

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held November 6th, 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 7:00 pm.
- II. **Roll Call:** Commissioner's Lee, McLean, & Woosley were present. Commissioner's Janik & Caldwell were excused.

Others present: General Manager Chuck Daughtry, Port Attorney Jerry Jaques, Staff Kristi Bengtson, Pat Albaugh, RARE Anna Tompkins, Patty Jo Barnes, & Jeff Parduhn. Also present: Camera operator Betty Rush, Bob Barnes, Don Haight, Juanita & Bill Logue, Cascade Locks Fire Chief Jeff Pricher, John L. Scott Realtor Don McDermott & City Administrator Bernard Seeger.

- III. **Modifications, Additions to Agenda:** Commission President Lee added the following to the agenda:
 - Approval of contract extension with Columbia Planning.
 - Approval of contract with Backyard Excavation.
 - Presentation to Cascade Locks Fire Department

IV. Items from the Floor:

- a. **Presentation to Cascade Locks Fire Department:** Commission President Lee stated that as part of getting the Industrial Park ready to market, SDS has been voluntarily cleaning up there leased site. As a training session, the Cascade Locks Fire Department volunteered to burn down the warehouse on the property. Commission President Lee stated that he watched and took pictures. Commissioner Lee stated that the Fire Department did an excellent job. GM Daughtry showed a slide show of burn while Commissioner Lee described what happened. Commissioner Lee thanked the Cascade Locks Fire Department and presented them with a check for \$500 for their work.

Fire Chief Jeff Pricher accepted the check on behalf of the entire Fire Department and thanked the Port Commission.

- b. **Presentation -Don McDermott – John L. Scott Real Estate:** Mr. McDermott stated that they are continuing to market the property for the Port. McDermott stated that he has met with two different developers regarding the peninsula property. Mr. McDermott stated that he would like to see on the ground survey markers. He stated that they are advertising in the Portland Business Journal, loop.net and signs on the property. Commission thanked Mr. McDermott for coming to the meeting.
- c. **General Public:** Juanita & Bill Logue each thanked the Port Commission and Port Staff for all their help and support for the Community Halloween Party. They stated that it was a success and the Port was very willing to help when needed.
- d. **Commission:** None
- e. **Government Officials:** None

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: October 16th, 2008**

b. **Approval of Bills dated November 6th, 2008, in the amount of \$ 41,806.23**

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

VI. Old/New Business

a. **Discussion: 2009 Annual Bridge Pass:** Bridge Manager Patty Jo Barnes and Tolltaker Jeff Parduhn. Staff Barnes stated that the annual pass program has been successful in administering, tracking and encouraging a nice flow of traffic. Staff Barnes stated that she believes there has been no fraud. She stated that the customers have greatly appreciated this service. The first year 36 passes were sold and 57 the second year. She stated that she does not think we will need to advertise this year except at the bridge. Staff Barnes stated that the only reason to discontinue the annual passes would be a financial loss to the Port, upon evaluation the loss is minimal each year. Staff Barnes stated that they have been discussing selling the passes twice a year to accommodate the person who has more money available in the summer. Staff Parduhn stated that it is a good program and there is a core group that uses the program. GM Daughtry stated that the Port started the program to meet the customer demand & encourage commerce between states.

Staff recommendation is to continue with the program at the same price and to sell the passes twice a year, January & July. Commission consensus to continue with program as stated.

GM Daughtry stated that for the past few years on Christmas the Bridge is closed, (no staff working). GM Daughtry asked the Commission for approval to do that this year.

Commission consensus to close the bridge (no staff working) on Christmas.

b. **Discussion: Commission Annual Strategic Planning Meeting (January 2009):** Staff Bengtson stated that she spoke with Mike Ragsdale, last year's facilitator and he is available in January 2009. Commission consensus to have a planning meeting in January 2009 with Mr. Ragsdale as the facilitator.

- **CA Administrator Bernard Seeger arrived at the meeting:** Seeger spoke about meeting with Mr. Daughtry and the Nestle Water Group. Seeger stated that they are considering Cascade Locks for a new facility. Seeger stated that the City and Port are scheduling a Joint meeting for November 19th, 2008 at City Hall. Other topics to discuss: East Cascade Locks Interchange & new entrance into Marine Park.
- Commissioner McLean requested that everyone receive information & background regarding the items being discussed prior to the meeting.
- CA Seeger stated that the City Council would probably appoint new council members at the next meeting to fill the vacancies.

➤ Commission President Lee stated that he would preside over the joint meeting.

- c. Approval of agreement with Bear Mt. Forest Products:** Port Attorney Jaques stated that Commissioner Woosley could declare a potential conflict, but she does not directly benefit from the outcome of the Bear Mt. discussion. Commissioner Woosley declared a potential conflict of interest regarding the Bear Mt. discussion, because her husband is employed for Bear Mountain Forest Products.

GM Daughtry stated that they would like to temporarily lease additional property to store raw materials. The property in question is the property that we have held for the casino. Commissioner Lee stated that he is concerned because of Bear Mt. past performance, stating that they continue to work outside their lease lines.

Commission consensus that the draft lease needs more work, perhaps incur penalties if not followed. Commissioner Lee and GM Daughtry to meet with Bob Sourek to discuss additional language.

- d. Discussion on attending 2009 National Sailing Symposium**

GM Daughtry stated that last year the Port sent two representatives to the symposium (Pat Albaugh & RARE Julia Babcock). Staff Albaugh stated that it was a very informative symposium and community residents Gyda Anne & Don Haight also attended the conference. Some of the sessions held focused on Community Sailing programs, Yacht Clubs, raising money, and how to organize events. Mr. Haight stated that there were also many vendors that we might attract to Cascade Locks. Both Albaugh and Haight thought it was beneficial for the Port to attend. GM Daughtry recommended that we send two staff to the symposium this year being held in San Diego, cost about \$1500 per person. GM Daughtry stated that sailing is a big part of the community. Commission consensus to send two staff people to symposium.

- e. Approval of contract extension with Columbia Planning:**

The Port Commission authorized the General Manager to enter into a contract in May 2008 with Columbia Planning of Hood River, Oregon for general planning and land development consultation services in an amount not to exceed \$12,000. Scott Keillor is the principal of the firm.

Over the seven months beginning in May through the end of October 2008, invoices for services total \$9,576.50, leaving a contract balance of \$2,423.50.

Scott has accomplished the boundary line adjustment for the Herman Creek Property, represented the Port's interests in advancing the SDS/Warm Springs tax lot partitions in the Industrial Park before the end of the calendar year, and met the information requirements for a small wind turbine manufacturer potentially interested in relocating to the Herman Creek Site. The Port also consulted Scott concerning the Interstate Access Management Plan (IAMP) on the proposed closure of East Cascade Locks Interchange and concerning City utility easements servicing the City pump station in the Marine Park.

The Port desires to retain the services of Columbia Planning beyond the current not to exceed limit. Included in the tasks to be performed are:

- Finalizing partition of SDS/Warm Springs tax lots before end of current calendar year.
- Begin the partitioning process for 2009, including the peninsula and lower bench properties.
- Dedicated utility easements for tax lots 500 and 600.
- Work on conservation easement and gravel pit setbacks.
- Right of way issues at the Industrial Park.
- Sail Park Statement of Qualifications and Request for Proposals.

COMMISSIONER LEE MADE A MOTION AUTHORIZING THE GENERAL MANAGER TO INCREASE THE CURRENT CONTRACT AMOUNT BETWEEN COLUMBIA PLANNING AND THE PORT OF CASCADE LOCKS BY AN ADDITIONAL \$ 8,000, WITH ALL OTHER TERMS AND CONDITIONS REMAINING THE SAME, TOTAL CONTRACT NOT TO EXCEED \$20,000. COMMISSIONER WOOSLEY SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, & Woosley.

f. Approval of contract with Backyard Excavation:

GM Daughtry stated that SDS and the Port have agreed in principal to a land sale and lease termination whereby the Port will sell the “uplands” portion of the land currently leased to SDS, and SDS will release its leasehold interest in the “lower bench” portion of the current lease. There is also a small parcel of land included in the sale just north of the uplands that was included for easement impacts. As a condition of the yet to be finalized agreement, SDS has agreed to voluntarily clean up the lower bench property to a standard including receipt of a No Further Action letter from the (DEQ) Department of Environmental Quality. The Port has retained the services of Schwabe, Williamson and Wyatt firm and their recommended environmental consultant, Steve Locke.

SDS has already begun the clean up and has performed a number of tasks based upon the proposed land sale and lease termination. SDS has hired a contractor, Backyard Excavation from West Linn, Oregon to perform the clean up. To date, the contractor has removed over 20 tons of oil, contaminated soil, removed a concrete loading dock, removed internal fire suppression systems, and begun the process of removing all concrete and asphalt, with the exception of an access road and a retaining wall that secures the access road. The Contractor has also arranged with the local Fire Department to burn the old maintenance shed and is in the process of removing the foundation and excavating contaminated soil underneath the old building. In addition, the Port has hired Backyard Excavating to perform some tasks not included in the SDS scope, specifically the removal of vegetation off the site. We also hired Backyard Excavating to do some brush removal on the upper bench and cut some trails in the wooded area at the peninsula property.

The Port asked Backyard Excavation to give us a quote to clear blackberry’s and other vegetation, spread the existing berm at the north end of the site over the entire lower bench and plant grass seed for erosion and blackberry control. The berm consists of high quality sand and loam dredge material. The berm is approximately 70 feet wide by 1,000 feet long and 8-10 feet high.

Commissioner Lee stated that he toured the property and Backyard Excavating did a great job and would recommend that we approve the contract.

COMMISSIONER WOOSLEY MADE A MOTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH BACKYARD EXCAVATING TO PERFORM LAND CLEARING AND SEEDING TASKS UNDER THE DIRECTION OF THE GENERAL MANAGER ON THE SDS "LOWER BENCH" PROPERTY IN AN AMOUNT NOT TO EXCEED \$9,500. COMMISSIONER MCLEAN SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, & Woosley.

g. Staff Reports:

- **Pat Albaugh: Finance Department**

Albaugh reviewed the following:

- Apologized for the confusion with the bill list.
- Embarq will be installing wireless and broadband to the pavilion
- Cleared some trees by the tollhouse.
- Port's boat is stored by the Bridge, purchased a carport to put up.
- Auditor is done with the fieldwork.
- Attended the meeting with the Warm Springs, received clarification regarding the option money.
- Working on insurance renewals

GM Daughtry stated that he, Commissioner Lee, & RARE Tompkins attended a meeting he set up with Amanda Remington (MCEDD) and the CGRA. GM Daughtry stated that his thought was that MCEDD could provide assistance to the CGRA in identifying sources to fund a coordinator position. MCEDD sent a proposal to provide grant-writing services to CGRA, outlining that they would be short-term grants with the understanding that the coordinator would be assisting the organization in establishing fundraising strategies, membership drives and event fees that would fund the position into the future. GM Daughtry stated that the contract amount was \$3000 for the services. GM Daughtry stated that he spoke with Bill Symes (CGRA) and told him that the Port would be supportive and help with the \$3000, but they would need to step up as well and show a desire that this was the direction they wanted to go. GM Daughtry stated Mr. Symes did not think that there would be a lot of support for this idea.

Commissioner Lee stated that GM Daughtry and MCEDD Remington did a great job and provided great effort in trying to further the CGRA goals.

- **Anna Tompkins: RARE**

Anna stated that she just returned from Eugene for a weeklong RARE training

Mountain Bike Trail Plan

Intake form submitted to OECDD, Dave Harlan

- Grant Application funding assistance \$22,350 + \$7,500 match = \$29,500
- Possible funds available from city tourism
- Meeting with Jill Van Winkle 11/3/08
- Review of project details; trail plan and scoping master plan

GM Daughtry stated that he spoke with Stan Hinatsu (Forest Service); Stan is supportive but concerned because they are being bombarded with these types of requests. GM Daughtry stated that he stressed to Mr. Hinatsu that we are not looking for funding at this time, but support for the project.

Fish Cleaning Station

- Received ODFW grant contract; funds \$11, 691 + \$5,000 match = \$16,691
- Next stage will be to meet with Dale concerning installation and contact Fabwright, Inc. (fish cleaning station company)

Historic Building Preservation

- Open house slide show of upstairs restoration 10/23/08
- Porch restoration is about 50% completed
- Next stage will be to review next restoration priority and costs with Chuck, Dale and Rudy

SDAO Safety Grant

- Reviewing ideas; lights around Tollhouse Park, additional lights beach parking lot, or Radar Speed Signs on bridge

GM Daughtry stated that Anna is helping prepare the Statement of Qualifications for the HUD money for the beach expansion. GM Daughtry stated that the Director of the USGS came for a visit; they are looking at our property for relocation. He stated that he could help with the depth soundings for the beach expansion.

RARE Activities

- Training at University of Oregon 10/27-10/30
- Library sources, RDI, Info Graphics Lab, Land use overview
- Regional planning Pendleton 11/07/08

Miscellaneous Community Activities attended:

- Sternwheeler Days meeting 10/21/08
- Action Team 10/16/08
- Festival of Lights 10/20/08
- Lion's Dinner 11/04/08
- India Day at Cascade Locks School (K-1) 11/14/08

h. GM Report: Chuck Daughtry

WARM SPRING/CASCADE LOCKS CASINO RESORT

- Received notification from John Morgan that we should receive City approval on the industrial park tax lot partitions by the end of next week. Scott Keillor is working on final approval with Hood River County surveyor. Jim Bussard has completed survey work.
- Jim Bussard has hired Kittleson to prepare the design variances including ECLI. These are due to ODOT no later than Nov. 4th, 2008. Joel Leisch has requested a pre-review this weekend from Kittleson. Meeting with ODOT/FHWA scheduled for Nov. 14th, 2008. Joel will be in Israel but will try to attend by conference call. (Nov. 14 meeting time and location not yet established.) May be a need for a joint meeting

with City/County around November 17th, 2008. Goal is to get final approval on ECLI prior to Dec. 15, 2008 so BIA can submit keeping ECLI open as the only option.

- Very poor Section 20 comments submitted by the City of Washougal. Staff prepared a response.

BRIDGE OF THE GODS MAINTENANCE

- ODOT inspectors were here on November 5th, 2008 to examine Washington abutment they will be making recommendations concerning repairs.

MISCELLANEOUS

- Port submitted intake application to OECDD to fund master planning work for the Mt. Biking Trail. Estimate \$25,000 grant and a \$7,500 match. Bernard indicated that tourism might have some funds to share.
- Attended RARE supervisor orientation with Anna.

i. Monthly Calendar:

VII. RECESS/ADJOURNMENT

Commission President Lee recessed into Executive Session under ORS 192.660 2 (e) Real Property Negotiations & 2 (f) Exempt Documents at 9:35 pm.

- Bear Mountain Leasehold
- Warm Springs Tribe Lease

Commission President Lee adjourned the Executive Session at 10:05 pm and reentered the regular meeting.

- No Action taken.

Commission President Lee adjourned the Regular meeting at 10:06 pm.

Submitted by Kristi Bengtson