

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, August 16, 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 6:00pm.
  - **Pledge of Allegiance**
  - **Roll Call:** Commissioners Groves, Stipan, Caldwell and Bump were present. Commissioner Lorang was excused. **Others Present:** GM Paul Koch, Secretary Sally Moore, Event Coordinator Jan McCartan, Maintenance & Construction Manager Todd Mohr, Bridge of the Gods Manager Ryan Vollans, Accounting Specialist Melissa Warren, Economic Development Manager Don Mann, Bridge Manager Ryan Vollans, Port Attorney Laura Westmire, Cable Houston, Amy Moreland and camera operator Betty Rush.
  - **Additions & changes to the agenda:** Amy Moreland, Attorney Laura Westmire from the law firm Cable Houston stood in for Port Attorney Tommy Brooks as he was unavailable to attend the meeting.
  - **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. **A Quarterly review of Departmental Operations in compliance with approved budget objectives**
    - i. **Administration** – Accounting Specialist Melissa Warren reviewed the June financial reports with the Commission. She stated the Auditors will be at the Port Offices on September 5-6 to begin the audit. Melissa reported there was a \$300,000 drawdown made for the new Flex Buildings. GM Koch reported that PCT will be placing a monument in Overlook Park. He reported he is reviewing personnel and financial policies. GM Koch stated he will be preparing a draft budget for the new Deputy General Manager. He stated there will be an Airport Townhall meeting on September 12 at 7pm in the Pavilion. Paul reported that the employees are doing an outstanding job. He noted he is working with Nate Stice, Governors office to write a resiliency grant for local businesses and added a meeting for the businesses will be set up.
    - ii. **Bridge of the Gods** - Ryan Vollans reviewed the traffic counts on the bridge. He stated revenue is down around 10%, but this is the case for most businesses in Cascade Locks since the fire closed most of the trails. A low-income transponder program was discussed. No action was taken. Ryan stated that with the increase of PCT hikers on the bridge, safety is a big issue to work on. He stated the Phase II of the security grant for new cameras will help with keeping an eye on traffic backup on I-84 and Highway 14. They will soon be installing a pedestrian crosswalk at the toll booth. Ryan stated chloride testing will be done on the north side of the bridge. This will dictate the scheduled overlay next year. New aerial (Navigation) lights are

being installed as well as a ladder repair on the bridge. Ryan stated toll technology is on target for February.

- iii. **Maintenance & Construction Manager** – Todd Mohr – Removed from the agenda
- iv. **Special Projects** – Brittany Berge stated Flex 2 and 4 buildings are nearly finished. Jan, Brittany and Alfonso went to look at Parks in Salem in order to get ideas for the Park. She stated a tree replacement program needs to be created as trees age and die. There will be a “No Marijuana” sign placed in the Park. Brittany reported the Safety Committee meets once a month and they are creating a long-range safety plan. Brittany stated she is slowly taking over OneGorge and will eventually facilitate this task force. Brittany stated that Maintenance worker Travis Randall will be certified soon to teach staff CPR. Brittany and Commissioner Caldwell are working on historical color schemes for the three historic houses in the Park.
- v. **Event Coordination** – Jan McCartan reported she hands out event packets five days before an event to the Commission and staff. She noted PCT days is getting set up. The Bridge of the Gods run had 2,000 runners. Jan reported revenue is up and going in the right direction. There are 8 weddings booked for 2019. With the new chairs in the Pavilion it looks good. She is looking forward to working on House 3 and getting it rented out.

**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. **Approval of minutes for budget meetings April 17, 2018, May 8, 2018 and May 17, 2018**
- b. **Approval of bills in the amount of \$210,479.91**
- c. **Approval of May payroll in the amount of \$77,881.23**

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

**5) Commissioner and Commission sub-committee reports**  
a. **Report from Economic Development subcommittee.**

**6) Commission Business Action Items**

- a. **Action to approve the proposed job description for the new position of Deputy General Manager and the timeline for the action** – GM Koch stated there is a need to replace the current General Manager. Commissioners Lorang and Groves as part of the Leadership Team have been discussing the strategy to be used in finding a replacement. The approved Port budget includes funding for the new GM to begin on April 1, 2019 after a 90 day transition. A copy of the job description was handed out. The goal is to quickly get

down to 3 to 5 strong candidates for the Commissioners to interview them It is desirable to have them on board in early November. GM Koch will be leaving the Port June 2019.

**COMMISSIONER LORANG MADE A MOTION TO ADOPT THE RECOMMENDATION OF THE LEADERSHIP TEAM AND APPROVE THE PROPOSED JOB DESCRIPTION FOR THE POSITION OF DEPUTY GENERAL MANAGER. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

**b. Action to authorize \$10,000 in support of the Cascade Locks pre-school program**

Port Attorney Tommy Brooks stated the \$10,000 is within the legal description for Economic Development a part of ORS 777 that gives the Port broad authority and power to make expenditures that lead to the strengthening of the local economy.

**COMMISSIONER STIPAN MADE A MOTION TO AUTHORIZE THE EXPENDITURE OF \$10,000 FROM THE PORT'S CONTINGENCY FUND TO SUPPORT THE PRESECHOOL PROGRAM IN CASCADE LOCKS. THE MOTION INCLUDES THE IMPORTANCE OF PRE SCHOOL EDUCATION IN THE ECONOMIC DEVELOPMENT OF THE COMMUNITY AND THE INCLUSION OF EDUCATION AS A PART OF THE PORTS MULTI FACETED ECONOMIC DEVELOPMENT POLICY AND THE IN THE BUSINESS PLAN FOR THE PORT.SECONDED BY COMMISSIONER LORANG.**

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

**7) General Manager's Report # 85:** GM Koch reported that the Pony Task Force continues to meet weekly. They will give a full and final report in December. Sally Moore is continuing to implement the new security system as the Port is changing Monitoring companies. GM Koch stated CGRA sailing season has ended and the it was another successful year. He reported that Commissioner Caldwell is working on color schemes for the buildings, adding this is part of the Master Plan. GM Koch stated the Port will proceed with a Marketing piece for a fall/winter magazine. The target communities will be Tri-Cities, Portland and Vancouver. The magazine will include some coupons to entice visitors to town.GM Koch stated there will need to be a Special Work Session set up for the Commission as there are a number of development issues coming the Ports way. He stated the Economic Development subcommittee will now meet every first and third Thursday instead of weekly. GM Koch stated that Ryan, Melissa and he are meeting with the Port of Hood River, along with the Port Attorney to create a Memorandum of Understanding (MOU) for the toll technology program.

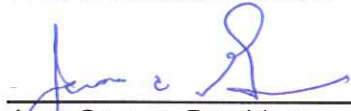
**8) Executive Session under ORS.192.660. (2) (e) Real Property Negotiations**

**CP Groves recessed into Executive Session at 7:17PM and recessed into back into Regular Session at 7:49PM.**


**9) Any action taken as a result of Executive Session: None**

- 1) **Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0. The meeting adjourned 8:58PM.**

**Port of Cascade Locks:**

  
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Jess Groves, President  
Port Commission

**Attest:**

  
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Joieinne Caldwell, Secretary  
Port Commission

DATE APPROVED: 12/20/18  
Prepared by: Sally Moore