

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday April 4, 2019 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, Bump, Lorang and Caldwell were present. Commissioner Stipan was excused.
Others Present: GM Paul Koch, Deputy GM DGM Kaganova, Accounting Specialist Melissa Warren, Secretary Sally Moore, Government Relations Director Mark Johnson, Butch Miller, Bridge of the Gods Manager Ryan Vollans, Maintenance & Construction Manager Todd Mohr and Camera Operator Marianne Bump.
 - **Modification, Additions & changes to the agenda:** GM Koch removed Item 3a. from the 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 & Government Officials**
 - a. **City Report** – City Administrator Gordon Zimmerman was not in attendance.
 - b. **Status update on Legislation & Government Relations** - Government Relations Director Mark Johnson stated that a hearing is set up in Salem for April 9, 2019 at 8am for House Bill 3378 which would appropriate money to fund engineering and design work necessary for adding a bike/pedestrian overcrossing to attach to the Bridge of the Gods. Bridge Manager Ryan Vollans will be present to speak at the hearing asking for \$1.5 million dollars. The Pacific Crest Trail runs across the Bridge of the Gods and this overcrossing will ensure safe passage for hikers and walkers as well. Project Manager Brittany Berge will post a link on the Port website to watch the hearing. CP Groves will write a statement all about safety use on the bridge to connect Oregon and Washington. Commissioner Caldwell stated this is a safety issue for walkers and bikers on the bridge. GM Koch stated that Mark is doing a fantastic job for the Port.
 - c. **Departmental Quarterly Reporting on Approved Objectives** – Accounting Specialist Melissa Warren reported on the finances of the Port. She does payroll, drawdowns for grants, bridge toll accounting. Melissa stated that she and Front desk Receptionist will be taking an Excel class in the upcoming weeks. Melissa stated that the Port will go to an electronic timekeeping system for staff documentation to track their working hours. Maintenance and Construction Todd Mohr reported that the House 3 roof is finished and there are no leaks. In House 3 the Maintenance staff is doing a remodel in order to start renting it out. Todd stated that the stairway at Let's Truck is finished. Todd noted that it was a busy February with a lot of snow removal. Todd stated that welding on the Bridge will begin in April. Todd reported that Maintenance worker Travis Randall has been certified to become a CPR trainer and will begin to train and certify staff at the Port. Bridge of the Gods Manager Ryan Vollans reported that bridge traffic volume was down, most likely due to the snowstorm in February. He noted the Toll Takers are now counting Pacific Crest Trail hikers that cross the bridge. Ryan stated that the new toll booth doors will be installed in May and that LED lights are planned to be replaced on Toll Booth

Road. Economic Development Manager Don Mann stated that the project will be advertised for the pFriem project in the Daily Journal of Commerce and the Hood River New in the next week. Don stated that the Building Permits for pFriem will be submitted to the County on April 15, 2019, the bids are due May 7, 2019; and the bid opening and the Conditional Award will be made to the low bidder on May 9, 2019. Then there will be a 10 day waiting period before the final contract can be awarded with a Notice to Proceed. Don stated on May 31, 2019 the Contract will be signed. June 13, 2019, and then the project will start. Don stated he is working with Business Oregon on the loan application. Don reported that Emerald Systems has received their grant from Tri-County Hazardous Waste. Don reported that the Port will be closing the loans on Buildings 2 and 4 and this will take 2-3 weeks. Don stated he is still working with Ravenwood, they plan to break ground this summer. Don stated Thunder Island Brewing has hired a new Project Manager, Day CPM, to reduce their project scope and break ground soon. Don stated the Heuker project has changed their design some and will start initial construction this summer. Don stated he received a call from Hood River Distillers, and they are looking for warehouse space.

COMMISSIONER CALDWELL MADE A MOTION TO HAVE A SPECIAL MEETING ON THE PFRIEM CONTRACT ON MAY 9, 2019 AT 1PM . SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0.

- d. **Review and update on the Renewal Workshop**– Economic Development and Property Manager Don Mann reported that the Renewal Workshop would like to expand and build a larger building as they have been very successful and have been growing rapidly. The Renewal Workshop would like to build a 30,000 sf building like the Flex 1 layout. They have already outgrown their 10,000 sf building. In addition, they will be hiring more employees. Don noted they are looking into expanding in Europe. Don stated he will meet with them next week to talk more specifics. They would like more natural lighting. Don stated that Governor Brown likes Renewal Workshop and met with them at the Gorgeous Night Out in Salem.
- e. **Report on Army Corps of Engineers Annual Dredging Conference** Secretary Sally Moore stated she and Maintenance & Construction Manager Todd Mohr attended this helpful conference as the Port bi-annually dredges the Marina. She stated it is helpful to attend this conference to get to know the Army Corp of Engineer employees involved in the dredging community and to learn any new laws and permitting processes. Dredging occurs in the Marina every other year.
- f. **Status update and review on the Bridge of the Gods Toll Technology** – Bridge of the Gods Manager Ryan Vollans reported that staff met with Port Attorney Laura Westmire to discuss the Toll Technology Agreement with the Port of Hood River. He stated he will set up a meeting with the Port of Hood River next week to discuss the proposed changes in the Agreement. Ryan stated the traffic controllers were installed. The date to go live with the transponders and Breeze by is December 31, 2019.

- 4) **Commissioner Comments and Commission sub-committee reports** -Commissioner Lorang stated that there is a lot going on at the Port with new buildings and many new jobs. CP Groves stated that since 1963 he has not seen such growth. Commissioner Lorang discussed the Airport property and the possible recommendations that will be sent to the Department of Aviation. He stated the AWI contract will be renewed in 2022.

5) **Commission Business Action Items - None**

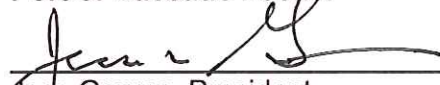
6) **General Managers Report #96** - GM Koch stated that he and Jan are meeting weekly with CGRA and he is meeting with Union Pacific Railroad on the leased parking lot in the Park. The Port is working on obtaining that property as well as the property that the Maintenance building was on. GM Koch stated he is working on the final draft for budget 1919-20. The budget orientation meeting will be April 16, 2019. GM Koch stated that the GM transition is going well and that Deputy GM Olga Kaganova is working very hard to ensure a smooth transition. Olga stated she is grateful for the time allowed to make the transition.

7) **Executive Session under ORS 192.660 (2) (e) Real Property Negotiations – None**

8) **Any action as a result of Executive Session – None**

9) **Adjournment: COMMISSIONER LORANG MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0. The meeting adjourned at 7:45PM.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: 6-20-2019
Prepared by: Sally Moore