

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, October 6, 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 6:00 pm.
  - **Roll Call:** Commissioners Groves, Caldwell, Lorang, Stipan and Bump were present.
  - **Others Present:** GM Paul Koch, Secretary Sally Moore, Accounting Specialist Melissa Warren, Maintenance & Construction Manager Todd Mohr, Marketing & Development Manager Holly Howell, City Administrator Gordon Zimmerman, Chris Dawson and Marla Harvey.
  - **Modifications, Additions, & Changes to the Agenda:** GM Koch added a new Item 3a; a report from City Administrator Gordon Zimmerman and Item 3g a discussion regarding the annual Christmas party, setting the date. Secretary Sally Moore was to review the Retreat Agenda.
  - **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 and Government Officials None**
  - a. **Report from City Administrator Gordon Zimmerman** – Gordon reported the City has received approval for the engineering on the Water system improvement project. The City hopes to break ground in March 2017. Their first task will be to put the water line down to the Industrial Park. He stated there are 31 residential building permits. He stated so far this year, Cascade Locks has received 90.75 inches of rain.
  - b. **Introductory report and presentation from representatives of Hood River County government regarding RARE effort to create a countywide energy conservation strategy** – Hood River County RARE student Marla Harvey asked the Port Commission for a member to attend the newly created Energy Action Task Force for HR County. The Commission has pledged \$4000 to the Task Force. The Force will meet once a month for 2-3 hours. The first meeting is November 2, 2016. Energy Trust of Oregon will chair the first meeting. The vision is created to do a baseline of energy use in the county and then set a goal for energy reduction or increase solar use, etc. as well as a cleaner environment. They are reaching out to the business community. CP Groves stated that Cascade Locks power usage would double in the next few years. CP Groves stated he would attend the first meeting.
  - c. **Toll system review** GM Koch reviewed a general summary of the overview of the plan, problems, and issues; including a report on vehicle crossings and bridge revenue.
  - d. **Review the Strategic Business Plan (SBP)** – Staff Howell stated that now is the time to annually review the SBP according to the Oregon Mandate. Since

March 2016, the Port has achieved many of its goals. It will be reviewed at the December 2016 retreat and revised for 2017. The plan will be reviewed annually.

- e. **Review of proposed concepts regarding Marine Park Master Plan** - GM Koch stated that in August 2016, many communities partners, citizens, Commissioners, Parks and Recreation employees, Port employees, employees from State agencies came together to "brainstorm" to create a Park Master Plan for Marine Park. They came up with a "do it yourself" plan. Port Engineer Jim Bussard took back all of the ideas and came back to staff with a preliminary plan and is leading the way. The Commission will adopt the plan on December 15. Some of the concepts are to build a gazebo in front of the Community Center for a small wedding venue. Add a kitchen area to the Pavilion with a sidewalk. Add new curbing and trail around the entire Park. Other ideas are to finish the Beach expansion, build a new Pony building, expand the campground and improve the roads and parking lots.
- f. **Update on Marine Park overcrossing** - Staff Howell reported that ODOT came back to the Commission with several ideas for the project. Ideas showed an overcrossing with a ramp and elevator and stairs and ramp. ODOT will be having a Public Workshop on October 19, 2016 to allow the public to submit their ideas. There will be an online survey available on the Port website to submit comments. It will be noticed as a Port Commission meeting. There are many options available.
- g. **Discussion regarding annual Christmas Party** Accounting Specialist Melissa Warren stated the date for the Christmas Party is December 8, 2016 from 12PM-2PM. Employees may bring a guest. This year the Port will donate toiletries to the Food Bank.

4) **Commissioner and Commission sub-committee reports – None**

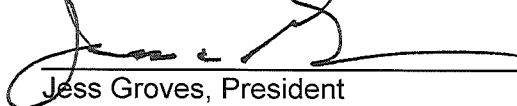
5) **Commission Business Action Items**

- a. **Action to adopt revised sick leave policy–**

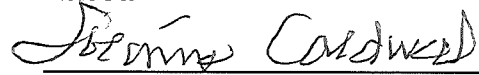
**COMMISSIONER LORANG MADE A MOTION TO ADOPT THE REVISED SICK LEAVE POLICY AS RECOMMENDED. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

6) **Adjournments CP GROVES ADJOURNED THE MEETING AT 8:30 PM.**

**Port of Cascade Locks:**

  
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Jess Groves, President  
Port Commission

**Attest:**

  
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Joeinne Caldwell, Secretary  
Port Commission

DATE APPROVED: 12-15-16  
Prepared by: Sally Moore