

**Port of Cascade Locks Commission Special Meeting
As the Local Contract Review Board (LCRB)**

The Port of Cascade Locks Commission LCRB Special Meeting was held Thursday, April 23, 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 4:05pm.
- **Pledge of Allegiance**
 - **Roll Call:** Commissioners Groves, Stipan, Lorang and Bump were present. Commissioner Caldwell was excused. **Others Present:** GM Paul Koch, Bridge of the Gods Manager Ryan Vollans, Port Attorney Tommy Brooks Accounting Specialist Melissa Warren, and Secretary Sally Moore.
 - **Modification, Additions & changes to the agenda: None**
 - **Declaration of Potential Conflicts of Interest: None**
- 2) **Action to consider a special contract for the purchase of new tolling equipment and for the local LCRB to execute a contract for tolling technology and services** - GM Koch stated that back in 2015, the Commission called for proposals to provide toll technology equipment and 4 firms responded. Cost estimates ranged from \$1million to over \$3 million. The Port decided not to proceed at that time. The Port has now been working with the Port of Hood River to make a cooperative agreement. The POCL and the POHR would partner together allowing citizens to be able to use the same transponders for both bridges. Port staff has determined that the use of the same technology at both bridges would benefit both Ports by reducing costs and operating expenses. The company PSquare has done the implementation on the Hood River Bridge. The Port of Cascade Locks would like to sign a contract with PSquare as well to be able to share the same equipment with the Port of Hood River. Port Attorney Brooks stated this process is a little bit different. The Port policy states that the Commission can act as a Local Contract Review Board. He stated it's an exception and it does not set a precedent, it is only for this contract. Brooks stated that the Port has already determined Personal Services Contracts do not have to go out for bids. This is done like a legislative decision. Brooks stated the Commission does have to give notice through the newspaper for 14 days. Port Attorney Brooks has written the Notice for the newspaper. Once this 14 days have passed and there are no protests, the Port can proceed with finalizing the contract for the purchase of new tolling equipment. GM Koch stated it was tied to the Attorney Generals Manual.

COMMISSIONER STIPAN MADE A MOTION TO ADOPT RESOLUTION 2018-1 AUTHORIZING A SPECIAL CONTRACT FOR THE PURCHASE OF TOLL TECHNOLOGY AND DIRECTING THE GENERAL MANAGER TO SIGN. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 4-0.

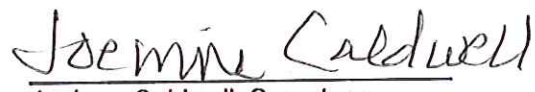
- 8) **Adjournment: COMMISSIONER GROVES TO ADJOURNED THE MEETING AT 4:34PM.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joanne Caldwell, Secretary
Port Commission

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