

Port of Cascade Locks

The Port of Cascade Locks Commission Work Session Meeting was held Thursday, May 14, 2015 at the Community Center, Marine Park, Cascade Locks, OR 97014.

1. **Meeting called to order/ Pledge of Allegiance:** Commission President Groves called the meeting to order at 5:02 pm.
2. **Roll Call:** Port Commissioners Groves, Cramblett and Haight were present. Commissioner Caldwell and Commissioner Mohr were excused.
 - **Others Present:** IGM Koch, Port Attorney Tommy Brooks, Toll Booth Supervisor Jean Pearson, Secretary Sally Moore, Account Specialist Melissa Warren, Marketing and Development Manager Holly Howell and Maintenance & Construction Manager Todd Mohr.
3. **Declaration of Potential Conflicts of Interest:** None
4. **Modifications, Additions to Agenda:** None
5. **Commission Business Action Items**
 - a. **Action on Employee wages for the 2015-16 budget year** – IGM Koch reviewed the current policy on salary and position grouping adopted by the Commission along with the 2014-15 budget. (See Exhibit 1). Also reviewed was the Oregon Public Port Association (OPPA) salary study from 2013. This review was a result of requested options and recommendations regarding employee salaries during the Budget Committee process. CP Groves stated the Port compares with other Ports that have the same revenue. He stated caution is needed in order to be apprised of yearly revenues and annual raises. He would like to see how to make raises in line with higher and lower paid employees to make it equal.

Commissioner Haight stated that raises should merit performance not the amount of time an employee has been at the Port. CP Groves stated that the Commission does not know about performance of employees; however he is in favor of an employee of the month or quarter program. IGM Koch stated the recommendations do not speak of merit, but of longevity, if they get evaluation and they are not up to snuff they will not be there, and added this is not the time to discuss merit raises. IGM Koch stated the Port may phase into merit raises. In the future, the Commission may change its mind. IGM Koch recommend to look at this annually before the budget is started. Management Staff gave their thoughts on this issue. Staff Howell said a 2% raise across the board is equitable; with a higher rate for lower paid staff as well. M&C Manager Mohr stated 2% does not show appreciation. Toll Bridge Supervisor Jean Pearson stated last year entry level and low level employee both got jumped from \$10 to \$12 an hour and a long term toll taker was not given a raise. Dependability need to be recognized as well. Commissioner Haight recommended having a March meeting. Commissioner Cramblett stated salaries were out of “whack” due to “favoritism” in the last few years. She does not like merit raises because of this. **CP Groves recommended a 2 % raise for Group 1; a 3% raise for Group 2; a 3.5% raise for Group 3; and Groups 4 and 5 a 4% raise. This would go into effect July 1, 2015. He also recommended a shift differential pay for; 15 per**

hour for swing shift and .30 an hour for graveyard shift for the toll takers. He recommended starting a program for an employee of the quarter; with a "fair" stipend given to them; with an employee of the year at years end. Commissioner Cramblett stated this is public money and does would a program for raises that does not show favoritism. She said this is in the best interest of the Port.

COMMISSIONER HAIGHT SO MOVED CP GROVES RECOMMENDATION AS STATED. SECONDED BY COMMISSIONER CRAMBLETT. The motion was unanimous. 3-0.

The Commission recessed out of Regular Session at 5:55pm.
The Commission recessed into Executive Session at 6:00pm.

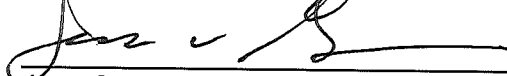
6. **Executive Session under ORS 192.660 (2)(e) Real Property Negotiations**
 - a. Ongoing negotiations with Puff Factory
7. **Any action as a result of the Executive Session.**

COMMISSIONER CRAMBLETT MADE A MOTION TO APPROVE THE NEW LEASE WITH THE PUFF FACTORY AND DIRECT THE PRESIDENT TO AUTHORIZE IT AND TO SIGN IT AND THEN AT THE SAME TIME TO REAPPROVE THE OPTION TO BUY THE PROPERTY WITH MINOR CHANGES FROM THE ATTORNEY AND HAVE THE PRESIDENT SIGN IT. SECONDED BY COMMISSIONER CRAMBLETT. The motion was unanimous. 3-0.

8. **Adjournment:**


COMMISSIONER HAIGHT MOTIONED TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CRAMBLETT. The motion was unanimous. 3-0. The meeting adjourned at 06:15pm.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Donna Mohr, Secretary Treasurer
Port Commission

DATE APPROVED:

6-18-15
Prepared by: Sally Moore