

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, January 5, 2017 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

**1) Meeting called to order/ Pledge of Allegiance:** Commission President Groves called the meeting to order at 6:07 pm.

- **Roll Call:** Commissioners Groves, Caldwell, Lorang, Stipan and Bump were present.
- **Others Present:** GM Paul Koch, Secretary Sally Moore, Accounting Specialist Melissa Warren, Maintenance & Construction Manager Todd Mohr, Marketing & Development Manager Holly Howell, Economic Development Manager Don Mann, Event Coordinator Jan McCartan, City Administrator Gordon Zimmerman, ODOT Engineers Bret Richards and Justin Berndt, HDR Bridge Engineers David McCurry and Dustin Cooley, Port Attorney Tommy Brooks and camera operator Betty Rush.
- **Modifications, Additions, & Changes to the Agenda:** GM Koch moved Item 5d to 5a and added Item 3e, a fact document and added Item 3f, a seismic report from HDR Engineering, and Item 3g a letter from Hood River County Elections.
- **Declaration of Potential Conflicts of Interest:** Commissioner Caldwell declared a potential conflict of interest regarding Item 3d as her husband is a toll taker on the Bridge of the Gods.

**2) Public Comment (Speakers may be limited to three (3) minutes): None**

**3) Special Presentations & Reports by outside resources, staff and Government Officials**

- a. **Report from City Administrator (CA) Gordon Zimmerman** – CA Zimmerman reported that year-end rainfall for Cascade Locks was a total of 85 inches. There were 12 inches of rain in December. The Citywide water project will begin in March. The project will cost 3.75 million dollars. Commissioner Stipan asked if the city water rates would increase. CA Zimmerman stated they will most likely increase by \$20-25 per month. CA Zimmerman stated there were 38 building permits in 2016 and one commercial permit. The commercial permits will increase by approximately four in 2017. He stated the City Transportation Plan's costs only need to be updated. The projects are the same for the 15-year-old plan. This can then be put on the STIP funding grant process.
- b. **Annual Vehicle & Equipment Maintenance & Care Report – M&C Manager Todd Mohr** – Todd reported on the Annual Vehicle Replacement Plan. He stated that they are on track by maintaining their new Nissan vehicles and saving their budgeted money for future vehicle replacement. In 2019, the leases will be up and the Port will purchase them for \$30,000. The Ford Ranger needs to be replaced in the 2019-2020 budget year, and the following year the F-350 needs to be replaced. Todd stated the money that is budgeted annually for the Vehicle Replacement plan money needs to go toward the replacement of these vehicles. Todd stated each vehicle has a logbook and all maintenance is documented. He stated he does not want to put a lot of money in fixing the older vehicles. He

reiterated in order to replace the older vehicles, the budgeted amount that goes into the Vehicle fund needs to be maintained according to the plan. He stated the Port needs to have safe and well-maintained vehicles. The Kubota also needs to be replaced. He stated there is \$20k is set aside annually in the budget for the Vehicle Replacement Plan.

- c. **Introduce New Event Coordinator – Marketing & Economic Development Manager Holly Howell** – Holly introduced Jan McCartan. Jan stated she feels very welcome at the Port. She stated she has been an Event Planner for over 25 years. She is excited to move forward, get more things on the books, and bring more revenue to the Port. Holly stated Jan is very receptive to questions and ideas and invited the Commission to stop by with ideas. CP Groves stated he would appreciate thoughts from Jan regarding utilizing the space for events in House 3.
- d. **Review 10 Year Bridge of the Gods (BOG) plan – HDR Engineer David McCurry** – David reviewed a new proposed 15-year BOG plan. GM Koch asked for an approval on the new plan, so this can be added to the 2017-18 budget. David highlighted the differences in the new plan. Added was a bigger bridge painting project beyond the 10-year plan; in 2028-29. The plan was changed from a 10-year plan to a 15-year plan. The cost for painting the bridge is estimated at 15 million. The seismic vulnerability study was already completed. The seismic retrofit was moved ahead to 2028-29. The total is around for the 15-year plan is now at 57 million dollars. Commissioner Stipan asked where the monies will come from. GM Koch stated that it is important to approve the plan so that the monies can be put in the 2017-18 budget, and then grants can then be applied for. GM Koch stated that Holly and CP Groves would travel to D.C. to lobby for grants and legislative funding. HDR engineering will also be writing grants for funding of some of the projects. Various types of grants and funding sources were discussed.

**COMMISSIONER LORANG MADE A MOTION TO ADOPT THE PROPOSED 15 YEAR BOG MAINTENANCE & PRESERVATION PLAN. 2<sup>ND</sup> BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

- e. **Review preliminary seismic vulnerability study** – HDR Engineer, David McCurry stated the report is useful to study. There is a lot of landslide potential around the bridge. The BOG is closer to the epicenter than Hood River. On the 15 BOG plan, the seismic plan has been pushed out to the year 2028-2029. This was an information item only. No action was taken.
  - f. **Information Item on JGWED** – The Joint Work Group on Economic Development brainstormed on how to get facts out to the community. Columbia Market has agreed to allot a part of their bulletin board for Public Notices only. This may make public notices easier to read.
  - g. **Election Notice-** Secretary Sally Moore stated the position numbers 3, 4 and 5 will be opening up on the Commission. Dean Bump's two year unexpired term, Joeinne Caldwell and Jess Groves position will open as well. A person can start filing for the position on February 4, 2017. Voting will be on May 16, 2017.
- 4) **Commissioner and Commission sub-committee reports** – GM Koch reported on the Pony meeting and showed the architectural drawings. The focus is now on locating a new Pony building in the incubator space. The Oregon Historical Society is concerned about the view shed and maintaining the historical value. SHPO will not take action until 80% of the

completion of the formal architectural drawings is finished. In addition, this will come before the Port Commission with a full report and recommendation on February 2 2017. Their next Pony Advisory Committee meeting is January 10, 2017.

**5) Commission Business Action Items**

- a. **Approve design alternative for Marine Park overcrossing** – Marketing & Development Manager Holly Howell introduced ODOT Engineers Bret Richards and Justin Berndt. They have been working on the design for the overcrossing project into Marine Park for a few years. On October 19, there was a public workshop. The Overcrossing will come from Overlook Park at Post Office into the Park. A Ramp/elevator and Elevator/ramp were the options.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE OPTION A-1 THE ELEVATOR AND STAIRS OVERCROSSING. SECONDED BY COMMISSIONER LORANG.**

The maintenance of the overcrossing was discussed and the motion was amended. Justin Berndt, ODOT stated a ramp may influence the decision that SHPO makes regarding the historic view shed of the Park. Justin stated a hydraulic elevator is very inexpensive to maintain. Justin stated the next step will be to come up with more detailed design features, costs, and the environmental process and get a permit from the Railroad.

**COMMISSIONER CALDWELL AMENDED THE MOTION TO INCLUDE STEEL STAIRS. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.**

- b. **Action to adopt 2017-18 Budget timeline and priorities** – GM Koch stated January is the time to adopt the budget timeline and priorities and schedule. After a brief discussion,

**COMMISSIONER LORANG MADE A MOTION TO ADOPT THE 2017-18 BUDGET SCHEDULE (ATTACHMENT A); APPOINT THE GENERAL MANAGER AS THE BUDGET OFFICER AND ADOPT THE PROPOSED 2017-18 BUDGET PRIORITIES AS DEVELOPED BY THE PORT COMMISSION. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

- c. **Action to approve the Purchase and Sale Agreement for Jumpin Jax Java, open Escrow and authorize the President to sign all documents** - Economic Development Manager Don Mann stated there were some defined changes in the Purchase and Sale Agreement and handed them out to the Commissioners. Don recommended opening Escrow set a closing date in January and give permission for the President to sign all documents. After a brief discussion, a motion was made.

**COMMISSIONER LORANG MADE A MOTION THAT THE PORT COMMISSION APPROVE THE DRAFT DOCUMENTS FOR JDV INVESTMENTS, LLC. dba JUMPIN JAX JAVA AS PRESENTED; GIVE STAFF APPROVAL TO MOVE FORWARD WITH ESCROW CLOSING, AND GRANT THE PRESIDENT PERMISSION TO SIGN ALL CLOSING DOCUMENTS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

- d. **Action to adopt the Mid-Columbia Economic Development District (MCEDD) Comprehensive Economic Development Strategies (CEDS) priority list of projects** – Marketing & Development Manager Holly Howell reviewed the list of priorities that were created to go to on the CEDS list. Annually, MCEDD compiles a list of priorities for five counties in the Gorge. Hood River County then compiles a list of 10 projects and submits them for the county. The Port's priority list this year includes The Bridge of the Gods Maintenance and Preservation Plan, the Business Park Infrastructure, the Marine Park Overcrossing and a feasibility study the best use of the Airport in Cascade Locks. It also includes supporting the City of Cascade Locks full transportation package for the community, including improvements to the trucking route on Frontage Road, Forest Lane overcrossing, and expanded interchange at I-84 Exit 47.

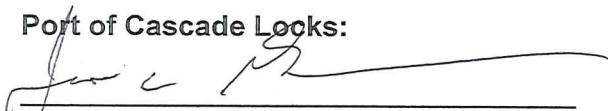
**COMMISSIONER LORANG MADE A MOTION THAT THE PORT COMMISSION ADOPT THE ATTACHED LIST OF CEDS PROJECTS TO ADVANCE TO THE EDWOG DISCUSSION ON JANUARY 26<sup>TH</sup>. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

- e. **Action to adopt the HCL partition and property line adjustment** – Holly stated the Economic Development Sub Committee has identified properties that would be beneficial to swap between the City and the Port. The Port will transfer to the City ownership of the Herman Creek Lane right of way (paved road and shoulders) from the Port; the Port will transfer ownership of the property south of the wellhead (gray house) for the purpose of a possible future well.; the City will transfer to the Port, a future road through the southern end of the wastewater treatment property for connectivity that side of the RR tracks. In order to partition the gray house parcel, the Port needs to partition the gray house property into a separate parcel to relay to the City.


**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE PROPERTY PARTITION OF THE GRAY HOUSE PROPERTY AND SPLIT THE COST OF THE GRAY HOUSE DEMOLITION WITH THE CITY, AND ALSO MOVE THAT THE PORT COMMISSION APPROVE THE LAND SWAP CONCEPT GIVING THE CITY THE GRAY HOUSE PROPERTY AND THE HERMAN CREEK RIGHT OF WAY, IN EXCHANGE FOR THE FUTURE ROAD CONNECTION TO THE HOOD RIVER SAND AND GRAVEL PROPERTY. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

- 6) **Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0. The meeting was adjourned at 8:30pm.**

**Port of Cascade Locks:**

  
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Jess Groves, President  
Port Commission

**Attest:**

  
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Joenne Caldwell, Secretary  
Port Commission

DATE APPROVED: 1-26-2017  
Prepared by: Sally Moore