

The Port of Cascade Locks Commission Business Meeting was held Thursday, November 17, 2016 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, Caldwell, Stipan and Bump were present. Commissioner Lorang was excused.  
**Others Present:** GM Paul Koch, Secretary Sally Moore, Marketing & Development Manager Holly Howell, M&C Manager Todd Mohr, Port Attorney Tommy Brooks (via conference phone) and camera operator Betty Rush.
  - **Modification, Additions & changes to the agenda:** GM Koch added Item 3a a Power Point presentation that Marketing & Economic Development Manager Holly Howell gave to MCEDD for the CEDS report. GM Koch asked the Commission to bring their notebooks to the retreat. CP Groves stated that the retreat will be called a work session from now on.
  - **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. **Presentation on CEDS priorities – Marketing & Economic Development Manager Holly Howell** - Holly stated she made a presentation to the Mid-Columbia Economic Development District (MCEDD) about a month ago. They work with the 5 county regions in the Gorge to promote Economic Development. Annually they come together to work on the Comprehensive Economic Development Strategy (CEDS). Holly gave them an introduction to CL. The message was to them welcome them to CL. The Port and City work together a lot on investment on infrastructure and focus on prosperity. Holly stated CL has a small linear limited land base. She stated that CL has a multifaceted strategy and the intention is have the local economy diversified with industry, education tourism etc. She stated the BOG is important to the Port for revenue for the Port and Marine Park. Other revenue has been property sales lately. She stated that tourism is important jobs; however the jobs are seasonal. There has been more commercial activity, with Brighams, the Ale House, the Bridgeside Restaurant, and Thunder Island Brewing building on WaNaPa Street. She stated there has been more focus on Industrial Development in the Business Park, now that utilizes water, sewer and power has been stubbed out. She stated in the Flex 1 building two tenants are there now. A Flex 2 building is scheduled for build in 2017. Bear Mountain forest products are expanding in the Business Park and building a new dryer. The Port invested in a new road in the Business Park; NE Columbia Gorge Way. The city is seeing 3 fold in residential building. Holly stated there are urgent transportation challenges and a need to be able to route traffic onto Frontage Rd. CP Groves is working on this with Act Region 1. The Port is looking at how to acquire the Airport for the “highest

and best” use. Holly stated the Port is working on a cold water refuge improvement for Herman Creek. CP Groves stated the Port has done a lot in the last 3-4 years and the Port needs federal funds for maintenance and preservation Bridge and transportation. CP Groves stated that the Moody Road property may work for parking. No action was taken.

- 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. **Approve minutes for Port Commission meeting from September 15, 2016.**
  - b. **Approval of bills in the amount of \$178,270.73.**
  - c. **Approval of June payroll in the amount of \$54,395.05.**

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.**

5) **Commissioner and Commission sub-committee reports:**

**Report from Pony Advisory Committee** - Commissioner Caldwell stated there are four different plans for the Pony Building. The Oregon Historical Society stated the Pony building is not adequate. It needs humidity control. The Pony Advisory Committee made a decision to look at moving the Museum to the Maintenance Building and moving the Pony into a brand new building down by the Community Center. Architect Mark Sedar will work on some drawings. This will come back to the Commission in February with a full report.

**Report on overcrossing project** – Holly staff stated that ODOT took all the feedback from the surveys and comments and ODOT and they said there is a tie between the elevator/stairs and elevator/ramp. ODOT will come back a full report and let the Commission decide within the next month.

**Report on Economic Development subcommittee (EDSC)** – CP Groves stated the committee has been busy. Don Mann has been getting many phone calls for property and building space. He stated the Port needs space to put them. So building Flex 2 is important. CP Groves attended the Region 1 Act Meeting. CP Groves stated the Hood River Airport received funding because they are improving firefighting tactics for the airport. CP Groves stated they need to pass a transportation bill in the State of Oregon. Portland has a lot of needs, however the small towns need transportation help as well. He commented that there is failing infrastructures, including bridges. Commissioner Caldwell thanked Melisa Warren for the beautiful Christmas decorations. They will be lit November 21. There will a Christmas lighting ceremony at 6:30 at the Bridgeside restaurant; they will provide hot cocoa and cookies.

6) **Commission Business Action Items**

**a. Action to adopt Facility rentals, fees and policies – Marketing & Development Manager Holly Howell** – Holly Howell handed out the new Policy, Procedures and Fees schedule. There will be 10% Monthly new late fee added to the policy. This will be effective January 1, 2017.

**COMMISSIONER STIPAN MADE A MOTION TO APPROVE THE NEW 2017 FACILITY RENTALS,, FEES AND POLICIES WITH THE 10% LATE FEE AS PRESENTED BY THE ENTIRE STAFF. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.**

**b. Action to adopt proposed Ethics policy** GM Koch stated the proposed policy is modeled after the SDAO Ethics policy. This will become part of the personnel policy There will be a discount on the Port's insurance. Port Attorney Tommy Brooks stated it is consistent with State rules.

**COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE SDAO ETHICS POLICY AND MAKE IT EFFECTIVE IMMEDIATELY. SECONDED BY COMMISSIONER STIPAN..**

Commissioner Stipan asked if there really would be a reduction in insurance costs. Accounting Specialist Melissa Warren stated that yes; this is part of getting a 10% reduction in the premiums annually.

**The motion was unanimous. 4-0.**

**THE COMMISSION RECESSED OUT OF REGULAR SESSION AT 6:55PM. THE COMMISSION RECESSED INTO EXECUTIVE SESSION AT 7:00PM.**

**7) Executive Session under ORS 192.660 2 (e) Real Property Negotiations**

**a. Discussion on lease for Thunder Island Brewing.**

**THE COMMISSION RECESSED OUT OF EXECUTIVE SESSION AT 7:59PM AND BACK INTO REGULAR SESSION.**

**8) Any action as a result of Executive Session - None**

**9) General Manager's Report:** GM Koch discussed the toll technology and discussed next year phasing and cost proposal. He stated the BOG plan will be different next year, the seismic assessment for the BOG and the transportation plan will be added. The Port needs to build alternative revenue based on funding for the BOG repairs and grants for the bridge. There may be a Transportation plan passed by Congress next year and the Port would like to apply for funds through the FAST ACT. However, revenue from the bridge would then have to go toward the

bridge only. GM Koch stated he would like to get the BOG Manager hired by January 1. Melissa and GM Koch will meet with the Port of Hood River (POHR), to discuss sharing back room costs such as billing and administration for the toll revenue. The next Pony building meeting will be January 10, 2017. GM Koch will be working on Organizational Chart changes by January 2017. CP Groves stated the Hood River County Chair and Administrator will be at the Retreat for dinner to discuss having a better relationship with the Hood River County.

- 10) **Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The meeting adjourned at 8:10pm.**

**Port of Cascade Locks:**



Jess Groves, President  
Port Commission

**Attest:**



Joenne Caldwell, Secretary  
Port Commission

DATE APPROVED: 2/22/17  
Prepared by: Sally Moore