

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, December 20, 2018 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, Stipan, Caldwell, Lorang and Bump were present. **Others Present:** GM Paul Koch, Accounting Specialist Melissa Warren, Economic Development & Property Manager Don Mann, Port Attorney Tommy Brooks ,Event Coordinator Jan McCartan, Butch Miller, Bridge of the Gods Manager Ryan Vollans, Deputy GM Olga Kaganova, Maintenance & Construction Manager Todd Mohr, Government Relations Director Mark Johnson and camera operator Marianne Bump.
 - **Additions & changes to the agenda:** Item 5a was replaced by a report from Tommy Brooks regarding dedicating part of Venture Street to the City. Item 5b was taken off of the agenda and will be on the agenda in January.
 - **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. **Review and update on the 2018 Bridge of the Gods Run – Chad Sperry –** Chad thanked the Commission for the last five years as the run grows in leaps and bounds. Last year there were 2,000 runners. Chad reported there were runners from 47 States. Jan stated participants spent money at the Best Western, the Ale House, KOA, TIB, groceries and gas. Chad stated there were 68 campers on Thunder Island. The parking turned out well, they rented the school parking lot, that bridge back up was minimal and they had live music for the first time. Chad stated that next year they will keep a better eye on pedestrians standing in the road on the Washington approach. He noted they will be more observant of the alcohol service delineation. CP Groves told Chad he has set the Gold Standard for Events and asked how to gather the data on revenue for Cascade Locks. Chad stated they can conduct a survey through demographics, and asking where they stayed and ate. Chad stated there was not a single complaint this year.

COMMISSIONER LORANG MADE A MOTION TO APPROVE A NEW THREE YEAR EVENT AUTHORIZATION. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0

Quarterly Departmental reports–

- i. **Bridge of the Gods –** Bridge Manager Ryan Vollans reported that traffic projections for the calendar year is \$1.56 million. 2017 was \$1.44 million due to the Eagle Creek Fire. Traffic counts are around 2400. He stated pedestrian striping and crosswalks are complete at the toll booth. Ryan stated he is awaiting approval

for a crosswalk from WSDOT. Ryan stated core samples are being taken for testing for salt on the Washington approach to the bridge to determine the delamination is. It will go out to bid to have the potholes repaired on the Washington side of the bridge. Ryan stated deck welding will start in the spring as well as other minor repairs. Ryan stated there are plans to put aluminum doors on the toll booth to replace the wooden doors. They will be more effective. He stated the 15 Year Maintenance & Preservation Plan will be reviewed by the Commission in January.

- ii. **Government Relations and legislative update** – Government Relations Director Mark Johnson reported that the Legislators will start in January. He will work with Senator Thomsen. Mark stated that Cascade Locks School is looking for more funding for the pre-K program and the Governor wants to fund this. The Port will visit the Governor in January to discuss economic development and pre-K funding. Mark stated that he is making contacts and working on the language for Title 23. Mark stated transportation will be expanded in the Gorge in 2019.
- iii. **Economic Development** – Economic Development and Property Manager Don Mann reported that a lot is going on at the Port and some projects are coming together. The Renewal Workshop has requested a 40 sf facility by the end of 2019. Along with that, Nicole Bassett, owner was told that the Port would need to know right away. Don stated The Renewal Workshop is growing. Don has been working with pFriem and the MOU is ready to sign. He met with the Engineer and the building package is being put together as well as a timeline. Don has notified the State that the Port would like to submit a Loan Application. Don stated that TIB new lease has been signed. Don stated that the Port will work with TIB's latest version of their timeline. CP Groves stated they have to meet their milestones. Don stated Ravenwood and other tenants will be invited to a Port Commission meeting to give any updates. Don stated that the Port is doing their due diligence on the Hood River Sand & Gravel site. The Port had the Geo Tech work done and is waiting for the results to know what direction to take. Don stated the Flex 4 building is nearing completion with the stairs being built. Don stated that pFriem would like to issue a press release with the Port of Hood River, the Port of Cascade Locks and pFriem in early January. Don reported that the Heukers were at the Planning Commission meeting and the site plan was approved. Don stated this will be a good project in the Business Park and will be under construction in 2019.
- iv. **Maintenance & Construction** – Manager Todd Mohr reported that the painting is nearly finished in House 3. They will replace the roof on House 3 with 50 year asphalt shingles. Todd stated signage is finished in the Business Park. He stated that the Fisherman Access Road is complete. Todd stated the bridge welding was finished, the IT room was completed, and the landscaping is complete. Todd stated he and some of the staff attended the employee enhancement training. Todd stated the staff made improvements to the Pavilion.

- v. **Administration** – Accounting Specialist Melissa Warren reported that the some of \$500,000 (Christmas Tree fund) from the State has been spent on part of the due diligence on Hood River Sand & Gravel. On the loan portion of the Flex loans, there have been 7 draw downs, there is still some money left for the stairs. Melissa stated every year with Best Practices with SDAO the Port saves on insurance by 10%. To save 2% the Port will do a property maintenance checklist and submit it by December 28.
- vi. **Event Coordination** – Event Coordinator Jan McCartan reported that the summer is almost entirely booked. There are only two Saturdays left to book. Jan stated the Bridgeside Restaurant has reached out for 2020 bookings. Jan stated the new tables and chairs in the Pavilion are very nice. There are many new events for the summer of 2019. The Gem Show has been re-created for next year. Jan stated that ODOT is planning a celebration at Wyeth celebrating the opening the hiker/biker trail at Wyeth and hopes to involve Cascade Locks. The date will be August 3, 2019.

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. **Approval of minutes for budget meetings August 16, 2018, and August 30, 2018**
- b. **Approval of bills in the amount of \$176,661.23**
- c. **Approval of May payroll in the amount of \$67,883.62**

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

5) **Commissioner and Commission sub-committee reports** - Commissioner Caldwell apologized for not attending the Christmas luncheon and thanked the staff for all of their hard work. She thanked Deputy GM Olga Kaganova for "being here". She is excited that Olga has the education to do the job. Commissioner Stipan stated he was sorry for missing the luncheon. Commissioner Lorang stated he forgot the luncheon as well. He stated he is thankful for the fine staff at the Port. CP Groves stated there have been some economic development subcommittee meetings discussing the Title 23 laws. He said there are some possible opportunities for changing the language in order for the port to accept grants for the Bike/Ped overcrossing on the Bridge of the Gods. The Port needs to create more revenue other than the bridge as it now stands, accepting grants the revenue for tolls would have to go back completely to the Bridge. GM Koch stated that the tracking time and reporting at the Bridge and any Bridge work done will become very important for the Port. CP Groves stated the owner of Emerald Systems apologized for the buildup of cardboard and is realizing the building is not big enough. They may be looking for a bigger building.

6) **Commission Business Action Items**

- a. **Action to adopt changes to the budget for the Toll Technology and action to approve \$40,000 from the "Bridge Set Aside" fund for planned changes in the tolling technology project** - Bridge Manager Ryan Vollans stated that toll technology has been a high priority in the 15 year plan. Ryan stated that after recent visit to the Bridge with the Tolling Technology Partners the following changes have been recommended. \$16,779.45 to pay for the change from lasers to treadle strips. The in ground treadle strips will use fiber optic technology to classify vehicles and count axles. Ryan stated an additional \$23,000 is needed to pay for added infrastructure in the toll booth to support transponder antennae above each lane of traffic. This additional cost will come from the Port Set Aside Fund, which was created for projects like these. Ryan expected that equipment installation will start in mid-January, with full implementation to "Go Live" by March 28, 2018. Ryan will send out the modified timeline to the Common Carrier system. The new total will be \$ 215,373.45.

COMMISSIONER LORANG MADE A MOTION TO APPROVE NOT TO EXCEED \$40,000 FROM THE BRIDGE SET ASIDE FUND FOR CHANGE ORDERS ASSOCIATED WITH THE TOLLING TECHNOLOGY. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

- b. **Report from Port Attorney Tommy Brooks regarding the dedication of Venture Street to the City of Cascade Locks.** – Port Attorney Tommy Brooks reported that in 2016, the Statuary and Bargain Sale & Deed was drawn up to dedicate the Port owned part of Venture Street to the City. He stated that it was never recorded however. He stated that the Port may need to regain authority and act on to record the Bargain and Sale Deed if it has not already been executed.

COMMISSIONER LORANG MADE A MOTION TO AUTHORIZE THE PORT PRESIDENT TO SIGN THE VENTURE STREET BARGAIN AND SALE DEED. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0

- c. **. Adopt 2019 Community Economic Development Strategy (CEDs) removed**

- 7) **General Manager's Report # 89:** GM Koch reported that the Museum Board is now working to establish their own set of tasks in order to be prepared in July of 2019 to begin working on the \$4.7 million privately funded project. TIB has signed their new lease. It is a six month extension. They have until June 30, 2019 to get the slab poured. The Port Commission will meet in June to decide whether to extend the lease if the slab is poured. GM Koch stated they will start giving the Port monthly reports. GM Koch stated that Olga, the new Deputy GM will begin focusing on some new projects. He stated that Olga will take the lease on the re-write of the Personnel and Financial Policies. GM Koch stated that Olga will work with Melissa to create more understandable financial reports. GM Koch stated that Olga will work with Ryan to assist in the revenue analysis from the Bridge of the Gods. He stated that Olga brings a huge amount of financial knowledge and resources to the Port. GM Koch stated that Olga will work on the 80/20 revenue process as well. Olga and GM Koch will work with Todd to turn the basement into the conference room and move Todd the Maintenance shop. GM Koch stated he spoke with Union Pacific Railroad today and


discussed the proposal for the property. GM Koch stated that the Port will have an Addendum to Hood River County's Natural Hazards Mitigation Plan. The Port will need to approve this in January in order to receive emergency FEMA dollars. GM Koch stated there is a vacancy on the Hood River Budget Committee and asked members to consider joining the Committee. GM Koch stated they will invite newly elected Hood River County Chair Mike Oates to the next Port Commission meeting. CP Groves asked Butch Miller (citizen) if he was interested in joining the Hood River Energy Task Force. GM Koch stated it is very important to have someone from Cascade Locks sitting on this task force. Secretary Sally Moore will contact Butch to give him the information regarding applying for the Energy Task Force. Deputy GM Olga Kaganova thanked the staff for all of their patience in her first few weeks at the Port, with a special thank you to Paul. She stated that on her schedule is to meet with community members to learn more of the elaborate history of Cascade Locks and the economy. Olga stated she will join the effort for the Energy Council. Olga stated she has spent a lot of time looking into the Port's finances and the Auditor's recommendations; noting that Melissa has been very instrumental in helping her with this. Olga handed out some various sample financial reports to the Commission to look at. Gm Koch stated it will be important to know the projected impact of potential sales and upcoming costs for new projects. Secretary Sally Moore reminded the Commission that the Annual Skamania County Chamber Awards Dinner January 18 and asked people to RSVP her if they want to go.

8) **Executive Session under ORS.192.660. (2) (e) Real Property Negotiations - None**

9) **Any action taken as a result of Executive Session - None**


1) **Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0. The meeting adjourned 8:15PM.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell, Secretary
Port Commission

DATE APPROVED: March 21, 2019
Prepared by: Sally Moore