

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday January 3, 2019 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, Bump, Lorang, Stipan and Caldwell (via phone) were present.
Others Present: GM Paul Koch, Deputy GM Olga Kaganova, Accounting Specialist Melissa Warren, Secretary Sally Moore, City Administrator Gordon Zimmerman, Government Relations Director Mark Johnson, Economic Development and Property Manager Don Mann, Butch Miller, City Administrator Gordon Zimmerman, Hood River County Chair Mike Oates and Camera Operator Marianne Bump.
 - **Modification, Additions & changes to the agenda:** GM Koch added Item 3c., a report from Mike Oates, Hood River County Chairperson, and Item 5d. a recommendation to appoint Rob Brostoff to the Budget Committee for a one year term ending December 31, 2019.
 - **Declaration of Potential Conflicts of Interest:** - None
- 2) **Public Comment (Speakers may be limited to three (3) minutes – None**
- 3) **Special Presentations & Reports by outside resources, staff & Government Officials**
 - a. **City Report** – City Administrator Gordon Zimmerman reported that 62.5 inches of rain fell in 2018. There were 24 building permits last year he reported. Mr. Zimmerman stated the ODOT Engineers will be in town surveying for the crosswalks and ADA ramps.
 - b. **Verbal Report to review the plans for the PNWA Mission to DC in March** – CP Groves stated the Port is budgeting for the trip. He stated this March, DGM Olga Kaganova and Government Relations Director will attend this year. CP Groves stated that this trip will focus on transportation dollars in order to get the language in Title 23 changed so the Port can accept grant money to build the Bike/Ped Overcrossing on the Bridge of the Gods.
 - c. **Presentation from Hood River County Chairperson Mike Oates** – Mike stated the County has not had a Finance Director for a while; however, they have candidates ready to interview. They will look at the 10 year County Charter for review. Mike asked that any interested person should let him know. He stated workforce housing is needed in Hood River County. CP Groves would like to work with Hood River County and OneGorge to get Search and Rescue more money as well as the jail. Mike stated that the Administrator at the jail resigned recently. And this position has now been eliminated. Mike stated the funding the Sheriffs department is number one on his priority list.
- 4) **Commissioner and Commission sub-committee reports:** Commissioner Caldwell stated that it vitally important to get Port information out to the community. She stated this year the Port will be much easier. CP Groves stated he will attend a NOAA Fisheries conference in Idaho soon.
- 5) **Commission Business Action Items**
 - a. **Verbal report requesting approval to apply for a State loan for pFriem Building** - Economic Development and Property Manager Don Mann stated the pFriem project will be built on lot 3. He said last October he sent in a project intake form for the pFriem building to Business Oregon. Don stated that the State is requesting approval from the Commission to apply for a State Loan for the

pFriem Building for \$3.7 million. Don stated that next week the Port will budget estimates from the pFriem team, and when Don has the numbers he will refine the application and submit it.

COMMISSIONER STIPAN MADE A MOTION TO AUTHORIZE STAFF TO APPLY FOR THE STATE LOAN FOR THE PFRIEM BUILDING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous.5-0

- b. Action to approve recommended changes to the Strategic Business Plan –** Port GM Koch stated that under Oregon State Law the Port is required to maintain and operate under general direction of a Strategic Business Plan. The plan adopted in 2014, is updated annually, and was reviewed at the Cooper Spur Work Session with Port Commission and Staff.

COMMISSIONER LORANG MADE A MOTION TO ADOPT THE PROPOSED CHANGES AS PRESENTED IN THE STRATEGIC BUSINESS PLAN. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous.5-0

- c. Action to adopt Budget Priorities, appoint the Budget Officer and establish a Budget Development Timeline –** GM Koch stated that annually in January the Commission established a Budget Schedule for the upcoming budget year. The budget schedule once adopted sets in place the preparation of the next year's budget. GM Koch stated this is also the time to appoint a Budget Officer.

COMMISSIONER LORANG MADE A MOTION TO ADOPT THE 2019-20 BUDGET SCHEDULE, APPOINT THE GENERAL MANAGER AS THE BUDGET OFFICER AND ADOPT THE PROPOSED 2018-19 BUDGET PRIORITIES. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous.5-0

- d. Action to appoint Rob Brostoff to the Budget Committee for a One Year Term ending December 31, 2019 -** GM Koch stated that Rob Brostoff has committed to one more year on the Budget Committee and he recommended that the Commission appoint Rob Brostoff to that appointment.

COMMISSIONER LORANG MADE A MOTION TO APPOINT ROB BROSTOFF FOR A ONE YEAR APPOINTMENT TO THE BUDGET COMMITTEE. SECONDED BY COMMISSIONER BUMP. The motion was unanimous.5-0

- 6) General Managers Report #90 -** GM Koch stated the final inspection report for the Sternwheeler is ready for review. This will be presented at the January 17 meeting. GM Koch stated that a delegation from the Port and the City will travel to Salem on Monday to meet with Governor Kate Brown. GM Koch stated Tenneson Engineering is working on plan to perfect the water rights in the Business Park. GM Koch stated in January the Museum Board will start working on their plan to fund the new Pony Building Renovated Museum-Visitor Center. GM Koch stated the Port will enter into an agreement with Portland State University. This agreement will target supervisory training for Managers. GM Koch reported that the Oregon State Historic Preservation Organization (SHPO) has approved the architectural shingles on House 3 . A new underlayment will stop the internal leaks and provide a 40 year life expectancy for the new roof.

- 7) Executive Session under ORS 192.660 (2) (e) Real Property Negotiations**

a. Discussion on Hood River Sand & Gravel

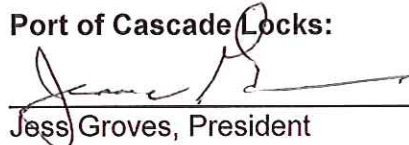
The Commission went out of Regular Session and 7:11pm.

The Commission entered Executive Session at 7:15pm,

The Commission came out of Executive Session at 7:55pm and at that time went back into Regular Session,

- 8) Any action as a result of Executive Session – None The consensus of the Commission is to analyze this further and discuss a possible partnership with Hood River Sand and Gravel.
- 8) Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0. The meeting adjourned at 8:00PM.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeline Caldwell, Secretary
Port Commission

DATE APPROVED: March 7, 2019
Prepared by: Sally Moore