

PORT OF CASCADE LOCKS

The Port of Cascade Locks Commission Meeting was held Thursday, April 3rd, 2008 at the City Hall Council Chambers, Cascade Locks, Oregon.

I. MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE: Commission President Lee called the meeting to order at 7:05 pm.

II. ROLL CALL: Commissioners Lee, McLean, Caldwell, Janik & Woosley.

Others present: General Manager Chuck Daughtry, Attorney Jerry Jaques, Kristi Bengtson, Pat Albaugh, Dale Davis, RARE Julia Babcock, Camera Operator Betty Rush.

III. MODIFICATIONS, ADDITIONS TO AGENDA: Commission President Lee stated the following modification, and additions.

- Discussion, consensus on ODOT/Parimetrix agreement.

IV. ITEMS FROM THE FLOOR:

a. General Public: Nothing to report.

b. Commission: Commissioner Caldwell commented that she was pleased with the DEIS hearings, felt proud of being connected with the Warm Springs. Thanks to everyone who attended and spoke in support of the project.

Commissioner Caldwell stated that the 2nd Annual Fundraiser to benefit the CL School programs would be held on April 19th at Multnomah Falls.

Commissioner Lee stated that he would like to move up the date for GM Daughtry's evaluation. He requested that the Commissioner's have their evaluations to Attorney Jaques by April 11th. At the April 17th Port Commission meeting we would review evaluation with GM Daughtry.

Commissioner Lee stated that he was pleased that staff hired an HR consultant to come in and review the Port's procedures etc. Commissioner Lee stated that we would be receiving a report of her findings.

Commissioner Lee requested that staff put on their calendar a quarterly reminder for the ethic forms that the Commission needs to file, with the new rules this year. Commissioner Woosley reminded the Commission that it is not the staff's responsibility to remind the Commission.

Commissioner Lee thanked Commissioner McLean for her letters to the editor. Commissioner Lee stated that he is working with GM Daughtry and the City of Hood River on a new resolution regarding the Casino.

Commissioner Lee stated that he attends the Hood River Economic Development Meetings and that they are currently prioritizing local projects. Current local projects include the Marine Park Access project, Marine Park Sailpark and the Undergronding of Southbank.

Commissioner Lee stated that the Gorge Commission is sponsoring the "Columbia Gorge Future Forum"; it is a regional dialogue to create a vision for the Gorge's future. It is taking place Tuesday, April 8th at the Pavilion, 5:30 pm.

Government Officials: Nothing to report.

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

- a. Approval of Minutes: Regular Meeting, March 20th, 2008
- b. Approval of Bills dated April 3rd, 2008 in the amount of \$ 25,957.76

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

VI. OLD/NEW BUSINESS:

a. Addition to agenda: Approval of ODOT entering into an agreement with Parametrix for the Marine Park Access project.

GM Daughtry stated that the Port has successfully negotiated a scope of work with Parametrix to begin Architectural, Engineering, Land Surveying and related services for the Port of Cascade Locks Marine Park Access.

As you are aware, the original scope that we received from Parametrix was much too broad and too expensive. We needed to create a scope of work that allowed for a decision point concerning UPRR approval.

We decided that the best way to proceed was to develop a phased approach. This phased approach will allow the Port to discontinue furthering the project if no feasible and affordable option is determined. The Port will not be required to reimburse grant funds spent under this phase. UPRR will be consulted throughout this phase. At the end of Phase 1, Parametrix will submit an application for comments to UPRR with engineering detail in conformance with UPRR standards.

After we receive a response from UPRR, the Port Commission can make a decision whether or not to continue with this project.

The cost of the new scope is a not exceed amount of \$281,480. The Port has a matching share of 10.27%, or \$28,908. Of the total \$800,000 Planning and Engineering Grant, we will have a balance of \$518,520 available for final engineering and permitting.

The scope includes a review of the existing 2004 Access Improvement Plan prepared by HHPR and Scott Keillor, provide viable alternatives in coordination with the Port Commission and UPRR, and recommend a preferred alternative with cost estimates as a first phase.

Phase 1 tasks to be performed by Parametrix include:

- Project Management
- Stakeholder Meetings (Port, City, ODOT, UPRR, Portland Spirit, Intertribal Fisheries, others)
- Surveys
- Utility Locate
- Current Entrance Foundation research
- Alternative Development
- Construction Staging

The contract provides for phase 1 completion date within 4 and one-half months from starting date. Estimated starting date is in two weeks.

Commissioner McLean asked the following questions:

- What are they surveying? Daughtry stated they will do ground surveys of possible project area's/different alternatives.

- What is the utility locate? Daughtry stated that they will be locating current utilities.
- Research foundation. Daughtry stated that they will be looking at how far the foundation goes down, age & materials.
- Who's giving direction? Daughtry stated that the stakeholders will meet with Parametrix to give direction (see stakeholders above).
- What is construction staging: Daughtry stated that this includes staging areas for equipment if project moves forward also for railroad.

GM Daughtry stated that the Port signed a local agency agreement with ODOT in October 2007 that defines our roles and responsibilities in relation to the Federal grant. In the agreement, ODOT has assumed responsibility to complete this project. So, the work order contract and price agreement is between ODOT and Parametrix. However, ODOT will not proceed until the Port gives them the ok. As a reminder, Port staff has been intimately involved with preparation of the scope and pricing agreement.

COMMISSIONER LEE MADE A MOTION AUTHORIZING STAFF TO CONTACT ODOT AND RECOMMEND THAT THEY APPROVE WORK ORDER CONTRACT #1 AND PRICE AGREEMENT #25319 FOR ARCHITECTURAL, ENGINEERING, AND LAND SURVEYING AND RELATED SERVICES FOR THE PORT OF CASCADE LOCKS MARINE PARK ACCESS IN AN AMOUNT NOT TO EXCEED \$281,480 AS PURSUANT WITH CONTRACT NO. 24433 BETWEEN ODOT AND THE PORT OF CASCADE LOCKS.

b. Approval of new electrical trunk line for Marine Park in an amount not to exceed \$23,259.60

GM Daughtry stated that the electrical service provided to vendors and others for the various events in Marine Park is inadequate to address current usage as well as anticipated growth. Each year during Park events the electrical supply is repeatedly overloaded, resulting in blown fuses and discontented vendors and event planners. There is a need to upgrade the electrical capacity in Marine Park.

Staff requests approval to purchase a new electrical trunk line for the Marine Park. This improvement will be accomplished with the generous assistance from the City of Cascade Locks Electrical Department. This project needs to be accomplished prior to Sternwheeler Days.

Staff Davis reviewed the project and costs stating that he had not received all of the bids.

Commissioner McLean asked if this project was in the budget? GM Daughtry stated no. Commissioner Janik asked if there was any user's (i.e. Spirit) that may help with the costs? GM Daughtry stated that it's an improvement to benefit the Park and aid in attracting new events.

COMMISSIONER JANIK MADE A MOTION AUTHORIZING THE INSTALLATION OF A NEW ELECTRICAL TRUNK LINE IN THE MARINE PARK IN AMOUNT NOT TO EXCEED \$30,000.00. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Caldwell, Janik & Woosley.

c. Staff Reports:

Dale Davis (Maintenance Department)

- Attended League of Oregon City's training on Managing Scope, Schedule & Budget.
- Budget turned into Finance Department
- Employee evaluations completed.

- Pavilion re-roof completed.
- Purchased dump trailer.
- House 3- sheet rock almost done, contracting out for taping/muding.

GM Daughtry stated that he has had two people interested in renting the upstairs of House 3. GM Daughtry stated that the Strategic Planning Session would be a good indicator and discussion on the Port's purpose and direction.

- Staff Albaugh is getting a quote on some branch removal (limbing up) some trees on Thunder Island.
- Motor on pump lift station by V/C getting rewound.

Pat Albaugh (Finance Department)

- Human Resource audit went well, waiting for report. Thanks to Commissioner Lee for speaking with consultant.
- Still working to get auditor in house.
- Have picked out Point of Sale (cash register) for bridge, checking references.
- Looking at axle counter for Bridge, company will let us demo system prior to purchasing.
- Working on Budget.
- Shopping health insurance.

Commissioner McLean commented that the Port has been putting a lot of money out on doing projects, deferred maintenance, etc., she reminded the Commission and staff that we need to be mindful of spending and perhaps delay some of the projects. GM Daughtry stated that this would be a good topic for our Strategic Planning session.

Julia Babcock (RARE)

OSMB (Oregon State Marine Board) 2008 Grant

- Application submitted February 29,2008
- Attend Marine Board meeting April 7 in Wilsonville to present grant proposals
- \$ 70,275.45 (25% match) total project cost for Restroom Replacement (need to do more research)
- \$ 65,200 (25% match) total cost for Float Replacement Projects at Boat Launch (preapproved)

SDAO (Special District Association of Oregon) Grant

- Awarded \$3,000 (50% match grant)
- Community Center pre-wired, Security Plus will be paid \$3,000 for work when completed
- Port offices will be next building for fire installation

ODFW (OR Division of Fish and Wildlife) 2008 Grant

- Application submitted March 19th for fish cleaning station
- \$ 21,880.00 requested, ODFW requesting about a 25 % match.
- Commercial application/station

OSWB (Oregon State Weed Board) 2008 Grant

- Application denied March 11, 2008
- Researching alternatives with Mark Sytsma from Portland State.

LWCF (Land and Water Conservation Fund Grant) 2008 Grant

- Application submitted February 15,2008
- Railroad Property Acquisition Project
- 50% match of \$150,000 requested

RARE ACTIVITIES

- May 22nd in Pavilion Take It Back-Alcohol Prevention Program
- Gorge Grown Network Assistance-food security project
- 2nd round meeting with Megan from RARE completed-work plan

d. GM Report:

WARM SPRING/CASCADE LOCKS CASINO RESORT

- Working with Hood River City Manager, the Warm Springs, Mayor Steich and CA Seeger to mitigate and influence the City of Hood River position on our casino.
- Issuing contract with Joel Leicht for services on ECLI. (Asked City of Hood River if they wanted to participate in study on traffic impacts.)
- Contacted the governors office, asked if there legal department would contact the City of Hood Rivers Legal department to explain why the Governor believes the Warm Springs tribe has the legal right to build a Casino in Hood River.

BEACH IMPROVEMENTS

- Met with Peter Tuck (CGRA), Commissioner Lee & Staff Albaugh concerning development of the scope of work on the \$100,000 HUD grant. We believe that expanding the beach including preliminary permitting is the right place to start.
- Received call from HUD informing Port that grant paperwork will be forwarded sometime over the next few weeks.
- PNWA-Kristen informed staff of a Water Resource Bill, that we can perhaps apply for additional funding for beach/jetty expansion

MISCELLANEOUS

- Working on Manager's Evaluation's
- Strategic Planning Session: After poor service from Cooper Spur we have rescheduled the meeting to the Visitor Center in Marine Park.
 - Met with Mike Ragsdale (facilitator) and reviewed agenda. Commissioner Lee also met with Mr. Ragsdale.
 - Staff Kris is making arrangements:
 - Working dinner beginning at 6pm on Friday, April 4th.
 - We plan to be completed by 5pm on Saturday, April 5th.
- Attending Oregon Tourism Conference in Portland (April 6-8). Portland Spirit will be receiving an award.
- Attending Friends of the Gorge Annual Meeting at Skamania Lodge April 6th
- Meeting with Portland Spirit to discuss proposed park and building improvements scheduled for April 11th. We will need to prioritize and explore ways to bring other resources into the mix.
- Completion of Port House #3 upstairs revision anticipated for last week of May instead of April. Should meet new time line provided staff is able to stay on task and not have to respond to unanticipated requests for services. Original schedule too aggressive due to delays in permitting and additional time needed for installing wallboard properly.
- Met with Elaine Johnson and Nanette Timm from John L. Scott to discuss additional requests they need for marketing property. They requested some very expensive tasks be completed immediately. Staff is working to see if we can get some of this done cost effectively.
- Attended Port of Hood River Board Meeting to thank Michael McElwee for his assistance with Congressman Walden during the PNWA Mission to Washington.
- Assisting Deb Lorang with a potential business opportunity for a bronze foundry operation in our Herman Creek Building.
- Port will be submitting request for another RARE volunteer for next year.
- Attended Hood River Chamber retreat.
- Attended Oregon Ports Group meeting, they are receiving money to complete a statewide strategic plan for Oregon Ports.

k. Monthly Calendar Review

VII. Adjournment/Adjournment

Commission President Lee recessed the regular meeting at 8:30 pm. Break was taken until 8:40 pm

VIII. Executive Session

Commission President Lee called the Executive Session to order under ORS 192.660 2 (e) Real Property Negotiations & 2 (f) Exempt Documents at 8:40 pm.

In Attendance: Commissioners Lee, McLean, Woosley, Caldwell & Janik. Also: Attorney Jaques, Staff Miller and Albaugh.

Discussion: SDS Leasehold agreement & Warm Springs Tribe agreement.

Commission President Lee adjourned the Executive Session at 9:08 pm and returned to regular meeting.

No action taken.

COMMISSION PRESIDENT LEE ADJOURNED THE REGULAR MEETING AT 9:09 PM.

Submitted by Kristi Bengtson