

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday August 1, 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** CP Groves asked for a moment of silence in honor of D Day
 - **Roll Call:** Commissioners Groves, Bump, Lorang, Caldwell and Stipan were present.
Others Present: GM Olga Kaganova, Accounting Specialist Melissa Warren, Secretary Sally Moore, Butch Miller, City Administrator Gordon Zimmerman, Event Coordinator Jan McCartan, Maintenance & Construction Manager Todd Mohr, Economic Development & Property Manager Don Mann, Willis Boyer, Port Attorney Tommy Brooks and Camera Operator Marianne Bump.
 - **Modification, Additions & changes to the agenda:** GM Kaganova added Item 5d.; Action to approve a request to subordinate property on the loan
 - **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 Tom Logan is the new Fire Chief. Stop in and say Hello. Talked with USDA and can start the project adding it will be done in spring of 2023. Finally, Mr. Zimmerman stated that in March 2020 the decennial (Every 10 years) Federal Census will be taken. They are looking for paid volunteers to knock on doors and the City is undercounted due to having 2/3 of the community having PO Boxes and the Federal Census Bureau does not deliver to PO Boxes. The census is mailed to street addresses. There needs to be a huge effort to get the census done. GZ stated it can be done online, over the phone or at home. It is critical for funding to get the correct count for Cascade Locks.
 - b. **Election of Port Commission Officers**

COMMISSIONER LORANG MADE A MOTION TO KEEP COMMISSIONER GROVES AS PRESIDENT, COMMISSIONER LORANG AS VICE PRESIDENT AND COMMISSIONER CALDWELL AS SECRETARY TREASURER. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.
 - c. **Appointment of sub-committees**
 - **JWGED – Commissioners Groves and Lorang**
 - **Indian Nations sub-committee – Commissioners Caldwell and Groves**
 - **Portland Spirit sub-committee – Commissioners Groves and Lorang**
 - **Economic Development sub-committee (Toll Booth, Business Park Design Standards, Incubator Space) – Commissioners Groves and Lorang**
 - **Overcrossing and Oregon Pony Advisory Team sub-committee – Commissioners Stipan and Caldwell.**

COMMISSIONER CALDWELL MADE A MOTION TO KEEP ALL THE SAME COMMISSIONERS ON THEIR CURRENT COMMITTEES AS STATED ABOVE . SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

GM Olga Kaganova suggested reviewing the structure of the sub-committees at the Annual Commission/Staff Work Session in November. Port Attorney Tommy Brooks stated the description of a public body including formal and informal committees needs to be defined; as well as the role of the

committee; and then Public Meeting Rules would be applied or not. This will be for further discussion and analysis at the Annual Commission/Staff Work Session in November.

- d. **Status update on legislation and government relations** – Government Relations Director Mark Johnson was not present. GM Olga Kaganova read the handout from Mark Johnson. CP Groves stated that Mark is working hard on the Title 23 waiver; he added that Congress is trying to pass a budget. He stated the new language allows Secretary of Transportation, Elaine Chow to change Title 23 language. This language may be attached to another bill.
- e. **Departmental Quarterly Reports** –
- **Bridge of the Gods Manager Ryan Vollans** – WA Bridge Deck Rehab project is underway as there is damage from salt use on the Washington approach. \$266,000 was budgeted for the project by the Engineer. Bid opening was today, and there were 4 bids submitted. Lowest bid was \$366,000. Hope to get done by Early October. Bridge strike, truck hit overhead on bridge, no load bearing damage. Met with ins comp. hdr is preparing a bid. Between \$60 and \$100k. Two retirements soon at the Toll Booth. Will be hiring for 3 positions. Looking at improving back up through town on the weekends. Waved through 2200 vehicles last month, mostly due to traffic, some wrecks, groups of 75. Pedestrian use has increased. CP Groves stated making the cars waved through less of a problem by possibly reader board signs.
 - **Maintenance & Construction Manager Todd Mohr** – Todd reported that the bridge spot painting is complete. Dormers on House 3 are finished. There have been more than the usual repair of water valves and broken pipes in Marine Park this year. Todd stated the Fourth of July was very successful. Todd stated spring mowing is complete, and the crew cleaned up around the Flex Buildings. Todd stated that he and Travis took customer training. Most of his staff took a flagging course; and next will be the CPR class. Todd recommended replacing the pump station the Grill Café (Visitor Center). It is a major expenditure and the Port Engineer Darrin Eckman has looked at the project. Todd stated it is failing and he is keeping it going. The repairs are expensive and harder and harder to find Todd stated that it keeps flooding, and this compromises the motor.
 - **Economic Development & Property Manager Don Mann** – Don reported that pFriem construction is underway; adding the sewer and water lines will go in next week. Don stated there will be a groundbreaking ceremony for pFriem in the Business Park in August for pFriem. They will pour concrete August 28. Don is getting a final budget and timeline for the Emergency Road build in the Business Park; the Port received the permit from Union Pacific Railroad to move ahead. Don stated that Thunder Island Brewing will break ground very soon. Don stated the Renewal Workshop is moving forward with their plans for a new 40,000 s.f. building; he started working on the loan application though Business Oregon. Don stated Integrative Medical is still interested in coming to Cascade Locks and are working on plan.
 - **Accounting Specialist Melissa Warren** – Melissa reported and reviewed the quarterly revenue report and stated it is also the end of the fiscal year. Melissa stated that revenue is up for the Port for the fiscal year ending 2019. Commissioner Stipan asked that Melissa place the percentages on next report.
- f. **Status report on the Event Coordination Program** – Jan McCartan reported that Marine Park events have been busy. Todd's staff has really stepped up this summer. 17 weddings last year. This year so far, 15 there will be 8-10 more this summer. Jan stated the Park is starting to fill in the

"shoulder season". There have been 2-3 new events in the Park. Jan stated the Port will do focused marketing to bring in more events to the Park.

g. Status report on the ODOT overcrossing project into Marine Park- General Manager Olga Kaganova stated that there are two options for the Marine Park Overcrossing funds that are left over. ODOT is still holding monies left over from the Overcrossing Feasibility Study. The plan is to connect the Overcrossing into the Park with a trail in Marine Park. She showed the Commission that two options. There was a consensus to move ahead with option 1 as it may be more cost effective.(See Exhibit 1).

h. Tolling Technology and Quarterly Report – Bridge Manager Ryan Vollans reported that most of the points in the agreement have been settled. Ryan reviewed the various options and costs for the toll technology. Ryan will meet with Finance Director for the Port of Hood River, Fred Kowell to discuss the updated cost model for the Breezeby partnership. GM Olga Kaganova stated that no decisions would be made tonight. This will come back to the Commission for approval on August 15.

4) Commissioner Comments and Commission sub-committee reports – Commissioner Caldwell reported that the Community Picnic was very successful with the help of GM Olga Kaganova and CP Groves. CP Groves cooked the burgers for the picnic. Commissioner Stipan stated the Museum will have their annual member drive. CP Groves discussed how to renovate the tennis courts. He suggested landscaping and adding a fence. Commissioner Lorang stated it would be good to get the high school back in Cascade Locks.

5) Commission Business Action Items

Moved from Item 5d. GM Kaganova introduced Willis Boyer stating that he is asking the Port to subordinate on their loan application in order to build on their site. Willis stated they are lacking funding and the banks will not give them the loan for various reasons. They are working with a private bank that works with breweries. Willis stated they work with USDA loans. They would like to get started on the building as soon as possible. They are asking the Port to subordinate in the first position on the loan. Olga consulted with Port Counsel. Commissioner Lorang stated it has always been the goal of the Port to create the downtown core. Commissioner Stipan stated he wants Gorges Brewing to succeed.

COMMISSIONER LORANG MADE A MOTION TO SUBORDINATE ON THE LOAN PENDING REVIEW OF THE DOCUMENTS AND SUBORDINATION AGREEMENT AND AUTHORIZE THE PORT PRESIDENT TO SIGN. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

a. Action to approve Paul Koch consulting contract – GM Kaganova stated Paul Koch will be covering the gap in legislative services at the Capital in the State of Washington. Paul will continue to work with Railroad property for the proposed land transfer issues, ODOT issues as assigned; Paul currently serves as the Port Representative for the National Scenic Area for the rewrite of the Economic Development portion of the Management Plan and the land use portion of the National Scenic Area rewrite. Congress called for the preparation of the Management Plan for

the NSA to ensure that land in the NSA is used consistently with the purposes and standards of the National Scenic Act. Paul will also continue working with OneGorge.

COMMISSIONER CALDELL MADE A MOTION TO APPROVE PAUL KOCH'S CONSULTING CONTRACT AS STATED. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

- b. **Action to sign two (2) year contract with HDR Engineering** – Bridge Manager Ryan Vollans stated the Port executed a 2 year Master Agreement with HDR for on call engineering services for the Bridge of the Gods in 2015. A first amendment was executed to extend to June 2019. Ryan added that the new Amendment now Ryan stated the current amendment will extend the contract until June 30, 2021 and has been extended until August 31, 2019. Ryan stated there will be no additional costs.

COMMISSIONER STIPAN MADE A MOTION TO AUTHORIZE THE PORT COMMISSION PRESIDENT TO SIGN AND EXECUTE AMENDMENT NO. 2 TO THE HDR MASTER SERVICES TO EXTEND ON CALL ENGINEERING SERVICES THROUGH JUNE 30, 2021. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

- c. **Action to approve the Infrastructure Finance Authority (IFA) loan application and to authorize the Port President to sign the document** – Don Mann stated the IFA loan is FOR \$5.7 MILLION APP TO build the Renewal Workshop building.

COMMISSIONER LORANG MADE A MOTION TO APPROVE IFA LOAN APPLICATION NOT TO EXCEED \$5,772,500 AND AUTHORIZE THE PORT PRESIDENT TO SIGN THE DOCUMENT. The motion was unanimous. 5-0.

- d. **Action to subordinate loan - Moved to the top of the Action Items.**

- 6) **General Managers Report** – GM Kaganova stated Events in Park this past weekend are lessons well learned. TIB submitted plans to the county. Electrical still to city. Working with pcta and tourism to dev promo materials on the importance of the completing the Overcrossing on the bridge. Olga stated congressman Walden asking odot to put together scope of project. OneGorge will be facilitated here next meeting. Partnering with col area transportation regarding airport property. Looking at a possible bus stop, turn around. They will help the Port take a look at the property. CAT interested in RR property ; Paul is working on that. Workforce housing is needed here in the Gorge. A report on the costs and what is available will be out soon. Met with museum to discuss modifications to the iga. The building needs a lot of Maintenance Work and the costs involved. This will be an essential part of the agreements. City provides utilities port provides maintenance. Cost share exe director. Olga stated the safety of the building is a top priority. The FS is renewing the effort to continue the 26 mile mountain bike trail. The airport direct is asking for recommendations for the airport property. The port and city as well as cat are working on these to submit.

The Commission recessed out of Regular Session at 9:20PM; and had a short recess and went into Executive Session at 9:27PM

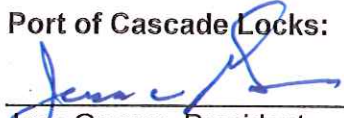
- 7) **Executive Session under ORS 192.660 (2) (h) Legal Counsel**

The Commission came out of Executive Session at 10:05 pm

8) Any action as a result of Executive Session – None

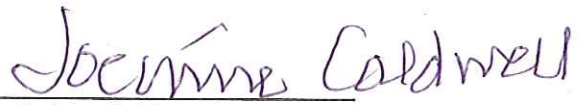
9) **Adjournment:** Commissioner Lorang made a motion to adjourn. Seconded by Commissioner Stipan. The motion was unanimous. 5-0. The meeting adjourned at 10:07PM.

Port of Cascade Locks:



Jess Groves, President
Port Commission

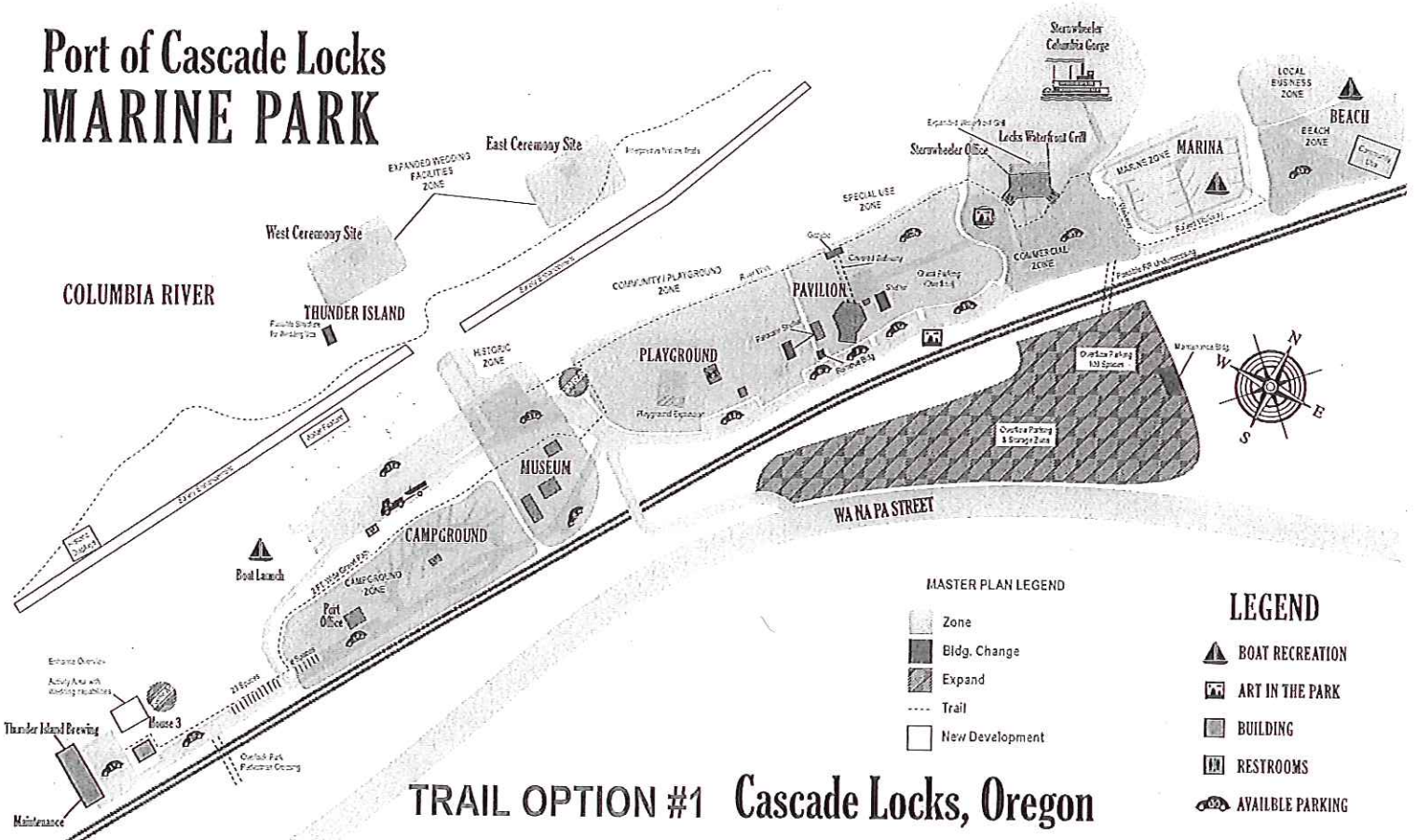
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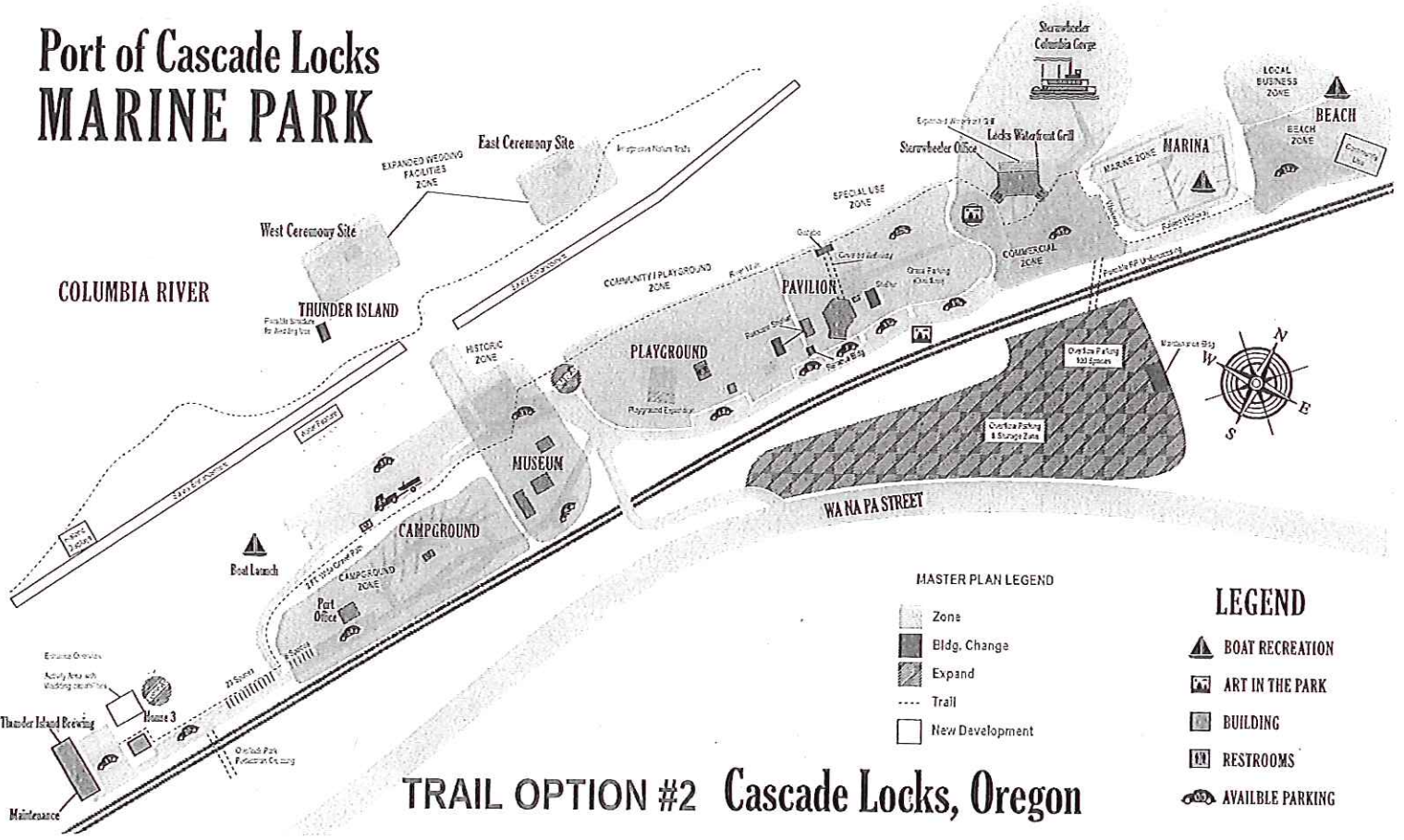
Joëinne Caldwell, Secretary
Port Commission

DATE APPROVED: 10-17-19
Prepared by: Sally Moore

Port of Cascade Locks MARINE PARK



Port of Cascade Locks MARINE PARK



MASTER PLAN LEGEND

- Zone
- Bldg. Change
- Expand
- Trail
- New Development

LEGEND

- BOAT RECREATION
- ART IN THE PARK
- BUILDING
- RESTROOMS
- AVAILABLE PARKING

TRAIL OPTION #2 Cascade Locks, Oregon