

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Monday, 17, 2014, at the Community Center, Marine Park, Cascade Locks, OR 97014.

1. **Meeting called to order/ Pledge of Allegiance:** Commission President Groves called the meeting to order at 6:07 pm.
2. **Roll Call:** Commissioners Groves, Caldwell, Cramblett & Mohr. Commissioner Sullenger was absent.
 - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Kristi Bengtson, Melissa Warren, Gary Rains, Todd Mohr, Christian Steinbrecher (Columbia River Port Engineers), Gyda Ann Haight, Tim Hueker, Mike Engel, Will Carey & Bob Sourek.
3. **Declaration of Potential Conflicts of Interest:** None
4. **Modifications, Additions to Agenda:** None
5. **Brainstorming Session on Budget Goal Setting:**
IGM Koch commented that staff provided materials to assist the Port Commission in setting the 2014-15 Budget goals. IGM Koch commented that this session will be in a brainstorming format. Once the budget goals are established they will be used to guide the development of the 2014-15 budget.

Commission brainstorming resulted in the following budget goals in priority order.

1. Infrastructure in Industrial Park including water, sewer, storm drain, streets, fiber cable & electric, internet.
 - a. Work with the City under the terms of the IGA on all infrastructure issues and coordinated through JWGED.
2. Bridge Fund (10 year maintenance plan).
3. Facility Maintenance.
4. Apply for Grants including a TIGER grant.
5. Flex building filled with tenants
 - a. Renovate the old shop building (Herman Creek).
6. The 5 Ports/Scenic area initiative.
7. Economic Development
 - a. Bring new business to town.
 - b. Expand/Enhance recreation.
 - c. Finalize the Beach expansion project.
8. Overcrossing into Marine Park (reprogram funds for pedestrian overpass).
 - a) Market Place
9. Address the gray house at Herman Creek lane (asbestos & fire concerns).
10. Facility enhancements and marketing

- a) Plan for kitchenette in pavilion.
- b) Enhance facility marketing & promotion.
- c) Refurbish Bradford Dock.

6. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action):**

a. Comments from the General Public:

Christian Steinbrecher, P.E. Columbia River Port Engineers introduced himself commenting that his company is new and they are focused on Port engineering.

Staff Rains commented that Friday, Representative Mark Johnson will have his kick-off for his re-election campaign.

b. Commission Member Comments:

- Commissioner Cramblett commented that Thunder Island Brewing signs are on the freeway and Wanapa Street.
- Commissioner Groves gave a short summary of the "Mission to Washington".

c. Reports & Comments from Government Officials: Nothing

7. **Consent Agenda Approval (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 items from the Consent Agenda for individual discussion).**

- a. Approval of Commission Minutes dated February 13, 2014
- b. Approval of Bills dated March 17, 2014 in the amount of \$ 78,756.41

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONSENT AGENDA. COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.

8. **Commission Business Action items:**

a. Adopting the 2014-2015 Budget Goals (IGM Koch):

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE PORT PRIORITIES AS STATED BY THE COMMISSION AND TO USE THESE PRIORITIES TO PREPARE THE BUDGET.

1. **Infrastructure in Industrial Park including water, sewer, storm drain, streets, fiber cable & electric, internet.**
 - a. **Work with the City under the terms of the IGA on all infrastructure issues and coordinated through JWGED.**
2. **Bridge Fund (10 year maintenance plan).**
3. **Facility Maintenance.**
4. **Apply for Grants including a TIGER grant.**
5. **Flex building filled with tenants**
 - a. **Renovate the old shop building (Herman Creek).**
6. **The 5 Ports/Scenic area initiative.**

7. **Economic Development**
 - a. **Bring new business to town.**
 - b. **Expand/Enhance recreation.**
 - c. **Finalize the Beach expansion project.**
8. **Overcrossing into Marine Park (reprogram funds for pedestrian overpass).**
 - a. **Market Place**
9. **Address the gray house at Herman Creek lane (asbestos & fire concerns).**
10. **Facility enhancements and marketing**
 - a. **Plan for kitchenette in pavilion.**
 - b. **Enhance facility marketing & promotion.**
 - c. **Refurbish Bradford Dock.**

COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.

9. **Staff Reports:**

- a. **IGM Report including Department & Program reports: (IGM Koch reviewed his report as follows):**
 1. **New General Manager:** Thursday, March 20, 2014 the Commission is scheduled to conduct interviews with the 5 finalists for the new GM position. The sub-committee Commissioner Groves and Commissioner Mohr are working on the questions to be used at the interview. This is a very crucial decision and will be highly important decision for the community and Port. The community function will be at 5:00 pm.
 2. **Camp Host:** We are advertising for a volunteer camp host for this season.
 3. **Fiber Cable on Bridge:** Staff along with Attorney Tommy Brooks has drafted a policy approach to placing things such as fiber optic cable on the Bridge of the Gods. The City is in the final stages of contracting out the city cable, broadband and email systems. As a part of that effort, fiber optic cable is being proposed to come across the bridge. The Port Commission will be asked to adopt the policy and a standard fee for this service.
 4. **Industrial Park Master Plan:** Following the Commissions adoption of the Industrial Park Master Plan, staff Rains and Port Engineer Bussard have been working on the next steps for implementation. The next steps in the Master Plan could very easily be very dependent on the 2014-15 Budget. Here are the next steps as identified by Staff and Engineer.
 - Engineer walking the site and mark it for grading for emergency access road, water line.
 - Get a cost for roughing in the access and clear brush so that survey work can begin.
 - Rough engineering for water (12 inch line) access, railroad approval and ODFW approval.
 - Creation of development standards including road widths, overlays, and approval by the City.
 - Surveying and platting the 11 parcel subdivision.
 - Starting the Phase 1 Environmental Assessment.
 - Agreement to pay the Ports portion of the new overhead electrical service as proposed by the City.

A full action plan and budget will be coming to the Port Commission soon with a budget and specific recommendations.

5. **Toll Increase Implementation:** Staff is moving toward full implementation of the new toll increases for the BOG. Staff looking into new signs that can be flexible enough to accommodate changes over time. News releases, common carrier notifications, new coupons, flyers etc. are in process. We anticipate getting full public information starting in early April. The new toll increase takes effect May 1, 2014.
6. **American Empress:** Staff met with HNTB Engineers to look at both the current dock and pilings at the Visitor Center as well as the capability of the lock to handle the Empress. We have received a proposal and sample contract for use of the lock for one year during the season. Staff will be getting a report, at no cost from HNTB that identifies that the Empress can dock here, but also suggests some safety and other factors. Staff will meet with Empress representatives next week and hope to be able to conclude a rental agreement for them to dock here during the coming season. The Ports current rate for docking in the locks is \$1 per foot. The Empress is about 360 feet long.

Ultimately, next year, the Empress hopes to be able to dock at Bradford Dock. Their proposal is to pay for whatever repairs are needed.

7. **Bridge Engineering:** Staff has asked HNTB to provide the Port with a cost estimate and help with an RFP for bridge engineering services in next year's budget. HNTB was the Ports bridge engineer and then worked directly for ODOT during the bridge repair effort. Both HNTB engineers who were assigned to the Port were critical to the Ports success with the bridge project. The 10 Year O and M plan for the bridge will require an engineer so as to meet state and federal requirements with all work.
8. **Bridge Technology:** Staff Bengtson is working with the Port of Hood River officials and others to hone in on a final set of technology applications for long term use on the BOG. Following a conference call, staff plans to work in partnership with Hood River because they are using the type of system that will most likely be used here. Staff thinks that by partnering and working closely with the Port of Hood River, we can save money and get a better deal on long term servicing. Funds for this enhancement will be included in the 2014-15 Bridge Repair Fund budget.
9. **Northwest Crew Event:** At a prior Port meeting Todd Bolles of the Northwest Crew (Motorcycle Club) spoke to you regarding the use of Port facilities for one of their events scheduled on June 14, 2014. At the Commissions direction, staff met with them and they have decided to make use of House 3. Mr. Bolles is requesting that the Port be a sponsor and that the \$135 rental and use fee be waived. IGM Koch commented that staff will handle this administratively if you have no problem with the waiver of the fees for use of Port facilities. Commission had no comments or concerns.

Commissioner Groves recessed the regular meeting at 7:10 pm.

10. **Executive Session under ORS 192.660 2 (a) To consider employment of a public officer, employee, staff member of individual agent & 2 (e) Real Property Negotiations.**

Commissioner Groves called the Executive Session to order Under ORS 192.660 2 (a) To consider employment of a public officer, employee, staff member or individual agent at 7:17 pm.

Commissioner Groves recessed the Executive Session at 8:00 pm.

Commissioner Groves opened the Executive Session at 8:05 pm, Under ORS 192.660 2 (e) Real Property Negotiations.

Staff Rains joined the meeting at 8:05 pm. At 8:40 pm Bear Mountain representatives Bob Sourek, Will Carey & WKO Mike Engel joined the meeting.

Mr. Sourek, Mr. Carey & Mr. Engel left the meeting at 8:54 pm.

Mr. Tim Hueker entered the meeting at 9:30 pm.

Commissioner Groves adjourned the Executive Session at 9:37 pm.

No action taken.

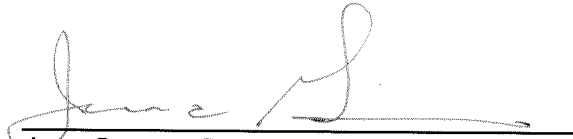
Commissioner Groves commented that he would like the public to comment on any land sale that the Port considers.

11. Adjournment

COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. COMMISSIONER MOHR SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell, & Cramblett.


Meeting adjourned 9:38 pm.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joëinne Caldwell, Secretary
Port Commission

DATE APPROVED: 4/3/14
Prepared by: Kristi Bengtson