

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, October 19, 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 6:01pm.
 - **Pledge of Allegiance**
 - **Roll Call:** Commissioners Groves, Lorang, Stipan, Caldwell and Bump were present. **Others Present:** GM Paul Koch, Secretary Sally Moore, Maintenance & Construction Manager Todd Mohr, Economic Development Manager Don Mann, Event Coordinator Jan McCartan, Accounting Specialist Melissa Warren, Port Attorney Tommy Brooks, Bill Symes, Dave Jursik and Mark Sedars.
 - **Modification, Additions & changes to the agenda: None**
 - **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. **Community Listening Session on Marine Park Master Plan** - GM Koch presented the final draft proposal for Marine Park. There were no comments made. This will come to the Commission for adoption in December .
 - b. **Annual Report from CGRA**– Columbia Gorge Racing Association (CGRA) Members Dave Jursik and Bill Symes gave their annual Power Point Presentation saying it was another good year for sailing in the Gorge. He gave an historic background stating CGRA has been doing this for 20 years and its getting bigger and better. Dave noted there is plenty of wind and its almost always guaranteed and added that this is a huge asset for sailboat racers. Dave stated CGRA is a 501c3 organization and they have attracted 3 World Championships to Cascade Locks. Dave stated their mission is to foster sailing competitions in the Gorge to support amateur sailors many of whom may go onto the Olympics. This is an optimal area for training. They focus on youth sailing and building a sailing culture for kids in the Gorge. They offer scholarships. They thanked the Port and are looking forward to next summer. CP Groves stated they would like to see CGRA's dream of a bigger sailing area and expansion. Bill Symes stated sailing is a huge economic driver and could be a brand for Cascade Locks. CP Groves stated the Port is still working on the beach expansion. Dave stated if more demand comes up, CGRA will call the Port to determine if the space is available. GM Koch stated that Event Jan McCartan will continue to be working hard to make next year a spectacular sailing season and he will be playing a bigger role next year.
 - c. **Review proposed changes in Port facilities fees and policies** – Event Coordinator Jan McCartan reviewed the proposed changes to the annual review of fees and policies for the year 2018. The revisions are minor. The fee structure is simplified. In the proposed Master Plan, the Community Garden will be phased out for more wedding

space. Also refined was who was local. Jan stated that locals have to be a resident and live here. This is because someone rented a PO Box last year and received a local rate. Jan stated the Community Center government rate will be \$40. These fees will help offset the cost of toilet paper, electricity, etc. Another change will be raising film permits to \$250.00. Jan suggested that raising participant rates from \$1 to \$3 will raise revenue. Jan stated she knows this is negotiable. Jan stated that some items proposed are; the Port will not provide tools or labor, the Port cannot accept freight, and the beach in Marine Park cannot be cordoned off for groups. One other proposed change is to charge each boat for electricity used instead of a flat rate. These changes will come back to the Commission for adoption on November 23, 2017.

- d. **Status report on proposed toll changes**– GM Koch gave an update on the proposed toll changes stating that BOG Manager Ryan Vollans attended a City Council meeting in Stevenson and North Bonneville. He stated he got very little feedback as this increase will only impact trucks with 3-8 axles. One person in Stevenson was happy stating that it may help decrease semi-truck traffic through the City of Stevenson. GM Koch added that Hood River will be raising their tolls in January 2018 and they will then match the BOG tolls. The proposed toll increase will come to the Commission for adoption on November 2, 2017. He noted that Ryan has been working with the Kapsch on proposed toll technology at the BOG. The first phase of toll technology may start in 2018 with a transponder, weigh vehicles and identify axles and vehicles. The Port will be able to issue citations for overweight and speeding vehicles. The transponder will also work on the Hood River Bridge and the Tacoma Narrows Bridge.

- 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 July 20, 2017 and August 3, 2017**
- b. **Approval of bills in the amount of \$229,314.36**
- c. **Approval of September payroll in the amount of \$65,504.80**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0.

- 5) **Commissioner and Commission sub-committee reports:** Commissioner Stipan stated that he met with some excited members of the future Pony Advisory Team. This will be a two-year Advisory Team and they are looking forward to getting started again. He stated the Magical History Tour on the Sternwheeler was great, and he really enjoyed being the Emcee. CP Groves stated he attended the first Economic Recovery Task Force meeting for the Gorge. This task force was formed as a result of the Eagle Creek fire. He stated he would like to get Insitu to have a drone fly over and monitor the drainages for any rock slides or mud flow potential. He stated the next meeting will be November 3, 2017. He noted the Governor will ask for some funding for the Gorge. CP Groves stated he would like to see the scenic highway and some trails open up in

the spring. CP Groves stated he attended a meeting on the FLAPP grant. This grant would enable the Port to get funding for the maintenance and preservation of the Bridge of the Gods.

6) Commission Business Action Items

- a. **Action to approve the Task Force Job Description, timeline and letter from the Commission seeking Task Force participation** - GM Koch asked for approval for the Job Description, timeline and letter from the Commission. The Pony Advisory Team last year recommended forming a new Task Force. He stated there will be 5-6 additional members added to the new committee. He noted the goal will be to look deeper into the various aspects of this project and to get some direction from the Tourism Committee as well. It will develop long range plans, operational plans and financial plans; also hoping to obtain grants, etc. It will be made up of citizens, the Museum Board, members of the Tourism Committee and two Commissioners.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE PROPOSED MEMBERSHIP LETTER, TIMELINE AND JOB DESCRIPTION FOR THE NEW TASK FORCE AND ALSO RECOMMENDED THAT THE PORT COMMISSION APPOINT COMMISSIONERS CALDWELL AND STIPAN TO REPRESENT THE PORT ON THIS NEW TASK FORCE AND THAT THE COMMISSION MEMBERS ALL SIGN THE PROPOSED LETTER. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

- b. **Action to approve the Flex 4 building contract** – Economic Development Manager Don Mann stated that there were two responsive bids received for Flex 4. The lowest responsible bidder was J.H. Kelley, LLC out of Longview, WA

COMMISSIONER LORANG MADE A MOTION TO ACCEPT THE PROPOSED BID FROM J.H. KELLEY, LLC AND RECOGNIZE THEM AS THE LOWEST RESPONSIVE BIDDER AND PROCEED WITH SENDING OUT THE NOTICE OF INTENT TO AWARD AND IF NO PROTEST IS RECEIVED WITHIN ONE WEEK IN RESPONSE TO THE NOTICE COMMISSION PRESIDENT AND STAFF WILL TAKE ALL ACTION TO EXECUTE THE CONTRACT AND TO AUTHORIZE THE COMMISSION PRESIDENT TO SIGN THE CONTRACT. SECONDED BY COMMISSION CALDWELL. The motion was unanimous. 5-0.

The Commission recessed out of Regular Session at 7:48pm and went into Executive Session at 7:59.

7) Executive Session to discuss Thunder Island Lease under ORS 192.660 (2) (e) Real Property Negotiations

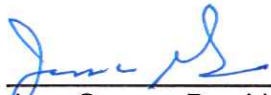
The Commission recessed out of Executive Session at 7:48 and back into Regular Session at 8:54pm.

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


- 9) Adjournment: Commissioner Caldwell made a motion to adjourn the meeting. Seconded by Commissioner Lorang. The motion was unanimous. The meeting adjourned at 8:59pm.

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: 12-21-17

Prepared by: Sally Moore