

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, June 18, 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 6:02 pm.
2. **Roll Call:** Commissioners Groves, Cramblett, Mohr, and Haight. Commissioner Caldwell arrived at 7:12pm, as she was attending a MCEDD meeting.
 - o **Others Present:** IGM Paul Koch, Secretary Sally Moore, Marketing and Development Manager Holly Howell, Accounting Specialist Melissa Warren, Interim Economic Development Manager Don Mann, Darren Nichols, John Stipan, Dave Palais, Brad Lorang, Kate Stuart, Barbara Theuse, Denise Gerhke, Dave Lipps, Caroline Park and camera operator Betty Rush.
3. **Declaration of Potential Conflicts of Interest:** None
4. **Modification, Addition & changes to the agenda:** None
5. **Public Hearing on Proposed 2015-16 Budget** – IGM Koch presented the proposed budget to the Commission, and for public review. The proposed budget was \$4,707,608.00. CP Groves encouraged citizens to approach the Commission with any questions or comments. There was no public comment.

A MOTION WAS MADE BY COMMISSIONER CRAMBLETT TO CLOSE THE BUDGET HEARING. SECONDED BY COMMISSIONER HAIGHT. The motion was unanimous. 4-0.

6. **Items from the floor:** (Special presentation, outside resource presentations and other reports not requiring action)
 - a. **Presentation honoring Darren Nichols for his contribution to the Port District** – The Commission presented a framed print of Charles Lindbergh flying under the Bridge of the Gods to Darren Nichols, former Director of the Gorge Commission; honoring and thanking him for all of his help during the weight restriction on the BOG. IGM Koch stated Mr. Nichols has done a lot for the Community. Mr. Nichols thanked the Commission for the plaque and stated the Community took the initiative to restore the weight limits to the BOG. He added he will continue to support the Community.
 - b. **Comments from the General Public** – None
 - c. **Comments from Government Officials** - None
 - d. **Commission Member Comments** – Commissioner Cramblett congratulated Brad Lorang, David Lipps and John Stipan on their election to the Port Commission. She stated she is glad she served on the Commission. Commissioner Haight wished the newly elected Commissioners good luck. Commissioner Mohr wished them well, and said to keep the momentum going, adding the Commission is on a good roll. CP

Groves stated he is happy that all documents for the Puff Factory are signed. He said there will be 20-25 employees at the Puff Factory. The Port will soon start on the new road in the Business Park. CP Groves said the traffic increase in CL is a concern for pedestrians. He is working with ODOT to have some flashing crosswalk signs placed in the downtown area.

e. Reports from Commission sub-committees – None

7. Consent Agenda (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Commissioner may make a motion to remove any item from the Consent Agenda for individual discussion).

a. Approval of minutes for Special Community Meeting April 30, 2015, Budget Committee meeting May 5, 2015, Special Commission Meeting May 14, 2015, Budget Committee Meeting May 19, 2015 and Special Joint Port/City Commission Meeting May 21, 2015.

b. Approval of bills in the amount of \$138,519.55.

c. Approval of May 2015 payroll in the amount of \$53442.16.

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. SECONDED BY COMMISSIONER HAIGHT. The motion was unanimous. 4-0.

8. Commission Business Action items:

a. Action to adopt Resolution 2015-2 proposed 2015-16 budget – IGM Koch

COMMISSIONER MOHR MADE A MOTION TO ADOPT RESOLUTION 2015-2 THE PROPOSED 2015-16 BUDGET AND ADOPT THE REVISED EMPLOYEE SALARY AND GROUPINGS POLICY AND DIRECT STAFF TO SEEK OUT GRANTS. SECONDED BY COMMISSIONER CRAMBLETT. The motion was unanimous. 4-0.

CP Groves asked a question regarding the Fireworks program. He said he has been asked why the Port is cutting out fireworks. Commissioner Cramblett stated in years past the Community and businesses paid for the program and gradually the Port took over paying for it. IGM Koch said working together with various businesses may ensure the Fireworks program continues. This year the Port received around \$3000 in donations. The Firework display cost \$12,500 this year. This does not include staff time to help with parking and bathroom clean up. CP Groves would like to ensure there is a fireworks program for 2016. He believes that by working with the Community, the program may continue.

The motion passed unanimously. 4-0.

b. Action to adopt Resolution 2015-3 budget adjustments - IGM Koch stated these proposed adjustments are for expenses that were unanticipated for in the 2014-15 budget year. He add this is typical and this action will balance the budget for the annual audit, and end the 2014-15 budget year.

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE RECOMMENDED 2014-15 BUDGET TRANSFERS AND ADOPT RESOLUTION 2015-3. SECONDED BY COMMISSIONER CRAMBLETT. The motion was unanimous. 4-0.

c. Action on proposed Community Bridge Walk- Staff Mayah Frank introduced community volunteers Barbara Theuse and Denise Gerhke. They are coordinating the Community Bridge Walk this year. She asked the Commission for closure of the BOG on August 29, 2015. CP Groves stated this is a safety concern. The Port is trying to be mindful of too many closures of the Bridge of the Gods. He would like to see a bare minimum time as the Bridge traffic is getting heavier. Chad Sperry is taking care of the parking plans. Marine Park will be part of overflow parking. Staff Frank stated that all of the details are not taken care of yet. Commissioner Mohr reminded the Commission that a bridge closure and walk would occur only every other year and close for no more than an hour. She stated people are trying to get to work. Commissioner Cramblett stated pedestrian traffic into the Park needs to have two flaggers, one at the top and one at the bottom, so that drivers can get into the Park as well. Walking into the Park is a huge safety concern unless there is a flagger. It needs to be cordoned off for walkers. CP Groves stated reader boards will be placed up ahead of time by ODOT. CP Groves stated the bridge cannot be closed for more than 45 minutes. Volunteers and Staff Frank will come back to the Port with a safety plan. Commissioner Mohr stated she would like to see no dogs on the walk and stated the bridge is not a place for dogs. The proposal was for the walk to be Saturday, August 29, 2015 from 8:45am-9:30am with a maximum of 500 people. Mayah stated there will be enough volunteers to ensure that there are no more than 500 people on the bridge.

COMMISSIONER HAIGHT MADE A MOTION TO ALLOW THE COMMUNITY BRIDGE WALK TO COMMENCE ON SATURDAY AUG 29 2015 FOR 45 MINUTES FROM 8:45AM TO 9:30AM A 45 MINUTE PERIOD ONLY WITH NO MORE THAN 500 WALKERS. SECONDED BY COMMISSIONER MOHR.

CP Groves asked Staff Howell about the insurance coverage for the walk. Howell stated it has been covered by the Port's Insurance for the last two years. CP Groves asked that staff look at next year to have insurance covered by another entity.

The motion was unanimous. 4-0.

d. Action to contract for Audit Services – IGM Koch stated this is a recommendation to contract for auditing services for three years with the auditing firm Pauly- Rogers. This came as a result from the RFP put out a few months ago. The Port had two responses. They have experience doing governmental audits. This firm will save the Port around \$3000 a year.

COMMISSIONER MOHR MADE A MOTION TO AUTHORIZE PAULY- ROGERS TO DO THE ANNUAL AUDIT IN THE AMOUNT NOT TO EXCEED \$13,080 FOR THE YEAR ENDING JUNE 30, 2015 AND \$14,000 FOR THE YEAR ENDING JUNE 30, 2016 AND \$14,380 FOR THE YEAR ENDING JUNE 30, 2017 AND TO DIRECT THE IGM AND LEGAL COUNSEL TO PREPARE THE FORMAL CONTRACT AND

AUTHORIZE THE COMMISSION PRESIDENT TO SIGN THE CONTRACT. SECONDED BY COMMISSIONER CRAMBLETT. The motion was unanimous. 4-0.

- e. Action to approve Resolution 2014-4 Public Records Request and Forms – IGM Koch stated the records request policy and form has not been revised since 1998. Port Counsel reviewed the policy and form and it was recommended to update the form to reflect new costs and to update the form to reflect technology. The new fees would reflect the actual cost for Port staff time to gather and make available information. Costs for copies, tapes, and thumb drives would reflect the cost and time it would take to make this available.

COMMISSION MOHR MADE A MOTION TO ADOPT RESOLUTION 2015-4 UPDATING THE PORT'S PUBLIC RECORDS POLICY AND FEES AND AUTHORIZE THE NEW POLICY TO BE EFFECTIVE JULY 1, 2015. SECONDED BY COMMISSIONER CRAMBLETT. The motion was unanimous. 4-0.

- f. Action to approve contract with HDR as bridge engineer – IGM Koch stated about 60 days ago, HNTB, the bridge engineering firm announced they were moving to the Seattle area. IGM Koch recommended HDR to Engineering to become the Bridge Engineer of record. They are the engineering firm for the Hood River Bridge.

COMMISSIONER CRAMBLETT MADE A MOTION TO APPROVE THE SERVICE AGREEMENT WITH HDR ENGINEERING AND AUTHORIZE THE IGM TO SIGN THE SERVICE AGREEMENT. SECONDED BY COMMISSIONER MOHR. The motion was unanimous. 4-0.

Commissioner Caldwell arrived at 7:12pm.

9. Staff Reports:

- a. Was Item b. Economic Development Report – Interim Economic Development Manager Don Mann reported that the Port is finishing up lot clearing adjacent to Bear Creek Holdings. The burn pile area will be cleaned up by this weekend. The Puff Factory option agreement is signed. There was a kick off meeting. It was very successful. Puff Factory will soon begin set up of the Flex Building. Negotiations continue with Heuker Bros. Mr. Mann reported the Port has been working with Oregon Business Development on locating a data center in the Port Business Park. Mr. Mann reviewed the bid schedule for Columbia Gorge Way. The road will be finished by October 31, 2015.
- b. Was Item a. Interim General Manager Report - IGM Koch stated ODOT announced to the Port that they will cover costs of cars from Oregon side of river any time service on the Bridge of the Gods is disrupted. There are now contracts will both Oregon and Washington to cover tolling costs when revenue is lost. The Port Commission met for dinner with Friends of the Gorge. IGM Koch will experiment with a work plan for all employees in the next budget year as the Port is busier. He reminded the Commission that the Port is about customer service to the Community. Toll Booth Park had some changes made. There are boulders placed along the road to prevent cars from parking there. The PCT trail comes out near the toll booth. The Port needs the Forest Service to be more

aggressive in working to keep hikers safe as they come off the trail. The Port staff has been trying to get WSDOT and ODOT to work together to get some parking issues taken care of in Cascade Locks.

The Commission recessed out of Regular Session at 7:28pm.
The Commission recessed into Executive Session at 7:35pm.

10. Recess into Executive Session under ORS 192.660 2 (e) Real Property Negotiations

The Commission recessed out of Executive Session and back into Regular Session at 8:19pm.

11. Any Action as a result of the Executive Session

COMMISSIONER MOHR MADE A MOTION TO DIRECT DON MANN TO AMEND THE LETTER OF INTENT FOR HEUKER BROS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.


COMMISSIONER MOHR AMENDED TO MOTION TO AUTHORIZE PRESIDENT GROVES TO SIGN THE LETTER OF INTENT. Seconded by Commissioner Caldwell. The motion was unanimous. 5-0.

Port Attorney Tommy Brooks spoke on behalf of the Commission and addressed Dave Lipps, co-owner of Thunder Island Brewing. He stated the Commission is not ready to move forward with the proposal dated June 10, 2015. The Port needs more information. They would like to see the general business plan, a timeline, and the business financial plan. The Port can enter into a non-disclosure agreement where information can be kept confidential. Then the Port can look at the offer to determine if a counter offer can be made.

12. Adjournment:

COMMISSIONER MOHR MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The meeting adjourned at 8:55pm.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: 9-21-15
Prepared by: Sally Moore