

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, September 17, 2015, 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, Caldwell, Stipan, Lorang and Lipps were present.
 - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Secretary Sally Moore, Marketing and Development Manager Holly Howell, Accounting Specialist Melissa Warren, camera operator Betty Rush, Kate Stuart, Jason Waicunas, Recreation Coordinator Mayah Frank, Dave Palais, Ken Hutton, Interim Economic Development Manager Don Mann, .and Caroline Park
3. **Declaration of Potential Conflicts of Interest:** Commissioner Lipps declared a conflict of interest with PCT days, as his brewery Thunder Island Brewing served beer at the event.
4. **Modification, Addition & changes to the agenda:** Item 8a moved to 5e.
5. **Items from the floor:** (Special presentation, outside resource presentations and other reports not requiring action).
 - a. **Comments from the General Public** – .Caroline Park, co-owner of Thunder Island Brewing (TIB) stated this summer was awesome at TIB. She thanked the Port staff for their excellent customer service and added there were 30 employees working at TIB this summer. Holly Howell stated the SMART reading program is starting at the CL school. The program is recruiting volunteers for one a hour a week to read with children at the school
 - b. **Reports & comments from Government Officials** - None
 - c. **Commission Member comments** Commissioner Stipan publicly thanked the fire department for putting the fire out in town. CP Groves thanked all of the fire departments in the Gorge that came to put out the fire. Commissioner Lorang stated that tourism in CL has increased this summer and commented that Oregon was the number one destination for tourism last year. Commissioner Stipan stated that Port Employee Damon has had many appreciative comments from tourists about his excellent customer service skills.
 - d. **Reports from Commission sub-committees**
 - i. Report from the Indian Nations sub-committee
CP Groves stated the sub-committee met with the Umatilla Tribal Council last week. It was a productive meeting. There was a brief discussion on the Beach Expansion project. It will open up more swimming and sailing for CL. Commissioner Caldwell remarked that the Port wants to be in communication with the Tribes They are part of CL.
 - e. **Report regarding PCT days** - Jason Waicunas with PCT days said the 9th annual event this year was a success. It went well despite the rain. There were 1500 attendees this year. He thanked Holly and Mayah for all of the help and added that

Maintenance was very helpful. Parking went well. He asked to establish a three year contract for PCT days. August 19-21, 2016, August 18-20, 2017 and August 17-19, 2018.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE OUTDOOR VIEW FINDERS REQUEST FOR THE NEXT THREE YEARS, THE THIRD WEEKEND IN AUGUST. SECONDED BY COMMISSIONER STIPAN. COMMISSIONER LIPPS ABSTAINED FROM VOTING. COMMISSIONERS GROVES, CALDWELL, STIPAN AND LORANG FOR IN FAVOR. The motion was unanimous. 4-0.

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 for June 18, 2015, July 15, 2015 July 20, 2015 and August 6, 2015.
 - b. Approval of bills for July 2015 and August 2015 in the amount of \$300,207.35.
 - c. Approval of July 2015 payroll in the amount of \$55,130.22 and August 2015 payroll in the amount of \$52,458.37.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

7. **Work session discussion items:**
 - a. **Review Port Development Policy** – Interim Economic Development Manager Don Mann reviewed the proposed revised redlined Port Development Policy. The Commission directed staff to move forward with some language changes. Commissioner Lipps suggested coming up with a format to measure how land use, revenue and job creation is realized. Power, water and natural resources are a part of the equation as well stated CP Groves. Don Mann stated the State has a way of measuring. These and he will contact Business Oregon. The Economic Development Association can help the Port with a measure for all of the above as well. He will then share it with the Commission. A final copy will come back to Commission for formal adoption.
 - b. **Review and discuss the map of Port properties and all acquisitions** – Staff Howell stated the Economic Development sub-committee had been reviewing the presented maps for discussion and strategy of the Port's future. There was a brief discussion of and all current and future acquisitions.
8. **Commission Business Action items:**
 - a. **Action on proposed dates over the next three years for PCT Days. Presentation by Jason Waicunas for 2015 PCT days. Moved to item 5 e**
 - b. **Action on Purchase and Sale Agreement with Heuker Bros.** – Economic Development Manager Don Mann recommended that the Port Commission accept language changes to reflect name change for Heuker Bros and to authorize Port President to sign it. Staff will bring the final proposed agreement to the next meeting with their name change. The final agreement will be sent to the Commission for review before it is signed.

A MOTION WAS MADE BY COMMISSIONER CALDWELL TO DIRECT STAFF TO IDENTIFY DATES THAT NEED TO BE EXTENDED AND DEVELOP ANY AGREEMENTS TO THAT EFFECT AND AUTHORIZE THE PORT COMMISSION PRESIDENT SIGN. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. The motion was unanimous. 5-0.

Interim Economic Development Manager Don Mann reported that Puff Factory did not meet the deadline for paying the option payment of \$5000. Jacqueline Alexander said the Puff Factory is still working on New Market Tax Credit. The deadline was extended twice. Counsel did not hear back from them. There was a discussion that the Port will need to get the property back on the market. Port Attorney Brooks stated the Port can terminate the option due to a lapse in the agreement. This will come back to the Commission on October 1, 2015. Staff will invite Jacqueline Alexander to attend.

A MOTION WAS MADE BY COMMISSIONER LORANG TO HAVE INTERIM ECONOMIC DEVELOPMENT MANAGER TO CONTACT JACQUELINE ALEXANDER AND LET HER KNOW THAT THE PORT WILL PUT IT ON THE OCTOBER 1 AGENDA AND SHE SHOULD ATTEND THE MEETING AND THE PORT WILL DECIDE WHETHER THE PORT WILL PUT THE PROPERTY BACK ON THE MARKET. SECONDED BY COMMISSIONER STIPAN.

THE MOTION WAS AMENDED BY COMMISSIONER LORANG TO ADD AND THAT STAFF WILL MOVE FORWARD TO MAKE APPROPRIATE CHOICES.

The motion was unanimous. 5-0.

9. Staff Reports:

- a. **IGM Report** IGM Koch discussed the budget and stated the Port did not spend what was appropriated for the Business Park. Staff met to begin to lay out plans for \$160,000 Homeland Security Grant. This will include cameras on the water as well as in the buildings. IGM Koch will come to the Commission with a recommendation to adopt federal purchasing policies that will become part of the Port financial policies. The Commission Staff retreat will be held November 6-7, 2015 at Cooper Spur Mountain Resort. IGM Koch presented various ideas that came from staff for employee of the month or quarter. There was a discussion on various options for the Employee Rewards Program.

COMMISSIONER LIPPS MADE A MOTION TO LET THE EXECUTIVE TEAM DECIDE THE DIRECTION OF THE EMPLOYEE REWARDS PROGRAM AND SET A MAXIMUM BUDGET OF \$1000 FOR THE PROGRAM PER YEAR. SECONDED BY COMMISSIONER LORANG.

Commissioner Caldwell stated she would like it to be \$2000.

The motion was approved by Commissioners Lipps, Stipan, Lorang and Groves. Commissioner Caldwell voted against the motion. 4-1.

CP Groves stated the timeline to hire a General Manager was this month, and added there was nothing was put in the budget this year to hire one. CP Groves stated this needs to be put off until next budget year. Commissioner Caldwell stated there is a team effort at the Port and things are moving forward. Commissioner Lipps stated the Port needs to move forward and stop extending the Interim period, adding that the Port needs a permanent General Manager.

COMMISSIONER CALDWELL MADE A MOTION TO KEEP THE INTERIM GENERAL MANAGER POSITION AS IS UNTIL THE 2016-17 BUDGET YEAR. SECONDED BY COMMISSIONER STIPAN. Commissioners Groves, Lorang, Stipan and Caldwell voted yea. Commissioner Lipps voted nay. 4-1.

10. **ADJOURMENT:** President Groves adjourned the meeting at 9:10pm.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell, Secretary
Port Commission

DATE APPROVED: 11-19-15
Prepared by: Sally Moore