

## Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday, May 1, 2014, at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

1. **Meeting called to order/ Pledge of Allegiance:** Commission President Groves called the meeting to order at 6:00 pm.
2. **Roll Call:** Commissioners Groves, Mohr, Caldwell & Cramblett were in attendance.
  - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Kristi Bengtson, Holly Howell, Melissa Warren, Todd Mohr, Don Mann, Dave Palais, Joanne Wittenberg & Martina Pennington.
3. **Declaration of Potential Conflicts of Interest:** None
4. **Modifications, Additions to Agenda:** IGM Koch requested that we discuss the General Manager position. Commissioner Groves asked Attorney Brooks if this discussion would fall in an Executive Session. Attorney Brooks commented yes under ORS 192.660 2 (a) "To consider the employment of the General Manager."

Commission added under Executive Session ORS 192.660 2 (a) "To consider the employment of the General Manager."

5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action):**

**a. Comments from the General Public:**

- Martina Pennington representing the Columbia Gorge Lions asked the Port Commission if they would consider paying for the portable toilets again this year for Sternwheeler Days, commenting that the Port uses the portables through the 4<sup>th</sup> of the July.

Commission consensus to pay for the portable toilets for the 2014 Sternwheeler Days.

- Joanne Wittenberg representing the Cascade Locks Museum invited Cascade Locks residents for free entry into the Museum on May 17<sup>th</sup>, 2014. The museum is open May 1 – September 30 – Tuesday – Saturday from noon -5 pm.
- Joanne Wittenberg commented that they would like to put a "quilt block" on the Museum in Marine Park. Ms. Wittenberg requested permission from the Port Commission to put the quilt block on the Museum.

Commission consensus to allow the quilt block on the museum.

**b. Commission Member Comments:**

- Commissioner Groves commented that he has heard in the Community that the Port is selling off all its property. Commissioner Groves commented that the Port

is selling some of the property because its needs the money to move forward with the infrastructure in the Industrial Park. Commissioner Groves commented that the Commission needs to discuss how to move forward with selling vs leasing Port property.

- Commissioner Caldwell reminded everyone that this Saturday is the “Angela Coe Run/Walk.”

**c. Reports & Comments from Government Officials: Nothing**

**6. Consent Agenda Approval (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 items from the Consent Agenda for individual discussion).**

- a. Approval of Minutes dated March 31, April 3, Budget Orientation - April 17 & Commission meeting – April 17, 2014.
- b. Approval of Bills dated May 1, 2014 in the amount of \$ 39,311.63
- c. Approval of April 2014 payroll in the amount of \$ 47,254.85
- d. Approval of 2014 - 4<sup>th</sup> of July fireworks Contract with Western Fireworks in the amount of \$10,000.
- e. Approval of 2014 “Movies in the Park” in the amount of \$ 1,400.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONSENT AGENDA EXCEPT THE APRIL 3, 2014 MINUTES.**

Commission discussion on 4<sup>th</sup> of July funding. IGM Koch commented that the annual fireworks program last year was \$12,500, that amount has been reduced to \$10,000 for the upcoming budget. These funds will pay for the July 4, 2014 show.

Commission would like IGM Koch and Attorney Brooks to look at the Thunder Island Brewing’s (TIB) lease to review the maintenance of the Port’s equipment used by TIB.

**COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.**

Commissioner Mohr requested that on page 2 of the April 3<sup>rd</sup> minutes in the 3<sup>rd</sup> paragraph they be amended to read (Staff Howell recommended this to be included in the 2014-2015 budget).

Commissioner Mohr requested that on page 2 of the April 3 minutes in the 7<sup>th</sup> paragraph it should be amended to read “**Commission supports the project but will review & consider the \$5,000 match in the 2014-2015 budget process.**”

**COMMISSIONER MOHR MADE A MOTION TO APPROVE THE APRIL 3, 2014 MINUTES AS AMENDED. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.**

Commission discussion on check for Gary Rain's attorney's fees while the Port was negotiating with him to work under a contract.

**COMMISSIONER CALDWELL MADE A MOTION FOR IGM KOCH TO DISCUSS WITH MR. RAINS THE PAYMENT OF THIS BILL AND RETURN TO THE COMMISSION. COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed with Commissioners Groves, Caldwell & Cramblett voting yes. Commissioner Mohr opposed the motion.**

7. **Commission Business Action items:**

**a. Action & Update on CLIMB Trail NEPA - (Howell)**

Staff Howell reviewed the following submitted report: The Cascade Locks International Mountain Bike (CLIMB) Trail was conceived with feedback from the local community in 2007. The trail network is an economic development project, envisioned to be a regional mountain biking destination facility well situated between Portland and Hood River. The Port contracted with the International Mountain Bicycling Association (IMBA) to perform a feasibility study, design, and flag the route of a 25 mile multi-use trail network on USFS property with multiple connections to town. The team believes that the biking season would be extended here, with well-draining soils that are neither snow-bound in the winter, nor extremely dusty in the summer.

The USFS did not have capacity in house to perform the necessary National Environmental Policy Act (NEPA) environmental review, so the Port contracted with PBS Engineering & Environmental to do the field studies and provide all data directly to the USFS.

The Port contracted with PBS engineering for the following items in 2011-2012:

1. Surveys for Special Status Plants and Animals
2. Cultural Resources Report
3. Biological Evaluation
4. Management Indicator Species Report

When Columbia River Gorge National Scenic Area Manager Lynn Burditt visited with the Port Commission in September of 2013, she updated the Port Commission on the status of the CLIMB Trail project. Prior to the USFS moving forward with the NEPA, they require additional cultural resource work. Consulting engineers PBS have provided an estimate for the additional work, for a not-to-exceed amount of \$7,500. This last piece of cultural survey work would satisfy the USFS so that they can complete the NEPA, making the project shovel-ready for grant funding and eventual construction.

The Port has already invested over \$98,000 on this project, covered mostly in the FY 2011-12 budget. The Port received an OIB (MCEDD) grant for \$10,000 to cover some of these expenses. The recommended not-to-exceed amount of \$7,500 would be spent as a part of the FY 2014-15 budget, if authorized.

Commission discussion.

COMMISSIONER CALDWELL MADE A MOTION TO PLACE THE CONTRACT FOR THE REMAINING CULTURAL RESOURCE WORK FOR THE CLIMB TRAIL IN AN AMOUNT NOT TO EXCEED \$7500 FOR CONSIDERATION IN THE 2014-2015 BUDGET. COMMISSIONER MOHR SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.

8. **Staff Reports:**

a. **IGM Report including Department & Program reports: (IGM Koch)**

1. Economic Development update (Staff Mann & Howell):
  - Continuing to work on the property projects: Hueker, Morale & Smokey Bear.
  - Working with surveyor to get site surveyed.
  - Site visit of flex building.
  - Working with the DEQ on the No Further Action Letter.
  - Met with the Port's environmental consultant.
  - Met with City Administrator regarding industrial park improvements.
  - Working with IGM Koch on grant opportunities regarding infrastructure in the Industrial Park.
2. Maintenance & Construction update (Todd Mohr)
  - Currently hiring for the summer.
  - Continuing to work on Thunder Island Brewery upgrades.
  - Dead trees off Thunder Island.
  - Rented lift truck, replacing lights on the bridge.
  - Welding on the bridge every Thursday & Friday.
  - Visitor Center is almost complete.
  - Completed the electrical conduit in Marine Park to address the street lights that are near the pavilion.

IGM Koch reviewed his report as follows:

- **Overcrossing project:** ODOT is waiting for the formal letter from Congress to change the purpose of the project. Once we receive that we will meet with ODOT and other partners to see what the next steps are.
- Commissioner Mohr asked about the vendor policy. Commenting that her understanding was that the Commission would talk about this item at the meeting.

Commission discussion.

COMMISSIONER CALDWELL MADE A MOTION TO ACCEPT THE RECOMMENDATION FROM THE ECONOMIC DEVELOPMENT COMMITTEE THAT VENDORS WILL NOT BE ALLOWED ON WANAPA STREET OR ON THE PORT PROPERTY ON THE WASHINGTON SIDE OF THE BRIDGE, BUT ENCOURAGE THEM TO LINK WITH ALREADY ESTABLISHED BUSINESS'S, AND THAT VENDOR'S WILL ONLY BE ALLOWED IN MARINE PARK FOR SPECIAL EVENTS. ALSO TO BRING BACK THE VENDOR ISSUE ON THE WASHINGTON SIDE OF THE BRIDGE AREA TO THE COMMISSION FOR FURTHER DISCUSSION.

**COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.**

- **2014-15 Budget:** The final proposed budget will be ready for the first meeting of the budget committee scheduled for May 8 at 6 pm at City Hall. At this meeting, the budget message will be delivered and the proposed budget document will be reviewed. This is the meeting where the Budget committee elects its officers and finalizes its meeting dates and schedules.
- **Industrial Park Master Plan:** The Commission has received a copy of Jim Bussard's latest version of the Master Plan Map with the changes agreed to by the Commission regarding the road and access to the historic fishing area. This version also shows the proposed water line and where the emergency access will be to and from the Industrial Park. Once we have completed the negotiations on the three affected business opportunities, the revised map will come to you for approval.
- **5 Ports Initiative:** The 5 Ports within the Scenic Area will meet this week along with MCEDD to formalize a set of legislative requests that will be advocated for over the next few years. The list will include the BOG, transportation issues, funding for economic development and for the states to fully implement the Act. This new group is being formed along the lines as originally suggested in the Port of Cascade Locks-Port of Hood River joint meeting last December. There will be a two state legislative meetings on May 16 and the plan is to surface both the "caucus" (fruit bowl) and the list of needs.
- **JWGED Energy Task Force:** The JWGED group will be making plans to travel to the Port of Morrow and inspect the equipment that has been offered. In addition, one of the participating companies, Pac West Global has offered one of their engineers to assist the group develop alternative energy options for the community.
- **Economic Development Transition:** We are moving forward with the transition of the economic development program. Staff Mann is focusing on the top 3-4 sales opportunities.
- **Smokey Bear:** We are proceeding with the Letter of Intent as approved by the Port Commission. Port attorney Brooks and I met with Will Carey and the Bear Mountain folks Friday April 25, and will bring forward a final version of the LOI for signature soon. Once this is done, we will begin discussing and negotiating the final agreement. It is in this final agreement stage that we will need to get real specific on the land, sawdust and who owns what that needs to be cleaned up.
- **Filling the vacancy on the Port Commission:** The Commission has received a copy of the work plan to fill the current vacancy on the Port Commission. The items required in the letter of interest are also a new approach, but are designed to make applicants think and to give the Commission some specific ideas regarding each applicant.

Commission would like to extend the due date for the letters of interest.

- **Hytorc Lease:** The Hytorc Lease is due for renewal and staff has been reviewing the file and specifics and history.

Commissioner Groves recessed the regular meeting at 7:41 pm

9. **Recess into Executive Session under ORS 192.660 2 (e) Real Property Negotiations and ORS 192.660 2 (a) Consider the employment of a General Manager.**

Commissioner Groves called the Executive Session to order under ORS 192.660 2 (e) Real Property Negotiations and ORS 192.660 2 (a) to consider the employment of a General Manager.

- a. Pear Puff Factory proposal.
- b. Smokey Bear proposal.
- c. Employment of General Manager

**Commissioner Groves adjourned the executive session and returned to the Regular meeting at 9:23.**

10. **Any Action as a result of the Executive Session:**

Commission commented that they interviewed the 2 final candidates and determined not to hire either candidate.

Commission commented that they spoke with current IGM Koch about continuing his employment contract and he agreed.

**COMMISSIONER CALDWELL MADE A MOTION DIRECTING THE PORT ATTORNEY TO AMEND THE CURRENT CONTRACT WITH PAUL KOCH TO JUNE 30, 2015 AND LOOK AT THE BUDGET TO DETERMINE A CONTRACT PRICE. COMMISSIONER MOHR SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.**

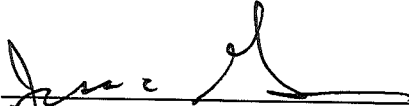
11. **Adjournment:**


**COMMISSIONER MOHR MADE A MOTION TO ADJOURN THE MEETING. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.**

Meeting adjourned at 9:30 pm.

**Port of Cascade Locks:**

**Attest:**

  
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Jess Groves, President  
Port Commission

  
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Joanne Caldwell, Secretary  
Port Commission

DATE APPROVED: 3/15/14  
Prepared by: Kristi Bengtson