

Port of Cascade Locks

The Port of Cascade Locks Commission Work Session Meeting was held Thursday, January 8, 2015 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

1. **Meeting called to order/ Pledge of Allegiance:** Commissioner Caldwell called the meeting to order at 5:26 pm.
2. **Roll Call:** Port Commissioners Caldwell, Cramblett, & Mohr were present. Commissioner Haight was excused. Commissioner Caldwell stated President Groves would be late.
 - **Others Present:** IGM Paul Koch, Melissa Warren, Sally Moore, Marketing Manager Holly Howell, Maintenance and Construction Manager Todd Mohr, City Planner Stan Foster, Dave Cannard, Rick Cyphers, Recreation Coordinator Mayah Frank, City Administrator (CA) Gordon Zimmerman, Don Mann, Dave Jursik, Bill Symes, and Myra Walker.
3. **Declaration of Potential Conflicts of Interest:** Commissioners Caldwell and Cramblett declared a potential conflict of interest.
4. **Modifications, Additions to Agenda:** IGM Koch asked to add Item 5b, a special report from the Development Committee regarding changes to the sub-division plat; item 6f, an update from Sally Moore on proposed joint meeting dates and times with the Port of Skamania and the Port of Hood River; and Item 7b, an update report from Port Attorney Tommy Brooks regarding the document on the Smokey Bear Holdings Second Amendment to Sale Agreement and Earnest Money Agreement. He added some Staff will have to leave to attend the City of Cascade Locks Planning Commission meeting and may not be back in time to deliver their Departmental Quarterly Report.
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action).**
 - a. **Comments from the General Public** – None
 - b. **Special Report on the Development Committee changes to the roadway in the subdivision plat** – This report was postponed until after item 6a. Don Mann reported that the Development Committee met that morning and discussed moving the roadway to the West of Lot 3. This will potentially save \$475, 000 and add 10,000 more square feet for the proposed Puff Factory. Changes will be submitted to the Planning Commission, by Eric Carlson with Terra Surveying and Port Engineer, Jim Bussard.
6. **Work Session Discussion Topics:**
 - a. **Information and orientation to City planning process:** Was presented before item 5b. Stan Foster, City Planner and Port Attorney Tommy Brooks presented an outline and the role of the City Planning Commission. IGM Koch stated this is a follow up on a discussion a few weeks ago regarding how the Planning

Commission works and the process. Stan Foster thanked the Commission and stated the sub-division plat request was approved at the last Planning Commission Meeting. Any minor modifications recommended at the Planning Commission meeting will not constitute a problem. Stan added that staff reports are sent out several weeks in advance and should be reviewed prior to a hearing. Commissioner Caldwell wanted to be assured that the Port is on the same page as the Planning Commission. Port Attorney Tommy Brooks discussed conflicts of interest. Stan commented the application was excellent and Holly did a great job. He said it is typical to see minor changes in a plat being filed. Stan Foster stated the Connect Cascade Locks was adopted by the Planning Commission by Comprehensive Plan. The Ped/bike right of way will be on the roadways.

CP Groves arrived at 5:40pm. CP Groves said that a trail cannot be built on the flowage easement. CA Zimmerman stated Connect Oregon put paths in the right of way, which will be the roadways. Port Attorney Brooks discussed conflicts of interest.

- b. **Work Session with CGRA** – Dave Cannard, President of Columbia Gorge Racing Association (CGRA) presented their annual report and highlights of the 2014 sailing season. It was a great season, sailors enjoyed the City and the hospitality of the Port. There were regional, national and international sailing days totaling 31 days, lessons for youth, and a Thursday night potluck with sailing. Highlights included national championships. He stated that CGRA is reaching out to sponsors and partners to provide funding for programs. There will be some some great partners for next year, including the Cascade Locks Tourism Board and Skamania Lodge. This past year, CGRA added a storage container at the Marina and purchased a regatta safety boat. He extended a thanks to all volunteers and the Port, adding they could not do it without the Port's support. One major event next summer will be the Melges 24 National Championship. Dave reported they already have 22 boats signed up for the event. Vancouver Yacht Club comes down and does a clinic at the Marina. Dave asked that the CGRA 2014 fee of \$3 be reduced \$1, and asked for this year's fees to be at the \$1 level.

COMMISSIONER MOHR MADE A MOTION TO CHANGE THE FEE FROM \$3 TO \$1 for CGRA for 2014. SECONDED BY COMMISSIONER CALDWELL. The motion passed unanimously. 4-0.

Dave then touched base on policies going forward and asked to become a Category One – Event Partner. He appreciates working with the Port, and loves sailing here.

COMMISSIONER CALDWELL MADE A MOTION TO ACCEPT CGRA AS A CATEGORY ONE EVENT PARTNER. SECONDED BY COMMISSIONER MOHR, WITH A QUESTION REGARDING FEES ABOUT THE CATEGORY ONE EVENT PARTNERS.

Mayah Frank stated the fees are negotiable to ensure charges are within the budget and are designed to recoup costs for the Port. Holly added that CGRA would not pay facility fees, but would pay for boat parking fees and moving picnic

tables. Commissioner Cramblett asked if a paying applicant wanted the Pavilion while CGRA is at the Port, would it be available. IGM Koch stated that is part of the application process, and yes a paying applicant would have the Pavilion. Commissioner Cramblett stated she was not just worried about CGRA; there are others on the Event Partner Category. Commissioner Mohr asked about clean-up costs. Mayah stated that they will have to pay an hourly fee for clean-up. Mayah stated that the Port would need to know 30 days in advance if CGRA will use the Pavilion. Dave suggested sitting down with Staff to strategize what works for both. IGM Koch stated the relationship with CGRA is positive and is confident it will work.

The motion passed unanimously. 4-0.

- c. **Annual Audit Report** – Port auditor Rick Cyphers presented the findings and report for the annual audit for the 2013-14 fiscal year. The report handed out to each Commissioner is the culmination of a thorough review of the Port's budget, expenditures and processes. Mr. Cyphers reviewed the audit and stated that this is a clean audit. Mr. Cyphers reviewed the recommendation letter.
- d. **Brainstorm 2015-16 Budget priorities with excerpt from Strategic Business Plan (SBP)** – IGM Koch and the Commission had a brainstorm session on the Commissioner's priorities for the upcoming budget planning year. Each Commissioner placed 10 sticker dots on what they thought the budget priorities should be. After a brief discussion on budget priorities, IGM Koch stated he will calculate these and present a report of the guidelines and priorities at the next meeting. IGM Koch stated that Staff has started an inventory on everything in all buildings. It will be then valued, possibly surplus, or thrown away.
- e. **Quarterly review of Departmental Operations** – was deleted from the meeting as staff were attending a Planning Commission meeting at City Hall. These reports will be sent out via email and placed in Port mailboxes for those who desire a hard copy.
- f. **Report from Sally Moore – Update on planning and scheduling annual Joint meetings with the Port of Hood River and the Port of Skamania** – Staff Moore stated that the Port of Hood River offered to meet on January 20, 2015 at 7pm, or February 3 2015. The Commission agreed to meet with them on January 20, 2015 at 7pm in Hood River. The Port of Skamania stated they could attend the Port's February 5, 2015 meeting in Cascade Locks. The Commission agreed to place these meetings on the agenda.

7.

- a. **Action on options dealing with Puff Factory** – IGM Koch presented an email to the Commission from Lee Matthews, attorney for the Puff Factory. Port Attorney Brooks stated the Puff Factory would like proceed onward with the proposed transaction. They stated they missed the deadline for the New Market Tax Credit and because of this, would like to coordinate with the Port to delay from the original timeline. They are prepared to obtain an option to purchase the land and to provide consideration for the option toward the purchase

contract. With respect to the Flex building proposal, they are prepared to begin its business operations in the flex building as originally proposed with the arrangement to eventually relocate its primary operation to the to-be developed property. He recommended to rescind the offer, especially in light of the platting process. It does not change the business deal, however.

COMMISSIONER CALDEWELL MADE A MOTION TO WITHDRAW THE LETTER OF INTENT WITH MORALE ORCHARDS. SECONDED BY COMMISSIONER MOHR. The motion passed unanimously. 4-0.

There was a brief discussion on renegotiations. Don Mann stated that there is a need to notify them of the plat change first. Port Attorney Brooks recommended that staff look at all of the options and come back with a recommendation to the Commission.

COMMISSIONER CALDWELL MADE A MOTION TO DIRECT STAFF AND THE PORT'S ATTORNEY TO COMMUNICATE WITH MORALE ORCHARDS FOR THE PURPOSE OF RENEGOTIATING A LEASE AND PURCHASE TRANSACTION AND TO MAKE A RECOMMENDATION TO THE COMMISSION FOR APPROVAL. SECONDED BY COMMISSIONER MOHR. The motion passed unanimously. 4-0

- b. **Report on Smokey Bear (Bear Creek Holdings) Sale Agreement** – Port Attorney Brooks stated that a Second Amendment to Sale Agreement and Earnest Money Receipt has been drafted. The reason is that in order to close on the Sale of the Property, the sub-division plat has to be reviewed by Hood River County, be approved and recorded. The date to close was changed from on or before January 15, 2015 to on or before March 15, 2015.

COMMISSIONER CALDWELL MADE A MOTION TO ACCEPT THE SECOND AMENDMENT TO SALE AGREEMENT AND EARNEST MONEY RECEIPT FROM BEAR CREEK HOLDINGS, LLC., DOING BUSINESS AS SMOKEY BEAR LLC HOLDINGS, WITH A CLOSING DATE BY MARCH 15, 2015, AUTHORIZING THE COMMISSION PRESIDENT TO SIGN THE AGREEMENT AND THE CLOSING PAPERS. SECONDED BY COMMISSIONER MOHR.

CP Groves asked if he is not available to sign the document, if he could assign a designee. Port Attorney Brooks recommended to reword the motion as stated:

COMMISSIONER CALDWELL AMENDED THE MOTION TO STATE TO ACCEPT THE SECOND AMENDMENT TO THE SALE AGREEMENT AND EARNEST MONEY RECEIPT FROM BEAR CREEK HOLDINGS, LLC DOING BUSINESS AS SMOKEY BEAR LLC HOLDING WITH A CLOSING DATE BY MARCH 15, 2015, TO BE SIGNED BY THE COMMISSION PRESIDENT OR OTHER DESIGNEE. The motion passed unanimously. 4-0.


IGM Koch stated that there are new mailboxes at the Port Office for the Commissioners.

CP Groves stated that he, Don Mann and CA Gordon Zimmerman attended a meeting with Bonneville Power Administration (BPA) to discuss possible options for providing enhanced electrical power to Cascade Locks. He thought it was a good meeting and there are several options available.

Commissioner Mohr stated the quiet zone for the train may happen. CA Zimmerman presented several options this morning at the Development Committee meeting.

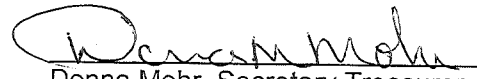
8. **Adjournment: COMMISSIONER MOHR MOTIONED TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0. The meeting was adjourned at 8:56pm.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Donna Mohr, Secretary Treasurer
Port Commission

DATE APPROVED: 2-25-15
Prepared by: Sally Moore