

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, June 16, 2016, 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 6pm.
 - **Pledge of Allegiance**
 - **Roll Call:** Commissioners Groves, Lipps, Stipan and Caldwell were present. Commissioner Lorang was excused. **Others Present:** GM Paul Koch, Secretary Sally Moore, Accounting Specialist Melissa Warren, Maintenance & Construction Manager Todd Mohr, Caroline Park, Economic Development Manager Don Mann, POCL Budget Committee President, Ken Wittenberg, Ray Cless, and camera operator Betty Rush.
 - **Modification, Additions & changes to the agenda:** GM Koch asked to move Items 9 & 10 up to Item 3, and take action on the resignation of Commissioner David Lipps. Under Item 5a, the minutes for May 19, 2016 were removed, and also deleted was Item 4 Item 3, The Public Hearing was held after the Consent Agenda was approved.
 - **Declaration of Potential Conflicts of Interest: Commissioner Caldwell declared a potential conflict of interest on Item 7b; action to adopt employee salaries.**

Commissioner Lipps read his letter of resignation, stating he needs to focus on getting his business, Thunder Island Brewing up and running on Wa Na Pa Street. He thanked the Port Commission for the opportunity to serve the community. CP Groves thanked Commissioner Lipps for his time on the Commission as well.

COMMISSIONER CALDWELL MOVED TO ACCEPT THE RESIGNATION OF COMMISSIONER LIPPS. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

PUBLIC HEARING ON PROPOSED 2016-17 SALARIES: CP Groves opened up the public hearing for comment. There was no public comment. CP Groves closed the Public Hearing.

**The Commission recessed out of Regular Session at 6:04pm.
The Commission went into Executive Session at 6:05pm.**

- 3) **Executive Session under ORS 192.660 (2) (e) Real Property Negotiations and any result of Executive Session**

The Commission came out of Executive Session at 6:12pm and returned to Regular Session at 6:13pm.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE 90 DAY EXTENSION WITH THUNDER ISLAND BREWING AND THEY NEED TO REPORT BACK TO THE PORT COMMISSION EVERY 30 DAYS FOR A REVIEW AND UPDATE. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

After a brief report from Economic Development subcommittee regarding the Ravenwood Company and the proposed MOU, amongst the Commission, there was a consensus to get a draft Memorandum of Understanding (MOU) and Purchase and Sale Agreement (PSA) to Ravenwood Company for review for 60 days and they will come back to the Commission with any proposed revisions to the MOU. There is an opportunity to partner with the company. This will come back to the Port Commission meeting with recommendations, Ravenwood is surveying the property now. They are comfortable and would like an MOU to show their investors so they can move forward.

- 4) **Special Presentations & Reports by outside resources, staff and Government Officials Deleted**
- 5) **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. **Approve minutes from May 2, 2016 and ~~May 19, 2016~~**
 - b. **Approval of bills in the amount of \$364,652.95**
 - c. **Approval of May payroll in the amount of \$46,955.95**

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDEC BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

- 6) **Commissioner and Commission sub-committee reports: Economic Development**

Manager Don Mann reported that Thunder Island Brewing is moving forward. Renewal Workshop has received their Certificate of Occupancy (COO) and they can start moving in any time. The finish work is almost done. Move in will start next week. Another tenant is ready to move into the old warehouse (Flex 3). Tom Owens will be moving out. For Flex 3, the subcontractors hope to get it done by September 1, as the new business Perceptual Testing wants to move in on that date. They are. Reviewing the draft lease now. Economic Development Manager , Don Mann has been working with Port Engineer of Record, Jim Bussard and Centurylink to get fiber optic cable to the Business Park soon. Many businesses would like it there. Each business has been calling CenturyLink. Mr. Mann will meet with CenturyLink next week. Mr. Mann said there are also some new opportunities. ODOT wants to store gravel in 2018 in the Business Park, although he is . not sure if they will lock into this as other opportunities may arise. BPA would also like to store materials there as well in the future. Escrow is open for the County Lot. The Port will be closing on this property with Amerititle next week.

7) **Commission Business Action Items**

- a. **Action to adopt Resolution 2016-5 adopting the 2016-17 Budget**
- b. **Action to adopt Resolution oooooo2016-5 adopting the 2016-17 Budget**
- c. **Action to adopt Resolution 2016-6 approving adjustments to the 2015-16 Budget**

CP Groves recommended adopting all action items at once as stated.

COMMISSIONER CALDWELL MOVED TO ADOPT ALL THREE BUSINESS ACTION ITEMS AS STATED BY CP GROVES. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

8) **General Manager's Report** GM Koch stated that so far the Port received \$9,150 in donations towards the Firework program. Dennis with HDR Engineering came to the Port to discuss toll technology. He is working with the Port of Hood River on their new toll technology. They are in the first phases of their new technology. The Port of Cascade Locks would like to set up a meeting with the Port of Hood River as they would like to link the technology together. need to meet to tie the technology together. The Port would like to spin off of what the Port of Hood River does.

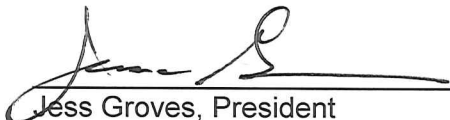
9) **Executive Session under ORS 192.660 (2) (e) Real Property Negotiations Moved to Item 3.**

10) **Any action as a result of Executive Session : moved to Item 3.**

11) **Adjournment**

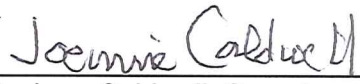
COMMISSIONER LORANG MADE A MOTION TO ADJOURN. SECONDED BY COMMISSIONER CALDWELL. THE MEETING ADJOURNED AT 8:45pm. 5-0.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joieinne Caldwell, Secretary
Port Commission

DATE APPROVED: 8/18/2016
Prepared by: Sally Moore