



PUBLIC MEETING: Port Commission Action Meeting

DATE: Tuesday **August 15, 2023, 6 PM**

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

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

AGENDA

- 1)** Commission meeting called to order
 - a.** Pledge of Allegiance
 - b.** Roll Call
 - c.** Modifications, Additions and Changes to the Agenda
 - d.** Declarations of Potential Conflicts of Interest
- 2)** Public Comment (Speakers may be limited to three (3) minutes)
- 3)** Consent Agenda (***)Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may take a motion to remove any items from the Consent Agenda for individual discussion).
 - a.** Approval of minutes for Commission Meeting from July 18, 2023 and August 1, 2023 – [Page 2](#)
 - b.** Ratification of bills in the amount of \$808,445.68 – [Page 9](#)
 - c.** Approval of payroll for July 2023 in the amount of \$87,640.70
- 4)** Business Action Items
 - a.** Approve Next Action for Strategic Business Plan – [Page 11](#)
 - b.** Decide on Cascade Locks Museum Board Member and Energy Council Representative – [Page 12](#)
- 5)** Commissioner Comments
- 6)** General Manager Report
- 7)** Adjournment



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **July 18, 2023, 6 PM**

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

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

MINUTES

- 1) Commission meeting called to order 6:00 PM
 - a. Pledge of Allegiance
 - b. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute
 - iii. Commissioner Nance
 - iv. Members of the Staff and Other Support – GM Jeremiah Blue, Secretary Keriane Stocker, Accountant Chuck Mosher, Accounting Specialist Melissa Warren, Attorney Tommy Brooks, Gov't Relations Consultant Mark Johnson
 - v. Members of the Public – Rob Peterson, Pam Thweatt; Zoom Attendees – Nikki Adler, Diane Amoth, Hallie Ballou, Brittany Berge, Paul Cosgrove – AWI Counsel, Janice Crane, Butch Miller Councillor Cascade Locks, Matthew Miller, Gary Munkhoff, Suzanne Peterson, Shania Weldon, Philip W / Pioneer News, Caden's iPhone, Jessie, Morgan
 - c. Modifications, Additions and Changes to the Agenda
 - d. Declarations of Potential Conflicts of Interest

2) Commission Interview

3) Appointment of Position #4 and #5

VP KLUTE MAKES A MOTION TO APPOINT ROB PETERSON AND PAMELA THWEATT TO THE COMMISSION; C NANCE SECONDS; Passed Unanimously

4) Swearing in Ceremony of Newly-Appointed Commissioners – Secretary Keriane Stocker

5) Public Comment (Speakers may be limited to three (3) minutes)

6) Presentations

a. Legislative Update – Mark Johnson

- i. Johnson reports that, in regards to the Harvey Parking Lot Project, asphalt has been put down and striping for parking spots. There is also a place where the restroom will be installed later. C Nance inquires about maintenance and asks for confirmation that the Port will be responsible for that. Johnson concurs, adding that the Port will also be responsible for the landscaping. He informs that PCT days is coming up on August 18th or 19th which will be instrumental in gathering support for the bridge. Once petitions are gathered, they will be delivered to Oregon Senate President Rob Wagner and House Speaker Dan Rayfield during September Legislative Days down in Salem. He also mentions that the Washington Joint-Transportation Committee will be having a bridge tour at the end of September and will be in Hood River and Cascade Locks on September 27th. Johnson adds that Ixtapa is asking for the Port's help in acquiring a Conditional Use Permit from the City. Lastly, he informs that OneGorge is asking for signatures to support a letter to Secretary Pete Buttigieg, the Department of Transportation Secretary, regarding the White Salmon–Hood River Bridge Replacement Project which is looking for a Multimodal Project Discretionary Grant

opportunity from the Department of Transportation. Johnson requests just a general consensus to approve supporting the letter. The Commission gives consent.

- 7) Consent Agenda (***)Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may take a motion to remove any items from the Consent Agenda for individual discussion).
 - a. Approval of minutes for Commission Meeting from July 6, 2023 and for Special Commission Meeting July 11, 2023
 - b. Ratification of bills in the amount of \$51,531.59
 - c. Approval of payroll for 01/19/2023 in the amount of \$42,542.45

VP KLUTE MAKES A MOTION TO APPROVE THE CONSENT AGENDA AS A WHOLE; C THWEATT SECONDS; Passed Unanimously

- 8) General Manager Report
 - a. GM Blue reports that traffic use on the bridge has risen, largely due to the Wind River Fire. He also informs the Commission that beginning, September 1st, the Hood River Bridge will be raising its rates so the Bridge of Gods may see an increase in traffic. He also notifies that Business Oregon accepted the receipts they submitted for the Emerging Opportunity Grant and the Port should be receiving a check at the end of the week. Lastly, he informs the Commission that he has been in contact with the Oregon State Surplus Property representative and the Port will be holding a Saturday Sale in an attempt to offload the remaining items in the Visitor Center.
- 9) Commissioner and Sub-Committee Reports
 - a. C Nance comments on the Port's Harassment Training and suggests that it be updated and posted on the website. He also encourages that the Commission also get official training. He also reminds the Commission that the Secretary and Treasurer positions need to be assigned.
- 10) Business Action Items
 - a. Approval to Add and Remove Bank Signers to Umpqua Bank Account

VP KLUTE MAKES A MOTION TO REMOVE JESS GROVES, JOEINNE CALDWELL, DEAN BUMP, JOHN STIPAN AND OLGA KAGANOVA AS BANK SIGNERS; C NANCE SECONDS; Passed Unanimously

VP KLUTE MAKES A MOTION TO ADD CARRIE KLUTE, ALEBERT NANCE, BRAD LORANG, ROB PETERSON, PAM THWEATT AND THE PORT GENERAL MANAGER AS BANK SIGNERS; C NANCE SECONDS; Passed Unanimously

- b. Consideration of Final Resolution of Protest of Sternwheeler Concession Agreement Filed by AWI (***)Commission intends to meet in executive session under ORS.192.660(2)(f) and ORS192.660(2)(h) as a part of its consideration of this item)
- 11) Executive Session under ORS 192.660(2)(f) Discussion of exempt public records and ORS.192.660(2)(h) Legal counsel regarding litigation or litigation likely to be filed
 - a. Recess from Regular Session, into Executive Session at 7:05 pm
 - b. Recess out of Executive Session, into Regular Session at 10:00 pm
 - c. GM Blue reports that in the prior meeting the Commission directed him to continue the process of resolving AWI's protest to award JettyLight a contract. He has provided them with a proposed order that addresses the protest, it concludes that the challenges in the protest be rejected. In brief summary, the Port's Procurement Rules allows the Port to directly negotiate Concession agreements and Sternwheeler Operation agreements. The proposed order explains that in more detail and also addresses each of the arguments AWI presented. GM Blue advises that the Commission can approve this order and directly to send it to AWI and other interested parties or he can revise this order as the Commission sees fit.

VP KLUTE MAKES A MOTION TO APPROVE THE CURRENT PROPOSED RESOLUTION OF SPECIAL PROCUREMENT AND DIRECT APPOINTMENT PRESENTED BY THE GENERAL MANAGER AND SEND THE ORDER TO INTERESTED PARTIES; C NANCE SECONDS; Passed 3-2 IN A ROLL CALL VOTE: P LORANG - NAY, VP KLUTE - AYE, C NANCE - AYE, C PETERSON - NAY, C THWEATT - AYE

12) Adjournment 10:04 pm

Port of Cascade Locks

Port Commission President
Brad Lorang

Port Commission Secretary/Treasurer
Albert Nance

Date Signed

Date Signed



PUBLIC MEETING: Port Commission Meeting

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

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

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

MINUTES

- 1) Commission meeting called to order 6:00 PM
 - a. Pledge of Allegiance
 - b. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute
 - iii. Commissioner Nance
 - iv. Commissioner Peterson
 - v. Commissioner Thweatt
 - vi. Members of the Staff and Other Support – GM Jeremiah Blue, Secretary Keriane Stocker, Accountant Chuck Mosher, Attorney Casey Nokes, Gov't Relations Consultant Mark Johnson; On Zoom – Darrin Eckman Tenneson Engineering, Annie Rose Favreau Senior Manager Moss Adams, Jessie Lenhardt Manager Moss Adams
 - c. Members of the Public – Anne Medenbach; Zoom Attendees – Diane Amoth, Hallie Ballou, Janice Crane, Chris Matlock, Butch Miller Councilor Cascade Locks
 - d. Modifications, Additions and Changes to the Agenda
 - i. GM Blue requested to move Item Number 7 Executive Session to after Item Number 2 Public Comment. He thought that Attorney Casey Nokes would be joining over Zoom and would now like to move that to the top so that Nokes can leave sooner.
 - e. Declarations of Potential Conflicts of Interest
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 7) Executive Session under ORS.192.660(2)(h) Legal counsel regarding litigation or litigation likely to be filed
 - a. Recess from Regular Session, into Executive Session at 6:05 pm
 - b. Recess out of Executive Session, into Regular Session at 7:11 pm
- 3) Presentations
 - a. Flex 6 – Commercial Broker Anne Medenbach, Copper West Real Estate
 - i. Medenbach introduced herself to the Commission. She mentioned that she had earlier approached the previous Commission with a client, DECAVO. Medenbach laid out the challenges that Flex 6 faces as well as the advantages. She informed that she has access to different local, regional, and national marketing platforms. C Nance asked her opinion on specific industries that seem more viable as a single tenant. Medenbach replied that the aerospace industry is a potential, along with biotech, and food and beverage manufacturers. The Commission expressed a general consensus that they would be interested in the idea of working with a broker.
 - b. Strategic Business Plan – Annie Rose Favreau, Moss Adams
 - i. Favreau gave an update on the current status of the Strategic Business Plan, as well as the options the current Commission has: 1) Continue moving forward with the current strategic plan draft or 2) Restart the strategic planning process with the choice of A) restarting now or B) Restart in 4-6 months to enable full onboarding of new

commissioners. She stated that the first option does not give the current Commission an opportunity to weigh in and help shape the plan. She reminds the Commission that this is a plan that will be with them for at least the next five years. Favreau feels that that would be challenging to go with option one. With second option, they would hold another work session with the Commission and revisit the Port's mission and vision values with them. They would also interview of the Commissioners to understand what their priorities are. The Commission would then have two more options. One option would be to start that work immediately. Favreau stated that the benefit of that would obviously be that the Commission would have a strategic plan sooner rather than later which may be beneficial because it would help guide that work. The drawback of is that, for those just coming on to the Commission, there is already a lot of information to take in and digest as part of it and it can be challenging. The second option would be it to restart the process in four to six months. Favreau explained that the idea would be to give the Commission some time to fully onboard and get their hands wrapped around the Port's operations and some of the priorities before engaging in some planning work. She stated that the Port is in Year 8 out of Year 10 and needs to have a new strategic plan in place by the end of Year 10 in order to be in compliance. Favreau informed that it typically takes six months from start to finish to complete. so even if the Port decides to restart the process in four to six months, the Port does have some time. C Nance asked if there is a current strategic plan that they can review. Favreau answered that there is a draft version that she can share with the Commission. C Peterson inquired if there will be additional costs if they decide to restart the process. GM Blue replied that there will be additional costs to it, however he did assume that the plan may be reworked so additional costs has been budgeted for. C Peterson also asked if Moss Adams also worked with the City of Cascade Locks. Favreau answered that they do not but she is in contact with Jordon Bennett so that the Port and City can align some of their goals. C Thweatt asked if there are any risks if they decide to pause for a couple of months. Favreau responded that she feels that there are no major risks. Restarting right now would just be to make sure that everyone has a solid foundation with Port operations so that they can make decisions and have a really good understanding of what those implications are.

c. Legislative Update – Mark Johnson

- i. Johnson gave the Commission a review on the Bridge of the Gods at the legislature level. He had a conversation with Senator Curtis King about how the Port can position themselves for success as they go through the following months leading up to early 2024. He brought up the possibility to install EV chargers at the Harvey Road Parking Lot. Johnson also mentioned that CGRA reached out to him regarding options for another docking location so they can hold races that involve larger sailboats.

4) Discussions

a. Election of Port Commission Secretary and/or Treasurer

- i. C Nance expressed his willingness to stay as Secretary, if either C Peterson or C Thweatt would like to take the role Treasurer. C Peterson stated that he has experience as Treasurer for a nonprofit organization so would like to lend his expertise in that role.

C NANCE MAKES A MOTION TO MAKE ROB PETERSON AS TREASURER; VP KLUTE SECONDS; Passed Unanimously

b. Appointment of Commissioners to Sub-Committees

- i. Cascade Locks Historical Museum Board
 - × VP Klute showed interest in being on the Museum Board

- ii. Energy Council Representative
 - × C Thweatt showed interest in being on the Energy Council but would like more time to review the expectations.
 - iii. The Commission deliberated the benefits and disadvantages of having sub-committees, with an overall opinion that the Bridge Sub-Committee may be the only necessary sub-committee that the Port should keep.
- 5) General Manager Report
- a. GM Blue stated that the procedures for the meeting has changed. The first Commission Meeting of the month will now be use to deliberate and discuss issues. And the second Commission Meeting of the month will be used to take action and vote on Business items. He reported that the Bridge was extremely busy in July and possibly hit an all-time high. The renovations on the Sternwheeler have been completed and JettyLight has slated August 18th for the grand opening. C Nance asked about the ticketing system that will be used. GM Blue replied that he does not have any information on it and will inquire about it. GM Blue informed that the Bridge of the Gods Run is taking place on Sunday, August 6th. He notes the following events taking place in Marine Park: PCT Days is happening during the third week of August; the Community Picnic is being held on August 25th and would love for the Commission to volunteer if they have the time; the last Movies in the Park is on the same night; and Yoga + Beer at Thunder Island on August 26th. Lastly, GM Blue informed the Commission that Brittany Berge is working on a Cybersecurity grant through SDAO.
- 6) Commissioner and Sub-Committee Reports
- i. VP Klute mentioned that she and C Nance have signed up for SDAO training in Salem on August 23rd if any of the other Commissioners were interested. There are trainings available on other dates, as well. She also mentioned that she received an email from a tenant and just wanted to state that she received it. GM Blue stated that he was not included as a recipient in the email, and informed that it is best practice for the tenants reach out to him rather than directly to the Commission.
 - ii. C Peterson felt that Johnson’s suggestion of EV chargers at the Harvey Road Parking Lot is a great idea.
 - iii. C Nance stated that he agreed with C Peterson’s view on the EV chargers. He also inquired whether the Port has considered digitizing / modernizing their operations as well as the bridge’s. Conversation began on the bridge’s issue with backups. GM Blue offered to submit a report on bridge data during backups.
 - iv. C Thweatt asked whether GM Blue’s previous position, the Operations Manager, has been filled yet. GM Blue replied that it has not, he will need to update the job description before he posts it.
 - v. P Lorang stated that he has nothing to report.

COMMISSIONER NANCE MAKES A MOTION TO ADJOURN; VICE-PRESIDENT KLUTE SECONDS; Passed Unanimously

7) Adjournment 8:42 pm

Port Commission President
Brad Lorang

Port Commission Secretary/Treasurer
Albert Nance

Date Signed

Date Signed

Port of Cascade Locks
 Bill List
 From 7-15-2023
 To 8-11-2023



Amazon Capital Services	Supplies	695.24
Brittany Berge	Expense Report	137.72
Century Link	Phone Services	122.50
Chuck Mosher	Expense Report	241.07
Cingular	Phone Services	87.25
City - Cascade Locks	Flex 1 Water	3,096.06
City - Cascade Locks	Conditional Use Permit	625.00
City - Cascade Locks	July Utilities	7,573.00
City- City of Stevenson	Contract with City of Stevenson for Labor	1,949.48
CM & WO Sheppard	Maint Supplies	280.94
Coburn Electric	Parking Lights at Beach & VC Ovens	318.97
Columbia Ace Hardware	Maint Supplies	475.37
Elyzabeth Nagode	Camp Host	400.00
ERS	Man lift Rental	1,536.00
Farr Better Back Flow Testing	Backflow testing for 14 locations	690.00
First Bankcard 1	Nexitva, Work on a truck, Filters, Supplies	4,115.05
First Bankcard 2	QB, Twilio, Flybook, Zoom, Exact host	1,769.27
First Bankcard 3	QB, Adobe, Lock box for parking, Supplies	1,374.07
First Bankcard 4	Fuel, Hotel, Meals	609.25
Gorge Networks	Phone Services & Broadband	789.47
Gorge Portable Sanitation	Monthly Service & Rentals	2,442.00
Hood River County	Election costs	14,913.60
Hood River Garbage	Monthly Services	1,527.06
Hood River Supply	Maint Supplies	321.00
Huser Fire Fighting Equipment	Services on equipment for sternwheeler	3,431.00
J & A Enterprises	4th of July show: Parking enforcement	660.00
Javelina Trading	Restroom Supplies	751.01
Jeanetta Blue	Expenses Report	100.00
Jeremiah Blue	Expenses Report	227.00
JettlyLight	Runing the sternwheeler 2 1/2 Month	256,000.00
Joanne Willace	Expense Report	40.00
Karen Carter	Camp Host	1,000.00
Kiwi Fence Contractor	Maintenance Yard Fence	13,256.00
LoopNet	Marketing	178.00
Melissa Warren	Expense Report	321.93
Merina+Co	Consulting for Audit and Budget	9,937.50
MCEDD	Project Management & Dues	3,731.00
Moda Health	Dental Insurance	774.41
North American Marine Consultants	Sternwheeler appraisal	2,488.43
North Cascade Excavating	Contractor for Trailhead Parking Grant	368,957.60
ONSITE Supply House	Maint Supplies	541.04
Optimist Printers	Office Supplies	1,180.00
Oregon Department of Revenue	Payroll Taxes	11,420.27
ODOT	Fuel	700.36

Port of Cascade Locks
 Bill List
 From 7-15-2023
 To 8-11-2023

Party Masters	Bouncy House Rental	295.00
PERS	PERS	5,847.11
Pet pickups	Dog Bags	918.30
RADCOMP Technologies	IT Services & New Handwear	16,533.86
Ricoh	Copier Lease	249.31
Sierra Springs	Water & Monthly Rental	84.90
Special Dist Ass'n of Oregon	Medical & STD-LTS Insurance	10,140.86
Staples Business Advantage	Office Supplies	208.78
STV Incorporated	Bridge Engineering	8,446.46
The Port of Hood River	BreezeBy	8,222.48
Trailer City PDX	Backhoe & tilt trailer w/Winch	14,157.48
Travel Information Council	Signs on Hwy 84	561.00
United States Treasury	Payroll Taxes	19,517.73
Veritiv	Restroom Supplies	<u>1,477.49</u>
	TOTAL	<u><u>\$ 808,445.68</u></u>

PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, GENERAL MANAGER

SUBJECT: APPROVE NEXT ACTION TO BE TAKEN ON STRATEGIC BUSINESS PLAN

DATE: AUGUST 11, 2023

Introduction:

As previously mentioned by the consultant, the present draft of the Strategic Business Plan may not align with current Commission's values and goals. The consultant presented the Commission with three (3) options:

- 1) Continue moving forward with the current strategic plan draft or
- 2) Restart the strategic planning process with the choice of:
 - a. Restarting immediately or
 - b. Restarting in 4-6 months to enable full onboarding of new commissioners.

Financial Considerations:

The Port appropriated \$60,000 for the Strategic Business Plan which was funded by a grant awarded by Business Oregon. The consultant has stipulated that the current Strategic Business Plan draft carries a fee of \$50,000. If the Commission wishes to restart the strategic planning process, an additional \$50,000 fee will be applied. With the deduction of the \$10,000 difference from the original payment, the new Strategic Business Plan will cost \$40,000.

Commission Action Options:

1. Approve to continue with the current version of the Strategic Business Plan
2. Approve to immediately restart the strategic planning process
3. Approve to restart the strategic planning process after waiting six (6) months to start a new Strategic Business Plan
4. Other action the Commission deems appropriate

CASCADE LOCKS MUSEUM BOARD MEMBER

Introduction:

Cascade Locks Historical Museum Board Member for 2023-2024

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

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

The Important Details:

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

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

Article III – Members

Section 1. Membership

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

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

Article VI – Executive Board

Section 1. Composition

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

C. Duties

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

ENERGY COUNCIL REPRESENTATIVE

Introduction:

Hood River County Energy Council Representative for 2023-2024

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

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

- September 7, 2023
- December 7, 2023

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

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

Hood River County Energy Council Membership Details:

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

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

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

HRCEC members are expected to:

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

In practice, this means:

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