

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, December 1, 2016, 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.

- **Roll Call:** Commissioners Groves, Lorang, and Bump were present. Commissioner Stipan was excused.
- **Others Present:** GM Paul Koch, Secretary Sally Moore, Accounting Specialist Melissa Warren, Maintenance & Construction Manager Todd Mohr, Marketing & Development Manager Holly Howell, City Administrator Gordon Zimmerman, Michael Stevens, Tec Pro Ltd., Ben Rockwell, Tec Pro Ltd., and camera operator Betty Rush.
- **Modifications, Additions, & Changes to the Agenda:** GM Koch added a new Item number 5, labeled information items. GM Koch moved Item 3c to 3b, so that Tec Pro Consultants could present their Security Master Plan a little earlier.
- **Declaration of Potential Conflicts of Interest:** Commissioner Caldwell declared a potential conflict of interest regarding the Bridge of the Gods as her husband is a toll taker.

**2) Public Comment (Speakers may be limited to three (3) minutes: None**

**3)**

**(a) Report from City Administrator Gordon Zimmerman** CA Zimmerman stated that the Fire Station would soon have a sleeper program. Facilities for this will soon be built at the City Fire Hall. This will allow for more emergency services in the area. There will be two full time paramedics and one full time EMT. The Port will help build some lodging areas at the fire hall. The City is starting a Student Fire Fighting Program. There was a discussion on the future of water treatment plan. He stated the State has accepted the Preliminary Waste Water Plan. The Christmas tree lighting will be an hour earlier this year, starting at 3pm at City Hall.

**(b) Review and discussion of draft of proposed Security Master Plan report from Tec Pro Ltd.** – In 2015, the Port applied for and received a Homeland Security Grant for \$120,000. The Port will match \$40,000. Merchants Exchange (MEX) is managing the grant monies. The grant is for facility monitoring and other physical security services to the Bridge of the Gods, the Industrial Park, and the Marine Park. GM Koch gave some background information on this plan and stated Tec Pro Ltd. was chosen through a Request for Proposal (RFP), to create a Master Plan. New Security Cameras and surveillance will be placed at the toll booth, along and on the Bridge, the Marine Park, marina and Business Park through a FEMA Grant. The Master Plan when approved by the Commission will be submitted to FEMA for approval and then the work can begin. The Commission directed staff and Tec Pro Ltd. to finish the plan and bring it back for adoption in December. Commissioner Caldwell asked if the cameras would be adversely affected by

the winds and stormy weather; and if the equipment will hold up on the bridge. Michael Stevens, Tec Pro Ltd. (Michael) stated they use the same equipment in Alaska, they do hold up, and some camera systems are heated. CP Groves asked about night vision cameras. Michael stated with the lighting on the bridge, it would not be a problem. No action was taken.

**(c) Quarterly Departmental Reports on Approved Objectives** GM Koch gave the Administration Department report and stated the Flex 2 steps and timeline to build had already been adopted by the Commission. The Port Engineer will refine and finalize the costs for the Flex 2 building. The Port will need letters of commitment from future tenants. The Port will then apply for State funding. Maintenance and Construction (M&C) Manager Todd Mohr will line up contractors and go out for bids. The Flex 2 Building project will come back for action to adopt the steps and costs in January 2017. The Port staff will soon meet with the Federal Hwy Administration to discuss the development strategy for the maintenance and preservation of the Bridge of the Gods. He stated the tollbooth has a new lead toll taker, Jeff Parduhn. Jeff is doing employee evaluations this month. GM Koch stated as the new toll technology is implemented the tollbooth employees will be assessed in their skills. GM Koch reported that the working relationship with AWI (Sternwheeler) is better. Owner Dan Yates will propose changes in remodeling the Cascade Locks grill in the Visitor Center. M&C Manager Todd Mohr insulated water pipes in the café for the winter. GM Koch stated the Pony Advisory Committee has been meeting and discussing some ideas about a new Pony Building. They will bring these to the February 2017 Port Commission meeting. Mark Sedars, an Architect will have some drawings on ideas the Committee has come up with. The Oregon Historical Society is aware of the meetings, and there will be a Public Open House to discuss the ideas. GM Koch stated the Fourth of July Fund Raising project would start in January. The goal is to raise \$20,000 in 2017. In 2016, the Port received \$12,000 in donations. This helps offset the costs for the firework show held in Marine Park annually. GM Koch stated he is working on updating the Personnel and Financial policies. The ad for the Bridge of the Gods Manager position will be reposted; as no candidate was found for the position. **Economic Development Manager Don Mann reported on Economic Development;** stating that the land sale to Thunder Island Brewing is complete. The Port extended their incubator space lease for one more year. He reported that Ravenwood Group Inc. signed the Memorandum of Understanding (MOU) and the Option; paying the Port \$5,000. Ravenwood has plans to buy what is known as the Parkview property on WaNaPa St and plans to build townhouses and retail space. Don Mann reported that Renewal Workshop celebrated with a Grand Opening. He stated Heuker Family Lands are working on their pre design building with an architect and an engineer. They bought property in the Port Business Park and plan to start building a fish processing plant. Don Mann reported that he is working on finalizing the land sale contract the property being sold to Jumpin Jax Java. He stated there is a lot of interest in the County lot. The business Let's Truck has expressed a need for more space and moving to a new location at Flex 2. They will be extending their lease in House 3. **Marketing & Economic Director Holly Howell reported on Marketing and Recreation.** She explained that to her, Marketing means community and

property, and how to communicate with the community. Holly attends and reports on the Monthly Action team, posts Port items daily on Facebook, and updates the website frequently. She also posts Minutes, agendas, budgets, and announcements on the Port website. Holly also composes and sends out the Monthly newsletter and a yearend report to the businesses. She handed out the draft newsletter for December for the Commissioners to read and asked them for feedback. Holly stated the New Event Coordinator, coming aboard in January will focus on bringing more revenue into the Park via weddings, receptions and other events. She has several decades of event coordination and will be a great addition to the Port. Holly stated there is a revised fee schedule effective January 1, 2017 and it has been sent out to all Event Partners. **Maintenance and Construction Manager, Todd Mohr** reported that the west wall of the Community Center was repaired in 2015 and then had problems. It is now repaired again. He added the North side of porch needs to be repaired. He stated the crew has new coats with a Port logo and with the employee names on them. The fall bridge welding is complete and on budget. He is working on setting up some online safety training videos for the winter. He hopes to have his crew view 1-2 monthly. He stated the crew is extending parking for Thunder Island Brewing. The crew painted the south face of the entrance of the Visitor Center, they are cleaning up flowerbeds and the park. Todd stated paving will need to be done early in the spring of 2017 throughout the park. Patching will be done this winter. Commissioner Caldwell thanked the Maintenance crew for the beautiful Christmas decorations at the tollbooth.

**(d) Review proposed changes in the Strategic Business Plan (SBP)** – Marketing and Economic Development Manager Holly Howell reminded the Commission that in March 2016, the SBP was reviewed and revised. At the Retreat in November, it was further revised, as many tasks had been accomplished; they were removed at that time. The biggest change and addition is Priority 1 has been added and changed to Transportation. Another change was a category added: Other. It is not an afterthought, just a placeholder. She asked the Commission to review this in detail for upcoming approval in January 2017.

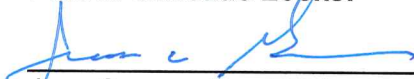
**4) Commissioner and Commission sub-committee reports** – Commissioner Caldwell stated she will attend an upcoming meeting with MCEDD later in December as she is a Board member. CP Groves stated he attended the Energy Task Force meeting in Hood River. There are 16 people on the committee. He let task force know how different the needs of Hood River and Cascade Locks are. Cascade Locks unemployment is double digit and does not have natural gas. CL gets power from Bonneville Power. CP Groves stated he attended OneGorge a meeting as well. He stated there would be another Legislative night “Gorgeous Night Out” in February 2017. CP Groves would like to call the Retreat a Work Session moving forward. Commissioner Lorang remarked that the Retreat (Work Session) was a success and a lot of work was accomplished.

GM Koch stated that he would meet with the Hood River County Administrator, Jeff Hecksel at the Port office on December 15, 2016 to begin to discuss the need for a Memorandum of Understanding between Hood River County and the Port. GM Koch stated he and Todd are meeting twice a month with the Bridge Engineer to update the 15 Year Bridge of the Gods


Maintenance and Preservation Plan. GM Koch announced the Staff/Commission Christmas party lunch would be held on December 8, 2016 at noon in the Pavilion.

**Adjournment: COMMISSIONER LORANG MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0. The meeting adjourned at 7:56PM.**

**Port of Cascade Locks:**

  
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Jess Groves, President  
Port Commission

**Attest:**

  
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Joeinne Caldwell, Secretary  
Port Commission

DATE APPROVED: 3-22-17  
Prepared by: Sally Moore