

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Wednesday July 20, 2017 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, Lorang, Stipan, Caldwell and Bump were present. **Others Present:** GM Paul Koch, Secretary Sally Moore, Port Attorney Tommy Brooks, Economic Development Manager Don Mann, Bridge of the Gods Manager Ryan Vollans, Event Coordinator Jan McCartan, Accounting Specialist Melissa Warren, Special Projects Coordinator Brittany Berge and camera operator Betty Rush.
 - **Modification, Additions & changes to the agenda:** GM Koch removed item 6a.; the action to approve the Ravenwood contact, he added an Executive Session under ORS 192.660 (2) (f) Legal Counsel and ORS 192.660 (2) (e) Real Property Negotiations. Port Attorney Brooks stated that the contract details for Ravenwood Group Inc. will be discussed in Executive Session. GM Koch added the Audit Report for the Commissioners to review under the General Manager's Report.
 - **Declaration of Potential Conflicts of Interest:** - Commissioner Caldwell declared a potential conflict of interest as her husband is a toll taker, that Ryan Vollans, Bridge of the Gods Manager was to give a Departmental update on the bridge.
- 2) **Public Comment (Speakers may be limited to three (3) minutes) - None**
- 3) **Special Presentations & Reports by outside resources, staff & Government Officials**
 - a. **Quarterly Departmental Reports – All Department Managers**
 - **Event Coordinator Jan McCartan** reported that the conference in Salem was well attended. Tourism is up in Oregon. Hotel stays are up 8%. There is an increase in jobs in the travel industry. Jan discussed the session held in the Pavilion called "We speak the Gorge". It is a Gorge wide program aimed at all employees and businesses making people of all creeds, colors, etc. feel safe in the Gorge and to provide information for the area. Jan stated there are many weddings booked in the Park for the summer and she is trying to fill in the shoulder season. Jan stated there will be a "Small Business Showcase" held in the Pavilion on June 22, 2017, and will be sponsored by the Skamania County Chamber of Commerce. There are many small businesses already signed up. She invited all staff and Commissioners to attend.
 - **Bridge of the Gods Manager Ryan Vollans** reported that he is doing employee evaluations this week. He stated the tourism traffic has been very heavy this summer. Ryan stated that he is working with Engineer Dustin Cooley on toll technology and grant funding to apply for the Bike/Ped crossing. Ryan stated he is working with the toll takers to improve audit results. Ryan stated that he has been focusing on improving correct toll taker reports for incoming tolls. Ryan met

with POS representatives to improve the touch screens and user access. He noted that each toll taker will receive an individual log in.

- **Special Project Coordinator Brittany Berge** reported that the slab will be poured August 10. They will pour 240 cubic yards. Brittany stated the new gardener Alfonso is fantastic and the Park looks great. He has worked his way from one end to the other. Commissioner Caldwell stated the Park is beautiful. Kendall Adams has been hired to replace Brittany as a receptionist clerk. Brittany stated she is tracking the budget for Flex 2 and Flex 4 new building projects. She noted she is slowly working on the website to keep it updated. Brittany has created an alert system for traffic backups on the bridge. These emails will go to the trucking companies and those who sign up for it. Brittany noted there are around 1100 followers on the Port's Facebook page. Brittany stated she is working on the newsletter and chairing the Safety Committee.
- **Accounting Specialist Melissa Warren** reported that the Bridge revenue came in near to the goal. She stated Marine Park and camping fees were up as well. She stated Moorage fees were down due to holding slips for sailing events. She stated the 2016 audit is finished. The budget has been filed with the State of Oregon. Melissa stated that this is the first quarter report. CP Groves asked when the moorage fees were raised. It was in 2014. Melissa stated that the Port is now charging a late fee and an administration fee. In addition, all of the Revenue sources were reviewed for 2016-17. CP Groves asked that a notation should be made on why the financials goals have not been made. Melissa stated that all of the Commissioners are invited and should come to the office to review financials.
- **Economic Development Manager Don Mann** reported that JH Kelley was awarded the Contract for the Flex 2 building. The Port is very pleased with them. They are right and schedule. Don presented a timeline for the building of Flex 2 and Flex 4. Don stated that contractors JH Kelley will be pouring the concrete slab next week. Don met with Let's Truck. They still have the desire to lease half of the building for Flex 4. Don stated he hopes to have a bid package out for Flex 4 next week.

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 June 1, 2017 and June 15, 2017**
- b. **Approval of bills in the amount of \$268,728.48**
- c. **Approval of June payroll in the amount of \$64,249.81**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0.

5) **Commissioner and Commission sub-committee reports:** CP Groves stated he attended a Region One transportation meeting and stated the Governor is ready to sign the transportation bill. He stated Cascade Locks is to receive \$750,000 for WaNaPa Street. Commissioner Stipan stated he is going to be the Emcee for the Magical History Tour on the Sternwheeler October 6, 2017.

Commissioner Lorang stated to contact Event Coordinator Jan McCartan to donate to this fundraiser. can resolve some of the transportation and safety issues on WaNaPa St. and the entrances and exits into town.

6) Commission Business Action Items

a. Action to approve contract with Ravenwood Group. Inc – Deleted from the Agenda

7) General Managers Report – GM Koch stated there will be a meeting with Union Pacific Railroad and Burlington Northern in Stevenson at the Hegewald Center on September 28. The purpose of the meeting is to enhance relationships and communication in the National Scenic Area. GM Koch stated that the Port Commission and staff will be traveling to the Port of Morrow to see how their operations work on August 17, 2017. He asked that the Commission take action to cancel the August 17, 2017 meeting. He asked for all comments on the personnel policy by Friday, July 21, 2017. The personnel policy is in the review stage and will be updated later this year. He also stated there is a proposed policy authorizing the Port Commission President to review and sign all General Manager time cards. CP Groves asked if a GM works an inordinate amount of time and would like to be paid for it, is it in the contract. Port Attorney Brooks stated each contract is different.

COMMISSIONER LORANG MADE A MOTION TO ADOPT THE PROPOSED POLICY REGARDING THE GENERAL MANAGER. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

GM Koch then stated Port President will have to come in and sign the time cards.

GM Koch recommended the Port Commission review and three proposed policies that come out of the audit. They are: **A:** That the Port Commission review complete expenditure and revenue reports each quarter as presented by staff, That the formal minutes for the meeting reflect the Commission review. **B:** That the Commission members drop in to the financial office and ask questions regarding the check register, certain expenditures, revenue sources and other financial matters. Melissa has created a log sheet that will track the Commissioners who come in and this will be given to the auditor at the end of the year. **C:** Commissioners are encouraged to ask financial questions, visit with staff regarding financial matters and to be active in an oversight role regarding revenue expenditures.

COMMISSIONER STIPAN MADE A MOTION TO ADOPT THE PORT POLICY DEALING WITH FINANCIAL ACTIVITIES. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

GM Koch asked the Commission to discuss whether they want Economic Development Manager Don Mann and himself to stay through the 2018-19 year. He stated Port Engineer has agreed to stay on for another year. GM Koch stating by doing so, will enable the Commission to continue on the path they have been on with a lot going on. CP Groves stated that he is willing to have the GM stay on another year. Commissioner Lorang agreed. Commissioner Stipan stated he asked Paul Koch to stay another year. Staff members were asked their feelings. Melissa stated that the job has been fun and it's nice to be on this team and that things are moving fast. Jan McCartan stated the team works extremely well together and that Leadership comes from the top. Brittany stated that in her new role, she has learned a lot from Paul and Don. Ryan stated that Paul is a great leader. He is fair and a great boss. Sally Moore stated that Don and Paul are good leaders and are very respectful. She would like Don and Paul to stay another year.

COMMISSIONER STIPAN MADE A MOTION TO KEEP DON MANN AND PAUL KOCH AND NOT TO PROCEED WITH NEW MANAGEMENT THROUGH THE BUDGET YEAR 2018-2019. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

GM Koch handed out the Executive Memorandum for the Audit to the Commissioners. He read through some of the recommendations from the Auditors. GM Koch stated the Port has a three-year contract with the auditing firm Pauly Rogers. The RFP for an auditing firm will go out to bid again next year. GM Koch stated he is very happy with these Auditors. He added the Port has a clean Audit.

The Commission recessed out of Regular session at 7:58pm.

The Commission went into Executive Session at 7:59pm.

The Commission came out of Executive Session and back into Regular Session at 8:31pm.

- 8) Executive Session under ORS 192.660 2 (h) Legal Counsel and ORS 192.660 2 (e) Real Property Negotiations**
- 9) Any action as a result of Executive Action**

COMMISSIONER STIPAN MADE A MOTION APPROVE THE PURCHASE AND SALE AGREEMENT WITH RAVENWOOD GROUP INC. IN THE PORTS STANDARD FORM WITH THE OPTIONS AGREED UPON, TO APPROVE THE FINANCING BUT WITH THE ADDITION OF AN ACCELERATION CLAUSE IF IT DOES NOT OCCUR, DIRECT STAFF AND ATTORNEY TO PREPARE THE DOCUMENTS AND AUTHORIZE THE PRESIDENT OR DESIGNEE TO SIGN THE DOCUMENTS. SECONDED BY COMMISSIONER BUMP.

COMMISSIONER CALDWELL MADE A MOTION TO CANCEL THE AUGUST 17 MEETING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0. The meeting was adjourned at 9:10pm

10) General Managers Report - None

7) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0. The meeting adjourned at 9:10pm.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell, Secretary
Port Commission

DATE APPROVED: 10/19/2017
Prepared by: Sally Moore