

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Wednesday September 15, 2010 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 and the following items were discussed:
  - **Pledge of Allegiance**
  - **Roll Call:** Commissioners Groves, Lorang, Stipan, Caldwell and Bump  
**Others Present:** GM Paul Koch, Secretary Sally Moore, Perceptual Testing  
Owners, Robin & George Donely, Maintenance & Construction Manager  
Economic Development Manager Don Mann, Bridge of the Gods I  
Vollans, Dave Lipps, Caroline Park, Joanne Wittenberg, Ken Wittenberg  
Craig Glazier (USFS), Aaron Rowe (USFS), Mary Bean (USFS) and  
Dustin Cooley.
  - **Modification, Additions & changes to the agenda:** GM Koch added  
discuss setting up a meeting to discuss the AWI contract.
  - **Declaration of Potential Conflicts of Interest: - None**
- 2) **Public Comment (Speakers may be limited to three (3) minutes)** – Citizen  
stated there is a fund raiser called Cascade Locks Strong. It is an online m  
businesses. There has be a GoFundMe account started for some Fire Departments  
the Commission for tabling the Marine Park Master Plan for now. She stated that i  
overcrossing has not been addressed as it was in the Community Workshop. S  
Commission to reach out to those who attended that meeting. She suggested havir  
when everyone is back in town. Commissioner Caldwell thanked Caroline for doin  
the businesses.
- 3) **Special Presentations & Reports by outside resources, staff & Government C**
  - a. **Presentation by Robin and George Donely – Perceptual Testing (PTI)**  
Robin Donely told how their business was started with a PowerPoint pres  
assemble all of their Vision Coach® devices in Cascade Locks. It is a clas  
device. They have been here for about a year. They are used by the milit  
hospitals. They work with people that have visual perception difficulties.
    - **SPECIAL REPORT** Mary Bean with the Pacific NW Fire Incident  
about the work they are doing here for the fire. The team is compr  
Federal and State Teams. Respond to wildfires as well as other  
They just came to town Monday and got a warm welcome. There a  
here. Mary stated 150 people staying in all of the hotels in the area th  
on the fire. Aaron Rowe stated they do not expect to see new fire gro  
mostly doing fire suppression now. He stated it is steep country. Along  
the fire is in “control status”. He said ODOT and BPA are doing a lot c  
They are prepping roads along fires. They putting control lines  
flooding. Commissioner Stipan asked about opening I-84 for traffic.

he did not know when that would happen. Aaron stated there is going to be issues with landslides on Highway 30, (old Historic Highway); but a team will be coming in to devise a plan and a burn severity map. Ma that there may not be a flood, but they are plowing rocks off of Highway 30. Stated fires do not go much past mid-October. Commissioner Caldwell thanked them for all of their work. Aaron stated that the last thing ODOT was going to do was to be here tomorrow to discuss possible flooding.

- b. **Report on proposed revisions to tolls effective January 1, 2018- Bridge Manager Ryan Vollans** – Ryan stated that at the August 3 meeting, the Commission had a work session to discuss various challenges at the Bridge of the Gods, including traffic, overweight vehicles. At that time there was a discussion about raising truck tolls with a proposed date of January 1, 2018. Ryan stated low income tolls would stay the same. 2 axle vehicles would stay the same as would \$1 coupons. Tolls would increase to \$3 for 3-8 axle commercial trucks. Another change would be to encourage customers to bring in their .75 for \$1 coupons to phase out the current system. This would make the POS system easier. There will be a status report on tolls at the October 5, 2017 meeting. This will come before the Commission for adoption on October 19, 2017 after a public meeting is held in Stevens Point, Wisconsin. The Commission has been working with the Port of Hood River to share some of the back-office tools and the same transponder eventually. There will be some minor repair work done on the toll booth in the near future.
- c. **Verbal Report on status of Flex 2 and Flex 4 Buildings – M&C Manager Economic Development Manager Don Mann** – Economic Development Manager Mann reported that the Port is still working with Ravenwood Group, Inc. and a lease has been signed. They are moving forward and hope to open Escrow soon. Flex 2 and Flex 4 still need to be leased out. The draft lease for Let's Truck is almost ready. M&C Manager Todd Mohr stated all the structural steel is in place for Flex 4. Flex 4 is about 2 weeks behind. They hope to start excavating Flex 4 next week. Todd hopes the weather holds up. They hope to get the parking lot done this week. He discussed the budgets for Flex 2 and Flex 4 with the Commission.

**4) Consent Agenda (Consent Agenda may be approved in its entirety in a single vote. Items are considered routine. Any Commissioner may make a motion to remove an item from the Consent Agenda for individual discussion).**

- a. **Approval of minutes for Budget Orientation meeting April 17, 2017, meeting May 9, 2017, Budget meeting May 15, 2017, June 21, 2017, and June 26, 2017.**
- b. **Approval of bills in the amount of \$753,659.48**

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE AGENDA. SECONDED BY COMMISSIONER LORANG. The motion was carried 5-0.**

5) **Commissioner and Commission sub-committee reports:** CP Groves stated have a team here from the Governor's office to possibly help local businesses. He said Governor Kate Brown will come to Cascade Locks next Friday to discuss the fires, the evacuations with the community at the Marine Park Pavilion. Commissioner Stipan thanked the fire fighters and the staff for all of their help with the fire. Commissioner Loewen thanked everyone of the upcoming Magical History Tour on the Sternwheeler on October 6, 2017. He said it should be a really great time. Commissioner Stipan commended resident Joel Koch for his work. He would go daily around the town to see what people needed during the fire. CP Groves gave a shout out to Representative Mark Johnson and Senator Chuck Thomsen for their support during the fire. CP Groves stated the inspection was done on the Sternwheeler. There is no dishwasher. He said this is the year to have a special meeting with the Attorney General to look at the contract. Commissioner Caldwell declared a potential conflict of interest if he works on the Sternwheeler. October 2, 2017 at 6pm was chosen as a tentative date for the meeting. A report will be given to each Commissioner for review.

6) **Commission Business Action Items**

a. **Action to adopt the final transportation scoping project HDR E** Dustin Cooley has been working on a transportation scoping project. It has been reviewed by the Port many times. HDR laid a traffic count in the summer and got a good count. They will be working with that data to meet with ODOT and WSDOT. CP Groves stated the Wa Na Pa Street needs improvements as the tourist traffic increased. He stated CA Zimmerman would like to see more crosswalks. At Toll Booth Rd. a traffic circle or a stoplight would be better. The numbers taken with the crosswalk counter stated Dustin. The Port needs a transportation plan to apply for a grant. This is only a suggestion.

**COMMISSIONER STIPAN MADE A MOTION THAT THE PORT COMMISSION BY MOTION ADOPT THE FINAL REPORT ON SCOPING FOR TRANSPORTATION PROJECTS EFFECTIVE SEPTEMBER 7, 2017 ESTABLISHING LOCAL PRIORITIES AS ATTACHED TO THIS COMMISSION REPORT AND AUTHORIZE FUNDS FROM THE 2017-18 CONTINGENT FUND TO PAY FOR THIS SCOPING PROJECT IN AN AMOUNT THAT DOES NOT EXCEED \$30,000. SECONDED BY COMMISSIONER CALDWELL AND THE MOTION was unanimous. 5-0.**

b. **Action to adopt Marine Park Master Plan -** GM Koch stated the Port has a committee of about 25 people to begin the process of developing a master plan in the summer of 2016. He stated there is a 10 year proposed plan. The plan would be through grants. It recognizes the the rules of the National Historic Landmark Registration and it ties into the original deed, limiting those of a "mu

Some of the items in the first phase during 2017-2020 will include wide pathway, enhance the beauty of the park, develop a color sculpture park, repurpose the incubator space, enhance the wedding sites on Island, etc. Commissioner Caldwell stated that this should be a real and be a start to a policy. Caroline reiterated what she said earlier Commission hold a public listening session inviting the overcrossing Pony Advisory Team and the original team that were initially invited to meeting. Commissioner Lorang stated other output came from SH considerations. Caroline stated the community deserves the opportunity to improve communication and is asking to consider the role of those who participated in the various committees. Joanne Wittenberg stated there is no way for "normal folks" to communicate to the Commission. Joanne stated Paul should put a Listening Session into a Commission agenda.

**COMMISSIONER LORANG MADE A MOTION TO TABLE THIS MOTION UNTIL ANYONE CAN SUBMIT SUGGESTIONS AND THERE WILL BE A LISTENING SESSION AND THE DECISION WILL BE MADE BY THE YEAR. COMMISSIONER STIPAN SECONDED THE MOTION.**

Commissioner Caldwell stated that there are some subcommittees that gather information and then put together recommendations to the Commission and they put in a lot of volunteer hours. She stated nothing is done until any grants are applied for and awarded. She stated that change especially after the fire. She does not believe distrust should be part of the process. She said that "people that wanted to be on the subcommittee and they were there". Commissioner Stipan stated that there are a lot of things that can be done to this town and believes it does need more communication. Wittenberg stated he liked the word guideline better than the word suggestion. He suggested having a work session to listen to all of the citizen input.

**The motion was unanimous. 5-0.**

**7) General Manager's Report:**

- a. **Recommendation on financial policy** - GM Koch stated that the policy deals with the appropriate method for paying for land, long term as well as passing the service charge for the use of credit cards to the away from the Port. He stated this would not affect individuals using a debit card at the Bridge of the Gods. (Exhibit 1).

**COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE POLICY THAT THE PORT WILL ONLY ACCEPT CASH, CHECK, CREDIT CARD.**

**OR INTERBANK FUNDS TRANSFER FOR THE PURCHASE OR LAND UNLESS DEEMED APPROPRIATE BY THE GENERAL M**

Commissioner Stipan asked for clarification. GM Koch stated unless deemed it appropriate the Port would not accept credit cards. CP Groves stated what is driving this are fees and fraudulent credit cards. GM Koch stated payment would stay in place and be grandfathered in. CP Groves stated some credit card companies charge a 3-4% fee.

**SECONDED BY COMMISSIONER LORANG.**

**The motion was unanimous. 5-0.**

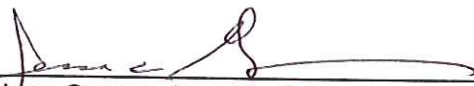
GM Koch stated there has been no bids to fix the Pony building. The building is frozen until next spring. The Federal government approved a \$20,000,000 for the Airport Feasibility Study. The Port will match \$25,000.

- b. Addendum to General Manager's contract** – GM Koch stated the Addendum extends his contract until June 2018 and requires a motion to amend his contract. (Exhibit 2).

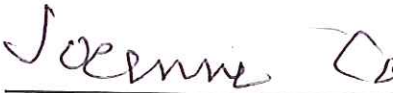
**COMMISSIONER CALDWELL MADE A MOTION TO HAVE THE PRESIDENT SIGN THE ADDENDUM TO THE GENERAL MANAGERS CONTRACT. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

**8) Adjournment: Commission President Groves adjourned the meeting at 10:00 AM.**

**Port of Cascade Locks:**

  
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Jess Groves, President  
Port Commission

**Attest:**

  
\_\_\_\_\_  
Joenne Caldwell, Secretary  
Port Commission

DATE APPROVED: 11-16-17  
Prepared by: Sally Moore