

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Wednesday March 22, 2017 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, Lorang and Bump were present. Commissioner Stipan was excused.  
**Others Present:** GM Paul Koch, Secretary Sally Moore, Port Attorney Tommy Brooks, Economic Development Manager Don Mann, Maintenance & Construction Manager Todd Mohr, ODOT Engineer Justin Bernt, ODOT Engineer Magus Bernhard and Camera Operator Betty Rush.
  - **Modification, Additions & changes to the agenda:** GM Koch added Item 4a, the January 26, 2017 minutes to the agenda. He added 6g, a presentation by Economic Development Manager Don Mann regarding some changes to the loan for Flex buildings No. 2 and No. 4. Also added was 6h, action approving a lease for US Cellular for the tower in the Business Park; Item 6i, approval of an Easement on Herman Creek Lane with the City of Cascade Locks; Item 6j, a Dedication of Atwell Street to the City of Cascade Locks. GM Koch asked to move the ODOT presentation up to 3c. He stated that Item 3a would be removed as Robin and George Donely would not be available to give their presentation on their business, Perceptual Testing.
  - **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. **Robin & George Donely – Perceptual Testing Business Presentation** – The Donelys notified the Port, they would have to cancel, and will reschedule their presentation in April.
  - b. **Quarterly Departmental Reports – Maintenance & Construction Manager Todd Mohr** reported that he and his crew have been working on tree clean up in the Park after the repeated snow and ice events this winter. There were a lot of damaged trees. They are scheduled to start working on the Pavilion remodel and should be done around April 15. They are almost finished with the work done at the Fire Station. They will begin to weld on April 7 for 6-7 days. The ramp toe extension is finished at the Public boat launch. Potholes in the park need to be filled in. Commissioner Caldwell stated she would like to see the kitchen Pavilion remodel. Todd said just to call her and it would be better to wait until it is finished. There will be cabinets and countertops put in and a sink with two small refrigerators. She asked about the wainscoting for Flex 3. Todd is unsure when it will be done due to the bad weather. The tree clean up impact this winter was huge. Todd will hire Cody again as a seasonal this year. He will hire a Maintenance 1 worker. He ordered frames for picnic tables. Commissioner Caldwell thanked the crew for all of the help for this winter.



**Event Coordinator Jan McCartan** reported in the 2.5 months she has been working she has had kindness and endless questions. She is following the goals and direction of the Commission filling the shoulder season with events. She showed the new rack card. She said the goal is to have more weddings and events in the Park. It will be a great marketing piece. Entered on three free wedding sites that the Port was not on. Has had 4 inquires for 2018 from them. Had local referrals put together a local vendor sheet and two booking. Ahead of last year for weddings. Commissioner Caldwell talked with Ashley at Bridgeside they have a food cart they would like to use at the Park. Jan will contact her. Can pull up to the facility and unload the food. CP Groves thanked Jan and stated the first event of the season will be the Angela Coe Rainy Day Walk. **Economic Development Manager Don Mann** reported that he, The Mayor and CP Groves traveled to Washington D.C. to the Pacific Northwest Waterways Association Conference. This is an annual trip to lobby for funding for economic development for the Port and the City. This year the emphasis was on funding for transportation for the Gorge. They visited several agencies, including the U.S. Dept. of the State regarding the Columbia River Treaty. They heard from Taunja Bergum representing the Subcommittee on Energy and Water Development. The American Association of Port Authorities Vice-President spoke with them as well. They visited all NW Senators from Oregon, Washington and Idaho. They met with Liz Cooney Hill. They visited House members of the NW as well. Don stated Jumpin Jax Java purchased the Port property on WaNaPa Street and the sale closed last week. He has been working on an loan application with the Infrastructure Finance Authority to build a Flex 2 and Flex 4 application. He has committed tenants for all of Flex 2 and half of Flex 4. Building should start in late May. He stated he continues to receive inquiries to buy or lease space on Port property. Commissioner Caldwell asked if Jumpin Jax Java will be open. Don Mann stated he has his coffee equipment for sale. CP Groves stated that in D.C., he and Don saw Senator Patty Murray also. CP Groves stated Liz Cooney Hill is on the House Transportation and Infrastructure Committee. Need tolling technology. Backing on I 84, bike ped strengthens bridge may be able to get grant funding

- c.. **Action to approve railing and fencing design for overcrossing project** - ODOT Engineers Justin Bernt and Magnus Bernhard presented drawings of concepts for elements of railing and fencing designs for the approved overcrossing into Marine Park. The decision points were fencing on the bridge, railing on the bridge stairs, look of the elevator and stairs. The Bridge truss type was discussed. The Commission approved a weathering steel bridge with concrete deck, weathering steel structure for the elevator and concrete steps. The fencing on the bridge will be galvanized steel wire mesh with the largest openings allowed by the Railroad. There was a discussion on bike traffic. ODOT will research the best method for bikes on the stairs. The elevator will be 9 ft by 12 ft. ODOT will come back to the Commission with the concepts. 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. Approval of minutes for December 1, 2016, December 15, 2016, and February 22, 2017. (Added were the minutes from January 26, 2017).
- b. Approval of bills in the amount of \$138,299.15
- c. Approval of February payroll in the amount of \$53,138.24

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

- 5) **Commissioner and Commission sub-committee reports:** Commissioner Caldwell reported the Pony meeting will meet April 5<sup>th</sup>. CP Groves received phone calls regarding concerns about the "run down" look of the downtown area. CP Groves suggested bringing this up at the City/Port Joint Work Group. They may want to look at ways of improving the look of the downtown area. Possible ideas were flower plantings, replace old planters, paint older buildings, new trash cans and remove tarps off of older buildings. CP Groves suggested looking into a grant. GM Koch stated the Port will clean up the area near the Bridge of the Gods and at the entrance of Marine Park.

**6) Commission Business Action Items**

- b. **Action to approve easement to the City lot for the new water tank at Moody Road**  
The Port Commission made a decision a year ago to provide the City with an easement on Port property for the location of their new water tank along Moody Rd. The City will heavily landscape the water tank. (Exhibit 1)

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE WATERLINE EASEMENT TO THE CITY FOR THE PLACEMENT OF THE NEW WATER TANK AND THE EXTENSION OF THE WATER LINE AS IDENTIFIED IN THE MAPS AND DIAGRAMS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.**

- c. **Action to approve revised contract for Economic Development Manager Don Mann**

GM Koch stated Don Mann had brought seven businesses to Cascade Locks (CL) and this has lead to more jobs as well. His contract is up for renewal. Don is in CL three days a week. Don will guide the Port in the building of Flex 2 and 4. He works with the Economic Development sub committee and develops and negotiates leases and sales among other duties and assignments.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE PROPOSED REVISED CONTRACT WITH MR. DON MANN TO PROVIDE PERSONAL SERVICES AS ECONOMIC DEVELOPMENT MANAGER FOR THE PORT OF CASCADE LOCKS EFFECTIVE APRIL 1, 2017 AND AUTHORIZE THE COMMISSION PRESIDENT AND**

**GENERAL MANAGER TO SIGN THE CONTRACT. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 4-0.**

- d. Action to approve the midyear budget adjustments for 2016-17 Budget Year and enact Resolution 2017-2**

GM Koch stated mid year the Port approves certain budget adjustments and transfers in order to balance the budget. The action was reviewed by QuickBooks Bookeeper Angie Wilson. GM Koch and Accounting Specialist Melissa Warren reviewed the changes and prepared the Resolution 2017-2.

**COMMISSIONER CALDWELL MADE A MOTION TO ADOPT RESOLUTION 2017-2 AND MAKE MID YEAR BUDGET ADJUSTMENTS AND TRANSFER. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0**

- e. Action to approve the Security Master Plan–** Secretary Sally Moore reported that Tec Pro Ltd. had provided an Executive Summary along with their Master Plan. Tec Pro Ltd had presented their Master Plan to the Commission in December and at that time the Commission asked for a simplified phased summary. The Executive Summary is broken into four phases. The first phase will bring fiber optic from the Bridge into Marine Park and install cameras on the Bridge as well as replace the security cameras already there.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE SECURITY MASTER PLAN AND TO MOVE FORWARD WITH PHASE I. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 4-0.**

- f. Approval of IGA between the Port and ODOT regarding bridge inspections**

GM Koch stated every 10 years the Port and ODOT renew and Intergovernmental Agreement (IGA) dealing with bridge inspections and conditions on the Bridge of the Gods. Under the terms, ODOT does the inspections and reports to the Port the work that needs to be done. The Port does not pay for the inspections.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE PROPOSED IGA BETWEEN THE PORT OF CASCADE LOCKS AND ODOT AND AUTHORIZE THE PORT COMMISSION PRESIDENT AND GENERAL MANAGER AND THE PORT ATTORNEY TO SIGN THE IGA. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0.**

- g. Approval of loan applications for Flex 2 and Flex 4 Buildings**

Economic Development Manager Don Mann reported that he has been working on a loan application to be submitted to the Infrastructure Finance Authority to apply for a loan to build a Flex 2 build as there are two tenants that have committed to leasing space. There is now another tenant who has committed to leasing one half of a Flex 4 building. Don



reported he is making one application for both buildings. The amount of the loan will be 1.9 million dollars. This came before the Economic Development subcommittee meeting and was brought forth for recommendation to the full Port Commission. The

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE GENERAL APPLICATION FOR FLEX 2 AND FLEX 4 AND HAVE ALL THE CONCERNED PRESIDENT SIGN THE APPLICATION. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.**

- h. Action to approve the US Cellular Lease** Don Mann stated the lease is up for renewal. The yearly lease will be \$9600. The tower is on Port property. The effective date will be April 1, 2017. The Port has already received a prorated payment. There will be a 3% a year increase.

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE US CELLULAR LEASE. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.**


- i. Action to approve the Dedication of Atwell Street Dedication for future street right of way to the City of Cascade Locks** Don Mann stated there will have to be a quit claim deed made. This will go to the City Council for approval.

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE DEDICATION OF ATWELL STREET TO THE CITY OF CASCADE LOCKS. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0.**

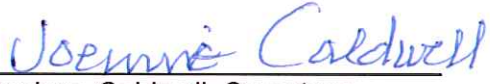
CP Groves stated he wants to ensure the Port is not responsible for any cleanup of the City's equipment.

- 7) General Manager's Report:** GM Koch reported that toll revenue is up. There were 4600 vehicles crossing on Sunday. David McCurry, Engineer with HDR left, Dustin Cooley will take his place. The Port is meeting monthly with HDR. This is the third time recruiting for a Bridge of the Gods Manager. There have been discussions with the Port of Hood River on the benefits of cost sharing the "back room" for tolling technology. GM Koch stated the first draft of the 2017-18 budget has been prepared. The Budget Orientation meeting will be April 17. He stated Senate Bill 454 written by Senator Chuck Thomsen is still "alive". This would allow for funding for transportation in the Gorge. He stated the annual Fourth of July fund raising letter has been sent out. The City has donated \$5000. The Port is working on recruiting a new Receptionist/Clerk.
- 8) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 4-0. The meeting adjourned at 9:00pm.**

**Port of Cascade Locks:**

  
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Jess Groves, President  
Port Commission

**Attest:**

  
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Joenne Caldwell, Secretary  
Port Commission

DATE APPROVED: 4-20-17  
Prepared by: Sally Moore