



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **August 1, 2023, 6 PM**

LOCATION: Cascade Locks City Hall 140 Wa Na Pa St, Cascade Locks, OR 97014

<https://us02web.zoom.us/j/85806615790>

AGENDA

- 1)** Commission meeting called to order
 - a.** Pledge of Allegiance
 - b.** Roll Call
 - c.** Modifications, Additions and Changes to the Agenda
 - d.** Declarations of Potential Conflicts of Interest
- 2)** Public Comment (Speakers may be limited to three (3) minutes)
- 3)** Presentations
 - a.** Flex 6 – Commercial Broker Anne Medenbach, Copper West Real Estate – [Page 2](#)
 - b.** Strategic Business Plan – Annie Rose Favreau, Moss Adams – [Page 4](#)
 - c.** Legislative Update – Mark Johnson
- 4)** Discussions
 - a.** Election of Port Commission Secretary and/or Treasurer – [Page 11](#)
 - b.** Appointment of Commissioners to Sub-Committees
 - i.** Cascade Locks Historical Museum Board – [Page 12](#)
 - ii.** Energy Council Representative Page – [Page 14](#)
- 5)** General Manager Report
- 6)** Commissioner and Sub-Committee Reports
- 7)** Executive Session under ORS 192.660 (2)(h) Legal Counsel regarding Litigation or likely Litigation to be Filed
- 8)** Adjournment

Professional Summary:

Positive leader, graceful communicator, creative problem solver with comprehensive experience in Commercial Real Estate and Economic Development. Proven track record of top-notch management with deep analytical and on the ground skills. Transaction and public process maven with a love for community and big picture thinking.

Experience:

<i>2 years 2021-Present</i>	<i>Commercial Real Estate Broker</i>	<i>Copper West Real Estate, Hood River</i>
<i>8 years 2014-2021</i>	<i>Development, Leasing and Property Manager</i>	<i>Port of Hood River, Hood River</i>
<i>2 years 2012-2014</i>	<i>Commercial Appraisal trainee</i>	<i>RE Risk Solutions, The Dalles</i>
<i>4 years 2005-2009</i>	<i>Commercial Real Estate Broker and Property Manager</i>	<i>Oliver Commercial, Bend</i>

Skills

Real Estate

- Started Commercial Real Estate Division at Copper West.
- Manage and market commercial properties for lease and for sale.
- Leased properties of all types in Hood River, The Dalles and White Salmon.
- Created and implemented lease strategy and structure bringing portfolio up to NNN standard; increasing revenues by 18%.
- Created and implemented Real Estate Investment Strategy and subsequent policies for Public entity which outlined existing and potential development options, cash flow and IRR analysis, actions and market analysis.
- Negotiate and complete acquisitions and Sales through purchase, 1031 exchange and Development Agreement processes, both public and private.
- Recruit and foster new and existing businesses using economic development tools and financing.
- Analyze and understand local, regional and national real estate trends, values and pricing.

Strategy, public process and Communications

- Collaboration and relationship building with elected officials, community groups, local businesses and governmental agencies regarding planning, grants, regional economic development priorities, permitting and public policy issues.
- Apply for and manage grant processes with State and Federal agencies (FAA, ODOT, ODA)
- Apply for and manage Federal, State and local permits including; Environmental Assessment, wetland mitigation, land use, development and construction.
- Created successful project partnerships with local and regional agencies and businesses
- Management and implementation of controversial public projects and subsequent citizen committees and policy recommendations.
- Closely work with Commissioners and colleagues to create policies and actions to achieve Port goals.
- Communicate effectively with various individuals, groups and teams using oral, written and presentation skills.

- Create annual budgets based on cost models, CIPs and Port goals.
- Planning: Managed Airport Master planning process, Commissioner working on White Salmon Master Plan, part of Strategic Business planning effort for the Port

Development, Construction and Project Management;

- Manage Public Bidding process and property management contracts (30+ per year)
- Lead teams in all aspects of development including design, planning, engineering, entitlements, land development and construction.
- Review project plans, specs and budgets, development schedules and identify risk during due diligence for Board approval
- Monitor work for legal or regulatory compliance
- Hire, manage and appraise performance of contractors and consultants.
- Create annual CIP plans for properties, including FAA grant cycles
- Implemented routine maintenance and annual property inspections.

Supportive information

White Salmon Little League, Concessions Manager	2022
CCIM SW Washington/OR chapter Board Member	2022-Present
Hood River Rotary Club Member	2021-Present
White Salmon Community Youth Basketball Coach	2021
CCIM Designee	2020-present
Founder and President, Big River Community Land Trust	2019-present
White Salmon Planning Commissioner	2017-2019
Bethel Church Board Member	2018
White Salmon, Community Youth Soccer Coach	2014-present



MOSSADAMS

PORT OF CASCADE LOCKS Strategic Planning Update

August 2023



Strategic Plan Background

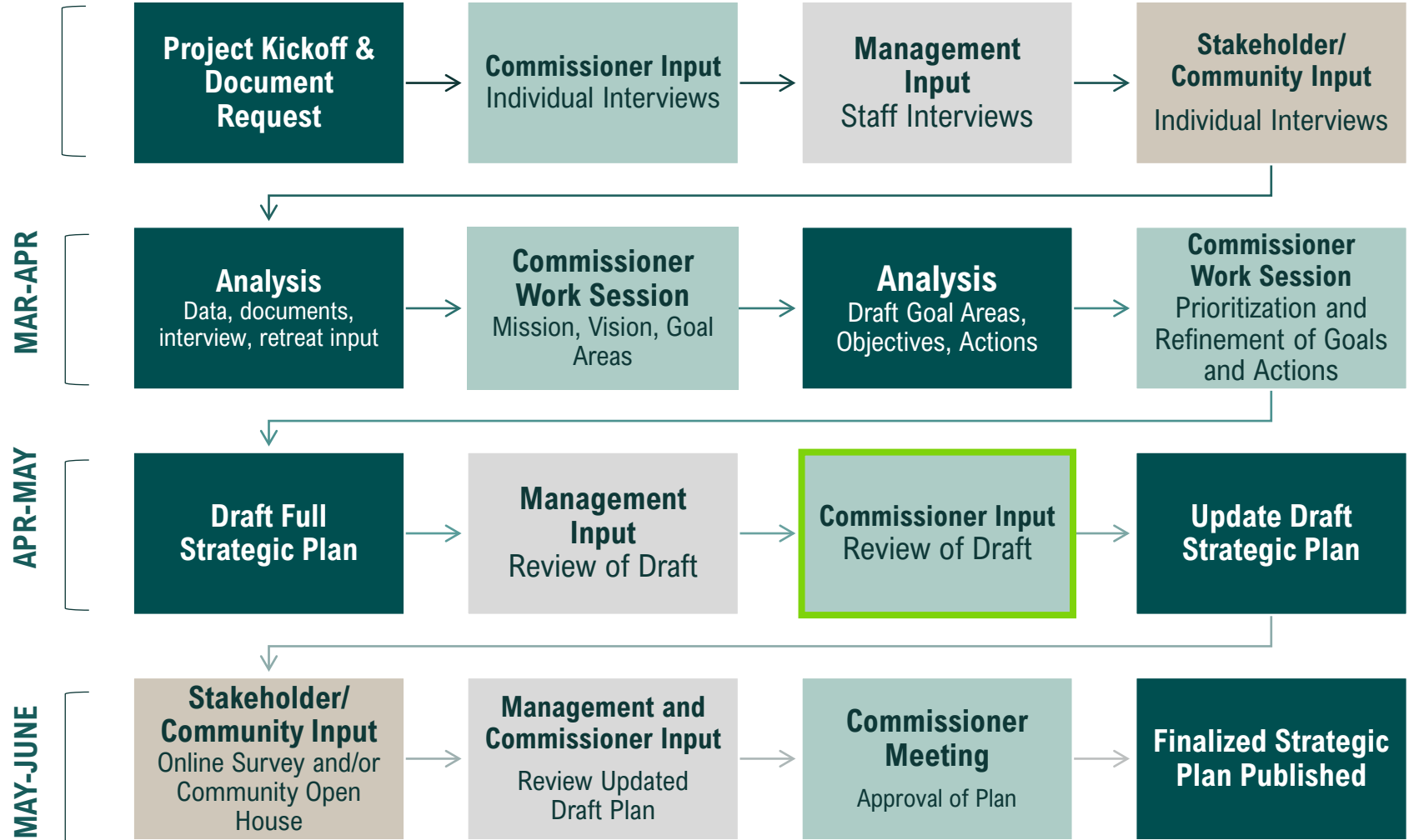
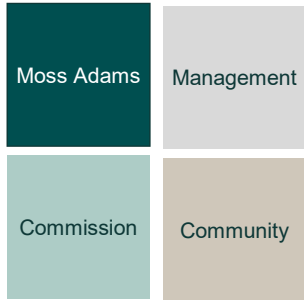
- City Council
- City Staff
- Community Stakeholders



Planning Framework



Milestones



Options for Next Steps

1. Continue moving forward with the current strategic plan draft (community input and then work session to adopt)
2. Restart the strategic planning process
 - A. Restart now
 - B. Restart in 4-6 months to enable full onboarding of new commissioners



➤ **THANK YOU**



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ROLE OF PORT COMMISSION SECRETARY and TREASURER

Cited from Port of Cascade Locks Port Commission Duties and Responsibilities Policy Manual

Secretary

The Commission Secretary shall be responsible for ensuring that accurate minutes of Commission proceedings are kept, transcribed, and distributed to each Commissioner in a timely manner as required by Oregon law. The Secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the Port's records permanently. Responsibilities associated with meeting minutes may be delegated to a staff member by majority vote of the Commission, but in such a case are still under the supervision and responsibility of the Commission Secretary. In the absence of both the Commission President and Vice-President, the Secretary may act as President Pro Tempore.

Treasurer

The Commission Treasurer shall ensure that accurate accounting and financial records are maintained by the Port, and that applicable requirements of Oregon's Local Budget Law are followed. The Treasurer should provide regular financial updates to the Commission, as the Commission deems appropriate. Responsibilities associated with accounting and financial records may be delegated to a staff member by majority vote of the Commission, but in such a case are still under the supervision and responsibility of the Commission Treasurer.

CASCADE LOCKS MUSEUM BOARD MEMBER

Introduction:

Cascade Locks Historical Museum Board Member for 2023-2024

The seat for the Port of Cascade Locks' Museum Board member is currently vacant. It is up to the Port to appoint its representative using the appointment method of your choosing to serve a two-year term.

The museum board meets at 10am on the 2nd Thursday of the month in City Council chambers. The next meeting is August 10.

The Important Details:

1. Time commitment = 2-6 hours per month, depending on seasonal activities and committee involvement. Monthly board meetings are usually at 10am on the third Monday of the month. (Willing to adjust days/times to accommodate new board members)
2. Financial commitment = active membership in the Friends of the Cascade Locks Historical Museum. [Membership starts at \\$12](#). No other minimum give/get or required board contribution.

Here are the relevant excerpts from the Museum's bylaws for the Port Commission and the member-at-large duties. The full bylaws are also attached.

Article III – Members

Section 1. Membership

- B. The Mayor of Cascade Locks and the President of the Port of Cascade Locks shall be members of the Board of the Friends. They may appoint a designee to represent them.
- C. The City administrator of the City of Cascade Locks and the general Manager of the Port of Cascade Locks shall be ex-officio members of the Board, but may count as a full board member for the purposes of establishing a quorum

of the Board and/or vote as a member of the board in the absence of a Council or Commission representative.

Article VI – Executive Board

Section 1. Composition

A. There shall be an Executive board consisting of the officers named in Article IV, a representative from the city of Cascade Locks Council, a representative of the Port of Cascade Locks Commission, and at least one member-at-large. There will be a minimum of seven (7) members of the Executive Board.

C. Duties

5. Ex officio members (2) – shall attend meetings and participate fully as officers in all Executive Board actions. Be appointed by Chair to membership on at least one Standing Committee.
6. Member(s) -at-large (1+) – shall attend meetings, participate fully as officers in all Executive board actions. Be appointed by Chair to membership on at least one Standing Committee. The member at-large is to be elected to a two-year term during odd-numbered years by the membership during its annual meeting. Additional members at-large may be appointed to the Executive Board if the representative from the Port or City Council serves as an officer.

Friends of the Cascade Locks Historical Museum

Bylaws

Article I – Name

The name of the organization shall be the Friends of the Cascade Locks Historical Museum (“Friends”).

Article II – Mission Statement & Objective

The mission of the Friends of the Cascade Locks Historical Museum is “to preserve and interpret our diverse heritage for the benefit of visitors and the community.” The objective of the Friends is to support the Cascade Locks Historical Museum through operations management, fundraising, programming, promotion, and other means.

Article III – Members

Section 1. Membership

- A. Any person interested in promoting the object of the Friends may become a member upon payment of dues.
- B. The Mayor of Cascade Locks and the President of the Port of Cascade Locks shall be members of the Board of the Friends. They may appoint a designee to represent them.
- C. The City administrator of the City of Cascade Locks and the general Manager of the Port of Cascade Locks shall be ex-officio members of the Board, but may count as a full board member for the purposes of establishing a quorum of the Board and/or vote as a member of the board in the absence of a Council or Commission representative.

Section 2. Dues

- A. Annual dues shall be established. Changes to dues shall require a majority vote of the executive board present in a meeting or via electronic means.
- B. The membership year shall start on the date of purchase and be valid for one calendar year from purchase date.

Article IV – Officers

Section 1. Officers and duties

The officers of the Friends shall be a Chair, Vice-Chair, Secretary, and Treasurer. These officers shall perform the duties prescribed by these bylaws and those duties described for Chair, Vice-Chair, Secretary, and Treasurer respectively in the parliamentary authority. In addition, the

officers shall prepare an annual report, for presentation to the general membership at its annual meeting.

Section 2. Nominations and elections

Candidates for each office shall be recommended by the Nominating Committee and shall also be solicited generally from the Friends membership. The slate of candidates shall be presented to the membership at the annual membership meeting. Nominations shall also be taken from the floor at the meeting.

Voting shall take place via voice vote at the annual membership meeting. The candidates receiving the highest number of votes for each office shall be elected. In case of a tie vote, the successful candidate shall be determined by the Nominating Committee by lot.

Positions elected at the annual meeting in July shall take office on January 1 of the following year.

Section 3. Terms of office

Officers shall be elected to serve for two years or until their successors are elected. Their term of office shall begin on January 1 of the following year. Terms shall be staggered so that not all officers are elected to two-year terms at the same time. The chair and Secretary shall be elected during even numbered years, and the Vice-Chair and Treasurer odd numbered years.

Section 4. Resignation and vacancies

A. An officer desiring to resign shall submit his/her resignation in writing to the Executive Board, which shall then inform the general membership. A resignation shall be effective when received or at a subsequent effective date which is stated in the resignation.

B. A vacancy in an officer position shall be filled by the Executive Board for the unexpired portion of the term for the vacant office at the next meeting after the vacancy occurs.

C. A position can be considered abandoned after three unexcused absences from Executive Board meetings. After the third unexcused absence, the Executive Board can vote to remove and replace the officer for the unexpired portion of the term.

Article V – Meetings

Section 1. Annual meeting

An annual meeting of the Friends shall be held in July, with the date and place determined by the Executive Board. The purpose of the meeting shall be stated in the notification for it.

Section 2. Special meetings

Special meetings may be called by initiatory petition of ten members or upon recommendations of the Executive Board. The purpose of the meeting shall be stated in the notification for it.

Section 3. Virtual participation

The Friends, including its Executive Board, committees, and other subgroups, may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members.

Section 4. Quorum

At least twenty percent of the general membership as determined by the Treasurer's record shall constitute a quorum.

Section 5. Public meetings

All meetings of the Friends shall be open to the general public unless the Friends votes to go into executive session per the parliamentary authority.

Section 6. Electronic voting

The Friends, including its Executive Board, committees, and other subgroups, may vote on issues via email or other electronic means as well as during meetings, provided that quorum for the number of voters is satisfied. Except in case of emergencies representatives shall be given at least one week to vote.

Article VI – Executive Board

Section 1. Composition

A. There shall be an Executive board consisting of the officers named in Article IV, a representative from the city of Cascade Locks Council, a representative of the Port of Cascade Locks Commission, and at least one member-at-large. There will be a minimum of seven (7) members of the Executive Board.

B. Current Museum employees shall not serve as Executive Board members.

C. Duties

1. Chair (1) – shall preside at the meetings of the Executive Board, call for the order of business, conduct voting, appoint committees, and supervise the actions of the Executive Board. Appoint Officers to membership in Standing Committees.

2. Vice Chair (1) – shall assume the duties of the Chair when the chair is absent and assist the chair in the performance of their duties when required. Be appointed by Chair to membership on at least one Standing Committee.

3. Secretary (1) – shall keep permanent and complete records of the proceedings of the Executive Board.
4. Treasurer (1) – shall keep permanent and complete financial records of the Executive Board, verify bank statements, pay bills as directed by the Executive Board, receive donations, and report status of finances at each meeting. Be appointed by Chair to membership on at least one Standing Committee.
5. Ex officio members (2) – shall attend meetings and participate fully as officers in all Executive Board actions. Be appointed by Chair to membership on at least one Standing Committee.
6. Member(s) -at-large (1+) – shall attend meetings, participate fully as officers in all Executive board actions. Be appointed by Chair to membership on at least one Standing Committee. The member at-large is to be elected to a two-year term during odd-numbered years by the membership during its annual meeting. Additional members at-large may be appointed to the Executive Board if the representative from the Port or City Council serves as an officer.

Section 2. Meetings

- A. The Executive Board shall meet monthly.
- B. A quorum shall be considered a majority of the voting members of the Executive Board present at the meeting. In the event that there are an even number of Executive Board members present, the Executive Director may cast a tie-breaking vote.
- C. Special meetings may be called by the Chair or at the request of three Executive Board members.

Article VII – Committees

Section 1. Standing committees

- A. *Collections*: Reviews and develops the collection, as governed by a Collection Development Policy.
- B. *Facilities*: Inspects facilities for safety, maintenance, and public service and makes recommendations to the Executive Board and Port of Cascade Locks.
- C. *Fundraising*: Raises funds to support the Cascade Locks Historical Museum.
- D. *Nominating*: Nominates candidates for election to serve as officers.
- E. *Publicity*: Uses various media and methods to promote the Museum, its services, its brochures and its programs.
- F. *Program*: creates, monitors and updates programs.

Section 2. Standing Committee Duties.

Each voting member of the Executive Board shall be appointed by the Chair to be a member of at least one standing committee, so that all standing committees will have representation at Executive Board meetings. The Executive board member need not Chair the standing committee, but must be able to inform the Executive Board of their proceedings and shall report monthly at the regularly scheduled Executive Board meeting.

Section 3. Standing Committee Membership

Standing committee members shall be members of the Friends.

Section 4. Special Committees

A. Special committees may be appointed at the discretion of the Friends or Chair as necessary to assist the Executive board in Accomplishing its purposes.

B. Special committee members need not be members of the Friends.

Article VIII – Administrative operations

Section 1. Administrative year

The Friend’s administrative year shall be January 1 to December 31.

Section 2. Budget

The Executive Board shall prepare and adopt a budget for the Friends annually, to be presented to the membership during its annual business meeting.

Article IX – Parliamentary authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Friends in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Friends may adopt.

Article X – Amendment of Bylaws

These bylaws may be amended at any meeting of the executive board of the Friends by a two-thirds vote of the members present, provided notice and proposed changes or amendments are submitted in writing.

ENERGY COUNCIL REPRESENTATIVE

Introduction:

Hood River County Energy Council Representative for 2023-2024

The seat for the Port of Cascade Locks's Energy Council representative was previously filled by Butch Miller. Butch has currently stepped down. The Energy Council has been very appreciative of Butch's contributions. It is up to the Port to appoint its representative using the appointment method of your choosing to serve a two-year term.

The Energy Council meets quarterly on Thursday afternoons from 3-5 p.m. The schedule for the rest of 2023 is below.

- September 7, 2023
- December 7, 2023

Each Energy Council member also serves on one of the three subcommittees: Buildings, Transportation & Land Use, or Community Scale Solutions. The subcommittees meet once a month on off months for the full Energy Council. Each subcommittee determines meeting times based on subcommittee member availability.

Below is a list of Energy Council member responsibilities (pulled from the Energy Council's Organizational Guidelines, which are attached). Our governing body representatives play an important role in acting as a liaison between the commission they represent and the Energy Council. The Energy Council is committed to prioritizing projects that benefit the governing bodies that adopted the plan, and the governing body representatives help us understand work plans and priorities to ensure that our work is benefiting our key partners.

Hood River County Energy Council Membership Details:

1. The Energy Council is a volunteer advisory body that supports the implementation of the Hood River County Energy Plan.
2. The Energy Council is looking for applicants who are committed to helping our community reach its clean energy goals. The Energy Council is seeking members

who will represent all Hood River County residents and is looking to bring a diversity of perspectives to the council. Additionally, the Energy Council strives to include members who represent the following industries: energy,

3. transportation, buildings, agriculture, land use, and finance. Applicants with experience in other fields are also encouraged to apply.
4. New members will serve a two-year term beginning in January 2023.
5. To be eligible, applicants must live in one of the following counties: Hood River, Wasco, Sherman, Klickitat, or Skamania.

HRCEC members are expected to:

1. Operate under our Guiding Principles (listed in Section IV of the Organizational Guidelines) and understand the status of the Energy Council Work Plan.
2. Appreciate the significance of projects for some or all major stakeholders and represent their interests;
3. Be an advocate for broad support for the benefits pursued by the Energy Council;
4. Provide support for strategic initiatives where appropriate based on Energy Council member expertise and availability.

In practice, this means:

1. The Chairs will work with Energy Council staff to convene and facilitate Energy Council meetings, write and distribute minutes, and hold people accountable;
2. Attend meetings and review prep materials;
3. Ensure the projects being pursued by the Energy Council provide benefits to public entities and taxpayers;
4. Help balance conflicting priorities and resources;
5. Provide guidance to Energy Council staff and partners;
6. Foster positive communication outside of the Energy Council regarding the group's progress and outcomes;
7. Report on project progress to those responsible for funding and implementing projects, such as government bodies and funders.

Hood River County Energy Council

Organizational Guidelines

I. Mission

The mission of the Hood River County Energy Council (HRCEC) is to facilitate the implementation of projects that responsibly increase energy independence and economic benefits related to energy use and resiliency, and reduce fossil fuel consumption.

II. Purpose

The purpose of the Hood River County Energy Council is to serve as an advisory body to the agencies that have approved by resolution, the Hood River County Energy Plan as well as to the citizens and public and private partners who are committed to helping Hood River County meet the goals of the plan.¹

The council seeks to:

- A. Build expertise in the community — in the form of social capital, financial capital and human capital — to support clean energy projects in Hood River County.
- B. Maintain and build key relationships with partners.
- C. Work with regional public and private entities to collectively increase investment in clean energy and energy conservation projects around the Columbia River Gorge.
- D. Track progress toward Energy Plan goals.

The council openly invites partners and stakeholders to collaborate on energy projects and related opportunities. The council aims to assist with introductions, connect and inform opportunities, help with coordination, fundraising and potentially apply resources.

¹ *Utility-scale wind and solar generation are being built in our region. Recent executive orders and regulations include those to reduce haze and emissions and transition to a lower carbon economy. We have seen announced retirements of coal-fired generating units, as well as removal of hydroelectric-producing dams. Changes to the generation resource mix will present new reliability challenges and many opportunities as more non-synchronous generation is added to the system.*

III. Goals

The Council is working to achieve the long-range goals of the Hood River County Energy Plan, which are as follows:

- A. **Reduce fossil fuel use.** Specifically, replace power generated from fossil fuels with clean, renewable energy in buildings, water systems, and transportation by 30% in 2030, 50% in 2040 and 80% in 2050, as compared with 2016 levels.
- B. **Improve resilience and energy independence.** Specifically, generate 50% of the county's energy needs from local diversified energy sources and storage capacity by 2050. Increase overall capacity, price security, energy generation control and stability, and provide key services in the event of an emergency.
- C. **Increase investment in local renewable energy resources.** Specifically, strategically utilize \$25 million in revolving funds by 2025 to enable local projects and create a business environment that supports our Energy Plan goals. Benefit the local economy by increasing investment in clean energy technologies and decreasing out-of-region and out-of-pocket expenditures. Keep dollars spent and dollars saved on energy in the community.

IV. Background

Between 2016-2018 The Hood River Energy Plan Steering Committee – with input from key partners – completed The Hood River County Energy Plan(www.mcedd.org/industry-development/special-projects), which provides a blueprint to help our community work toward the three goals listed above.

The Hood River County Energy Plan was adopted by four government agencies in 2018 (Hood River County, City of Hood River, Port of Hood River, Port of Cascade Locks). The energy plan was developed with the help of a group of stakeholders operating as the Hood River County Energy Plan Steering Committee. Funding came from the four agencies listed above, along with the City of Cascade Locks, the Energy Trust of Oregon and the Ford Family Foundation.

The Hood River County Energy Council (HRCEC) was formed in Winter 2019, replacing the Hood River County Energy Plan Steering Committee. HREC operates under the Mid-Columbia Economic Development District (MCEDD), which provides economic development, coordination, business assistance, and industry development within a five-county district. (Three counties in Oregon: Hood River, Wasco and Sherman, and two counties in Washington: Skamania and Klickitat, all bordering the Columbia River.)

V. Guiding Principles

HRCEC uses the following principles to guide their decision making and efforts.

- A. Equity: Focus on addressing the problems of and reducing disparities for underserved communities of color, people with disabilities and people experiencing energy burden. In practice this means:
 - 1. Committing to creating and using an Equity Lens in council operations and project selection.

- B. Impact: Advance strategic initiatives that have multiple benefits, achieve one or more Energy Plan Goals, and deliver metrics of success. In practice this means:
 - 1. Setting and maintaining near-term measurable targets for 1) fossil fuel reduction, 2) resilience and energy independence, 3) local investment in clean energy.
 - 2. Determining metrics of success by which progress will be measured.
 - 3. Evaluating (to the extent possible) how a strategic initiative affects progress toward Energy Plan goals, and prioritizing projects that address multiple goals.
 - 4. Assess and mitigate unintended consequences of strategic initiatives.
 - 5. Bring the greatest value (economic benefits, emergency preparedness, resilience) to the largest number and diversity of residents, businesses and public entities within Hood River County.

- C. Collaboration: Be effective partners with public and private organizations (local and regional), academia, non-profit organizations and other communities working toward similar goals. Seek to listen and build relationships. In practice this means
 - 1. Identifying shared visions, overlapping values, and areas of interest with partners.
 - 2. Maintaining regular communication with partners at agreed upon level.
 - 3. Frequently seek out areas of priority alignment with partners and identify shared opportunities.

- D. Continuous Evaluation: Acknowledge the goals of the Hood River County Energy Plan are long-term and meeting those goals will require ongoing evaluation, refinement and collaboration. In practice this means:
 - 1. Regularly evaluating progress towards goals and communicate progress.
 - 2. Understand the push and pull between achieving numeric targets and tangible community benefit, updating goals and targets where appropriate.

3. Regularly evaluate the impact of communication efforts and adjust accordingly.
- E. **Transparency:** Make meetings and data accessible to the public so that the Hood River County community can understand and evaluate the Energy Council's decisions, and design innovative solutions of their own. In practice this means:
1. Making organizational documents, work plans, decision-making criteria, and strategic initiatives public and accessible.
- F. **Innovation:** Pursue innovative technology solutions, communication methods and partnerships where there is opportunity to add value. In practice this means:
1. Continually educating ourselves and our community about technological advancements, communication methods, and strategic relationships.
 2. Commitment to investigating and pursuing, when they add value, innovative solutions to problems.

VI. Council Member Roles & Responsibilities

Roles: The HRCEC will be comprised of no fewer than 7 people and no more than 11 people. The HRCEC will be comprised of at least one representative from all public entities that have adopted the Energy Plan, are actively involved, and are actively funding its efforts.

The HRCEC will strive to include council members representing all Hood River County residents, and the following industries: agriculture, manufacturing, buildings, transportation, energy, water and land use and seek to include diverse perspectives, including those of underserved communities.

The HRCEC will elect a Chair who will serve two-year terms.

- A. **Terms:** All members of HRCEC are expected to serve a two-year term (in year 1, positions will be staggered) with terms beginning in January. Council members appointed by a Hood River County governing body (Hood River County, City of Hood River, Port of Hood River, Port of Cascade Locks) will be appointed by the designated body through the method of their choice. All non-appointed Council positions will be elected by an Energy Council vote.
- B. **Time Commitment:** Meetings will be held at least once a month for an average of 1.5 hours and are open to the public. Council members may be expected to

spend an average of 2-4 hours per month on Council activities (including but not limited to serving on subcommittees, providing support to projects, connecting efforts, etc).

C. Responsibilities:

HRCEC members are expected to:

1. Operate under our Guiding Principles (listed in Section IV) and understand the status of the Energy Council Work Plan.
2. Appreciate the significance of projects for some or all major stakeholders and represent their interests;
3. Be an advocate for broad support for the benefits pursued by the Energy Council;
4. Provide support for strategic initiatives where appropriate based on Energy Council member expertise and availability.

In practice, this means they:

1. The Chairs will work with the Energy Coordinator to convene and facilitate Energy Council meetings, writing and distributing minutes, and holding people accountable;
2. Attend meetings and review prep materials;
3. Ensure the projects being pursued by the Energy Council provide benefits to public entities and taxpayers;
4. Help balance conflicting priorities and resources;
5. Provide guidance to the Energy Coordinator and partners;
6. Foster positive communication outside of the Energy Council regarding the group's progress and outcomes;
7. Report on project progress to those responsible funding and implementing projects, such as government bodies and funders.

VII. Focus Areas

Buildings: Pursue strategic initiatives that improve the energy efficiency of new and existing residential, commercial, and industrial buildings and result in buildings that support human health, provide economic gains, and reduce fossil fuel carbon use. Establish strategies that make the HRC built environment technologically advanced and natural disaster resilient through energy design and emerging technology adoption.

Transportation / Mobility / Land Use: Pursues strategic initiatives that shift behavior to low or net-zero modes of transportation and reduces fossil fuel impacts of travel, by advocating for or using smart planning techniques, infrastructure design, active transportation, clean fuels, micromobility and rideshare.. Ensure residents who spend a disproportionate share of their income on transportation costs receive the most benefit.

Agriculture and Water: Pursue water system improvement initiatives that will increase the overall efficiency of water delivered to water users and farms (and ultimately the amount of energy used) while maximizing the potential of energy available within the pressurized water systems.

Community Scale: Pursue strategic initiatives that identify and support development of renewable energy generating resources and/or storage facilities in a way that prioritizes energy independence and resilience across the community.

VIII. Framework & Decision Making

The HRCEC will maintain a two-three year Work Plan to help guide its efforts, and to serve as a blueprint for reaching the goals of the Energy Plan. The Energy Council will work together with volunteers and Focus Area experts to identify and prioritize initiatives for the Council to partner on. These initiatives will be public and will be informed by projects brought to the Council.

A. **Review Criteria:** Recognizing that solving complex problems requires collaboration and communication, HRCEC invites partners and stakeholders to notify the council of potential energy projects and opportunities for collaboration. The Energy Council is committed to decision making transparency and will use the process outlined below to engage the public, vet projects, and select projects to support.

1. To receive HRCEC support (i.e. staff time, funds, assets), a project must be designed to meaningfully accomplish one or more of the following outcomes:
 - a) Significantly impact Energy Plan goals (metrics required).
 - b) Reduce an inequity/disparity (supported by data and/or information identified by, serving or approved by underserved communities).
 - c) Benefit Energy Plan adopting governing bodies (example reduce the energy costs of government buildings, transportation fleets and other publicly owned projects, or generate income for local public entities).
 - d) Support a current, strategic Energy Council initiative.
2. In addition, the project proposal must identify the following:
 - a) The extent which benefits (economic, physical, etc) from the project are shared by a variety of diverse in-county stakeholders (public entities, private entities, residents, underserved communities.)

- b) Which Hood River County Energy Plan Focus Area(s) and which Energy Plan Goal(s) the project addresses.
 - c) Define who may be burdened and who will benefit (e.g. understand what unintended consequences may occur) and explain mitigation strategies.
 - d) Demonstrate that a majority of stakeholders have provided input on the project or supply a plan to contact stakeholders (and list who those are).
 - e) Prepare a logical, realistic plan for implementation and demonstrate awareness of potential factors and problem areas where assistance may be needed. Identify available expertise, funding needs, community buy-in, amount of staff or volunteer time needed, etc.
3. Based on the scope and number of proposals submitted, HRCEC will prioritize its available resources and ability to support projects based on each projects' comparative level of achieving desired outcomes, and the strength of the proposals and written assessments. Per (B), below.

B. Review Process:

1. Using a transparent, open process, the Energy Council will set and review its Work Plan once a year. HRCEC invites the public to offer suggestions and feedback to the Council on what initiatives should be pursued as part of the Work Plan. Work Plans will be made public.
2. Projects seeking Energy Council support can be submitted on an ongoing basis by submitting a project proposal. The Energy Council will strive to assess and respond to submissions within 30 days, and determine how it can support the project based on the process outlined herein.
3. To gain formal HRCEC approval of the Work Plan, MOUs, partnerships, or annual budget, there must be a quorum present.
4. Members will recuse themselves from a vote if their financial interest presents a conflict of interest.
5. Individuals within the Council may choose to provide support for a project on an individual basis but will not seek staff support or speak on behalf of the Council for projects not discussed by the Council

C. Ongoing Duties: The Energy Council works on a continual basis to:

1. Develop and analyze energy use, maps, baselines and inventories.
Maintain records of plan metrics and track progress to goals.
2. Evaluate and recommend improvements to laws, regulations, policies, and programs to encourage clean energy, climate change mitigation and adaptation, smart growth, equity, and regional collaboration.
3. Expand local connections to Energy Trust of Oregon and utility services and incentives.
4. Assist with capacity building by involving and educating community members in a community energy planning process and metrics of success.
5. Evaluate success of strategic initiatives and overall progress towards Energy Plan Goals.

Contact Info

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Attachments

- 2020-2021 Work Plan (To be added)
- [Energy Council Members](#)
- [Hood River County Energy Plan](#)