

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, October 18, 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 6:00pm.
  - **Pledge of Allegiance**
  - **Roll Call:** Commissioners Groves, Caldwell, and Bump were present. Commissioners Stipan and Lorang were excused. **Others Present:** GM Paul Koch, Accounting Specialist Melissa Warren, Economic Development & Property Manager Don Mann, Secretary Sally Moore, Port Attorney Tommy Brooks, Bridge Manager Ryan Vollans, Government Relations Director Mark Johnson, Event Coordinator Jan McCartan and Diana Reedy VanWinkle.
  - **Additions & changes to the agenda:** None
  - **Declaration of Potential Conflicts of Interest:** None
  
- 2) **Public Comment (Speakers may be limited to three (3) minutes):** None

### **Special Presentations & Reports by outside resources, staff & Government Officials**

- a. **Review proposed changes in Fees and Charges Policy** – Event Coordinator Jan McCartan reviewed the highlighted changes to the proposed 2019 Fees and Charges Policy for Events for the Port of Cascade Locks. The Port will highlight the Community Center and it will officially be called House 3 next year. House 3 will have some remodeling done and updated furniture added. Wedding packages will be added as an addendum to the Policy. There will be an increase in the docking of boats in the historic locks from \$1.50 to \$2.00 There will be a special permit added when the public rents Port tools. This item will be adopted at the next meeting and become effective January 1, 2019.
  
- b. **Report on Oregon Association of Municipal Recordors Conference** – Secretary Sally Moore reported that she attended the conference in Portland in September. She stated that she learned about the importance of effective record keeping, record retention laws and time management. Sally stated that she would like to continue this valuable ongoing education and thanked the Commission for allowing her to go. CP Groves stated the Port needs to make a records retention policy on the time frame of the documents that the State requires the Port to keep.
  
- c. **Review of the Bridge of the Gods Toll Technology Implementation** – Bridge of the Gods Manager, Ryan Vollans reported on the progress of the Toll Technology. He said the contract with PSquare has been signed. Ryan stated the Port is waiting for the Memorandum of Understanding (MOU) from the Port of Hood River. Ryan stated the Port is ready to start implementation in late December and go live February 28, 2019. Ryan will coordinate with Kapsch, PsSquare and the Port of Hood River to make this happen. The Port will share a back office with the Port of Hood River to save on administrative costs. Ryan stated there will be a discussion on the low income program in the next few weeks. The new technology will have a transponder that will work in tandem with the Port of Hood River's Breezeby program. Coupons will eventually be phased out. There will be a



transponder given to each customer to be placed on the windshield. Ryan discussed the timeline and will be giving the Commission an update at every meeting until the project is complete. Ryan stated tolls are around 10-12% down, most likely due to the Eagle Creek Fire.

**4) Consent Agenda (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 item from the Consent Agenda for individual discussion).**

- a. **Approval of minutes for budget meetings July 5, 2018, and July 19, 2018**
- b. **Approval of bills in the amount of \$284,269.15**
- c. **Approval of September payroll in the amount of \$88,152.91**

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 3-0.**

**5) Commissioner and Commission sub-committee reports - CP Groves stated he attended an ODOT meeting and learned about State Transportation Improvement Programs (STIP) grants. They are regarding transportation grants that may be available to counties for projects. Government Relations Director Mark Johnson explained the grant process for STIP grants.**

**6) Commission Business Action Items**

**a. Action to approve the Memorandum of Understanding (MOU) with pFriem**

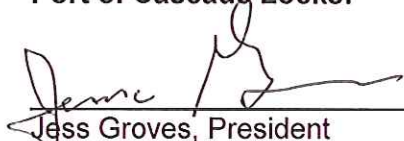
Economic Development & Property Manager Don Mann presented and reviewed the redline copy of the MOU with pFriem and the POCL and stated the Port is ready to accept most changes in the MOU. He stated the next steps will be to finish the details. However, there will be one more redline for the Port Attorney and the Commission to review. Don stated they are in further discussions with pFriem on the details. Don Mann also discussed the lease and purchase options. Port Attorney Tommy Brooks stated that the Right of First Refusal is the most important aspect. Don Mann stated that Rudy Kellnor from pFriem will be present on November 1, 2019 at the Port Commission meeting to do a presentation on their new project in Cascade Locks. Don stated on November 7, 2018 there will be another meeting in Hood River to further discuss the options. No Action was taken.

**b. Action to cancel the November 15, 2018 Port Commission meeting – GM Koch stated the Commission will be in Cooper Spur at the annual Commission/Staff Work Session and there is no need to have a meeting the day before.**

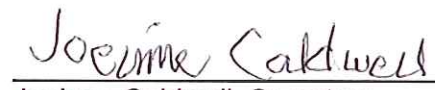
**COMMISSIONER CALDWELL MADE A MOTION TO CANCEL THE NOVEMBER 15, 2018 MEETING. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 3-0.**

- 7) **General Manager's Report # 88:** GM Koch reported that the Pony Task Force is working to complete their final report due to the Commission on December 6. GM Koch stated that the Port/Staff Annual Work Session will be November 16-17 at Cooper Spur. He stated that Don Mann and he had lunch with Dave Griffith who is on the MCEDD Board representing Ports. He stated Kristin Stallman with ODOT has provided a flyer extolling the virtues of the proposed Marine Park overcrossing. GM Koch noted that the Deputy GM Manager interviews will be held October 19 and 20. He noted he attended the National Scenic Management Plan, where he is on the committee. They are proposing an update to the Economic Development portion in the Spring of 2019.
- 8) **Executive Session under ORS.192.660. (2) (e) Real Property Negotiations**  
CP Groves recessed into Executive Session at 7:50PM and recessed into back into Regular Session at 8:50PM.
- 9) **Any action taken as a result of Executive Session: None**
- 10) **Adjournment: COMMISSIONER GROVES MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 3-0. The meeting adjourned 8:55PM.**

**Port of Cascade Locks:**

  
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Jess Groves, President  
Port Commission

**Attest:**

  
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Joanne Caldwell, Secretary  
Port Commission

DATE APPROVED: 2-21-19  
Prepared by: Sally Moore