

SMU

Port of Cascade Locks Annual Commission -- Staff Work Session

The Port of Cascade Locks Commission Meeting was held Friday, November 3, 2017 and Saturday, November 4, 2017 at the Bridgeside Restaurant, Cascade Locks, OR 97014.

Friday November 3

Reception – Open to the Public

6PM Commission meeting called to order: CP Groves called the meeting to order at 6:00pm.

- Pledge of Allegiance
- Roll Call: Commissioners Groves, Lorang, Stipan, Caldwell and Bump were present. Others Present: GM Paul Koch, Secretary Sally Moore, Bridge of the Gods Manager Ryan Vollans, Accounting Specialist Melissa Warren Special Project Coordinator Brittany Berge, Event Coordinator Jan McCartan, Brenda Stipan, Solomon Jackson, Donna Mohr, M&C Manager Todd Mohr, Brenda Stipan, Kevin Gorman, Senator Chuck Thomsen, Nate Stice, Office of the Governor, Kate Brown, Regional Solutions Coordinator and Port Counsel Tommy Brooks.
- Dinner and Discussion 6pm

A. Senator Chuck Thomsen – “Legislation” – CP Groves introduced Senator Thomsen saying he has known him for many years. Senator Thomsen is a Hood River resident. Senator Thomsen thanked the Commission for inviting him. He stated that the citizens of Cascade Locks are hard workers, involved and relentless, that why he works so hard for Cascade Locks. He stated each legislator gets one bill due to a shorter session. The Underwood Fruit Company burned down; so, some of the workers have moved up to Odell, OR to work; he is trying to get a reciprocity bill passed so these workers do not have to pay Oregon State Taxes. He has worked with some state laws on EMS issues, and why your kid can't cross the bridge to go school?

B. Nate Stice – Office of the Governor Kate Brown, Regional Solutions Coordinator: CP Groves introduced Nate, stating he always kept him informed especially when the fire happened; and he went right to work on it. He brought the Rapid Response Employment team here as well as brought Governor to discuss the economic impact of the fire. Nate gave a brief introduction stating that he is with Regional Solutions a program out of the Governor's office. He grew up in the Gorge and his fiancé works for MCEDD. He stated the local volunteers were the real leadership during the fire. He stated Regional Solutions is one of the last vestiges of the Oregon Way. He noted that one of his top priorities is Industrial Land Development.

7PM Work Session

- **Review the schedule for the Work Session** – GM Koch reviewed the schedule. There were self-introductions.
- **Review and discuss AWI contract – Port Counsel Tommy Brooks** - GM Koch stated in 2020 the AWI ends and the Port will have to develop a new contract. Attorney Brooks explained how the current contract works, and how that will key up the next contract. He stated the Sternwheel Maintenance and the 4% of the 1.4 million received are the key items discussed. He pointed out that the contract for the boat and the Visitor Center, and said the new contract will be the place to build a list for operations. He said the concession agreement says that AWI operates the boat and they are getting compensated. 2017 is the last automatic renewal. He said negotiations will take about one year. The Commission needs to decide within a year what they want. For example, whether they want to go out to bid, or renew. M&C Manager Todd Mohr stated they have done plumbing in the building and the parking lot needs to be repaved. The AWI subcommittee will meet to further discuss this matter.
- **Update and review on technology at the Bridge of the Gods (BOG) – (BOG) Manager Ryan Vollans** – BOG Manager Ryan Vollans stated tourism is increasing. The Commission is exploring toll technology. There were 1.6 million vehicles that cross the bridge annually. He stated as the weight increases the damages does as well. He discussed the various options available toll technology. The weigh station has been coming to the bridge and has been fining many overweight vehicles. The piece of equipment the Port can purchase is called "Weigh in Motion". It reads the license plate, provides a back-administration office and weigh vehicles. The Port has been in discussion with the Port of Hood River to share the back-office admin costs. The tolls for both bridges would have the same transponder and would be interchangeable. The company the Port has been talking to is named Kapsch. They have been working with them on costs.
- **Review proposals for wedding program initiatives – Event Coordinator Jan McCartan** – Jan stated the goal is to capture an increased share that is recognizable and captures more of the Gorge and NW wedding traffic. Jan stated in 10 months she has had 67 inquiries and this indicates to her that the Port needs up create a marketing strategy. Jan stated on March 17, 2018 there will be a Heart of the Gorge Wedding Show. She said there is a huge Hispanic market that the Port has not even touched. Jan discussed the Thunder Island Wedding Site Improvement Plans and said the goal is to create the premier outdoor wedding space in the Gorge. She said it needs improvements to the foot bridge, signage and the wedding sites should be made lovelier with native plants. Jan showed some pictures of other wedding sites as well as photos of native plants. Commissioner stated that some native plants that may be hard to control. Commissioner Lorang stated he would like to see more lighting on the Island.

10PM AdJourn meeting until 7:30am Saturday

Saturday November 4

7AM – 7:30AM Breakfast Buffet

7:30AM Resume Work Session –

Roll Call: Commissioners Stipan, Groves, Bump, Caldwell and Lorang were present.

- **Action to enact Resolution 2017-9 revising policy governing toll rates for the Bridge of the Gods – BOG Manager Ryan Vollans – CP Groves** asked to adopt Resolution 2017-9 and revise policy governing toll rates for the Bridge saying that it had already been reviewed.

COMMISSIONER CALDWELL MOTIONED TO ADOPT 2017-9. SECONDED BY COMMISSIONER LORANG. THE MOTION WAS UNANIMOUS. 5-0

- **Review of first quarter revenue, finances and State Investment Pool – GM Koch and Accounting Specialist Melissa Warren -** Melissa reviewed the first quarter revenue stating despite the fires projected revenues were close. She stated the State Investment Pool is a local Investment Pool for local entities to pool their monies and increase the potential interest earnings. The interest rate is 1.45%. Melissa stated the Port has \$1.3 million in the State Pool. Periodically, as needed these monies are transferred to the Port checking account at Columbia Bank. \$100,000 is always kept in the account. The Commission asked staff to look into credit cards fees and how much they cost the Port annually.
- **Overview of Port Communications – Brittany Berge, Special Projects Coordinator –** Brittany stated that the Port uses Facebook to advertise agendas. The Port mails out newsletter to the local Port District. Brittany Berge did a PowerPoint presentation on how the Port reaches the Public. One is public outreach; posting agendas, reaching out to other agencies, and then marketing. The Port maintains a Facebook page, posting notices. She explained how Facebook works. They post at the store, the Post Office and channel 23. The Port set up a page to reach out Common Carriers to get news out about closures, tolls, welding, etc. Brittany said that they are working on a signage program in the Park. She recommended paying for what is called a "boost" from Facebook to extend the outreach; as some of the issues the Port faces is extending the outreach to the public. Brittany recommended forming a Facebook Group page. The Port could post agendas and the community could as well. She noted FB will reach out as an advertising tool so more people will come to Cascade Locks. CP Groves stated this is where growth and technology come into play. Gorge.net is currently installing fiber for the Security Grant with the hopes it will expand. Commissioner Caldwell stated the Fire Hall makes a good conference room.
- **Overview of what a Special Projects Coordinator does –** Brittany Berge did a PowerPoint presentation on her new presentation. One is public reach; posting agendas, reaching out to other agencies, and then marketing. GM Koch stated this new job description was approved by the Commission after Holly Howell left. There was a need for someone in house to do research and help with the new buildings. Brittany stated there are a lot of little projects, but there are a lot and she likes that. After outlining her new position, she has discovered there is a lot to do. She stated she still takes care of Accounts Receivable and is working with Todd on the two new buildings; Flex 2 and Flex 4.
- **Review and update of Port's Vision and Mission statement –** GM Koch stated this document was reviewed at a prior Commission meeting and at the Economic Development subcommittee meeting, and there was a discussion on how important it is to keep it updated as the Port grows.
- **Review and discuss modifications to the Strategic Business Plan – GM Koch –** This topic will be discussed and modified in a subcommittee meeting.

- Commission develops preliminary list of 2018-19 Budget priorities for formal adoption in January – GM Koch said this is an annual discussion, it was decided that the 2018-19 budget priorities are GM Koch will send them out as a document to prepare for the new budget. The Budget priorities created as a result of the meeting were:

- Transportation/Bridge of The Gods
- Building new businesses and creating new jobs
- Port Facility Enhancements
- Job creating property study and acquisition
- Staff development

GM Koch stated the budget will be formed around these priorities. The Budget process will begin in December.

10AM Commission topics, issues questions and concerns – General Discussion

Commissioner Caldwell stated she talked to person who hiked to the top of the towers where the fire was. At the top, it is not burned at the top, but very bad at the bottom. GM Koch stated that putting the State in trust, they will help rebuild the trail.

Marine Park Regulation Enforcement –GM Koch stated the rules in the Park are day use only; sun rise to sunset. The Oregon State Marine Board (OSMB) went through the Park and saw boats parked in the park beyond the day use, and a touring boat parked regularly in front of the dump station at the Marina. Some trucks were tagged and took to their Indian Nations Attorney. The Port is working with CRITFC to put a temporary fix. GM Koch went to the CRITFC meeting. OSMB stated if the Port allows specific customers to park in the Park, the Park may lose their grant monies. CRITFC will now start patrolling the area.

- **Discussion of Marine Park Master Plan**

- GM Koch stated the Marine Park Master Plan is divided into 2 sections. The first portion is 1-3 years. He stated that there has been some controversy with this plan One item has been changed. Item D on Page 4 has been changed to say or *designate the current incubator space to continue as an incubator or activity space, the type of business that would not compete with existing businesses in Cascade Locks but be related to uses allowed under current city codes and be recreation related/orientated*. CP Groves asked if there was going to be another public meeting. GM Koch stated a public listening session was held earlier in the month and no one came to the meeting. Commissioner Lorang stated that part of the community concern was that there would be direct competition with other businesses. The commission decide to eradicate Section D to only say "To Repurpose the Incubator Space".

COMMISSIONER COMMISSION MADE A MOTION TO ADOPT THE MARINE PARK MASTERPLAN AND GUIDELINES A TEN-YEAR ACTION PLAN AS MODIFIED IN SECTION D TO STATE TO REPURPOSE THE INCUBATOR SPACE. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0

- General discussion amongst Commission and staff:

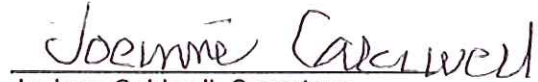
12N Lunch and adjourn: The meeting adjourned at 11:00am

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: 1-18-18
Prepared by: Sally Moore