

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, April 24, 2017, 7:00 PM, CITY HALL

Purpose: The City Council meets on the 2nd and 4th Mondays of each month to conduct city business.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of April 10, 2017 Work Session Minutes.**
 - b. **Approval of April 10, 2017 City Council Minutes.**
 - c. **Ratification of the Bills in the Amount of \$ 71,924.04.**
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve City of Cascade Locks' Participation in the Hood River County Energy Plan.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:14 PM. CM's Groves, Randall, Fitzpatrick (via phone), Busdieker, Zerfing, Walker and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Public Works Foreman Sheldon Price, Dave Griffin, Troy Baker and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** CA Zimmerman suggested moving the charter to review after the budget in May. There was a consensus of council.
3. **Adoption of Consent Agenda.**
 - a. **Approval of March 27, 2017 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 179,490.81.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Busdieker moved, seconded by CM Walker, to approve the Consent Agenda. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Busdieker, Zerfing, Walker and Mayor Cramblett.
4. **Public Hearing:** The public hearing for the Wastewater Facilities Plan was opened at 7:15pm by Mayor Cramblett. Mayor Cramblett said that even though no public was at the hearing, it is still important to get the information out to the public. CA Zimmerman said no written comments were received. CM Walker said we should give people another chance to make comments. CA Zimmerman said that a fact sheet could be put together to inform the public via the website and newsletter. Mayor Cramblett closed the public hearing at 7:22pm.
5. **Action Items:**
 - a. **Appointment to Committees.** None.
 - b. **Approve Mid-Columbia Utilities Western Region Mutual Assistance Agreement.** CA Zimmerman said this is an effort to have assistance ready to us, as well as, for us to provide assistance to other areas in the region when needed. He said this would be much less than when we have had to hire private contractors to help with storm damage repair. **Motion:** CM Randall moved, seconded by CM Busdieker, to approve the Mid-Columbia Utilities Western Region Mutual Assistance Agreement. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.
7. **Reports and Presentations.**
 - a. **City Committees.** None.
 - b. **Discussion regarding Charter Review.** This was moved until after the budget process in May.
 - c. **City Administrator Zimmerman Report.** CA Zimmerman reminded everyone to complete their statement of economic interest. He said that the City would like to rehire Larry Goben as the temporary seasonal public works employee. There was a consensus of Council to hire Larry Goben. CA Zimmerman said that the hope is to take the Water Project to bid in April and reward sometime in May.
8. **Mayor and City Council Comments.** CM Zerfing wished Jim Stutters a Happy Birthday. He said if you see someone doing something great, make sure to share it. CM Walker said the City needs public input with the large projects that are coming up. He said there are going to be some large rate increases and asked the public to play close attention. CM Randall agreed with Carl, that there

are a lot of good people in our town. He wanted to thank everyone who volunteer for the FISH food bank. He wanted to remind everyone of the City Wide Garage Sale coming up and encouraged everyone to get out and shop. CM Groves thanked all of the volunteers all over town. Mayor Cramblett said while in Washington D.C., Jesse Groves was great at picking things up. He said we may have found another program to help with the bridge improvements. He said the Sternwheeler is back but will be traveling up to the Tri-Cities for ten days.

9. **Other matters.** CM Busdieker said her and CM Zerfing attended the Rural Oregon Day in Salem. She said their intention was to bring more attention at the state level to the emergency services crisis. She said they were able to get a private meeting with the two state representatives. She said Senator Thompson seemed to be completely on board and is ready to start working on some sort of legislation for the upcoming session. CM Zerfing spoke about how hard it is to retain volunteers because of the strenuous training required. CM Busdieker said she would like permission to move ahead with the State on this issue. Mayor Cramblett said all he would ask is to be careful with making commitments. He said from a political point of view this is a great idea.

CM Groves asked about the sandwich board that SC Bennett was supposed to put out in front of the fire station for volunteer recruitment. CA Zimmerman said that she is on vacation at the moment but will ask her to put it out when she returns this week.

10. **Executive Session.** None.

11. **Adjournment. Motion:** CM Busdieker moved, seconded by CM Randall, to adjourn. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Busdieker, Zerfing, Walker, and Mayor Cramblett. The meeting was adjourned at 7:54 PM.

Prepared by
Megan Webb, Accounting Clerk

APPROVED:

Tom Cramblett, Mayor

**City Council Work Session Wastewater Master Plan
April 10, 2017**

The work session started at 6:00 PM with CM's Randall, Walker, Zerfing, Busdieker, Fitzpatrick (via phone) and Mayor Cramblett present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Public Works Foreman Sheldon Price, Dave Griffin and Troy Baker with Anderson Perry.

Troy Baker introduced himself and started discussing the document Anderson Perry had prepared for the City. He said there are two components to the waste water system, the collection system and the waste water treatment facility. He explained how and where the waste flows and how it gets to the treatment facility. Troy explained that projected use as well as historical operating data is used to evaluate the system. He said they visually inspected the sewer pipes and manholes to find any defects or problems and used that information to develop an improvement plan that is broke down into high, medium and low priority. He said they then determine what needs to be done to fix those problems and the costs of the repairs. Troy said they then looked at the lift stations in town and determined that the Marine Park lift station needs a major upgrade due to capacity and corrosion issues. He said there are some structural and leaking issues with the sewer lines as well that would need to be addressed. He said the projected cost to upgrade the Marine Park lift station is about \$317,000. Troy said if the City were to address all of the high, medium and low priority repairs the estimated cost would be around one million dollars.

CM Zerfing asked if there was a way to keep the storm water from going down the man holes and into the sewer lines. PWF Price explained that the majority of the storm water is actually ground water that leaks into the sewer lines in the joints. He explained a majority of the City's sewer lines are concrete and over the years the joints have failed. He said there are a few areas where the storm water does drain into the sewer lines. He said the majority is naturally occurring ground water. PWF Price explained the plan to fix that problem would be to line those pipes. CM Randall asked how long the concrete pipes would last before they fail. Troy explained that it depends but because Cascade Locks is a small town that has good grade, the gravity works well in our favor. He said that prevents the sewage from sitting in the pipes. He said when the sewage sits in the pipes it creates gases and the acids from those gases is what eats away and corrodes the concrete pipes.

Troy said there were some deficiencies identified in the waste water system. He explained that the headworks currently only screens out the large items like rags that come through the collection system. He said there is no way to remove the grit that comes through the system. He said that grit causes other issues downstream like wearing pumps out and taking up capacity in the tanks. Troy explained what the aeration system is and what it does. He said it appears to not be functioning as originally designed. He said it is mostly because of age and also because of the grit in the system. Troy explained what a decanter mechanism is and why it's so important for it to be functioning correctly. CM Walker asked if it was the design or maintenance that is causing the poor function. Troy said he feels it's the design. He said there are much better decanters on the market today. He said the effluent is the clear liquid that is decanted from the solid waste in the tank. The effluent is drained from the decanter at a very high flow and should be metered by a valve as it goes into the disinfectant process before it flows into the Columbia. Troy said this valve is not functioning properly. He said the suggestion would be for the City to address that valve that controls the flow.

Troy said the disinfectant process that our system uses is a UV system. He said this plant was built in 1998 and the disinfectant systems have bettered light years since then. He said our UV system is extremely inefficient. He said the suggestion would be for the City to completely replace that system. Troy said based on the deficiencies they found, a few improvements alternatives have been developed. He said one would be no action, however he said that would likely not be a good idea. He said there is an option to modify the process of the plant to utilize membranes rather than a sequencing batch reactor. He

said this is not cost effective. Troy said the best option for the City would likely be to simply make improvements to the system you already have.

Troy went over the list of all recommended improvements for the waste water system. He said the head works improvements is estimated to cost \$961,000. He said the flow control valve would cost about \$10,000. He estimated about \$1.72 million for the SVR improvements and \$363,000 for the UV system. He said the total is about \$3.85 million dollars for the waste water system improvements. Troy then went over the potential funding sources the City has. CA Zimmerman said if the City needs to fund the entire improvement process the sewer rates will likely double. He said the next step will likely be to hold a one stop meeting to determine funding.

Work session ended at 7:12 PM.

Prepared by
Megan Webb, Accounting Clerk

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
4/14/2017	PR	\$ 41,114.64
4/7/2017	A/P	\$ 30,809.40
GRAND TOTAL		\$ 71,924.04

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APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
8145	04/17	04/07/2017	30	284503	ADVANCED HYDRAULIC SUPPLY LLC	48" Rock/ZSN-06-22411-06-06	2140562560	32.63
8145	04/17	04/07/2017	30	284503	ADVANCED HYDRAULIC SUPPLY LLC	48" Rock/ZSN-06-22411-06-06	5140562201	32.63
Total 8145:								65.26
8146	04/17	04/07/2017	6966	01410018RD	American Messaging	Paging Service	5140562110	7.50
Total 8146:								7.50
8147	04/17	04/07/2017	6979	MARCH 201	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00
Total 8147:								1,000.00
8148	04/17	04/07/2017	670	100001500 4	CASCADE LOCKS LIGHT CO.	Fire Station	0540562439	639.10
8148	04/17	04/07/2017	670	100003500 4	CASCADE LOCKS LIGHT CO.	Res. No. 2	2140562070	28.30
8148	04/17	04/07/2017	670	100038200 4	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140552070	28.30
8148	04/17	04/07/2017	670	100379100 4	CASCADE LOCKS LIGHT CO.	Well House	2140562070	1,699.97
8148	04/17	04/07/2017	670	100381300 4	CASCADE LOCKS LIGHT CO.	Treatment Plant	3140562070	2,108.55
8148	04/17	04/07/2017	670	100381300 4	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	38.78
8148	04/17	04/07/2017	670	103742700 4	CASCADE LOCKS LIGHT CO.	Warehouse	3140562070	38.78
8148	04/17	04/07/2017	670	200120000 4	CASCADE LOCKS LIGHT CO.	Wasco Crk Lift Station	3140562070	10.03
8148	04/17	04/07/2017	670	300155100 4	CASCADE LOCKS LIGHT CO.	Cemetery Water	1740562551	28.30
8148	04/17	04/07/2017	670	300155900 4	CASCADE LOCKS LIGHT CO.	Main Lift Station	3140562070	1,503.78
8148	04/17	04/07/2017	670	300171800 4	CASCADE LOCKS LIGHT CO.	Museum	0140762690	170.87
8148	04/17	04/07/2017	670	300183900 4	CASCADE LOCKS LIGHT CO.	Mail Lighting	5140562800	47.69
8148	04/17	04/07/2017	670	301961200 4	CASCADE LOCKS LIGHT CO.	Moody W/T Lift Station	2140562070	45.21
8148	04/17	04/07/2017	670	600135000 4	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	11.38
8148	04/17	04/07/2017	670	600136900 4	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162562	1,584.50
8148	04/17	04/07/2017	670	600149800 4	CASCADE LOCKS LIGHT CO.	87 Ruckie	3140562070	54.90
8148	04/17	04/07/2017	670	600149800 4	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	86.03
8148	04/17	04/07/2017	670	601369800 4	CASCADE LOCKS LIGHT CO.	Radio Tower	0540562439	66.66
8148	04/17	04/07/2017	670	SSS 4/H7	CASCADE LOCKS LIGHT CO.	senior sewer subsidy	0140862025	227.00
Total 8148:								8,418.12
8149	04/17	04/07/2017	740	1740	CASELLE, INC.	Contract Support	0140162082	1,875.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8149:								1,875.00
8150	04/17	04/07/2017	1620	1413	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services March 2017	5140562139	750.00
Total 8150:								750.00
8151	04/17	04/07/2017	1760	ORHOD5189	FASTENAL	nuts and bolts	5140562810	92.13
Total 8151:								92.13
8152	04/17	04/07/2017	4910	301935000 4	Jackson Vanderpool	Refund Deposit	5121130	162.03
Total 8152:								162.03
8153	04/17	04/07/2017	4910	600141601 4	Jerry or Maryann LaVoie	Refund Deposit	5121130	158.73
Total 8153:								158.73
8154	04/17	04/07/2017	3150	040317	MARIANNE BUMP	Reimburse Mileage	0140162020	21.40
Total 8154:								21.40
8155	04/17	04/07/2017	3380	KPDX MARC	Meredith Corporation	Retransmission	4140562740	148.80
8155	04/17	04/07/2017	3380	KPTV MARC	Meredith Corporation	Retransmission	4140562740	310.00
Total 8155:								458.80
8156	04/17	04/07/2017	6844	10822	Merina & Company, LLP	Final Billing for 2015-16 Audit	0140162080	9,560.00
8156	04/17	04/07/2017	6844	10822	Merina & Company, LLP	Final Billing for 2015-16 Audit	0840562080	1,000.00
Total 8156:								10,560.00
8157	04/17	04/07/2017	4150	MA120434	OREGON DEPARTMENT OF AVIATION	Annual Lease Payment	0140862022	125.00
Total 8157:								125.00
8158	04/17	04/07/2017	4530	10347585	PAPE MACHINERY	tooth and pin	0340562560	107.10
8158	04/17	04/07/2017	4530	10347585	PAPE MACHINERY	tooth and pin	2140562560	107.10

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8158:								
8159	04/17	04/07/2017	6769	03-17-430	PARC Resources, LLC	general planning	0140262075	214.20
8159	04/17	04/07/2017	6769	03-17-430	PARC Resources, LLC	City Planning	0140262090	128.75
8159	04/17	04/07/2017	6769	03-17-430	PARC Resources, LLC	general planning	0740562115	322.50
Total 8159:								
								355.00
8160	04/17	04/07/2017	4810	25440	PRINT IT	laminare a map	0140162010	806.25
Total 8160:								
								4.00
8161	04/17	04/07/2017	6686	MARCH 201	Sinclair Television Group, Inc.	Programming	4140562740	4.00
Total 8161:								
								272.80
8162	04/17	04/07/2017	6665	46	Sofia Urrutia-Lopez	Contract Support	0840562110	272.80
Total 8162:								
								760.00
8163	04/17	04/07/2017	6070	997733	TWGW, INC NAPA AUTO PARTS	lube, battery, core deposits	3140562560	168.91
8163	04/17	04/07/2017	6070	997832	TWGW, INC NAPA AUTO PARTS	oil filter, bulb, slime tire sealant	0140462520	20.07
8163	04/17	04/07/2017	6070	997965	TWGW, INC NAPA AUTO PARTS	Fan Belt	5140562201	77.40
8163	04/17	04/07/2017	6070	998460	TWGW, INC NAPA AUTO PARTS	brake rotor and pads	5140562201	148.25
Total 8163:								
								414.53
8164	04/17	04/07/2017	6370	12463	WAPITI AERIAL SERVICES	Inspections/Tests	5140563700	587.67
8164	04/17	04/07/2017	6370	12463	WAPITI AERIAL SERVICES	Inspections/Tests	5140663700	587.68
Total 8164:								
								1,175.35
8165	04/17	04/07/2017	4910	200105114 4	William Franklin	Refund Deposit	5121130	15.80
Total 8165:								
								15.80
8166	04/17	04/07/2017	6750	040417	ZERFING, CARL	reimburse for parking	0140862020	14.70

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8166:								
4071701	04/17	04/07/2017	3650	17080365	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	3,447.70 M
Total 4071701:								
Grand Totals:								30,809.40

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	14,141.20-	14,141.20-
01-401-62010	4.00	.00	4.00
01-401-62020	21.40	.00	21.40
01-401-62080	9,550.00	.00	9,550.00
01-401-62082	1,875.00	.00	1,875.00
01-401-62552	1,681.91	.00	1,681.91
01-402-62075	128.75	.00	128.75
01-402-62090	322.50	.00	322.50
01-404-62520	20.07	.00	20.07
01-407-62630	170.87	.00	170.87
01-408-62020	14.70	.00	14.70
01-408-62022	125.00	.00	125.00
01-408-62025	227.00	.00	227.00
03-21010	.00	107.10-	107.10-
08-405-62560	107.10	.00	107.10
05-21010	.00	705.95-	705.95-
05-405-62439	705.95	.00	705.95
07-21010	.00	355.00-	355.00-
07-405-62115	355.00	.00	355.00
08-21010	.00	1,760.00-	1,760.00-
08-405-62080	1,000.00	.00	1,000.00
08-405-62110	760.00	.00	760.00
17-21010	.00	28.30-	28.30-
17-405-62551	28.30	.00	28.30
21-21010	.00	1,951.99-	1,951.99-
21-405-62070	1,812.26	.00	1,812.26
21-405-62560	139.73	.00	139.73
31-21010	.00	3,913.05-	3,913.05-
31-405-62070	3,744.14	.00	3,744.14
31-405-62560	168.91	.00	168.91
41-21010	.00	4,179.30-	4,179.30-
41-405-62740	4,179.30	.00	4,179.30
51-21010	.00	3,667.51-	3,667.51-
51-21130	336.56	.00	336.56
51-405-62110	7.50	.00	7.50
51-405-62139	750.00	.00	750.00
51-405-62190	1,000.00	.00	1,000.00
51-405-62201	258.28	.00	258.28

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
51-405-62800	47.69	.00	47.69
51-405-62810	92.13	.00	92.13
51-405-63700	587.67	.00	587.67
51-406-63700	587.68	.00	587.68
Grand Totals:	30,809.40	30,809.40	.00

Report Criteria:
Report type: GL detail

CASCADE LOCKS STAFF REPORT

Date Prepared: April 17, 2017

For City Council Meeting on: April 24, 2017

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Renewal of Hood River Energy Plan participation

SYNOPSIS: Please see the attached information.

CITY COUNCIL OPTIONS: The Council may approve or reject the request to participate for a second year in the Hood River County Energy Plan.

RECOMMENDED MOTION: "I move to approve the City of Cascade Locks participation in the Hood River County Energy Plan with a contribution of \$2,250 for our portion."

FINANCIAL REVIEW: This money would be taken from the Electric Department budget.

April 12, 2017

Dear Gordon and Cascade Locks City Council Members,

Imagine a future in Hood River where:

- Every public building has a rooftop solar array that generates all the buildings' electricity needs. Even better, governments aren't spending a dime because the solar panels are owned by members of a community "clean power cooperative."
- The city wastewater treatment plant is generating more energy than it uses and saves taxpayers \$100,000/year.
- All street lights are LEDs, cutting back on lighting bills while creating darker skies —and more star gazing opportunities.
- A regular shuttle bus takes people from Hood River to popular stops along the Columbia River Gorge Historic Highway and into Portland.
- State of the art irrigation systems conserve precious water, improving stream flows while increasing agricultural resiliency.
- Clean technology companies see Hood River County as the ideal community from which to base their operations, providing good jobs and internships for local residents.

Last fall, the City of Cascade Locks demonstrated its support for the economic development, quality of life, and taxpayer-saving benefits of investing in a clean energy future — a future in which many of the things listed above are seen as business-as-usual in Hood River County. As part of a multi-agency collaboration, the City of Cascade Locks contributed \$2,000, which helped hire Marla Harvey, a RARE AmeriCorps intern. A goal of the RARE Program is to provide graduate-level students with professional development while they help rural communities. Marla began working under the supervision of Hood River Planning Director, John Roberts, in September 2016.

Marla's main task has been to create, convene and manage the Hood River County Energy Steering Committee to help the county set far-reaching goals and strategies (in the form of an energy plan) for: energy-efficiency, conservation and renewable energy generation. The primary outcome: **a Clean Energy Plan for Hood River County that all partner governing bodies can adopt and use as a guiding document.**

This Committee is comprised of 16 community stakeholders who represent a variety of viewpoints and industries. They are currently divided into work groups focusing on four subject areas: buildings/construction; agriculture/water; transportation/land use; and community-scale solutions.

Following is a mid-year progress report that will get you up to speed about where the project is today. As you'll see, we've all been busy and we are well on our way to having

a Hood River Energy Plan we can all be proud of!

We knew when applying to the RARE program for an intern that this would likely be a 2-year project, and it's becoming more and more clear that the Energy Planning Steering Committee will need more time to solidify recommendations and deliver a comprehensive plan to each of the five partner agencies by the end of 2017. Prior to delivering the Energy Plan to governing bodies, we will hold a public meeting to gather feedback from residents as well as the business community.

We've been impressed with Marla's leadership, poise, determination and organization skills—all of which she's used to bring together multiple stakeholders to collaboratively develop a Clean Energy Plan that we hope all five partner agencies can adopt next fall. It's an incredibly challenging role to play and she's stepped up to the challenge in a very big way.

We would like to keep Marla on for one more year, and for this we are asking you to increase your financial commitment from \$2,000 to \$2,250. (In 2016, the RARE program required each community provide a cash match of \$22,000. In 2017, that amount has been increased to \$23,500.)

Your continuing support of this multi-agency endeavor will help solidify Hood River County's leadership in maintaining a prosperous, beautiful and healthy place for us all to live. When we join together we can accomplish great things!

Sincerely,

John Roberts
Hood River County Planning Director & Hood River Energy Plan Steering Committee
Executive Committee Member

Kate McBride
Hood River City Council President & Hood River Energy Plan Steering Committee
Executive Committee Member

Becky Brun
Hood River City Council Member & Hood River Energy Plan Steering Committee
Executive Committee Co-Chair

Joe Giordano
Hood River Energy Plan Steering Committee Executive Committee Co-Chair

Cathy Higgins
Hood River Energy Plan Steering Committee Executive Committee Member

**Progress Report of the Energy and Sustainability Coordinator, Marla Harvey &
the Hood River Energy Plan Steering Committee
September 2016-March 2017**

A. Year 1 Outcomes

1. Conducted Community Outreach and Education

Hood River County's Energy Future Event: November 2, 2017

Marla coordinated Hood River County's Energy Future event, a kick off to the energy planning process, which included:

- 8 Speakers.
- Facilitated lunch table conversations.
- Energy planning training session with Karen Chase from Energy Trust of Oregon.
- Outcome: 60 attendees, including many members of the Energy Plan Steering Committee.

Marla created marketing materials, spearheaded stakeholder outreach, coordinated event logistics etc.

Energy Trust of Oregon's Solar for Oregon Communities workshop in Hood River, Jan. 25, 2017

Marla recruited participants for the event, including housing authority, CAP agency and other local energy experts.

2. Formed and Managed the Energy Plan Steering Committee

Formed and manages Hood River County Energy Plan Steering Committee

- 16 person steering committee
- Now working on steps 5 and 6 of a 9-step energy plan
- Marla supports and builds capacity for the Committee by:
 - Creating agendas and other materials (workplans, timelines, how to's).
 - Facilitating monthly Steering Committee and Executive Committee meetings.
 - Keeping up regular communication with committee members, troubleshooting problems, etc
 - Researching energy planning processes and applying other community strategies and "lesson learned."
 - Managing a Resource hub for resources relevant to Hood River

energy planning.

- Connecting locals to state resources/expertise.
- Identifying and coordinating stakeholder information sharing.

- Coordinates Energy Baseline Development

Marla is spearheading a committee working to collect baseline data from which Hood River County will measure progress. This includes:

- Identifying national and international frameworks and tools that Hood River may use to measure emissions in standardized way, [Clear Path Software](#), [GPC Protocol](#).
- Facilitating best practices and information sharing.

3. Built and Maintained Partnerships

Marla provides additional benefits by connecting Hood River to state and national energy opportunities and connecting local energy stakeholder groups

- Represented Hood River in the Making Energy Work for Rural Oregon Coalition
 - Outcome: Marla served as Hood River's liaison for the DOE, Sunshot Solar in Your Community Grant, which resulted in Hood River winning \$8,000 from Sustainable Northwest to work on community solar pilot projects in Hood River
- Recruited speakers for Columbia River Regional Forum
 - Marla enlisted local energy expert to serve on a bi-state planning conference.

B. Year 2 Needs

- Coordinate the completion and successful implementation strategy of the Hood River Energy Plan. This includes holding a public hearing, open to residents and the business community.
- Coordinate the completion of the Hood River Energy Baseline and the framework to make it replicable.
- Coordinate community solar partnerships as part of the DOE Solar in Your Community Grant Fund.

In 2016, the RARE program required each community provide a cash match of \$22,000. In 2017, that amount has been increased to \$23,500. We are reaching out to the same partner agencies that contributed to Marla's position in Year 1 with a funding request for Year 2.

City of Hood River (fiscal agent) — \$5500 (2016), \$6000 (2017)
County of Hood River (supervisory role) — \$2600 (2016), \$3100 (2017)
Port of Hood River — \$5500 (2016), \$6000 (2017)
City of Cascade Locks — \$2000 (2016), \$2250 (2017)
Port of Cascade Locks — \$2000 (2016), \$2250 (2017)
Energy Trust of Oregon — \$3900

C. Attachments

- Hood River Energy Planning Steering Committee Charter
- Hood River Energy Plan Sub-Committee Work Plan
- Hood River Energy Plan Steps

Hood River Energy Planning Steering Committee Charter

November 2016

A Background

Community Need

In Hood River, there is a community-wide will to create economic opportunities and clean energy solutions that will help protect, preserve and enhance our community. In 2016, five government agencies, along with the Energy Trust of Oregon, came together to fund a RARE intern (Energy & Sustainability Coordinator) to play an important convening and organizing role to help the county set far-reaching goals and strategies (in the form of an energy plan) for: energy-efficiency, conservation and renewable energy generation.

In September 2016, Hood River County hired an Energy & Sustainability Coordinator to work, often in conjunction with other staff, on a wide variety of projects in Hood River County and the Gorge, including:

- assist with community capacity building by involving and educating community members in a community energy planning process;
- convening and facilitating clean energy steering committee meetings, writing and distributing minutes, and holding people accountable;
- undertaking comprehensive local energy and climate planning, energy-related technical assistance, and regional energy procurements;
- designing and evaluating policies, strategies, toolkits, and reports on energy-related topics;
- developing and analyzing energy use baselines and inventories;
- facilitating the drafting and adoption of supportive bylaws, ordinances, permitting procedures, and design guidelines;
- evaluating and recommending improvements to laws, regulations, policies, and programs to encourage clean energy, climate change mitigation and adaptation, smart growth, equity, and regional collaboration;
- expanding local connections to Energy Trust of Oregon services and incentives.

Sponsor Organizations

City of Hood River, \$5500 (fiscal agent)

County of Hood River, \$2600
(supervisory role)

Port of Hood River, \$5500

Port and City of Cascade Locks,
\$4000

Energy Trust of Oregon, \$4400

Purpose of an Energy Plan

The goal of a comprehensive energy plan is to provide a roadmap to meet current and future energy needs in an economically, socially, and environmentally sustainable fashion. The steps to include in an energy plan depend on the unique set of challenges, opportunities, and goals of a community. Energy plans include policy recommendations and identify energy project opportunities, including individual, business and government agency actions, that will develop and help meet the evolving energy goals of the jurisdiction.

B Purpose of the Steering Committee

Primary Purpose/Mission

Provide strategic direction toward the creation and implementation of the Hood River County Energy Plan.

Primary Functions

The primary function of the Steering Committee is to set the goals and help ensure the desired outcomes of the Hood River Energy Plan. The Steering Committee as a whole performs the following functions:

- Monitors and reviews the project at regular Steering Committee meetings;
- Provides assistance to the project when required;
- Controls project scope so that it is aligned with the original intent and requirements of sponsors.
- Resolves project conflicts and disputes, reconciling differences of opinion and approach;
- Formal acceptance of project deliverables.
- Formal acceptance of the final Hood River Energy Plan, which will then go to sponsors for adoption.

The committee may establish special committees as it deems necessary to fulfill its responsibilities.

Approval Responsibilities

The Steering Committee is responsible for approving:

- The Steering Committee Charter;
- The Hood River County Energy Plan *Scope Statement* (includes vision, goals, objectives, outcomes, deliverables).
- The Hood River County Energy Plan timeline.
- Approves and accepts project deliverables.
- Approves and accepts the final version of the Hood River Energy Plan.

To gain formal Steering Committee approval for the above, there must be at least 11 people in attendance (11 constitutes a quorum). There must be a majority in favor to approve a motion.

C Steering Committee

Time Commitment

- The Steering Committee will begin work in November 2016.
- All members are expected to serve a 9-month term.
- The Committee will meet at least once each month for an average of 1.5 hours.
- Members should also plan to spend an average of three hours a month to prepare for each meeting. Preparation may include reviewing information or documents, conducting research or other activities as determined by the Committee.

Membership

The Steering Committee will consist of the following stakeholder members:

Name	Role	Primary Organization/Agency	Secondary	Sector/Industry
Marla Harvey	Project Manager	Hood River County (Project Funder)	RARE	Government
Becky Brun	<i>Executive Committee</i> Chair Project Sponsor	City of Hood River (Project Funder)	Gorge Owned	Government/Nonprofit
Joe Giordano	<i>Executive Committee</i> Vice Chair	OCPC		Nonprofit
John Roberts	<i>Executive Committee</i> Project Sponsor	Hood River County (Project Funder)		Government
Kate McBride	Project Sponsor <i>Executive Committee</i>	City of Hood River (Project Funder)	CG Climate Action Network	Government/Nonprofit
Cathy Higgins	<i>Executive Committee</i>	New Buildings Institute		Nonprofit
Jess Groves	<i>Executive Committee</i>	Port of Cascade Locks (Project Funder)		Government
Eric Strid	Secretary	CG Climate Action Network		Nonprofit
Patricia Bozanich	Member	Waste Prevention Resources		Business
Jennifer Euwer	Member	HR County Planning Commission		
John Gerstenberger	Member	Hood River Electric Co- op		Business
Dale Hill	Member	Citizen		Private Citizen
Patrick Joyce	Member	Cloud Cap technology		Business
Anne Medenbach	Member	Port of Hood River (Project Funder)		Government
Les Perkins	Member	HR County Commission (Project Funder)		Government
Claudia Von Flowtow	Member	Key Development		Business
Bobby Walker	Member	City of Cascade Locks (Project Funder)		Government
Polly Wood	Member	HRVRC		Nonprofit

Steering Committee members will be identified by the primary project sponsors and by the Steering Committee.

The Steering Committee will be comprised of no fewer than 11 and no more than 20 members.

Member Responsibilities

Committee members agree to:

- Attend all Committee meetings, either via telephone conference or in-person.
 - If a Committee member misses more than two consecutive unexcused meetings, the Committee can replace him or her.
- Complete all tasks volunteered for or assigned by the Committee.
- Review all material distributed to the committee prior to meetings.
- If unable to attend a meeting, submit written comment on the matters to be discussed.
- If unable to attend a meeting, accept all decisions made by the Committee during your absence.

Role of a Steering Committee member

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals at organizations committed to the creation and adoption of the Hood River County Energy Plan. Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued.
- Appreciate the significance of the project for stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project;
- Have a broad understanding of project management issues and the approach being adopted.

In practice, this means they:

- Review the status of the project;
- Actively participate in committee discussions and activities;
- Ensure the project's outputs meet the requirements of the key stakeholders (government agencies and taxpayers);
- Help balance conflicting priorities and resources;
- Provide guidance to the project team and users of the project's outputs;
- Consider ideas and issues raised;
- Foster positive communication outside of the Committee regarding the project's progress and outcomes;
- Report on project progress to those responsible at a high level, such as government bodies.

Officers

Steering Committee Chair

Vice-Chair

Secretary

Role of Steering Committee Officers

Chair

- Serves as a leader for the steering committee.
- Participates actively in priority area work and delegates responsibilities to the steering committee members and others as required. Ensures alignment of all ad-hoc committees and workgroups with the project goals.
- Encourages novel and strategic thinking, mentoring and creative problem solving among members.
- Serves on Executive Committee.

Vice-Chair

- Fulfills role of Chair when Chair is not available.
- Provides support for Chair as needed.

Secretary

Takes minutes of meetings.

Executive Committee

Membership

- Project Manager
- Project Manager's Supervisor
- Members of Sponsor Organizations (if they choose)
- Steering Committee chair.

Role of Executive Committee

- Develops meeting agendas
- Serves as liaison between the steering committee and sponsor organizations.
- Reviews future grant proposals as needed.
- Serves as a first line of communication between Steering Committee and Project manager.

D Steering Committee Meetings

Meeting Schedule and Process

- The Steering Committee will meet monthly or as required to keep track of issues and the progress of the project's implementation and ongoing support to its stakeholders.
- The Project Manager facilitates the Steering Committee Meeting.
- Decisions will be made by consensus; if no consensus is reached, a majority vote will be taken.
- For decision-making purposes, a majority of the committee members then serving will constitute a quorum. Votes may be submitted in-person, by proxy or via electronic media.

Meeting Agenda

At each meeting, project status will be reported to the Steering Committee by the project manager using an agenda outline such as the following:

A. Introductory Items such as:

- Introductions
- Review Agenda
- Review Action Items from previous Steering Committee meetings.

B. Review Project Status

- Overall Status
 - Scope status
 - Schedule status
 - Future funding/grant opportunity (if necessary_
- Any formal decision-making
- Specific requests for assistance of the Steering Committee

C. Review and summarize new actions from this meeting

D. Plans, date and location for next meeting

Energy Plan Subcommittees Work Plan

While setting priorities within subcommittees, please consider the following HRC Energy Plan Goals			
1. Reduce fossil fuel emissions by X% by 2030, X% by 2050 and X% by 2070			
2. Improve Hood River resilience as a community to adapt to rising energy costs and natural disasters through energy independence.			
3. Develop and Increase investment in clean technology locally (renewables, energy efficiency).			
Task	Lead	Subcommittee Members	
A			
Focus Area: Buildings: Design, Construction, Occupancy			
Investigate and prioritize opportunities around the following for each of the Commercial, Industrial, Residential sectors	Kate McBride: Kate.McBride@cityofhoodriver.com	Claudia Munk-von Flotow	claudia@keydevelopment.net
1. Conservation/energy efficiency		Tom Reid	
2. Onsite production and storage	NWNG	Cathy Higgins	
3. Green building methods/requirements, improved building codes		Cyndi Strid	cyndisrid@gmail.com
4. Low-income housing partnerships		Kyle Kent	
5. Identify partnerships, programs, grants, stakeholders		Robert Wallace	
B			
Focus Area: Transportation/Land Use			
Investigate and prioritize opportunities around the following to reduce transport emissions and improve land use efficiency	John Roberts: john.Roberts@co.hoodriver.or.us	*Dale Hill	hilldale1@gmail.com
1. Fleet electrification		Polly Wood	pollywood47@gmail.com
2. Bike/ped feasibility, access improvements		Eric Strid	erowstrid@gmail.com
3. Urban density, buildout, population projections, zoning, planning		Peter Cornelison	petere@gorge.net
4. Partnership with rails to trails programs. Other rural trip efficiency/reductions.		Jess Groves	
5. EV use incentives (ex charging station increase, free parking for EV etc)			
6. Fossil fuel vehicle use reduction incentives (personal, financial)			
7. Expanding Transit opportunities			
8. Identify partnerships, programs, grants, stakeholders			
C			
Focus Area: Agriculture/Water/Food			
Investigate and prioritize the following opportunities to improve water use, food & agriculture efficiency	Les Perkins: les@fdhr.org	Chad Mayo	chadmayo@aol.com
1. Input efficiency addressed (ex, heating/frost control, fuel selections and costs for hauling, tractors)		Leanne Hogue	Lhogie@aol.com
2. Irrigation efficiency		Jennifer Elwer	veojen@gmail.com
3. Incentives/promotions for improved water conservation habits			
4. Electricity production (ex micro hydro in place of pressure reduction valves in-pipe)			
5. Address energy use by crop: cannabis, wine, fruits, hydroponics. Identify efficiency opportunities.			
Identify partnerships, programs, grants, stakeholders			
D			
Focus Area: Community-scale solutions			
Investigate and prioritize community scale energy opportunities, including current status of and opportunities with wastewater treatment, community solar, electric charging stations, wind, and other.	Becky Brun: beckybrun@gmail.com		
Review previous case studies		Les Perkins	les@fdhr.org
Identify which projects have been completed and how		Joe Giordano	joe_giordano@yahoo.com
Identify which projects are already underway		David Michalec	edm_austfn@yahoo.com

Determine biggest opportunities (ease of completion and/or emissions savings)	Anne Medienbach	amedenbach@portofhoodriver.com
Possible HR county micro-grid project		
Identify partnerships, programs, grants, stakeholders		
E Focus Area: Plan Development		
Coordinate information communication through developing, writing, and editing the plan	Maria Harvey maria.harvey@co.hood-river.or.us	
Formulate plan outline	Pat Bozanich	
Write introduction and concluding pieces		
Outreach		
Ongoing funding as necessary	Pat Bozanich	
Edit plan	Pat Bozanich	
F Focus Area: Baseline Committee		
Collect, synthesize and present energy baseline data	Eric Strid: ericstrid@gmail.com	
Develop a plan for comprehensively collecting and mapping energy and emissions use in the county past and present		
Develop a plan to project future energy needs, considering growth	Dale Hill	
Collect data	Peter Zurcher	
Analyze and present data		

