

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday February 7, 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, Bump, Lorang, Stipan and Caldwell were present.
Others Present: GM Paul Koch, Deputy GM Olga Kaganova, Accounting Specialist Melissa Warren, Secretary Sally Moore, City Administrator Gordon Zimmerman, Government Relations Director Mark Johnson, Butch Miller, Bridge of the Gods Manager Ryan Vollans, and Camera Operator Marianne Bump.
 - **Modification, Additions & changes to the agenda:** GM Koch added Item 2a. a report from Butch Miller, (Port of Cascade Locks appointee to the Hood River Energy Council). GM Koch added Item 3g. Action to appoint Myra Walker to the Budget Committee. GM Koch added in his GM report , a verbal report on the Port Commission Election reminders from Secretary Sally Moore. He added a recommendation to appoint Commissioner Stipan to the Museum Board in his GM report.
 - **Declaration of Potential Conflicts of Interest:** - None
- 2) **Public Comment (Speakers may be limited to three (3) minutes – None**
 - a. Port Commission appointed member to the Hood River Energy Task Force Council, Butch Miller stated the first meeting will be next Wednesday. Butch will make a report to the Commission after the meeting. GM Koch stated this a valuable and important Council; and Mark Johnson asked Butch to forward the agenda for the meeting to him ahead of time. CP Groves stated that Cascade Locks is “green” already using Bonneville Power.
- 3) **Special Presentations & Reports by outside resources, staff & Government Officials**
 - a. **City Report** – City Administrator Gordon Zimmerman reported that 7 inches of rain fell in January. CA Zimmerman reported there are two newly elected City Council Members. They are Jules Caldwell-Wager and Sarah Patrick. CA Zimmerman stated that ODOT will be installing 56 ADA ramps this summer. ODOT has hired WH Pacific to do the work. Then ODOT will pave and stripe WaNaPa Street. He noted that the NOAA forecast is calling for heavy snow next week. He said the City needs to develop the City well. The Waste Water Improvement system is moving along. CA Zimmerman stated the City will be updating their Electrical Master Plan. He stated that EMS would like to add an extra Paramedic. The City is looking at setting up an Emergency Communication system using ham radios. CA Zimmerman reported that the City Council voted no on purchasing new furniture for the City Council Chambers. The Port had offered to pay for half of the new furnishings.
 - b. **Review of Port Commission Meeting and Operating Procedures**

GM Koch stated the Port Commission annually reviews the 2015 adopted the Port Commission Meeting and Operating Procedures. GM Koch recommended that the Port Commission review and make any changes desired and then act to adopt any revisions to the policy. CP Groves stated that the Port should correlate with ORS 777 Ports Generally, as the Port also follows these. GP Groves stated the ORS states how a Port operates. He would like the Port to determine if any procedures from that ORS should be utilized for meetings and procedures. Port staff will send the Procedure to Port Counsel for review and any edits. This will come back to the Commission for review and approval. Sally Moore, Secretary will reach out the CP Groves to set up a meeting with for further discussion on this matter. Secretary Sally Moore reported

that there are three open seats for 2019 on the Commission Board. These are for 4 year terms. They are for Commissioner Brad Lorang, Commissioner Dean Bump and Commissioner John Stipan's seat. Anyone may file a declaration of candidacy no later than the 61st day before the date of the regular district election or until March 21, 2019 at 5pm at the Hood County Election Office, 601 State St., Hood River, OR 97031.

- c. **Review of Organization Chart** – GM Koch stated that the newly revised Organizational Chart was attached for Port Commission review. The only modification made was to add the Government Relations Director to the chart.
- d. **Review of Public Records Request Policy and Form** – GM Koch asked the Commissioners to review and make any adjustments to the policy. The Commission amended the policy in January 2018. Commissioner Stipan asked if Executive Session minutes can be requested after 20 years. CP Groves stated records would have to be reviewed by Port Counsel GM Koch noted that newspapers can sit in, however they cannot divulge any information they heard in Executive Session.
- e. **Verbal update and review on Bridge of the Gods Manager Ryan Vollans** Ryan reviewed the updated Steps and Timeline for the Breezeby Tolling Technology Installation. Ryan stated he and Deputy GM Olga Kaganova met with Port of Hood River Finance Director Fred Kowell to discuss the timeline and the Memorandum of Understanding (MOU). The Port has not received the MOU yet. The Port hopes to receive and review it by next week and have Port Counsel review it. Ryan stated that PSquare will be at the Toll Booth on February 8 to update the work stations to support the Breezeby at the Toll Booth. Ryan stated that new construction on the Toll Booth Canopy will start as soon as Coburn Electric has the permits approved. PSquare will install the treadles soon. The Port staff hopes to have the Port Commission approve the fees and policies related to the new technology on February 21, 2019. Ryan stated the Breezeby will go live by April 4, 2019. Deputy GM Olga Kaganova met with Fred today and hopes to see the Memorandum of Understanding soon.
- f. **Review of standard Commission decision making report format** – GM Koch reviewed the 2013 adopted standard formatted reports for Commission meetings and asked the Commissioners for identification of any changes desired. Commissioner Stipan asked that a report from Government Relations be added to the Commission agenda.
- g. **Action to appoint Myra Walker to the Budget Committee** GM Koch reported that Myra Walker sent a letter of interest to be reappointed to the Budget Committee . The term is for three years.

COMMISSIONER STIPAN MADE A MOTION TO APPOINT MYRA WALKER TO STAY ON THE BUDGET COMMITTEE. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous.5-0

- 4) **Commissioner and Commission sub-committee reports:** Commissioner Stipan asked about Cramblett Way and Columbia Gorge Way. GM Koch stated that Cramblett Way has been turned over to the City and Columbia Gorge Way will be turned over to the City soon. CP Groves stated that the plans for pFreim will go to the City Planning Commission soon for approval so the Port can start building. Some PR has been done by Mark Johnson on the pFriem buildings. Groves stated plans are firming up for the DC trip and many meetings have been set up with Legislators. it is vitally important to get Port information out to the community. She stated this year the Port will be much easier. CP Groves stated he will attend a NOAA Fisheries conference in Idaho soon. The Port will be

lobbying there for the FLAP Grant for the BOG Bike/PED Overcrossing. The Port has been working on getting the language changed in Title 23 so that the Port can accept Federal grants. Mark Johnson reported that press releases on the pFriem building have been given to the Hood River News and the Skamania County Pioneer. Mark gave an update on the Legislative process; stating it is linear. Mark has had many meetings on the Pre-K programs. Cascade Locks is in the 4 Rivers early learning hub. Mark stated the objective is to make this program sustainable and HB 2025 will make this a successful if passed. Mark stated that Gorgeous Night Out in Salem will be March 6.

5) Commission Business Action Items - None

6) General Managers Report #92 - GM Koch stated that Hood River School Superintendent Dan Goldman will be leaving the district for another position. He recommended inviting Dan to a Port Commission meeting to recognize him and present him with a Lindbergh picture. GM Koch also stated that Matt Garret from ODOT is retiring and recommended that the Port honor Matt for all of his help with the weight restriction issue on the bridge, with a Lindbergh picture as well. GM Koch stated Matt was instrumental in restoring the 80,000 lb. weight restriction to 2013 Bridge issue. GM Koch stated the staff will reschedule the trip to the Port of Astoria. This trip was cancelled to the snow storm. GM Koch stated with the addition of a Deputy General Manager and Olga Kaganova to fill that position; the Port Commission needs to take formal action to authorize Olga to be added as an approved signatory to the Port's bank account at Columbia Bank.

COMMISSIONER STIPAN MADE A MOTION TO AUTHORIZE THE ADDITION OF OLGA KAGANOVA DEPUTY GENERAL MANAGER AS AN AUTHORIZED SIGNATORY TO THE PORT'S BANK ACCOUNTS EFFECTIVE MARCH 1, 2019 AND WITH NO CHANGES TO THE CURRENT COMMISSION SIGNATURES FOR COMMISSIONERS GROVES, LORANG, CALDWELL, STIPAN AND BUMP. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

GM Koch asked that the Commission formally appoint Commissioner Stipan to the Museum Board.

COMMISSIONER LORANG MADE A MOTION TO COMMISSIONER STIPAN AS THE PORT'S REPRESENTATIVE TO THE MUSEUM BOARD. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous.5-0.

GM Koch stated that as the first Commission meeting in July, falls on a holiday, July 4th recommended that the Port Commission cancel the meeting for that date.

COMMISSIONER LORANG MADE A MOTION TO CANCEL TOE 4TH OF JULY COMMISSION MEETING. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

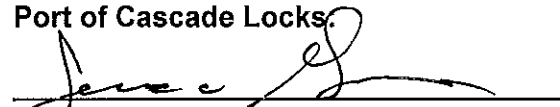
GM Koch presented the County CEDS report. This included the Ports . Also attached was the historical chronology of Cascade Locks.

7) Executive Session under ORS 192.660 (2) (e) Real Property Negotiations - None

8) Any action as a result of Executive Session – None .

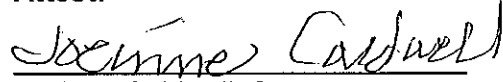
- 9) **Adjournment: COMMISSIONER LORANG MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0. The meeting adjourned at 7:45PM.**

Port of Cascade Locks.



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell, Secretary
Port Commission

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