

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday January 4, 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 6:03pm.
  - **Pledge of Allegiance**
  - **Roll Call:** Commissioners Groves, Stipan, Caldwell and Bump were present.  
**Others Present:** GM Paul Koch, Secretary Sally Moore, City Administrator Gordon Zimmerman, Bridge of the Gods Manager Ryan Vollans, Event Coordinator Jan McCartan, Maintenance & Construction Manager Todd Mohr, Accounting Specialist Melissa Warren and camera operator Betty Rush.
  - **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**
- 3) **Special Presentations & Reports by outside resources, staff & Government Officials – None**
  - a. **Report on City–** City Administrator (CA) Gordon Zimmerman stated that on January 8 excavators will be in town digging up the water line in preparation of placement. He stated Crestline Construction was given their Notice to Proceed yesterday. City workers have been out marking all of the utilities. He stated they should be done by the middle of May. He stated because the Governor declared Hood River County as part of the disaster last winter, the Port applied to FEMA for about \$90,000 in recovery fees; and the City applied to FEMA for \$210,000 of relief monies which was eligible for up to 75% reimbursement. However, \$175,000 of that was attributed to electrical work done in Bridal Veil and Dodson which is in Multnomah County and so it was denied. He stated there were a total of 41 housing starts in 2017. He stated there is about an 8% growth rate in Cascade Locks.
  - b. **Quarterly Departmental Reports -** Event Coordinator Jan McCartan reported that things are moving forward with CGRA's sailing season for 2018. Jan reported Pacific Crest Trail Days (PCTA) for 2018 is set up as well as the Bridge of the Gods Run. Jan stated the Climb Trail effort is moving ahead and there was not a lot of damage from the fire. Jan stated that she and Brittany have been discussing ideas on "Plan B", an Integrated Resort in the Business Park. There have only been brainstorming ideas and concepts that will be brought to the Economic Development subcommittee and then the full Commission. Jan stated she has been doing a lot of marketing and plans to bring more weddings to the Park in the future. Jan discussed some proposed events this summer. CP Groves suggested getting some bands here this summer. Bridge Manager Ryan Vollans reported that he has been working on an oversize permit policy process and trying to get control on this to maintain maintenance on the bridge. By controlling this process and getting a 24 hour notice it makes it easier if welding or some other event is happening on the bridge. The proposed permit form will be filled out and the toll taker will be notified and a fee will be charged. If an event is happening on the bridge the Manager can tell the driver they will have to wait. 14'6 is the height limit. Any vehicle over 14 feet high they have to have a permit; over 10 feet wide they

need a pilot car to go through. CP Groves stated he would like to see a fee. Ryan asked if it should be \$10 or \$20. Ryan asked the Commission if it should be charged ahead or at the toll booth. As it is now, traffic has to be stopped on both sides of the bridge. CP Groves stated if they just show up, they need to pay at the toll booth. Commissioner Lorang suggested restricting oversize loads to certain days of the week. Ryan stated sometimes trucking companies call ahead. GM Koch stated that common carrier companies will be notified when this permit is approved via ODOT. CP Groves stated that signage should be placed on the toll booth. Different fee structures were discussed. This will come back to the Commission for approval at a later Commission meeting. Ryan stated he has been updating the Toll Manual for toll collectors. He will review it in a meeting with them on January 16 in order to get feedback. Ryan reported the new Security cameras will be installed and operating soon at the toll booth. He said next Thursday a new generator will be hooked up at the bridge. Ryan stated that the 15-year Bridge and Maintenance Plan is finished and ready for approval on January 15. Ryan stated he has been in discussions with tolling companies PSquare and Kapsch; as well as the Port of Hood River, regarding the toll technology the Port is hoping to install within the next two years. Ryan stated he has been working on the FLAP grant application This grant would provide monies to place a bike/ped crossing onto the side of the bridge. The application will be submitted at the end of February. Accounting Specialist Melissa Warren reported that the Port will do budget adjustment next month. She handed out the first three months of the fiscal year's financials. She stated she gave the Commission the second quarter revenue received for this fiscal year. Camping revenue is down because it was closed during fire. Boat docking was down because of fire. The Park revenue is down as well. Maintenance and Construction Manager Todd Mohr reported that the new buildings; Flex 2 and 4 are moving along and are on schedule. There will be some work needed in the toll booth. Flex 2 fans in bathrooms need to be installed. JH Kelly, the Port Contractor will start plumbing, sheet rock and insulation. They will start sidewalks. Todd stated a lot is dependent on weather. Todd reported that the Flex 4 slab was poured today. He will get a timeline for Flex 4 after today. Todd stated some work was delayed due to the fire. Todd stated the asphalt will be done in March. He said there was a water leak on a meter in the campground and has had to turn the water off for now. He said it will be fixed before the camping season. Todd stated there is a sink hole near the Center Park restrooms that needs to be filled in and repaired.

- c. **Annual Vehicle and Maintenance Report** – Maintenance & Construction Manager Todd Mohr reported that annually the Vehicle and Maintenance report is reviewed. Two new vehicles were leased in 2016. The budget was frozen this year. He stated the goal is for a Vehicle Replacement Plan is \$100,000. It is no longer in the budget and did not get rolled over from year to year. He stated the Maintenance Department needs two newer vehicles. Commissioner Lorang asked if there is a maintenance schedule on the leased vehicles. Todd said they are serviced on schedule; either in house or at the dealership. GM Koch stated the budget will be higher next budget year for vehicles. CP Groves suggested figuring out which vehicle needs to be replaced. Todd stated that Maintenance needs two bigger vehicles; possible two vehicles that can plow and they do not have to be brand new. GM Koch suggested that the Commission look at the policy and rely on Todd's report and look at some budget adjustments for the upcoming budget year and maybe put some money towards vehicles and modifications showing what equipment the Port has and what is needed.

**4) Commissioner and Commission sub-committee reports:** Commissioner Lorang stated the Port will be working hard on the FLAP grant. It is very positive and he has talked to some locals and has received some positive comments. CP Groves stated the Port received a thank you letter from Sheriff Matt English, thanking the Port for their help during the fire in September. CP Groves stated he has always had an interest in the cold-water refuge at Herman Creek. There was an EPA meeting that he could not attend; so, Secretary Sally Moore attended on his behalf. Herman Creek was a big topic at the meeting. Sally reported that at the meeting it was stated that Herman Creek is the second most important cold-water refuge on the Columbia River. The first is Drano Lake and a 2 percent temperature difference helps the fish make it. Sally noted that before the dams were put in, there was not a need for cold water refuges; however, they are becoming more important for the fish to make it back to their native streams as the water warms. CP Groves stated that project is starting to gather some moss. He said in Boise, Idaho you find out how important these cold-water refuges are. CP Groves would like to apply for a grant to help restore Herman Creek to a cold-water refuge. CP Groves stated that Ravenwood would still like to build on the Parkview property. They will meet with the EDSC next week. CP Groves said the lease with Thunder Island Brewing has been signed. CP Groves stated the Heukers have dug their test holes and are getting ready to build. The Port will review the Business Park map to decide what to lease and what to sell. CP Groves stated that Renewal Workshop will take over the Hytorc lease in a few weeks. Commissioner Lorang stated the Renewal Workshop has 14 employees. Commissioner Caldwell stated that the Country Store owned by the Stutters will not reopen after the fire because of the loss of revenue. Joeinne asked if Economic Development Manager Don Mann can reach out to them. GM Koch said that Don has been trying to reach them. CP Groves said he will talk to the dad and have him talk to Nate Stice, Regional Solutions, Governor's Office, as perhaps they can help. Commissioner Caldwell said that businesses are going to be hurt this next summer because of the fire and possible lack of tourism. Commissioner Caldwell said that Gary Munkhoff was at the swimming hole 3 in the Business Park and there is a lot of garbage and broken glass; and added it is dangerous. She asked if there could be a cleanup party. Commissioner Caldwell asked about the beach if there is any way to get it done. CP Groves said no because of the Army Corp of Engineers will not issue a permit until the Tribes concur. CP Groves said that since Holly left some things have not got done. GM Koch stated he will contact the Tribes again.

**5) Commission Business Action Items**

**a. Action to approve the 2018-19 Budget Schedule, Budget Priorities and appoint the Budget Officer –**

GM Koch stated that annually in January the Commission establishes the budget schedule, timeline and appoints a Budget Officer. He noted the fiscal budget year runs from July 1-June 30. The Budget Priorities were developed at the Annual Commission Staff Work Session in November.

**COMMISSIONER LORANG MADE A MOTION THAT THE PORT COMMISSION ADOPT THE PROPOSED 2018-19 BUDGET SCHEDULE APPOINT THE GENERAL MANAGER AS THE BUDGET OFFICER AND ADOPT THE PROPOSED 2018-19 BUDGET**

**PRIORITIES AS DEVELOPED BY THE PORT COMMISSION. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

GM Koch stated he and Melissa will be putting the 2018-19 and 2019-20 budgets together as he will be leaving in June 2019. The 2019-20 budget will not be adopted but be ready for the new General Manager when they are hired.

**6) General Manager's Report:** GM Koch reported that this year a salary study is needed. It is in the policy to review it every two years. GM Koch stated he will polling government ports in the Gorge and Oregon public ports (OPPA) and the Port of Morrow comparing port salaries. CP Groves asked if staff thinks they are under paid. GM Koch stated it gives a rationale where the Port can compare what employees are paid. GM Koch will give then a report and a recommendation to the Commission. CP Groves stated Engineer Jim Bussard will be looking at retirement and suggested the Port may want to look at hiring a permanent Engineer. The Port has paid over budget what it had approved in the budget year. He stated if the Port had a Civil Engineer they could do a lot more of their own work. GM Koch stated Hytorc is moving out at the end of January. Renewal Workshop will move in. Sally Moore stated there is a vacancy on the Budget Committee. Ken Wittenberg's term is up. GM Koch stated TIB will have Ghant chart and timeline for their building very soon. GM Koch stated "Plan B" is a staff effort to come up with an alternative plan in the Business Park in place of the Integrated resort.

**GM Koch stated that pursuant to the action approving the new Pony task force, Marie Miller has asked to be appointed as a member.**

**COMMISSIONER CALDWELL MADE A MOTION TO APPOINT MARIE MILLER TO THE PONY TASK FORCE. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.**

GM Koch stated that Tom Owens is developing a remodel plan for the Pavilion. This will come to the full Commission for approval. He stated the Security Grant is wrapping up. The cameras will be installed in the toll booth in the next week. The burglary and fire alarms will be installed in the next few weeks.

**CEDS PROJECTS APPROVAL – GM Koch stated that annually MCEDD develops a Comprehensive Economic Development Strategy (CEDS) that gets filed with the federal Economic Development Administration. This list has been reviewed by the Economic Development subcommittee.**

**COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE CEDS PROJECTS DOCUMENT AS DETERMINED BY THE PORT OF CASCADE LOCKS. SECONDED BY COMMISSIONER BUMP. The motion was unanimous.5-0.**

**8) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0. The meeting adjourned at 8:25pm.**

**Port of Cascade Locks:**



Jess Groves, President  
Port Commission

**Attest:**



Joeinne Caldwell, Secretary  
Port Commission

DATE APPROVED: 4-19-18  
Prepared by: Sally Moore