

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday, October 16, 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 6:07 pm. **Roll Call:** Commissioners Groves, Mohr, Caldwell, Cramblett & Haight were in attendance.
 - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Sally Moore, Melissa Warren, Don Mann, Sonny Earl. Gary Rains, Jacqueline Alexander, Jason Waicunas and camera operator. Betty Rush.

3. **Declaration of Potential Conflicts of Interest: None**

4. **Modifications, Additions to Agenda:** IGM Koch proposed to add Item 8d; a letter to Senator Ron Wyden. He stated that Item 8b; approval of the work plan for Recreation Coordinator would need to be deferred until November 6. The Commission agreed to the additions and modifications of the Agenda.

5. **Recess into Executive Session under ORS 192.660 2 (e) Real Property Negotiations**

Commission President Groves recessed into Executive Session under ORS 192.660 2 (e) Real Property Negotiations at 6:08pm.

Commission President Groves recessed the Executive Session under ORS 192.660 2 (e) Real Property Negotiations and returned to the regular meeting at 8:09pm.

Any Action as a result of the Executive Session None

Commissioner Caldwell was excused at 8:10pm

6. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action)**
 - a. Jason Waicunas reported on Pacific Crest Trail Days (PCT) held September 5-7 on Thunder Island. He reported that it is the largest sponsored outdoor event in the Pacific Northwest. Approximately 1200 people attended. \$4000 was donated to PCT and the American Long Distance Hiking Association (ALDHA). There were 74 sponsors. Social media and ads were the main way of advertising. PCT days was featured on the front page of the Hood River News. Jason stated he is willing to cover Port costs for next year. He stated logistically it may be best to move the vendors and sponsors to the Park and have campers stay on Thunder Island. The proposed date for PCT Days is August 28-30 2015. There will be a charge next year. It will likely be \$25-\$30 per night to attend and camp. CP Groves stated that the Port has paid for costs in the past, and would like to recoup some of that money. Commissioner Cramblett asked if next year's proposed date was worked out with Holly, and asked if there else is going on in the Park. Jason stated there is no sailing or other events scheduled that date. Commissioner Cramblett expressed concern in closing the bridge so much in August. Commissioner Haight suggested rotating the Community Bridge Walk to every other year to make it more special. Commissioner Cramblett asked if there will be security next year. Jason stated yes.

- b. Commission Member comments – (moved ahead of item 6a.) CP Groves said he and Don Mann attended the Pacific Northwest Waterways Convention (PNWA) this week. They are celebrating their 80th year. He presented an 80th anniversary pin to the Commission and staff. He and Don will report on the Convention at the next Commission meeting.
- c. Reports & comments from Government Officials – None
- d. Comments from the General Public- None

7. 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 September 18 2014 and Special Session dated October 2, 2014
- b. Approval of Bills in the amount of \$103,536.53
- c. Approval of September 2014 payroll in the amount of \$54,503.08

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Haight, Mohr and Cramblett. 4-0.

8. Commission Business Action Items:

- a. **Approval of the job description for the Manager of Finance and Administration**
IGM Koch discussed the options available for the approval of the job description for the Manager of Finance and Administration. Commissioner Mohr stated that originally hiring this person was meant to take the place of IGM Koch, and now that he is not leaving, she feels this position is not necessary. She stated the Port will be top heavy with three major staff positions. Commissioner Cramblett said with the upcoming financial pieces for the infrastructure in the Business Park, as well as grant writing this position is needed. She added contracting certain parts of the job could be a possibility. Commissioner Haight stated the Business Park and a new recreation coordinator will help the Port grow. CP Groves concurred, and added grant writing is very important. Commissioner Mohr stated the Port is already in the process of hiring a grant writer. IGM Koch stated that approving this position will free him up to work on with Salem and Olympia for the Bridge of the Gods funding, as well as the One Gorge Commission. It will also allow the Commission time to see whether the position can develop into the new General Manager. Commissioner Mohr asked for an explanation from Port Attorney Brooks about contracting parts of the job; for example a new facilities calendaring system. Port Attorney Brooks explained a contract would be used to hire a person to do a specific project, and define their functions or tasks through a personal services agreement. If the job is contracted, he advised to contract certain parts of the job; not the whole position.

COMMISSIONER CRAMBLETT MADE A MOTION TO APPROVE THE PROPOSED JOB DESCRIPTION CREATING THE POSITION AND DIRECT IGM KOCH TO PROCEED TO RECRUIT TO FILL THE POSITION AS AN EMPLOYEE, NOT A CONTRACTOR. COMMISSIONER HAIGHT SECONDED THE MOTION.

Motion passed by Commissioners Groves, Haight, and Cramblett. The Motion was opposed by Commissioner Mohr. 3-1.

- b. Approval of work plan for the Recreation Coordinator – removed from Agenda**
- c. Action on final strategy/plan for infrastructure** IGM Koch asked for formal action to adopt the financing for the implementation for the infrastructure of the Business Park. At the October 2 Special Session meeting expert opinions from the Craig Ortega, Columbia Bank, Harvey Roger, Bond Council and David Ulbricht financial advisor from Baird Co. recommended that self-financing is the best option.

COMMISSIONER CRAMBLETT MADE A MOTION TO APPROVE AND ADOPT THE STRATEGY PLAN FOR THE INFRASTRUCTURE FOR THE BUSINESS PARK. COMMISSIONER MOHR SECONDED THE MOTION WITH CONCERN TO KEEP AN EYE ON THE BOTTOM LINE, IF PROPERTY SALES DON'T GO THROUGH The motion was passed unanimously by Commissioners Groves, Haight, Mohr and Cramblett. 4-0.

- d. Letter to Senator Ron Wyden:** IGM Koch stated at the Joint City/Port work group on Economic Development meeting (JWGED) September 25, 2014; a consensus was reached to approve a letter to be signed by both Port Commission President Groves and Mayor Cramblett; to be sent to Senator Ron Wyden asking for help to begin working on reducing or eliminating the train horn as it goes through Cascade Locks. IGM Koch asked for approval. Senator Wyden's office has indicated a willingness to take the lead for the community. There are a series of options available and costs will vary depending on what is done. It is a very time consuming process, and costs are unknown. Commissioner Cramblett stated she is ok with sending the letter; yet does not want staff spending too much time and money on this. Commissioner Mohr stated this is about tourism and it is campers at the KOA; and other tourists who complain about the whistle. CP Groves stated some businesses in town have asked for help with this; and feels that the Port and City should support this.

COMMISSIONER HAIGHT MADE A MOTION TO SIGN THE LETTER AND SEND IT TO SENATOR WYDEN TO TRY AND SILENCE OR ELIMINATE THE TRAIN HORNS. COMMISSIONER MOHR SECONDED THE MOTION. The motion was passed unanimously by Commissioners Groves, Haight, Cramblett and Mohr. 4-0.

9. Staff Reports:

- a. Interim General Managers Report:** IGM Koch stated that there has been no word on the signs for weight restrictions for short haul vehicles on the BOG. He presented a handout on the newly named One Gorge Commission; previously known as the 5 Ports Coalition, and added there is potential for funding for Hood River Bridge, The Dalles Bridge and the Bridge of the Gods, within the Scenic Area under a new federal transportation funding program There is an idea for a truck route through the weigh station. US Cellular has requested to add attachments on the tower. There is nothing in the lease to allow an increase in the rate on the current lease. IGM Koch

gave US Cellular authorization. CP Groves asked what the safety risk is. IGM Koch stated he will check on it, and follow up. There are two bids to replace the Dolphin. The lowest bid is from Mark Marine Services Inc.; the same company that replaced the other Dolphin. He will come to the Commission after the permit is approved. Melissa is working with the insurance company, and will keep the Commission updated. The State of Oregon has paid a grant amount \$25,760 for their share of the Strategic Business Plan. Commissioner Cramblett asked when the speed bumps are going in. IGM Koch stated it is on the schedule.

b. Economic Development Update (Don Mann). Don reported there has been progress moving toward property sales in the Business Park, and is receiving several property inquiries a week. Some are interested in the Flex Building. There has been some interest in the old gray house property. Hood River Sand and Gravel agreed to move the scale on the site, before the weather gets bad, to put in the new road. MCCED notified the Port that there will be a conference call regarding opportunity for aerospace manufacturing in the Gorge. This is a regional opportunity. There was a call from a company that looks for space for call centers. This also came as a lead from MCCED.

c. Recess into Executive Session under ORS 192.660 2 (e)

Commission President Groves recessed into Executive Session under ORS 192.660 2 (e) Real Property Negotiations at 9:30pm.


Commission President Groves recessed the Executive Session and returned to the regular meeting at 9:45pm

10. Any Action as a result of the Executive Session None


11. Recess/Adjournment: Commission President Groves adjourned the meeting at 9:56PM.

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Donna Mohr, Secretary Treasurer
Port Commission

DATE APPROVED: 11-20-14
Prepared by: Sally Moore