft ready for review by the Executive Committee and then the Board. The Executive Committee had no edits at their June meeting to the following draft, presented here for Board feedback.

Strategic Planning Template



DRAFT

Vision: A bi-state Mid-Columbia region with a resilient, thriving, sustainable, rural economy that supports equitable access to diverse business opportunities that act in harmony with the area's unique qualities, values, cultural and natural resources.

Mission: To promote the creation of family-wage jobs, the diversification of the economic base, and the growth, development and retention of business and industry within the five-county district.

Strategic Planning Template														
	Timeline 2024				Timeline 2025				Tactics: Actions ('The How') Approach to achieve strategy (will be multiple items that should be measurable). This is generally the purview of the staff.	Performance Measures (SMART) Goals tied to tactics and strategy. They should be specific, measurable, attainable, reasonable and timely all in support of the overall objectives. This is where metrics and timelines will be defined.	Owner Lead: Key team members: (Could be Staff, Executive or Committee/Task Force who are assigned to carry out a specific tactic.)	Status/Reporting Reporting is designed to be delivered on a monthly basis, illustrating the work being done in the tactics to support the overall objective.		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4						
Focus Area I: Organizational Foundation / Health Vision of Success: A nimble organization with diverse revenue sources that align with organizational priorities that are supported by a knowledgeable and engaged board.														
Strategy I: Board Development & Engagement														
Strategy II: Fiscal Health / Financial Resource Development														
Focus Area II: Ecosystem Clarity Vision of Success: MCEDD's role in the region is unique and adds the most value to partners in alignment with the organizational vision, priorities and resources.														
Strategy I: Capacity														
Strategy II: Clear & Focused Priorities														
Strategy III: Build on Strength of Convenor Role														
Focus Area III: Human Capital Vision of Success: A culture where people are engaged and supported with opportunities for growth.														
Strategy I: Allocation of Human Resources									- Talent acquisition and retention					
Strategy II: Professional Development														
Strategy III: Internal Processes														

Strategic Plan Next Steps

A guide for the Strategic Planning implementation (Begin after Refinement session)

Item	Detail	Timeline
Present draft Strategic Plan at Board Meeting (Strategic Planning Refinement Group)	<ul style="list-style-type: none"> Solicit feedback from full Board on the work of the Refinement group 	Suggested within one month
Strategic Plan Review for Operationalization (Staff)	<ul style="list-style-type: none"> Assign lead for each Strategy Leads identify tactics/action items for each Strategy. Determine timeline (Q1, Q2, etc.) for each tactic/action item Develop Performance Measures for each strategy informed by Vision of Success for each Focus Area Consider how each Focus Area, Strategies and Performance Measures overlap Review full plan once timelines are determined to assess resources and feasibility and shift timelines as needed if too many Strategies/ Performance Measures overlap 	Within one month of Board review
Final Strategic Plan Draft with Timelines and Performance Measures Presented to Board (Executive)	<ul style="list-style-type: none"> Solicit feedback on Timelines and Performance Measures <p>Note: The goal is to move the plan toward adoption of Focus Areas, Strategies and Performance Metrics at the next Board meeting.</p> <p>Tactics are an operation function and are the purview of staff. Generally they are not subject to Board review or approval.</p> <p>The ‘Tactics’ column can be hidden in the Excel spreadsheet.</p>	

Final Strategic Plan Adoption (Board)	<ul style="list-style-type: none"> CEO presents final Strategic Plan draft for Board adoption 	
Create Budget Based on Strategic Plan (Executive)	<ul style="list-style-type: none"> Develop budget for the upcoming year that reflects the priorities outlined in the Strategic Plan Submit to Board for approval 	
Create Work Plan (tactical actions that support overall plan) (Staff)	<ul style="list-style-type: none"> Assign Lead for each Strategy. The Lead drafts the Work Plan section for their assigned Strategy. The Work Plan is a more detailed timeline of the tactics, with the steps that lead up to satisfying each Strategy. (See Work Plan sheet of Strategic Plan Draft document.) 	
Review Process (Staff)	<ul style="list-style-type: none"> Set calendar for monthly review of plan (See Template) Monthly for lead and key team members; more frequently if needed Develop Stoplight reporting method for the Board in ‘Status’ column Assign reporting responsibility <p>Stoplight Status Key: Gray = Not Started Red = Off Track (0–25%) Yellow = Slow Progress (25–50%) Green = On Track (50–90%) Blue = Complete (90–100%)</p> <p>Resource: Review Calendar template</p>	
Set Quarterly Review Rhythm for Staff (Executive)	<ul style="list-style-type: none"> Lead and key team members provide status report on Strategic Plan progress Repeat quarterly 	
Set Quarterly Review Rhythm at Board Meeting (Executive)	<ul style="list-style-type: none"> CEO provides status report on Strategic Plan progress Discussion and feedback on items that require strategic decisions Repeat quarterly 	

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Date: June 10, 2024
Re: Personnel Policy Update

Request: Approve the updated Personnel Policy.

Overview

The 2024 Oregon legislative session included updates to the Oregon Family Medical Leave Act and to Paid Leave Oregon that go into effect on July 1, 2024. On June 7 we received sample policies from HR Answers through our membership with Special District Association of Oregon. Because of the quick timing and need to update our policy before July 1, the Executive Committee was not first able to review the draft as is the usual process. Edits are shown in strike/underline and highlighted in yellow.

The updated policy replaces our Oregon Family Medical Leave section whole cloth and makes some tweaks to the Paid Leave Oregon section. The one item highlighted in red in the Oregon Family Medical Leave section was up to the discretion of the District and I chose HR Answers' suggested length of time. While reviewing the required leaves, I found some edits in the Domestic Violence Leave section that could use clarification and removed the Federal Military Family Leave Act section as that is only applicable for employers with 50 or more employees.

The one change requested by staff and not required is to amend the language around benefits eligibility for Temporary employees. We are currently hiring a Venture Catalyst Project Manager position with a Business Oregon grant that expires on June 30, 2025 and thus is being treated as a Temporary position. The grant budget included providing benefits for this position, which I think is needed to be attractive to potential candidates. I am suggesting amending the language so that benefits are provided to Temporary employees with an employment period of six months or longer, and then following our full time versus part time employee treatment.



Mid-Columbia Economic Development District

PERSONNEL POLICIES AND PROCEDURES MANUAL

Effective Date: June 20, 2024

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Note: will be updated after Board approval

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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 Finance and Operations Manager 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 Finance and Operations Manager 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 Finance and Operations Manager 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 in positions shorter than six months duration are ineligible for employer-paid benefits, except for those mandated by law. Temporary positions of six months or longer duration are eligible for benefits based on part time or full time status. 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 will be 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 <u>if in positions shorter than six months duration. Eligible for positions of six months or more depending on part time or full time status.</u>

- 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 holiday-on each of the recognized holidays. Part-time employees receive a prorated percentage of holiday hours.
- 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 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.

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 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.

7.7. Oregon Family Leave Act: The Oregon's Family Leave Act (OFLA) provides employees protected leave from work when experiencing or supporting certain family during physical or mental health instances.

Eligible employees may take protected leave for the following reasons:

- a. Home Care for an Employee's Child: This includes both serious and non-serious health conditions, as well as school and childcare closures due to public health emergencies.
- b. Bereavement: Employees can take limited leave for bereavement. (No more than two (2) weeks per instance and four (4) weeks in a benefit year.)
- c. Pregnancy Disability: Leave related to pregnancy and pregnancy related conditions. (Two (2) weeks in addition to the standard twelve (12) weeks in a benefit year.)
- d. Military Family Leave: Leave related to the deployment of an employee's spouses or domestic partner for military service (US Armed Forces, National Guard, or US military reserve forces).

It is important to remember that some of these instances may be eligible for wage replacement through our Paid Leave Oregon Insurance.

7.7.1 Eligibility: You are eligible for Oregon specific family leave act as soon as the following requirements are met:

- a. You have been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and,
- b. You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption, or placement of a child, there is no hours-worked requirement.
- c. Rarely, an employee may otherwise be eligible. Speak to the Finance and Operations Manager for additional details.

7.7.2 Length of Leave: Generally, you may take up to twelve (12) weeks of family and medical leave during a 12-month period. The 12-month period will be measured forward from the Sunday prior to your first date of leave; a week is defined as your normal work week schedule. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the "Request for Family Leave" form and should be verified by the certifying health care professional on the "Health Care Provider Certification" form, if applicable. In certain situations, you may be eligible for additional leave including pregnant employees, new parents, and employees taking military caregiver leave, for example.

You may be required to provide periodic status reports to the organization while on a family and medical leave.

7.7.3 Request and Certification Procedure: The District recognizes that many times the need for family and medical leave can be caused by serious or emergency situations. The District will make every attempt to work with eligible employees to ensure that they receive all the benefits to which they are entitled; however, eligible employees are expected to adhere to the District's workplace rules and make every effort to communicate the situation to the District immediately. So that the District can best work with the employee, it's important to complete all requested leave documentation.

In situations where the need for medical leave is known, the employee must give at least thirty (30) days' written notice of the intent to take family and medical leave by filling out and turning in the "Request for Family and Medical Leave" form. Failure to provide 30 days' notice can impact eligibility and the timing of the leave. Upon submitting the completed leave request, the employee may be required to provide verification of the need for the leave. Examples of such documentation include a "Health Care Provider Certification" form, deployment orders, adoption papers, a birth certificate, or confirmation of a death.

Requests for family and medical leave for a serious health condition, except parental leave, must be verified by a health care professional by using the "Health Care Provider Certification" form, which needs to be returned within 15 days of our request. The employee is required to provide sufficient information for the District to determine if the situation qualifies for leave. If sufficient information is not provided, the District may request additional information be provided within seven (7) days. If the employee fails to return the form at all, the leave request may be denied.

If the employee is taking family and medical leave related to the birth of a child or to care for a family member with a serious health condition, the employee may be asked to provide proof of your relationship to this person. Please check with the Finance and Operations Manager to discuss how best to provide this proof.

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any documentation provided, including medical information provided for either a personal health condition or the health condition of a family member, is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact the Finance and Operations Manager.

Subsequent medical verification may be requested in connection with an ongoing absence, but not more often than every 30 days. Exceptions exist, however, in situations where:

- a. Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;
- b. Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

Lastly, 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 is asking that employees 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.

7.7.4 General Provisions: The employee may use any accrued Personal Time Off or other paid leave available during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid.

The District will continue to pay its share of medical benefits during family and medical leave. The employee is responsible for paying his/her/their share of medical insurance premiums prior to the due date of the premium payment. The employee may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four (4) work weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

7.7.5 Reinstatement: The employee is entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave. The employee may be required to present a fitness-for-duty certificate before being reinstated, and to complete a drug/alcohol test for safety-sensitive positions.

Other details regarding family and medical leave are available from the Finance and Operations Manager.

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 or 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 Family and Medical Leave (FMLA): The Federal Family and Medical Leave Act applies to all government employers. However, due to our size, below 50 employees, employees are not eligible for this leave type. Notice will be provided to employees if this eligibility changes.

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 will 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. The amount of leave taken will be reasonable and that which does not impose an undue hardship on the District. Domestic violence leave is unpaid; however, eligible employees who take this type of leave may use any accrued Personal Time Off available to them. Benefits are not affected by domestic violence leave.

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 provide 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. The annual benefit year begins the Sunday prior to the first use of leave for any reason. 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 up to a continual twelve (12) week period.

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
- D. Pregnancy Disability Leave (Additional 2 weeks)**

* 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.



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

Regional Work and Outreach

- **EDA:** I helped host our EDA representative Wes Cochran for a visit to the region on June 12. The focus is the Port of Skamania, but I tagged on visits with the Ports of Hood River and The Dalles as well as the Dufur Innovation Hub at Wy'east Resource Conservation and Development. Many thanks to our partners who participated!
- **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 in the 2024 legislative session, but still are awaiting the arrival of the contract/ funds.
- **Statewide Associations:** The Oregon Economic Development District (OEDD) Association continues to meet monthly virtually. Our Spring in-person visit occurred in Roseburg in late April. In May, I convened another quarterly meeting of the WA EDDs for information sharing.
- We hosted a meeting of the **Hood River Economic Development Group** in April and May with a discussion of upcoming bonds and levies in the County, the FY25 work plan, ODOT funding updates, and a plan to host a meeting to present information about ways employes can address the lack of available and affordable housing. One result of this meeting is a virtual gathering I hosted on June 5 at 9am with Oregon state staff to share housing-related legislation that came out of the 2024 session.
- Gov. Kotek's Regional Solutions Coordinator Nate Stice helped organize a regional meeting on June 10 to discuss challenges with **wastewater treatment plant** operators, identify workforce solutions or ways to work together. He did the big lift for the meeting while we are down in staffing but I appreciated his call out to MCEDD and discussion of how we can support our regional partners with their projects. Thanks to those of you who attended!
- Our successful application for the **Regional Innovation Hub** work began with a training in Portland in May. We have posted the new position funded with this grant and are currently recruiting. It is called a Venture Catalyst Project Manager to help connect innovation-based businesses to resources to help them grow and to build venture capital in the region. I have also been reaching out to partners to confirm who can serve on the Leadership Team for the effort.
- I gave a MCEDD update presentation to the Gorge Commission at their in-person meeting in April, primarily focused on our lending programs. We have had a few meetings with them related to data we could collect about the lending programs through Oregon and Washington Investment Boards that they could report on through their Vital Signs Indicators.

Facilities, Trainings and Operations

- We reinstated the non-profit status of Four Rivers Community Corporation! The review took less time than anticipated and opens up grants and sponsorship to MCEDD and our partners.
- We had a positive site review with WSDOT staff for oversight of our Mobility Management grants with no issues to address. We are also preparing for a much more intensive multi-day review with ODOT oversight of The Link's operations in July.

- We also had a site review with WA Dept. of Commerce in June with a few policy additions requested that I will bring to the Executive Committee and Board over the next few months (subcontractor oversight policy, nepotism policy).
- I attended the Regards to Rural Conference held by Rural Development Initiatives in Kennewick in April. Sessions included action planning tools, Native American partnerships, better Latino outreach, and opportunities for rural funding. I also participated in a NADO training on financial reporting.
- I held orientations with Cascade Locks City Councilor Denise Baker, our new Cities of Hood River County rep, and Chair Jennifer Euwer, our new Hood River County rep. Miland Waling, our Cities of Klickitat County rep has asked to step down and I am met with his recommended replacement Danielle Clevidence who I think will be appointed right before the full Board meeting.



**Executive Committee Report
June 2024**

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

- Had a second review of options to provide 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 reviewed how several partner agencies (The Dalles, Wasco County, Columbia Area Transit) handle this and suggested moving forward with offering pro-rated benefits for those working 20 or more hours per week. Staff was directed to investigate the legality of not covering partial benefits for spouses/ dependents for those working between 20-30 hours per week, and to develop the budget with this change in mind.
- Reviewed the draft MCEDD Diversity, Equity and Inclusion (DEI) plan and recommended approval by the Board. The discussion was that this was a good working document that would continue to be modified over time as trends come and go. Learned that an additional staff person would not be needed to administer this but that various staff will work on pieces of this as time and workflow allows. Heard an update on staff DEI meetings.
- Agreed to move the Budget Committee back one week to May 23 to give staff more time to prepare.
- Held a positive annual evaluation of the Executive Director.
- Related to the MCEDD district boundary modification, the Executive Committee discussed the political changes in Gilliam County and MCEDD staffing and whether to continue to move forward with the modification process. Consensus was to pause and bring the discussion to the June Board meeting.
- Reviewed the draft MCEDD Strategic Plan materials to date and had no suggested changes. Agreed to bring the plan to the Board for review. Learned that staff would be filling in the details with the consultant soon.
- Approved starting the new Deputy Director hire at the FY25 salary on his June 17, 2024 start date.
- Discussed how to make the Finance Manager position more attractive to potential candidates and for retaining staff.



Mid-Columbia Economic Development District

Loan Administration Board (LAB) Report Prepared for the June 20, 2024 MCEDD Full Board Meeting

Approved Loans; Loan Actions

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

Business	Amount	Purpose
Jonathan Blum	\$250,000	working capital (funds not yet disbursed)

We also made the initial disbursement for a microloan to Antelope Market and RV Park!

Updates on Clients

Staff has included the delinquency report for updates on clients with past due balances.

Active Inquiries

Active inquiries with anticipated/received applications include:

- Food cart - Tex Mex
- Food cart - Thai
- Refinance – Wind sports business
- Working capital – rum distillery
- Expansion – restaurant
- Equipment – restaurant
- Commercial real estate/working capital – pharmacy
- Business acquisition - dentist

**Available to loan
(5/31/24):
approximately
\$3,130,888 (with
AHRLF) \$1,986,427
(without AHRLF)**

Other Activities

- Ami continues to attend The Dalles Area Chamber of Commerce, Mt. Adams Chamber of Commerce and Hood River Chamber of Commerce networking events.
- Ami is working with SBDC on 3 of the loans currently in the pipeline.
- We have held meetings of the Oregon Investment Board and Mount Hood Economic Alliance Board to review and approve their budgets and update the MHEA bylaws.
- We concluded the Revolving Loan Fund Communities of Practice training cohort! This was a great series that brought us new ideas.
- We have posted the Loan Servicing Specialist position in anticipation of the Board approval of the budget at the June meeting. We hope to have this position filled soon to expand our capacity in the loan program.



Mid-Columbia Economic Development District

To: MCEDD Board of Directors
 From: Michelle Colby, Project Manager
 Date: June 11, 2024
 Re: Project Manager's Report

Grant Administration/Labor Standards Projects

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

- City of Cascade Locks Electrical Hardening Project. Grant administration of Economic Development Administration (EDA) award \$2,407,488 and potential grant administration of Business Oregon Special Public Works Loan Fund award \$491,872. Staff submitted quarterly and annual progress and financial reports in April. Staff is compiling necessary documents to submit a request for Amendment No. 2 at request of City of Cascade Locks. Staff is reviewing EDA special award conditions for compliance.
- City of The Dalles Dog River Pipeline Replacement. Grant administration of Oregon Water Resources Department award \$1,000,000 and Oregon Safe Drinking Revolving Loan Fund award \$7,500,000 loan, \$530,000 forgivable. Update: Construction crews mobilize first part of June to resume and finish project (anticipate a couple of months to wrap up work and paperwork). Staff will resume review of payroll reports, conduct worker interviews and support the City in preparing disbursement requests.
- Sherman County Bus Barn. Grant administration of Oregon Department of Transportation Statewide Transportation Improvement fund (STIF) award \$1,080,000 grant. Update: Staff has reached out to learn more about the project and visit the project location with Sherman County Transportation Coordinator. Staff getting acquainted with MCEDD's administration contract for the project.

Sherman County Economic Development

- Staff continues to assist the Grass Valley Market to wrap up their project to install one electric vehicle (EV) charger. In the process of closing out grant received.
- Staff convened regular monthly meetings with staff from the four incorporated cities (City of Rufus, City of Wasco, City of Moro and City of Grass Valley). Meetings focused on getting acquainted with city staff, discuss projects and needs.
- Little Wheats Day Care. Staff assisted with 2024-25 budget estimates-forecast and assisted with grant application to Sherman County.
- Assisted Sherman County Emergency Services Director Dana Pursley-Haner with an application for portable generator. Assessed and reviewed program guidelines and eligibility for a potential grant.
- Assisted City of Grass Valley with an application to Department of Environmental Quality | Clean Water State Revolving Fund | Planning Loan. Application was due in March and project request was for additional planning funds for wastewater system.

- Sherman County Housing grant incentive program update. Closed out two (2) projects and received one (1) application for new housing construction. Proposed amendments to program criteria as recommended and received approval to implement by County Court.
- Grass Valley staff is participating in training and assisting with the process to apply for Grass Valley's allocation of funds as a Congressional Community Grants Recipient.
- City of Wasco. Federal Safe School grant; assessed program guidelines and eligibility.
- Oregon Department of Transportation | Carbon Reduction Program | Small Urban and Rural Program. Received program overview and status update from Oregon Department of Transportation representative about the Sherman County grant awarded for an electric vehicles pilot and charging infrastructure, implementing and testing of electric vehicles to the county fleet.
- City of Wasco. Wastewater line collapsed under Main Street (Oregon Highway). Staff is facilitating the City and Business Oregon meeting to discuss funding to address the immediate expenses and how to replace approximately two blocks of 'old' sewer line.

Washington State Department of Commerce Office of Economic Development

Klickitat County Public Economic Development Authority (KCPEDA) and Mid-Columbia Economic Development District (MCEDD) entered into a Memorandum of Understanding in May to execute the Associate Development Organization (ADO) grant writing/prospecting contract on behalf of Klickitat County for limited duration of May and June of 2024. Contract is focusing on projects listed on MCEDD's Comprehensive Economic Development Strategy (CEDs) list including Klickitat Valley Health: hospital expansion; White Salmon Valley Pool Metropolitan Park District: new pool; City of White Salmon: community center and Port of Klickitat: port development. We are starting to prepare for the round of funding that will open in July (anticipated) with outreach to our public partners in Klickitat County.

Partner Relations – Infrastructure Development

- Staff continues to work with the Wasco County communities of Pine Grove and Tooley Water Districts to support next steps for their infrastructure projects focused on funding resources, engineering procurement, and other technical assistance.
- Partner engagement included several virtual check-in meetings with representatives from Business Oregon, USDA Rural Development and Regional Solutions. These meetings provided agency updates on infrastructure pending projects or projects in progress which are within MCEDD's service area. The status updates focused primarily on entities within Sherman County and Wasco County.

Training – Virtual

Staff participated in the following trainings:

- Rural Community Assistance Corporation (RCAC) training RE: Training on USDA's Rural Development (RD) Apply, a new application intake system that allows eligible communities to apply for loans and grants under RD's Rural Utility Services Program.
- USDA Rural Development webinar: RE: Congresswomen Suzanne Bonamici, spotlighting federal funding opportunities for rural water infrastructure.
- Economic Development Administration (EDA) training RE: Economic Development Grants Experience (EDGE) Portal online application submission process.
- Oregon Department of Energy (ODOE) training: RE: Community Renewable Energy Grant Program (C-REP) application process



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

Gorge Technology Alliance (GTA)

MCEDD supports the GTA through contract project management services.

- **Membership / Sponsorship:** Staff continues to recruit new and renewing members and sponsors, continuing to see growth in the number of sponsors. Some of our key sponsors are experiencing a downturn in business, and have indicated they may reduce the level of their sponsorship
- **Scholarships:** GTA was able to give two scholarships from their fund for the first time this year. The awards went to Alondra Ramirez and Oliver Yue, both of HRVHS.
- **Upcoming Events:** Scheduled for July 25th, Gorge Women in STEM (GWIS) will host a Mother/Daughter STEM event in Bingen. Scheduled for August 1st, this year's GTA Summer Party will be held at Zepher in Bingen.
- **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 collaborative meetings, and connecting with industry professionals. Staff also supported ESD112 (WA) and their "Career Connected Learning" committee.
- **Cmdr. Jeffrey Williams Visit:** Staff hosted NASA astronaut Cmdr. Jeffrey Williams to speak in schools and to the community on March 21st. Cmdr. Williams spoke at Henkle Middle School and Wy'east Middle School during the day, then attended a dinner with sponsors, then spoke at a public event at Hood River Middle School's auditorium in the evening. The event was a huge hit, with many accolades. It supported the GTA's mission, along with its image and community presence.
- **GTA Mixer at AUVSI:** Staff supported Gorge UAS companies with its annual mixer, which took place in San Diego during AUVSI's Xponential conference in late-April. It was such a popular event that companies joined the GTA so they could attend.
- **Geek Lunch:** Staff held a Geek Lunch with a presentation from Ricky Knowles of Aerovel. Almost 40 people attended, which was a great showing, and taught us much about scheduling these events.

Innovation Cluster Accelerator Program (ICAP) Launch

- **Cluster Growth and Development:** Staff wrapped up work with WA Dept. of Commerce after a year of developing the innovation cluster. The cluster focus shifted to include both uncrewed aerial vehicles (UAS) and remote sensing, due to the large number of camera and camera component manufacturers in the Gorge. The work has drawn attention from both Olympia and Salem, and is likely to get follow-on funding from one or both. Staff will also look for funding from SBA and other federal granting agencies.
- **Gorge capabilities meeting and database:** Staff began development of a resource guide, to include all companies and assets in the region dedicated to UAS and remote sensing. The goal is to turn it into a searchable and sharable database to attract business to the Gorge.
- **Innovation Cluster and GTA Partnership:** Staff is still working through the long-term vision for the innovation cluster, and how it fits within the GTA. 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.

- **Departments of Aviation visit:** Staff hosted the directors of both Oregon's and Washington's Departments of Aviation in the Gorge (see photo at left). The visit included meeting with several UAS and remote sensing-focused companies, a meet-and-greet happy hour, Community College including the Skills Center and aircraft maintenance facility, and CGRA. This visit prompted the department heads to invite departments of aviation from 27 states, who will meet to discuss advanced air mobility (flying taxis, etc.) on July 15th and 16th at the Fort Dalles Readiness Center.



Washington State Micro-Enterprise Association (WSMA) Grant

Entrepreneur-focused pub talks: Staff supported 5 pub talk-style networking events highlighting Washington micro-enterprises. Events took place in Goldendale, Lyle, Bingen, White Salmon, and Stevenson, and all were well-received. Each event was held in collaboration with a partner, including Skamania County EDC, Goldendale Area and Mount Adams Chambers, Gorge Women in Business, and a Spanish-language event with The Next Door Inc.

Rural Opportunity Initiative (ROI) Grant

- **Innovator Drinks:** MCEDD received a grant from Business Oregon to support entrepreneurs in the Oregon counties of the region. Staff is creating a series of pub talks to convene and connect entrepreneurs, and a panel including entrepreneurs to discuss their journeys. This will include events in Sherman, Hood River and Wasco Counties (including two in South Wasco County), and two held in Spanish.
- **Gorge PitchFest 2024:** Staff held the second annual PitchFest for start-up entrepreneurs interested in raising non-dilutive funds to help grow their businesses. This year's event took place on June 6th at Granada Theatre. It attracted 50 businesses to apply to be finalists, and raised \$22,100 in sponsorship, 100% of which went directly to the winners. The top winner was [Sammy and Friends](#) (see photo above).



Broadband

- **Coordination and Collaboration:** Staff continues to work to organize local governments with industry professionals who can help bring fiber broadband to the rural parts of our five-county region.
- **BEAD:** The federal government's (NTIA's) BEAD (Broadband Equity, Access, and Deployment) grant is scheduled to bring up to ~\$80M to our five counties. Oregon and Washington are at the rulemaking stage for getting these funds to ISPs to get fiber to homes that lack adequate (100Mbps) service. Staff continues to support the counties as needed to convene stakeholders, develop buildable projects, and work to attract BEAD funds.



To: MCEDD Board of Directors
 From: Lindsay McClure, Energy and Project Manager
 Date: June 11, 2024
 Re: Project Management Report

Regional Renewable Energy Coordination

- **Columbia Gorge Bi-State Renewable Energy Zone (CGBREZ):** Staff supported one CGBREZ meeting, which included legislative updates, a presentation about NW Natural’s hydrogen projects, and an update on the Cascade Renewable Transmission Project. The next CGBREZ meeting will be held virtually on Friday, July 12 at 9 a.m.

Hood River County Energy Council Coordination

- **Energy Resilience Project Updates:** The Energy Council is supporting a number of energy resilience projects in Hood River County. An overview of each project can be found below.
 - **Mt. Hood Town Hall:** The proposed project will install a solar and storage microgrid with 55.1 kW of PV and 307.2 kWh of battery storage. The solar panels will be integrated into two PowerShingle solar canopies, which will provide co-benefits including shade from the sun and shelter on rainy days. Mayfield Renewables was hired to produce a feasibility study, which was paid for through an ODOE Community Renewable Energy Grant Program (C-REP) planning grant. On behalf of project partners including Mt. Hood Towne Hall Association and the Energy Council, the County applied for \$972,933 in C-REP construction funding. This application was submitted on May 10, 2024, and award announcements are expected by September 2024. If successful, this grant will pay for up to 100% of the cost of constructing the proposed system. Energy Council staff worked with project partners to host a community meeting on April 10, 2024, at Mt. Hood Town Hall, which gave the community the opportunity to learn more, ask questions, and provide feedback about the project. Roughly 30 people attended the community meeting. Feedback from this meeting was incorporated into Mayfield Renewables’ feasibility study and the County’s C-REP construction application. Energy Council staff is providing grant and project management for this project.
 - **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 of Cascade Locks received construction funding from ODOE C-REP for this project. The City is also working with Federal Emergency Management Agency (FEMA) in preparation to accept a Hazard Mitigation Grant Program (HMGP) 5% Initiative grant for the same project which, unlike the ODOE C-REP program, will help with a needed roof replacement. The City also applied for funding from Oregon Department of Human Services’ Resilience Hubs and Networks Grant for a diesel generator and generator installation. The Energy Council is providing grant writing, grant administration, and project management support for this project.
 - **Wy’east Middle School:** [New Buildings Institute’s](#) Microgrid Opportunities: Vehicles Enhancing Resiliency (MOVER) project looks to 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 that will 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 was held the evening of Wednesday, April 3, at Wy'east Middle School.

- **Cascade Locks Fire Station:** This project looks to develop a solar and battery storage system to support Cascade Locks Fire Station operations during grid outages. The City of Cascade Locks applied for \$68,000 in C-REP planning funding to develop a project plan to support the fire station during grid outages and to reduce monthly utility costs. Energy Council staff is providing grant writing, grant administration, and project management for this project.
- **Oregon Department of Transportation Carbon Reduction Program:** The Energy Council's Transportation and Land Use subcommittee supported two applications to ODOT's Carbon Reduction Program small urban and rural call for proposals. Award announcements are expected this fall.
 - **Hood River County:** Hood River County's proposal includes funding for three electric fleet vehicles, Level 2 chargers for the vehicles, and make-ready infrastructure for up to 10 additional Level 2 chargers.
 - **City of Hood River:** The City of Hood River's proposal includes funding for three electric fleet vehicles. Chargers for these vehicles will be installed by the City outside of this program.
- **Hood River County EV Charging Infrastructure Planning:** The Energy Council's transportation and land use subcommittee has continued 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 has convened a committee, which has met four times, to inform the study.
- **Hood River County NHMP / CWPP Update:** Energy Council staff has been attending steering committee meetings for the Hood River County Multi-Jurisdictional Natural 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.
- **Energy Trust of Oregon Community Leadership Award:** The Energy Council received a Community Leadership Award from Energy Trust of Oregon at Energy Trust's Board of Directors Community Reception on May 13 (see photo). The award recognized the Energy Council for its leadership in developing the Energy Plan and its subsequent work on implementation and action.
- **Energy Trust of Oregon Board of Directors' Regional Board Meeting and Strategic Planning Workshop:** Energy Council staff spoke on a community energy panel at Energy Trust's May 13 Board of Director's meeting. Staff spoke about collaborative efforts including the Creating Equitable Access project, energy resilience projects, and other projects.
- **Northwest Environmental Justice Cohorts:** Energy Council staff applied and was invited to join a cohort learning opportunity through the Northwest Environmental Justice Center. The cohort is focused on demystifying and helping participants access federal, state, and private funding for environmental



and energy justice work. The expected time commitment is roughly 6 hours for cohort workshop sessions plus additional time if 1:1 office hours are deemed worthwhile.

- **EPA Clean School Bus Rebate Program:** The Hood River County School District recently learned that it was selected for a rebate award from the EPA's Clean School Bus Program. This program will provide \$400,000 for two electric buses. HRCSD is working with Alison Wiley of the Electric School Bus Newsletter and NW Clean Cities Coalition to pursue opportunities through the Federal Clean Commercial Vehicle Tax Credit and DEQ to further reduce the cost of these vehicles.

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 funds environmental assessments and planning activities throughout the MCEDD five-county region. Work is being performed by consultant Stantec. We are now accepting property nomination forms, which are available on MCEDD's brownfields webpage. Approved projects include work at the following sites: vacant land that could be developed into an affordable housing project in Moro, OR; vacant land that could be developed into senior housing in Moro, OR; Cascade Locks City Hall in Cascade Locks, OR; the Gloria Center in The Dalles, OR; and the Hamilton in The Dalles, OR.



To: MCEDD Board of Directors
Date: June 10, 2024
From: Kathy Fitzpatrick, Mobility Manager
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. These providers include Mt Adams Transportation Service (Klickitat County), Skamania County Transit, Columbia Area Transit (CAT), the Link (Wasco County), and Sherman County Community Transit.

MCEDD Receives 2024 Excellence in Regional Transportation Award



The Excellence in Regional Transportation Awards showcase organizations for noteworthy projects and practices in rural and small metropolitan transportation planning, program delivery, and special initiatives.

When the Columbia Gorge Tourism Alliance (CGTA) began development of the Accessible Gorge project and website, the Mobility Manager assisted with the public transportation section and spearheaded the Waterfall Corridor project and video. You can access [the transit webpage here](#) or go directly to [the project video here](#).

Implementation of the 2023 Gorge Regional Transit Strategy

One of the principal strategies to improve the regional transit system is a system-wide alignment of routes to minimize wait time when riders are transferring from one route to another and to increase or decrease frequencies where needed. The providers worked together for months to establish a “pulse point” of intercity connections for the primary regional routes that was launched on April 19. The next phase of planned connectivity will time the intracity routes to coordinate with the main pulse points.

Non-Emergency Medical Transportation (NEMT) and Rural Public Transportation Providers

NEMT is an important benefit for Medicaid clients who need transport to and from medical services and also provides a source of revenue for local public transportation providers which they can leverage as match for state and federal grants. Unfortunately, following a nationwide pattern recognized by the Centers for Medicare and Medicaid (CMS), NEMT revenue for rural public transportation providers has decreased significantly over the last decade. The Gorge TransLink Alliance is currently working with a national consultant who specializes in NEMT and rural public transportation to facilitate a workshop to assist the providers with tools that in the short term could help increase their NEMT-provided revenues and in the long term push the state Medicaid Directors and DOTs to adopt the new CMS guidance developed in 2023 with the goal of benefitting rural public transportation providers.

Summer fun and the Gorge Transit Pass

[Sign up for the Gorge Transit Pass Newsletter](#) and learn about all the fun events and activities that you can take transit to in the Gorge. Each month the newsletter focuses on wonderful local businesses accessible by transit with a spotlight on all of the fun community events happening in each county. Don't sweat the parking hassle—get there by transit! [Check out the Spring newsletter here.](#)

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.

Congratulations, Sara!

Sara recently completed a 2-year Travel Training course and is now studying for her final exam. During the past two years she has been implementing the skills and knowledge from her coursework into her Travel Training program and has received acknowledgement of her good work from the communities she serves, the Gorge TransLink Alliance, and professional organizations. MCEDD is very proud of her accomplishments!

Sara and Eve have been designing fun group activities for students of all ages, including a bus trip to the Vancouver Mall for Skamania County students with disabilities and a transit experience day for high school students in Hood River and Wasco Counties exploring healthcare careers.



Photo: Students studying regional transit schedules to plan their bus routes.



Photo: Disability Advocates on Transit

To: MCEDD Board of Directors
From: Jesus Mendoza, Transportation Operations Manager
Date: June 10, 2024
Re: Report for The LINK

Grants:

- We closed the Innovative Mobility Grant, the small grant we received to purchase the giveaway items we've distributed in the last year at events.
- We are starting to watch for several upcoming funding opportunities that provide regular operating funds for The Link. These include:
 - Statewide Transportation Improvement Fund (STIF) Discretionary/Statewide Transit Network – opens 7/11/2024
 - Federal Formula – opens 8/22/2024
 - STIF Formula- opens 8/27/2024

Service:

- The LINK updated the Red Route to include the Gloria Center.
- Updates to Red, Blue, and Intercity service took place April 27, 2024. This aligns with the summer service other regional providers will be providing and improves connectivity between local fixed route and intercity service.
- May 19, 2024, marked The LINK's 27th Anniversary and staff celebrated with a little party.

Facilities/ Capital:

- Schuepbach has completed the installation of 1 bus shelter at the Gloria Center (see photo at right) and will have until July 31, 2024, to complete the installation of 3 other bus shelters and 8 simme-seats.
- After a competitive procurement process that received two quotes, we have placed the order for 2 replacement gas-powered vehicles, estimated to be delivered around March of 2025.



Marketing/Outreach

- The LINK participated in the Cherry Festival Parade (see photo at right) and tabled at the Community Resource Event.
- The LINK purchased a Spanish-language ad to air on Radio Tierra. The announcement is for 2 months starting June 6 to August 6, 2024.
- We also purchased an ad in the South Wasco Times to increase South County shuttle awareness.
- Dial-a-Ride and South County flyers were distributed to enhance service awareness as we enter Cherry Season and have migrant farmworkers in town.
- Continue to advertise fixed route through Movie Theater Ad.

