

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday April 5, 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, Bump, Lorang and Caldwell were present. **Others Present:** GM Paul Koch, Secretary Sally Moore, City Administrator Gordon Zimmerman, Bridge of the Gods Manager Ryan Vollans, M&C Manager Todd Mohr, Accounting Specialist Melissa Warren, Ken Royer, Jason Lamb, Hannah Sirpliss, Marie Miller, Joanne Wittenberg, Pat Power, Bill Hankel, Steve Gast, Marla Harvey Kate McBride, Fred Kowell, Bill Hankel, Jeff Griffin, Shave Savgur of PSquare and camera operator Betty Rush.
  - **Modification, Additions & changes to the agenda:** - None
  - **Declaration of Potential Conflicts of Interest:** - None
- 2) **Public Comment (Speakers may be limited to three (3) minutes) – None**
- 3) **Special Districts Insurance Services (SDIS) Trainings *Board Duties and Responsibilities* Workshop presented by Jeff Griffin, CEO, WHA Insurance –** GM Koch introduced Jeff Griffin. He gave a training from 6pm - 7pm, Jeff Griffin gave a presentation on the responsibilities and ethics of a Port Commission and risk management safety. The Port will receive a 2% credit on their SDAO insurance for this training. The Commission and staff stated they would like Jeff to come back with other presentations and trainings. Jeff stated that this was an SDAO Best Practices Training. He is a volunteer and does trainings for Oregon Fire Chiefs as well. Jeff spoke of many laws pertaining to the Port. Jeff stated that the roles of the Commission is very important in the community and suggested that the Commission review the law ORS 777 Ports Generally. It is 77 pages long. It is the basis on which Ports operate. He also suggested reviewing the Oregon Law on Public Records and Public Meetings, 192. It is 78 pages long. Jeff also stated Oregon Ethics laws are also very important.
- 4) **Special Presentations & Reports by outside resources, staff & Government Officials**
  - a. **Report on City** - City Administrator Gordon Zimmerman reported that all the main water pipes are in on WaNaPa Street. The arterial streets will now be done. The City has permission to start second phase; the Harvey Road water tank. The rain in March was half of normal at 3.5 inches. He reported that the electric department budget is tight due to fire and ice incidents in the last two years of 2016-2017.
  - b. **Presentation of 2016-17 Audit Pauly-Rogers Accounting Firm –** Pauly-Rogers employee Hannah Sirpliss reported on the 2016-17 audit. She reviewed the Governing Body letter and the purpose of the audit and its highlights. The results of the audit showed that there were two significant deficiencies. One being a small office, one is the bridge tolling. These are being resolved by toll technology and rotation of office duties. CP Groves asked about drilling in on a specific thing. Hannah said yes, that every year things change and Roy will ask them to focus on switching things around. There is no notice on what will be

- addressed and focused on ahead of time. GM Koch stated that by changing auditors and going out to bid, the Commission will get a different list of Best Practices and implementation.
- c. **Status Report from Pony Task Force** – Chairman, Marie Miller reported on the Pony Task Force meetings, plans and their timeline. They meet twice a month. They have met with the Oregon Historical Society (OHS). They will meet with the HR County Museum, Stevenson Interpretive Center, the Sage Center and Oregon Museum Association. There will be 4 reports to the Commission with a final report on November 1, 2018. They are discussing three possible locations for the new Pony building in the Park. Marie stated they always welcome input. They will develop a fundraising plan starting with grant applications. Commissioners Caldwell and Stipan are on the Pony Task Force Committee. Commissioner Caldwell thanked Marie and stated she hopes that new community members and the Nation will understand the history in Cascade Locks. Museum President, Bill Hankel stated on April 16 there will be a hearing from the Museum on the Pony Building ideas.
  - d. **Status report on Mission to DC** - CP Groves stated that the Pacific NW Waterways conference in DC has been happening for 85 years. The Port attends this annually. This year the Port delegates focused on the FLAP grant application. This grant would start the process of building a bike/ped overcrossing on the Bridge of the Gods. Commissioner Lorang stated that it looks like there is a pretty good chance of getting this grant. CP Groves added that there were a lot of letters of support for this grant from both sides of the legislative aisle. CP Groves stated on this trip they visit as many legislators in DC as they can to lobby for funds for the legislative funding priorities set for the City and the Port during the Port/Staff meeting in December.
  - e. **Presentation on toll technology, PSquare Solutions** Bridge of the Gods Manager, Ryan Vollans was present to introduce Reddy Patlolla and Shane Savgur representatives from PSquare , a tolling company. PSquare Solutions, is a Mount Laurel, NJ based Tolling Systems Integrator and a Back-Office System Provider, and with their partner TDS, a San Diego Company, have upgraded and replaced the Port of Hood River Tolling System. Ryan stated that toll technology is a high priority on the Port budget, as it is harder to keep up with the crossings at the bridge as traffic increases. PSquare provided the Port with a proposal for automated toll technology that includes a "BreezeBy", like the Port of Hood River. It will work in tandem using transponders with the Port of Hood River and both Ports will share a "back office" for administrative needs. The proposal includes the scope of work, price proposal and payment schedules. This is part of the 15-year Bridge Maintenance and Preservation Plan as well. Shane stated that using a Breeze by sticker will speed up traffic at the bridge. Customers will still have the option to pay cash. The target date for a live BreezeBy is September 24. The total proposed price for installation is \$198,594.85. There will still only be one lane, it will have an arm with a red and green light. When a person with a transponder drives up, and they have money loaded on their account, the arm will rise up and go green, allowing them to cross the bridge. Cash payers will stop at the bridge and pay. In the next five years, there is a plan to move the toll booth over and add two more lanes for a BreezeBy to ensure fully automated toll technology much like the Hood River Bridge. Ryan reviewed the Steps and Timeline with the Commission. He stated it is a rough estimate. He stated the proposal and contract will be reviewed by the Port Attorney and a Notice to Proceed will be advertised in the newspaper for 30 days. This will come back for to the Commission for adoption on April 19, 2019.

**5) Commissioner and Commission subcommittee reports**

- a. **Review and discussion of City EMS proposal** - GM Koch reported that this recommendation comes from the Economic Development subcommittee and was approved in the 2016-17 Port Budget for \$25,000. GM Koch stated this money has been allotted to support economic development. GM Koch stated the City has presented their proposal for the use of the funds to enhance EMS services. CP Groves stated that this money should go for recruitment and other bills that need to be paid. He stated that the criteria needs to be met before the money will be paid. CA Zimmerman said this proposal was done last July. They go to MHCC and Chemeketa colleges for recruitment. These are volunteer positions. He stated that both people work out of town now and it is hard to get volunteers. So, the City needs to pay a stipend to the volunteers. CA Zimmerman stated the proposal shows this. The City is paying tuition for a paramedic intern and an EMT trainee. CA Zimmerman stated that they are advertising on Facebook and at colleges. CP Groves stated the Port responsibility is Economic Development and wants to see how this money is used and make sure the Port is following the rules. Commissioner Stipan stated that the money cannot go wherever it is needed.

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE 25,000 FOR EMS AND IN THE FUTURE DISCUSS WHERE SPECIFICALLY THE MONEY WILL GO.**

**COMMISSIONER STIPAN SECONDED THE MOTION.**

Commissioner Stipan read the proposal out loud. He asked if the letter from last year is still on target. Gordon stated that they still have weekly meetings. They also hold trainings. Commissioner Caldwell stated that when this was approved receipts were needed and she asked if they were available. CA Zimmerman stated that they were asked to develop a program for recruitment and no receipts were asked for. Commissioner Caldwell suggested talking to the Port Attorney about comingling the money with the EMS General Fund. GM Koch stated the 25,000 was key to the City proposal and economic development. GM Koch consulted with the Port Attorney and he stated you can asked for an original end of the year report. CA Zimmerman stated that if there is no Fire Department there is no Economic Development. CP Groves stated the Port wanted to help with recruits. And at the time there were more recruits. Commissioner Stipan No guarantee that you will get the recruits CA Zimmerman.

**COMMISSIONER LORANG WITHDREW THE MOTION. SECONDED BY COMMISSIONER STIPAN.**

**COMMISSIONER STIPAN MADE A MOTION TO WRITE A CHECK TO THE CITY OF CL FIRE DEPT FOR \$25,000 FOR TRAINING AND RECRUITMENT THEIR INTERNS AND STAFF AND THEIR MONEY IN THEIR COFFER FOR TRAINING AND RECRUITMENT**

**AND HAVE STAFF WRITE A CHECK FOR THAT. SECONDED BY COMMISSIONER CALDWELL.**

CA Zimmerman asked if this motion pertained to this year or next year, because the \$25,000 is already spent. Now there is a hole in the already approved budget. He stated this was already approved by the POCL in their budget. CP Groves stated that the City put this in their budget already. CP Groves stated the Port agreed to this. CA Zimmerman stated that they did not know there was a caveat stating that the money had to be used for recruitment. The City was working under the assumption that the Port already had made that commitment and it was not discussed that any receipts or tracking would need to be turned in.

**COMMISSIONER STIPAN WITHDREW HIS MOTION. SECONDED BY COMMISSIONER CALDWELL.**

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE DISBURSEMENT OF \$25,000 TO THE CITY WITH THE UNDERSTANDING THAT IN THE FUTURE ANY FUTURE FUNDS WILL BE DESIGNATED ONLY FOR RECRUITMENT AND THAT IT ENHANCES ECONOMIC DEVELOPMENT. SECONDED BY COMMISSIONER STIPAN.**

GM Koch suggested tabling this item until the confusion was cleared up. CP Groves stated that this was not discussed at the Economic Development subcommittee meeting and brought to the Commission tonight. CP Groves suggested speaking with Port Attorney Brooks. GM Koch stated that Brooks said this included in the broad spectrum of Economic Development. GM Koch stated if the Port gives the Fire Department \$25,000 to help train and recruitment helps Economic Development. CA Zimmerman stated there are very few fire calls; maybe two chimney fires a year. CP Groves stated that look back at the fire from last summer. The City needs fire fighters. CP Groves stated there used to be volunteers in town. CA Zimmerman stated that a lot of people work out of town now.

**COMMISSIONER LORANG WITHDREW HIS MOTION. SECONDED BY COMMISSIONER STIPAN.**

There was a consensus to table this item until there is a discussion regarding this item with the Port Attorney. GM Koch stated that since this was approved in the budget, this is a good discussion to have as there is new growth in the Business Park. GM Koch stated that he will get the original wording on this item. Commissioner Bump stated that when he was Fire Chief the town was always covered. He stated this should still be happening. CA Zimmerman stated then there was a work force in town at the mill. Now there is 80% of the town commuting to work daily. They do not want to volunteer, they are tired when they get home. CP Groves stated that the town needs a fire department. This will come back to the Commission on April 19.

6) Commission Business Action Items

(a) Action to adopt Energy Plan Resolution 2018-3

COMMISSIONER STIPAN MADE A MOTION TO ADOPT ENERGY PLAN RESOLUTION 2018-3 SUPPORTING THE COUNTY ENERGY PLAN AND DIRECT ITS IMPLEMENTATION AND USE IN DECISION MAKING REGARDING THE COMMUNITY OF CASCADE LOCKS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

- 6) General Manager's Report #80 – GM Koch asked that the Commission ratify appointments Debbie Fine (Tourism Committee Chair), Margo Julien (Tourism Committee member), and Bernadette Murray and appointment them to the Pony Task Force.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE GORDON ZIMMERMAN, DEBBIE FINE AND BERNADETTE MURRAY AS THE TOURISM COMMITTEE REPRESENTATIVES TO THE PONY TASK FORCE. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

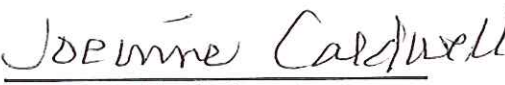
The salary discussion was tabled until the next meeting. Secretary Sally Moore stated the alarm system is ready to go. The codes just need to be given out to staff. GM Koch stated that Thunder Island Brewing has reported their financing is approved and they will be coming in to report to the Commission in the next month. GM Koch handed out the Foresters report on the Moody Road property.

- 7) Adjournment: COMMISSIONER LORANG MADE A MOTION TO ADJOURN THE MEETING AT 9:45PM. ALL SAID AYE. THE MEETING WAS THEN ADJOURNED. 5-0.

Port of Cascade Locks:

  
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Jess Groves, President  
Port Commission

Attest:

  
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Joeinne Caldwell, Secretary  
Port Commission

DATE APPROVED: 7-19-2018  
Prepared by: Sally Moore