

## Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday, September 18, 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 6:02 pm.
2. **Roll Call:** Commissioners Groves, Mohr, Caldwell & Haight were in attendance. Commissioner Cramblett was excused.
  - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Sally Moore, Melissa Warren, Don Mann, Jim Bussard, Ann Lueders and Paula Harkin were in attendance.
3. **Declaration of Potential Conflicts of Interest:** CP Groves asked if there were any potential conflicts of interests. IGM Koch stated that Commissioner Mohr has a conflict of interest for the secretary interviews that will be held on Monday, September 22, 2014. IGM Koch suggested that Commissioner Haight or Commissioner Caldwell be appointed to sit in on the Secretary Interview process. IGM Koch stated that the Receptionist-Clerk and Recreation Coordinator application process do not close until September 25, 2014. Commissioner Caldwell offered to sit in on the Secretary position interviews on Monday, September 22, 2014. Commissioner Haight asked why all Commissioners are not involved in the interview process. CP Groves replied that it is not the Commission's role and as a courtesy, IGM Koch has offered to have a Commissioner sit in on the interviews. IGM Koch stated he believes it is beneficial to have one Commission member participate in order to understand the process and to add more insight to the community perspective. Commissioner Haight stated she preferred to sit in on the Recreation Coordinator position, CP Groves stated that as long as there is no conflict of interest with Commissioners Caldwell & Cramblett, one of them could sit with in during the Receptionist-Clerk interview process.
4. **Modifications, Additions to Agenda:** IGM Koch proposed to add Item 7B the final lease on Jumpin Jaxx Java and 7c Nestle Waters; the first right of refusal document. The Puff factory letter of intent will be discussed in the executive session. In addition, the damage that was done to the Dolphin at the dock this past weekend will be discussed in the executive session. The Commission agreed to the proposed additions.
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action):**
  - a. **Paula Harkin:** Paula Harkin of Run with Paula Events gave a recap of the Bridge of the Goddesses Half Marathon held on September 13, 2014, and thanked the Commission for supporting this great event. Paula stated she was here to ask permission to have the 2<sup>nd</sup> Annual Bridge of the Goddesses event hosted in Cascade Locks next year, with a one hour bridge closure on Sunday, September 13, 2015 from 7:15am-8:15am. Paula stated she felt the event was very safe and positive. There was Metro ambulance in attendance, course sweep bikes, and a phone tree in place. There were water stations along the way. Paula stated 1500 women attended. Commissioner Haight asked how that number was determined. Paula

stated there were 1450 registered participants, and estimated there were another 50 spectators. Paula stated they asked the runners to carpool, so the car count was not accurate. Paula feels this event added a positive economic impact to the city. The area hotels were full, people camped and ate here. Commissioner Mohr stated there were parking issues; a lot of cars were parked along the road. She suggested more "no parking" signs be placed next year in appropriate places around CL. She also commented that as she drove through town there were cars backed up to the exit road and the freeway entrance. Paula explained they placed "no parking signs" at the grocery store; however runners did park at the Best Western. Commissioner Caldwell asked if a local person from the community could sit with their group in planning next year. She explained that CL is such a small community and events like these really impact it. She also emphasized that local businesses need to be more prepared and parking needs to be addressed and improved. Paula stated around \$2,000 in cash and 600lbs of household items were donated as well. Paula suggested adding more port a potties around the bridge, as well as adding more trash cans, dumpsters and signage nearby. CP Groves also stated that coordination of dates is important for the other events, as well as working closely with CGRA. The Port will get back to Paula as quickly as they can to finalize dates for next year's event.

- b. Outline of all steps and timeline for proposed infrastructure for Business Park:** Port of Cascade Locks Engineer, Jim Bussard presented a proposed timeline for Projects Scheduling to get the infrastructure improvements in place in the Business Park and to satisfy the requirements and the needs of existing and future business in the Business Park. Jim discussed the five projects and showed the timelines for each step. IGM Koch stressed the importance of setting up a budget for the infrastructure in a timely manner. IGM Koch stated the Port may need a Project Manager, and definitely will need more of Jim's time. A Special Commission meeting to discuss financing options will be held on October 2 2014 at 10am. Jim and the Port have met with City engineers to go over the plans as well. The number one project is the Bear Mountain Project sawdust removal. This will be done by September 30. Project number two is the City 12" Water line from Herman Creek Road to Cramblett Way. The first part of the water line project is to clear/grade right of way in the location of what is called the utility easement under the Railroad. It is heavy with brush and needs a lot of grading. Concurrently, the Port will file for a Railroad easement to go under the trestle. By November 15 the construction contract may be approved. The Port would ask the City for approval. Once this is approved, then Hood River County will need to approve the plan (Bridge Crossing). It would then go to the State of Oregon for approval. Finally it would go to bid. The timeline for bidding would be finished by March 30, 2015. Opening bids would be around April 1-15, 2015. Selection of a contractor would be done by April 30, 2015. The Commission would then approve it and construction would start around June 1, 2015. Project Number three is the 525 Road project. Approval of the Contract for Construction Documents will be finished by December 31, 2014. The Port would prepare a bond for the City

of CL to file for the sub-division plat. The City of CL would then need to approve this, along with approval by Hood River County, the State of Oregon, DEQ and ODOT. According to the timeline; the above should be finished by March 15, 2015. The bidding process would begin around April 1, 2015 and selection of contractor should be finished by April 30, 2015. It would then go before the Commission for approval. Construction would start around May 1 2015. Project Number four is the Master Storm Water Plan to begin around May 1. 2015. Park. The plan is to Let Contract for Storm Water Master Plan by November 30, 2014. Preparation of Storm Water Plan Construction Documents will be in December and January. DEQ and City approval would be around the end of February 2015. The bidding process will start April 1-15, with selection of a Contractor by April 30, 2015. The Commission would then approve it and construction will begin around May 1, 2015. Project Number five is SDS Corp Lot Line Adjustment. Around October 1, 2014, negotiations will start with SDS for lot line adjustment. to negotiate with them for easement for City Utilities at end of existing Cramblett Way. This will be to accommodate utility line ties w/525 road. In January 2015, the time line shows the City approval of the Lot Line Adjustment. By January 2015 the Port will file the Lot Line Adjustment Plat. Jim stressed there is a need to sit down and set up a budget, and possibly hire a project manager and meet with the maintenance and construction manager to see what the Port maintenance staff can do. The power line is nearly finished as well as the sub division plat. Jim commented that Don Mann has met with city engineers to go over plan for the 525 road. The approval process may take longer with some agencies as some government entities have cut staff and cut back to shorter work week hours. The City will provide and supervise connection with the 525 road. There will be different contractors for each project. Jim stated that Don Mann and he met with Tenneson Engineering and asked them to provide a budget and timeline. Commissioner Mohr asked if the engineering had to be bidded on. Jim stated the Port does not need to bid on engineering plans. Don and Jim have met with City public works and engineers, and many details are already worked out. CP Groves asked if water line will go to the Bench property. Jim replied it would. The water line will end at 525 road. Jim discussed the possibilities on how to deal with all storm water. He commented there will soon be a computer model with all computations including rainfall totals. The plans may show a need for anywhere from a 12-18 inch water line. The Master Water Plan needs to be approved by DEQ. There will be a need for more maintenance and construction direct staff time. The \$900k from Smokey Bear property purchase may help drive some of the things that need to be done. Commissioner Haight asked if the water line will go to Nestle'. Jim replied not at this time. Commissioner Mohr stated there is a need to have meeting to discuss the land swap first as there has not been any discussion with the Commission on this. Don Mann is preparing MOU based on moving forward. PC Groves agreed. Jim Bussard estimates that by the end of December 2014, the estimated costs would be around \$175-200k for all of the work. Jim stated that Tenneson engineering is being used by City and it would make sense for the Port to use them as well.

- c. **MCCED Report-** Commissioner Caldwell stated the first MCCED meeting will be held September 24 at 4pm in Cascade Locks. She received the August MCCED newsletter and stated that MCCED are involved in around 15 different projects. She feels economic development is mostly geared to Wasco County however. IGM Koch stated Hood River County is withholding their membership fees because of the majority of projects being done in Wasco County. IGM Koch stated the goal should be to get MCCED funding to this end of the Gorge. and to be more demanding in terms of what we expect with MCCED, because of our paid membership. Commissioner Caldwell will forward the August MCCED newsletter to the Commission members. She would like to focus on what the Port needs are. She explained there are grants and loans available. Commissioner Haight asked what percentage of projects Wasco County has ongoing. Commissioner Caldwell replied she thinks around 75%. IGM Koch stated the Port of Hood River is withholding their membership fee with MCCED because of the majority of funds going to Wasco County.
- d. **Comments from the General Public:** Ann Lueders presented a letter outlining her family business, "Crazy Ray's Fireworks. Ann thanked the Port for allowing her to provide public comment about their business and expressed an interest in becoming a vendor selling fireworks on Port property in July 2015. Ann referred specifically about item 7a, the Letter of Interest for the Sale of Fireworks at the north end of the BOG. Commissioner Mohr asked her about the company's insurance policy. Ann replied they have insurance that covers the company 365 days a year, regardless of when a person lights the firework. She also added the insurance covers any damage to Port property. Ann expressed her concern that a smaller family company will never be able to compete with a bigger wholesale company. She feels using local companies' benefits the local economy. She would like to see it equitable for the "little guys". When asked by the Commission how long the fireworks stand would stay open, she replied about 10 days total. This would include set up and tear down. She asked if the meeting minutes will be posted on the website. IGM Koch said the minutes would be posted on the website, there will be a press release and the Letter of Intent will be sent out to all interested parties, if it is approved.
- e. **Reports & comments from Government Officials:** None
- f. **Commission Member comments:** Commissioner Mohr asked about any updates on the fire at Thunder Island Brewing. IGM Koch will check on this and get back to the Commission. CP Groves was asked by Commissioner Cramblett to check on the speed bumps for the Park. IGM stated it is on the work schedule. CP Groves thanked the staff for dealing with the wind during PCT days. Todd Mohr came down to the Park and staked many tents. Commissioner Mohr asked Staff Howell if she will do a report on the other walks. Staff Howell will do a full report on the Community Walk and PCT days. IGM Koch says staff is looking at facilities fees and scheduling events in the Park. The team is meeting weekly and working on a new fee structure and revising rules and regulations. This will include building rental, campground fees, deposits and cancellation fees. There is a new rental form being created that will

capture the information needed to be successful. Staff met with Marina attendant Pat Colgan, and will meet with CGRA and the Park service to discuss their ideas. The goal is to drive more revenue in the Park to cover the costs that the Port spends on many functions. CP Groves stated he would like to at least come out even for expenditures.

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 Commission Minutes dated August 21, 2014 and Work Session dated September 4, 2014
  - b. Approval of Bills dated August 21, 2014 in the amount of \$116,291.76
  - c. Approval of July 2014 payroll in the amount of \$54,876.83

**COMMISSIONER MOHR MADE A MOTION TO APPROVE CONSENT AGENDA MINUS THE AUGUST 21 2014 MINUTES. THE MOTION WAS SECONDED BY COMMISSIONER CALDWELL. THE MOTION PASSED UNANIMOUSLY. 4-0**

**COMMISSIONER MOHR MOTIONED TO APPROVE MINUTES OF AUGUST 21, 2014 AS MODIFIED. COMMISSIONER CALDWELL SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. 4-0**

7. **Commission Business Action items:**
  - a. **Letter of Interest for Fireworks sale at North End of BOG – IGM Koch**

IGM Koch presented a “letters of interest” to sell fireworks on Port Property. He asked for action on this item. He stated that historically, there has been no formal process to select a vendor for the sale of fireworks. Presently, there is interest from three firms to provide this service for 2015. After discussion with Port Attorney Tommy Brooks, rather than do an RFP, it was decided that a letter of interest would be sent out to get proposals from interested parties to sell fireworks. The Port would send out these letters and analyze them to determine which vendor would serve the Port best. Commissioner Caldwell asked what the cost would be for a vendor to sell fireworks. IGM Koch stated it has always been a donation. Last year, the donation was \$500 and the year before was \$300. Tommy suggested that the LOI; if approved; will be sent out by October 10, 2014. Tommy stated that the LOI is sent out to see what kind of vendors are out there, to gather information, and formulate ideas to enable the Port to decide what it’ wants to do regarding the sale of fireworks. CP Groves asked the Commission if they are interested in sending out an LOI. IGM Koch stated the recommendation would be to allow sale near the bridge. Commissioner Mohr asked if it would then be opened up to an RFP process at that point. Port Attorney Brooks stated that has not been determined yet. He explained the Port has moved away from the vendor notion to a Concessionaire concept. In order to determine if there will be an RFP it will be up for the Port to decide after this process; that is, if the LOI to sell fireworks is approved.

**THE MOTION WAS MADE BY COMMISSIONER CALDWELL TO ADOPT THE LETTER OF INTEREST TO SELL FIREWORKS LOCATED AT THE NORTH EAST END OF THE BRIDGE OF THE GODS AND DIRECT IGM KOCH TO PROCEED. THE MOTION WAS SECONDED BY COMMISSIONER MOHR. THE VOTE WAS UNANIMOUS. 4-0**

**b. Nestle'** – Don Mann discussed the draft first right of offer today with Dave Palais of Nestle'. Dave said his boss Brandon has not seen the document or approved it yet. Dave will take it to Brandon and look at this next month. Dave asked if option payment would be applied to purchase of the property. The document does not state this at this time. The Port replied this will be brought to the work session or regular meeting in the month of October.

- 8. Staff Reports: a. Interim General Manager Report:** IGM Koch asked if there was confirmation of special meeting on October 2 at 10am. CP Groves agreed to hold this meeting. At that meeting there will be three or four options on financing the infrastructure of the Business Park. There will be a person from the Bank, Harvey Rogers, Bond Council and Dave Ulbricht, RW Baird Finance Group will attend. At the meeting IGM Koch will go through all financing options to get direction from the Commission. IGM Koch reported there is no news from ODOT on the four signs weight limitations for the BOG. IGM Koch met with HNTB and discussed the 10 year BOG draft plan. The plan will come back to the Commission in a draft form. The Five Year Plan has been filed with the state. Staff will be providing copies of this for their strategic plan notebooks. IGM Koch stated that there is \$31,000 the budget for conferences. He recommended \$500 and have our materials inserted into packets and handed out at the Sailing Summit conference in New Orleans. This will be in lieu of attending the conference. However, he does not want to take away our strong sailing ties. IGM stated he is seeking direction on attending this conference. Commissioner Haight suggested a packet and possibly video at the booth. Holly will make sure material and videos get there if a staff person does not attend. CP Groves said we make a lot of contacts expanding season as we expand the beach. Commissioner Caldwell suggested sending Holly. IGM Koch suggested linking the new recreation coordinator with CGRA and possibly sending them to the conference. No action was taken. Commissioner Haight suggested hosting a coach for summertime. She would like to see this on a future agenda. She asked if the Port can do something in the House 3 basement to turn into an apartment and fix it up for a coach. We have opportunities for sailing community coaches to come here IGM Koch stated Mt Hood Community College will hold a meeting with their President at the Pavilion on October 7 2014 at 6:30pm. CGRA will attend work session on November 20 2014. IGM Koch stated there was damage to the dolphin that the Sternwheeler docks at during high winds. IGM Koch stated the Permit Process has been started to replace the dolphin. The Port is working with Pacific Habitat to create the permit. IGM Koch will keep the Commission informed on the process. The Sternwheeler is satisfied with docking at the current dock for now. Staff is getting some cost estimates now. IGM Koch stated he will send copies of the Agenda Futures document. He explained this is a fluid document and may change. However, it gives some ideas to the Commission for the future.

**1. Economic Development Update (Don Mann)** Don stated they are reviewing Heukers draft. They are pleased with the MOU. He stated the next steps will be turning

the MOU into an LOI. In the next few weeks the Port will communicate with Heukers and take the next steps on Bench Property. The Smokey Bear sale is moving along. They are asking for legal description with the easements. Tommy stated easements may take some work. Locating them on the map needs to be done.

9. **Executive Session:** under ORS 192.660 (2) (e) Real Property Negotiations and ORS 192.660 (2) (h) Dolphin Legal rights under Portland Spirit Agreement

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

**THE MOTION WAS MADE BY COMMISSIONER MOHR TO APPROVE THE Jumpin' Jaxx Java LEASE DOCUMENT AS AMENDED AND HAVE PRESIDENT GROVES SIGN IT AFTER ALL RENTS DUE ARE PAID. IT WAS SECONDED BY COMMISSIONER CALDWELL. THE VOTE WAS UNANIMOUS. 4-0**

**THE MOTION WAS MADE BY COMMISSIONER CALDWELL TO DIRECT PORT ATTORNEY AND STAFF TO SEND TO SMOKEY BEAR HOLDINGS A LETTER OF INTENT THAT OUTLINES THE TERMS AND CONDITIONS FOR THE SALE OF THE PROPERTY IN THE PORT'S BUSINESS PARK AS DISCUSSED. THE MOTION WAS SECONDED BY COMMISSIONER CRAMBLETT. THE VOTE WAS UNANIMOUS. 4-0**

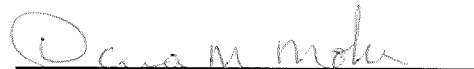
11. **Recess/Adjournment:** COMMISSIONER MOHR MOTIONED TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY COMMISSIONER CALDWELL. THE MEETING ADJOURNED AT 9:55PM.

**Port of Cascade Locks:**

**Attest:**



Jess Groves, President  
Port Commission



Donna Mohr, Secretary Treasurer  
Port Commission

DATE APPROVED: October 16, 2014  
Prepared by: Sally Moore