

## Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday, August 21, 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 6:01 pm.
2. **Roll Call:** Commissioners Groves, Cramblett, Mohr, Caldwell & Haight were in attendance.
  - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Sally Moore, Holly Howell, Melissa Warren, Angie Wilson, Rick Cyphers, Lori Waters, Chad Sperry and camera operator, Betty Rush
3. **Declaration of Potential Conflicts of Interest:** Commissioner Cramblett declared she may have a potential conflict of interest. Commissioner Haight stated she may have a conflict of interest regarding the 5 year projections.
4. **Modifications, Additions to Agenda:** IGM Koch proposed to add Item 7c, Industrial Park Plat to be presented by Staff Holly Howell. IGM Koch stated this has been reviewed before and it's been in front of the Development Committee. He stated the Port is at the point where the documents need to be filed. The Commission agreed to the proposed addition.
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action):**
  - a. **Audit Presentation:** Rick Cypers of Onstodt, Broehl and Cyphers announced the upcoming annual audit for the year ending June 30, 2014. The audit will start in early September 2014 with a report to follow and be presented to the Port Commission around December 2014. Rick explained the duties and responsibilities as handed out in a letter and a memo. Under generally accepted Professional Audit Standards, the responsibility is to express opinions about whether the financial statements are fairly represented in all respects. The audit looks at fraud by performing specific procedures. Management and the Port Commission are responsible in letting the auditor know of any suspicion of fraud. The audit will test compliance with Oregon Minimum Standards required by the State of Oregon. The report will show any noncompliance to the board. Commissioner Caldwell asked if they look at recommendations from last year to see if they were implemented, and if not why. Rick Cyphers replied yes they will look at last year's recommendations.
  - b. **5 Year Projections:** IGM Koch presented Agenda Item 8a attachment 2; The Proposed 5 Year Financial Plan expanding out to 2019-2020. This Special Report on the 5 Year Financial Plan dated August 18, 2014 are assumptions based on the 2014-2015 budget. IGM Koch stated this is a top priority as listed in the Port's Adopted Strategic Business Plan. Angie Wilson, Port Quickbooks™ bookkeeper, and Staff Melissa Warren have put together these projections for the next five years ending in 2019-2020. This report will aid the Port in getting loans and grants. Once

approved it will be filed with the State of Oregon as required by law. The projections are based on the assumption that BOG revenues will increase \$100,000 a year for the next five years. That is a combination of increased tolls at 98% and 2% increase for vehicle trips. The Port anticipates increased revenue with the automation system that will be installed. The automation will give the Port a better count of vehicles. The plan also anticipates increased tolls for outside visitors and eliminates discounts. The second assumption is that recreation revenue will be \$30,000. The third assumption is Marine Park camping fees will increase incrementally over the 5 years. The fourth assumption is that current leases and franchise fees will continue and increase over the next 5 years. The fifth assumption is The Port will apply for and receive \$100,000 in grants each year beginning in 2015-2016. The Port is looking at contracting with a company to write grants. The sixth assumption is loan proceeds. It is assumed the Port will borrow \$2 million to help finance needed infrastructure and other improvements tied to the Industrial Park. However, it has been refined down to \$1.5 million, but kept it at 2 million as it may be needed for unexpected improvements. Assumption number seven is land sales. It is assumed at \$1.2 million because of the Smokey Bear sale, plus factoring in one of the other two possible land sales. Commissioner Haight asked where the loans will come from. IGM Koch stated there are two different options. The Port is doing preliminary paperwork for State financing. The second option will be private financing. The Port may borrow a lesser amount combined with cash. Expenditures: Assumptions are based on the 2014-2015 budget. Materials and services such as the IGM and Interim Economic Development Manager costs will be eliminated in 2015-2016. IGM Koch explained that the budget must be constrained and maintained at 2015-2016 level. The Port must lock in expenditures at a predetermined number that would not be exceeded. As with any plan for the future, this plan will require a strict discipline, much flexibility and periodic review by management staff and elected officials. Commission President Groves stated the Port is spending a lot of the Port's money already towards recreation. Angie Wilson explained that annually, over the next five years, and under the stated assumption, the Port will end the year with less expense than revenue. The BOG technology may be one million dollars. Reserves are being developed to be able to put in BOG technology. Angie walked the Commission through the five year projection chart.

**COMMISSIONER CALDWELL MOTIONED TO ACCEPT THE 5 YEAR FINANCIAL PLAN STATED HERE AND IT IS ADDED AS AN ADDENDUM TO THE PORT'S STRATEGIC BUSINESS PLAN. THE MOTION WAS SECONDED BY COMMISSIONER CRAMBLETT. THE VOTE WAS UNANIMOUS. 5-0**

**c. Update from half marathon:** Chad Sperry and his wife Lori Waters of Breakaway Promotions reported on the half marathon held August 9, 2014. Chad thanked The Port and the community of Cascade Locks. Chad thanked Holly and the maintenance staff. Breakaway Promotions ended up with 980 participants for their

Bridge of the Gods Run. There were 360 cars parked at Marine Park. 30 States were represented. There were 3 Canadian Provinces represented. Chad stated lodging was an issue, as there was zero lodging available. Chad suggested blocking a portion of the Park for next year for campers. \$2000 was donated to the Hood River Football Team, Wings, The Dalles Cross Country and Hood River Football. The impact on the bridge was only a 38 minute total closure. The longest wait time to cross the bridge was only 22 minutes. They opened up the bridge for 12 cars during the run. Bus shuttling worked fantastic reducing congestion leaving Cascade Locks. Even though this was a timed run, many runners stopped to take pictures. Chad would like to do this event next year with 1500 runners, and increase parking areas as needed, asking if it was possible to work with Skamania County to have some parking on the Washington side of the bridge next year. Commission President Groves suggested using the school as a camping area as well. Chad stated that Breakaway Promotions is fully prepared to pay full price next year, as well as being a full partner. They would like to have the next run on Sunday August 9, 2015. Commission Cramblett suggested to make sure CGRA is not booked that weekend. Staff Howell is speaking with Chad about taking the reins on the Cascade to Crown Point run. A consensus was reached to contact CGRA and schedule this run for next year, checking with CGRA as well.

**d. Comments from the General Public: None**

**e. Commission Member comments:**

Commissioner Haight asked Staff Howell if she will give a follow up with a press release for the Bridge of the Gods run. She agreed. Staff Howell has put the information on Facebook. It was on the front page of Hood River news last week. Commissioner Mohr stated she is not always available for the Economic Development meetings. Commissioner Mohr recommended that Commissioner Haight attend in her absence. Commissioner Haight accepted. Commission President Groves stated there are homeless people staying in the park. IGM Koch stated they are working to "keep them moving". Commission President Groves stated if they are asked to leave and do not, they can be charged with criminal trespass. IGM Koch stated the staff is not trained to confront them. Law enforcement is. IGM Koch stated he and Todd Mohr talked about hiring a security company. The Congressional Staff Briefing on August 25, 2014 agenda was brought forth, Commissioner Groves encouraged all to attend. Commissioner Cramblett informed the Port that Mayor Cramblett will not be able to attend. Commission President Groves will open the session.

**f. Reports & comments from Government Officials: None**

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 7 2014 and Special Meeting of August 13, 2014
  - b. Approval of Bills dated August 21, 2014 in the amount of \$131,386.48
  - c. Approval of July 2014 payroll in the amount of \$74,156.72

Commissioner Mohr requested that the August 7, 2014 minutes be removed from the Consent Agenda.

**COMMISSIONER MOHR MADE A MOTION TO APPROVE CONSENT AGENDA MINUS THE AUGUST 7, 2014 MINUTES. THE MOTION WAS SECONDED BY COMMISSIONER CALDWELL. THE MOTION PASSED UNANIMOUSLY. 5-0**

**COMMISSIONER MOHR MOTIONED TO APPROVE MINUTES OF AUGUST 7, 2014 AS AMENDED. COMMISSIONER CRAMBLETT SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY. 5-0**

7. **Commission Business Action items:**

- a. **Approve Job Description for Recreation Coordinator**

IGM Koch presented the job description for the full time Recreation Coordinator position. This person should be ready to start October 1, 2014. Commissioner Cramblett asked about the education portion of the job description. Holly stated it is in the Salary Range Group 2, 32k- 49k yearly with selection process. Commissioner Cramblett stated she would like to see at least an associate's degree required for the position. Commissioner Mohr believes they need to have experience as well. PP Groves asked if we will turn down the application if we have the right applicant. The entire Commission discussed whether related experience is more important than formal education. After discussion, IGM Koch stated that he will revise the description to say: A Bachelor's degree or appropriate education and/or experience required. Commissioner Mohr would like to see the position be half-time and unsure if the first year should be full time. Commissioner Haight stated grant experience could be utilized as well. PP Groves thinks the job may be more full time especially at first. Experience in research/grant writing will replace experience in grant writing a plus.

**THE MOTION WAS MADE BY COMMISSIONER CALDWELL TO ACCEPT AND APPROVE THE JOB DESCRIPTION WITH THE CHANGES REFLECTED IN THE EDUCATION/EXPERIENCE PORTION AND RESEARCH AND GRANT WRITING OF THE JOB DESCRIPTION OF THE RECREATION COORDINATOR. THIS WAS SECONDED BY COMMISSIONER CRAMBLETT. THE VOTE WAS UNANIMOUS. 5-0**

- b. **Approve Job Description for Receptionist Clerk position**

IGM Koch explained that this position should be filled by October 1, 2014. PP Groves asked if there will be a typing speed requirement. IGM Koch answered yes. PP Groves stated that computer skills are a must as well. Commissioner Cramblett asked if typing skills are as important as other skills. IGM Koch replied a typing speed of 50-60 wpm

would be a requirement and this will be added to the description. The applicant will be prescreened, interviewed, administered a drug test, take a physical and criminal background check. When the applicant passes they will be offered a job.

**THE MOTION WAS MADE BY COMMISSIONER CALDWELL TO APPROVE THE JOB DESCRIPTION WITH THE CHANGES REFLECTED IN THE JOB DESCRIPTION OF THE RECEPTIONIST CLERK BY ADDING THE REQUIRED TYPING SPEED TO BE 50-60 WPM. THIS WAS SECONDED BY COMMISSIONER CRAMBLETT. THE VOTE WAS UNANIMOUS. 5-0**

IGM Koch brought up the fact that the front office at the Port is packed with Pacific Crest Trail (PCT) mail and care packages. It needs to be reorganized as it looks messy and the boxes are insecure. Staff Warren stated she asks hikers to use FED-EX or UPS so we do not have to pick up so many packages at the post office. Options were discussed on storing the packages. Examples are shelving, a lock box and charging a fee. Commissioner Haight stated that doing a good service like this looks good for the park. Staff Howell stated there are four places in town that have pick up places for boxes. Staff Howell stated this should be looked at as a good marketing opportunity, as there are hikers from every state. A sticker is placed on every box stating "I hiked the Columbia River Gorge". This is a good promotion for Cascade Locks. Another option is to empower camp host to get packages for hikers on the weekends.

**c. Industrial Park Plat** - Staff Howell brought forth a proposed subdivision plat that will go before the planning commission once approved by the Port Commission. The Port will make a formal application to the city for a sub division; the fee will be \$1200. It will be reviewed by the city planner and adjacent property owners will be notified. Recommendations will go to the planning commission and they will make a decision. There is an appeal process; the city has an obligation of 120 days according to Port Attorney Tommy Brooks. Commissioner Caldwell stated the plat says Business Park and asked when it was changed and if the Commission was notified. Commissioner Mohr asked when it was changed and was the commission notified. Staff Howell said it was discussed, but not voted on.

**THE MOTION WAS MADE BY COMMISSIONER CALDWELL TO ACCEPT THE TERRA SURVEYING PLAT FOR THE INDUSTRIAL PARK. THE MOTION WAS SECONDED BY COMMISSIONER MOHR. THE VOTE WAS UNANIMOUS. 5-0**

**THE MOTION WAS MADE BY COMMISSIONER CALDWELL TO CHANGE THE NAME OF THE INDUSTRIAL PARK TO THE PORT OF CASCADE LOCKS BUSINESS PARK. COMMISSIONER HAIGHT SECONDED IT. THE VOTE WAS UNANIMOUS. 5-0**

8. **Staff Reports:**

**a. Interim General Manager Report:** Item 8a. ODOT has notified the Port regarding new signs that state weight limits for short haul trucks being limited to 50,000 pounds. IGM Koch stated there was a Special Meeting on August 13, 2014, with TRMI, an automated toll technology company. It will cost roughly \$1 million for technology enhancements. IGM Koch stated HNTB is proceeding with the development of the Ten Year BOG Operations and Maintenance Plan. There may be a time when only one person needs to be at the bridge. Commissioner Haight asked if there would be shift differential pay. IGM Koch replied that would be incorporated, and Staff is looking at several options. IGM Koch reported that attachment three shows the Port is in the process of setting up a new Facility and Rental Policy. Staff will meet with the Portland Spirit and the camp host to review procedures and to gain their ideas. The team will meet weekly to measure revenue projections with the budget and the 5 year plan to identify what is charged for rental and camping fees; and prepare a recommendation for policy, fees and forms. IGM will review with Port Attorney, Tommy Brooks and there will be a work session with the Commission to share and get input regarding a proposal. This should be finished by mid December 2014, with implementation January 1, 2015. This policy will be reviewed annually.

**b. Recreation Update – Staff** Holly Howell spoke of the upcoming Community Bridge Walk closure on September 6, 2014 from 9:00am-9:45am, as well as the closure from 7:15am-8:15am on September 13 2014, Bridge of the Goddesses Run. Staff spoke to PCT and Paula Harkin reviewing parking, safety signage. Bridge of the Goddesses will donate money to Fish, and runners will donate personal items.

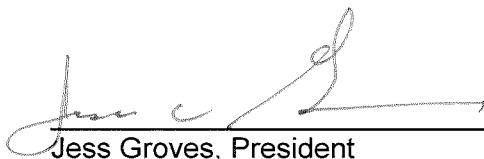
9. **Executive Session:** under ORS 192.660 (2) (e) Real Property Negotiations.
10. **Any Action as a result of the Executive Session**

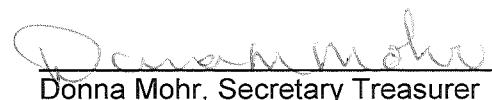
**THE MOTION WAS MADE BY COMMISSIONER CALDWELL TO DIRECT PORT ATTORNEY AND STAFF TO SEND TO SMOKEY BEAR HOLDINGS A LETTER OF INTENT THAT OUTLINES THE TERMS AND CONDITIONS FOR THE SALE OF THE PROPERTY IN THE PORT'S BUSINESS PARK AS DISCUSSED. THE MOTION WAS SECONDED BY COMMISSIONER CRAMBLETT. THE VOTE WAS UNANIMOUS. 5-0**

11. **Recess/Adjournment:** COMMISSIONER Groves adjourned the meeting at 9:25pm.

**Port of Cascade Locks:**

**Attest:**

  
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Jess Groves, President

  
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Donna Mohr, Secretary Treasurer

Port Commission

Port Commission

DATE APPROVED: 9-23-14  
Prepared by: Sally Moore