

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday, November 20, 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 6:03 pm.
2. **Roll Call:** Commissioners Groves, Caldwell, Cramblett & Haight were in attendance. Commissioner Mohr was excused.
 - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Sally Moore, Melissa Warren, Don Mann, Todd Mohr, Holly Howell, Amanda Hoey, Mayah Frank and camera operator Betty Rush.
3. **Declaration of Potential Conflicts of Interest:** Commissioner Cramblett declared a direct conflict of interest, stating she is employed at the Portland Spirit. Commissioner Caldwell declared a direct conflict of interest stating her brother, Tom Cramblett is employed at the Portland Spirit.
4. **Modifications, Additions to Agenda:** None. IGM Koch noted that the November monthly financials have been condensed for easier reading as agreed at an earlier Port Commission meeting.
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action)**
 - a. Staff Holly Howell introduced the Port's new Recreation Coordinator, Mayah Frank. Mayah stated she is very happy to be at the Port. She has a background in Outdoor Education and sees a lot of opportunity. She stated that Next Adventure, an outdoor retailer in Portland will soon explore hosting kayaking workshops based out of Cascade Locks. Recently, event coordinators for a new 215 mile Bigfoot Endurance Run contacted the Port for permission to cross the Bridge of the Gods in August, 2015. 90-120 attendees are expected to participate in the run.
 - b. Amanda Hoey from Mid-Columbia Economic Development District (MCEDD) gave a brief overview of their annual report. There is a full report on the fiscal year on their website. They disbursed 13 loans amounting to over \$1.2 million and 68 jobs were created. She thanked the Port for their leadership and support.
 - c. Commissioner Comments – Commissioner Caldwell stated the fundraiser on the Sternwheeler for the museum was a huge success and is thankful to all who helped. CP Groves stated on December 4 there will be an opportunity to discuss possible changes in the way the water is used for the ODFW. He invited the public to the December 4, 2014 meeting for public comment. Dave Palais with Nestle' is working on doing some more test wells. The Community Dinner was a success for all appreciated volunteers.
 - d. Reports & comments from Government Officials – None
 - e. Comments from the General Public- None

6. **Consent Agenda (Consent Agenda may be approved in its entirety in a single motion). Items are considered to be routine, Any Commissioner may make a motion to remove any item from the Consent Agenda for individual discussion.**
- a. Approval of Minutes dated October 2, 2014, October 16, 2014, Special Session October 20, 2014 and Special Session dated October 27, 2014.
 - b. Approval of Bills in the amount of \$126,503.32
 - c. Approval of September 2014 payroll in the amount of \$45,057.55

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED, WITH THE AMENDMENT OF ONE CORRECTION ON THE OCTOBER 16, 2014 MINUTES ON THE MOTION TO APPROVE THE JOB DESCRIPTION CREATING THE POSITION OF MANAGER OF FINANCE AND ADMINISTRATION. THE MOTION SAID 3-0 AND SHOULD HAVE SAID 3-1 VOTE. COMMISSIONER HAIGHT SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Haight, Caldwell and Cramblett. 4-0.

7. Commission Business Action Items:

- a. **Adopt Business Park Guidelines** – Staff Howell proposed rescinding the 2001 Declaration of Protective Covenants, Conditions, and Restrictions (CCRs), which were never recorded to the property, to be replaced by the current Business Park Draft Design Guidelines, as presented by staff, and adopted by the Commission.

COMMISSIONER CALDWELL MADE A MOTION TO PASS A RESOLUTION TO RESCIND THE 2001 DECLARATION OF PROTECTIVE COVENANTS, CONDITIONS, AND RESTRICTIONS (CCR's) TO BE REPLACED BY THE CURRENT PROPOSED DRAFT DESIGN GUIDELINES WHICH WILL BECOME RESOLUTION 2014-6 TO ADOPT THE PROPOSED THE BUSINESS PARK GUIDELINES. SECONDED BY COMMISSIONER CRAMBLETT. Motion passed by Commissioners Groves, Haight, and Cramblett and Caldwell. 4-0.

- b. **Adopt BOG 10 Year Plan IGM** Koch asked for formal action to adopt BOG 10 year plan. The Commission received a revised draft. Taken out of the document is the proposed bike/pedestrian crossing. It will be annually reviewed each budget year, and can be added back in if desired. \$8,249,000 will be spent over a 10 year period. The Port's expenditure will be \$250,000 annually.

COMMISSIONER CALDWELL MOVED TO ADOPT THE 10 YEAR BOG OPERATION AND MAINTENANCE PLAN. SECONDED BY COMMISSIONER CRAMBLETT. The motion was passed unanimously by Commissioners Groves, Haight, Caldwell and Cramblett. 4-0.

- c. **Adopt confidentiality form and policy:** IGM Koch presented the Confidentiality Policy and form, stating this has been discussed there is a need to use a confidentiality agreement that can be universally be applied to employees, Commissioner and contractors dealing with ongoing business needs deemed confidential. This was drafted by Port Attorney Tommy Brooks.

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE POLICY ON CONFIDENTIALITY LISTED AS L-1 AND ADOPT THE CONFIDENTIALITY/NON-DISCLOSURE AGREEMENT. The motion was passed unanimously by Commissioners Groves, Haight, Cramblett and Caldwell. 4-0.

- d. **Approve addendum to ODOT local agency agreement on overcrossing -**
The scope of the project was changed from vehicle project to pedestrian project. The recommendation was to change agreement with ODOT to allow them to do more of the work than planned. This allows ODOT to continue the necessary scoping and studies required to move the project forward through the alternative analysis.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE ADDENDUM TO THE LOCAL AGENCY AGREEMENT WITH ODOT FOR THE MARINE PARK OVERPASS PROJECT. SECONDED BY COMMISSIONER HAIGHT. The motion was passed unanimously by Commissioners Groves, Haight, Cramblett and Caldwell. 4-0.

8. Staff Reports:

- a. **Interim General Managers Report:** IGM Koch reported that the Commission give a meeting date regarding new fees and policies purported to be enacted and implemented by February 1, 2015. The date set for a Special Commission meeting was set for December 9, 2014 at 5:30 in House 3.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE A SPECIAL MEETING TO DISCUSS THE PROPOSED POLICY ON REGULATIONS FEES AND FORMS ON TUESDAY DECEMBER 9, 2013 AT 5:30 AT HOUSE 3. SECONDED BY COMMISSIONER HAIGHT. The motion was passed unanimously by Commissioners Groves, Haight, Cramblett and Caldwell. 4-0.

IGM Koch discussed the need to set up the annual joint Port meeting, with both the Port of Hood River and Skamania. He stated staff is working on dates that will work for both Ports. The One Gorge Group will have their second organizational meeting at Insitu on December 3, 2014. IGM Koch stated that staff has met with two BOG technology firms and will meet with one more before it comes to the Commission. The focus on these meetings is to get ideas, costs and information on toll technology.

- b. **Economic Development Update** – Economic Development Manager Don Mann gave an update on recent developments in the Business Park. The Puff Factory Letter of Intent was signed by PC Groves and sent to them. The Plat subdivision public hearing will be December 11, 2014.
- 9. Recess into Executive Session under ORS 192.660 2 (f) Exempt Public Records and ORS 192.660 2 (h) Legal Counsel**

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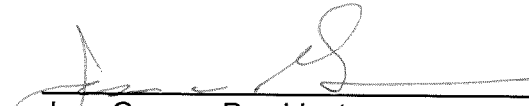
Commission President Groves recessed the Executive Session and returned to the regular meeting at 8:47pm

10. Any Action as a result of the Executive Session None

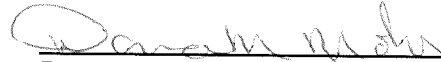
11. Recess/Adjournment: Commission President Groves adjourned the meeting at 8:46PM.

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Donna Mohr, Secretary Treasurer
Port Commission

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DATE APPROVED: 12-18-14
Prepared by: Sally Moore