

Port of Cascade Locks

The Port of Cascade Locks Commission Work Session Meeting was held Thursday, February 5, 2015 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

1. **Meeting called to order/ Pledge of Allegiance:** Commission President Groves called the meeting to order at 6:03 pm.
2. **Roll Call:** Port Commissioners Groves, Caldwell, Cramblett (via telephone), Mohr & Haight were present.
 - **Others Present:** IGM Paul Koch, Port Secretary Sally Moore, Marketing & Development Manager Holly Howell, Interim Economic Development Manager Don Mann, Port Attorney Tommy Brooks, Recreation Coordinator Mayah Frank, Skamania County Pioneer Newspaper Editor, Phillip Watness, Bret Richards, Chris Bores of ODOT, Historian Dr. "Bob" Hadlow and Belinda Ballah with Hood River County. Attendees from the Port of Skamania were: Gail Collins, Tony Bolstad (via telephone), Julie Mayfield and Executive Director John McSherry.
3. **Declaration of Potential Conflicts of Interest:** Commissioner Caldwell declared a potential conflict of interest on Item 7c., the BOG technology report; as her husband works at the Bridge of the Gods (BOG) tollbooth.
4. **Modifications, Additions to Agenda:** IGM Koch asked that Sally Moore give a report on election filing requirements and election due dates, for the three open Commission positions. He also asked that Sally remind the Commission about their letter from the Oregon Government Ethics Commission on reporting their Statement of Economic Interest (SEI). He asked to speak about tolls, and the \$2,600 in the now defunct Columbia Gorge Economic Development Group Account; with a recommendation these funds go to support the OneGorge Coalition.
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action).**
 - a. Commissioner Haight stated there is a \$5,000 scholarship from the Railroad Association for the school community. Commissioner Caldwell stated a historic mural was put up at the Cascade Locks Elementary School by the children. It was a community effort and was dedicated to Bob Foley, former school custodian. A fund was set up, and donations were made by many community members stated Commissioner Mohr. CP Groves stated the Port has \$26,000 in grant funds coming from the Department of Housing and Urban Development (HUD). Staff has attempted to reach HUD several times to no avail. On the trip to Washington D.C., CP Groves added they will stop by the HUD office to check on the funds. CP Groves would like to have a retreat for Management staff and the Commission every other year, starting in 2016. He added the OneGorge Coalition is growing so fast, there is now a movement to form a board or commission. He stated there was a strategy session regarding the Oregonian article on Nestle. There were a lot of inaccuracies; so Mayor Cramblett, CP

Groves, Commissioner Mohr and City Administrator Zimmerman will meet Thursday February 25, 2015 with the Oregonian Editorial Board to respond to the article.

- b. Reports & Comments from the General Public (Comments regarding items on the Agenda) - None
- c. Comments from the General Public – None

6. Joint Work Session with Port of Skamania County:

- a. The Joint Work Session with the Port of Skamania County was called to order at 6:17pm by Port of Skamania Commissioner Gail Collins. Those in attendance were: Executive Director, John McSherry, Commissioner Gail Collins, Administrative Assistant Julie Mayfield and Commissioner Tony Bolstad (via telephone). The adopted 10 year BOG plan was discussed. The first year of the plan starts in the 2015-16 fiscal year and plans to spend \$250,000 in maintenance on the bridge annually. There is a new sign planned for the North end of the Bridge. Tony Bolstad stated the 10 Year BOG Plan is very well laid out. IGM Koch stated 4 or 5 years out, the Port may be dealing with developing Port property on the north side of bridge. He commented the City of Stevenson may participate in new sign plan. He explained that each project is on the timeline. It shows the estimated cost, and the date to be completed. There are two tiers in the Plan. The first tier shows the Port may spend up to \$250,000 on maintenance for the BOG. Any remaining will go into a bridge development fund that already has \$40,000 in it. Tier 2 is a plan to go to the federal government for major deck improvements to keep the weight limit at 80,000 lb. It identifies projects beyond the Port's inability to pay. IGM Koch stated there will be a special public meeting held on increasing tolls. The Port adopted a plan to increase tolls annually on May 1 of every year. Last year there was a .50 increase per axle on trucks. PC Groves stated tolls would most likely not be raised for the local community. A Special Port Commission meeting will be held to begin reviewing tolls stated IGM Koch. The Port of Cascade Locks is discussing and researching putting a new toll technology system in place in 2016. Tony Bolstad stated that a "stick on" transponder goes up in the window shield where it is read; and added they work well. CP Groves stated these would be good for the commercial truck traffic as well. There will always be a toll taker at the booth stated IGM Koch. There may be a tourist transponder that can be bought for a certain amount of time. The Commissioners will keep the Port of Skamania updated on the toll technology. IGM Koch spoke of the OneGorge Coalition that was created a year ago. It was created to see if there is an interest for advocacy for Economic Development in the Columbia River Gorge National Scenic Area, and to seek funds that have not been appropriated. Some Ports, Cities, Counties and some businesses have formed this coalition. One of the items on the preliminary list is obtaining funds for the ongoing list of maintenance for the Bridge of the Gods and the replacement of HR Bridge; as safety issues with traffic and tourism increases. There will an effort to create a steering committee stated IGM Koch, in order to be effective in lobbying in Salem and Olympia. Port of Skamania Executive Director, John McSherry stated another issue is that funds from the Scenic Act that were authorized for recreation, have

never been appropriated, and added this is an opportunity to take advantage of those monies through the OneGorge Coalition. McSherry also said the money is for an urban area, and that the beach at the Port of Cascade Locks is in an urban area. It may be a good idea to investigate to seek the appropriated funding. Commissioner Collins asked if the bridge will ever be closed during maintenance. IGM Koch responded one lane will always remain opened. Spot painting will be done on the bridge annually, concentrating on gussets first, according to CP Groves. In the 1980's the bridge was painted for one million dollars. He added that now it would cost up to 20 million. IGM Koch stated the Federal Government will limit shorter heavier loads. There will be a 50,000 lb. limit for a shorter concrete truck on the Bridge of the Gods. It will apply to the Hood River Bridge as well. There are no safety issues on the BOG according to ODOT stated IGM Koch. He added it is important that Skamania County work in tandem with the Port of Cascade Locks, as the BOG is a shared resource. The joint meeting adjourned at 7:04pm.

The Commission went back into Regular Session at 7:14pm.

7. Work Session Discussion Topics:

- a. ODOT Update on overcrossing project** – Staff Howell stated this presentation was about the cultural and historic aspects of the Park, and how potential impacts of an overcrossing to Marine Park are evaluated. At the last meeting the Commission was presented with a few concept overpass designs by Bret Richards and Chris Bores with ODOT. Historian for ODOT, Dr. “Bob” Hadlow, opened the discussion with a slide show highlighting the history of Marine Park at the Port. The Commission did not talk about design specifics on the overcrossing project. The slides showed the scope of the project, alternatives, and some standards, as well as historic information. Dr. Bob stated a cultural resource survey was put together a few years ago, as well as landscape survey. The Cascade Locks Marine Park dates back to 1879 when the locks project was started. It was opened in 1896 and was completed in 1914. In 1937 the Bonneville Dam opened and the locks were redundant. Before that time the Park was an Army Corps of Engineers Reserve. It was deeded to the Port in 1954 and 1962 to be used as a Park. There are three lock keeper houses and the land around it. At the eastern portion of the park, there was the Supervisor’s house that burned down in 1941. There is a historic hawthorn hedge and two oaks in that area. In the area for the proposed overcrossing, there are two lock tender houses. Each house lines up to “leaves” in the canal that are no longer there. The next steps will be getting costs estimates and work with the State Historical Preservation Office (SHPO). There will be a public meeting to get community input, and this will be an opportunity for the public to comment. These locks and the three lock tender houses are really historically significant according to Dr. Bob Hadlow. The Park is both recreational and historic and they work together. Staff Howell asked about the how to pursue the overcrossing project. Dr. Bob said it would have to have little or no adverse impact. Federal law states to look for no impact or the least amount of impact to the historic aspect of the Park. It cannot minimize the visual impact. CP Groves stated the Port received SHPO funds on the houses, and they have a say on the impact, ensuring the view of the houses are not impacted. Bret Richards stated there are three designs, and gave

a handout of each design. Alternative A is a stair and elevator. Alternative B is an Overcrossing Stair and elevator, and Alternative C is a Ramp and Stair. They handed out a rough schedule on funding and construction. IGM Koch asked if there were a number of locations looked at and asked how the Port ended up with this location. Bret Richards stated this area was picked because it has the least impact. The area for the overpass is slated from the Overlook Park over the railroad and down into the Park. Overlook Park will also have the Gorge Hubs located there. They are community operated rest stops for hikers, bikers, tourists, and community members. The overcrossing project may be done by 2019 stated Bret Richards. No action was taken.

- b. Presentation by HR County regarding smoking in and near the playground**
- Belinda Ballah with HR County gave a presentation and asked the Commission to put a resolution in place to prohibit smoking in and near the playground. She stated after listening to the presentation about the history of the Park, she thinks it would be best to ban smoking in the entire park, based on the historic buildings and the significance of the park. She passed around a “candy jar” full of tobacco products, as well as a proposed resolution banning smoking in and near the playground. She asked the Commission about the resolution process. She stated there are many tobacco items marketed towards children with their bright colors and advertising. She explained a “vape” or vaporizer cartridge filled with tobacco or hash oil is very poisonous and could easily be fatal to a child. She explained there is no safe second hand smoke. Litter from cigarettes is hazardous to some animals as well. CP Groves stated a resolution is a big deal, but he needs more information regarding banning tobacco use in the entire Park. He asked Belinda to think about the next proposal regarding prohibiting tobacco/smoke free in the entire park, and to let the Port Commission know what other communities have done. The Port of Hood River is discussing putting a resolution in place to ban smoking at this time. The entire County of Hood River is tobacco/smoke free. The HR Library and Chamber are now smoke/tobacco free. HR County added smoke free language that includes recreational marijuana, not just cigarette smoke, as electronic smoking devices allow for marijuana and tobacco. These include candy and cereal flavors. They can also be filled with hash oil. Belinda stated she presented at the City of Cascade Locks and the Action Team last week. Commissioner Mohr stated she would like to see the playground alcohol free as well, and asked if it would be a separate resolution. She asked about the implications and laws regarding smoking marijuana. IGM Koch stated he would like to review the tenant leases. He added he would like to do some research on designated smoking areas on Port property. He asked Belinda to come back in March with a new proposal after she receives the information from him. CP Groves asked Belinda to send a draft to the Commission before the next meeting. CP Groves stated that a designated smoking area would be a good idea. He added that some businesses may be impacted that are within the park at this time, that do not prohibit smoking in their leases. IGM Koch will check into the leases and designated smoking areas for businesses. He asked Belinda to send all information and resolutions to Sally Moore. Questions about law enforcement were asked. Belinda stated having signs up is a big statement as the maintenance crew cannot police the Park. The EasyClimb Trail and Disc Golf have no smoking signs posted, and already

prohibit smoking according to Staff Howell. IGM Koch stated a whole new issue could arise with the legalization of marijuana. CP Groves stated that as a Port, a lot has to be considered as the Port is an avenue for economic development. IGM Koch stated he will talk to other communities that are tourist attractions, and do more research on the subject. He added that the Port Commission also needs to take into consideration the Indian in lieu site. Belinda stated she will send more information and the staff will discuss this more. There may be a formal public hearing for the community. Belinda will come back to the Commission with more information in March of 2015. IGM Koch suggested there may be a formal public hearing if the entire Park is determined to become smoke/tobacco free. The Native American in lieu site in the Park needs to be considered as well as fishermen. No action was taken.

- c. Proposed RFP for Information Technology for The Bridge of the Gods (BOG)** – IGM Koch stated in the last year the Port Commission has been looking at various toll technology companies, and presented a draft Request for Proposal (RFP) with summary information from the four major companies in the United States that provide Bridge Technology. He added that HNTB, the Port's Engineer also provides this service. IGM Koch stated technology may link the Port of Hood River with the same technology as well, as they are in the process of upgrading their toll technology. Also discussed was changing employment pattern with the new technology. This is the time to discuss changing the employment pattern and added that current employees will need to be assessed to be able to move to the next level. The job description will be changed to require more technological skills, knowledge and abilities. This may include more full time employees. The packet included two sample approaches for employees for an 8 hour and 10 hour shifts. There was also a hypothetical from a firm, explaining that all of the systems do the basically same things, measure axles, send a message to the computer, issue a receipt and transfer funds from a vehicle owner's account to the Port's account. Then it is double checked, as an axle may be missed. IGM Koch asked for feedback on the information and to move forward with the RFP to be adopted at the next meeting on February 19, 2015. Commissioner Mohr stated the process could possibly be done in steps, keeping in mind the upgrade of Hood River Bridge to work with them. The Port will select a firm first and get the requirements to train a full time staff, with a few part time employees to cover illness and vacation. CP Groves asked where the funds will come from. IGM Koch stated there are several options. One is to pay a percentage of the toll to a technology company; the Port may be able to finance over a long period of time through a technology company, and the Bank is also an option. CP Groves suggested having a special work session after the Port receives the RFP's from the various companies. No action was taken.

d. Proposed RFP for Information Technology – IGM Koch

The Proposed RFP for Information Technology was handed out to the Commission for review and discussion. IGM Koch stated the objectives for the 2014-15 budget included going out with an RFP for Information Technology in 2015-16 budget year. The 5 Year Roadmap created by RadComp Technologies (The Port's current contracted IT Company), showed a list of priorities to be completed, as well as needed upgrades. He explained the Port needs to revisit and go out for RFP's and seek bids every three years. The new contract would be effective July 1, 2015. CP Groves was concerned a new company would not

be compatible with Centurylink fiber optic, and there are various options available. The Commission directed IGM Koch to move forward with the RFP.

Secretary Sally Moore reminded the Commission that each member will receive a Statement of Economic Impact (SEI) in the mail around March 15, 2015. The Commissioners will need to fill the form out and return it to the Government Ethics Commission. Sally stated a Notice of Elections was received by The Hood River County Elections office. There will be three Port Commissioner vacancies. The filing deadline is March 19, 2015. Sally agreed to send to the Commissioner the position numbers. She explained the process is all online with the Hood River County Elections. This will be posted in the Hood River News. There is a \$10 filing fee. Anyone can file online or at the Hood River County Elections Office. IGM Koch stated the now defunct Columbia Gorge Economic Development Group was developed for Marketing. The Port has \$2600 still in that account. He will come back to ask the Commission for formal action to transfer the funds to the OneGorge Coalition.

The Commission recessed out of regular session at 9:12pm

Before going into Executive Session, CP Groves read for the record, ORS 192.660 (4) that states "Representatives of the news media shall be allowed to attend Executive Sessions other than those held under subsection (2) (d) of this section relating to labor negotiations or Executive Session held pursuant to ORS 332.061 (2) but the governing body may require that specified information be undisclosed"; to allow Skamania County Pioneer Editor, Philip Watness to stay for the Executive Session.

Commissioner Cramblett excused herself (via telephone) from the meeting at 9:35pm.

8. **Executive Session under ORS 192.660 (2)(e) Real Property Negotiations**
 - a. Discussion regarding potential Puff Factory proposed purchase option and lease.

The Commission recessed into Executive Session at 9:39pm.

The Commission came out Executive Session at 10:22pm, and returned to Regular Session at 10:34pm.

9. **Any action as a result of the Executive Session.**

COMMISSIONER MOHR MOTIONED TO ACCEPT THE LEASE DOCUMENT AS PRESENTED TO US WITH THE CHANGES RECOMMENDED BY OUR COUNSEL AND GIVING JESS PERMISSION TO SIGN IT AS THE PRESIDENT OF THE BOARD AND DIRECT US TO GIVE THEM A CHOICE WITH THE RECOMMENDED LANGUAGE SUGGESTED BY COUNSEL. SECONDED BY COMMISSIONER CALDWELL.

After a brief discussion and recommendation from Port Attorney Brooks the motion was restated to say:


COMMISSIONER MOHR MOVED TO APPROVE THE LEASE DOCUMENT THAT HAS BEEN PRESENTED TO THE COMMISSION WITH EITHER THE CHANGE THAT HAS BEEN RECOMMENDED BY COUNSEL TONIGHT OR THE ORIGINAL LANGUAGE TO TO AUTHORIZE THE CHAIR TO EXECUTE EITHER OF THOSE VERSIONS OF THE DOCUMENT. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.

COMMISSIONER MOHR MADE A MOTION THAT WE APPROVE THE OPTION AGREEMENT FOR PURCHASE OF REAL PROPERTY THAT'S BEEN PRESENTED TO US FOR PUFF FACTORY IN ITS ENTIRETY AND TO AUTHORIZE PRESIDENT GROVES TO SIGN. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0

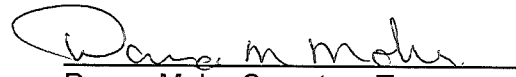
10. Adjournment: COMMISSIONER MOHR MOTIONED TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER HAIGHT. The motion was unanimous. 4-0. The meeting adjourned at 10:42pm.

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Donna Mohr, Secretary Treasurer
Port Commission

DATE APPROVED:

3-19-15
Prepared by: Sally Moore