

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday February 1, 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 (via conference phone), Caldwell and Bump were present.
Others Present: GM Paul Koch, Secretary Sally Moore, City Administrator Gordon Zimmerman, Bridge of the Gods Manager Ryan Vollans, Accounting Specialist Melissa Warren, Phillip Watness and camera operator Betty Rush.
 - **Modification, Additions & changes to the agenda:** - Item 3 d was removed from the agenda and Review of tolling technology was added.
 - **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 –**
 - a. **Report on City–** City Administrator (CA) Gordon Zimmerman stated that on soon the excavators will start digging on WaNaPa St. in preparation of placement of the new waterline. Crestline Construction will be doing the project There will be little disruption on the roads.
 - b. **Review Proposal for Pavilion -** Architect Tom Owens was present with proposed drawings for the renovation of the Pavilion. CP Groves stated the Port renovated the bathrooms themselves a few years ago. He said the hope of the Commission is to increase revenue by upgrading buildings. Event Coordinator Jan McCartan will market weddings and has already booked many weddings this summer. The Port will be ordering new chairs for the Pavilion. CP Groves stated that Tom's idea of adding an extra room is sound to make space available for caterers and will create a better traffic flow and increase event space. GM Koch stated they will take this back to staff and get cost estimates and do a Return of Investment as well as a revenue return for the next few years. There was a consensus with the Commission to move forward. This will come back to the Commission for adoption.
 - c. **Review of PNWA trip–** CP Groves reviewed the upcoming March trip to Washington D.C. The delegates CP Groves, Commissioner Lorang, Economic Development Manager Don and Mayor Cramblett will lobby for funding from legislators from Oregon and Washington on the needs for Cascade Locks, The Bridge of the Gods and the National Scenic Area; as well as the FLAP grant. He stated this is an annual and highly successful trip CP Groves and Commissioner Lorang will also attend the Pacific Northwest Waterways Conference.
 - d. **Review of automate tolling technology –** Bridge Manager Ryan Vollans stated automated tolling is at the top of the list for the 15 Bridge Maintenance and Preservation Plan. He presented some information saying Paul and he met in Hood River with PSquare, a tolling technology company and the Port of Hood River. It was proposed to add some augmented tolling and a transponder reading within the next 2 years. Ryan stated the same technology

is used at the Port of Hood River. The Port of Cascade Locks would issue the same Breezeby transponder that the Port of Hood River uses. The transponder will work on both bridges. The Port of Cascade Locks has been in discussions with the Port of Hood River about sharing the administrative costs in the same back office. This would save the both Ports money. The Port of Hood River and Port of Cascade Locks would share maintenance, business and credit card fees. Consideration of business rules and customer service has to be created also. The quote from PSquare is \$160,000-\$170,000. Ryan stated this is a good price. Ryan gave the Commissioners a timeline. PSquare will make a presentation in April at a Commission meeting. The POCL and POHR would put together a Memorandum of Understanding to work together. The Port would use the Breezeby system that the Port of Hood River uses. Ryan stated this would involve little engineering at this time. There would be laser scanners installed to identify axles and count them. This would identify the toll. A person could load their transponder online by credit or debit and would be able to go cross. At this time there would be a green There would be no gate until a later time. Persons crossing the bridge would still be able to pay with cash or debit. By November 1 the system would be operational.

4) Commissioner and Commission sub-committee reports: Commissioner Lorang stated the Port buildings are coming along nicely. Flex 2 is almost finished and almost ready for occupancy. The Renewal Workshop will be moving into Flex 1 has Hytorc vacated the building. He said the Port is working on some other plans in the Business Park. He said on February 22 at 7pm there will be a Townhall meeting on the Airport. CP Groves stated the that the State of Oregon has tried to give the Airport to the Port, however the Port has not been able to afford to maintain it. CP Groves stated people living around the parameter of the Airport will receive a mailed notice of the meeting. CP Groves stated that last week he attended a meeting in Hood River to discuss the future of the Gorge. He stated he feels that Cascade Locks is starting to get some respect in Hood River. He stated he is finishing up the Energy Task Force duty. There will be a Resolution coming forward that will be county wide. CP Groves stated Cascade Locks sells electric (hydro) power. CP Groves stated Hood River is raising their reservoir. CP Groves stated he will attend a Region One Odot meeting and stated that WaNaPa Street needs to be paved, as well as the ADA ramps need to be redone.

5) Commission Business Action Items

(a) Action to appoint Budget Committee members – GM Koch stated there is a vacancy on the Budget Committee. The Port received a letter of interest from Diana Reedy Van Winkle, a Cascade Locks citizen. GM Koch suggested interviewing Diana and then making a decision to appoint her to the vacant seat.

COMMISSIONER LORANG MADE A MOTION TO APPOINT DIANA REEDY VAN WINKLE TO THE BUDGET COMMITTEE. SECONDED BY COMMISSIONER STIPAN.

GM Koch recommended that one or two Commissioners interview Diana Reedy first and then make a decision. It will be fair to her and the Commission.

COMMISSIONER LORANG WITHDREW HIS MOTION. COMMISSIONER STIPAN WITHDREW HIS SECOND.

CP Groves suggested an Economic Development subcommittee meeting to interview her. Secretary Sally Moore says she works in Portland and would have to meet in the evening. Sally will set up a meeting time.

- (b) Action to approve RFP for Audit** – GM Koch stated it is time to review the Audit. Customarily every three year the Port goes out for RFP. GM Koch suggested extending the contract for another two years. It saves the Port 60-90 days' time. The current firm Pauly-Rogers has done a good job. In two years, it is Best Practices to go out for RFP to get another auditor.

COMMISSIONER STIPAN MADE A MOTION TO AUTHORIZE A TWO YEAR EXTENSION TO THE CURRENT CONTRACT FOR AUDIT SERVICES WITH PAULY-ROGERS AND DIRECT THE GENERAL MANAGER TO NEGOTIATE NEW PRICES FOR THE NEXT TWO YEARS. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-.0.

- (c) Action to approve RFP for Information Technology** – GM Koch stated contracted IT Services with Radcomp Technologies is up at the end of the year. It is time to go out for an RFP GM Koch recommended extending their contract for another two years.

COMMISSIONER STIPAN MADE A MOTION TO AUTHORIZE A TWO-YEAR EXTENSION TO THE CURRENT CONTRACT FOR IT SERVICES WITH RADCOM AND DIRECT THE GENERAL MANAGER TO NEGOTIATE NEW PRICES FOR THE NEXT TWO YEARS. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-.0.

- d) Action to approve the FLAP Grant Application and grant match and enact Resolution 2018-1** Action to approve FLAP grant application and grant match and enact Resolution 2018-1: Bridge Manager Ryan Vollans stated that safety is an issue for pedestrians on the bridge. 6,000 pedestrians cross the bridge every year. It is also the crossing for the Pacific Crest Trail between Oregon and Washington. It has to be open for hikers and equestrian use. The Commission directed staff to work on an application to apply for a grant for monies to build a bike/ped attachment on the bridge. The Federal Land Access Program (FLAP) Grant. This grant is included in the 15-year bridge plan. The cost is \$934,420 for the first phase They will be announce the award in June. Ryan stated a copy is available of the grant application is available to view at the Port office. CP Groves stated this will seismically and structurally strengthen the bridge.


COMMISSIONER LORANG MADE A MOTION TO ADOPT RESOLUTION 2018-1 AUTHORIZING STAFF TO SUBMIT THE FLAP GRANT FOR BIKE PED CROSSING AUTHORIZING \$105,919 FROM THE SET ASIDE FUND TO BE USED AS THE

REQUIRED MATCH. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.


7) **General Manager's Report** - GM Koch reported that the Pony Task Force held its second meeting on January 24. The group readjusted their meeting schedule. They are researching grant funding opportunities. GM Koch stated engineers estimate a cost of between \$1 million and \$1.8 million for a new Pony building. They hope to have someone from the Oregon Historical Society come and present to the group. Commissioner Stipan stated a representative from the Tourism Committee is still needed at the meetings. GM Koch stated that a Town Hall on the Airport will be held in the Pavilion on February 22 at 7pm. The consultant, ECONW will facilitate the meeting. GM Koch stated the new tolls for 3 axle trucks started today. Ryan stated there have been no complaints. GM Koch stated staff have been researching contracting for some mowing, housekeeping, and striping parking lots. GM Koch stated on April 5 or May 3, SDIS will hold a training on Board Duties at a Commission meeting. This training will result in 2 % decrease in insurance rates. By consensus, The Commission decided to start at 6pm during the regular Port Commission meeting on April 5. GM Koch stated the Downtown Business Association elected Brenda Wood, owner of Locks of Dogs as President. GM Koch stated that OneGorge will be brought to Cascade Locks. Brittany Berge, Special Projects coordinator will be facilitating this move and working with Genevieve from the Port of Hood River. There are almost 100 businesses involved in OneGorge now.

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:


Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: 4-19-2018
Prepared by: Sally Moore