

PORT OF HOOD RIVER COMMISSION
Tuesday, February 18, 2014
Marina Center Boardroom
5:00 p.m.

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 February 4, 2014 Regular Session Meeting
 - Approve Accounts Payable to Jaques, Sharp, Sherrerd, Fitzsimons and Ostrye in the Amount of \$9,712
 4. Reports, Presentations and Discussion Items
 - Hook/Waterfront Trail Designs
 - Electronic Filing/State Archiving
 - Nichols Basin West Edge Project
 5. Director's Report/Informational Items
 6. Commissioner, Committee Reports
 - Urban Renewal Agency – Shortt/Streich
 - Waterfront Recreation Committee - McBride
 7. Action Items
 - a. None
 8. Commission Call
-

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

10. Possible Action

11. 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 February 4, 2014 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, Brian Shortt and Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach and Mellissa Halseth

Absent: Commissioner Rich McBride (Attended Meeting by Skype)

Media: Kirby Neumann-Rea, Hood River News

1. CALL TO ORDER: Vice-President Brian Shortt called the meeting to order at 5:00 p.m.

a. Modifications, Additions to Agenda: The Commission was provided final drafts of the materials for Action Item b.

2. PUBLIC COMMENT: None

3. CONSENT AGENDA:

- o Approve Minutes of January 14, 2014 Regular Session Meeting and January 28, 2014 Nichols Basin Public Meeting
- o Authorize Amendment No. 1 to the Contract with Larry Brown Not to Exceed \$5,000
- o Authorize Lease Addendum No. 1 to the Hood River Distillers Lease in the Maritime Building

Motion: Move to Approve Consent Agenda as Amended (Correction to Minutes of January 14, 2014 removing Bulldog Welding Contract which was pulled from Consent Agenda to Action Items)

Move: Davies

Second: Duckwall

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

Absent: McBride-Voted Aye by Skype

MOTION CARRIED

4. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

- Audit Review – Tara Kamp, Pauly Rogers reviewed the scope of work and results she and her team determined. A federal audit was conducted as part of the process. The Port received a clean opinion. Kamp thanked Port staff for assistance during the audit. Kamp commented that the current software that is being used is cumbersome to pull reports from and that the Port would benefit by installing a financial system in the future that is written for government reporting. McElwee thanked Kamp for the professionalism of her team during the audit.
- Bridge Insurance - Durham & Bates/Scott Reynier, Columbia River Insurance explained that the representatives from Durham & Bates were unable to attend the meeting but they hoped to come to a meeting in April with an ACE representative as well. Reynier explained that ACE was the insurance carrier for the Port for as long as Reynier could recall and that ACE represents 84% of toll bridges in the United States. Reynier will request that Durham & Bates conduct a market research analysis. Durham & Bates will be requesting critical information and reports for this terms renewal. Commissioner Davies refrained from discussion due to conflict of interest.
- Housing Presentation – Maui Meyer, Copper West/Hood River County Commissioner and Arthur Babitz, City of Hood River Mayor presented a proposal for an attainable housing revolving loan fund concept. The main focus of the presentation was "If you work here, you should be able to live here." Meyer stated that 44.7% of people who work in Hood River County do not live here. The revolving fund would include Hood River, Wasco and Sherman

Counties (North Central Oregon). Meyer stated that currently housing is not available in the area for the wages people are earning. Babitz said the intent was to assist in multi-family housing projects. Meyer requested the Commission write a letter of support in the next two weeks that could be presented to the legislature. Commission consensus was to provide a letter of support with mention that Housing is listed in the Strategic Business Plan as a weakness.

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

- Schedule – The proposed schedule for Spring Planning is March 25 with the annual budget committee meeting on April 22. Please let staff know if you are unable to attend. Commissioner Shortt requested a property tour. McElwee will schedule with Shortt before Spring Planning. The March 11 Nichols Basin Public Meeting will likely need to be rescheduled to March 18 or 19 because McElwee and McBride would be attending the PNWA conference in Washington DC at that time.
- Staff/Administration – Fred Kowell, Finance Manager gave an overview of the six month financials. The report showed that Materials and Services were over at the Airport, Event Site and Marina Park. Kowell stated that a budget transfer would be required in late May or early June to true up the budget.
- Waterfront Development – McElwee felt the first Nichols Basin public meeting went well and was well attended. The advisory committee will have recommendations at the next Nichols Basin meeting on February 13. Walker Macy was directed to adjust the trail with committee suggestions but they will not be re-designing Zone B. The Commission will discuss each public meeting at each Commission meeting that follows.
- Bridge/Transportation – HNTB will be inspecting the bridge February 10-13 with the main focus on observing the lift span on February 11. There will be approximately 6 lifts between 9am-3pm on this day. Commissioners expressed interest in attending at least one of the lifts as well as Kirby Neumann-Rea from the Hood River News. McElwee will arrange this with Port staff.

6. Commissioner, Committee Reports:

- Marina Ad-hoc Committee – Commissioner Davies reported on the January 21 meeting where the main focus was on the Master Plan for the Marina. The committee reviewed the proposed scope of work and schedule. Staff will be collecting data to present at the next meeting scheduled for March 11. Commissioner Davies has requested that staff prepare a profit and loss for the Marina to assist in the planning process.

7. ACTION ITEMS:

a) Approve Staff Recommendation for Response to Requirements of the Affordable Health Care Act: The Affordable Care Act requires employers to have a plan in place by March 1, 2014 regarding healthcare coverage for employees. The current policy will be changed to include a higher deductible with a lower premium. To bring the Port into compliance with the new law all full-time employees would have coverage for themselves and family members. The recommendation is to increase the employee contribution to the premium from 5% to 10%. The Port currently offers to cover the employees \$1,000 deductible if used. The recommendation is to have the employee pay the first \$500. Commissioner McBride suggested not providing for family members as well but providing a pay increase to assist in outside coverage.

Motion: Move to Approve Staff Recommendation for Response to Requirements of the Affordable Health Care Act

Move: Duckwall

Second: Davies

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

Absent: McBride-Voted Nay by Skype

MOTION CARRIED

b) Approve Various Actions with NBW Hood River, LLC Concerning Sale of Property

and Easements: McElwee reviewed all of the documents related to the sale of property and easements. The following were the actions related to the sale of property and easements.

Motion: Move to Authorize Bargain and Sale Deed with NBW, Hood River, LLC for property known as Tract 1 and 1A in the Purchase and Sale Agreement dated May 29, 2013 for \$10,000 subject to legal counsel review and approval and authorizing Executive Director to sign all documents

Move: Duckwall

Second: Streich

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

Absent: McBride-Voted Aye by Skype

MOTION CARRIED

Motion: Move to Authorize Bargain and Sale Deed with NBW, Hood River, LLC for property known as Tract 2 in the Purchase and Sale Agreement dated May 29, 2013 for \$11,000 subject to legal counsel review and approval and authorizing Executive Director to sign all documents

Move: Duckwall

Second: Streich

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

Absent: McBride-Voted Aye by Skype

MOTION CARRIED

Motion: Move to Authorize Sanitary Sewer Easement with NBW, Hood River, LLC subject to legal counsel review and approval and authorizing Executive Director to sign all documents

Move: Duckwall

Second: Streich

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

Absent: McBride-Voted Aye by Skype

MOTION CARRIED

Motion: Move to Authorize Parking Easement with NBW, Hood River, LC subject to legal counsel review and approval and authorizing Executive Director to sign all documents

Move: Duckwall

Second: Streich

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

Absent: McBride-Voted Aye by Skype

MOTION CARRIED

Motion: Move to Authorize Emergency Access Easement with NBW, Hood River, LLC subject to legal counsel review and approval and authorizing Executive Director to sign all documents

Move: Duckwall

Second: Streich

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

Absent: McBride-Voted Aye by Skype

MOTION CARRIED

8. COMMISSION CALL: Commissioner Streich mentioned that Commissioner Griffith from Port of The Dalles offered a tour to walk the path along the river. Commissioners should let Streich know if they are interested and he will arrange a tour.

9. EXECUTIVE SESSION: Regular Session was recessed at 7:26 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 8:27 p.m. There was no action as a result of Executive Session.

10. ADJOURN: President McBride adjourned the meeting at 8:27 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

Commission Memo

To: Commissioners
From: Fred Kowell
Date: February 18, 2014
Re: Accounts Payable Requiring Commission Approval

Jaques, Sharp, Sherrerd, FitzSimons & Ostrye Attorney services per attached summary	\$9,712.00
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TOTAL ACCOUNTS PAYABLE TO APPROVE	<u>\$9,712.00</u>
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WSP

JAQUES, SHARP, SHERRERD, FITZSIMONS & OSTRYE
 ATTORNEYS AT LAW
 205 3RD STREET / PO BOX 457
 HOOD RIVER, OR 97031
 (Phone) 541-386-1311 (Fax) 541-386-8771

RECEIVED
 FEB 07 2014

CREDIT CARDS ACCEPTED

Page: 1
 February 04, 2014
 Account No: PORTOHaM

HOOD RIVER, PORT OF
 1000 E. PORT MARINA DRIVE
 HOOD RIVER OR 97031

	Previous Balance	Fees	Expenses	Advances	Payments	Balance
ENVIRONMENTAL INSURANCE	54.00	990.00	0.00	0.00	-54.00	\$990.00
PROPERTY MATTER	68.00	0.00	0.00	0.00	-68.00	\$0.00
HANGAR LEASE (Insitu, Inc.)	0.00	234.00	0.00	0.00	0.00	\$234.00
MISCELLANEOUS MATTERS JJ	180.00	162.00	0.00	0.00	-180.00	\$162.00
LEASE BIG 7 (Slingshot Sports/Jeff Logosz)	17.00	51.00	0.00	0.00	-17.00	\$51.00
ORDINANCE #24	0.00	1,260.00	0.00	0.00	0.00	\$1,260.00
LEASE (Veolia Water North America - West)	72.00	0.00	0.00	0.00	-72.00	\$0.00
LEASE DMV BUILDING (Thomas Keolker, Heart of Gold)	0.00	18.00	0.00	0.00	0.00	\$18.00
LEASE (Pfriem Brewing)	0.00	54.00	0.00	0.00	0.00	\$54.00
PROPERTY TRANSACTION SALE	45.00	486.00	0.00	0.00	-45.00	\$486.00

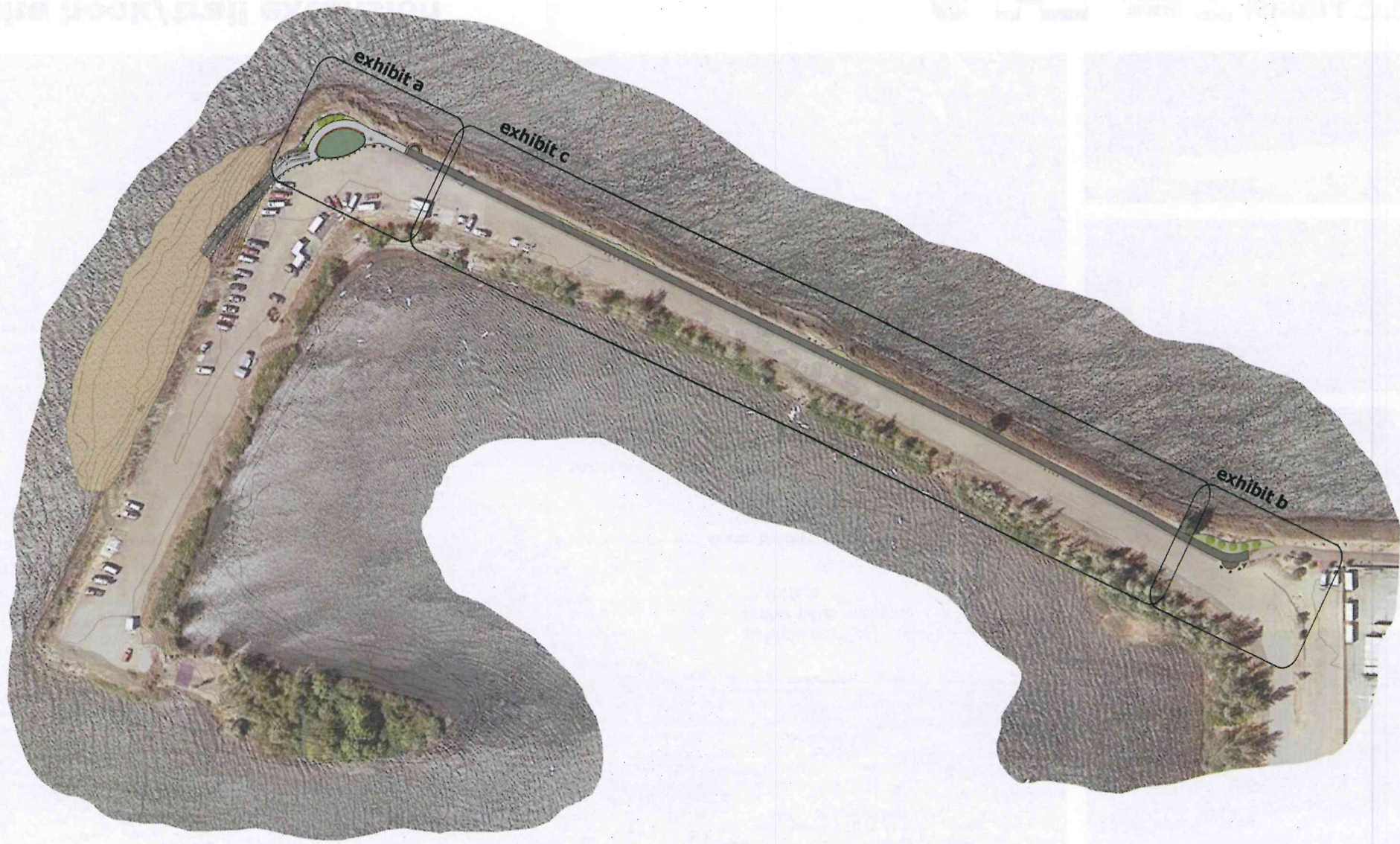
Previous Balance	Fees	Expenses	Advances	Payments	Balance	
REGULAR MEETING FEE						
JJ	0.00	0.00	0.00	0.00	-350.00	-\$350.00
PROPERTY SALE (Bob Naito; NBW Hood River)						
	1,152.00	3,222.00	0.00	0.00	-1,152.00	\$3,222.00
LEASE (Hood River Distillers)						
	0.00	18.00	0.00	0.00	0.00	\$18.00
T-HANGER LEASE FORMS (2012-2013)						
	0.00	54.00	0.00	0.00	0.00	\$54.00
LEASE (PocketFuel)						
	36.00	0.00	0.00	0.00	-36.00	\$0.00
MARINA EVICTION (Tom Lichty)						
	18.00	0.00	0.00	0.00	-18.00	\$0.00
BOAT HOUSE LEASE						
	0.00	846.00	0.00	0.00	0.00	\$846.00
BOGGS 2013-CONCESSION AGREEMENT DEFAULT						
	54.00	0.00	0.00	0.00	-54.00	\$0.00
CITY SEWER OUTFALL PROJECT (City of HR)						
	0.00	360.00	0.00	0.00	0.00	\$360.00
ODELL PROPERTY						
	0.00	234.00	0.00	0.00	0.00	\$234.00
EXPO SITE DEVELOPMENT (Key Development; Pickhardt)						
	738.00	126.00	0.00	0.00	-738.00	\$126.00
LEASE (Office Lease DMV Building Congressman)						
	576.00	0.00	0.00	0.00	-576.00	\$0.00
LICENSE DEFAULT (Airfresh Seafoods)						
	36.00	54.00	0.00	0.00	-36.00	\$54.00
WALKER/MACY-PEDESTRIAN, BIKE LOT ACCESS						
	162.00	0.00	0.00	0.00	-162.00	\$0.00
TAX AUDIT CLAIM						
	396.00	1,605.00	0.00	0.00	-396.00	\$1,605.00
REZONE (ABAM/Contract Lot 1 Expo)						
	0.00	252.00	0.00	0.00	0.00	\$252.00
LEASE ODELL BUILDING (Oregon Brineworks, LLC)						
	0.00	36.00	0.00	0.00	0.00	\$36.00
	<u>3,604.00</u>	<u>10,062.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-3,954.00</u>	<u>\$9,712.00</u>

Commission Memo

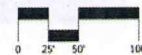
To: Commissioners
From: Liz Whitmore
Date: February 18, 2014
Re: Hook Waterfront Trail and Amenities

Simp.L, the landscape design firm working on the Hook Waterfront Trail, has developed conceptual designs for Commission review. Please see attached. Approved design concepts will be forwarded to the City of Hood River engineer to be incorporated into their bid documents. The City has agreed to pay for the extension of the waterfront path. Potential costs to be incurred by the Port include the vehicle barrier, landscaping, bench area, rigging area, and seat wall. Preliminary cost estimating is being developed to determine project cost. Port staff will be applying for a \$75,000 Local Government Grant to assist with the trailside amenities and launch.

RECOMMENDATION: For discussion.



the hook/trail extension
part of hood river

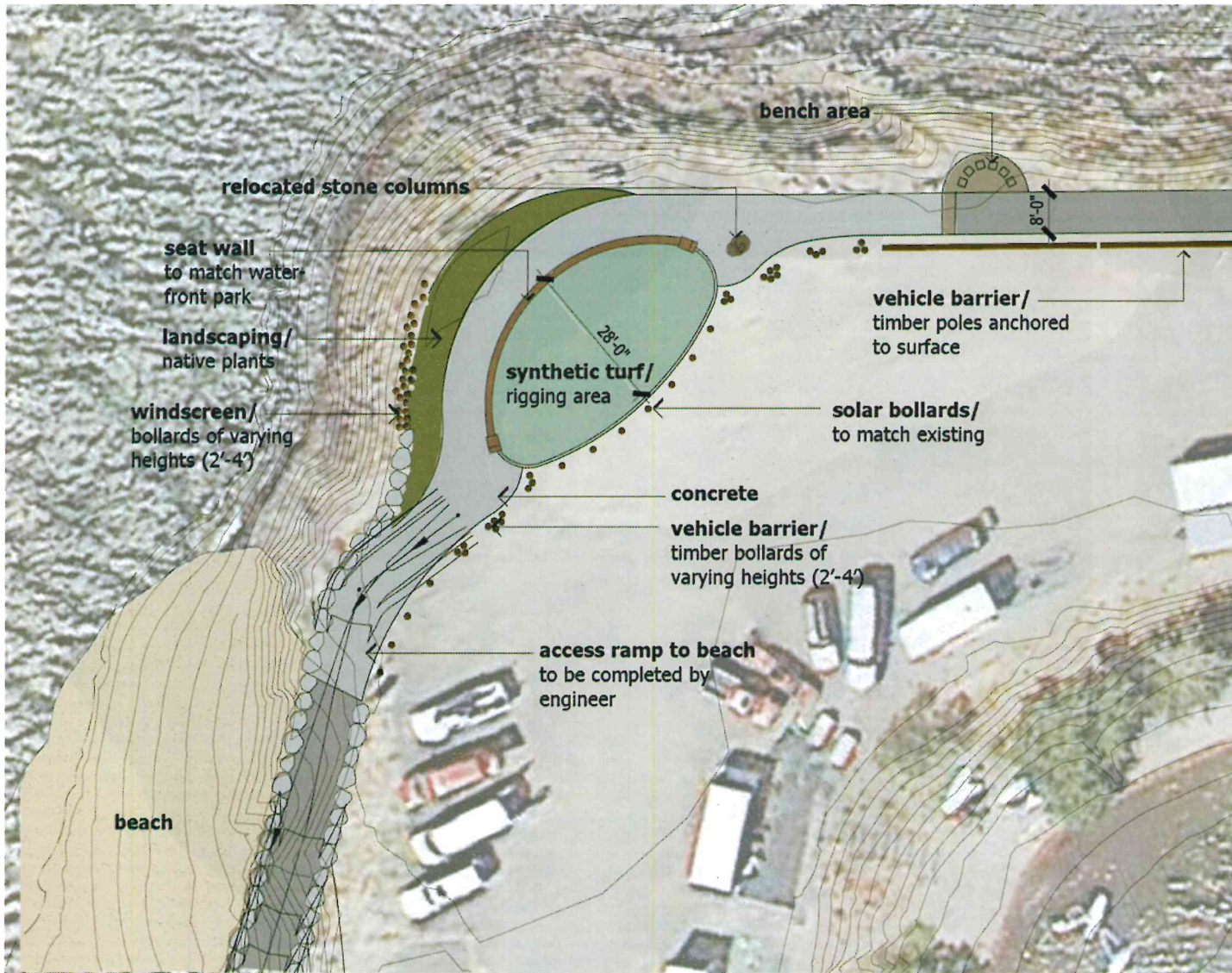


02.10.14
Scale 1:100

exhibit

simp.L
a land design workshop

0455 SW Bowdoin Hillsdale Hwy
Portland, OR 97225
www.simp.L.com
t: 503-941-6315



precedent images



the hook/trail extension
part of hood river

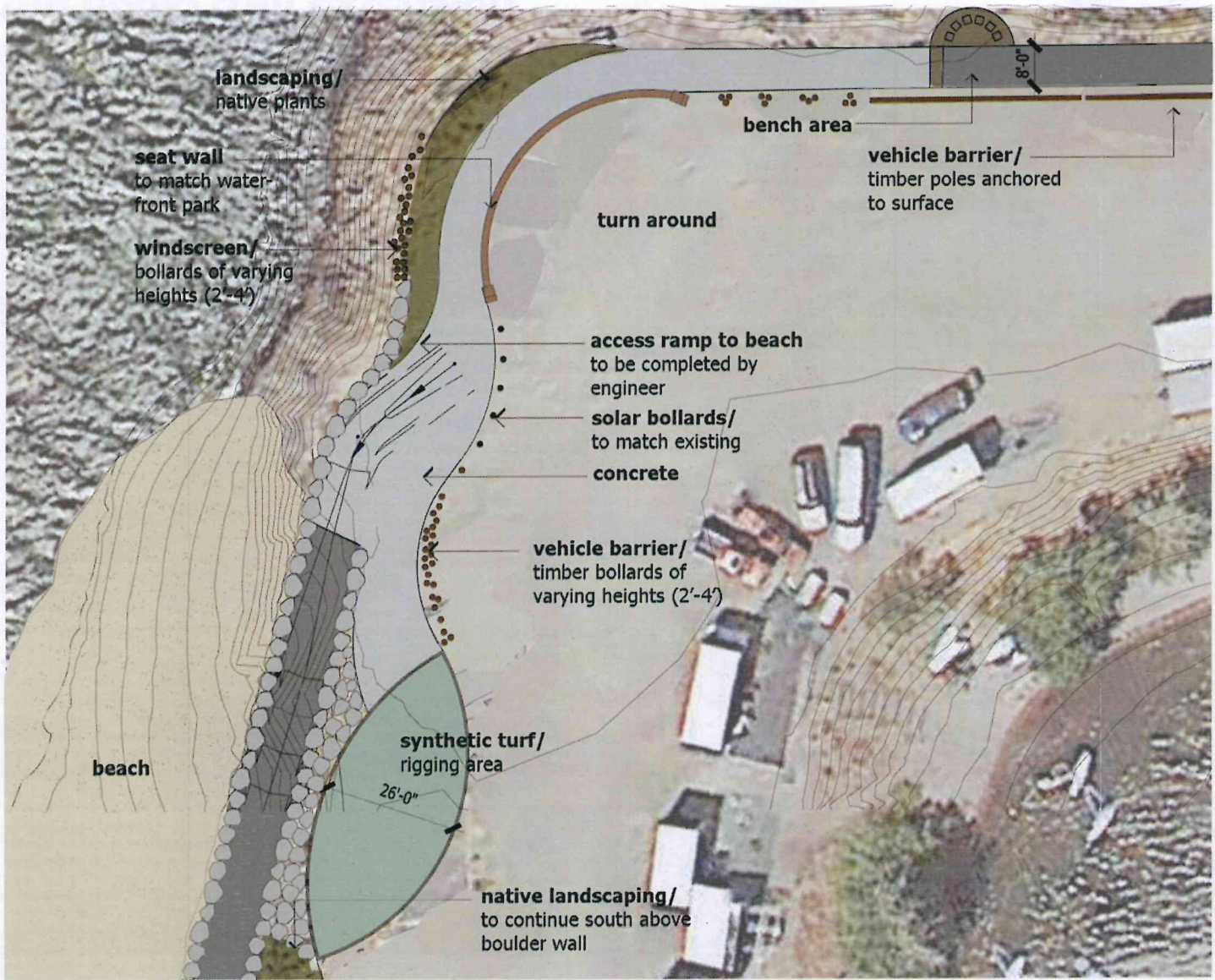


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exhibit
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simp.L
A Land design workshop

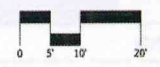
8055 SW Beaverton-Hood River Hwy
Portland, OR 97225
www.simp.L.com
t: 503-841-6315



precedent images



the hook/trail extension
port of hood river

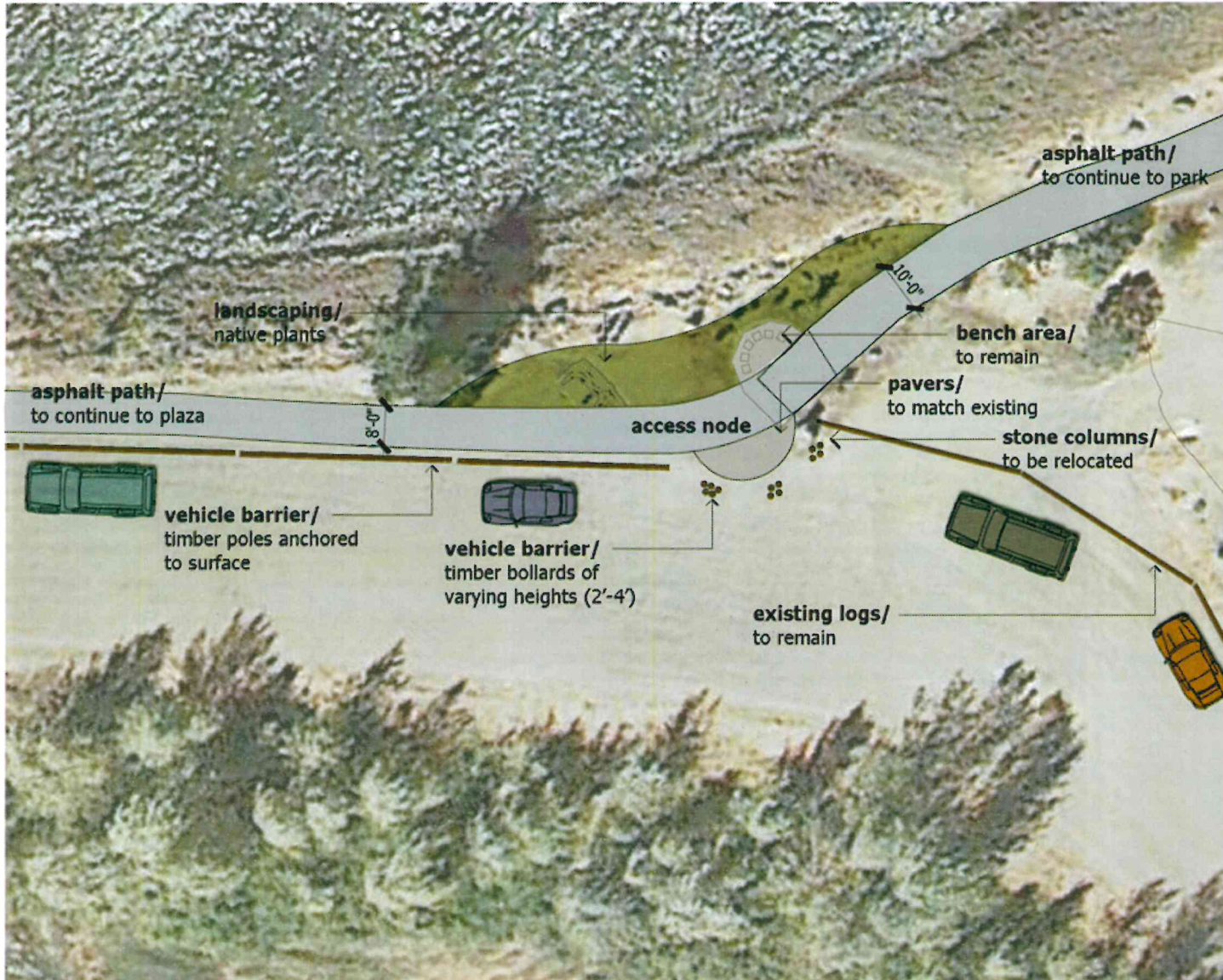


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exhibit
a1

simp.L
A Land design workshop

BESS law boavention-nimdate they
portland, or 97225
www.gosimp.com
t: 503-841-6315



current conditions



trail termination



parking at end of trail

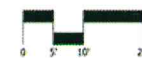


view west at end of hook



view east down portway avenue

the hook/trail extension
part of hood river

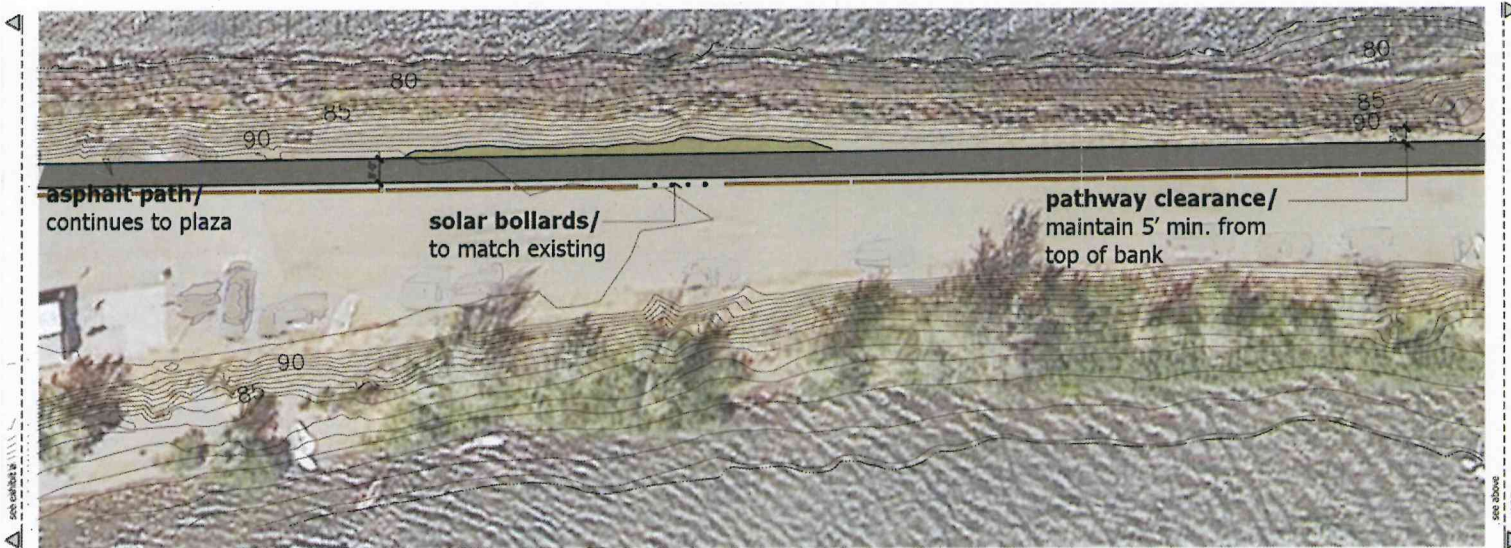
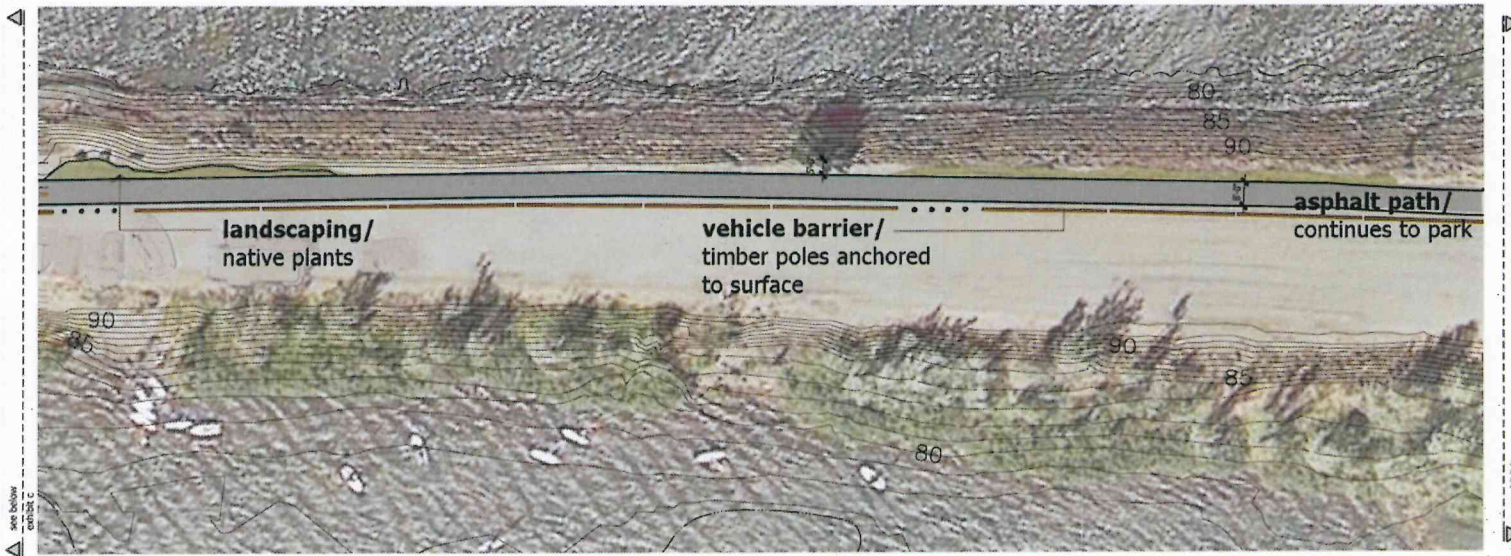


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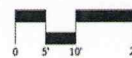
exhibit
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simp.L
LLC
A Land design workshop

8455 NE Stevenson-Hillside Hwy
Portland, OR 97225
www.simp.com
t: 503-841-6325



the hook/trail extension
port of hood river



02.10.14
Scale 1:40

exhibit
c

simp.L
a Land design workshop

8455 sw bouvier-st-village hwy
portland, or 97225
www.simp.com
t: 503-841-6315

Commission Memo

To: Commissioners
From: Fred Kowell / Laurie Borton
Date: February 18, 2014
Re: Records Retention – Electronic Filing

At the August 20, 2013 meeting information was presented on records retention efforts. Our overall framework that the Port will structure it's archiving efforts around will be in three areas.

Electronic Documents – Use the State Archives Division in mirroring our Outlook files.

Paper Documents – Those documents that will be archived will be scanned by a third party vendor and electronically filed with the State Archives Division.

Permanent Documents – Will be held on site.

The Port will partner with the State Archives Division, through Chaves Consulting, Inc., for a phased, cloud-based electronic records management system (Oregon Records Management System) where emails are archived (and continuously updated) but easily located by conducting a search. Email folders currently in Outlook that are used by staff would be mimicked on the ORMS system. As part of the subscription enrollment, Chaves would work with the Port to provide consulting, implementation, training and support services. The monthly license, per user, would be \$37.02. The Port's IT consultant, Jack Lerner, assisted staff in reviewing program details and determined that our network is compatible with the

Paper records would be another segment of the ORMS cloud that will need to be phased-in. Port staff continues to review ongoing records to determine which ones can be destroyed but as of now we have (per document retention statutes) destroyed an additional 63 Destruction Requests since August resulting in another seven 64-gallon bins of paper being shredded. (OAR 166-150 is the guideline used by Special Districts and Counties for records retention.)

The outline below is an abbreviated version, but represents the game plan for continued staff action.

Electronic E-Mail Files

1. Will need to move forward with an agreement with ORMS for a subscription service.
 - Requires legal counsel review
 - Determine number of subscription licenses
 - Staff to review emails to determine retention value
 - Summer time frame for implementation

Electronic Documents

1. Staff to review documents on their network drives and copy, as determined, to network shared drive
 - Index the shared drive folders and contents

Paper Documents

1. Continue process of review for retention/destruction through the Spring.
2. Revise outdated Records Retention Policy for inclusion in Financial Administrative Policies and Procedures
 - Individual training on OAR schedule with each department so they can assign correct retentions
3. Determine records to be scanned into ORMS by third-party vendor; once scanned, records can be discarded. (Management to determine comfort level in discarding paper documents.)
 - The cost per box is estimated at \$200 to scan plus staff time to remove staples, index contents, tape small notes to letter-size paper. On an ongoing basis we can send 20 boxes per year to be electronically scanned. Time frame will be late fall 2014. Permanent records will be stored in the Port's file room.

Staff will continue working on this effort and keep the Commission informed on this administrative task.

RECOMMENDATION: For Information.

Executive Director's Report

February 18, 2014

Staff & Administrative

- Neither Commissioner Streich nor I were able to attend the SDAO annual meeting starting February 7 in Seaside due to the weather conditions. We have made reservations to attend the PNWA trip to Washington in March 2014 but pending further discussion with Hal Hiemstra.
- The application deadline for the Maintenance Supervisor position closed on February 12. We received a total of 40 applications. I expect to conduct interviews in late February. Joe's retirement date is March 28.
- Based on the meeting on January 9 with five port managers I have prepared the attached concept paper for a public/private coalition to advocate for regional economic development. I would appreciate Commission review and comment.
- Thank you to Commissioner Shortt for attending the Columbia Gorge Commission meeting on February 11 and testifying about regional coordination efforts.
- Hal Hiemstra's recommendation is that we visit Washington D.C. later this spring to discuss Port projects and priorities. Attending the PNWA Mission to Washington in mid-March would still be beneficial but not as necessary this year.

Recreation

- The second Project Advisory Committee meeting for the Nichols Basin West Edge Project was held on February 13. The Commission will need to discuss the design alternatives, key issues and look ahead to the next phase of work and decision timeframes. A representative from designer Walker|Macy will attend our meeting.
- The Waterfront Recreation Committee met on February 12 and discussed the Frontage Road path design. Additional concerns were expressed about retaining adequate access to the river from the east end for fisherman.
- A meeting with most boathouse owners occurred on February 12 and went very well. Comments on the engineering plans and specifications were due back by February 14 and signed agreements by February 21. The current schedule calls for a bid opening in mid-March and substantial completion by the end of June. The Commission will have to approve a construction contract in March before they can proceed.
- We have retained a contractor to install brackets on the new electrical pedestals in the Marina.

Development

- The process to finalize the various NBW-Hood River, LLC sale and easement documents has been lengthy and has resulted in higher legal fees. Closing is still expected to occur by February 20.

Airport

- Only one lease issue remains where an eviction process may be required.
- The Airport Planning and Engineering RFQ has been issued. Responses are due February 20.

Bridge/Transportation

- HNTB has completed draft details for the supports for new speed indicator signs on the Bridge. We have asked for a cost estimate to determine budget impacts as the sign supports as proposed may be expensive.
- HNTB staff carried out inspection of the lift span on February 11. By all accounts the multiple span lift operations went very smoothly and impacts to motorists were minimal.
- The closure of eastbound I-84 on February 13 resulted in significant additional traffic on the bridge. Staff was in contact with ODOT, White Salmon Police and the interim Hood River City Manager. To keep traffic flowing and to reduce backups on SR-14 we allowed trucks to pass without paying a toll for most of the morning hours.
- The attached report describes the results of a series of interviews with stakeholders about regional transportation policy and decision-making. This effort stemmed from the lack of consensus two years ago regarding formation of an ACT. The report includes recommendations including formation of a regional task force and a Region 1 Transportation Summit.
- We have not yet received the Fracture Critical Inspection that was conducted last fall. We are seeking this report from ODOT.

Columbia River Gorge Coalition

CHARTER

Draft: February 13, 2014

Mission: Support economic development in the Columbia Gorge National Scenic Area and adjoining communities.

Purpose: Seek bi-state legislative change and funding that supports regional economic development and jobs.

Role: Lead regional advocacy and lobbying efforts to achieve the project and program priorities of regional industries, public agencies and Tribal Nations.

Approach:

- Form a leadership group broadly representative of private employers and public agencies in the Gorge.
- In conjunction with established organizations and existing systems, identify key priorities-- legislative initiatives and planning and capital projects-- that address regional economic development goals
- Identify and implement advocacy strategies to achieve each goal. Meet annually to affirm a list of priority actions and seek support to reach them
- The Coalition will initially leverage advocacy efforts already being carried out by others
- Over time, identify collective resources to retain an advocacy firm specifically to support Coalition efforts
- Maintain communication with all parties whether Coalition members or not
- Work with the Gorge Commission to achieve economic development priorities of the Columbia Gorge National Scenic Area

Goals:

- Create new jobs and taxpayers within the SA
- Increase awareness and understanding of Gorge priorities in Olympia, Salem and Washington DC
- Strengthen systems that support people, families, community and job creation
- Insure adequate resources to plan, maintain and construct critical regional economic development infrastructure

Participants (partial list)

Gorge Counties

Cardinal Glass
Gorge Freight
Port of Hood River
XYZ Logging
Umatilla Tribe
Confederated Tribes
of Warm Springs

Gorge Cities

Google
Port of Cascade Locks
Port of The Dalles
MCEDD
Confederated Tribes
of Yakama Nation
CRITFIC

Insitu-Boeing

GorgeNet
Port of Klickitat
Port of Skamania
Nez Perce Tribe
SDS Lumber
Skamania SDC
Chambers of Commerce

Organizational Structure:

A Steering Committee of 10-15 members shall direct the activities of the Coalition. The Steering Committee shall include:

- Executives from each private company
- Chief elected official of each of the 5 Ports along with the General Managers
- Executive Director and Chair of the Gorge Commission

This group shall meet quarterly to review progress, communicate and address new initiatives. Annually the Steering Committee shall meet to identify and adopt a set of priorities which shall be used in seeking state and federal and legislative action. Annually all five Port Commissions shall meet in joint session to ensure proper coordination, communication and focus.

Funding: *Annually, Coalition member shall set aside \$1,000 to help support the work of the coalition. These dollars shall be supplemented by funding support from other units of government and the private sector.*

Staffing & Administration:

To be determined

Potential Initiatives:

The following are potential initiatives for priority action:

1. Recognize the Scenic Area as an economic development region and cooperation with the Gorge omission to enhance economic development.
2. Obtain federal appropriation of \$1,900,000 for economic development in the CGNSA.
3. Prepare a TIGER grant application funding for a comprehensive transportation plan within the Columbia Gorge National Scenic Area
4. Secure funds to support repair and maintenance of existing interstate bridges (BOTG and HRIB)
5. Identify a clear strategy to secure regional consensus for long-term replacement of existing interstate bridges
6. Obtain additional federal funding for locally identified economic development and job creation projects.
7. Creation of a Scenic Area Transportation Committee.
8. Achieve reciprocity for emergency services and transportation.

(A specific action plan will be prepared for each selected priority project.)



January 14, 2014

Dear Transportation Stakeholder,

ODOT, Metro and Clackamas County recently co-sponsored a transportation decision-making assessment project for ODOT Region 1 conducted by the Oregon Consensus Program at PSU's Hatfield School of Government. Together, we charged them with the task of conducting a neutral assessment of how transportation decision-making might be improved within the region. Oregon Consensus staff members conducted over sixty interviews of various transportation stakeholders throughout the four county area of Region 1. If you participated in one of those interviews, we greatly appreciate your candor and ideas. If you did not have an opportunity to be interviewed, there will be additional opportunities to offer your suggestions.

The Oregon Consensus assessment report is attached for your consideration. You will note that the report concludes with several specific recommendations for moving forward including the formation of a task force convened by the Governor's Office. We intend to expeditiously follow up on these recommendations and you can expect to hear more from us as these processes take shape.

Knowing that the initial phase of the 2017-2020 STIP process is already underway, the co-sponsors agree that it is essential to move forward without delay. In addition, there are other statewide planning initiatives, such as the Oregon Transportation Options Plan currently underway, where the areas outside of JPACT in ODOT Region 1 do not have a clear pathway for engagement. It is our hope that the formation of a region-wide task force and convening of a Region 1 Transportation Summit will result in significant improvements in how transportation priorities are determined and funded in the future.

Finally, we would like to thank the Oregon Consensus staff for their excellent work in conducting this assessment and for their insights on how we might best move forward.

Sincerely,

Matthew L. Garrett
Director, Oregon Dept. of
Transportation

Martha Bennett
Chief Operating Officer, Metro

Don Krupp
Clackamas County
Administrator

Transportation Policy, Communication, and Coordination Assessment Report

January 29, 2014

Background

Stakeholders in the non-Metro areas of ODOT Region 1 have increasingly expressed concerns regarding their desire to have more input into decisions related to priorities for transportation funding. The primary tool that the Oregon Transportation Commission and ODOT relies upon for public engagement for the State Transportation Improvement Plan (STIP) and other statewide transportation policy planning processes is through Area Commissions on Transportation (ACTs). ODOT Region 1 is the one area in the State where there is not an ACT. The urban portion of Region 1, the areas that falls within the Metro boundary, is represented by JPACT, where there is inter-jurisdictional coordination for transportation project funding recommendations and public engagement. The areas outside of the Metro boundary, which mostly fall in Clackamas County and Hood River County, do not have the same opportunity for project coordination and public engagement.

Over the past several years, some rural Clackamas County stakeholders have been exploring the creation of a rural ACT. This led to the introduction of House Bill 2945 in the 2013 legislative session, which if enacted would have created such an ACT. In response to this situation and interest in whether these or related concerns might be shared by other rural areas, ODOT, Metro and Clackamas County jointly sought the assistance of Oregon Consensus¹ to conduct a broad assessment of the issues related to current transportation decision making. Specifically, the sponsors sought a neutral assessment of issues related to representation in the decision-making process regarding transportation policies, program mechanics and project prioritization and whether and how a collaborative, agreement seeking process could be used to address these issues.

During the period of September through November of 2013, Oregon Consensus staff members conducted interviews with over 60 stakeholders representing many interests including rural communities, urban areas, statewide policy makers, planners, local and regional governments, ports, and others. This report captures the themes that emerged from those interviews and provides recommendations of potential collaborative process options to enhance transportation decision making. The list of individuals interviewed and the questions asked are available at the back of this document.

¹ Oregon Consensus (OC) is part of the Oregon Solutions Network and serves as Oregon's official program established to promote effective, collaborative approaches for public decision-making in the state. OC provides assessment, facilitation, mediation and other alternative dispute resolution services to public entities and their stakeholders throughout Oregon. OC is a university based program located in Portland State University's Hatfield School of Government. OC offers state agencies, local governments and the public a neutral forum and neutral services in support of collaborative governance. An assessment conducted by a neutral third party is often critical to assuring that information gained is given freely and analyzed without bias.

Key Themes

- Clackamas County stakeholders are the most vocal and united in desiring more input on transportation decisions impacting their area. They have pursued efforts in the past to form a rural ACT and repeatedly suggested that prior efforts should be built upon rather than discarded. However, they perceive that ODOT does not support the creation of a rural ACT without reasonable explanation or exploration of realistic alternatives. In addition, these stakeholders had the impression that ODOT made a commitment to meet with them on a regular basis to discuss transportation issues, but this has not happened, to their knowledge. Nevertheless, they do seem to welcome the idea of expanding the ACT to include other areas of interest including Hood River County, east Multnomah County, and perhaps northern Marion County communities in the French Prairie area. However, other stakeholders representing these areas expressed some concerns about joining with Clackamas County in a larger ACT, noting political, geographical, logistical, and other issue differences.
- Metro councilors and staff, together with Portland, Beaverton, Lake Oswego, and Multnomah County seem most satisfied with the current approach, including JPACT's representation and functions. Metro Councilors and staff are invested in their current functions and responsibilities, although they are not necessarily opposed to the formation of ACTs that do not usurp their authority. These stakeholders also point out the required MPO functions that operate in accordance with long established agreements between Metro, ODOT, the Governor's Office, and the federal government (primarily FHWA).
- Other cities and counties within the MPO are less satisfied with their representation on JPACT and feel underrepresented. Numerous parties were interested in discussing JPACT membership and, in particular, reducing the number of Metro Councilors and adding at least one city representative for each county. The issue that interviewees described as "overrepresentation" of Metro on JPACT (three Metro Councilors including the chair), often came up in the context of the requirement that the Metro Council must also approve JPACT's recommendations. (Interestingly, a 2010 Portland City Club report, *"Moving Forward, a Better Way to Govern Regional Transportation"* also addressed this issue among other relevant issues discussed in this assessment. We did not find that any of the report's recommendations were enacted, though it may serve as a useful resource moving forward.) Others were less critical of Metro representation, noting that the councilors are elected from periodically adjusted districts within the metro area based on population size. Even so, Metro critics perceive Metro Councilors as having an "urban and multimodal bias" at the expense of highway modernization projects that would otherwise benefit the transportation needs of the growing outer metropolitan ring.
- The ODOT guidance on the formation of ACTs calls for diverse public and private membership. Views are mixed on the desirability of adding private sector interests to JPACT although a number of stakeholders mentioned the trucking industry and high tech industries as key stakeholders in the region whose interests should be represented on JPACT. A number of interviewees asked to learn more about how private sector interests have influenced the actions of other ACTs.

- Hood River County is also somewhat satisfied with the current approach since they have successfully received highway project funding as a result of their participation on the Region 1 STIP Committee and their other advocacy efforts (the Bridge of the Gods project was frequently mentioned). However, they expressed more interest in joining an ACT that has a focus on transportation connections along the Gorge, across the river in Washington, and to the Mt. Hood area. Their primary concern is with their limited capacity to participate in regional meetings and a concern about their voices being drowned out by the bigger players in Region 1. Columbia River Gorge Commission staff also voiced strong interests in playing a larger role in transportation planning for the region. The geographic area that they represent includes stakeholders from both states that have been identified as logical parties for undertaking regional transportation planning work, perhaps in an ACT-like structure.
- There is a widely held perception by those both within and outside of the Metro area that there is a lack of informative dialogue between the urban and rural areas. Rural stakeholders consistently complained of the lack of appreciation for the importance of highway improvements to support the transportation of goods and services that originate in rural areas (such as farm to market roads) and to support the tourism and recreation travel needs of urban residents. Conversely, some Metro stakeholders pointed out the lack of understanding in suburban and rural areas about their requirements to achieve clean air standards through the prioritization of multimodal projects.
- Many interviewees cited the Region 1 STIP selection committee, chaired by Bill Wyatt, as a good example of a region-wide collaborative effort that also included private sector interests. They also commended ODOT staff for their helpful role in this process. For these interviewees, this process provided an example of well-balanced representation. Others, particularly Metro representatives, were somewhat less satisfied with the STIP process because it resulted in disproportionate recommendations for funding projects outside of the MPO area.
- A number of people expressed that it would be difficult to change the status quo without some directive from the OTC and Governor's Office since JPACT and Metro's composition and authority as the MPO comes from agreement between the Governor's Office and the federal government in accordance with FHWA/FTA guidelines.
- Many interviewees discussed the possibility of forming several ACTs or a larger ACT-like entity with subcommittees structured around "communities of interest" or transportation corridors. Often cited examples included the Mt. Hood triangle of Highways 84, 26 and 35, the Columbia Gorge Scenic Area, and the Clackamas and Marion County areas around Highways 211, 213, 214 and 99E.
- There are significant differences between each of the five counties (including Marion County) which would present challenges to any collaborative effort among them. These differences include political orientation, geographic dissimilarities, financial capacity—both capital and human, rural vs. urban, and multimodal-oriented vs. highway-oriented.

- Many perceive Metro’s policy planning as “top down” and prefer a more traditional ACT where transportation policies and priorities emerge from the discussions of the various stakeholder interests. Even many JPACT members expressed a desire to re-examine how transportation planning policy issues are initiated and prioritized.
- There is near-universal agreement that the most significant transportation-related challenge facing all stakeholders is the lack of available funding to meet growing transportation maintenance and enhancement needs throughout the region.

Process Recommendations

The assessment interviews indicated that there is broad support to move forward with a consensus-seeking process to form one or more Area Commissions on Transportation (ACTs) or ACT-like structures representing ODOT Region 1. While it is not yet clear how one or more ACTs or ACT-like structures would overlap or otherwise impact Metro and JPACT's MPO responsibilities for transportation planning, many interviewees welcomed a facilitated discussion on that specific topic, as well as how the non-metro areas of Region 1 could be better organized and more effective. The Oregon Consensus assessment process was intended to determine whether there was potential for a collaborative process to be helpful and, if so, to recommend suggested processes to advance this conversation.

Based on the interview process, we believe that a collaborative effort may be beneficial provided that: A) Each of the co-sponsors indicate a willingness to consider new alternative models for transportation planning and project selection in the region, B) a broad-based group of stakeholders is engaged to fairly represent the many diverse regions and interests throughout the region, and C) clear objectives and a limited time frame are agreed upon by the participants.

With these provisions in mind, we recommend the following processes as potential next steps:

1. That the Governor's Office convene an ODOT Region 1 task force comprised of representatives of diverse interests in the region facilitated by a neutral entity, and charged with the following tasks:
 - a. Review the summary and recommendations of the Oregon Consensus Assessment Report and seek additional comments and ideas from task force members.
 - b. Reach consensus on task force objectives and develop an agreed upon timeframe for completing the tasks below.
 - c. Examine the history and experiences of other Oregon ACTs and urban/rural areas in other states that include or are adjacent to MPOs.
 - d. Develop one or more alternatives for the creation of one or more ACTs representing transportation interests within ODOT Region 1. These alternatives would include working assumptions about any overlap in responsibilities and coordination with the MPO/JPACT/Metro and would consider needs for addressing the community of interest with

- the Columbia River Gorge Scenic Area, including appropriate Washington stakeholders as an ACT or ACT-like structure.
- e. Plan a region-wide transportation summit for participation by all the region's transportation stakeholders. The summit would be designed by the task force and could include the following elements:
 - i. Summit opening remarks by the OTC Chair or ODOT Director and/or Governor's Office representative to indicate their willingness to consider a consensus-based proposal.
 - ii. Presentation of the Oregon Consensus assessment process and findings
 - iii. Overview of existing transportation funding structure and resulting regional funding allocations and methodology
 - iv. Overview of the history and experience of Oregon ACTs and MPOs
 - v. Presentation of two or more alternatives for creation of ODOT District 1 ACTs or ACT-like structures
 - vi. Breakout discussions to evaluate and comment on the alternatives
 - vii. Reporting back to the larger group
 - viii. Closing remarks including delivery of the assignments and expectations for the task force moving forward.
 - f. Review the results of the summit and select one or more alternative models for further study and stakeholder review.
 - g. Receive public and stakeholder comments on the selected alternative(s).
 - h. Seek collaborative agreement on a new structure and/or modified structures for transportation planning and project selection in the region.
 - i. If one or more ACTs or ACT-like structures are recommended, develop a proposed charter(s) for submission to the OTC. Alternatively, recommend other steps for improving transportation planning coordination within the region.
2. That the Metro Council give advance consideration to the issue of JPACT membership composition (as raised in the third theme on page 2) and whether it might be advantageous to initiate this conversation with JPACT members and other interested parties as a facilitated discussion independent from the broader discussion of creating new ACTs or ACT-like structures in Region 1. Alternatively, this issue should be dealt with as part of the discussion of how JPACT might look different within one or more of the structures that the task force examines.



Individuals Interviewed

Paul Koch (Port of Cascade Locks)
Bob Reeves (Village at Mt. Hood)
Mike Wagner (Mulino Hamlet)
Margaret Middleton (City of Beaverton)
Bill Wyatt (Port of Portland)
Rob Sadowsky (Bicycle Transportation Alliance)
Commissioner Janet Carlson and Don Russo
(Marion County)
Nancy Boyer and Richard Schmidt (Mid Willamette
Valley COG)
Donna Jordan (Lake Oswego City Council)
Brian Hodson (Mayor of Canby)
Michael McElwee (Port of Hood River)
Jason Tell (ODOT)
Diane McKeel (Multnomah County Commission)
Joanna Valencia and Sean Files (Multnomah County)
John Ludlow (Clackamas County Commission)
Roy Rogers (Washington County Commission)
Andy Cotugno and Ted Leybold (Metro)
Kathryn Harrington (Metro Council)
Shirley Craddick (Metro Council)
Darren Nichols, Jennifer Kaden and Jeff Litwak
(Columbia River Gorge Commission staff)
Shane Bemis (Mayor of Gresham; written answers)
Josh Alpert (Portland Mayor's office)
Steve Bates (Boring CPO)
Paul Savas (Clackamas County Commission)
David Meriwether (Hood River County) and Karen
Joplin (Hood River County Commission)
Pat Egan (Oregon Transportation Commission)
Deborah Rogge (Mayor of Molalla)
Representative Bill Kennemer (Oregon State
Legislature)
Jerry Wiley (Mayor of Hillsboro)
Don Odermott and Rob Dixon (City of Hillsboro)
Carlotta Collette (Metro Council)

Groups Interviewed

Clackamas County C4 Metro Advisory Committee:

Paul Savas (Clackamas County Commission)
Tim Knapp (Mayor of Wilsonville)
William Wild (Oak Lodge Sanitary District)
Jody Carson (West Linn City Council)
Betty Mumm (Oregon City Commissioner)
Wilda Parks (citizen member, MPAC)
Stephen Lashbrook (SMART)
Nancy Kraushaar (Wilsonville)
Dan Chandler (Clackamas County)
Doug Neely (Mayor of Oregon City)
Jeff Gudman (Lake Oswego City Councilor)
Carlotta Collette (Metro Council)
John Ludlow (Clackamas County
Commission)
Mayor Lori DeRemer (Happy Valley)
Martha Schrader (Clackamas County
Commission)
Karen Buehrig (Clackamas County)

Clackamas County REACT Committee:

Marge Stewart (Firwood CPO)
Bill Merchant (Beavercreek Hamlet)
Warren Jones (Mulino Hamlet)
Bob Reeves (Villages at Mt. Hood)
Pat Sharp (Villages at Mt. Hood)
Charlene DeBruin (Eagle Creek-Barton)
Windy Ingle (Stafford Hamlet)
Mike Wagner (Mulino citizen)
Laurie Freeman Swanson (Molalla CPO)
Glenn Koehrsen (TSP Committee)

French Prairie Forum Group:

Greg Leo (lobbyist)
Don Russo (Marion County)
Mayor Catherine Fidler (Woodburn)
Bill Graupp (Mayor of Aurora)
Mark Ottenad (Wilsonville)
Nancy Kraushaar (Wilsonville)
Bryan Brown (Canby)



Interview Questions

1. Please tell us about your background, affiliation, involvement and interests with respect to transportation policy and or programs.
2. What do you see as the major issues that need to be addressed related to transportation policy and coordination among ODOT, Metro, and the city and county governments within Clackamas, Hood River, Marion, Multnomah and Washington counties?
3. What are the challenges or barriers to addressing these issues? Do you have any suggestions for how they might be overcome?
4. What approach or process would be helpful for addressing the above topics and why?
5. What do you see as the appropriate scope and scale of a potential collaborative effort?
6. What do you think will happen if the “status quo” continues?
7. Are there lessons learned from past efforts to resolve these issue that you think should be applied to future effort?
8. Do you think there are information/data gaps and if so, what are the sources of data and resources do you think should be utilized and considered?
9. Is there anyone else you think we should be interviewing?
10. What should we have asked that we did not?
11. Do you have any questions for us?



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February 6, 2014

Amanda Hoey
Mid-Columbia Economic Development District
515 East Second Street
The Dalles OR 97058

Dear Ms. Hoey,

On behalf of the Board of Commissioners of the Port of Hood River I am writing to convey our strong support for the Attainable Housing Initiative in the North Central/Mid-Columbia Region. In particular, we support allocation of \$2 million in state funding to seed an Attainable Housing Revolving Loan Fund for the region.

The shortage of Attainable Housing is a critical negative factor in the economic development of our area. We have seen this shortage act as an impediment to businesses that wish to grow or locate here and which seek to employ a local workforce. The Port sees significant near-term benefits from both a housing loan fund and the long-term advantages of building local capacity to develop attainable housing.

As a key public agency tasked with economic development in the Mid-Columbia Region, we strongly encourage your efforts, and those of other partners in bringing to fruition the Attainable Housing Initiative.

Respectfully,

Michael S. McElwee
Executive Director

cc: Port Commissioners