

PORT OF HOOD RIVER COMMISSION
Tuesday, November 5, 2013
Marina Center Boardroom
Immediately Following Fall Planning Work Session

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda
 2. Public Comment (5 minutes per person per subject; 30 minute limit)
 3. Consent Agenda
 - Approve Minutes of October 15, 2013 Regular Session and October 23, 2013 Strategic Business Plan Public Meeting
 - Authorize Amendment No. 1 to the Memorandum of Understanding with Hood River Juice Company
 - Authorize Change Order No. 2 to the Contract with Colton Construction for Pfriem Brewery Tenant Improvement Project to Increase the Total Contract Amount of \$194,019.43
 - Approve Accounts Payable to Hood River County in the Amount of \$181,690.20
 4. Reports, Presentations and Discussion Items
 - None
 5. Director's Report
 6. Commissioner, Committee Reports
 - None
 7. Action Items
 - a. None
 8. Commission Call
-

9. Executive Session under ORS 192.660(2)(e) Real Property

10. Adjourn

If you have a disability that requires any special materials, services, or assistance, please contact us at 541-386-1645 so we may arrange for appropriate accommodations.

*The chair reserves the opportunity to change the order of the items if unforeseen circumstances arise. The Commission welcomes public comment on issues not on the agenda during the public comment period. With the exception of factual questions, the Commission does not immediately discuss issues raised during public comment. The Commission will either refer concerns raised during public comment to the Executive Director for a response or will request that the issue be placed on a future meeting agenda. People distributing copies of materials as part of their testimony should bring **10 copies**. Written comment on issues of concern may be submitted to the Port Office at any time.*

**Port of Hood River Commission
Meeting Minutes of October 15, 2013 Regular Session
Marina Center Boardroom
5:00 PM**

THESE MINUTES ARE NOT OFFICIAL until approved by the Port Commission at the next regular meeting.

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride and Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Mellissa Halseth and Liz Whitmore

Absent: Commissioner Brian Shortt; Commissioner Streich absent from 5:46PM-6:35PM

Media: None

1. CALL TO ORDER: President Rich McBride called the meeting to order at 5:00 p.m.

a. Modifications, Additions to Agenda: Commissioner Streich commented that he would need to excuse himself from the meeting to attend an Urban Renewal meeting. Move the Gorge Networks to the beginning of the Discussion Items.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

- o Approve Minutes of October 1, 2013 Regular Session Meeting and October 8, 2013 Port of Cascade Locks Joint Meeting
- o Approve Accounts Payable to Jaques, Sharp, Sherrerd, FitzSimons & Ostrye in the Amount of \$9,036.00 and to All-Phase Contracting, LLC in the Amount of \$1,600.00 for a Total Payable Amount of \$10,636

Motion: Move to approve Consent Agenda

Move: Streich

Second: Duckwall

Vote: **Aye:** Duckwall, McBride and Streich

Abstained: Davies

Absent: Shortt

MOTION CARRIED

4. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

- Gorge Networks Easement/License – Michael McElwee, Executive Director explained that on October the Commission approved an easement with Gorge Networks for fiber installation on the waterfront. The easement was subject to legal counsel review. In discussing the final form of the easement, counsel from Gorge Networks and the Port determined that it would be appropriate to enter into a one-year license agreement to allow installation of the conduit before preparation of a legal description and the final easement recording. Gorge Networks has also requested another easement near the Big 7 building. Commission consensus was to move forward with the license.
- Hook Outfall/Windsurfing Launch Update – Liz Whitmore, Waterfront Coordinator explained that Bell Design Company and Flowing Solutions completed two feasibility studies which both determined that permitting for the windsurfing launch should be submitted separately from the outfall extension project. Flowing Solutions estimated the permit process would take approximately 12 months with Construction beginning in fall 2015. The project costs are estimated around \$150,000. Greg Stiegel, CGWA Executive Director reported that the CGWA board has not confirmed the dollar amount that would be contributed to this project. Staff will inquire with Hood River Park & Recreation to see if there is any interest in partnering on the project. The City has agreed to all Port requests regarding the Outfall project.
- Waterfront Annual Report – Whitmore presented the annual report that included stories and photos from the season. Staff received positive feedback from the concessionaires and users.

Commissioner McBride requested that the Marina income and expenses be included in the expenditures exhibit attachment. McBride also requested that a cost estimate be completed for installation of parking meters on the waterfront.

- Draft Fall Planning Agenda – McElwee pointed out that the Fall Planning Work Session would be primarily focused on the Strategic Business Plan and an overview of Port finances.
- Strategic Business Plan – McElwee reviewed the schedule and mentioned that the fall newsletter highlighted the Strategic Business Plan. McElwee reviewed specific sections with the Commission – Mission Statement, SWOT, etc. - which provided suggested changes.

5. DIRECTOR'S REPORT: McElwee highlighted the following areas:

- Schedule – McElwee is scheduled to meet with Paul Koch, Interim Executive Director for the Port of Cascade Locks and Darren Nichols, Columbia River Gorge Commission Executive Director next week.
- Staff/Administration – Interviews will be conducted over the next two weeks for the Development/Property Manager position. Commissioner Streich's term is up on the Urban Renewal Board. The board will need to re-nominate Streich or another Commissioner to fill the position. McElwee will discuss with Streich to see if he is interested in continuing on the board.
- Waterfront Development – McElwee attended a meeting with the Sewer Treatment Plant Manager. Stoner Bell took minutes of the meeting and they will be included in the next Commission packet.
- Bridge/Transportation – Welding on the test panels will begin the week of October 21, one lane closures will be necessary. HNTB has identified a new engineer to replace David McCurry. McElwee will meet with him in the coming weeks.

6. Commissioner, Committee Reports:

- Urban Renewal Agency – Commissioner Streich reported on the October 15 meeting. The board approved the redesign of the restroom. This will be a walk on item at the City Council meeting on October 15.

7. ACTION ITEMS:

a) Authorize Lease Amendment with Gorge Networks, Inc.: The current lease with Gorge Networks in the Big 7 building runs through September 2019. They have requested an option to extend the current lease by 5 years.

Motion: Move to Authorize Lease Amendment with Gorge Networks, Inc. Subject to Legal Counsel Review

Move: Duckwall

Second: Davies

Vote: **Aye:** Davies, Duckwall and McBride

Absent: Shortt and Streich

MOTION CARRIED

b) Authorize Executive Director to Execute a Contract with a Painting Contractor for Painting of the Jensen Building Not to Exceed \$22,000: Staff has requested authorization to continue obtaining quotes for painting of the Jensen building. The weather forecast is for sunny conditions in the next week or two and would be optimal timing to paint the building.

Motion: Move to Authorize Executive Director to Execute a Contract with a Painting Contractor for Painting of the Jensen Building Not to Exceed \$22,000

Move: Davies

Second: Duckwall

Vote: **Aye:** Davies, Duckwall and McBride

Absent: Shortt and Streich

MOTION CARRIED

c) Authorize Commissioner Streich to Continue Serving as a Port Representative on the Urban Renewal Board: No discussion.

Motion: Move to Authorize Commissioner Streich to Continue Serving as a Port Representative on the Urban Renewal Board

Move: Davies

Second: McBride

Vote: **Aye:** Davies, Duckwall, McBride and Streich

Absent: Shortt

MOTION CARRIED

8. COMMISSION CALL: None.

9. EXECUTIVE SESSION: Regular Session was recessed at 6:41 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property. The Commission was called back into Regular Session at 7:37 p.m. There was no action as a result of Executive Session.

10. ADJOURN: President McBride adjourned the meeting at 7:37 p.m.

Respectfully submitted,

Melissa Halseth

ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

**Port of Hood River Commission
Meeting Minutes of October 23, 2013 Special Meeting Strategic Business Plan Public Meeting
No. 2
Mt. Hood Town Hall
6:00 PM**

THESE MINUTES ARE NOT OFFICIAL until approved by the Port Commission at the next regular meeting.

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride and Hoby Streich; from staff, Michael McElwee, Fred Kowell and Mellissa Halseth.

Absent: Brian Shortt

Media: Kirby Neumann Rea, Hood River News

Public: Sign-in Sheet Attached

The purpose of the meeting was to gather input from the public as to what information was important to them and should be placed in the Port of Hood River Strategic Business Plan.

At 6:00 President Rich McBride welcomed audience members. McBride explained the importance of the Port of Hood River Strategic Business Plan and how that could affect future funding through the State of Oregon. The state has requested all ports complete an updated plan. McBride turned the meeting over to Michael McElwee, Executive Director.

McElwee presented a Power Point that gave a history of projects the Port completed in years past that created real estate that was later built upon and also properties that were purchased and sold over the years.

The outline for the plan was shown which included Port operations, recreation, recent assessment work, strengths, weaknesses, opportunities and threats.

McElwee asked the audience for input and explained that the Port was open to projects in the upper Hood River Valley that could benefit the community.

McElwee asked what the group saw in the near and distant future and received questions about the bridge tolls and at what point do people quit crossing the bridge due to tolls. Commissioner Davies briefly discussed this and commented that the Port is interested in assisting with mass transit in the future.

McElwee thanked everyone that attended and for their participation.

President McBride adjourned the meeting at 7:33 p.m.

There was no action taken as a result of the Special Meeting.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

Commission Memo

To: Commissioners
From: Michael McElwee
Date: November 5, 2013
Re: HRJCO MOU Amendment

The Commission authorized execution of a Memorandum of Understanding (MOU) with the Hood River Juice Company, Inc. (HRJCO) at the August 6, 2013 meeting. Since that time, HRJCO and the Port have prepared a draft DDA and staff has been engaged in negotiations over various terms and conditions.

The MOU established two key dates: first, to execute a mutually acceptable DDA and, second, the date the MOU would automatically terminate. Since it is unlikely that staff and HRJCO will be able to conclude negotiations by the dates in the current MOU, a time extension is warranted.

The attached constitutes a First Amendment to the existing MOU and extends the target date for a mutually-acceptable MOU to January 7, 2014 and the date of automatic termination to January 22, 2014.

RECOMMENDATION: Authorize the First Amendment to the MOU with the Hood River Juice Company dated August 7, 2013.

**FIRST AMENDMENT – MEMORANDUM OF UNDERSTANDING
FOR DISPOSITION OF PROPERTY
INDUSTRIAL PROJECT**

Waterfront Business Park
Hood River, Oregon

Recital: The Port of Hood River (“Port”) and Hood River Juice Company, Inc. (“Buyer”) signed a Memorandum of Understanding dated August 7, 2013, regarding Buyer’s possible purchase and lease of Port property at the Waterfront Business Park (“MOU”). The MOU contemplates property transaction details will be included in a Disposition and Development Agreement (“DDA”) by November 15, 2013, (“Exclusivity Period”), or if not then, no later than December 1, 2013. However, the parties will be unable to finalize the DDA by the MOU deadlines, and wish to extend those dates.

AGREEMENT: The Port of Hood River and Hood River Juice Company, Inc. agree to amend the MOU as follows:

1. The third sentence of paragraph 5. is deleted and replaced by the following sentence: “Port and Buyer will negotiate terms of a DDA in an attempt to enter into, execute and deliver a mutually-acceptable DDA on or before **January 7, 2014** (the “Agreement Date”).”
2. The first sentence of paragraph 8.1 is deleted and replaced by the following sentence: “This MOU shall be effective when executed by both parties, and shall automatically terminate as of the earlier of (i) the effective date of the DDA; or (ii) January 22, 2014 (“Exclusivity Period”).”

Except as modified by this Amendment, all terms of the MOU shall remain unchanged. This Amendment may be signed in counterparts. The Amendment shall be effective on the last date signed.

DATED: _____, 2013

DATED: _____, 2013

PORT OF HOOD RIVER

HOOD RIVER JUICE COMPANY, INC.

By: _____
Michael McElwee, Executive Director

By: _____
David Ryan, President

Commission Memo

To: Commissioners
From: Michael McElwee
Date: November 5, 2013
Re: Pfriem Tenant Improvements - Change Order No. 2

Colton Construction Co. is nearly complete with the tenant improvements for the Pfriem Brewing expansion project. The final punch list has been addressed. The architect is reviewing the final contractor submittals. Pfriem is occupying their new space.

In the course of project close-out, three Change Order Proposals (COP) have been received or negotiated:

COP No. 2: ADA Restroom Modification-- \$ 831.83

COP No. 3: Additional Sidewalk-- \$ 918.00

COP No. 4: Panel Clips for Exterior Canopy-- \$ 2,000.00

In total, these proposed change orders would increase the total contract amount by \$3,749.83. After Change Order No. 1 was approved by the Commission on July 16, 2013, the total contract amount stood at \$190,270. If Change Order No. 2 is approved, the contract amount will be \$194,019.83.

This change order will increase the Port's total project obligation by \$2,000 to \$127,000.

RECOMMENDATION: Authorize Change Order No. 2 to the contract with Colton Construction to increase the total contract amount to \$194,019.43.

Change Order Proposal

No. 3

Project: Pfriem Tenant Improvement and Exterior Renovations

Date: 9/4/2013

Contractor: Colton Construction Co.

Description of work: Restroom changes to meet ADA requirement

Approved by: Architect

Original Contract Amount	191,911.00
Previous Change Orders	-1641.00
Current Contract Amount	190,270.00
Current Change Order Request	831.83
Revised Contract Amount	191,101.83

Requested By: _____

Port of Hood River

Date

Approved By:  _____ 10/22/13

Architect

Date

Agreed By:  _____ 10/22/13

Colton Construction

Date



P.O.Box 1168
 Oregon City, OR 97045
 CCB#184522

Estimate

Date	Invoice #
9/4/2013	1075

Bill To
Port of Hood River 1000 E Port Marina Drive Hood River, OR 97031

Description	Rate	Quantity	Total
toilet location change for ADA stalls	678.70		678.70
labor for digging and cutting concrete	153.13		153.13
Total			\$831.83

Signature _____

Phone #	Fax #	E-mail
503-631-4318	503-631-4319	coltonhomes@hotmail.com

Change Order Proposal

No. 3

Project: Pfriem Tenant Improvement and Exterior Renovations

Date: 08/01/2013

Contractor: Colton Construction Co.

Description of work: Additional sidewalk

Approved by: Tenant

Original Contract Amount	191,911.00
Previous Change Orders	-809.17
Current Contract Amount	191,101.83
Current Change Order Request	918.00
Revised Contract Amount	192,019.83

Requested By: _____

Port of Hood River

Date

Approved By: _____

Architect

Date

Agreed By:  _____ 10/22/13

Colton Construction

Date



P.O.Box 1168
 Oregon City, OR 97045
 CCB#184522

Estimate

Date	Invoice #
10/8/2013	1081

Bill To
Port of Hood River 1000 E Port Marina Drive Hood River, OR 97031

Description	Rate	Quantity	Total
150sf of additional sidewalk @5.00 per sf	750.00		750.00
truck and disposal time for demo	168.00		168.00
Total			\$918.00

Signature _____

Phone #	Fax #	E-mail
503-631-4318	503-631-4319	coltonhomes@hotmail.com

Change Order Proposal

No. 4

Project: Pfriem Tenant Improvement and Exterior Renovations

Date: 10/31/2013

Contractor: Colton Construction Co.

Description of work: additional 2x2's and angles to outside canopy

Approved by: Port of Hood River

Original Contract Amount	191,911.00
Previous Change Orders	-944.17
Current Contract Amount	190,966.83
Current Change Order Request	2,000.00
Revised Contract Amount	192,966.83

Requested By: _____

Port of Hood River

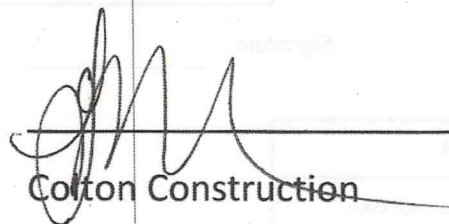
Date

Approved By: _____

Architect

Date

Agreed By:


Colton Construction

10/31/13

Date



P.O.Box 1168
 Oregon City, OR 97045
 CCB#184522

Estimate

Date	Invoice #
10/4/2013	1080

Bill To
Port of Hood River 1000 E Port Marina Drive Hood River, OR 97031

Description	Rate	Quantity	Total
cost to add 2x2's and angles to outdoor structure	2,000.00		2,000.00
Total			\$2,000.00

Signature _____

Phone #	Fax #	E-mail
503-631-4318	503-631-4319	coltonhomes@hotmail.com

Commission Memo

To: Commissioners
From: Fred Kowell
Date: November 5, 2013
Re: Accounts Payable Requiring Commission Approval

Hood River County

Property tax statements over \$5,000

• Jensen	\$ 39,282.99
• Marina Office Building	\$ 11,151.90
• Wasco Building	\$ 23,196.74
• Halyard Building	\$ 26,787.45
• Big 7	\$ 25,558.05
• Maritime Building	\$ 14,164.11
• Expo	\$ 34,869.54
• Other Buildings	\$ 6,679.42

Total Property Taxes to Pay \$181,690.20

TOTAL ACCOUNTS PAYABLE TO APPROVE \$181,690.20



Port of
Hood River

Providing for the region's economic future.

INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA

1000 E. Port Marina Drive • Hood River, OR 97031 • (541) 386-1645 • Fax: (541) 386-1395 • www.portofhoodriver.com • Email: porthr@gorge.net

October 22, 2013

David Ryan, CEO
Hood River Juice Company
550 Riverside Drive
Hood River OR 97031

Dear Mr. Ryan,

On behalf of the Port Commission, I would like to thank you for arranging the tour of your facility on September 16. Brenda Thompson was very helpful in working with Port staff to organize this tour and her assistance is appreciated.

The tour, led by Brian Petros and Bob Francis, was very informative and provided an excellent opportunity for the Commission to learn more about your operations.

We appreciate the time given to us last month. Thank you.

Respectfully,

Rich McBride, President
Port of Hood River Commission



Port of
Hood River

Providing for the region's economic future.

INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA

1000 E. Port Marina Drive • Hood River, OR 97031 • (541) 386-1645 • Fax: (541) 386-1395 • www.portofhoodriver.com • Email: porthr@gorge.net

October 22, 2013

Hood River City Council
ATTN: Ed Weathers, President
PO Box 27
Hood River OR 97031

Re: Urban Renewal Agency Reappointment

Dear President Weathers:

The Port of Hood River respectfully requests that the Hood River City Council reappoint Port Commissioner Hoby Streich to the Urban Renewal Agency Board for another two-year term. Mr. Streich's current term expires at the end of this year.

Contact information for Hoby Streich is as follows:

Mailing Address: Post Office Box 306, Hood River OR 97031
Email Address: hstreich@portofhoodriver.com
Phone Number: 541-806-4629 (cell)

If approved, the Port requests notification of the confirmation before the end of the year. This confirmation may be sent electronically to porthr@gorge.net.

Respectfully,

Michael S. McElwee
Executive Director

cc: Port of Hood River Commission



PO BOX 27
1200 18th St
Hood River, OR 97031
(541) 386-2383



PO BOX 308 * 1000 East Steuben St
Bingen, WA 98605 * (509) 493-3886

October 23, 2013

Final Meeting Notes

MEETING DATE: October 10, 2013

SUBJECT City of Hood River Wastewater Treatment Plant Capacity Issues

Purpose of Meeting

Michael McElwee, Executive Director of the Port of Hood River, requested a meeting with the City of Hood River for the purpose of understanding the issues related to any limitations of the Wastewater Treatment Plant's ability to provide adequate public facilities for the Port's potential tenants and/or property purchasers.

Attendees

- Michael McElwee, Executive Director for the Port of Hood River
- Don Otterman, City Manager for the City of Hood River
- Mark Lago, Director of Public Works for the City of Hood River
- Stoner Bell, City Engineer for the City of Hood River
- Bob Francis, Chief Operation Officer for Hood River Juice Company
- Douglas Nichols, CH2M HILL/OMI, City of Hood River Wastewater Treatment Plant Manager
- Louie Hooks, CH2M HILL/OMI, City of Hood River Wastewater Treatment Plant Senior Operator.

Summary of Topics and Discussions

Michael said that he had heard from Bob Francis that there were limitations in the wastewater treatment plant's capacity which could affect further development within the City. Michael said that he sought to understand these limitations better and to understand how these limitations might affect the Port's effort to attract industry and secure jobs on the Port's properties.

Stoner Bell described the general history of the wastewater treatment plant's last few major upgrades. The current plant was built in the 1970's and was rated at 2.0 MGD average daily flow capacity. In 2001, the plant's head works were increased to allow a peak hydraulic load through the plant of 9 MGD. The plant's ability to treat Biological Oxygen Demand (BOD₅) and Total Suspended Solids (TSS) has not changed since its construction in the 1970's. The recent Sanitary Collection System capital facilities plan (CFP) is in the process of being completed by HBH Consultants. Stoner Bell passed out some sheets with the statistical flows for the plant and anticipated BOD₅ and TSS loads over the next 20 year planning period, which are presented in the new CFP. The CFP analysis indicated the Plant was currently within 80% of its design limit for BOD₅ and TSS during peak flow conditions. The analysis also indicated that City would be within 80% of its hydraulic capacity for the Maximum Month Wet Weather Flows (MMWWF)

by 2016. The 80% of design level is the level that DEQ uses as a trigger level to start the planning phase for plant expansion.

Michael wondered how this information would affect the City's ability to provide adequate public facilities for new development. Stoner Bell said that the City really did not know at this point, but the City was contemplating having the consultant who did the Sanitary Collection System CFP to perform a study to determine how many Equivalent Residential Units (ERU)s were available at the Plant so that they could determine if they would need to limit new connections until the Plant could be expanded. Stoner noted that the Plant expansion could be phased to address the more urgent limitations of the plant, such as its ability to handle BOD₅ and TSS during peak day events.

Michael noted that they had several new developments coming into the Port such as the Naito development, Hood River Juice Expansion, and re-development of the Expo property. In addition, there are new residential developments such as the new Sieverkropp development which would be adding load to the Wastewater Treatment Plant. Bob Francis also mentioned the efforts for Hood River Juice to expand its capacity and their wish for the City to re-address their industrial pretreatment permit and with the desire to relax some of their permit limits.

Don Otterman wondered if the Sanitary Collection System CFP had taken growth into consideration and if the numbers provided by Stoner Bell reflect that growth. Stoner indicated that the numbers showing the expected dates when hydraulic load, biological load, and total suspended solids load would occur reflected growth within the City's collection system, based on the guidance provided by the City's Planning Department on how and where commercial, industrial, and residential growth would occur within the sanitary collection system.

Stoner said that the City was planning a three prong approach to address the Plant's capacity problems. The first effort was to initiate a Wastewater Treatment Plant Facilities Plan which would address how the plant would be expanded to accommodate current and future needs.

The second prong of the approach would be to analyze the City's current compliance program regulating business's effluent levels of BOD₅, TSS, and Fats, Oils, and Grease (FOG) and implement new procedure for monitoring these discharges in the hopes of reducing the BOD₅ and TSS levels at the Plant. Stoner also mentioned that a FOG recycling program could be initiated that could keep FOG from going down the drain and into the plant.

The third prong would be to have a study done that would identify how much capacity is left in the wastewater treatment plant and develop a policy on how that capacity would be allocated out to new residential, commercial, and industrial customers. The first portion of this study would indicate whether the need to restrict or limit new types of development would be necessary in the interim between current conditions and when Plant expansion is anticipated to occur. The second portion of the study would most likely involve some guidance by the City Council and could incorporate some public involvement to help decide how excess capacity should be allocated to new residential, commercial, and industrial user should the need for "rationing" Plant capacity occur.

Bob Francis said that he had worked in communities where the capacity of the WWTP was defined in terms of Equivalent Residential Units (ERU)s and that those ERU's could be reserved by developers for businesses for a non refundable fee for a designated period of time. If the development did not occur within the designated period of time the fees were forfeited and the reserved capacity was put back out for others to acquire. Extensions could be granted to developers and businesses when extenuating circumstances prevented them to develop within the time period.

Michael asked if the plant was still using its odor control measures and if they were in good working order (pun intended). Doug said that the units were working well, but that there were

always chances for odors to be created and escape within a Wastewater Treatment Plant. Doug said that one of the biggest sources of odor were when the waste haulers dump at the Plant. Doug said that there was a vacuum hood that caught some of the odors, but the Plant always received an odor spike when the waste haulers dump. Stoner also noted that some people find the odor of the aeration basins offensive and mistake it for sewage odor.

Michael asked the City to keep him abreast of any new developments that could affect the Port in its mission as the various studies progress.

HOOD RIVER COUNTY ECONOMIC DEVELOPMENT WORKING GROUP

CAT OFFICE, HOOD RIVER

THURSDAY, JULY 25TH 3:00 P.M.

ATTENDANCE: Mike Glover (Chamber of Commerce), Amanda Hoey (MCEDD), Michael McElwee (Port of Hood River), David Meriwether (Hood River County), Dan Spatz (CGCC)

STAFF: Carrie Pipinich (staff, MCEDD)

CALL TO ORDER: 3:00 p.m.

June MEETING MINUTE APPROVAL

Amanda Hoey asked for any corrections to the minutes provided for EDWOG's June 27th meeting minutes. None were noted. The minutes were unanimously approved.

HOOD RIVER COUNTY BUSINESS SITING GUIDES

Carrie presented her draft business siting guides to the group. David noted that there were some errors in the Hood River County process with the Building Codes section as well as the water districts. He also requested that he be able to pass along the information to Mike Benedict, the County Planning Director for additional review. Carrie welcomed the feedback and noted that she would make changes based on his feedback as well as Mike's at a later date.

MAJOR EMPLOYERS ROUNDTABLE

Carrie reviewed her memo on the employers' roundtable preparation. She asked for feedback on the sector the group would like to focus on. David noted that Agriculture and Spirits could be a good area to learn about as they have been adding significant employment numbers over the last few years. He also noted that the links to tourism and the Tourism Commission could play into the conversation. Mike noted that it would be interesting to look at as well. Michael noted that Pat McCallister could be someone to reach out to. He felt like the group should include someone from the packing houses. Dan noted that this could be good timing as the College is trying to program out their additional campus space in the works for Hood River. This could help identify gaps in needed service for these sectors. Amanda noted that there has been interest from a group of Cideries in forming some type of consortium to address their needs.

Carrie also requested input on the decision to have an outside facilitator, or have one of the group lead the conversation. Consensus was to have an outside facilitator run the meeting to allow members to listen. Amanda noted that Neal Price had been in contact regarding opportunities to get involved in the area. Dan suggested Mike Hendrickson if he was available. Michael noted that Jean Godfrey from the Columbia Gorge Fruit Growers could be good as she has a strong background in agriculture. David noted that she might be a good attendee if she did not facilitate. David also suggested Brian Tuck as a potential option. Dan noted Dani Annala, also from the OSU Extension, could be a good resource. Carrie noted that staff would reach out to potential facilitators and identify someone to take on the role.

EDWOG MEMBER UPDATES

Michael encouraged the group to discuss the happenings in Cascade Locks with the Bridge of the Gods. David noted that the weight limit had gone into effect. Michael shared that Paul Koch, Interim Manager at the Port of Cascade Locks, has been working to find support to address the situation at all levels and wanted to know if there was anything EDWOG could do to support. David noted that the County had declared the situation an economic emergency which would allow them to shorten the processing needed to receive funding from state agencies. He noted that the Port has been working with the Governor's Office, as well as ODOT and WSDOT to address the situation. Dan asked who has jurisdiction over the Bridge, and David noted that ODOT completes inspections, while the Port owns the bridge. Amanda noted that partners in the Washington communities have been engaged in the ongoing conversations and have been supportive of the actions taken. David noted that the Skamania County Sheriff had called together a group of folks to talk about the challenges this could pose in an emergency situation. Michael asked if EDWOG would be willing to send a letter on to the Governor, ODOT and our local representatives. The group agreed that staff should draft this letter and distribute for signatures.

Dan Spatz shared that CGCC made it into the short term bonding capacity for the State for the Advanced Technology Center, so they will be looking to put a bond measure on the ballot to provide the local match soon. They have a four year window to complete construction, so they will likely look at May of 2014 for their ballot measure. David noted that Dan Goldman is looking at a capital levy component for the recreation facilities in a similar time frame. He also shared that Hood River Parks and Recreation is considering expanding their mission and tax base. Michael asked what the ATC's programming was expected to be. Dan noted that it would likely focus on tech and the Latino community as well as incorporate some community space. Dan also shared that there was some potential lab space in the works for the building, but that they would also need to have more focused conversations with industry sectors to discuss needs. He noted that the project would total approximately \$14 million.

Mike noted that it is the Chamber's busy event season. He also shared that they have a new membership coordinator at the Chamber, Avery Pickard. Michael noted that she had presented to them on Gorge Innoventure.

David noted that the County Fair was happening, and that it has been very successful this year. Mike Benedict with the Community Development Department has been working with a watershed planning group. They are doing analysis on the watershed to better understand how much water is available now, and will be into the future so that the County can ensure it is planning ahead to have an adequate water supply. The group is looking at both surface and ground water.

Michael shared that they are looking at the sand bar in the river as it is becoming more difficult for boats to go around it. The Corps is aware of this, and is looking into it as well. Michael noted that the aerial photos taken each year look at wind and wave affects. Hood River Juice is in the process of constructing their new building. This will be a significant expansion for their company, with a large impact on the waterfront. The Naito hotel project is moving forward

with its land sale. In addition, Pocket Fuel's space is almost complete, and Pfriem is expanding its space in the Halyard Building. With all of this, the Port is at 97% occupancy. They have a 2500 square foot timber facility down in the Webber Business Park in Odell. They have a fairly limited industrial land base compared to other ports, but also in the county in general. In addition, they are updating their strategic plan considering this limited land supply and the large array of recreational areas the Port has. David noted that the County is receiving less support for Marine Patrol Funds. Michael noted that there could be opportunity to partner on this issue.

Amanda noted that MCEDD will be taking over management of the Hood River/Cascade Locks Enterprise Zone. She encouraged partners to tell prospective applicants to get in touch with MCEDD early on in their process as there are very strict guidelines about who is eligible. She also shared that MCEDD has worked through its first Enterprise Zone Authorization with two more conversations in the works. In addition, MCEDD's loan to Brigham Fish Market has been disbursed as they are well underway on their construction.

CLOSE: 4:30 P.M.

Respectfully submitted, Carrie Pipinich, MCEDD Project Manager

Hood River Economic Development Working Group 2014 Calendar- *Draft*

Timeline prioritizes and addresses each goal identified in Action Plan. However there is flexibility to adjust schedule as opportunities arise to address immediate needs.

Date	Location	Topic
January 23, 2014 @ 3 pm	County Admin and Business Building	
February 27, 2014 @ 3pm	CAT Office	CEDS Project Review
March 27, 2014 @3pm	Chamber?	
April 25, 2014 @ 3pm	TBD	Tour Port of Hood River
May 22, 2014 @ 3pm	Hood River Fire Station	Coordination Meeting: Regional Agencies
June 26, 2014 @ 3pm	Cascade Locks,	Tour of the Port of Cascade Locks
July 24, 2014 @ 3pm	CGCC Indian Creek Campus	CGCC Center for Regional Innovation Update
No meeting Scheduled in August		
September 25, 2014 @ 3pm	Hood River Fire Station	Employers Roundtable Discussion
October 23, 2014 @ 3pm	CAT	2015 Annual Goals
No meetings scheduled in November and December		