

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday, April 17, 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 6:25 pm.
2. **Roll Call:** Commissioners Groves, Caldwell, Cramblett, & Mohr.
 - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Kristi Bengtson, Angie Wilson, Holly Howell, Don Mann, Dave Palais, Phillip Wattness, Don & Gyda Haight, Emmy Thomson, Marie Miller, Ken Wittenberg & Tim Hueker.
3. **Declaration of Potential Conflicts of Interest:** None
4. **Modifications, Additions to Agenda:** IGM Koch added a discussion from Staff Bengtson on Bridge Technology and Staff Howell on Vendor's on Port property & Bike racks.
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action):**
 - a. **Comments from the General Public:**
 - Marie Miller (Cascade Locks Tourism Committee) reviewed upcoming events on the weekend of April 26 & 27th including City-Wide Garage Sale, Fireman's Breakfast & Appraisal Show.
 - Emmy Thomson requested that the Commission consider her request for a vendor application on the Port's Wanapa property to sell produce.
 - b. **Commission Member Comments:**
 - Commissioner Caldwell commented that the Angela Coe Run is Saturday, May 3, 2014.
 - Commissioner Cramblett commented that the Sternwheeler is in the Tri-Cities and will be back in Cascade Locks by May 1, 2014 for the season.
 - 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 Bills dated April 17, 2014 in the amount of \$ 48,141.00.
COMMISSIONER MOHR MADE A MOTION TO APPROVE THE CONSENT AGENDA. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.
7. **Public Hearing:**

- a. **Public hearing as required by ORS on proposed supplemental budget (refer to agenda item 8a):**

Commissioner Groves opened the public hearing at 6:39 pm.

Commissioner Groves asked for public comment.

No public comment given.

Commissioner Groves closed the public hearing at 6:41 pm.

8. **Commission Business Action items:**

- a. **Action to adopt Resolution 2014-1 “FY 2013-14 Supplemental Budget”- (IGM Koch):**

IGM Koch reviewed his written report as follows: In the proposed supplemental budget 2013-2014, there are two expenses the Port did not budget for in this year’s budget. One is to ODOT for the work on the Bridge of the Gods in the amount of \$243,000.00. The 2nd is to Mark Marine Service for the replacement of one piling on the Sternwheeler Dock in the amount of \$41,470.00, total of unforeseen expenses is \$284,470.00.

According to Oregon State Law, government entities are required to act on unforeseen major expenditures through the supplemental budget process. Currently the Ending Fund Balance is \$829,800.00. This action will make the new Ending Fund Balance \$545,330.00.

COMMISSIONER MOHR MADE A MOTION TO ADOPT RESOLUTION 2014-1 APPROVING THE SUPPLEMENTAL BUDGET AND TRANSFERRING ALLOCATIONS WITHIN THE 2013-2014 BUDGET AND AUTHORIZE STAFF TO FILE THE SUPPLEMENTAL BUDGET WITH THE STATE OF OREGON. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.

- b. **Action to fill vacancy for Port Commissioner – (IGM Koch):**

IGM Koch reviewed his written report as follows: There is an existing vacancy on the Port Commission. State law provides that the remaining members of the Commission appoint a replacement “in a reasonable amount of time”. Given the current work load and importance to the whole community of activities of the Port, it is suggested that the Port Commission adopt a formal process to select a replacement to fill the vacancy.

IGM Koch reviewed his suggested process:

1. Declare a vacancy on the Port Commission.
2. Authorize a public information effort to seek applicants to fill the vacancy.
3. Require letters of interest be filed with the Port by interested and qualifying community members.
4. Meet in a work session to review all letters of interest.
5. Meet in special session to interview qualifying applicants.

6. Make a decision and appoint someone to fill the remainder of the vacant term.
7. Set May 29 as the target date to complete the selection and appointment process.

Commission discussion. Commission would like the letters of interest due in two weeks and the May 29th due date changed to "timely manner".

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE PORT COMMISSIONER VACANCY PROCESS AS STATED IN STEPS 1-7. COMMISSIONER CALDWELL SECONDED THE MOTION.

Commission discussion.

Commissioner Mohr amended her motion to the following:

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE PORT COMMISSIONER VACANCY PROCESS AS STATED IN STEPS 1-6 AND AMENDING STEP 7 TO A TIMELY MANNER INSTEAD OF MAY 29 AS CONSISTENT WITH THE ORS. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.

c. Action on contract with Don Mann – (IGM Koch):

IGM Koch reviewed his report as follows:

On April 3, Mr. Mann was present at the Commission meeting and spent considerable time with the Commission. Following that discussion, I was directed by the Commission to negotiate a contract and bring it back to the Commission on April 17 with a recommendation to hire Mr. Mann as Interim Economic Development Manager.

The opportunity to acquire the services of Don Mann is a huge benefit to the Port and will provide an experienced person able to move the current and future business opportunities along to completion. IGM Koch commented that that continuation of this position will be included in the proposed 2014-15 budget. There are three current projects that Mr. Mann will be helping with Pear Puff, Bear Mountain and Hueker Fish Processing Plant.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONTRACT WITH DON MANN AS INTERIM ECONOMIC DEVELOPMENT MANAGER BEGINNING IMMEDIATELY AT \$50 PER HOUR WITH AN AMOUNT NOT TO EXCEED \$5,500 MONTH. COMMISSIONER CRAMBLETT SECONDED THE MOTION.

Commission discussion.

Commissioner Caldwell withdrew her motion. Commissioner Cramblett withdrew her second.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONTRACT WITH DON MANN AS INTERIM ECONOMIC DEVELOPMENT MANAGER BEGINNING IMMEDIATELY AT A RATE OF \$50 PER HOUR WITH AN AMOUNT NOT TO EXCEED \$5,000/MONTH PLUS EXPENSES AND DIRECT THE IGM TO WORK WITH THE ATTORNEY TO DRAFT THE CONTRACT AND AUTHORIZE THE PORT PRESIDENT TO SIGN THE CONTRACT. COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.

d. Action to grant test wells on Moody Road Property to Nestle – (IGM Koch):

IGM Koch commented that the Port has received a request from Nestle for access to the Ports Moody Road property to drill test wells.

Mr. Palais requested from the Port Commission permission to access the Ports property to identify any opportunities where the ground water is moving toward Moody Spring and identify the best place to put an exploration bore hole to test the water supply.

Attorney Brooks reviewed suggested revisions to the site access agreement.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE NESTLE REQUEST TO DRILL TEST WELLS ON THE PORTS MOODY ROAD PROPERTY WITH REVISIONS AS STATED BY PORT ATTORNEY BROOKS AND DIRECT THE ATTORNEY TO WORK WITH THE NESTLE ATTORNEY ON THE REVISIONS AND AUTHORIZE THE PORT PRESIDENT TO SIGN THE SITE ACCESS AGREEMENT. COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.

9. **Staff Reports:**

a. Interim General Manager Report including Department & Program reports – (IGM Koch):

- Staff Howell gave a presentation on the Cascade Locks Bike Rack Program commenting that the Port will be getting 10 racks in the first year at a cost of \$2000 which will come out of the community service budget.
- Staff Howell gave an update on the reprogramming of the Pedestrian/Bike overcrossing funds. Commenting that we have email confirmation from our lobbyist that the request was approved. Moving forward we will work with ODOT and our engineer to identify the footprint and location of the crossing.
- Staff Howell reviewed the current & pending vendor applications. Commission discussion.

Commission consensus to continue to discuss this policy and review at the Economic Development committee meeting next Thursday.

- Staff Bengtson gave an update on the Electronic tolling system for the Bridge of the Gods. Commenting that she is working with the Port of Hood River and meeting with different vendors to get different options.

IGM Koch reported the following:

- **New General Manager:** The background interviews in the home communities and with work contacts for the two finalists have been made. The Sub-Committee met with staff this past week and has put together the next steps in the process. The next steps include interviews with the two finalists on either April 30 or May 1. There will be a written report exercise for them, so that during the interviews they will each make a formal report presentation to the Commission. We are still moving toward May 1 as the target date for the decision.
- **2014-15 Budget:** The first draft of the 2014-15 Budget will be done by the end of this week. The first meeting of the full budget committee is May 8.
- **Port Marketing Plan:** At your last meeting Holly reviewed the draft of the marketing plan. We will be making some refinements to the plan and we will be including it in the proposed budget.
- **5 Ports Initiative:** On April 8 the Commission President and I met with the Gorge Commission and Commissioner Groves made a presentation, along with 3 others, regarding what we are trying to do. The Gorge Commission was very supportive and encouraging.
- **JWGED Energy Task Force:** The JWGED committee has created a Task Force to take a long look at energy options for the community. This effort includes the Eco-Auger. Eco-Auger is in the process of working with the Army Corps of Engineers to determine if a permit is required or not. Bear Mountain is also interested and involved and does have the capability of benefitting from this energy approach.
- **Fiber Cable on the BOG:** I met with Sawtooth who are seeking approval to place fiber optic cable across the BOG. Their plan is to get permission from the Port first then begin to sell services to help pay for extending the cable into Cascade Locks. Once we have the formal proposal it will come to the Commission for action.
- **Economic Development Transition:** Holly and I are working our way through the transition and staying carefully focused on the four major business deals
- Port Maintenance staff is working on the required work at TIB as well as wrapping up the work to get the Visitor Center repaired and open for the season.

Commissioner Groves recessed the meeting at 8:01 pm

10. **Executive Session under ORS 192.660 2 (e) Real Property Negotiations:**
a. Real Estate Proposal by the Hueker Brothers

Commissioner Groves called the Executive Session to order Under ORS 192.660 2 (e) Real Property Negotiations at 8:10 pm.

Commissioner Groves adjourned the Executive Session & returned to the Regular meeting at 9:58 pm.

No action taken.

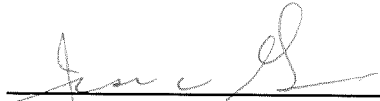
11. **Adjournment**

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 9:39 pm.

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: 5.1.14
Prepared by: Kristi Bengtson