

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Wednesday June 15, 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 6:00pm.
 - **Pledge of Allegiance**
 - **Roll Call:** Commissioners Groves, Stipan, Caldwell, Lorang and Bump were present.
Others Present: GM Paul Koch, Secretary Sally Moore, Economic Development Manager Don Mann, Bridge of the Gods Manager Ryan Vollans, Bill Hankel, Ken Royer, Mark Sedars, Willis Boyer, Accounting Specialist Melissa Warren, and camera operator Betty Rush (left at 6pm).
 - **Modification, Additions & changes to the agenda: The sound was not working, so the meeting was not televised.** GM Koch added Item 7e an action on a contract with Dennis Snyder for earthwork and action item 7f an action item on negotiations for a contract regarding property in the Business Park.
 - **Declaration of Potential Conflicts of Interest:** - Commissioner Caldwell declared a potential conflict of interest on Item 7b, action on adopting the 2017-18 budget, as her husband is a toll taker at the Bridge of the Gods.
- 2) **Public Comment (Speakers may be limited to three (3) minutes) – None**
- 3) **Public Hearing regarding proposed 2017-18 Budget –** President Groves opened up the Public Hearing for comment. There was no public comment. President Groves closed the hearing.
- 4) **Special Presentations & Reports by outside resources, staff & Government Officials – None**
- 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. **Approval of minutes from May 4, 2017 and May 18, 2017**
 - b. **Approval of bills in the amount of \$129,391.54**
 - c. **Approval of May payroll in the amount of \$51,257.90**

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

- 6) **Commissioner and Commission sub-committee reports:** Commissioner Caldwell stated Windemere Realty will have an open house on Saturday. Commissioner Stipan thanked the Pony Advisory Team for all of their hard work. CP Groves stated that at the Hood River Energy Task Forces meeting there was talk of changing some ordinances in Hood River County. He told the Task Force that CL would not like

to change the way business is done and asked for consideration that no ordinances apply to CL. He also recommended that CAT the transportation county bus have a normal routine schedule to CL so that people can travel in a routine manner. As it is now, people have to call and schedule a ride. Commissioner Lorang stated that local businesses could possibly "adopt" a bus stop in town as they are looking shabby. There are about 4-5 in town.

7) Commission Business Action Items

a. Action to adopt Resolution 2017-3 approving 2016-17-year end budget

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT RESOLUTION 2017-3 AND APPROVE THE 2016-17 YEAR END BUDGET ADJUSTMENTS. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

b. Action to adopt Resolution 2017-4 adopting the 2017-18 budget

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT RESOLUTION 2017-4 ADOPTING THE 2017-18 BUDGET. SECONDED BY COMMISSIONER BUMP.

GM Koch stated that there will be an adjustment in the Development fund that will reduce revenues by \$247,000. However, there is money in the Contingency fund to accommodate the temporary shortage for the year. Don Mann will explain later in the meeting why this has changed; a proposed property sale negotiation has changed. CP Groves stated this will not affect the overall budget.

The motion was unanimous. 5-0.

c. Action to approve bid award for Flex 2 building

Don Mann stated that Flex 2 building has been moving forward. There were two responses for bids. The lowest bidder was JH Kelly. He recommended that the Commission approve the award to JH Kelly.

COMMISSIONER STIPAN MADE A MOTION TO APPROVE THE AWARD PACKAGE TO JH KELLY FOR FLEX 2 AND SEND OUT THE NOTICE TO INTENT TO AWARD AND HAVE THE PRESIDENT TO SIGN ALL DOCUMENTS. THERE WILL BE A ONE WEEK PROTEST PERIOD BEFORE THE AWARD LETTER IS SENT OUT. SECONDED BY COMMISSIONER CALDWELL.

Don stated there were two responsive bids. JH Kelly's bid was for 470,300.00. GM Koch recommended making an amended motion to include all steps of the process.

COMMISSIONER STIPAN MADE A MOTION TO ACCEPT THE PROPOSED BID FROM JH KELLY AND RECOGNIZE THEM AS THE LOWEST RESPONSIVE BIDDER AND PROCEED WITH SENDING OUT THE NOTICE OF INTENT TO AWARD, AND IF NO PROTECT IS RECEIVED WITHIN ONE WEEK IN RESPONSE TO THE NOTICE THAT STAFF IS INSTRUCTED TO MOVE FORWARD AND DISTRIBUTE THE NOTICE OF AWARD AND AUTHORIZE COMMISSION PRESIDENT AND STAFF TO TAKE ALL ACTIONS TO EXECUTE THE CONTRACT. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

- d. **Final acceptance and adoption of Pony Advisory Team Report** – A final report with recommendations was presented to the Commission. The Pony Advisory Team was created to research and study the options for the Pony building. This project took longer because of many snow and ice storms last winter. There is \$30,000 in the 2017-18 to remodel the current Pony building to bring up the standards as required under the contract with the Oregon Historical Society. The contract states the Pony needs to be kept at a certain temperature and humidity level. The Team came up with several options for the future of the Oregon Pony. It is estimated that full implementation will take 20-30 years. Some options designed were moving the Pony and the Museum to the west in of the Park, and building a new interpretative structure for the Pony.

COMMISSIONER CALDWELL MADE A MOTION (A.) THAT THE PORT COMMISSION FORMALLY ACCEPT AND ADOPT THE FINAL REPORT SUBMITTED BY THE PONY PROJECT ADVISORY TEAM AND ATTACHED TO THIS REPORT; B. DIRECT STAFF TO PROCEED TO ORGANIZE THE NEW COMMITTEE AND BEGIN THE WORK OUTLINED IN THE FINAL REPORT; C. AND THAT LETTERS OF THANKS BE SENT TO ALL PARTICIPANTS OF THE ADVISORY TEAM AND SIGNED BY THE FULL COMMISSION; D. THE COMMISSION SHOULD ALSO RESERVE ACTION ON THE FINAL LOCATION OF THE NEW PONY BUILDING UNTIL FURTHER WORK IS COMPLETED BY THE NEW COMMITTEE, AND THERE IS TIME TO ASSESS ALL OPERATING ELEMENTS SUCH AS VISITOR AND DISPLAY SPACE. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

- e. Don Mann stated he had the contract for the contract work for excavation and aggregate work.

COMMISSIONER STIPAN MADE A MOTION APPROVE THE BID AND APPROVE THE CONTRACT FOR EXCAVATION FOR THE LOWEST BID FOR DENNIS SNYDER JR. AND HAVE THE PRESIDENT SIGN THE CONTRACT FOR THE CONSTRUCTION FOR THE FLEX 2 BUILDING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0

- f. **The contract discussion was moved to Executive Session; Item 9b. under ORS 192.660(2)(e) Real Property Negotiations.**

BOG Manager Ryan Vollans reported he has done some research on toll technology. He is working on the new generator. He went to Hood River to see how their toll technology works. Ryan stated the police looked at the truck that hit the bridge and could see no damage. The truck driver was not cited.

8. **General Manager's Report:** GM Koch stated it was reported that a truck hit the top of the bridge. BOG Manager Ryan Vollans, M&C Todd Mohr and Bridge Engineers inspected the bridge and could find no damage. He stated that Thunder Island Brewing has submitted their plans to the City. The Security system will be done by the end of August. He stated Ryan will have his 30-day evaluation soon. He noted the Airport RFP deadline will be extended while the Port waits for a decision on the grant monies.
- 9) **Executive Session; under ORS 192.660(2)(e) Real Property Negotiations. THE COMMISSION RECESSED OUT OF REGULAR SESSION AND INTO EXECUTIVE**

SESSION AT 7:15PM. THE COMMISSION CAME OUT OF EXECUTIVE SESSION AT 8:00.

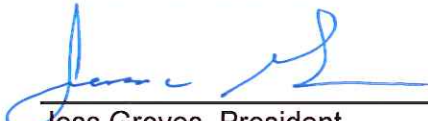
10) Any action as a result of Executive Session

COMMISSIONER LORANG MADE A MOTION TO DIRECT THE GENERAL MANAGER AND ECONOMIC DEVELOPMENT MANAGER DON MANN TO WORK WITH RAVENWOOD GROUP INC. TO DEVELOP A PAYMENT STRATEGY ON HOW THE PORT CAN BEST PARTNER WITH RAVENWOOD GROUP INC. AND MAKE A PROPOSAL BACK TO THE COMMISSION ON JULY 6, 2017. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

COMMISSIONER LORANG MADE A MOTION TO HAVE THE GENERAL MANAGER SIGN THE 90 DAY DUE DILIGENCE DOCUMENT WITH THE OTHER PARTY. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.


11) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0. The meeting adjourned at 810pm.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeline Caldwell, Secretary
Port Commission

DATE APPROVED: 7/20/17
Prepared by: Sally Moore