

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, February 19, 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 6:01 pm.
2. **Roll Call:** Commissioners Groves, Cramblett, Haight and Caldwell were in attendance. Commissioner Mohr was excused.
 - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Secretary Sally Moore, Marketing and Development Manager Holly Howell, Accounting Specialist Melissa Warren and camera operator Betty Rush.
3. **Declaration of Potential Conflicts of Interest:** Commissioner Cramblett declared a direct conflict of interest regarding the draft letter to the Portland Spirit to set up the annual meeting. She and her husband are employed by the Portland Spirit. Commissioner Caldwell declared a direct conflict of interest regarding the draft letter to the Portland Spirit to set up the annual meeting. Her brother works for the Portland Spirit. PC Groves discussed what a direct conflict of interest is. Port Attorney Brooks stated he will come back with a primer on a direct conflict of interest in working on the upcoming budget year 2015-16.

Modifications, Additions to Agenda:

IGM Koch stated there would not be an Executive Session, as the Port Commission has not heard back from the Puff Factory. He added that Account Specialist Melissa Warren would report on the Special Districts Association of Oregon (SDAO) conference. Staff Howell will present the Agenda for the Pacific Northwest Waterways Association (PNWA) conference, and their trip to WA D.C. IGM Koch asked to add a draft Memorandum of Understanding (MOU) letter for discussion, for Bear Creek Holdings. He added there would be a discussion on land issues. A discussion on rescheduling March 5, 2015 Work Session due to a scheduling conflict was added. IGM Koch commented the Energy Task Force is going to the Port of Morrow on March 11, 2015 to look at the equipment to determine if it can be used in the Business Park. A draft letter to Dan Yates at the Portland Spirit was added. This draft letter asks for an appointment for the annual meeting between the Port and the Portland Spirit (Sternwheeler). He added to discuss changing the March 5, 2015 work session as some will not be back from the PNWA conference.

4. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action):**
 - a. **Commission Member Comments** – Commissioner Caldwell thanked all for their involvement in the development of the OneGorge Coalition, and for moving forward with the Port of Cascade Locks Business Park Infrastructure. Commissioner Cramblett stated she noticed the Hut is being moved, and added she is glad the dead tree is down. She stated at the SDAO Conference she attended many useful

sessions. SDAO stated that they could come up and attend a Port Commission meeting, listen and provide feedback on conflicts of interests. She stated the Port's employee manual and policy on recreational use of marijuana needs to be clear that recreational use of marijuana is not allowed. Included in the policy, there needs to be a clause that does not allow any employee to bring any paraphernalia, and candy etc. CP Groves and IGM Koch have requested a meeting with Kate Brown, new Governor for Oregon on behalf of the Port of Cascade Locks Commission. He stated Staff Howell is working on the agenda for the PNWA conference in Washington, DC. He added the 2015-16 Budget planning is coming up. There are three vacancies on the Budget Committee. The Port has been advertising for members. CP Groves stated there are now 38 registrants for the Melges boat race. Staff Howell made a recommendation to purchase property adjacent to the new fire station. There is now road access now. It is 2.3 acres.

COMMISSIONER CALDWELL MADE A MOTION TO HAVE STAFF CONTINUE TO MOVE AHEAD IF THEY CAN TO PURCHASE THE LAND ADJACENT TO THE NEW FIRE DEPARTMENT, THE 2.3 ACRES. SECONDED BY COMMISSIONER CRAMBLETT. The motion was unanimous. 4-0.

- b. Reports & comments from Government Officials – None
- c. Comments from the General Public – None

5. **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 December 9, 2014, January 8, 2015, January 15, 2015, and the Joint Meeting with the Port of Hood River on January 29, 2015.
 - b. Approval of Bills in the amount of \$152,129.79.
 - c. Approval of January 2015 payroll in the amount of \$45,235.69.

COMMISSIONER CALDWELL MOVED TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER HAIGHT.

Commissioner Cramblett asked if she needed to abstain from voting. Port Attorney Brooks stated she did not. The check she signed was for reimbursement and is a legitimate payment, not for profit.

The motion was unanimous. 4-0.

6. **Commission Business Action items:**
- a. **Approve RFP for Information Technology (IT) – IGM Koch** – presented his report dealing with IT services and the proposed Request for Proposal (RFP). This was prepared by Port attorney Tommy Brooks, and was reviewed on February 5, 2015.

COMMISSIONER CRAMBLETT MADE A MOTION THAT PAUL BE DIRECTED TO SEEK PROPOSALS AND TO APPROVE THE RFP FOR INFORMATION

TECHNOLOGY. SECONDED BY COMMISSIONER CALDWELL. The motion passed unanimously. 4-0.

- b. **Approve RFP for Toll Technology at Bridge of the Gods (BOG) – IGM Koch.** IGM Koch explained this RFP will be open until April 9, 2015. He reviewed the revised schedule. This would sync with the budget process. This will allow plenty of time for the process to be adequately reviewed. CP Groves stated there should be a public meeting held to discuss the project, as this may impact many citizens if the Port decides not to give any more discounts on tolls.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE RFP FOR BRIDGE TOLL TECHNOLOGY AND DIRECT THE IGM TO SEEK PROPOSALS AND FOR IT TO BE COMPLETED BY JANUARY 19, 2016. SECONDED BY COMMISSIONER CRAMBLETT. The motion passed unanimously. 4-0.

7. **Staff Reports:**

- a. **IGM Koch presented a picture of Lindbergh flying under the Bridge of the Gods. This will be presented to Oregon Congressman Peter Defazio in Washington DC in gratitude for his help in restoring the Bridge of the Gods to 80,000 lb.**

- i. **Begin discussion of proposed toll increase – IGM Koch presented the report for the annual re-visitation of possible toll increases. Attached to the report were projected toll increases for different axles. There was a list of three options for toll increases. IGM Koch stated within the new toll technology system, The Port may charge more for tourists. The materials will be reviewed by the Port Commission and will be brought back for action at a later date. If the toll is to increase, the Port would notify truckers through a common carrier system and through WSDOT and ODOT along with social media and signage at the bridge. The Port is coordinating with the Port of Hood River and moving toward a possible consolidated toll collection system. CP Groves stated he is not in favor of raising tolls without a public hearing. The Port decided to come back and have a public hearing in March; and then deliberate to make a decision. Commissioner Caldwell stated it is important to get community input. No action was taken.**

- ii. **Adopt 2015-16 Budget Schedule – IGM Koch – The proposed schedule for the planning of the 2015-16 budget was presented. The goal is to adopt the budget and if necessary adopt a supplemental budget.**

A MOTION WAS MADE BY COMMISSIONER CALDWELL TO ADOPT THE PORT OF CASCADE LOCK'S 2015-16 BUDGET SCHEDULE. SECONDED BY COMMISSIONER CRAMBLETT. The motion was unanimous. 4-0.

- iii. **Business Park Infrastructure plan & budget – IGM Koch stated Staff started putting the infrastructure budget together in October, and have been working with the Engineer on a timeline and costs. There was an**

outline for organization and budget presented. Maintenance and Construction Manager Mohr will be lead the project, working at approximately 20 hours a week. Staff is finalizing a Contract with Dave Griffin. Jim Bussard will continue as consulting Port Engineer, and Tenneson Engineering will be the Contract Engineer. Port Attorney Brooks will serve as legal service advisor. Allen Daniels with DEQ will also serve on the committee. IGM Koch stated with the upcoming property sales it is necessary to approve the infrastructure plan and budget in order to begin. The project will start February 26, 2015. Sales of properties will pay for the project. The Port will not take out any loans. The Project Team will meet every Thursday at 10:30am.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE INFRASTRUCURE PLAN AND BUDGET. SECONDED BY COMMISSIONER CRAMBLETT. The motion passed unanimously. 4-0.

Action of MCEDD Funds: The Port of Cascade Locks has \$2600 in MCEDD funds. They are left over from the now defunct regional marketing organization. IGM Koch asked that these funds be diverted to assist the OneGorge Coalition effort with expenses including a webpage.

A MOTION WAS MADE BY COMMISSIONER CALDWELL TO MOVE THE \$2600 FROM MCEDD TO BE TRANSFERRED AND USED FOR ONEGORGE COALITION'S EXPENSES INCLUDING A WEBPAGE. SECONED BY COMMISSIONER HAIGHT. The motion was unanimous. 4-0.

The draft letter to Dan Yates with the Portland Spirit, to set up the annual meeting regarding the Sternwheeler, with the Port was presented and discussed. The letter contains items that the Port would like to discuss with the Portland Spirit, including a general financial discussion and inventory. Health inspections will also be addressed. The consensus was that Attorney Brooks redraft the letter, review it and then have IGM Koch sign it and mail it.

Staff Melissa Warren gave a presentation on the SDAO conference and a budget class she attended. This year for the budget, the Department Budgets will be color coded. It will make it easier to delineate each Department. Melissa stated she attended a class on grant tracking and recording. She reported that an employee can still be fired for smoking marijuana, and that the Port is not required to accommodate an employee smoking recreational marijuana. The Port also needs to address the paraphernalia brought to work. It needs to be clear in the policy this is not allowed. She stated all of the classes she took were very helpful

- b. Economic Development Update** – Staff Howell stated the eight lots have been recorded officially on the subdivision. There has been no communication from the Puff Factory. Don Mann reports he has been working on draft documents on the Bench property.
- c. Review Packet for Trip to Washington, DC** – Staff Howell presented an agenda for the PNWA trip to Washington DC. She reported that Hal Hiemstra, Port lobbyist has

been working on the agenda. She presented an overview of the trip. Holly Howell, Jess Groves and Don Mann will be leaving on February 28 and returning March 5. Mayor Cramblett will also attend. They will make contact with Congress persons from Oregon and Washington. They were approved to tour the White House. The priorities for the trip is to ask for help with funding the 10 year BOG Plan. The second on the list for the OneGorge Coalition, asking for full funding on the National Scenic Act. The next is the Marine Park Overcrossing Project and asking for funding. They will go to the HUD office to attempt to obtain the grant funding that the Port has not received yet. Commissioner Cramblett asked if they will talk to BPA. Staff Howell said they would. They will be prepared to talk about the Beach project as well.

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

a. Ongoing negotiations with Puff Factory The Commission did not recess into Executive Session.

7. Any Action as a result of Executive Session: None.


There was discussion about changing the March 5, 2015 Port Commission date to March 12, 2015, due to scheduling conflicts.

COMMISSIONER CALDWELL MADE A MOTION TO CANCEL THE PORT COMMISSION MEETING ON MARCH 5, 2015, AND RESCHEDULE THE MEETING FOR MARCH 12, 2015. SECONDED BY COMMISSIONER HAIGHT. The motions was unanimous. 4-0.

Secretary Sally Moore will post a public notice that there will be an electronic meeting on the Memorandum of Understanding regarding Bear Creek Holdings.


8. Adjournment: President Groves adjourned the meeting at 8:35pm.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Donna Mohr, Secretary
Port Commission

DATE APPROVED: 3-15-15
Prepared by: Sally Moore