

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, January 15, 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 6:00 pm.
2. **Roll Call:** Commissioners Groves, Cramblett, Mohr, Haight and Caldwell were in attendance.
  - o **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Sally Moore, Holly Howell, Todd Mohr and Don Mann and camera operator Betty Rush.
3. **Declaration of Potential Conflicts of Interest:** Commissioner Cramblett declared a direct conflict of interest regarding the Portland Spirit discussion Item 8b, as she is employed by the Portland Spirit. Commissioner Caldwell declared a direct conflict of interest regarding the Portland Spirit discussion Item 8b; her brother works for the Portland Spirit.
4. **Modifications, Additions to Agenda:**

IGM Koch asked to add an Executive Session regarding Item 8b under ORS 192.660(2) (h) Legal Counsel and ORS 192.660(2) (f) Exempt Public Records regarding the Strategy Session concerning the Portland Spirit. Development Committee members will report on Item 8c, Economic Development update. IGM Koch added the Commission received the report on the bills and Payroll for December via email. He added the Development Committee members will be giving a report on Economic Development.
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action):**
  - a. **Commission Member Comments** – Commissioner Haight thanked the Staff for the great landscaping and clean up at the Park. CP Groves attended the Action Team meeting and stated a relative of the person who developed the Nobel Peace Prize lives in Corbett and they spoke to him about doing a Peace Event in Cascade Locks. CP Groves added that Philip Watness, editor of the Skamania County Pioneer stated Fabio is living near Stevenson, WA and thinks it is one of the most beautiful places he has ever lived. Commissioner Caldwell commented that the trees along WaNaPa Street block the view of the river. IGM Koch stated it can be discussed at a later time. PC Groves stated the agenda is being planned for the annual trip to Washington DC, to attend the Pacific Northwest Waterways Association (PNWA) in early March 2015. He added if the Commission wants to add anything to their agenda, to let him know.
  - b. **Reports & comments from Government Officials** - None
  - c. **Comments from the General Public** - 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 December 4, 2014 and December 18, 2014.
  - b. Approval of Bills in the amount of 124,990.86
  - c. Approval of December 2014 payroll in the amount of \$45,882.14

**COMMISSIONER CALDWELL MOVED TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER HAIGHT.**

Commissioner Mohr asked if the payroll is for November 2014 payroll or December 2014, as the Agenda stated it was for November 2014 payroll. Sally Moore stated it was actually for December. It was amended to reflect and correct the error. Commissioner Mohr asked about the attorney fees for the old fire hall. Staff Howell stated that the City and Port arranged to straighten out the lot line between City and Port lots. They then split the fees.

The motion was unanimous. 5-0.

7. **Commission Business Action items:**
  - a. **Approve RFP for annual audit – IGM Koch** – presented his report dealing with audit services and the proposed Request for Proposal (RFP). This was prepared by Port attorney Tommy Brooks. He added it is a good practice every 3-5 years to seek competitive bids. It will be advertised online, filed with the State of Oregon and Special Districts Association of Oregon (SDAO) and the Accountants Association. There are a limited number of firms doing this. The cost this year was \$17,000.

**COMMISSIONER MOHR MADE A MOTION TO APPROVE THE RFP FOR AUDIT SERVICES AND DIRECT IGM TO SEEK PROPOSALS. SECONDED BY COMMISSIONER CRAMBLETT.**

CP Groves asked about the possibility of joining with the Port of Hood River to have the audit done to save some money. IGM Koch stated he will look into it, and talk to Michael McElwee.

The motion passed unanimously. 5-0.

IGM Koch stated this same RFP process will be done for Information Technology (IT) and the Toll Booth technology. These will be presented at the next meeting for recommendation of approval.

CP Groves commented Centurylink provided a report that states they can do most of the IT services. IGM Koch added there are several companies in the area that perform IT services. It will depend on what kind of IT the Port needs. IGM Koch stated that the upcoming RFP will show what the Port needs, in tandem with the proposed new bridge technology needs.

- b. **Adopt 2015-16 Budget Priorities – IGM Koch** – Recap of the budget brainstorming session held on January 8, 2015; where each Commissioner placed 10 sticker dots on a list of budget priorities. This was done in order to plan for the upcoming budget year. A

proposed 2015-16 Budget Preparation Guidance Documents listing budget was put together as a result of the brainstorming session. Commissioner Mohr suggested adding a Bridge reserve fund to the guidance plan under, 1: A, Facility and Building Maintenance, Care and Construction, Maintenance and Repair, to add to h. a third item numbered iii: Bridge Reserve Fund. Commissioner Mohr suggested adding an "other" category for each guidance item listed. IGM Koch stated he will then give guidelines to Staff for recommendations. Each Department will put together its own budget.

**COMMISSIONER MOHR MADE A MOTION TO ACCEPT THE PROPOSED BUDGET PREPARATION GUIDELINES AND ASK IGM KOCH TO MOVE FORWARD WITH THE CHANGES THAT WERE MADE. SECONDED BY COMMISSIONER CRAMBLETT. The motions passed unanimously. 5-0.**

- c. Review and adopt proposed new Maintenance Worker job description – Maintenance and Construction Manager (M&C) – Todd Mohr – The adopted 2014-15 budget allows for a new Maintenance worker to start May 1, 2015. The job description and a sample of a daily work schedule was given to the Commissioners. Part of the new duties for this employee will be to make sure facilities are clean before and after each function. They will also focus on gardening and weeding. CP Groves asked if this takes place of seasonal worker. IGM Koch stated it is a full time position. The employee will provide support from maintenance and construction to ensure the policies and procedures function correctly and will work closely with the Recreation Coordinator. M&C Manager Mohr said an additional seasonal worker will work hand in hand with this person. CP Groves hoped that someone hired has gardening experience.

**COMMISSIONER CALDWELL MOVED THAT TO APPROVE THE PROPOSED JOB DESCRIPTION FOR MAINTENANCE WORKER/GARDENER. SECONDED BY COMMISSIONER HAIGHT. The motion was unanimous. 5-0.**

8. Commission Business Action items:

- a. Interim General Manager Report – IGM Koch – Event Partner Classification – IGM Koch stated that the adopted policies and procedures, there is an Event Partner Classification under Category 1 Users. This is for special Port sponsored events that enhance the economic development of the Port and the Community. These events usually have 500 participants. They have to be approved by the Port Commission. The fees can be negotiated, however there will be a \$1 fee per participant under this classification. There will be other fees such as boat parking, ect. IGM Koch handed out a summary financial sheet comparing 2014 revenues with projected 2015 revenues. According to the sheet it is estimated that total revenue will increase \$20,000 under the new policy. There will be a \$3 fee for parking on the Fourth of July. Commissioner Cramblett stated it is important to know that employees going to work and people that have boats in the Marina not be charged.

**COMMISSIONER MOHR MADE A MOTION TO ACCEPT THE EVENT PARTNERS MINUS THE DISC GOLF AND THE MOTORCYCLE POKER RUN AS EVENT PARTNERS. SECONDED BY COMMISSIONER CRAMBLETT.**

Commissioner Cramblett stated that Disc Golf needed to be discussed more. IGM Koch stated Staff Howell and Frank will negotiate with them when they apply. They have cleaned up that area a lot. Staff Howell stated they have one or two events a year.

The motion was unanimous, 5-0.

The Commission approved the following organizations/events as approved Event Partners under the new facility policy:

- CGRA (already done)
- PCT Trail Skill Class
- PCT Days
- Sternwheeler Days
- Volkswalk
- BOG Half Marathon
- Goddess Run (Paula H)
- Cascade to Crown Bike Ride
- Gem and Mineral Show

b. **Strategy Session regarding the Portland Spirit** – IGM Koch and Port Attorney Tommy Brooks – Commissioners Cramblett and Caldwell excused themselves from this discussion due to a potential conflict of interest at 8:12pm. IGM Koch stated a letter was drafted by Port Attorney Brooks, and will be sent to the Portland Spirit in order to set up an annual meeting. The letter was drafted from a list of issues and concerns created by the Commission last year. Inventory will done in the Visitor and the Sternwheeler in the next few weeks.

**Economic Development Update** – PC Groves gave an update on behalf of the Development Committee. He stated the Committee will start meeting only on Commission meeting dates, unless otherwise announced. They met with Carolyn Meece, Business Development Officer with Business Oregon on grant funding opportunities. They discussed the ongoing proposed real estate property transactions.

There was a brief discussion on the Puff Factory. The Port will pay up to \$100,000 for improvements to the Flex building. Port Attorney Brooks stated there was no need to go into Executive Session. Port Attorney Brooks stated Jacqueline Alexander will contact Don Mann to move forward. IGM Koch stated that the M&C Manager Mohr will determine the costs and what needs to be done in the Flex building. The Eco-Auger is currently renting the Flex building for a few months. They will be moving to Camas by the end of March. Eco-Auger is still interested in discussing building a plant here, according to IGM Koch.

Commissioner Groves recessed the meeting at 8:29 pm and entered into the Executive Session under ORS 192.660 (2) (h) Legal Counsel.

Commissioner Groves adjourned the Executive Session at 9:22 pm and returned to the regular meeting at 9:22 pm.

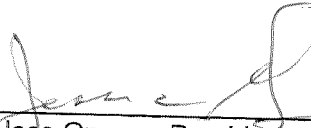
9. Adjournment:

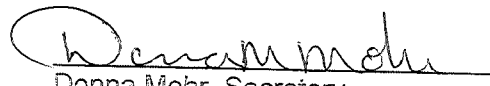
COMMISSIONER MOHR MADE A MOTION TO ADJOURN THE MEETING.  
SECONDED BY COMMISSIONER HAIGHT. Motion passed unanimously. 5-0.

The meeting adjourned at 9:24pm

Port of Cascade Locks:

Attest:

  
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Jess Groves, President  
Port Commission

  
\_\_\_\_\_  
Donna Mohr, Secretary  
Port Commission

DATE APPROVED: 2-23-15  
Prepared by: Sally Moore