

## Port of Cascade Locks

The Port of Cascade Locks Commission Work Session Meeting was held Thursday, December 3, 2015 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 6:05pm.
- 2) **Roll Call:** Port Commissioners Groves, Caldwell, Lipps, Lorang and Stipan were present.  
**Others Present:** IGM Paul Koch, Port Secretary Sally Moore, Marketing & Development Manager Holly Howell, Economic Development Manager Don Mann, Recreation Coordinator Mayah Frank, HDR Engineer David McCurry, Susan Winner, Julia Mayfield, Port Attorney Tommy Brooks, M&C Manager Todd Mohr., Dave Jursik and Bill Symes.
- 3) **Declaration of Potential Conflicts of Interest:** Commissioner Lipps declared a conflict of interest because he is co-owner of Thunder Island Brewing and served beer at CGRA Events.
- 4) **Modifications, Additions to Agenda:** IGM Koch added Item 8; the Memorandum of Understanding (MOU) for Thunder Island Brewing.
- 5) **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action).**
  - a) **Reports & Comments from the General Public – None**
  - b) **Reports and Comments from Government Officials – None**
  - c) **Commission Member Comments –** CP Groves stated the Port received a \$10,000 grant from Union Pacific Railroad. The funds will be used to hire an architect to create a more climate controlled building to house the Oregon Pony. The Oregon Pony is owned by the Oregon Historical Society and on loan at Marine Park. CP Groves attended a meeting last week in Hood River. Congressman Greg Walden was present and stated he has put together a transportation bill. It passed through House and will now go before the Senate. If approved this bill which names the National Scenic Area would include funding for both the Hood River Bridge and the Bridges of the Gods. The Port will be revising and updating the 10 Year BOG plan to include seismic technology at a cost of \$13,000. CP Groves stated the Pacific Northwest Waterways Association (PNWA) conference will be held mid-March 2016 in Washington D.C. He encouraged those Commissioners who are interested in attending to let him know as soon as possible. Registration opens December 15 2015. Commissioner Caldwell stated being a part of the PNWA is very important to the Port. CP Groves is a board member of PNWA. The agenda for the PNWA conference will be on the distributed next month. Staff is working on a grant to extend the toe ramp at the public boat launch through the Oregon State Marine Board.

d) **Reports from Commission sub-committees**

- i) CP Groves stated the Portland Spirit sub-committee met with owner Dan Yates. The sub-committee will work as partners with the Portland Spirit to work on common goals. Commissioner Lorang stated Dan Yates, as a business man sees opportunity in the Park that the Commission may not see.

6) **Work Session Discussion Items**

- a) **Annual CGRA Report** – CGRA President Dave Jursik showed a video on footage from this last sailing season in Cascade Locks. The Tourism Committee provided a grant for a promotional video in order to celebrate 20 years of sailing in CL as of 2017. He reported on the demographics of the Sailing Events in CL. CGRA is promoting CL as a sailing vacation spot. Another Power Point showed the highlights of 2015 and upcoming 2016 venue. Dave stated that 2015 was one of the biggest summers in CL. He added that 2016 is booked completely. The wind here is very important for sailors. They like the low key environment. There was an increase of 67% of participants in 2015. Attendants came from 19 States, Canada and Australia. 58% of the visitors had never been here. On average they stayed 3 nights in CL. CGRA is very grateful to Don and Gyda Haight for their involvement and the positive promotion and help they have given. CL resident. Susan Winner is the primary interface with Port Staff for the sailing events. In 2015, there were 10 weeks of sailing events, and Dave stated 500 volunteer hours were logged. As a result of the success if the sailing season, the 2017 North American Championship was awarded to CGRA. Dave stated that there is a lack of essential facilities at Marine Park. The items are; Bathrooms with shower facilities, launch ramps, sufficient beach space and adequate launching and berthing for larger keel boats. In conclusion, CGRA thanked the Port staff for a great working relationship and they hope to continue this successful partnership.
- b) **Review the proposed modifications to the Facility Policy and Fee Schedule** – Mayah Frank and Holly Howell presented the proposed revised modifications to the policies and fees. Last year Port Staff created new policies, fees and these were adopted and implemented January 1, 2015. They had not been changed since 2002. They were reviewed this summer for possible changes and improvements. Staff Mayah Frank reviewed the Policy and Procedures document with the Commission. Commissioner Stipan asked about the 30% goal of cost recovery and asked why the goal can't be 2016. GM Koch stated 30% is a fairly standard number for recreation and stated raising fees are being done incrementally. CP Groves stated in the past, the Port has lost money on events. In order to reach the 30% gain, prices may have to be raised. Commissioners were encourage to go to the Port office to review the history of fees and policies, and see the history of the revenue and how the Port created these proposed revisions. GM Koch stated that lot of events were picked up by the Port when other entities in Cascade Locks no longer offered them. CP Groves would like to see a five year spreadsheet on the events and revenue that the Port has conducted. GM Koch stated they will gather as much data as they can to present to the Commissioners. Staff will consider recommendations and bring it back to the Commission for adoption at the next meeting. Holly stated this year was the busiest summer CL ever had. Businesses are telling the Port of their increased business. She added the proposed fees are based on comparable sites that hold events. Holly stated one of the new goals is to bring business during the shoulder season to CL. Commissioner Lipps stated that it is important to empower the staff to make a decision on each individual event. The



recommendations from the Commission will come back for a proposed adoption on December 17 2015.

- c) **Bridge of the Gods (BOG) discussion** – Port Engineer David McCurry, discussed the proposed modifications to 10 Year BOG Plan. Staff is working on proposing an update to the 2016-2017 budget for the plan. The proposed adjustments will be budgeted into the 2016-17 budget. The recommendation was to consider federal funds to get some of the options finished. The big change is adding toll automation. Continued maintenance including annual welding and washing the bridge is also very imperative to maintain the BOG. Included was adding seismic protections for the BOG. CP Groves stated that the funding for 2016-2017 will be brought to the PNWA conference in Washington, D.C. to be handed out to federal agencies and legislators. Groves stated a firm plan is needed to ask the federal Government for funding by writing grants. Commissioner Stipan asked about the toll automation; if it will pay for itself. David McCurry has consulted with a tolling expert to determine if it is worth it. GM Koch stated the plan is to mirror the Hood River Bridge new technology and follow in their footsteps. Commissioner Lorang stated BOG has less traffic than the Hood River Bridge and therefore has more money to spend on toll automation improvement and asked will it benefit and will it payoff. CP Groves stated the Port may keep the toll the same for the locals and charge more for tourists. However, with the proposed Federal funding the Port may receive; automated tolling could pay for itself. The goal to raise tolls was to create revenue to pay for toll automation. Toll increases were briefly discussed. Commissioner Lorang stated people may cross Hood River Bridge if tolls are too high. No decision was made. The Ped/bike crossing project was discussed briefly. GM stated the summer ODOT did their annual inspection and the bridge is safe. He added that keeping it maintained the Bridge can add more life to the Bridge. The GM Koch stated the ODOT underwater inspection of the BOG was good as well. The Commission directed staff to complete the proposed modification recommendations and bring it back for formal adoption. The updated plan needs to be complete in order apply for grants GM Koch asked to have a formal special meeting to discuss items on agenda that were not discussed. They are 6c ii, iii, and iv. In addition, Regional Representative, Dana Hendricks of Pacific Crest Trail Association sent a letter thanking the Commission for their support and to businesses that cater to hikers, David stated it would cost approximately \$15 million to get the Bike/Ped trail up on the bridge. The federal government is very interested in Bike/Ped crossing and are apt to fund grants for them. PCTA is in the process of doing a feasibility study on the Bike/Ped crossing. The Port Commission will still need to see the feasibility study and decide if they want to add this project on the 10 year plan. The modification are mostly focusing on the 2016-2017 budget year. The Commission directed staff to come back with proposed recommendations.
- d) **Economic Development Update:** Don Mann stated they are working on next steps with Puff Factory. Port Attorney Brooks sent a letter to Puff Factory regarding considerations and liabilities in the Lease. The deadline for a reply from Puff Factory is December 15 2015. Heuker Family Lands, LLC Don Mann sent the final Purchase and Sale Agreement (PSA) to Heuker Family Lands, LLC. on December 3, 2017 for their review. Don Mann stated he has had several inquiries from clients interested in Port properties. One client is interested in the constructions of a second flex building if there a change in status of the lease with Puff Factory. Construction of Columbia Gorge Way is finished for the winter due to rainy weather. They may have a dry day to do some paving. Staff has been working with Bear Mountain to remove all debris off of Lot 2. They have removed all logs. Todd Mohr stated they are finished. They contributed several hundred yards of

debris to add fill to where the new fence will go. Todd Mohr stated 3000 yards of material will go on Lot 2. The Port will wait to install the new fence. Don Mann stated there is interest from businesses because the Port is close to Portland.

- 7) **Review and action on Memorandum of Understanding (MOU) with Thunder Island Brewing (TIB)** Commissioner Lipps excused himself due to a direct conflict of interest being co-owner of TIB. This MOU was discussed at the Economic Development sub-committee this morning and provides major deal points to move forward to a Purchase and Sale Agreement. Caroline Park, co-owner of TIB stated they will need the lease until 2018. Mr. Mann stated the MOU is directly tied to the land sale. Caroline added does not want the extra year to get lost in the shuffle. TIB will go back in early 2017 to ask for 4<sup>th</sup> year.

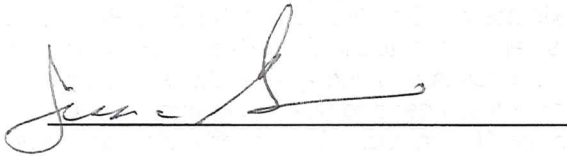
**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING. SECONDED BY COMMISSIONER STIPAN.**

Commissioner Caldwell discussed the Purchase and Sale Agreement in 2a and 2b of the MOU, and asked if the \$166, 219.00 for the purchase price will pay for the lot and recover costs. Mr. Mann stated it does. She added that in iii it states the Port will finance the sale of property to TIB at 3.5% and 20 years. Commissioner Caldwell does not think as a Port Commissioner she is interested in lending, or a providing a loan for a business. Commissioner Caldwell stated she feels the Port may be taking a risk, however she supports the project. She added the Commission needs to review a Financial Plan, a Business and Design Plan before moving forward with the Purchase and Sale Agreement. CP Groves stated the Ports responsibility is to ensure a loan or terms would not be a risk and to assure the Public of this. Caroline Park stated she has the first design and it will be ready for the Planning Commission meeting. There will be a non-disclosure document that the Commissioners will sign out of respect to Thunder Island Brewing when the MOU is signed.

The motion was unanimous. 4-0.

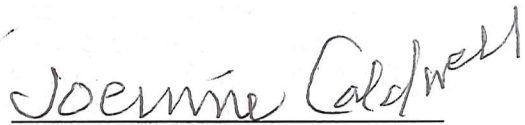
- 8) **Adjournment: CP Groves adjourned the meeting at 10:00pm.**

Port of Cascade Locks:



Jess Groves President  
Port Commission

Attest:



Joenne Caldwell Secretary Treasurer  
Port Commission

DATE APPROVED:

12-17-15  
Prepared by: Sally Moore