

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Wednesday May 18, 2017 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, Lorang and Bump were present. Commissioner Stipan was excused. Commissioner Caldwell arrived at 7:10pm.
Others Present: GM Paul Koch, Secretary Sally Moore, Port Attorney Tommy Brooks, Economic Development Manager Don Mann, Bridge of the Gods Manager Ryan Vollans, Event Coordinator Jan McCartan, Accounting Specialist Melissa Warren, and camera operator Betty Rush.
 - **Modification, Additions & changes to the agenda:** GM Koch introduced the new Bridge of the Gods Manager, Ryan Vollans to the Commission. GM Koch added Items 3c., a report from M&C Manager Todd Mohr regarding his conference attendance; Item 3d., the status on Thunder Island Brewing and their options; Item 3e., a report from Economic Development Manager Don Mann regarding the status and schedule for the new Flex 2 building that is pending
 - **Declaration of Potential Conflicts of Interest:** - None
- 2) **Public Comment (Speakers may be limited to three (3) minutes) - None**
- 3) **Special Presentations & Reports by outside resources, staff & Government Officials**
 - a. **Report on the Governor's conference on Tourism–** Event Coordinator, Jan McCartan reported that the conference in Salem was well attended. Tourism is up in Oregon. Hotel stays are up 8%. There is an increase in jobs in the travel industry. Jan discussed the session held in the Pavilion called "We speak the Gorge". It is a Gorge wide program aimed at all employees and businesses making people of all creeds, colors, etc. feel safe in the Gorge and to provide information for the area. Jan stated there are many weddings booked in the Park for the summer and she is trying to fill in the shoulder season. Jan stated there will be a "Small Business Showcase" held in the Pavilion on June 22, 2017, and will be sponsored by the Skamania County Chamber of Commerce. There are many small businesses already signed up. She invited all staff and Commissioners to attend.
 - b. **Review of Port and AWI contract –** Port Attorney Tommy Brooks reported that the AWI contract will end in 2022. He noted this is an important year for the Port to begin discussions to decide how the next contract will be written. Commissioner Lorang and CP Groves will do an inspection of the Sternwheeler in the fall of 2017. They will use the Economic Development subcommittee to begin discussions on a new AWI contract. No action was taken.
 - c. **Report from Todd Mohr – None**

d. Report on status of TIB and their options

e. Report from Economic Development Manager Don Mann on the status and schedule for the building of a new Flex 2 building. Don reviewed the bid package, timeline and status for Flex 2. The bid went out last week. A mandatory pre-bid site visit was today. All questions from potential contractors will be answered by next week. The bids are due June 8, 2017. On June 15, 2017, the Commission will approve the bid at their meeting. The bid will then be awarded. Notice will then be sent out. The project is slated to be finished by November 15, 2017. This will be an open warehouse with substantial utilities for future needs. Staff will be working to put bid package together for Flex 4 in the next few weeks.

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 April 6, 2017 and April 20, 2017
- b. Approval of bills in the amount of \$113,824.53
- c. Approval of April payroll in the amount of \$49,795.49

COMMISSIONER BUMP MADE A MOTION TO APPROVE THE CONSENT AGENDA. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 3-0.

**THE COMMISSION RECESSED OUT OF REGULAR SESSION AT 6:30pm.
THE COMMISSION WENT IN TO EXECUTIVE SESSION AT 6:35PM**

EXECUTIVE SESSION UNDER ORS 992660. (2) (e) Real Property Negotiations and ORS 992.660 (2) (h) Legal Counsel.

THE COMMISSION RECESSED OUT OF EXECUTIVE SESSION AT 7:00PM AND WENT BACK INTO REGULAR SESSION. NO ACTION WAS TAKEN.

COMMISSIONER CALDWELL ARRIVED AT 7:10pm

5) Commissioner and Commission sub-committee reports: Commissioner Lorang commented that the Economic Development subcommittee has a lot going on. CP Groves stated thanked the community for the support in the recent election. He stated he went door to door and got a lot of good comments from the citizens regarding the Port. CP Groves attended the Action Team meeting today and stated the City and Port has a lot of building going on. Commissioner Caldwell stated she is happy that she was reelected and is happy to serve another 4 years. She stated the Pony Advisory Team will report to the Commission on June 15, 2017. She is happy the community is involved. She noted there will be three public meetings before anything is done with the Pony; in the meantime, the current Pony building will be refurbished and upgraded this

year to meet the Oregon Historical Society standards. The Pony building has dry rot and needs a lower humidity level. This will be corrected this summer. CP Groves stated he may be reappointed to the ODOT RegionOne Committee as his two-year term is nearly up. He stated this group is important so that CL can resolve some of the transportation and safety issues on WaNaPa St. and the entrances and exits into town.

- 6) **General Manager's Report:** GM Koch reported the that the second phase of security planning is ready for the 2017-18 FEMA application process. The total amount for Phase II is \$540,851.00. The Port would match 25%.

COMMISSIONER CALDWELL MADE A MOTION THAT THE PORT APPLY FOR GRANT FUNDING FOR PHASE II OF THE SECURITY MASTER PLAN AND HAVE THE COMMISSION PRESIDENT SIGN THE DOCUMENT. SECONDED BY COMMISSIONER LORANG.

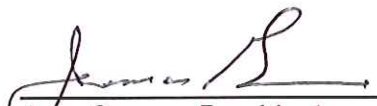
CP Groves asked what Phase II would involve. In the first phase, fiber will come from the toll booth down WaNaPa St. to Marine, add enhanced cameras on the toll booth and bridge, updated fire and intrusion to the buildings in Marine Park. Phase II adds system design, wireless spectrum analysis, electrical assessment, internet provisioning specifications, installation of approximately 17 cameras, licenses, and supporting infrastructure enhancements. It will be implemented focusing on critical areas, including land and water perimeters on and near the Bridge of the Gods. The Port office will be the administrative setting for all of the system. Cameras will be installed along the water in Marine Park, fiber will run north across the bridge.

The motion was unanimous. 4-0.

GM Koch reported that a letter and flyer regarding bridge notices went out to the trucking companies. GM Koch stated Commissioner Lorang and CP Groves attended a toll collectors meeting, where new BOG Manager Ryan Vollans met the toll takers. CP Groves stated it was a positive meeting. Commissioner Caldwell stated there is a pothole on the north side of the bridge that needs repair. GM Koch stated he will put a work order in.

- 7) **Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0. The meeting adjourned at 7:42pm.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joanne Caldwell, Secretary
Port Commission

DATE APPROVED: 6-15-2017
Prepared by: Sally Moore