

Port of Cascade Locks

The Port of Cascade Locks Commission Work Session Meeting was held Thursday, July 2, 2015 at the Port of Cascade Locks Community Center, House 3, Cascade Locks, OR 97014.

1. **Commission Meeting called to order/Pledge of Allegiance:** The meeting was called to order at 6:00pm.
2. **Presentation of Lindbergh framed pictures to honor outgoing Commissioners Brenda Cramblett, Donna Mohr and Gyda Haight.** There was a presentation of a framed picture of Charles Lindbergh flying under the Bridge of the Gods for each outgoing Commissioner. Commissioners Haight, Cramblett and Mohr were honored. They were thanked by President Groves for their outstanding service on the Commission. He added this Commission brought new businesses into Cascade Locks, and stated this Commission made history in doing that. Cake was served to all in celebration.

The meeting was recessed for 15 minutes and resumed regular session at 6:15 pm.

3. **The Oath of Office:** The oath of office was administered by the Honorable Cynthia E. Mitchell to Brad Lorang, David Lipps and John Stipan. They were sworn in as new Port Commissioners.
4. **Roll Call:** Port Commissioners Lorang, Lipps, Groves, Caldwell and Stipan were present.
Others Present: IGM Paul Koch, Accounting Specialist Melissa Warren, Sally Moore, Marketing and Development Manager Holly Howell, Maintenance and Construction Manager Todd Mohr, Port Attorney Tommy Brooks, Don Haight, Philip Watness, Deb Lorang, Caroline Park, Brittany Berge, Ken Hutton, Ken Wittenberg, the Honorable Cynthia E. Mitchell, Donna Mohr, Brenda Cramblett, Gyda Anne Haight, Don Haight, Kate Stuart, Ray Chess, City Administrator Gordon Zimmerman, Brenda ~~Green~~ ^{Green}, Solomon ~~Green~~ ^{Jackson}, Jeff Swanstrom (ODOT) and camera operator Betty Rush.
5. **Elections of Officers:** Jess Groves was voted in as President, Brad Lorang was voted in as Vice-President and Joeinne Caldwell was voted in as Secretary-Treasurer.

COMMISSIONER STIPAN MOTIONED TO RETAIN JESS GROVES AS PRESIDENT, ELECT BRAD LORANG AS VICE-PRESIDENT AND ELECT JOEINNE CALDWELL AS SECRETARY-TREASURER. SECONDED BY COMMISSIONER LIPPS. The motion was unanimous. 5-0.

6. **Appointments to sub-committees:** President Groves (CP Groves) explained the sub-committee and their function. These sub-committees meet as needed or scheduled, and bring back recommendations to the Commission. There cannot be a quorum; so only two Commissioners can be on each sub-committee. Commissioner Lipps asked if any of these sub-committees can be condensed. The effectiveness of this was discussed. IGM

Koch stated The Portland Spirit sub-committee will be discussed later as the newly sworn in Commissioners were informed about this. He stated the Overcrossing sub-committee is very critical as well as the Indian Nations. Staff Holly Howell stated The Business Park Design Standards sub-committee meets occasionally and helped draft the standards and will meet as needed. This sub-committee involves working on the Beach Expansion Project. The Joint Work Group is job focused and is very important. They meet with the City, MCCED and a citizen member once a month. The Economic Development Committee is very critical as well stated IGM Koch. They meet twice a month on Thursdays usually at 9:00am in the Community Center at Port House 3. They then report back the Commission that evening for the 6pm Port Commission meeting. CP Groves and Commissioner Lipps were appointed to the Joint Work Group for Economic Development (JWGED). Commissioner Lorang and CP Groves were appointed to the Economic Development sub-committee. CP Groves and Commissioner Caldwell were appointed to Indian Nations (Treaty Tribes) sub-committee. Commissioners Stipan and Lorang were appointed to the Business Park Design Standards sub-committee. Commissioners Lorang and Lipps were appointed to the Overcrossing sub-committee. There was a consensus to hold off appointments to the Portland Spirit sub-committee for the present time. Commissioner Lipps asked how he will learn about the meetings.

COMMISSIONER CALDWELL MADE A MOTION APPOINTING COMMISSIONER LIPPS AND PRESIDENT GROVES TO THE JOINT WORK GROUP ON ECONOMIC DEVELOPMENT AND APPOINTING COMMISSIONER LORANG AND PRESIDENT GROVES TO THE ECONOMIC DEVELOPMENT SUB-COMMITTEE AND APPOINTING PRESIDENT GROVES AND COMMISSIONER CALDWELL TO THE INDIAN NATIONS SUB-COMMITTEE AND APPOINTING COMMISSIONERS LORANG AND STIPAN TO THE BUSINESS PARK DESIGN STANDARDS SUB-COMMITTEE AND APPOINTING COMMISSIONERS LORANG AND LIPPS TO THE OVERCROSSING SUB-COMMITTEE. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

7. **Declaration of Potential Conflicts of Interest:** Commissioner Lorang declared a potential conflict of interest because he works with Neil McCormick of Gorge Flyboarding. Commissioner Caldwell declared a potential conflict of interest as her husband works at the Bridge of the Gods toll booth, and her brother, Tom Crambielt works for the Port and her sister-in-law works for the Portland Spirit. Commissioner Stipan stated he is employed by the City in the Public Works Department and may have a potential conflict of interest. Port Attorney Brooks stated it was not an issue at this meeting, however when and if it comes up, Commissioner Stipan will need to declare a potential conflict of interest. The conflicts need to be announced at every meeting when a topic that may pose of conflict of interest arises. Commissioner Lipps stated he may have a potential conflict of interest if Thunder Island Brewing were to be discussed during a meeting as he is co-owner.
8. **Modifications, Additions & changes to the Agenda:** IGM Koch asked the Commission to add item 10h, a report for the Commission asking for continuing current direction for the Port; and a new 10a a report from Holly Howell seeking approval for a

Marine Park concessionaire agreement with Gorge Flyboarding. Accounting Specialist Melissa Warren had new bank signature cards for all of the Commissioners to fill out before the meeting ended.

9. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action)**

a. **Comments from the General Public;** Gyda Anne Haight thanked the Commission for the Park Bench that was dedicated to her and her husband Don Haight during Sternwheeler Days. This bench was dedicated to them for the many years of service to the Community. She stated it came as quite a surprise and added gardening and community service is a passion for them.

b. **Reports & Comments from Government Officials:** None

c. **Commission member comments:** Commissioner Caldwell stated the Museum has obtained a 501c3 status and thanked Buzzy Neilsen who got this done in one year. The Museum will have their annual meeting Wednesday, July 29 at 7pm outside on the Museum lawn. They are trying to get more members. Anyone who purchases a Family membership will receive two tickets to the Sternwheeler. Caldwell also stated Deb Lorang has been chairing the "Magical History Tour" on the Sternwheeler. It will be held October 9, 2105. Commissioner Lipps thanked all who voted for him and thanked the staff for helping him get set up. He is excited for the next four years. Commissioner Lorang thanked all involved in this process. He is looking forward to an exciting time. Things are coming to fruition in Cascade Locks. Commissioner Stipan thanked all who voted for him. He stated he will be involved in the October Sternwheeler fund raiser. CP Groves thanked the new Commissioners. He stated that he attended the PNWA last week in Hood River. This organization is comprised of people who use waterways including Ports. CP Groves stated Holly Howell presented a great slide show on the Port at the PNWA conference about all that is happening in the Park and the Business Park.

d. **Reports from Commission sub-committees - None**

10.

Work Session Discussion Topics:

a. **Approval of Marine Park Concessionaire Application – Gorge Flyboarding:** Staff Holly Howell stated the Port has been approached by a new river activity vendor. Neil McCormick, owns Gorge Flyboarding has approached the Port about operating at the waterfront in the Marine Park. She recommended that the Port adopt and approve the application with these stipulations: They will not interfere with Columbia Gorge Racing Association (CGRA) or Native activities. They will pay a Concessionaire permit fee of \$100 per month. They will have a 30 day trial period that may be extended upon successful completion of 30 days. They will obtain and provide to the Port, the required insurance as well as their boat registration.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE APPLICATION WITH THE FOLLOWING STIPULATIONS THAT THEY DO NOT INTERFERE WITH CGRA OR NATIVE FISHING EFFORTS AND THAT THEY PAY A \$100 PER MONTH CONCESSIONAIRE FEE AND THAT THEY

COMPLETE AN INITIAL TRIAL PERIOD OF 30 DAYS WITH AN AUTOMATICALLY RENEW IT AFTER A SUCESSFUL COMPLETION OF THE TRIAL PERIOD. SECONDED BY COMMISSIONER LORANG. The motion passed unanimously. 5-0.

IGM Koch stated the Commission will receive a report after 30 days from Staff Holly Howell with a recommendation.

- b. Discussion with ODOT regarding the Overcrossing project – Staff Holly Howell presented handouts showing possible proposed designs for the overcrossing from Overlook Park that will come down into the Park near the Community Center at House 3. She did a brief overview of the project. There is concern that there is only one entryway into the Park, and started this process to get pedestrians and bikes safely into the Park. It was decided that if it takes off from Overlook Park over the railroad, it will land by House 3. It will be designed upon historical needs, costs and aesthetics. The design concept for the Gorge Hub was handed out. Holly stated it is connected as it will directly feed into the Overcrossing. Commissioner Lorang asked about the configuration of the parking lot at the Post Office. Holly stated it may change somewhat. It will be better defined, however may have less spaces. It will be u-shaped and allow for mail delivery trucks to back into the Post Office.
- c. ODOT Report dealing with last inspection of the Bridge of the Gods (BOG) - Jeff Swanstrom, ODOT. Mr. Swanstrom stated that ODOT has completed their inspection of the bridge and the underwater inspection will be in September 2015. The Port will meet and do an update on the 10 year plan before the Commission. Has worked with bridge since 2006. In 2005, regulations were rewrote and this included inspection of Port bridges. He stated the BOG is very iconic. He stated the overall condition of the bridge is good. The grid deck is in satisfactory condition. The bridge has to be inspected every 2 years. The Port has done the necessary repair work and maintained welds. The Port is on a twice a year welding plan to repair any cracks. The paint is in fairly good condition. There are some rusted areas that need to be cleared out and repainted. The next inspection will be May 2015. The load rating is 80,000 pounds. He stated the 10 year BOG maintenance plan is a good plan.
2017 8x
- d. Discussion regarding changes the Commission may want, and how the Commission meetings will be conducted – CP Groves asked the new Commission how to streamline meetings. He strongly urged the Commission to read their reports before the meeting. Commissioner Lipps stated it may take a few months to get a handle on things. He would like to save money and use staff time wisely. CP Groves stated the staff that come to the meetings do not get overtime. The staff are available to answer any question the Commission may have. IGM Koch stated that reading the report and calling ahead to have questions answered before the meeting will help streamline meetings. He presented two sample styles of formatted meeting reports. One report is for Information only and a second report is for Action. IGM Koch handed out both

report styles and explained how they are written. He added some contracts or reports may be very long. He asked the Commission to let him know if these reports do not work for them. He asked the Commission to let the President know if they have items to be added to the agenda. Staff spends a considerable amount of time preparing reports. CP Groves stated sub-committees also work with staff to come back to the Commission for recommendation. Secretary Sally Moore helps identify what is called the Agenda Futures document. It is fluid and constantly changing. Sally stated tablets and email addresses will be ready on Monday, July 6, 2015 in the morning.

- e. Review the financial report to determine if the Commission wants anything different – Was reviewed under Item 10d.
- f. Update on meeting with Portland Spirit – This was deferred to a later date to update the new Commissioners of the contract.
- g. Quarterly review of Departmental Operations – Staff Holly Howell gave an update on Economic Development, Marketing and Recreation. She explained the function of each department. She stated Don Mann is the Port's Interim Economic Development Manager; he works three days a week. The 10 year lease was just signed with the Puff Factory and an option to purchase 4 acres was signed with the Puff Factory. A Letter of Intent was signed by Heuker Bros. The Port is in discussions with Thunder Island Brewing regarding a possible property purchase. Commissioner Lipps asked when these leases would be available to the Commission. IGM Koch stated the sub-division map is in their packet. Holly explained for the Marketing piece, the Port does online marketing and a monthly newsletter. There are 600 persons on the mailing list that receive the newsletter. It is produced in house to save money. The Port has partnered with the Tourism Commission and there is a monthly Action Team meeting, the third Thursday of the month at the Ale House at noon. She emails out minutes. The 2015-16 budget year will have a cooperative marketing program. It is intended to help existing businesses market themselves. Recreation Coordinator, Mayah Frank is very busy with the Fourth of July event. She is working with CGRA coordinating logistics with sailors. The number of pedestrians on the Bridge of the Gods has increased significantly. From 2014 there were 86. In 2015 so far, there have been 544 pedestrians on the Bridge. Maintenance and Construction Manager Todd Mohr welcomed the new Commissioners. He stated there was a Pre bid meeting today on the construction of Columbia Gorge Way. On July 15, 2015 bids will be opened for Columbia Gorge Way. This is the new road going in west of Cramblett Way. The Commissioners will take a tour of the Business Park to gain an understanding of the Business Park. The maintenance crew is ready for the Fourth of July in the Park. They will be installing a new ramp on the Community Center at House 3 after the Fourth of July. There is a new trail in Toll Booth Park. The Maintenance crew took out the old stairs, adding bark dust. Large boulders have been placed along the park as there have been an influx of parking there, creating a hazard for traffic entering and coming off of the bridge. This will hopefully make a safer crossing for. CP

Groves recommended that the Commission take a tour of all facilities at 5pm on July 15th before the next Commission meeting.

- h. Seeking guidance and Policy direction – IGM Koch presented a handout with questions asking the Commission how to proceed, explaining as there are critical issues that stem out of the Comprehensive Business Plan and the Master Plan. There was a consensus to continue to work on these strategies and initiatives. See Attached Exhibit 1.

- 11. Recess into Executive Session under ORS 192.660 2 (e) – The Commission did not recess into Executive Session.
- 12. Any result as a result of Executive Session – None

There was a consensus to move the next Port Commission meeting to July 15, 2015 at 6:30pm instead of July 16, 2015. The Commission will start with a tour of all facilities at 5:00pm, meeting at the CL City Council Chambers.

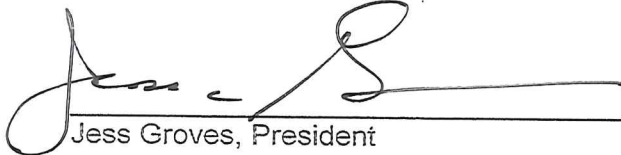
Accounting Specialist Melissa Warren handed out new bank signature cards for the Commissioners to fill out. This will enable them to sign checks for the Port. She asked for a motion to remove the outgoing Commissioners: Mohr and Cramblett, and to add the new Commissioners David Lipps, Brad Lorang and John Stipan.

COMMISSIONER STIPAN MADE A MOTION TO REMOVE THE FORMER COMMISSIONERS MOHR AND CRAMBLETT AS BANK SIGNERS AND TO ADD THE THREE NEW COMMISSIONERS STIPAN, LORANG AND LIPPS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

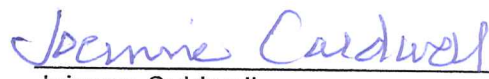
- 13. Adjournment: COMMISSIONER CALDWELL MOTIONED TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0

Port of Cascade Locks:

Attest:



Jess Groves, President



Joienne Caldwell,
Secretary Treasurer
Port Commission

Port Commission

DATE APPROVED: 7-15-15
Prepared by: Sally Moore

Special Interim General Managers Report

DATE: July 1, 2015
TO: Port Commissioners For Commission Meeting of July 18, 2015
FROM: Paul Koch, Interim General Manager
SUBJECT: Special Report seeking guidance and policy direction

The purpose of this Special Report is to seek direction from the new Commission relative to current and work underway. Over the past few years, the Port Commission has established certain direction and adopted certain policy through a variety of documents. Under the current policy, the Port has an adopted Strategic Business Plan as well as mission, vision and objectives as adopted annually in the budget process.

Here is a list of policy direction that I am seeking to clarify as we move forward. The question here is does the Port Commission wish staff and Port resources continue to work on these strategies and initiatives.

1. Continue to work in cooperation with the City vetting out the business and community opportunity with the Nestle potential.
2. Continue to operate fully under the ORS 777 framework, creating jobs, strengthening the local economy and recruiting new businesses. Providing service that benefit industrial as well as small businesses.
3. Continue working to carry out the Ports Vision and Mission and the Multi-Faceted Economic Development direction.
4. Commission and staff continue to work to achieve the objectives adopted in the 2015-16 budget.
5. Continue to strengthen the working relationship between the Port and Friends of The Gorge (FOG) and the Gorge Commission to benefit the economy of the community.
6. Continue to establish partnerships in both states to work to benefit the community.
7. Continue to expend resources with the OneGorge effort and strengthen to economic development of the region.

Thank you.