

Port of Cascade Locks

The Port of Cascade Locks Commission Work Session Meeting was held Thursday, November 6, 2014 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 6:02 pm.
2. **Roll Call:** Port Commissioners Groves, Caldwell, Cramblett, Mohr & Haight were present.
 - **Others Present:** IGM Paul Koch, Melissa Warren, Sally Moore, Marketing Manager Holly Howell, Maintenance and Construction Manager Todd Mohr, Matt Deml. Angie Wilson, Steve Harrison, Bret Richards, Dana Hendricks and Chris Bores.
3. **Declaration of Potential Conflicts of Interest:** None
4. **Modifications, Additions to Agenda:** IGM Koch asked for approval to add Item 6d, Addendum to the Smokey Bear Letter of intent. It was approved.
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action).**
 - a. Dana Hendricks with PCTA presented a wrap up report on the Community Bridge walk held September 6, 2014. She stated it was successful. Several hundred walkers attended. Safety was a major focus on the walk. \$1450 was raised, one donor matched that amount. There were no delays with bridge closure. Commissioner Mohr stated they took their grandchildren on the walk and had fun. CP Groves expressed continued safety precautions on the bridge are necessary and added it is important to close the bridge for the least amount of time necessary. He stated that new Event Application forms are being created by Staff.
 - b. Comments from the General Public – Steve Harrison introduced himself as a resident of Cascade Locks.
6. **Commission Business Action Items:**
 - a. **Action to approve request for Bridge of the Gods Run, Sunday, August 16, 2015.** A request for approval from Chad Sperry of Breakaway Promotions to close the Bridge of the Gods (BOG) for the Bridge of the Gods Run was presented to the Commission. Chad asked to hold the Bridge of the Gods Run on Sunday, August 16, 2015, and to rent out Marine Park and Thunder Island. According to ODOT, Chad stated traffic loads are less on Sundays. BOG closure will be 7:50am to 8:45am with a 10-15 minute gap to open the bridge to traffic. Closure would begin at 7:50am and then reopen for 10 minutes for traffic to cross. Closure would start at 8:30am again and be finished at 8:45am. Chad guaranteed the Bridge would only be closed for ten minutes. He has been working with Skamania County for possible overflow parking. He is looking into

trading ancillary events, possibly fund raising for Lions etc., or other nonprofit entities. Chad has permission to use the baseball field, the cafeteria for a pancake feed, and utilize showers in the school locker room at Cascade Locks School. He would also like to make use of the Business Park for overflow parking. There will be designated parking spaces for Marine Park users outside of the Marathon. Commissioner Cramblett said citizens had problems getting into the Park that day for work and for recreation. Chad committed to work on easing traffic congestion. He will work on streamlining parking for the Sternwheeler visitors and employees. CP Grove stated traffic into the Park is a serious issue that needs to be resolved during these types of events. Chad stated he will there will be a fee for campers next year. He believes participants will increase from 1,000 to 1,500.

MOTION WAS MADE BY COMMISSIONER CALDWELL TO ALLOW THE BRIDGE OF THE GODS RUN TO TAKE PLACE ON THE BRIDGE OF THE GODS, AND CLOSE THE BRIDGE TO TRAFFIC ON SUNDAY SEPTEMBER 16, 2015 FROM 7:50AM TO 8:45AM WITH A 10 MINUTE WINDOW FOR TRAFFIC TO CROSS IN THE MIDDLE.

After a brief discussion, the motion was amended to say:

COMMISSIONER CALDWELL MADE A MOTION TO ALLOW THE BRIDGE OF THE GODS RUN TO TAKE PLACE ON THE BRIDGE OF THE GODS AND TO ALLOW CHAD SPERRY WITH BREAKAWAY PROMOTIONS TO CLOSE THE BRIDGE TO TRAFFIC ON SEPTEMBER 16, 2015 FROM 7:50AM TO 8:45AM, WITH A TEN MINUTE WINDOW FOR TRAFFIC TO CROSS IN THE MIDDLE. THE MOTION WAS SECONDED BY COMMISSIONER HAIGHT. Motion passed unanimously. 5-0

- b. Action to approve the Work Plan for the Recreation Coordinator** – Staff Howell reviewed the revisions of the Work Plan for the Recreation Coordinator as recommended by the Commissioners on October 2, 2014. The revisions were to include grant research and writing and other duties as assigned. The new Recreation Coordinator will start Nov 17, 2014.

COMMISSIONER CALDWELL MOVED TO ACCEPT THE PORT RECREATION COORDINATOR WORK PLAN PROGRAM. SECONDED BY COMMISSIONER CRAMBLETT. Motion passed unanimously. 5-0.

- c. Commission Training Action-** IGM Koch stated that the Port has the opportunity to save \$3,130 in insurance premiums by taking certain trainings offered through the Special Districts Association of Oregon (SDAO). There are various topics available on DVD. Commissioner Cramblett already attended the conference, so the other four Commissioners would have to watch at least one 1-1.5 hour DVD. Melissa stated it is part of their Loss Prevention Program and is offered annually by SDAO. IGM Koch recommended watching the trainings to reduce the premiums. IGM Koch suggested checking with Melissa to see the topics available to view. Commissioner Cramblett suggested having a one hour workshop and have all Commissioners attend to view the DVD's.

COMMISSIONER MOHR MADE A MOTION THAT THE BOARD AGREE TO VIEW THE TRAINING DVD, CERTIFY THAT THE DVD WAS VIEWED AND AUTHORIZE THE PRESIDENT TO SEND A LETTER CERTIFYING THAT THE COMMISSION MEMBERS DID TAKE THE DVD TRAININGS. SECONDED BY COMMISSIONER CRAMBLETT. Motion was approved by Commissioners Groves, Haight, Mohr and Cramblett. Opposed by Commissioner Caldwell. 4-1.

- d. **Smokey Bear LOI IGM Koch** proposed to amend the Addendum to the Sale A Agreement and Earnest Money Receipt for Smokey Bear Holdings, Inc. by changing the closing date from December 15, 2014, to on or before January 15-2014.

COMMISSIONER MOHR MADE A MOTION THAT WE ACCEPT THE ADDENDUM TO SALE AGREEMENT AND THE EARNEST MONEY RECEIPT BETWEEN SMOKEY BEAR HOLDINGS AND THE PORT OF CASCADE LOCKS. SECONDED BY COMMISSIONER HAIGHT. Motion passed unanimously. 5-0.

7. Work Session Discussion Topics:

- a. **Quarterly review on Port finances** – Angie Wilson, Quickbooks bookkeeper for the Port, presented Financials for October and a more condensed and streamlined financial statement. The Commission stated they would still like to see the balance sheet, and keep the year to year comparisons on the monthly statement.
- b. **Review and comment on BOG Plan** – IGM Koch, Matt Deml, HNTB Engineer, and Dana Hendricks presented a draft copy of the the Bridge of the Gods (BOG) 10 year plan prepared by Matt Deml, engineer with HNTB. Both ODOT and WSDOT are helping with the development of the plan. Matt Deml, HNTB Engineer gave a presentation of what needs to be done in the scope of the plan. The purpose of the plan it to identify the work and maintenance that needs to be done on the BOG annually and for the next 10 years. The cost estimates are the engineer's estimates. The following items were discussed: A spreadsheet that provides the timelines. It is in two tiers that represents both states. Tier one represents what the Port will pay for. Tier two represents what either or both states and the federal government will be asked to help pay for. The Port's annual commitment is \$250,000. The total of the 10 year plan is approximately \$9,119,000. This includes adding new technology enhancements at the toll booth. The costs will be refined annually during the budget planning. The plan also singles out all necessary repairs, enhancements and modifications from Highway 14 on the Washington side to WaNaPa Street in Cascade Locks. Painting the bridge is a top priority. These recommendations are based on observations and the ODOT inspection reports, and estimated costs are based on previous Port expenditures on the BOG. Included in the discussion was the concept of a pedestrian/bicycling lane or crossing either on the BOG or as a separate structure. In the meantime, spot welding and repairs are ongoing. Dana Hendricks stated she is working on a feasibility study and will contract an engineer for possible structurally sound bike/pedestrian designs for the BOG.


The group is raising funds to get the feasibility study completed. An addition of a non-motorized lane may require a reduced weight limit on the bridge.

- c. **Status report on Marine Park overcrossing** – Bret Richards and Chris Bores with ODOT, gave a status report on the proposed Marine Park overcrossing. The Port has worked with federal legislators to consider the safety of recreational users including pedestrians and bicyclist coming into the Park. Presently, Park users' travel through the tunnel with vehicles; which in the only way to enter the Park. The proposed overcrossing structure will start at Overlook Park in the downtown business area of Cascade Locks, go over the railroad tracks and end up at Marine Park. They discussed a range of four alternatives possible for the Marine Park overpass project, and presented various pictorial designs; that include the overpass, with a possible elevator, a stair component and various switchback ramps. Bret stated there are many options available and the Commission discussed them. The total estimate is \$3-\$5 million depending on the choice of structure. Applications for grants and working with legislation are some of the funding options that will be discussed at a later date.

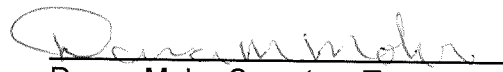
8. **Adjournment: COMMISSIONER MOHR MOTIONED TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CRAMBLETT. The motion was unanimous. 5-0. The meeting was adjourned at 8:56pm.**

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Donna Mohr, Secretary Treasurer
Port Commission

DATE APPROVED: 12-18-14
Prepared by: Sally Moore