

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Wednesday, July 15, 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 5:00 pm.
2. **Roll Call:** Commissioners Groves, Caldwell, Lipps, Lorang and Stipan were in attendance.
  - **Others Present:** IGM Paul Koch, Secretary Sally Moore, Marketing and Development Manager Holly Howell, Maintenance and Construction Manager Todd Mohr, Account Specialist Melissa Warren and Interim Economic Development Manager Don Mann, Margie Curtis, Klairice Westley and camera operator Betty Rush.

The Commission went on a tour of Port Properties with Staff at 5:00pm. The Commission returned to the City Council Chambers at 6:30pm and recessed into their Business Meeting at 6:40pm.

3. **Declaration of Potential Conflicts of Interest:** None
4. **Modifications, Additions to Agenda:** None
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action):**
  - **Comments from the General Public** – Klairice Westley, a resident of Cascade Locks and member of the Grande Ronde and Warm Springs and Yakima tribe, stated her reason for attending the meeting was opposition to Nestle. She stated that the tribes are not opposed to job creation. She read a letter addressed to Governor Kate Brown, dated May 12, 2015 expressing opposition of the Nestle project and stated that Oxbow Springs is a sacred spot to the tribes in the area. The Commission thanked Klairice for speaking.
  - **Reports & comments from Government Officials - None**
  - **Commission Member Comments** – Commissioner Lipps stated that as a business owner and Port Commissioner; he will step away from negotiations with the Port and declared a conflict of interest. Co-owner of Thunder Island Brewing, Caroline Park will take over the negotiations. Commissioner Lorang stated the Fourth of July program at Marine Park was fantastic. He commended the staff. He hopes that the Businesses and citizens in the community will do more fund raising and get involved and help keep the program going. IGM Koch stated the Port received around \$4000 in donations; and added it cost the Port \$12,500 plus staff time this year. Commissioner Caldwell thanked Staff for working on the Fourth of July.
  - **Reports from Commission sub-committees – None**

6. Consent Agenda Approval (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 items from the Consent Agenda for individual discussion).
- a. Approval of Commission Minutes dated May 7, 2015, June 4, 2015 and July 2, 2015.
  - b. Approval of Bills in the amount of \$164,648.51.
  - c. Approval of June 2015 payroll in the amount of \$51,668.41.

COMMISSIONER LORANG MOVED TO APPROVE THE CONSENT AGENDA AS MODIFIED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

7. Commission Business Action items:
- a. Action to approve the process of hiring a permanent General Manager – IGM Koch – IGM Koch explained that item 7a comes off of the objectives approved by the Budget Committee and the Port Commission for the 2015-16 budget; to hire a permanent General Manager. In September of 2013, the Port Commission created a job description for a permanent General Manager. The process in 2014 ended with the Commission not being able to find the right person for the job. In the 2014-15 Budget, the plan was to create the position of Manager of Finance and Administration. The strategy was modified in mid-year because of unforeseen costs. The two new Dolphin replacements and other issues caused the position to be eliminated. In exchange a consultant was hired to assist with the Bridge of the Gods technology and IT technology RFP's. The Commission asked IGM Koch to stay until 2016. Interim Economic Development Manager Don Mann was asked to stay until 2016 as well. IGM Koch's recommendation was to take action, by motion to begin the process of recruiting and selecting a permanent General Manager by June of 2016 adopting the proposed steps and timeline.

COMMISSIONER LORANG SO MOVED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5.0.

8. Staff Reports:
- a. Economic Development update – Interim Economic Development Manager Don Mann reported on the County Property Lot. If purchased, the Port will pay \$70,000 for the parcel. Hood River County agreed to the Letter of Intent. He stated the next steps will be to move toward a Purchase and Sale Agreement. It will then need a Level One Environmental Assessment and an Appraisal. Mr. Mann stated that Heuker Bros. signed the Letter of Intent and paid the Port \$10,000 in Earnest Money. September 15 is the targeted closing date. Puff factory has signed option to purchase, however they still owe \$5,000 Earnest money. He has been working with Jumpin' Jax Java, and is working with Thunder Island Brewing. He continues to work with SDS on discussions on the potential property exchange. There is interest from the State of Oregon in building a data center in CL. Mr. Mann stated he met with Jill Miles of Business Oregon and with City to discuss utility needs for a potential data center in the Business Park.
  - b. Interim General Manager Report – IGM Koch reported that Dan Yates with the Portland Spirit has agreed to meet with the sub-committee. IGM Koch requested that the Commission take action to set the date and time for the Portland Spirit sub-committee.



COMMISSIONER STIPAN MADE A MOTION TO DISCUSS THE PORTLAND SPIRIT CONTRACT ON JULY 20, 2015 AFTER THE BIDS FOR CONSTRUCTION OF COLUMBIA GORGE WAY IS DISCUSSED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0

IGM Koch stated that Steven Leskin, a retired attorney has started preparing comprehensive financial policies for the Port. This will come to the Commission for approval in the next 90 days. There will also be comprehensive personnel policies created. A revised set of policies for facility use and fees will be reviewed in a Work Session in the fall by the Commission.

The County land deal was discussed. The report stated \$70,000 per acre. It was corrected as \$70,000 for the entire parcel. IGM Koch stated that the County Lot Purchase needed a motion to accept the agreement and move that President Groves to sign it. There was a brief discussion on the County Lot purchase.

COMMISSIONER STIPAN MADE A MOTION TO ACCEPT THE AGREEMENT SO THAT IT CAN BE A PURCHASE AND SALE AGREEMENT FOR THE COUNTY LOT AND PRESIDENT GROVES CAN SIGN IT. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

9. Adjournment

COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The Meeting adjourned at 8:10pm

Port of Cascade Locks:

Attest:

  
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Jess Groves, President  
Port Commission

  
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Joëinne Caldwell, Secretary  
Port Commission

DATE APPROVED: \_\_\_\_\_  
Prepared by: Sally Moore