

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, July 7, 2016, 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 6:00 pm.

- **Roll Call:** Commissioners Groves, Caldwell, Lorang were present. Commissioner Stipan was excused.
- **Others Present:** GM Paul Koch, Secretary Sally Moore, Economic Development Manager Don Mann, Secretary Sally Moore, Accounting Specialist Melissa Warren, Brenda Cramblett, Lisa Roth, Crystal Stallsworth, Kelli Conley, Port Attorney Tommy Brooks (via conference phone), and camera operator Betty Rush.
- **Modification, Addition & changes to the agenda:** GM Koch stated the Commission would go into Executive Session regarding personnel matters with two toll takers under Item 4. Secretary, Sally Moore was on the phone getting the legal citation from Port Attorney Brooks
- **Declaration of Potential Conflicts of Interest:** Commissioner Caldwell declared a potential conflict of interest regarding the personnel matter with the toll takers as her husband works at the Bridge of the Gods; and is a toll taker.

2) Public Comment (Speakers may be limited to three (3) minutes: None

3) Special Presentations & Reports by outside resources, staff and Government Officials None

- a. Budget Management Plan- GM Koch** – GM Koch stated in report 3a; Departments and Management will change the system of monitoring the 2016-17 budget by using a Department Project Monitoring Sheet. All department and budgets will be organized in 12 monthly expenditure plans. This will allow everyone to know exactly what expenditure target for each line item is. There will be monthly review meetings to ensure budgets are being operated within policy, financial limits and in compliance with purchasing policies and bidding requirements. There will be a simple purchase order system to help control costs. There will be simple work order system, to help establish clear priorities.
- b. Procedure for filling Commission vacancy** – GM Koch reported that with the resignation of Commissioner Lipps, there is a vacancy to be filled through June 2017. The person filling the vacancy will have to run for election in May of 2017, for a two year unexpired term, and then will serve until June 2019. CP Groves and the Commissioners directed staff to post a Notice of Vacancy immediately.

COMMISSIONER CALDWELL MADE A MOTION TO SEEK LETTERS OF INTEREST FOR THE PORT COMMISSION VACANCY TO SERVE UNTIL JUNE 2017. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 3-0.

- c. General discussion of Economic Development opportunities – Economic Development Manager Don Mann.** Don briefed the Commission stating the Renewal Workshop is moving in their sewing machines and shelving. Owner,

Nicole Bassett had two brands originally and now has five. She stated she would need more warehouse space eventually as she expects growing fast. She is anticipating 10-15 jobs. Perceptual Testing Inc. has signed their lease for the old warehouse building (Flex 3). They will move in around September 1. Renovations are now underway. Bob Sourek will attend the August 18 meeting to give the Commission an update on their growth. Heuker Family Lands, Inc. is in their design-engineering phase and is working with an architect. They are in Alaska fishing at this time. They are on a timeline and will have to provide living wage jobs according to their contract. Columbia Gorge Way in the Business Park is complete. There is still fishing access for the public. Don has received considerable interest in Port properties. CP Groves stated at the Business Park, there are many kids peeling out on the new gravel road. The Port needs to talk to the Sheriff about the road being destroyed. The Ravenwood Group has an option to purchase on the property known as the "Parkview" property on WaNaPa Street. They also have a Memorandum of Understanding with the Port that they are reviewing. They will meet with the Economic Development sub-committee in the next two weeks. Thunder Island Brewing (TIB) will report to the Commission and give a give an update on their plans to move and build on WaNaPa Street. The County Lot is in Escrow and will close next week with Amerititle. There is some interest in the Moody Road property. The Company is going to do a free drone visual to show the Port what their equipment can do.

- 4) **Commissioner and Commission sub-committee reports** – CP Groves stated that he attended the Oregon Transportation meeting in Hood River. He got a promise from them that they will meet with the Port regarding the Bridge and the exits. He met with Senator Merkeley regarding housing in Hood River County. CL is selling houses. Merkely is interested in affordable housing in the area. He is also interested in funding both bridges for repair and replacement. Senator Wyden is also supportive of both bridges. The City and Port me with Union Pacific RR recently. The main concern within the National Scenic area (NSA) is if oil dumped into the river. The RR explained what happened. A bolt broke and the oil train derailed in Mosier, causing a fire. The only method they have to check the tracks is hitting each bolt with a hammer. The RR needs to have a better plan to check the tracks. They own property in Cascade Locks. The Port has been paying lease payments on this property for many years; the RR just cancelled the lease with the Port. The Port would like that property and would like to negotiate with the RR. It would add much needed parking for the Port and City. The beach expansion process is lingering on, and needs to be completed. A representative from the Governor's office met with members of Cascade Locks regarding Herman Creek and the cold-water refuge. Commissioner Caldwell stated her position with MCEDD would open up again in the fall. She will most likely apply for it again. CP Groves thinks it is an important position for the Port.

Port Attorney, Tommy Brooks, (via telephone) was asked if the Port needs to go into Executive Session regarding the toll takers. GM Koch stated the toll takers would like to speak to the Commissioners without being televised. Port Attorney Brooks stated the Port could not go into Executive Session for this reason, but could speak to the Commissioners off camera if no personnel decision was being made and if they just wanted to have a discussion.

The Port recessed at 7:49pm.

The Port went back into Regular Session at 7:59pm.

5) Commission Business Action Items

- a. **Action to adopt sick leave policy as proposed by Port Attorney Tommy Brooks**
Port Attorney Brooks stated the State of Oregon made it mandatory on January 1, 2016 that all companies provide 40 hours of sick pay per year for all employees. The Port at this time has a bundled Paid Personal Leave (PPL) plan that can be used for sick or vacation time. He was directed by the Commission to bring back some options to create a standalone sick policy that would include 40 hours a year. Two options were created and in the packet. CP Groves stated the standard sick leave is two weeks. The sick leave will reduce PPL. Now, when a person leaves the Port, they can take their PPL with them. CP Groves stated he does think the Port should pay out a lot of hours when a person leaves the Port. The PPL limit is now 200 hours and staff can take that money when they leave the Port.

COMMISSIONER LORANG MADE A MOTION TO ADOPT OPTION A ONE WEEK OF SICK LEAVE A YEAR AND ADOPT THE PROPOSED POLICY. SECONDED BY COMMISSIONER CALDWELL.

Staff Melissa Warren asked if the policy would start July 1 or will the hours taken away from staff. CP Groves stated that no hours will be taken away and it will start July 1.


The motion was unanimous. - 3-0.

- b. **Action to set up Oregon Pony Project** – GM Koch stated the Port was awarded a \$10,000 grant from Union Pacific Railroad. The grant will be used to plan either enhancements to the current Pony building or a totally new structure. This grant is included in the 2016-17 budget year. Part of the funds will be used to pay Port Engineer, Jim Bussard to work on this project. GM Koch recommended creating an Advisory Team composed of: Two Port Commissioner (John Stipan & Joeinne Caldwell), two members of the PNW Chapter of the National Railroad Historical Society, and two interested community members. There will be public meetings to explore options and make final recommendations.

COMMISSIONER LORANG MADE A MOTION TO CREATE AN ADVISORY TEAM INCLUDING COMMISSIONERS STIPAN AND CALDWELL. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 3-0.


- 6) **Adjournments COMMISSIONER LIPPS MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 3-0. The meeting adjourned at 7:15.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell, Secretary
Port Commission

DATE APPROVED: 9-15-16
Prepared by: Sally Moore