

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, February 21, 2019 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

1) Commission meeting called to order: CP Groves called the meeting to order at 6:00pm.

- **Pledge of Allegiance**
- **Roll Call:** Commissioners Groves, Stipan, Caldwell, Lorang and Bump were present. **Others Present:** GM Paul Koch, Accounting Specialist Melissa Warren, Bridge of the Gods Manager Ryan Vollans, Deputy GM Olga Kaganova, Government Relations Director Mark Johnson, Diana Reedy-VanWinkle and camera operator Marianne Bump.
- **Additions & changes to the agenda: None**
- **Declaration of Potential Conflicts of Interest: None**

CP Groves reminded the Commissioners the importance of stating motions correctly and how important it is that are spoken clearly and concisely. Secretary Sally Moore stated that when the Commission comes out of Executive Session that the Commission come back into Regular Session and to turn on the recorder if there are any motions made to ensure they are correctly transcribed for the recorded. GM Koch stated that Butch Miller is sick and will not make an Energy Council Report.

2) Public Comment (Speakers may be limited to three (3) minutes): None

3) Special Presentations & Reports by outside resources, staff & Government Officials

- a. **Legislative update from Government Relations Director Mark Johnson** – Mark reported that he has been focusing on the bridge, specifically the Bike/Ped overcrossing in Salem this week. He stated that a bill (LC 4221) will be dropped for the design and engineering to ask for funding for the Bicycle/Pedestrian overcrossing on the Bridge of the Gods. This bill will include the recreation based economy and adding seismic strength to the bridge. The Port had to deny a \$900,000 FLAP grant due to the limited language in Title 23. The Port would like PCT, Travel Oregon and others to testify before the subcommittee to advocate for the passage to Ways and Means subcommittee. Port Staff has meeting coming up with House Speaker Tina Kotek. Mark stated in DC they will address the Title 23 language; possibly to change the language allowing the Port to accept Federal grant money. There is draft language now in Legislative Council. Mark
- b. **Verbal status report on Toll Technology project at the Bridge of the Gods** - Bridge Manager Ryan Vollans reported that the steps and timeline has been updated for the Toll Technology. He stated the aluminum brackets are at the Port. Coburn Electric has the approved the permits to install them on the Toll Booth Canopy. The Memorandum of Understanding (MOU) from the Port of Hood River has been received and Port Counsel and Staff will begin reviewing this. Ryan stated two Commissioners can sit in on the review. Deputy GM Olga Kaganova stated a summary paragraph will be prepared for the

Commission to review. Ryan stated next month he hopes to have a revised and more accurate timeline. Ryan stated that he is working on replacing the heavy toll booth doors. They are harder to open in the winter and cause a strain to the toll booth staff. Mark Matthews with Pacific Mark is looking at options to replace the doors. They are looking at wood or aluminum. He is trying to get it done in March so the Port can receive a \$5,000 Safety Grant. Commissioner Stipan stated that he would like to set a date for the Special Commission meeting to discuss the final reports dealing with 4 toll related topics as listed in the General Manager Report # 93.

COMMISSIONER STIPAN MADE A MOTION TO HAVE A SPECIAL MEETING ON THE BRIDGE OF THE GODS FOUR MAJOR TOPICS ON FEBRUARY 27, 2019 AT NOON. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

- c. **Review and discussion on PNWA Mission to DC** – Groves stated that the trip was discussed this morning at the Economic Development subcommittee meeting. CP Groves stated they are starting to put together their agenda for the 5 day trip. Government Relations Director Mark Johnson stated they will focus on getting the Title 23 language changed so the Port will be eligible for grants for the Bike/Ped crossing. One is called the Infra Grant and the Port can apply for a \$25 million grant. CP Groves stated they will attend the Pacific NW Waterways Conference while in Washington DC, the delegates will visit many Legislators in DC. Mark reviewed the Port of Cascade Locks 2019 Projects and Priorities. This will be handed out to Legislators in DC.

- 4) **Consent Agenda (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 item from the Consent Agenda for individual discussion).**

- a. **Approval of minutes for budget meetings October 18, 2018 and November 1, 2018**
- b. **Approval of bills in the amount of \$254,397.14**
- c. **Approval of December payroll in the amount of \$72,588.78**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

- 5) **Commissioner comments and Commission sub-committee reports** – CP Groves stated that some meetings were cancelled due to snowstorms. Commissioner Stipan stated there will be a Museum Board meeting on March 4. Commissioner Lorang stated Son of Man will have a tasting on February 24 serving Basque cider. They will also offer food. The event will start at 5PM. CP Groves stated that he attended the Action Team meeting today. He stated the School District is working on the Medical Clinic moving to the school.

- 6) **Commission Business Action Items**

a. **Action to approve proposed amendments to Audit contract** – GM Koch reported that in 2018 the Port Commission took formal action to approve a two year extension to the current audit services agreement with Pauly-Rogers and the Information Technology Contract with RADCOMP Technologies. The audit contract was previously extended until June 30, 2019. The IT contract was previously extended to September 30, 2020. GM Koch stated that both companies are doing an excellent job and rather go through the lengthy RFP process, he stated it would be in the best interest of the Port to extend these contracts for five (5) years.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE PROPOSED FIVE (5) YEAR AUDIT SERVICES CONTRACT EXTENSION AMENDMENT AND THE PROPOSED FIVE (5) YEAR EXTENSION AMENDMENT FOR IT SERVICES AND AUTHORIZE THE GM TO SIGN THE AMENDMENTS AND TO NEGOTIATE NEW COSTS. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

b. **Action to adopt Resolution 2019-1 approving the FEMA Required Natural Hazards Mitigation Plan Addendum and authorizing the General Manager to finalize the addendum** – GM Koch reported that based on a recent FEMA ruling, the Port is now required to approve the the addendum to the Hood River County Natural Hazards Mitigation Plan. This action is required if the Port wants to receive any future reimbursements for natural disasters related conditions and events. Some minor additions need to be made regarding jurisdictions within the County.

COMMISSIONER LORANG MADE A MOTION TO ADOPT THE RESOLUTION 2019-1 APPROVING THE PROPOSED ADDENDUM TO THE COUNTY NATURAL DISASTER PLAN AS REQUESTED BY FEMA. AND, AUTHORIZED THE GM TO COMPLETE DISCUSSIONS WITH THE COUNTY TO FINALIZE THE FORM FOR THE ADDENDUM.NO SECOND WAS MADE.

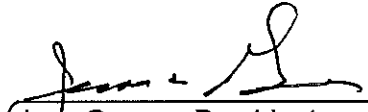
CP Groves asked why the Port would approve a proposed Resolution if there is only a proposed addendum, and not a finalized addendum. GM Koch stated the report is finalized. FEMA reimbursed the Port for only \$28,000 for the 2017 ice storm. The actual cost was \$96,000.Port Attorney Brooks stated the Addendum already exists and the Port is only adopting the Resolution. GM Koch stated the only thing to add is the date approved.

COMMISSIONER LORANG MADE A MOTION TO ADOPT THE REVISED RESOLUTION 2019-1 AND APPROVE THE ALREADY FINALIZED ADDENDUM TO THE COUNTY NATURAL DISASTER PLAN AS REQUESTED BY FEMA. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

6) **General Manager's Report # 93:**GM Koch stated the Special meeting on February 27 will be at the City Council Chambers at noon. GM Koch stated there will be meeting with Dave and Caroline Lipps, owners of Thunder Island Brewing (TIB) to discuss their progress and the lease on March 1. TIB has not filed sewer or wastewater plans. GM Koch stated the proposed 2019-20 budget will show more costs reflected as the Port grows and operates. GM Koch stated their will be a proposal from the Railroad on the property in the next few weeks.

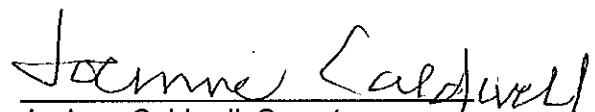
- 7) Executive Session under ORS.192.660. (2) (e) Real Property Negotiations - None
- 8) Any action taken as a result of Executive Session - None
- 9) Adjournment: COMMISSIONER LORANG MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0. The meeting adjourned 7:35M.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joanne Caldwell, Secretary
Port Commission

DATE APPROVED: 5-16-2019
Prepared by: Sally Moore