

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, October 20, 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 6:01pm.
 - **Pledge of Allegiance**
 - **Roll Call:** Commissioners Groves, Lorang, Stipan and Bump were present.
Others Present: GM Paul Koch, Secretary Sally Moore, Accounting Specialist Melissa Warren, Marketing & Development Manager Holly Howell, M&C Manager Todd Mohr, Economic Development Manager Don Mann, Willis & Chris Boyer, owners of Ravenwood Group, Inc. and camera operator Betty Rush.
 - **Modification, Additions & changes to the agenda:** GM Koch added June 2, 2016 amended minutes and August 16, 2016 minutes. Under Item 7 an item regarding a discussion regarding the retreat was added. Also added was the possible appointment of a Port Commissioner to the Hood River County Energy Committee run facilitated by RARE student Marla Harvey.
 - **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. **Ravenwood Group Inc. presentation** Willis and Chris Boyer, owners of Ravenwood Group Inc. showed the Commission their preliminary site plans for building houses and retail space on the Parkview property on WaNaPa Street. They signed the Memorandum of Understanding with the Port and would like to purchase the property. This will be a \$6-7 million dollar project.
 - b. **Status report of Christmas lighting (Verbal)** Accounting Specialist Melissa Warren stated that all of the Christmas decorations for the Bridge were burned in the RR warehouse fire in 2015. The insurance company Special Districts Association of Oregon (SDAO) paid to have them replaced. The Port has spent \$43,000.00 so far to replace them. She presented a map along Toll Booth Road and the Toll Booth showing where the decorations will be placed. No date has been set for the Community lighting event.
 - c. **Information and status review report on Flex 2 Building –** Economic Development Manager Don Mann stated this was a follow up report on the preliminary costs for a new Flex 2 building. Costs were broken down if it is contracted out or “segmented out” and done by the maintenance crew in house. The cost estimates range from \$1,290,325 to \$1,006,450. The Commission directed staff to finalize costs and return on the November 3, 2016 meeting with a recommendation to adopt the costs and process to begin the building of Flex 2. Don recommended starting the Geotechnical Engineering work right away.

COMMISSIONER LORANG MADE A MOTION TO DIRECT STAFF TO FINALIZE THE BUDGET FOR FLEX 2 BASED ON THE CONSTRUCTION BY SEGREGATION APPROACH, PREPARE THE COMPLETE STEPS PROCESS AND DUE DATES FOR THE PROJECT. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

- 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 July 21, 2016, August 4 & 28, 2016 and September 28, 2016**
 - b. **Approval of bills in the amount of \$182,229.38**
 - c. **Approval of June payroll in the amount of \$57,575.74**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE AMENDED JUNE 2, 2016 MINUTES. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED AND APPROVE THE AUGUST 16 2016 MINUTES. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

- 5) **Commissioner and Commission sub-committee reports:** Commissioner Stipan stated he attended the Bridge of the Gods ODOT Overcrossing open house meeting. There were several options available for overcrossings into Marine Park. He stated a survey was available to fill out. Many Bridge Engineers from ODOT were there for an open discussion with the Public. Staff Howell stated there will be a survey link on the Port's Facebook page to look at all of the options available. CP Groves stated the Economic Development subcommittee reported that Ravenwood has put a lot of research into their design plans for their building on the Parkview property. He stated they discussed two or three other businesses that have contacted Don Mann. There has been a business that has interest in establishing a Mexican restaurant in Cascade Locks. Don will refer them to the Boyers to see if they want to establish a restaurant in the new Ravenwood building.


Commissioner Caldwell arrived at 7:10pm.

- 6) **Commission Business Action Items**
- a. **Action to adopt job description for Bridge of the Gods Manager – GM Koch stated that at the October work session he reported to the Commission some strategies that are necessary regarding the future of the Bridge of the Gods and discussed the concept of creating the position of a Bridge Manager. This person will oversee and be responsible for the operation of the toll booth, help with implementing the toll technology and the 10 year BOG Maintenance and Preservation Plan. This approach focuses all of this work into one place and frees up a significant amount of time for the GM and the M&C Manager.**

COMMISSIONER STIPAN MADE A MOTION THAT THE PORT COMMISSION APPROVE THE PROPOSED JOB DESCRIPTION FOR BRIDGE MANAGER AND DIRECT THE GM TO IMMEDIATELY BEGIN THE RECRUITMENT. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.


- 7) **General Manager's Report** Secretary Sally Moore reviewed the November 18-19 Port Commission/Staff Retreat. GM Koch stated the Marine Park boat launch will be closed October 23, 2016 from 9:00 AM – 1:00 PM. The Hood River County Sheriff is looking for some stolen vehicles. He stated the Gorge Commission adopted their Transportation policy for the National Scenic Area. He stated there should be a preliminary cost estimate on the toll technology within the next 60 days. He stated that when the toll technology is implemented, the Port will share a "backroom" with the Port of Hood River to share administrative costs. He stated that on Sunday, October 28, 2016 there will be a potluck dinner at the Fire Station and a Community Dinner at the Best Western on November 12, 2016. He stated Marla Harvey a RARE student from Hood River County has asked for a member of the Port Commission to be on the Energy Committee. The Port has contributed \$4,000 to the program. CP Groves volunteered to attend the first meeting until someone is appointed. GM Koch stated
- 8) **Adjournment: COMMISSIONER STIPAN MOTIONED TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The meeting adjourned at 8:10 PM.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell, Secretary
Port Commission

DATE APPROVED: 12-15-16
Prepared by: Sally Moore