

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, April 19, 2018 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:00pm.
  - **Pledge of Allegiance**
  - **Roll Call:** Commissioners Groves, Stipan, Lorang, Caldwell and Bump were present. **Others Present:** GM Paul Koch, Special Projects Coordinator Brittany Berge, Accounting Specialist Melissa Warren, Economic Development Manager Don Mann, Event Coordinator Brittany Berge, Bridge Manager Ryan Vollans, City Administrator Gordon Zimmerman, Port Attorney Tommy Brooks and camera operator Betty Rush. Also present were Caroline Park and Dave Lipps.
  - **Modification, Additions & changes to the agenda:** None
  - **Declaration of Potential Conflicts of Interest:** None
- 2) **Public Comment (Speakers may be limited to three (3) minutes):** None
  - a. **Update on project from Thunder Island Brewing** – David Lipps and Caroline Park, co-owners of Thunder Island Brewing reported on their building project for their new building on WaNaPa Street. It will be a brewery/restaurant. Dave stated there is a lot of debris from multiple fills. The Engineers are working on new engineering to mitigate the problem. Dave stated this will be much costlier. Caroline stated they are still moving forward and still working with their contractor O'Brien. Commissioner Caldwell asked how this will affect their timeline. Caroline stated they will break ground in July. CP Groves thanked them for the timeline and stated he appreciated it. CP Groves stated that fill dirt settles. Dave stated that there was a lot of boulders on the property according to the GeoTec company as well as construction material, such as wood, old construction materials, carpet, etc. on the property ten feet deep.
- 3) **Special Presentations & Reports by outside resources, staff & Government Officials –**
  - a. **Quarterly Departmental Reports** - Event Coordinator Jan McCartan reported that she is getting ready for a busy season. The Trails Skills College is here now. Jan stated that in 2018 there are 18 weddings planned, and there are 48 events planned for the year. Jan stated Alfonso has done a great job on Thunder Island adding two new beds. Jan stated the Pavilion has been painted on the inside. It turned out lighter than intended and looks really nice. She stated the new chairs are scheduled to arrive May 23. Economic Development Manager Don Mann reported that Flex 2 and Flex 4 buildings are moving along and he thanked Todd and Brittany. He has been working on the Emergency Access Road with the Port Engineer. Don stated that they will open escrow with Ravenwood on May 1. Don stated he has been having new discussions with Pfriend to build in the Port Business Park. They would manufacture only for distribution. Don thanked Caroline and Dave for their Gantt chart and timeline.
- 4) **Consent Agenda (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 item from the Consent Agenda for individual discussion).**
  - a. **Approval of minutes for December 21, 2017, January 4, 2015, January 18, 2018 and February 1, 2018**



- b. Approval of bills in the amount of \$645,636.22
- c. Approval of February payroll in the amount of \$62,767.57 and March payroll in the amount of \$61,767.57

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

5) **Commissioner and Commission sub-committee reports: None**

6) **Commission Business Action Items**

a. **Action to adopt the toll technology program** Bridge Manager Ryan Vollans stated that Automated toll technology is a high priority in Port's 15-year Maintenance and Preservation Plan. PSquare Solutions has provided a proposal to provide a Breezeby for the Bridge of the Gods. Ryan stated that every year the National Scenic Area experiences more growth and traffic increases. He stated there is a need to move towards automated toll collection. He stated that Automated Breezeby toll technology will help to more efficiently move vehicles across the Bridge and through the tolling process. Ryan reminded the Commission that PSquare, a tolling company gave a presentation to them on April 5 and provided a proposal. GM Koch stated that Port Attorney Tommy Brooks recommended that the Port Commission set a date to come together as the Local Contract Review Board and then take action on the affordable pricing, and after a 14-day waiting period the agreement can be signed. Brooks said the Port Procurement Policies allows for a Special Contract Review Board in order to award specific and limited contracts. Once this is established this goes away and goes back to General Manager.

**COMMISSIONER CALDWELL MADE A MOTION FOR THE ALLOCATION OF \$49,648.17 FOR TOLLING TECHNOLOGY TO BE PAID FROM THE BRIDGE FUND SET ASIDE 2017-18 BUDGET. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

GM Koch recommended that they convene next week. The Commissioners agreed on Monday, April 23, 2018 at 4pm at Cascade Locks City Hall.

**COMMISSIONER CALDWELL MADE A MOTION THAT THE COMMISSION MEET ON MONDAY APRIL 23 2018 AT 4PM AT THE CITY COUNCIL CHAMBERS IN CASCADE LOCKS AS THE LOCAL CONTRACT REVIEW BOARD TO CONSIDER TO CONSIDER THE CONTRACT AND DELEGATE TO THE LCRB THE AUTHORITY TO EXECUTE A CONTRACT FOR TOLLING TECHNOLOGY AND SERVICES. SECONDED BY COMMISSIONER STIPAN.**



Commissioner Stipan asked who will be at the meeting. GM Koch stated that they will convene as a Sole Source Contractor. Port Attorney Brooks stated that they will meet at a Special Board. And they are a separate public entity making recommendations back to the Port. It will be posted as a public meeting. CP Groves asked the all Commissioners receive the information they need before the meeting. Port Attorney Tommy Brooks stated that there will be a Resolution to adopt as the LCRB. After that there will be a 14-day Notice placed in the paper after which the agreement can be signed.

**The motion was unanimous. 5-0.**

**b. Action to approve the elimination of tolls for pedestrians on the Bridge of the Gods and adopt Resolution 2018-4** – Bridge Manager Ryan Vollans stated that currently pedestrians and bicyclists are charged \$1 to cross the Bridge if they are traveling NB from Oregon to Washington. They pay nothing crossing SB into Oregon. Currently the revenue is \$3,000 annually. Signage encourages them to face traffic while crossing the bridge. At this time, they have to cross through cars to get to the toll booth and this is a safety risk. Ryan stated that the loss of revenue should not have a negative impact on the bridge. Ryan stated there is no wear and tear, thus no maintenance is needed from these crossers. PCT hikers do not pay a toll. CP Groves asked if there has been any talk of signage directing them where to walk. This was sent back to staff to find out if insurance rates would go up if tolls are eliminated.

**The subject was tabled until the next meeting.**

**c. Action to approve the amendment to the IT Contract with Radcomp Technologies** GM Koch stated that the three-year contract with Radcomp will come up in October. He stated they are doing a great job and recommended approving a two-year amendment extending their contract for two more years. GM Koch reported that working with Port Attorney Tommy Brooks they have negotiated an amendment and a new rate. The new rate for 2018 and 2019 will be \$31,650.24 for the cost of for the fiscal years.

**COMMISSIONER STIPAN MADE A MOTION TO APPROVE THE PROPOSED TWO-YEAR INFORMATION SERVICES CONTRACT AMENDMENT WITH RADCOMP AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE AMENDMENT. THE MOTION WAS SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0**

**d. Action to approve the amendment to Audit Services with Pauly – Rogers** - GM Koch reported that on January 18, 2018 the Commission took action to approve a two-year extension with Port Auditors Pauly-Rogers and directed staff to negotiate a new rate. The cost for FY 2018 will be \$15,670 and the cost for FY 2019 will be \$16,455.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE PROPOSED TWO-YEAR AUDIT SERVICES CONTRACT AMENDMENT AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE AMENDMENT. SECONDED BY COMMISSIONER STIPAN The motion was unanimous. 5-0**



e. **Action on proposed City EMS program** - GM Koch reported that the 2017-18 budget approved \$25,000 to the City to support the EMS department. He stated this is to support economic development. GM Koch stated the City has submitted a revised proposal to the Port for the use of funds as there was an important discussion regarding this matter on April 5. The proposal stated the purpose of a volunteer program is to provide expanded resources in the case of an emergency (any emergency) beyond the paid staff to address whatever the emergency may be and on whatever scale the emergency requires to be effectively controlled. The volunteer program, stipends, 2017 Fire Recruitment Plan and Standard Operating guidelines were also presented by CA Gordon Zimmerman. Port Attorney Tommy Brooks stated that the Port has Economic Development and property to protect as well and this expenditure of money is ok and well within the statutes of ORS 777 Ports Generally. CA Zimmerman stated that the freeway EMS responses also add to the City's EMS coffers. GM Koch stated that Renewal Workshop has 25 employees and may be able to volunteers.

**COMMISSIONER CALDWELL MADE A MOTION TO ALLOCATE THE FIRST \$25,000 TO THE CITY OF CASCADE LOCKS FOR THE EMS PROGRAM. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

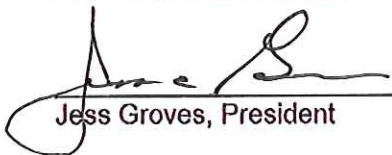
f. Economic Development Manager Don Mann stated that Jasper Smith, Native Cider has asked to amend the lease from June 1, 2018 to July 1, 2018.

**COMMISSIONER CALDWELL MADE A MOTION TO AMEND THE LEASE TO CHANGE THE COMMENCEMENT DATE OF THE LEASE FROM JUNE 1, 2018 TO JULY 1, 2018 AND HAVE THE PRESIDENT SIGN IT. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

7) **General Manager's Report # 81:** GM Koch reported that the Pony Task Force is an energetic group. Their final report is due in November. GM Koch is serving a two year commitment with the NSA to update the Gorge Management Plan to strengthen economic development. He is lobbying the group to include the waiver of the local match and toll policy in the NSA. On May 3, the Forester will give a report to the Commission in order to understand what needs to be done with the property. GM Koch reported that the May 2 meeting will be cancelled and moved to later in May. GM Koch stated the new chairs are on order. He is waiting on the final plans from Tom Owens. \$50,000 for the FY2019 for Pavilion enhancements. GM Koch stated the Pi-Ume-Sha at Warm Springs will be June 22 and he encouraged all Commissioners to attend. GM Koch stated the Port staff is working with the HR County Sheriff as some homeless people are moving into the Park. New signage on the Park closure is being discussed.

8) **Adjournment: COMMISSIONER GROVES ADJOURNED THE MEETING AT 8:44PM.**

Port of Cascade Locks:

  
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Jess Groves, President

Attest:

  
\_\_\_\_\_  
Joanne Caldwell, Secretary

Port Commission

Port Commission

DATE APPROVED: 7/19/2018  
Prepared by: Sally Moore