

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, May 19, 2016, 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.
- **Roll Call:** Commissioners Groves, Lorang, Lipps, Stipan and Caldwell were present. **Others Present:** GM Paul Koch, Port Attorney Tommy Brooks, Secretary Sally Moore, Marketing and Development Manager Holly Howell, Accounting Specialist Melissa Warren, Martin Hecht, Columbia Gorge Tours, Dana Hendricks, PCTA, Bob Sourek, Bear Mountain Products, David McCurry, HDR Engineering, Darrin Eckman, Tenneson Engineering and Caroline Park.
- **Modification, Additions & changes to the agenda:** GM Koch stated that item 3b.; the report from Roy Rogers, CPA on the annual audit would be pulled from the agenda as Mr. Rogers was unable to make the meeting
Declaration of Potential Conflicts of Interest: None
- **Declaration of Potential Conflict of Interest – None**

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

3) **Special Presentations & Reports by outside resources, staff**

- a. **Appeal to toll rates on the Bridge of the Gods by Martin Hecht, Columbia Gorge Tours** – Martin made an appeal to the Port, stating he bought his dually Passenger Van for safety reasons in the Gorge; and does not feel it fair that he will have to pay more toll for that reason. He asked if the Commission had a chance to look at his appeal letter. The Commission stated they had. He stated he crosses the bridge many times a day bringing many visitors to the Sternwheeler. He stated he is trying to remain competitive with other tour groups. He is paying double because of the dual wheels. CP Groves thanked Martin on behalf of the Commission; and stated the Commission cannot make exceptions, as it would exclude others from having that privilege, as well as not be fair to others to make one exception. Commissioner Caldwell stated she understands how small businesses work and is sympathetic.
- b. **Presentation of 2014-15 audit by Roy Rogers, CPA**
Roy Rogers was unable to attend the meeting.
- c. **Report and update from Bob Sourek, Bear Mountain** - Bob reported that the company has grown since he last reported to the Commission February 2015. Since then, they purchased property from the Port and are building a new dryer. They have 26 employees. They would like to add 10 more employees by 2019. He added the new fence is installed.
- d. **Progress report on Columbia Gorge Way** – Darrin Eckman, (Port Engineer of Record) and Engineer with Tenneson Engineering, reported that the new road, Columbia Gorge Way is 80% complete and they are paving and cleaning up as well

as putting in a pond on lot 5 to hold storm water. The project has been under budget. The reason for this is, they have encountered less rock than anticipated. Weather has been a factor in the slower progress as the project was to be finished in early May 2015. Summit Excavation sustained some damage to their equipment due to some unknown jersey barriers, and will ask for compensation for this. Weather dependent, the project should be finished by mid-June.

- e. **Final report on study to determine the feasibility of a bicycle/pedestrian crossing attached or adjacent to the Bridge of the Gods** – Marketing and Development Manager Holly Howell gave a brief introduction and synopsis of how this topic came into being. The Port has been part of a coalition since 2011 working towards making the BOG safer for bicyclists, pedestrians, and equestrians. In December 2012, David McCurry, Engineer at HNTB completed the “*Bridge of the Gods Pedestrian Crossing Feasibility Study – Bridging Byway Communities Over the Bridge of the Gods*”. No action was taken at that time because the study found the bridge could not take any additional weight or structures without reducing the load limit. In addition, at that time, ODOT put weight restrictions on the bridge and emergency repairs were made. The Port then wrote a 10-year Bridge of Gods Maintenance Plan at the mandate of ODOT. There has been engineering cost analysis to determine what options were available. David McCurry, Engineer, who is now with the Engineering firm HDR was contracted to do the analysis. Dana Hendricks, Regional Representative for PCTA thanked the Port for being great partners. They are still working on this project and know it could be a double decade project. She added there might be possible grants with new transportation funding. She hopes the Port will look at next steps and how the PCTA can fit in. CP Groves stated that in Washington DC, these types of projects are becoming more popular. There may be a funding source through the FAST ACT Regional Transportation. The Fixing America’s Surface Transportation (FAST) Act is five-year legislation to improve the Nation’s surface transportation infrastructure. There is a 40% match for FAST ACT funding. The Port hopes to obtain funding for the bridge through this act. David McCurry highlighted the report. David reported on the cost analysis and reported that the first consideration was if the bridge is strong enough and if it would even be cost effective. He stated by utilizing the 10-Year, Plan.it may reduce some costs and there may be a \$3.5 million savings by combining 10-year plan with crossing, and may make funding easier. Section E (also known as Plan B) in the 10-year plan shows the approximate price tag of the overcrossing. By combining the 10 Year Plan for the Bridge of the Gods and the Plans for the overcrossing, the cost would be approximately \$11,065,000. The next steps are to look at sources of realistic funding. By working together with the coalition, Commissioner Lipps stated the funding could come easier by combining more grants at the same time and phasing projects. GM Koch stated by considering 2016-17 budget there is more funding for grants to a have an engineer design more concrete planning, and to begin discussions with the Port of HR to bundle transportation projects with them. He suggested scheduling a work session with all partners to work out more details.

- 4) **Consent Agenda (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Commissioner may make a motion to remove any item from the Consent Agenda for individual discussion).**

- a. Approval of minutes from April 7, 2016 and April 21, 2016
- b. Approval of bills in the amount of \$185,845.84
- c. Approval of April payroll in the amount of \$45,166.36

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

5) Commission and Commission sub-committee reports and comments –

Holly Howell reported for The Economic Development sub-committee. The sub-committee met with Roger Hicks, local business owner who is interested in the property known as the “Grey House” property in the Business Park. Economic Development Manager Don Mann is moving forward with Flex 2 and 3 building on how to bid out the work, He has a tenant that would like to move into Flex 3 by September 1. It is a Medical Technology Company. He will also price out a 2400 S.F Flex 2 building. Holly reported there is and interested party in the Hillside property downtown. They would build lease space buildings. Don Mann set them a draft lease agreement with a long-term option. The interested party is reviewing it. They are looking at some option agreements to hold the property. The County Forester walked the Port owned Moody Road 40 acre property site, with the Port staff and reported that the harvest could be. 500 million board feet worth around \$150,000. Staff is recommending to do an official Timber Cruise. CP Groves stated this property would be used for parking as tourism increases. Harvesting the timber could help pay for the 26 mile Mountain Bike Trail.

6) Commission Business Action Items

- a. **Action on Resolution 2016-3 to include the Herman Creek Lane properties in the adopted Design Guidelines for the Business Park - Marketing Development Manager Holly Howell** - Holly stated that in 2014, the Commission adopted Resolution 2014-6, The Port of Cascade Locks Business Park Design Guidelines and rescinded the 2001 CC&Rs in the Business Park. Earlier in May 2016, the Commission directed staff to make the Port owned properties identified as “The Herman Creek Lane Business Complex” also subject to the adopted Design Guidelines. Resolution 2016-3 revises Resolution 2014-6 to include the Herman Creek Lane properties.

COMMISSIONER LIPPS MADE A MOTION TO ADOPT RESOLUTION 2016-3 WHICH REVISES RESOLUTION 2014-6 TO MAKE THE HERMAN CREEK LANE BUSINESS COMPLEX PROPERTIES SUBJECT TO THE SAME ADOPTED DESIGN GUIDELINES FOR THE PORT’S BUSINESS PARK. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.0

- b. **Action to enact Resolution 2016-4 revising policy governing toll rates for the Bridge of the Gods - -GM Koch**

COMMISSIONER LORANG MADE A MOTION TO ADOPT RESOLUTION 2016-4 ESTABLISHING THE NEW TOLL RATES AND POLICIES TO BE EFFECTIVE JULY 1, 2016 WHICH REVISES RESOLUTION 2014-6. SECONDED BY COMMISSIONER STIPAN.

Commissioner Lipps asked if the low-income toll rates would be in place. GM Koch stated that staff is working on it and it will be .50 cents a crossing. Commissioner Caldwell asked if the old coupons would be valid. GM Koch stated they will be used and will be pay any additional charge to pay the new toll. The \$15 coupon books are still being sold until June 30. GM Koch is putting together a toll-training program. CP Groves stated when the coupons are sold out they are gone. GM Koch said the goal would be to standardize all tolls. Secretary, Sally Moore will look into a programmed automated phone line stating the facts about the toll changes.

The motion was unanimous. 5-0.


- 7) **General Manager's Report** GM Koch stated that so far the Port received \$9,150 in donations towards the Fireworks program. Dennis with HDR Engineering came to the Port and he is working with the Port of Hood River on their toll technology. They are in the first phases of their new technology. The Port of CL need to meet with the Port of HR to tie the technology together. CP Groves and GM Koch will meet with them soon to start the discussion. The Port would to spin off the technology the Port of Hood River does.
- 8) **Adjournment: COMMISSIONER LORANG MADE A MOTION TO ADJOURN. SECONDED BY COMMISSIONER CALDWELL. THE MEETING ADJOURNED AT 8:45pm. 5-0.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: July 21, 2016
Prepared by: Sally Moore