

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, May 17, 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, Event Coordinator Brittany Berge, Bridge Manager Ryan Vollans, Port Attorney Tommy Brooks and camera operator Betty Rush. Also present were Caroline Park and Dave Lipps.
  - **Modification, Additions & changes to the agenda: None**
  - **Declaration of Potential Conflicts of Interest: None**
- 2) **Public Comment (Speakers may be limited to three (3) minutes): None**
  - a. **Update on project from Thunder Island Brewing** – David Lipps and Caroline Park, co-owners of Thunder Island Brewing reported on their building project for their new building on WaNaPa Street. It will be a brewery/restaurant. They had copies of the building sets, a design plan and a Ghant Chart. Dave stated that they consulted with Dennis Snyder and he stated there was fill dirt dumped there 30 years ago. This fill dirt is not that great and has caused them to have to move the parking lot back. They have to now compress the building because of the fill dirt and stated you cannot build on it. TIB is now pursuing buying the lot next door in order to build a parking lot instead of building a retaining wall on their existing property. Caroline stated have talked to Don and Paul who have discussed this with the Port Attorney Tommy Brooks. Caroline stated the North side of the property would require a lot of re-engineering and would be very costly. By purchasing Jackson Vanderpool's lot, this would allow them to resolve their parking issue. They asked the Port for consideration in order for their plans to come to fruition. They noted their design set is 60% finished. They are looking at a \$3-4 million building project. CP Groves asked if Jackson has called the Port. Port Attorney Tommy Brooks stated the Commissioners can go into Executive Session to discuss this matter.
- 3) **Special Presentations & Reports by outside resources, staff & Government Officials – None**
- 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 February 15, 2018 and March 1, 2018**
  - b. **Approval of bills in the amount of \$200,458,89**
  - c. **Approval of December payroll in the amount of \$64,006.69**

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

5) **Commissioner and Commission sub-committee reports:** Commissioner Stipan reported that Commissioner Caldwell stated this year's *Sail the Gorge Magazine* is fantastic and it is wonderful to see so many businesses are represented in the magazine. Commissioner Stipan stated the next Pony Task Force meeting will Monday at 7pm. GP Groves stated ODOT will be doing a lot of work in Downtown Portland this summer. Economic Development Manager Don Mann reported that he continues to get requests for buildings. He stated both Flex 2 and Flex 4 buildings are almost finished. On Flex 4 the sheet rock needs to be completed. Don Mann has met with Pfriem again about them building here in the Business Park. He has had inquiries from a bitcoin company and a data center.

6) **Commission Business Action Items**

**a. Action to Adopt the proposed toll technology program from PSquare and the budget -**

Bridge Manager Ryan Vollans stated that Automated toll technology is a high priority in Port's 15-year Maintenance and Preservation Plan. PSquare Solutions has provided a proposal to provide a Breezeby for the Bridge of the Gods. A transponder will be used. It will be used in tandem with the Port of Hood River. Both Port's will share a "back office" thereby saving money on Administrative costs. Ryan stated that PSquare made a presentation to the Port Commission at the April 5<sup>th</sup> meeting. The Port Commission, acting as a Local Contract Review Board elected to enter into a special procurement process, identifying PSquare as the firm who could best meet the tolling needs of the Port. The Port has now completed the 14-day public comment period and would like to move forward in signing a contract with PSquare. Ryan stated the cost of implementation is \$198, 594.85, of which 25% is due upon signing the contract. The amount would be \$49,648.71 and this will come out of the Bridge set aside fund. The annual support fee will be \$32,760 for the back office and lane service contract. Once the Breezeby is installed all coupon books would be phased out, saving the Port \$15,000 annually on printing coupon books. The Bridge of the Gods is identified as the number one priority in the 2017-18 Port's Budget Priorities established by the Port Commission. Ryan stated that by placing the Breeze by in it would decrease the wait time at the Bridge, decrease back up on I-84 and Highway, and decrease manual toll collection.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE PROPOSAL AND DIRECT THE PORT ATTORNEY TO WRITE THE AGREEMENT. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

7) **General Manager's Report # 82:** GM Koch reported that he has the final report on the Bike/ped overcrossing project from ODOT, they will be at the meeting on June 7 to give a report. The Pony Task Force will meet and Marie Miller will review the three concepts for the Pony Building. The new windows and renovation on the existing Pony building is almost finished. He stated it looks nice. Commissioner Caldwell has been helping pick out paint colors. GM Koch stated he met with Forester, David Braun and David is assisting in putting together a proposed contract for the timber sale on the Moody Road property. GM Koch stated there may be around \$100,000 worth of timber there. GM Koch stated he attended the HR County Energy Plan Meeting. The Port will have an

energy assessment on all buildings to save on energy. The Bridge is now all LED. He stated the City has a resource that can assist the Port on this effort. GM Koch stated he is serving on the National Scenic Area Management Plan Economic Development Committee with the blessing of the Commission GM Koch recently attended the second NSA meeting last week. He is representing the Ports on the Oregon side. The group has agreed that the economic development plan should be broad in concept and the implementation should be left to local communities. GM Koch stated the Warm Springs Tribe is now represented. GM Koch stated that Special Projects Coordinator Brittany Berge is now working on an Emergency Plan for the Port. The final meeting for the Airport Steering Committee is May 23. The consultant, for the Airport Feasibility Study, ECONW will prepare a report and bring it to the full Commission a later date.

- 8) **Action to approve updated contract with Mid- Columbia Economic Development District – (MCEDD)** GM Koch stated there is annual contract for \$1000. MCEDD serves a bi-state area composed of three counties in Oregon (Hood River, Wasco and Sherman) and two counties in Washington (Skamania and Klickitat), all bordering the Columbia River. These counties share a common workforce, a common geography and a number of other important factors which tie their economic fates together. Through MCEDD they leverage these regional ties and benefit from better access to economic development loans and grants, pooled technical assistance, and a regional approach to their economic development efforts. He asked that the Commission approve the contract.

**COMMISSIONER LORANG MADE A MOTION TO APPROVED THE MCEDD AUTHORIZE GM KOCH TO SIGN THE MCEDD CONTRACT. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

**CP Groves recessed out of Regular Session at 6:56PM and recessed into Executive Session at 7:01PM.**

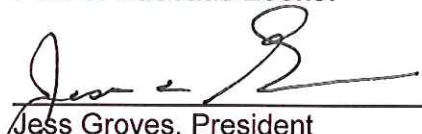
- 9) **Executive Session under ORS.192.660. (2) (e) Real Property Negotiations**

**CP Groves recessed out of Executive Session at 7:01PM and recessed into back into Regular Session at 7:32M.**

- 10) **No action was taken as a result of Executive Session**

- 8) **Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The meeting adjourned 7:34PM.**

**Port of Cascade Locks:**

  
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Jess Groves, President  
Port Commission

**Attest:**

  
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Joëinne Caldwell, Secretary  
Port Commission