

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Wednesday February 22, 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 4:00pm.
  - **Pledge of Allegiance**
  - **Roll Call:** Commissioners Groves, Caldwell, Stipan, Lorang, and Bump were present. **Others Present:** GM Paul Koch, Secretary Sally Moore, Todd Mohr, Port Attorney Tommy Brooks and Economic Development Manager Don Mann.
  - **Modification, Additions & changes to the agenda:** GM Koch stated that Item 3b would be removed as George and Robin Donely, owners of Perceptual Testing would have to reschedule their presentation.
  - **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 – None**

- a. **Review and discussion of strategies for March D.C. trip** - Economic Development Manager Don Mann and CP Groves reported the upcoming Mission to DC in March 2017. This is the annual trip the Port makes to attend the Pacific Northwest Waterways Association (PNWA) Conference in Washington DC, and to discuss the needs of the Port, the City of Cascade Locks, and the Gorge with Legislators. This year the focus will be on obtaining funding for the transportation needs due to the increase in traffic in CL, on I-84 and Hwy 14 and the safety issues involved in the entire National Scenic Area. Summit Strategies is preparing an itinerary for the Port. PC Groves and Economic Development Manager Don Mann will be delegates this year.

There was a discussion on how far out in the future the bridge toll technology is. GM Koch stated It may be 2-5 years out. CP Groves stated the maintenance and preservation is very important; especially keeping the deck maintained. There was a discussion on how to monitor overweight cement trucks and other heavy trucks that lift those axles so they do not pay the toll and are overweight. GM Koch stated this is addressed In the toll technology plan.

- 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. **Action to approve toll technology plans – CP Groves removed this item from the Consent Agenda for a separate motion.**

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE TOLL TECHNOLOGY PLANS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

- b. **Action to approve seismic upgrade plans for BOG - CP Groves removed this item from the Consent Agenda for a separate motion**

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE PLAN FOR THE SEISMIC UPGRADE FOR THE BRIDGE OF THE GODS. SECONDED BY LORANG. The motion was unanimous. 5-0.**

- c. **Approve minutes from November 17, 2016, Port Staff Retreat November 18-19 2016 and JWEDG dated January 26, 2017**
- d. **Approval of bills in the amount of \$86,743.63 (disclosed)**
- e. **Approval of January payroll in the amount of \$53, 829.47 (disclosed)**

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA IN THE AMOUNT TO BE DISCLOSED AS THEY WERE NOT ON THE AGENDA. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5- 0.**

**5) Commissioner and Commission sub-committee reports:**

GM Koch there will be a meeting March 9, 2017, for the Pony Advisory Committee as many meetings have been canceled due to bad weather. CP Groves said there will be a Public Open House regarding the Oregon Pony and the Oregon Historical Society has been very involved in this process. The Oregon Historical Society stated the Pony needs to be in a climate controlled environment. There needs to be a plan to ensure this. All of the proposed designs are conceptual and nothing has been decided. CP Groves stated GM Koch, Commissioner Bump and himself met to discuss candidates who applied for the Bridge of the Gods Manager position. They decided to advertise the position again as there were no appropriate candidates.

**6) Commission Business Action Items**

**a. Action of proposed job description for the Special Projects Coordinator position** GM Koch stated Brittany Berge started this position February 1, 2017. This position was reviewed February 2, 2016 with the Commission. Commissioner Stipan asked about the yearly performance review. He would like to see a reflection of revenues brought into the Port by this position. GM Koch stated it is not revenue driven position. GM Koch stated under the Port policy every 30, 60 and 90 days there is an employee review process for a new position. Then it becomes a Full time position. He stated there will be a recruitment to fill the Receptionist/Clerk position. GM Koch stated the Marketing and Economic Development Manager position will not be replaced. This will be less of an expense to the Port. Brittany will do some of the aspects of the Marketing and Economic Development job. GM Koch stated he will modify the existing policy, revising it to state that "All employees are least evaluated annually thereafter".

**COMMISSIONER STIPAN MADE A MOTION TO APPROVE THE PROPOSED JOB DESCRIPTION FOR SPECIAL PROJECTS COORDINATOR WITH PROPOSED MODIFICATIONS. SECONDED BY COMMIOSSINNER LORANG. The motion was unanimous. 5-0.**

- c. **Approval to submit final loan application for Flex 2 project to Oregon Business Development Department (OBDD) and Infrastructure Finance Authority (IFA)** Economic Development Manager Don Mann stated that on January 26, 2017, the Port Commission approved the steps, timeline and budget for building and completion of another Flex building. This building will be called Flex 2. It will be in the Herman Creek Business Complex. At that time, staff was directed to work with the State to get approval for a loan to start construction. Secretary, Sally Moore and Don Mann are beginning the IFA application process. IFA gave the Port 45 days to fill it out the application.

**COMMISSIONER STIPAN MADE A MOTION TO AUTHORIZE THE PORT COMMISSION TO APPLY FOR A LOAN TO THE STATE OF OREGON IN THE AMOUNT OF \$1,132,000 AND DIRECT STAFF TO CARRY THIS DIRECTION OUT AND AUTHORIZE THE COMMISSION PRESIDENT TO SIGN THE LOAN APPLICATION DOCUMENTS NOT TO EXCEED NO MORE OR LESS THAN \$ 1,132,000. SECONDED BY COMMISSIONER CALDWELL. 5-0.**

- 7) **General Manager's Report:** GM Koch stated on March 3, 2017, there will be Departmental reviews of the 2017-18 budgets. He stated that Staff Berge is working on an email alert system. If there is a bridge delay or announcements, those who sign up for emails on the Port's website will be sent the alert or announcement. ODOT and WSDOT will also be sent these emails and they will be passed on to the common carrier companies. GM Koch stated Holly Howell will work for the Port on a contractual basis from time to time. He stated Monday night there is a meeting regarding the 26 mile mountain bike trail. He stated David McCurry, HDR Engineer is leaving the company. Dustin Cooley, HDR Engineer will take his place. The backup system at the toll booth was down and now has been fixed. The consultants are working on a permanent solution.
- 8) **Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0. The meeting adjourned at 5:31pm.**

**Port of Cascade Locks:**

**Attest:**

  
\_\_\_\_\_  
Jess Groves, President  
Port Commission

  
\_\_\_\_\_  
Joëinne Caldwell, Secretary  
Port Commission

DATE APPROVED: 3-22-17  
Prepared by: Sally Moore