

## Port of Cascade Locks

The Port of Cascade Locks Special Commission Work Session was held Thursday, January 9, 2014, at 10:00 am at the Port Community Center, Marine Park, Cascade Locks, OR 97014.

1. **Meeting called to order/ Pledge of Allegiance:** Commission President Groves called the meeting to order at 10:13 pm.
2. **Roll Call:** Commissioners Groves, Mohr, & Sullenger were in attendance. Commissioner Caldwell & Cramblett were excused because of a potential conflict of interest.
  - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Kristi Bengtson, Melissa Warren & Pat Albaugh.
3. **Declaration of Potential Conflicts of Interest:** None
4. **Modifications, Additions to Agenda:** None
5. **Staff review of packet of materials:**
  - Attachment 1: October 10, 2013 letter from Dan Yates.
  - Attachment 2: Contracts between Port and Portland Spirit with Executive Summary.
  - Attachment 3: List of historic revenue payments from American Waterways to Port.
  - Attachment 4: List of assets included in the current arrangement.
  - Attachment 5: Cost Estimate provided by Dan Yates for the pilings.
  - Attachment 6: Insurance document dealing with damage to the pilings.
6. **Discussion on packet materials:** Discussion on completing an audit to verify the Portland Spirit's numbers & reporting requirements. Discussion & review of lease documents. Discussion and review of fees.

Discussion on the lease term. Pat Albaugh commented that the intent of the long-term lease at the time of the agreement was to keep the sternwheeler in Cascade Locks.

Commissioner Sullenger commented that he believes the Port should market the Marine Park facilities on a more active basis.

Discussion on the new fee that the Portland Spirit is charging "cross the dock" fee.

Discussion on maintenance responsibilities of sternwheeler and other facilities.

Discussion on "dolphin" maintenance and the need to replace.
7. **Prepare a list of concerns to discuss with Mr. Yates:**
  1. Status & disposal of assets
    - Ownership
    - Equipment removal

2. Annual Audit
  - Seeking additional info on maintenance, passenger counts etc.
  - Documentation of equipment and operating equipment.
  - Where are the Jet boat numbers included in the financials is it part of the 4 %?
3. Prior Port Commission's approval of any improvements & changes to boat or facilities (needs to be defined better).
4. Clarify maintenance responsibilities (Port needs to set standards):
  - Boat
  - Visitor Center
  - Dock, pilings & dolphins.
5. Port's inspection of facilities and rights to get things done.
6. Dock fees (clarification & Port's role in those fees)
7. Use of boat and AWI future plans for improvements.
8. Clarify who the contact person is at AWI & Port.
9. Scheduling and charging for facilities (Port set rate). Discuss the marketing of the Park facilities.
10. Port exit from contract provision. (step's to take).
11. List of \$75,000 maintenance items in advance & approved by Port Commission.
12. On-going communications & with whom.
  - Joint boat trip with commission and management staff.
  - Regular meetings in CL.
13. Pilings repair -\$3.50 dock fee. (Clarification of this fee and is the Port getting a portion of this or is it a part of 4%).
14. Competition clause.
15. Escalate fees & payments clause.
16. Clarify # of days in Cascade Locks.
17. Review Section 10 regarding property taxes (cap) (take the Port out of it).
18. Non - compete clause

19. Design a financial report for the Port (include # days, # passenger's, details of maintenance and repair).
20. Annual payment clarification.
21. Clarify community's use of boat.

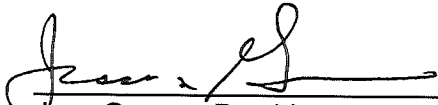
IGM Koch commented that he will compile this list and distribute back to the Commission for comments, once it is approved, we will set up a meeting with Mr. Yates to discuss the list.

**8. Recess/Adjournment:**


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

Meeting adjourned the meeting at 12:35 pm.

**Port of Cascade Locks:**

  
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Jess Groves, President  
Port Commission

**Attest:**

  
\_\_\_\_\_  
Joenne Caldwell, Secretary  
Port Commission

DATE APPROVED: 3/6/14  
Prepared by: Kristi Bengtson