

## PORT OF CASCADE LOCKS

The Port of Cascade Locks Commission Meeting was held March 1, 2007 at City Hall Council Chambers, Cascade Locks, Oregon.

**I. MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE:** Commission Vice President Lee called the meeting to order at 7:00 pm.

**II. ROLL CALL:** Commissioners Lee, McLean & Janik were present. Commissioner Caldwell arrived at 7:10 pm. Commissioner Woosley was excused.

**Others present:** GM Chuck Daughtry, Attorney Jerry Jaques, Kris Miller, Pat Albaugh, Dale Davis, Nick Kraemer, Hood River News -Sue Ryan & Betty Rush.

### **III. ITEMS FROM THE FLOOR:**

**a. General Public:** Sue Ryan from the Hood River News spoke about the Mid-Columbia Workforce Housing Summit on April 6<sup>th</sup>, 2007 at 8 am at the Best Western Hood River Inn. Ryan stated that this summit will focus on getting perspective, creating partnerships and generating solutions to meet workforce housing needs in Gilliam, Hood River, Klickitat, Sherman, Skamania, Wasco and Wheeler Counties.

Commissioner McLean stated that this will be a valuable summit and has asked the Mayor to send a representative from the City.

**b. Commission:** Nothing to report.

**c. City of Cascade Locks:** Nothing to report.

**IV. CONSENT AGENDA: (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion).**

**a. Approval of Minutes: Regular meeting dated February 15, 2007**

**b. Approval of Bills dated March 1st, 2007 in the amount of \$18,687.11**

**COMMISSIONER JANIK MADE A MOTION TO APPROVE THE CONSENT AGENDA. COMMISSIONER MCLEAN SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, Janik & McLean.**

### **V. OLD/NEW BUSINESS:**

**a. Appoint Budget Committee:**

Staff Miller stated that no new letters of interest have been received. Commissioner Lee asked what would happen if we did not get another committee member. Staff Miller stated that we could proceed with only four.

**b. Approval of contract with Oregon Department of Forestry for Fuel Reduction Project/grant and award bid.**

Maintenance Manager Dale Davis explained that this program is a grant program with the Oregon Department of Forestry called "Wildland Urban Interface Grant Application, Fuels Reduction, Defensible Space, and Forest Health." Davis explained what area of Industrial Park this pertains to, and stated that the grant provides 80% of the funding, with the Port's share being 20%. Davis stated that this is an asset to the property and will make it easier to maintain in the future. Davis stated that it will be mulched and left on the property. No big trees will be cut, just scrub trees, blackberries, scotch broom etc. Staff Miller stated that SDS would participate by paying a portion of

the 20% related to their leased property. Davis stated that the process called for two bids, which we received today (enclosed).

**COMMISSIONER MCLEAN MADE A MOTION TO ACCEPT THE WILDLAND URBAN INTERFACE GRANT WITH THE OREGON DEPARTMENT OF FORESTRY FOR FUELS REDUCTION, DEFENSIBLE SPACE AND FOREST HEALTH AS PRESENTED. COMMISSIONER JANIK SECONDED THE MOTION. Roll Call: Commissioners Lee, Janik and McLean voted yeah. Commissioner Caldwell abstained from voting stating that she missed the discussion. Motion passes.**

**COMMISSIONER JANIK MADE A MOTION TO ACCEPT THE LOW BID FROM DENNIS SNYDER JR CONTRACTORS IN THE AMOUNT OF \$11,970.00 FOR IMPLEMENTING THE FUEL REDUCTION CONTRACT. COMMISSIONER MCLEAN SECONDED THE MOTION. Roll Call: Commissioners Lee, Janik and McLean voted yeah. Commissioner Caldwell abstained from voting stating that she missed the discussion. Motion passes.**

**c. Approval of contract with Oculus Fine Carpentry Inc. for Community Center Repairs and award bid.**

RARE Nick Kraemer reviewed the process to date that has taken place for repairs of the west side of the Community Center. Kraemer stated that we have found a contractor to do the job. Kraemer reviewed funding for the project including an \$8,300 grant from the State Historic Preservation Office (SHPO) with an equal match from the Port. Kraemer stated that the lowest bid is \$21,906, leaving \$5,306. Kraemer stated that the Port would need to pick up the extra cost (\$5,306) to get the work done. Kraemer stated that he checked with SHPO and there are no more funds available this year. Kraemer stated that SHPO looks very kindly on organizations that invest additional monies into projects they are helping to fund.

Commissioner Lee asked about the bidding process and available Port funds for the project. Kraemer reviewed bidding process and stated yes to the funding question. Discussion on what may be found once the side is opened up on the building. Discussion on fan shaped windows on second story. Kraemer stated that they are presently out and boarded over and would be expensive to replace, they are not included in this project. Commissioner Caldwell stated that she would like to see the fan windows replaced or restored. Discussion. Staff believes frames are currently in the wall and the windows are on the second story. Commission direction is to proceed with this project and look for additional funding for the windows.

**COMMISSIONER MCLEAN MADE A MOTION TO ACCEPT THE BID FROM OCULUS FINE CARPENTRY FOR COMMUNITY CENTER REPAIRS AS PRESENTED INCLUDING WINDOWS AND SIDING AND THAT THE PROJECT WILL BE FUNDED THROUGH A GRANT FROM THE OREGON STATE HISTORIC PRESERVATION OFFICE AND PORT OF CL. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, Janik, Caldwell & McLean.**

**Staff Reports:**

**Rare Report: Nick Kraemer reviewed his written report:**

**Lock Tender Homes**

- Versatile Sash, Windows, and Doors visited the site and returned a bid for the windows (~\$1,300 per window).
- Oculus Fine Carpentry visited and is working on a bid. Have bid in hand approve at tonight's meeting.

- Additional funding:
  - SHPO - Certified Local Government Program
    - Putting together a presentation
  - Utilizing Mt. Hood Town Hall Restoration Funders

#### **Visitor Center Doors**

- Received bids
  - Harry Battaglia of The Dalles
  - Tum-A-Lum Lumber
  - Versatile Sash, Windows, and Doors
- Awaiting bids
  - Hale Construction NW, Inc. (Also interested in Restroom Project)
- Bathroom Doors ordered at a cost of \$2,056. Include keypad entry.
- Authorization to accept lowest bid with a total budget of \$20,000.

#### **Land and Water Conservation Fund: Restroom/Shower Complex**

- Bid process underway
  - Bid Notice advertised on February 21 and March 7
  - Equivalent Offers by March 2
  - Bid Closing on March 12
  - Award bid on March 12
- Received 8-10 requests for plans and specifications.
- Working with Jerry and Port of Hood River to cover legal issues.

Discussion on requesting grant monies from this group for the sailpark project. Kraemer responded that the next round of grants is next year, and in order to apply for funding the project needs to be ready to go, including having all the permits in place etc. Kraemer discussed how he is going to work with the OSMB on obtaining permits and possible funding for this project.

#### **LEAP**

- Planning the large function happening on March 9. FREE FOOD
- Next meeting on Saturday the March 3 from 9-11am in the City Hall Gym.

#### **Pacific Crest Trail Days**

- Brainstorming and identifying possible partners.
- May attend PCT trade show in Seattle

#### **Parks and Recreation**

- Local Government Grants Workshop

#### **USDA Rural Development Grants**

- Researching. These grants pertain to Business opportunity and Business enterprise.

#### **RARE – Americorps**

- Awaiting news from grad school admissions.

#### **Maintenance Report: Dale Davis reported the following:**

- Cleaning and clearing beach area
- Cleaning debris in park
- Budget preparation
- CGRA shack is moved to different location.

Commissioner McLean reminded everyone that it is thanks to Ralph Hesgard that the CGRA has that building to use.

Commissioner Caldwell asked when the Sternwheeler would return to Cascade Locks. Daughtry stated that he visited their office today and they are currently waiting to replace the two main drive gears on the paddle. They are also working on the remodel of the visitor center. Daughtry stated that there target date for startup in Cascade Locks is May 1<sup>st</sup>.

**Accounting Report: Pat Albaugh reported the following:**

- Budget prep.
- Working out the bugs in the credit card machine at the bridge
- Finalizing the tour boat dockings, so far we have 40 bookings, which are up from last year.
- Wedding in the pavilion today, that the Port booked.

**c. GM Report:**

Daughtry thanked Albaugh for all the work he put into the draft budget document. Daughtry stated that staff spent most of the day reviewing the budget, making plans and setting direction for the year. Staff is excited about the budget process this year.

**INTERCHANGE ACCESS**

- Sent letter to Jason Tell, ODOT and Gerald Hendrickson of BIA requesting meeting concerning proposed freeway access point and closure of existing partial interchanges.
- Meet with Dave Reese of the Governor's office in Salem to discuss ODOT issues. He will follow up with ODOT to encourage meeting in Cascade Locks.
- Discussed ODOT letter with Carol Snead of HHPR concerning possible impacts of a joint meeting with ODOT, County, Federal Highway, City and Port on the NEPA process. Expressed community needs to be informed.
- Discussed potential impacts of interchange to small section of Historic Highway with Kristen Stallman of the Historic Highway Advisory Board.
- Tentative meeting scheduled for March 15<sup>th</sup>, 2007. It will be a Port meeting with representatives coming to share information with Port Commission. Will invite City Council. Public will be able to address their concerns at the EIS hearings this summer. Commission discussion: Commission to get a list of questions together for the meeting, so Commission can speak as one group.

Sue Ryan (HR News) asked to speak. She stated that concerned community members should attend the ODOT Open house meeting on bridges at the CL Best Western. Ryan stated that there are usually all kinds of staff people there to answer questions. Open House is March 6<sup>th</sup> from 4-7:30.

**BUM'S CASTLE**

- Maintenance Staff cut the exposed rebar at the site to protect trespassers from being impaled.

**BEACH IMPROVEMENTS**

- We have divided this project into two distinct tasks.
  - 1<sup>st</sup> task to perform the sloping improvements from the toe to the top of back on the eastern portion of the beach. Port Maintenance Staff has made room for the backhoe to access site by removing bollards and rope, partially removed existing fencing. Hood River County will supply up to two dump trucks to move excavated material to the Industrial Park. Don Haight is arranging for backhoe, which he will operate. Contacted SDAO and Marsh confirming liability and property coverage for volunteers and that the Port's interest are protected. This task may occur next week depending on the availability of the donated backhoe.
  - 2<sup>nd</sup> task will be deciding the next location for trailer parking and the fenced area. The Columbia Gorge Racing Association volunteered the services of Peter Tuck of Olson Engineering to work on this task. Peter will be contacting John Trumbull of Union Pacific Railroad to see if can excavate the strip north of the track and south of the parking area and install a retaining wall. Peter will be providing an estimated cost of this project. **Update: Peter Tuck will be bringing John Trumbull (UPRR) to CL on March 8<sup>th</sup> at 9 am to look at project.**

- Met with ODOT regarding Marine Park Underpass project funding. They indicated that they might be able to help fund some of the startup costs, without any payback from the Port. Received a scoping proposal from Ken Valentine of HHPR Engineering to investigate the size and dimensions of the existing underpass piers to determine if we can simply add another three feet of depth and/or if Union Pacific RR would be receptive to construction of a single shoe-fly (temporary by-pass) and temporary loss of the use of the side track. Still working out the details with ODOT and will be coming to the Board for approval of an intergovernmental agreement.
- Continuing process for hiring a City Administrator.
- Toured Port properties with Bill Fashing and Pat Albaugh. Established goal of bringing the Herman Creek Site to market. Dale Davis will start readying the site next week.
- Wy-Kan-Ush-Pum Gala will be May 12, 2007 anyone wishing to attend let Kris know.
- Daughtry asked the Commission if he could draft a letter from the Commission nominating Dan Yates for the Oregon Tourism Gene Leo Memorial Award, in regards to what he has done with the Sternwheeler. Commission consensus for Daughtry to draft a letter.

**VI. MONTHLY CALENDAR: Review**

**VII EXECUTIVE SESSION: Not needed.**

**VIII. ADJOURN:** Commission Vice President Lee adjourned regular meeting at 8:15 pm.

Submitted by Kris Miller