

## Port of Cascade Locks

The Port of Cascade Locks Commission Work Session Meeting was held Thursday, April 2, 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:** Port Commissioners Groves, Caldwell, Cramblett, Mohr & Haight were present.
  - **Others Present:** Port Secretary Sally Moore, Marketing & Development Manager Holly Howell, Interim Economic Development Manager Don Mann, Port Attorney Tommy Brooks, Recreation Coordinator Mayah Frank, Maintenance & Construction Manager (M&C) Todd Mohr, Lisa Hartley with BCI Insurance, Betty Rush Camera Operator, Accounting Specialist Melissa Warren and Patrick Mulvihill, reporter with the Hood River News.
3. **Declaration of Potential Conflicts of Interest:** None
4. **Modifications, Additions to Agenda:** None
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action).**
  - a. **Commission member comments** - Commissioner Cramblett stated the Sternwheeler will be back at the Port marina next Saturday. Commissioner Mohr stated she paid \$5.50 for tolls one way going to Bremerton, WA and is appreciative of the Bridge of the Gods (BOG) toll fee. Commissioner Caldwell attended the last Mid-Columbia Economic Development District (MCEDD) Board Meeting and discussed the Comprehensive Economic Development Strategy (CEDS). They discussed the top ten priorities for Oregon and Washington Economic Development Priorities. Cascade Locks Business Park is categorized as number three, and the Hood River Bridge and Bridge of the Gods are categorized at a four. She added the Port has been paying dues for many years and Cascade Locks needs to be represented as it has had no growth in 40 years. CP Groves said that Port Commissioner Joeinne Caldwell was appointed as a voting member at MCEDD. He added there should be a Port Commissioner from both sides of the river sitting on the Executive Board. The OneGorge Coalition had a big part in driving the CEDS list. Commissioner Haight thanked Ken and Mary Hutton for volunteering to clean the flowers beds in front of the cemetery. She stated the flower beds at the Port Park look great and thanked M&C Manager Todd Mohr, and the Maintenance Crew for all of their hard work. CP Groves asked for an accounting of the paper usage at the Port Office, and stated the Commission will talk to IGM Koch when he gets back, to direct staff to print the agenda on both sides of the paper. CP Groves asked Secretary Sally Moore to bring only one extra copy of the agenda to the meetings. Commissioner Haight

asked for costs for paper and ink for 2012 - 2015. Account Specialist will get those costs to the Commission. There is an ODOT Transportation Advisory and the Commission has been asked to appoint a commissioner to attend. CP Groves volunteered to attend those meetings. There was a consensus to appoint CP Groves to the ODOT Transportation Advisory Committee. CP Groves stated Mayor Cramblett and himself met with Curt Melcher of ODFW last week in Salem.

- b. **Reports & Comments from the General Public** (Comments regarding items on the Agenda) - None
- c. **Comments from the General Public** – None

6. **Work Session Discussion Items:**

- a. **Update on medical insurance options including Special Districts Association of Oregon (SDAO)** – Lisa Hartley with BCI was at the March 19, 2015 Port Commission and was asked to bring the two additional medical insurance options for the Commission to review. She stated SDAO is comparable to the Port's present and renewable MODA plan. She also presented all of the updated options on dental coverage. She did not have any information on disability coverage, however as soon as she receives the information she will relay it to the Commission. She believes there will be around a \$2 increase for the long and short term disability programs. Lisa will contact SDAO about the options for disability coverage programs. The Commission discussed each option in detail. The deadline to make a decision is April 17, 2015.

**COMMISSIONER MOHR MADE A MOTION TO GO WITH OPTION 4 REGENCE BCBSO. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

Dental coverage options were discussed in detail.

**COMMISSIONER CALDWELL MADE A MOTION TO ADOPT ASSURANT OPTION 2 IF PEDIATRIC DENTAL IS AVAILABLE. IF IT IS NOT AVAILABLE ADOPT THE MODA RENEWAL PLAN. SECONDED BY COMMISSIONER CRAMBLETT. The motion was unanimous. 5-0.**

- b. **Verbal Report on 4<sup>th</sup> of July Operations** – Recreation Coordinator Mayah Frank and Maintenance and Construction Manager Todd Mohr gave a brief report on the plans for parking, ingress, egress, maintenance and money collection for the 4<sup>th</sup> of July celebration. They will come back to the Commission with a more detailed plan closer to the date. There will be a three dollar charge per car this year. Plans include to exclude parking charges for patrons at Thunder Island Brewing. Staff is working with Jeff Caldwell with the Portland Spirit on a plan for Sternwheeler employees to get to work. Jeff suggested that employees parking off site. Guests on the Sternwheeler will be asked to show a paper reservation at the entrance of the Park.
- c. **Verbal status report on Information Technology (IT) RFP's** – Sally Moore reported to the Commission the Port has received three proposals for IT. These

will be reviewed with IGM Koch and staff next week. Staff will then come back to the Commission with a recommendation. Sally reported the Port has not received any proposals on the Bridge of the Gods toll technology, however the closing date was extended from April 9, 2015 to April 16, 2015.

- d. **Verbal status report on Audit RFP's** – Melissa Warren reported to the Commission that the Port has received two proposals. The prices were comparable. This will come back to the Commission for Action on April 16, 2015.
- e. **Introduction on possible Board trainings on "2015 Best Practices Program" with SDAO to receive credits on insurance premiums** – Melissa Warren reported that SDAO has a longevity credit incentive program to save money on premiums. The Port could save up 10% annually by taking courses, reviewing videos and other methods. They have some board trainings available. Melissa stated the Commission could watch the videos all together. This year by participating in the program, the Port saved \$3130.00. Melissa will let the Commission know if the trainings are free. They have until November to complete the trainings. CP Groves stated this will be good for any new Commissioners as well.

**7. Commission Business Action Items –**

- a. **Approval of Event Partner Status for Marcus Nobel** – Recreation Coordinator Mayah Frank reported back to the Commission asking for Event Partner status for the Marcus Nobel Event. She explained even though it does not fit the Event Partner Category, she feels this is a very good event and will grow and be beneficial for the Port and the Community. It will be kept small purposely the first year. Commissioner Mohr stated she did not feel they fit into the Event Partner Category and there should be consideration for creating another category for smaller first time events. This would allow them to build a "history" with the Port and enable them to grow into an Event Partner Status. Commissioner Haight stated this is a new process and the first year will be a learning process. Commissioner Cramblett stated that the policy may have to change some to adjust. Mayah stated she will bring back some different options for a new category catered to a smaller event.

**COMMISSIONER CALDWELL MADE A MOTION TO ACCEPT MARCUS NOBEL AS AN EVENT PARTNER. SECONDED BY COMMISSIONER HAIGHT. COMMISSIONERS GROVES, CALDWELL HAIGHT AND CRAMBLETT VOTED YES. COMMISSIONER MOHR VOTED NO. 4-1.**

**The Commission recessed out of regular session at 7:25pm**

Before going into Executive Session, CP Groves read for the record, ORS 192.660 (4) that states "Representatives of the news media shall be allowed to attend Executive Sessions other than those held under subsection (2) (d) of this section relating to labor negotiations or Executive Session held pursuant to ORS 332.061 (2) but the governing body may require that specified information be undisclosed". This was read to allow Hood River County News Reporter, Patrick Mulvihill to stay for the Executive Session.

- 8. Executive Session under ORS 192.660 (2)(e) Real Property Negotiations**
  - a. Ongoing negotiations with Puff Factory

- b. The Commission did not go into Executive Session under ORS 192.660 2 (h) Legal Counsel or ORS 192.660 2 (f) Exempt Public Records.

The Commission recessed into Executive Session at 7:30pm.

The Commission came out of Executive Session at 9:02pm, and returned to Regular Session at 9:03pm.


9. Any action as a result of the Executive Session.

Port Attorney Brooks suggested the motion to state: TO DIRECT STAFF TO COMMUNICATE WITH PUFF FACTORY TO ACKNOWLEDGE THEIR REENGAGEMENT IN THESE NEGOTIATIONS AND TO FURTHER DIRECT STAFF TO COME UP WITH AN OFFER THAT IS CONSISTENT WITH THE PORT'S PRIOR OFFER WITH THE EXCEPTION OF CHANGES TO A RENT FREE PERIOD AS THE COMMISSION HAS DISCUSSED. COMMISSIONER MOHR SO MOVED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

10. Adjournment: COMMISSIONER CALDWELL MOTIONED TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER MOHR. The motion was unanimous. 5-0. The meeting adjourned at 09:05pm.

Port of Cascade Locks:

Attest:

  
\_\_\_\_\_  
Jess Groves, President  
Port Commission

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

DATE APPROVED:  
5-21-15

Prepared by: Sally Moore