

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, February 15, 2018 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:00pm.
 - **Pledge of Allegiance**
 - **Roll Call:** Commissioners Groves, Stipan, Lorang, Caldwell and Bump were present. **Others Present:** GM Paul Koch, Special Projects Coordinator Brittany Berge, Accounting Specialist Melissa Warren, Economic Development Manager Don Mann, Diana Reedy VanWinkle and camera operator Betty Rush.
 - **Modification, Additions & changes to the agenda:** GM Koch added Item 3a., a presentation from the Hood River Energy Task Force; and switched items 6b and 6c around.
 - **Declaration of Potential Conflicts of Interest: None**
- 2) **Public Comment (Speakers may be limited to three (3) minutes): None**
- 3) **Special Presentations & Reports by outside resources, staff & Government Officials – None**
 - a. **Review and discussion of Hood River County Energy Plan –** Hood River County Rare Student Marla Harvey was present to update and review the Energy Plan and County wide Resolution in the hopes that the Port of Cascade Locks would sign the Resolution. The Hood River Energy Task Force was formed in 2016 with some goals and ideas in mind. They partnered with locals to develop an energy plan. The three goals were to reduce fossil fuel use in Hood River County, improve resilience and energy independence and to increase investment in local power. CP Groves was on the task force. Also present from the Task Force was Hood River City Council Member Kate McBride and Hood River County Development Director John Roberts. CP Groves stated he was on this Energy Task Force and found it to be very interesting but pointed out that Cascade Locks sells electricity to residents and already uses green power. He added that Cascade Locks may need to change the Resolution to fit the City's needs. CP Groves stated that Cascade Locks may not be as conducive to solar power as Hood River. He stated they would like to adopt an Energy Resolution but it most likely would be modified to fit Cascade Locks.
- 4) **Consent Agenda (Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may make a motion to remove any item from the Consent Agenda for individual discussion).**
 - a. **Approval of minutes for November 16, 2017, November 27, 2017, December 7, 2017 and December 14, 2017**
 - b. **Approval of bills in the amount of \$427,243.56**
 - c. **Approval of December payroll in the amount of \$61,338.30**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.
- 5) **Commissioner and Commission sub-committee reports:** Commissioner Stipan reported on the

Pony Task Force, inviting all to the next meeting on March 8, 2018. Commissioner Caldwell stated at the last Pony meeting the Mayor, Tom Cramblett discussed making sure that the Task Force gets accurate historical information from the Oregon Historical Society when they go out to fund raise. Commissioner Caldwell and Stipan have volunteered to go into Portland to do the research and get some photos. Commissioner Stipan stated the Mayor would like to see some artistic renderings of the Pony from locals. The Commissioners wished GM Koch a Happy Birthday. Commissioner Lorang stated the Museum committee will be doing a major inventory on the Museum artifacts. CP Groves stated that the new Flex buildings 2 and 4 are pretty much finished. CP Groves went to the Salem Capitol with some delegates from Cascade Locks to talk about some needed projects in Cascade Locks. There they met with Speaker Tina Kotek. They also met with the Chief of Staff for the Governor. He stated the meetings went well. They also spent time with newly elected Jeff Helfrich, State Representative. They spoke to Jeff about proposed Bill 4152 which would allocate money for training and equipment for rescues on trails.. CP Groves stated that he and Economic Development Manager will attend the Pacific Northwest Waterways (PNWA) conference in Washington, DC, March 10-15. Economic Development Manager Don Mann and CP Groves will also meet with Oregon and Washington State legislators to lobby for certain projects, grants and monies. The Mayor, Tom Cramblett will also attend. CP Groves stated that he and Commissioner Lorang met and interviewed Diana Reedy VanWinkle; an applicant for the Budget Committee. Diana was present at the meeting and stated she could see there is a lot going on at the Port. CP Groves stated he appreciates her stepping up and volunteering to be a Budget Committee member.

6) Commission Business Action Items

a. Action to appoint Diana Reedy VanWinkle to the Budget Committee – GM Koch reported there is a vacancy on the Port Budget Committee. It was advertised and posted and Diana Reedy VanWinkle sent a letter in asking to be appointed. She was interviewed by Commissioners Caldwell and Groves and a recommendation was made to bring it to the full Commission for approval.

COMMISSIONER CALDWELL MADE A MOTION TO APPOINT DIANA REEDY VANWINKLE TO THE BUDGET COMMITTEE. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

b. Action to approve the Amended Heuker Promissory Note – Economic Development Manager Don Mann stated that Tim Heuker asked to amend the Heuker Promissory Note and extend it for another two years. Don stated that they have submitted their Preliminary Design to the City. The Geotech work was done in December. This change in the Promissory note is to extend the date for jobs and job credits for two years. It would have been January 2018. He is asking for an extension to January 2020. Port Attorney Tommy Brooks stated the note says that they will receive \$5,000 credit per job up to \$50,000 and a maximum of 10 jobs. They already have four jobs. If they fail they will be charged the full interest at 6%. CP Groves wants to see them moving forward and staying on their timelines. The four existing jobs have to move to the new site.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE AMENDED PROMISSORY NOTE WITH A THE CONTINGENCY THAT THE PORT COMMISSION RECEIVED A SCHEDULE BY MARCH 15 2018 OF THE PROPERTY DEVELOPMENT

AND HAVE THE PORT PRESIDENT SIGN THE PROMISSORY NOTE. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

c. Action to approve Budget adjustments and adopt Resolution 2018-2 - GM Koch stated that the Commission approves certain budget adjustments and transfers in order to balance the budget due to unforeseen and changing needs and situations at the Port. GM Koch met with Accounting Specialist Melissa Warren to make these proposed changes. CP Groves asked if the Port was doing this to early. GM Koch said no.

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT RESOLUTION 2018-2 APPROVING BUDGET ADJUSTMENTS AND TRANSFERS, SECONDED BY COMMISSIONER STIPAN.

d. Action to adopt oversize permits on the Bridge of the Gods – GM Koch stated that BOG Manager Ryan Vollans was not present. This item was presented to the Commission on January 4 and at that time they asked for more information, such as the cost of a permit. Ryan now has provided the pertinent information the Commission has asked for. The fee for the permit will be \$10 and a \$25 charge will be issued for those oversized trucks crossing without the approved permit.

COMMISSIONER STIPAN MADE A MOTION TO ADOPT THE OVERSIZE PERMITS ON THE BRIDGE OF THE GODS. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

- 7) **General Manager's Report # 79:** GM Koch reported that Thunder Island Brewing reported to the Commission via email GM Koch has sent this to all of the Commissioners. GM Koch stated the Pony Task has a final report due to the Commission in January 2018. GM Koch has received a letter from someone who said he spends \$20-30 thousand a year in CL by flying into the Airport. There will be an Airport Townhall on February 22 to receive citizen input. The State, Port and the consultants will be there to facilitate the meeting. On March 7, there will be the OneGorge Salem night out. GM Koch stated that the National Scenic Area (NSA) Management Plan update is in progress. The five ports have requested to serve on the board regarding **economic development**. The current plan is 30 years old and needs to be updated. GM Koch asked for a motion from the Commission to serve on that Plan.


Commissioner Bump made a motion to approve GM Koch to serve on the NSA MANAGEMENT PLAN. Seconded by LORANG. The motion was unanimous. 5-0

GM Koch stated that the new truck tolls that went in effect went smoothly. For the upcoming budget process; all Department Heads have been working on their budget. On April 5 there will be a training at the Port Commission meeting. GM Koch stated that it may be a good idea to have Brenda Wood, owner of Locks of Dogs, join the Tourism Committee. It will give the Tourism Committee it's first business person. GM Koch stated that OneGorge will be moving to Cascade Locks. In about six month it will be here in Cascade Locks. A coordinator will be hired. Mt Adams

Chamber will be the financial facilitator. Special Projects Coordinator Brittany Berge will facilitate the meeting in Cascade Locks. Currently, there are 143 members in OneGorge. GM Koch stated it is an Informal advocacy group within the NSA. Commissioner Caldwell asked about possible grants for the proposed remodel and changes in the Pavilion. She would like the staff to look into who provided the last grant money when the Pavilion was enclosed to determine what if any conditions were tied to that grant. GM Koch stated they will research it and provide any need information to them.


- 8) **Adjournment: COMMISSIONER LORANGE MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The meeting adjourned 7:33PM.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell, Secretary
Port Commission

DATE APPROVED: 5-17-18
Prepared by: Sally Moore