

Port of Cascade Locks Business Meeting

The Port of Cascade Locks Commission Business Meeting was held Thursday, August 18, 2016 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, Stipan and Caldwell were present.
Others Present: GM Paul Koch, Secretary Sally Moore, Accounting Specialist Melissa Warren, David Lipps, Caroline Park, Economic Development Manager Don Mann, Port Attorney Tommy Brooks, Marketing & Development Manager Holly Howell, Ken Wittenberg, Joe Renault, Dean Bump, Bob Sourek, Bear Mountain Logistics, Patrick Mulvilhill, Hood River News and camera operator Betty Rush.
- **Modification, Additions & changes to the agenda:** CP Groves stated the open vacancy for the seat on the Port Commission has been open for several weeks. The Port received one letter of request from Dean Bump.

COMMISSIONER CALDWELL MADE A MOTION TO APPOINT DEAN BUMP TO POSITION NUMBER THREE THE VACANT SEAT ON THE PORT OF CASCADE LOCKS COMMISSION. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

Secretary for the Port of Cascade Locks, Sally Moore swore Mr. Dean Bump in as Commissioner for Position number three on the Port of Cascade Locks Commission.

Also, added: GM Koch added Item 5b; a report from Commissioner Lorang regarding the Economic Development subcommittee. Action Item 6b was added; a recommendation from Port Attorney Tommy Brooks on GM Koch's contract.

- **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. **Update on Thunder Island Brewing (TIB) –** Caroline Park & David Lipps, co-owners of TIB gave a status report regarding their proposed building on the property on WaNaPa Street. Dave stated that they have been moving along with their project and just completed a survey of the property and a GeoTech is being done. They will finalize a site plan soon. There was a discussion on interest on the adjoining parcel now leased to Jumpin Jax Java coffee. TIB owners are interested in this parcel to add more parking. They would like to execute their Purchase and Sale Agreement. CP Groves stated the timeline is very important and needs to be followed.

- b. **Update from Bob Sourek, Smokey Mountain Logistics** – Bob Sourek, owner, reported the company is working on the completion of a new dryer. They have been focusing on getting up and running 7 days a week. He reported they have total of 26 employees. They are planning another packaging line. SML trucking has hired another broker and two new truck drivers.
- c. **Departmental Quarterly Reports (Verbal) – All Departments** Economic Development Manager Don Mann reported that the Renewal Workshop has all of their equipment and is installing it all. They will have a ribbon cutting soon. Perceptual Testing has signed a lease and will move in around September 1, 2016. The Flex 3 building remodel is nearly finished. Don has been working with CenturyLink and Gorge.net to get fiber optic out to the Business Park. Both new businesses have decided to work with Gorge.net. They will set up a wireless connection soon. Don met with Tim Heuker and they are moving forward with their building and engineering plans. They will hope to break ground in the spring. He said street signs, stop signs and striping have been done in the Business Park on Columbia Gorge Way. Marketing & Development Manager Holly Howell reported that the Design Guidelines need to be reviewed and possibly revised in tandem with the ongoing development in the Business Park. She has been working on ribbon cuttings for Renewal Workshop and Perceptual Testing and will let know the Commission know the dates. She reported the summer events went smoothly. The town has been busy this summer and brought revenue to local businesses. Recreation Coordinator, Mayah Frank is leaving the Port to continue her education in Alaska. The Commission needs to think about the transition and Holly handed out the job description asking how to improve the job and skill set. This will come back to the Commission for approval. Holly suggested changing the job title to Events Coordinator as it encompasses things like weddings, smaller conferences, etc.. The Port will advertise for the position in late September, interview in late October, and hope to have a new person on board in November. CP Groves and Commissioner Caldwell agreed that changing the job title to focus on weddings and other events is a great idea and it will help utilize the facilities more. There was a consensus to change the title from Recreation Coordinator to Event Coordinator. Holly stated she would like to see one Commissioner on the interview panel. CP Groves stated staff and Commissioners met with State Aviation staff asking for that the Airport to be turned over to City and/or Port. The State Representative was open to the idea and they were told how to go about and do it. Don stated the purpose is for economic development and pursuing a grant is the best opportunity to study the feasibility of the property.

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. **Approve minutes from June 16, 2016, and Budget Committee minutes from May 26, 2016.**

Secretary Sally Moore stated that in the June 16, 2016 minutes there was an error in the roll call; a person was added that was not there. In the Economic Development subcommittee report there were some spelling errors. These minutes were modified and corrected.

- b. **Approval of bills in the amount of \$295,983.04**
- c. **Approval of June payroll in the amount of \$52,097.19**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA WITH THE MODIFICATIONS TO THE MINUTES FOR MAY 19, 2016 AS STATED BY SECRETARY SALLY MOORE. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

5) Commissioner and Commission sub-committee reports

- a. **Recommendation from the Economic Development subcommittee regarding PNWA Priorities** – Staff Howell explained the Port is a part the Pacific NW Waterways Association (PNWA). Annually a delegation goes to Washington D.C. The Port combines a list of items and current priorities (Exhibit 1). There was a brief discussion on the priorities.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE PNWA PRIORITIES.

COMMISSIONER LORANG RESTATED HIS MOTION STATING TO ADOPT THE PNWA PRIORITIES FOR 2017. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

- b. **Report from Commissioner Lorang regarding the Economic Development Subcommittee** – Commissioner Lorang stated the grey house property was discussed and recommended keeping it as a lease only property.

COMMISSIONER LORANG MADE A MOTION TO KEEP THE HERMAN CREEK BUSINESS COMPLEX PROPERTY AS LEASE ONLY BY THE PORT INCLUDING THE GREY HOUSE PROPERTY. SECONDED BY COMMISSIONER CALDWELL.

Commissioner Stipan asked if City Administrator Zimmerman had attended the Economic Development subcommittee meeting. Commissioner Lorang replied yes.

The motion was unanimous. 5-0.

6) Commission Business Action Items

- a. **Action to appoint new Commissioner** – This took place earlier in the meeting.
- b. **Contract for the General Manager** - Port Attorney Brooks stated a few months ago the Commission asked Port Counsel to review Paul Koch's contract to determine if his duties acting as a General Manager with an independent contract could be turned into employee status to work a more narrow focus of the job and move the contractor to a more permanent position taking over more day to day management of the Port. He stated there are no job duty changes. The contract satisfies the rules of employee vs contractor and will start September 1, 2016.

Port Attorney Brooks suggested the motion below. Commissioner Caldwell so moved:

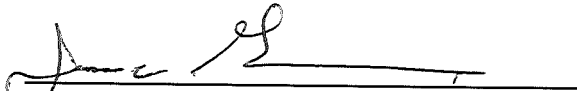
TO AUTHORIZE THE PORT OF CASCADE LOCKS TO ENTER INTO A CONTRACT WITH PAUL KOCH AS GENERAL MANAGER AND AUTHORIZE PRESIDENT JESS GROVES TO SIGN IT. SECONDED BY COMMISSIONER LORANG. Seconded by Commissioner Lorang. The motion was unanimous. 5-0.

- 7) General Manager's Report GM Koch discussed the safety issues at Toll Booth Road and the backup it causes on both I-84 and SR 14. There may be some grants available through the FAST ACT. Port Engineer David McCurry is investigating the possibilities.
- 8) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN. SECONDED BY COMMISSIONER LORANG. The motion was unanimous.

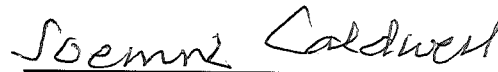
The meeting adjourned at 7:53 PM.

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Joeinne Caldwell, Secretary
Port Commission

DATE APPROVED: 10/20/2016
Prepared by: Sally Moore