

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Wednesday January 26, 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, Stipan and Bump were present. Commissioner Caldwell was absent.  
**Others Present:** GM Paul Koch, Secretary Sally Moore, Port Attorney Tommy Brooks, Marketing & Development Manager Holly Howell, Accounting Specialist Melissa Warren and Economic Development Manager Don Mann.
  - **Modification, Additions & changes to the agenda:** GM Koch added Item 6b, a proposed Whistle Blower Policy, Item 3e a presentation on insurance issues, and Item 6c and action item to propose rescheduling the February 16 meeting.
  - **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. **General discussion of transportation strategies –** GM Koch handed out Senate Bill 454 and stated that went into the “hopper” in Salem. It was written by Senator Chuck Thomsen and asks for funding fixing road and traffic issues in CL and I-84. He stated that in the next 4-6 months the proposed transportation strategies needed for to make traffic flow easier and safer in Cascade Locks needs to be carried out. The Port needs to meet with the City to ensure the specific projects in the City Transportation Plan are in alignment with the Port. There is a need to communicate with key legislators, meet with the Gorge Commission, and ensure the desired transportation projects are included in the Mission to DC strategy stated CP Groves.
  - b. **Review & discussion of strategies for the March D.C trip -** Marketing and Economic Development Manager Holly Howell stated she is preparing the workbook for the delegates to take with them. CP Groves would like to set up a meeting with Senator Merkely and Ron Wyden in DC as well as Peter DeFazio. He stated the 26 mile mountain bike trail is important and will be discussed. The Port has invested over \$100,000 in the trail. Holly stated there will be a meeting set up soon for the mountain bike trail. Commissioner Stipan stated that CL needs more art projects involving people in the community. Holly stated that Summit Strategies is getting their itinerary together. Secretary Sally Moore is preparing flight and hotel reservations.
  - c. **Discussion of proposed joint meeting with the Port of Hood River (POHR) -** GM Koch stated there is a need to meet with the POHR to discuss items that affect both Ports. The proposed discussion items will be: a discussion of proposed legislative actions, a briefing on Title 23, the toll technology project, FASTACT (grant) funding opportunities, and City,

County and Port collaboration. The date and time has yet to be determined. CP Groves stated the meeting should be in Cascade Locks this time as it was hosted by the POHR in 2015.

- d. **Legislative “Nights-Out” in Salem and Olympia** – GM Koch stated that annually through OneGorge, participating governments, businesses and other interests; there is a meet in Salem and Olympia to get together with legislators to discuss the needs and issues of the National Scenic Area. The second annual Olympia event will be held on March 15 at 6:30pm. He asked all Commissioners to attend and encouraged carpooling. The Salem Gorgeous Night Out will be on March 9 at 5pm. Sally Moore is working on getting some items donated from local businesses for the events.
- e. **Report on Insurance** - Accounting Specialist Melissa Warren reported that she received an email from Special Districts Association of Oregon (SDAO), stating that there was an error made in the Port’s short term disability payments. SDAO mistakenly billed the Port too low. They admitted the mistake and paid the back payments. She asked the Commission if they wanted to move forward and continue making the higher payments. It would be a total of \$734.36 for the rest of the fiscal year.

**COMMISSIONER LORANG MADE A MOTION TO PAY \$735.36 FOR THE SHORT TERM DISABILITY TO THE END OF THE FISCAL YEAR. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.**

- 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 November 3, 2016 and January 5, 2017**
  - b. **Approval of bills in the amount of \$212,849.45**
  - c. **Approval of December payroll in the amount of \$52,839.36**

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.**

5) **Commissioner and Commission sub-committee reports: None**

6) **Commission Business Action Items**

- a. **Action to approve strategy for construction of Flex 2 building** Economic Development Manager Don Mann stated the Port is close to making a decision on the finance package and strategy to begin to move the project forward. He received an email from IFA and shared it with Counsel. One of the discussion items was; can the Port act as General Contractor as long as proper accounting procedures are followed? GM Koch will talk the Port auditor and legal counsel; however Don Mann is pretty sure the Port can. This



will help the Port save some money. There were some cost estimates. The current estimate is 1.3 million dollars to build Flex 1. Don Mann and Secretary, Sally Moore have been working on an intake form to send to the Infrastructure Finance Authority (IFA).

**COMMISSIONER STIPAN MADE A MOTION THAT STAFF BE DIRECTED TO CARRY OUT THE APPROVED STRATEGY STEPS AND BUDGET IDENTIFIED FOR FLEX 2 AND MAKE NECESSARY ADJUSTMENTS AS MAY BE REQUIRED TO ACHIEVE CONSTRUCTION. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 4-0.**

**b. Action to adopt proposed Whistle Blower Policy** – SDAO recommended that special districts(Port) adopt a Whistle Blower Policy. GM Koch customized their template for the Port. By adopting the policy, there will a 2% price reduction on insurance costs for the Port. Port Attorney Brooks stated this type of policy is fairly standard and recommended that the Commission adopt the policy.

**COMMISSIONER LORANG MADE A MOTION TO ADOPT THE WHISTLE BLOWER POLICY TO BE ADDED TO THE PERSONNEL POLICY HANDBOOK AT A LATER DATE. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0.**

**c. Action to reschedule the February 16, 2017 meeting** – GM Koch recommended rescheduling the Port meeting as most of the Commissioners will be in Olympia the night before February 15, attending the “Gorgeous Night Out”. He stated he will be gone that day as well. Commissioner Stipan suggested 4pm on Wednesday, February 22, 2016. There was a consensus to change the meeting to February 22, 2017 at 4pm.

CP Groves stated he attended his first National Oceanic and Atmospheric Administration meeting (NOAA) meeting. He was appointed to their board, will be representing the upper Columbia River as well as the upper Ports. He stated a lot of dams are being removed. The Ports need to be involved in this. There is no fish ladder at Chief Joseph Dam. 40% of spawning happens above the Chief Joseph Dam. He stated he is looking to being on the NOAA board and look at restoring Herman Creek as a cold water refuge for salmon. He stated at the meeting he brought up the milfoil issue in the Columbia River.


Mellissa stated there will be a staff lunch for Holly at the Ale House on February 13 and an Open House in the Pavilion at 6pm. Economic Development Manager Holly Howell is leaving the Port and moving to Silverton. Her last day is Friday, February 17, 2017.

- 7) General Manager’s Report:** GM Koch reported that the toll booth computer had issues in the past few weeks. IT consultant RadComp and POS Consultant Ralph Jarvis have been working on a new backup system. A quote should be coming soon to staff, and should fix any future problems. He stated a water pipe broke in the toll booth and has been fixed. He reported the Port has received two proposals for boats services in Marine Park. One would

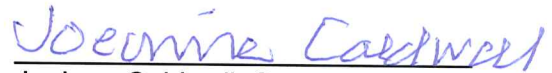
be a Sternwheeler restaurant, and the other a lodging facility. Staff is still conducting research on these proposals. Brittany Berge, in her new position as Special Projects Coordinator, will give a presentation to the full Commission on these proposals soon. GM Koch stated he is putting together the budget instructions for Department Heads and the budget should be prepared by the end of February. GM Koch is polling members to reschedule the next Pony Advisory meeting

- 8) **Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The meeting adjourned at 5:21pm.**

**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: 3-22-17  
Prepared by: Sally Moore