

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, April 18, 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, Stipan, Caldwell, Lorang and Bump were present. **Others Present:** GM Paul Koch, Accounting Specialist Melissa Warren, Bridge of the Gods Manager Ryan Vollans, Deputy GM Olga Kaganova, Government Relations Director Mark Johnson, Butch Miller Maintenance & Construction Manager Todd Mohr, Secretary Sally Moore, Attorneys Laura Westmire & Tommy Brooks, and camera operator Marianne Bump.  
**Additions & changes to the agenda:** GM Koch added item 2d.
  - **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. **Status update on legislation and government relations** – Government Relations Director Mark Johnson reported that he has been working diligently in Salem to obtain the \$2.4 million the Governor has potentially set aside for the Port's Business Park infrastructure. He stated Ryan did a great job at the hearing for the Bike/Ped overcrossing. The Bill passed out of the committee to the Ways and Means Committee. It will then go to the subcommittee. Mark said after the main revenue forecast comes out, the Port will know more. Mark stated the Port is working on the \$2.4 million request and sent a letter to legislative fiscal office requesting the money. Don Mann put together a plan to spend the dollars on the Business Park building the pFriem building and the bigger Renewal Workshop building.
  - b. **Review of the Port of Hood River Agreement** - Bridge of the Gods Manager Ryan Vollans stated that per the Commission's recommendation, Port Attorney Laura Westmire and staff revised the Tolling Agreement between the Port of Hood River and the Port of Cascade Locks. This was reviewed in a redline version. This revised edition was a result of recommendations from the Commission and sent to the Port of Hood River on April 8, 2018. Ryan stated a meeting will be scheduled with the Port of Hood River in the next few weeks to obtain feedback from them. The Port of Cascade Locks would like to see daily payments, weekly reconciliation and weekly financial reporting requirements. The Port would like the Agreement to state that they will be charged by Breezy rather than axles. The cost model is all inclusive at .14 cents per transaction. The Port would pay for the Transponders at cost, not to exceed \$3.00. Ryan stated the Port has not seen any Customer Service Rules. Port Attorney Laura Westmire explained that no negotiations have started yet and the Commission has been a part of every step of this. Laura stated the Western Region Tolling Requirements are not yet standardized; however it is an option and the Port will benefit from this when it is implemented. This will allow eventually to use all transponders to collect tolls on the West Coast using one transponder. Laura recommended a making a joint meeting

request for the tolling agreement annually. Business Customer Accounts were also discussed. Ryan stated that there will be a lot of communication to the public and the common carrier system when the transponders "go live" and the coupons fade out eventually. CP Groves recommended setting up a meeting with both attorneys to further discuss the Agreement. The cost model was discussed. 14 cent per transaction fee is what is proposed at this time. The preliminary start up cost was also discussed. These are only estimates. This would also include hardware, software, licensing, staffing, office supplies, transponders, postage, printing, marketing etc. No action was taken.

- c. **Discussion with the Management Team regarding salaries** – Managers and Department heads discussed how they felt regarding salary increases. GM Koch stated it is the practice annually to meet annually with the Management Team to discuss salary increases for the next year's budget; stating proposed is a 3% increase. He noted in past years it was weighted more for lower paid employees. Bridge Manager Ryan Vollans stated he is grateful to have an annual increase as he has worked at other places where he has not received one in four or five years; adding 3% is fair. Maintenance & Construction Todd Mohr stated that he is thankful for where they have gotten as far as increases go. He has one guy that could get a little bit more pay. He is having a hard time getting seasonals for the pay the Port is offering. Todd stated he needs three seasonal summer workers and is finding it difficult to find someone as it just a temporary job and it is a \$13 an hour job. The minimum wage in Cascade Locks is \$10.75. Accounting Specialist Melissa Warren stated a 3% raise keeps up morale with employees and she stated she appreciates it. Secretary Sally Moore thanked the Commission for asking her to speak; and said that a 3% percent raise is fair. CP Groves recommended giving a 3% raise to all employees and a 3.5% raise to lower paid employees. There was a consensus amongst the Commission to give a 3% raise to all employees and a 3.5% raise to the lowest tiered paid employees.
- d. **Discussion regarding the Transportation grant**– Deputy GM Olga Kaganova stated that the Port is researching options for a transportation grant called a BUILD grant that was just announced by the U.S. Department of Transportation. She stated it is ready to be written. The deadline is July 15 to submit an application. The Port can ask for up to \$25 million. This grant would be in order to obtain federal funds to construct and ease the congestion on Wa Na Pa and Forest Lane. HDR Engineering has already done a scoping study on this project. Olga stated the strategy is bundled but individual projects. Olga discussed the options for the projects. (See Exhibit 1). Different grant companies were discussed to write the grant. Port Attorney suggested the motion below.

**COMMISSIONER CALDWELL MADE A MOTION TO AUTHORIZE THE DEPUTY GENERAL MANAGER TO ACCEPT THE LOWEST BID PENDING HER REVIEW OF THE LOW BIDDER TO DETERMINE THE BEST VALUE OF THE PORT. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.**

- 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 November 16, 2018 and January 17, 2019**
- b. **Approval of bills in the amount of \$254,507.17**
- c. **Approval of December payroll in the amount of \$65,861.09**

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

- 5) **Commissioner comments and Commission sub-committee reports** – CP Caldwell stated the Sternwheeler is back in Cascade Locks and is headed to the Dalles and Tri-Cities for 10 days. Commissioner Lorang stated there was an Economic Development subcommittee meeting this Morning to discuss the recommendation to new Director the State Department of Aviation on the 8.8 acres of the Airport property. He noted workforce housing may be an option and may be donated to the City. CP Groves stated that Economic Development Manager Don Mann is working on the Oregon Business loan application for the pFriem Building in the Business Park. He noted that there will be a Special Port Commission meeting to approve the bid for the pFriem project on May 9, 2019. GM Koch stated that a meeting was not necessary, and a motion could be made at this meeting to authorize the Port President to sign for the project today. The bid opening will be May 7, 2019. CP Groves stated he has asked to be on the Hood River County Charter Committee.

**COMMISSIONER LORANG MADE A MOTION TO APPROVE PRESIDENT GROVES TO SIGN FOR THE LOWEST RESPONSIVE RESPONSIBLE BIDDER BY THE SCORING THAT IS ALREADY IN PLACE. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**


- 6) **Commission Business Action Items - None**

- 7) **General Manager's Report # 97:** GM Koch stated the Mid-Columbia Economic Development District (MCEDD) CEDS list project ranking for the 2019 Regional Economic Development plan is final. (See Exhibit 2). This list includes the Cascade Locks substation, the Bridge of the Gods Maintenance and Bike/Ped crossing. These are prioritized regionally in the Gorge annually for federal funding and grants. GM Koch reported that the Port newsletter has featured accomplishments the Port has done for the last six months. GM Koch stated there will be a Commission Work Session scheduled to develop strategies for transportation enhancements in Cascade Locks as economic development increases; this will include a discussion of a possible intersection at Toll Booth Road and Wa Na Pa Street to ease congestion. . GM Koch stated that Deputy GM Olga Kaganova is making a good transition into the General Manager position and she is taking time to attend many community meetings and meet many people. GM Koch noted that the Port and City are working to develop some recommendations regarding the 10 acres identified in the Airport study as not needed for aviation purposes. Newly hired Oregon State Aviation Director Betty Stansbury has asked for some formal recommendations; and they are now being worked on. GM Koch stated that Government Relations Director Mark Johnson is working diligently with the Economic Development subcommittee and in Salem to increase the possibility that the Port receive the \$2.4 million identified in Governor Brown's budget. He stated the new toll booth doors have been

ordered and will be installed in late May. CP Groves stated the Angela Coe walk will be May 4, 2019.

- 7) Executive Session under ORS.192.660. (2) (e) Real Property Negotiations - None
- 8) Any action taken as a result of Executive Session - None
- 9) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0. The meeting adjourned 8:02PM.

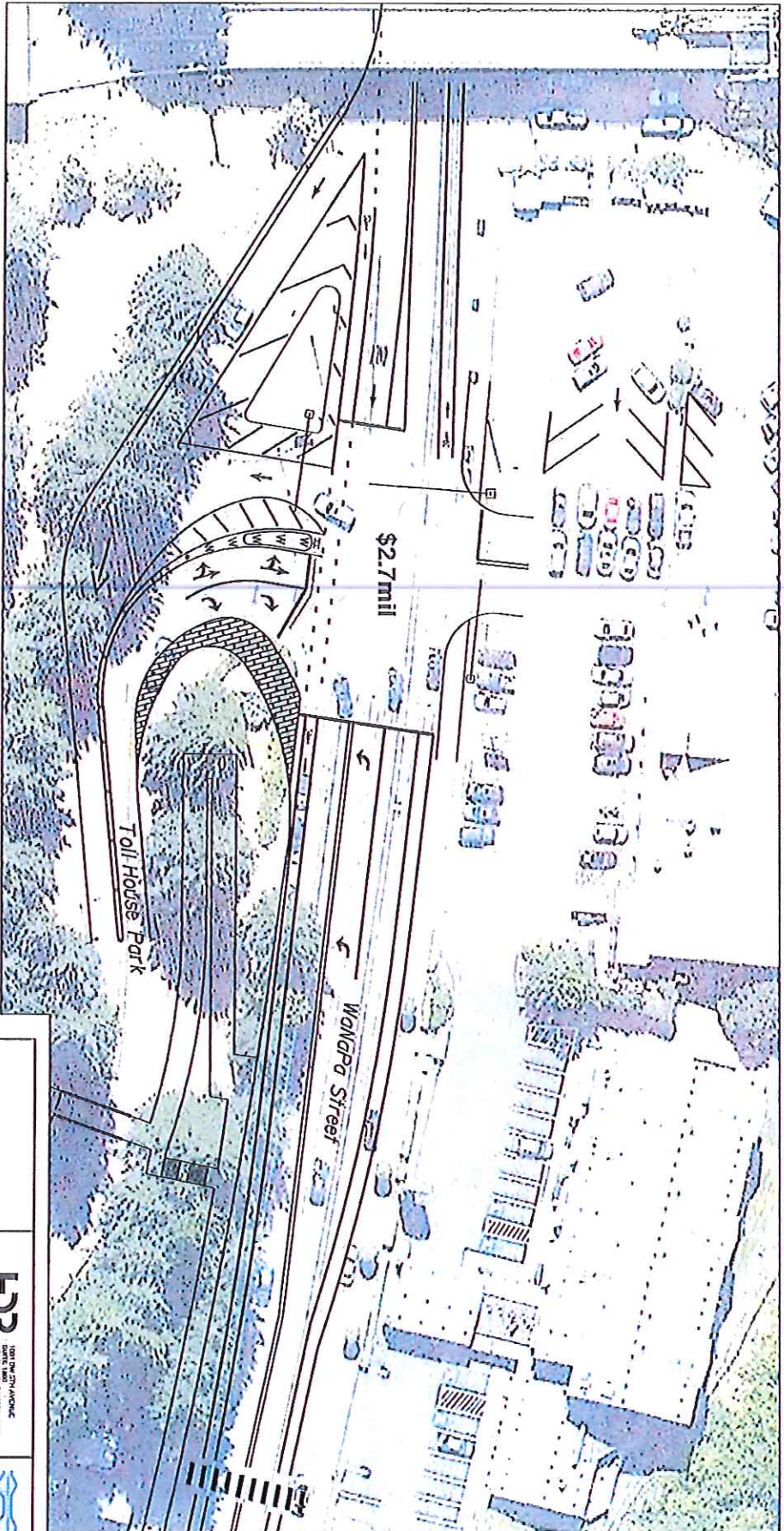
Port of Cascade Locks:

  
\_\_\_\_\_  
Jess Groves, President  
Port Commission

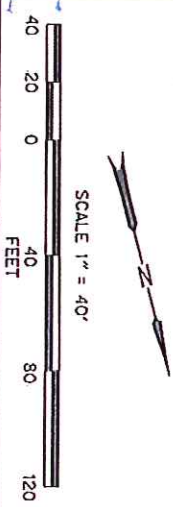
Attest:

  
\_\_\_\_\_  
Joeinne Caldwell, Secretary  
Port Commission

DATE APPROVED: 6-20-2019  
Prepared by: Sally Moore



NOTES:  
 Locations of existing topography features are approximate.  
 Elements as described within these plans shall comply with ODOT 2015 Specifications.  
 Design: Wolkow-Paddon :: Exhibits: 7/25/2017 2:22:30 PM CSTEP/VIDH



**CONCEPT DESIGN**

**FRIGHT MOBILITY AND SAFETY IMPROVEMENTS SCOPING**

**INTERSECTION CONCEPT: SIGNAL**

PROJECT NO. 1

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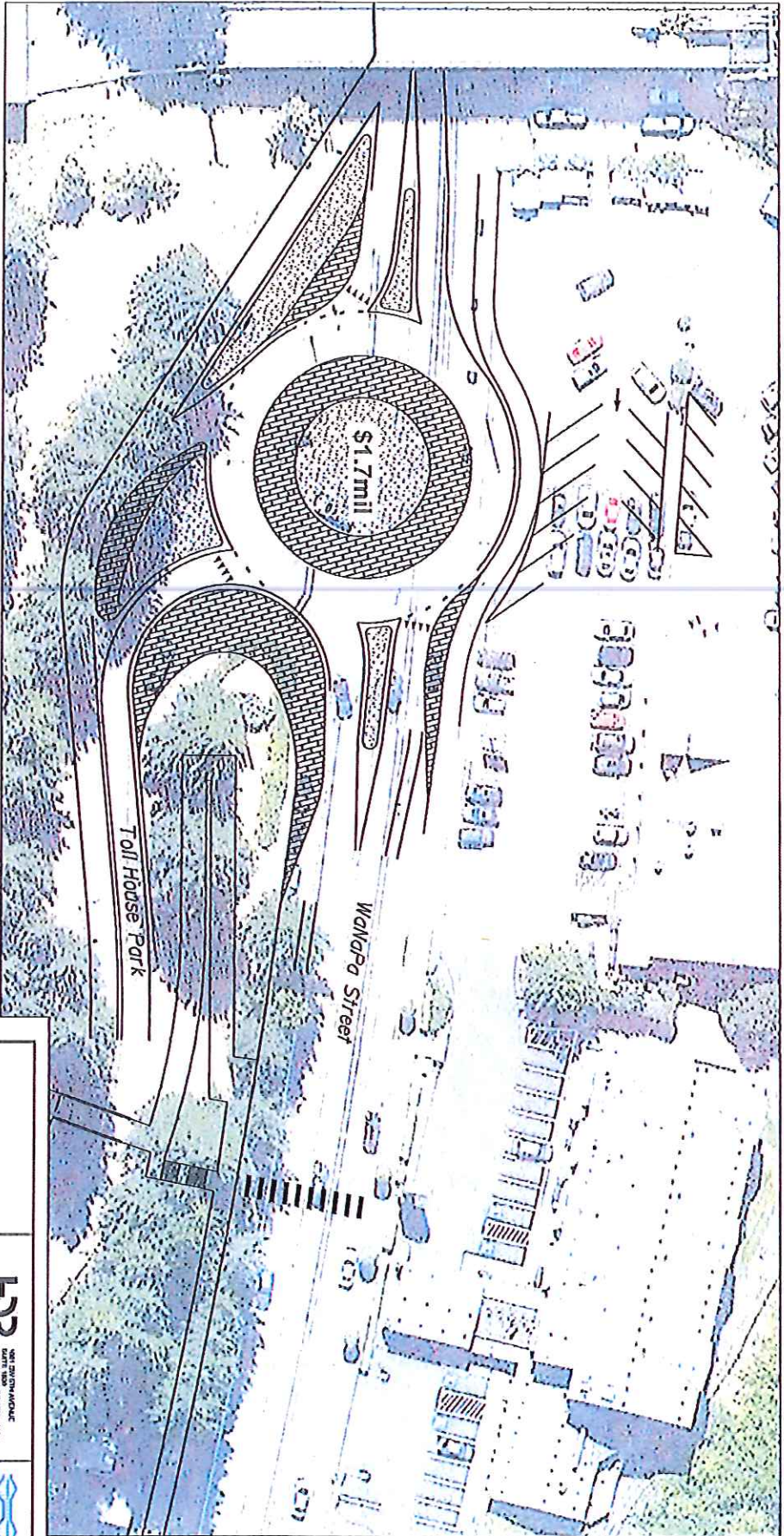
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**HDR**

10010 CHRYSLER  
 BLVD  
 SUITE 100  
 HOUSTON, TX 77036

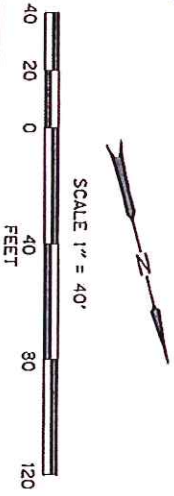
**SO**



10010 CHRYSLER  
 BLVD  
 SUITE 100  
 HOUSTON, TX 77036

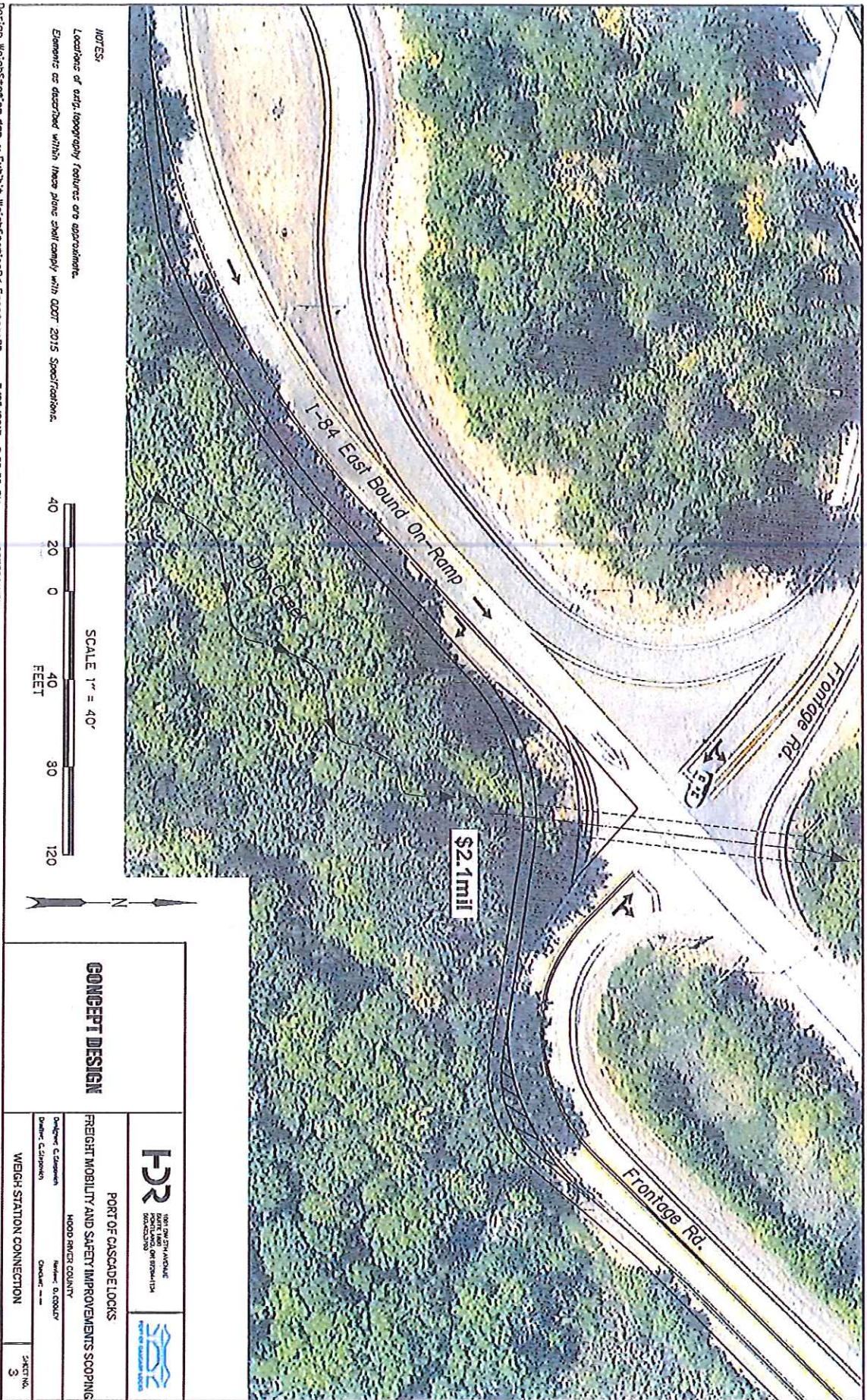


NOTES:  
 Locations of topography features are approximate.  
 Elements as described within these plans shall comply with OCT 2015 Specifications.

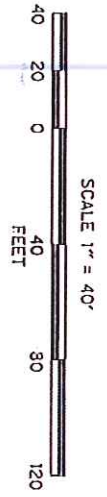
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<b>CONCEPT DESIGN</b>	
<b>PORT OF CASCADE LOCKS</b> <b>FREIGHT MOBILITY AND SAFETY IMPROVEMENTS SCOPING</b> HOOD RIVER COUNTY WA, WA, PA STREET HOOD RIVER COUNTY	
 HDR <small>HILLIARD DESIGNS          ROTHMAN          HODGSON</small>	 PORT OF CASCADE LOCKS
Designer: K. STROUD Checker: M. STRICKLER Reviewer: D. COOPER	SHEET NO. <b>2</b>
INTERSECTION CONCEPT: ROUNDABOUT	
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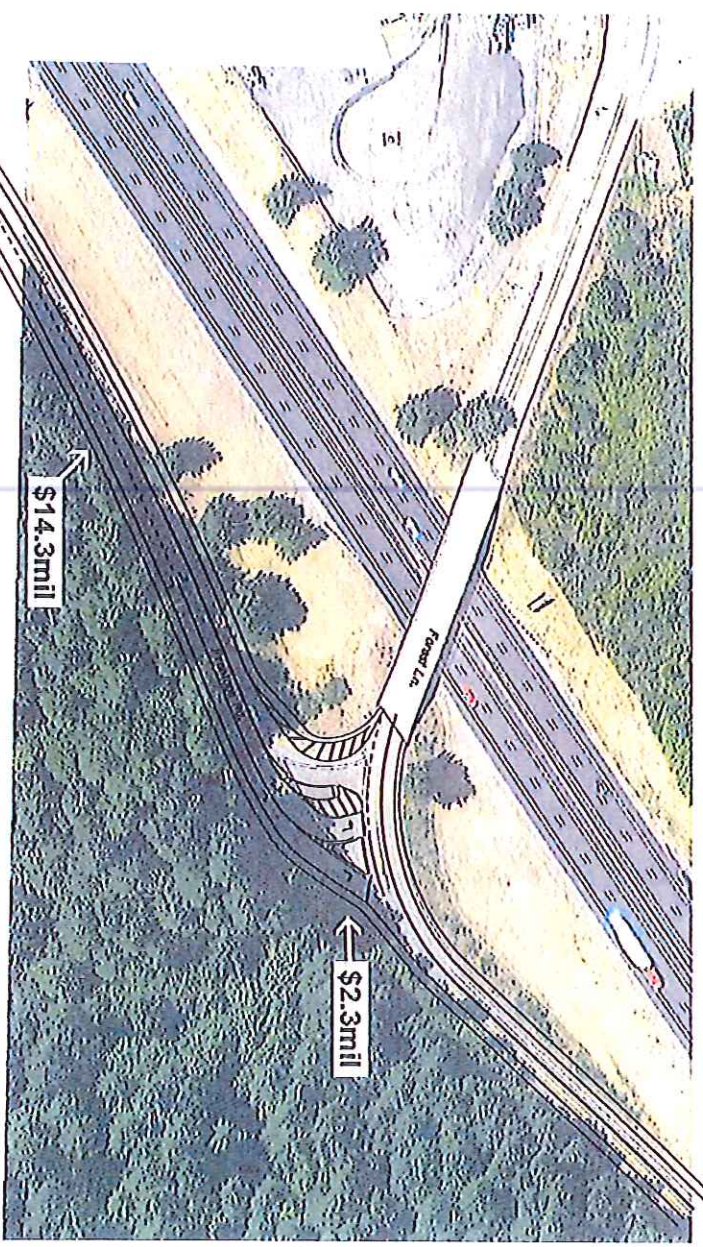
**NOTES:**  
 Locations of existing topography features are approximate.  
 Elements as described within these plans shall comply with ODOT 2015 Specifications.



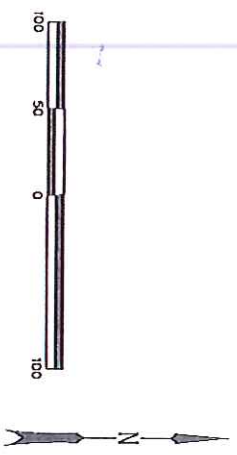
Design: WofonStation.dgn :: Exhibit: WofonStationRd-FrontageRd 7/25/2017 2:22:58 PM CSTEPOVICH

<b>CONCEPT DESIGN</b>	
 PORT OF CASCADE LOCKS FREIGHT MOBILITY AND SAFETY IMPROVEMENTS SCOPING	
HOOD RIVER COUNTY Designer: C. STEPOVICH	HOOD RIVER COUNTY Checker: D. COOPER
WEGH STATION CONNECTION	SHEET NO. <b>3</b>



Rotations: 0° Scale: 1"=40'



**NOTES:**  
 Locations of utility, topography features are approximate.  
 Elements are described within these plans shall comply with ODOT 2015 Specifications.

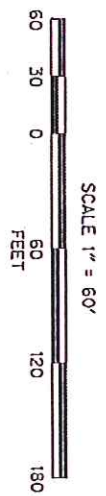
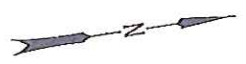
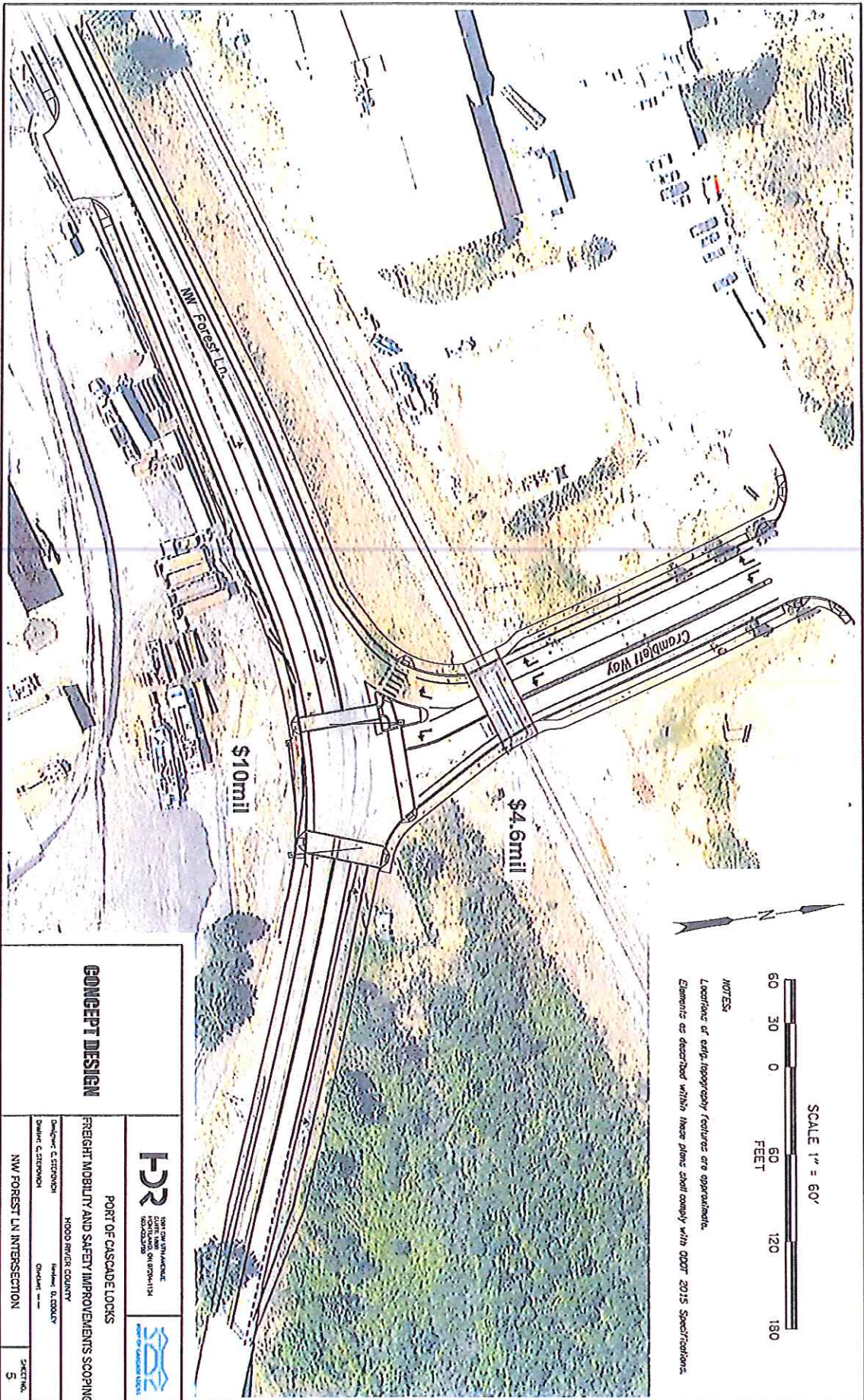


Design: NoStation.dgn :: Exhibit-Frontage-Rd-For-UTL 7/25/2017 2:22:53 PM CSTEROVICH



<b>CONCEPT DESIGN</b>	
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<b>FREIGHT MOBILITY AND SAFETY IMPROVEMENTS SCOPING</b>	
 NEW BRITAIN, CT HOOD RIVER COUNTY	 HOOD RIVER COUNTY
Designer: CSTEROVICH Checker: [blank]	Project: 15-000000 Owner: [blank]
FRONTAGE ROAD IMPROVEMENTS	SHEET 4

Rotation: 0° Scale: 1"=100'





**NOTES**  
 Locations of existing topography features are approximate.  
 Elements as described within these plans shall comply with ODOT 2015 Specifications.

<b>CONCEPT DESIGN</b>	
 HIGHT BRANCH LLC 10000 N.W. 11th St. Suite 200 Portland, OR 97228	 PORT OF CASCADE LOCKS 1000 N. Commercial Cascade Locks, OR 97106
<b>PORT OF CASCADE LOCKS          FREIGHT MOBILITY AND SAFETY IMPROVEMENTS SCOPING</b>	
Designer: C. STROVICH Checker: C. STROVICH	Issued: 01.02.2017 Project: 17-001
<b>NW FOREST LN INTERSECTION</b>	
Revision: 0*    Scale: 1"=60' SHEET NO. <b>5</b>	

Design: Forest-Crambelle.dgn :: Exhibit 1/25/2017 2:23:24 PM CSTEPYVICH

# Exhibit 2

EXHIBIT 1.  
DATE Jan 17, 2019  
PAGE # \_\_\_\_\_  
COMMUNITY MEETING

Port of cascade Locks  
Priorities  
1/17/19

## Proposed CEDS Priorities as Recommended by the EDSC for 2019

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**INTRODUCTION:** The following list identifies projects for the CEDS list as recommended by the EDSC. These projects focus on job creation, economic development and safety. They are identified because they enhance the purpose of the NSA, promote safety as well as strengthen the economic development of the community and region.

**Priority 1: Bridge of the Gods 15 Year Plan- \$78,670,000.**

(Include \$600,000 in Bridge Fix-It funds over six years)

- A. WaNaPa and Toll Booth Road intersection traffic circle \$1,690,000. (Signalized intersection is \$2,709,000. )
- B. Design and construction of Pacific Crest Trail link across the river adjacent to the BOG. \$28,000,000.

**Priority 2: \$8,000,000 for Flex 5 and 6 (pFriem and Renewal Workshop) to create new and expanded businesses and jobs in the community.**

**Priority 3: Transportation Enhancements based on the scoping project and report.**

- A. Frontage Road improvements \$14,270,000.
- B. Diamond interchange on I-84 at exit 47 \$28,000,000.
- C. Forest Lane Street improvements \$10,000,000.
- D. Forest Lane and Cramblett Way intersection improvements.

**Priority 4: Recreational development in the Business Park to encourage year round activity \$2,000,000. In support and response to increased**

NSA visitors, enhanced water-boating use, fishing, hiking events, nature observation and biking activities.

**Priority 5: Marine Park Pedestrian Overcrossing \$5,000,000. Providing a safer entry from downtown Cascade Locks to Marine Park. Links Park amenities to the business core.**

**Priority 6: Historic preservation enhancements to historic buildings in Marine Park \$1,000,000. Increased visitors year round to the community and NSA. Focusing on year round use and access to the historic buildings in Marine Park and strengthening of the local economy. Funding for ongoing maintenance, painting, repair, roofing and connecting pathways.**

**Priority 7: Emergency escape route in case of fire or other natural disaster to effectively evacuate citizens from the community \$2,000,000.**

## CEDS Priority Rankings 2019

Washington Technical Assistance/Public Works	
Rank	Project
1	Goldendale Pumped Storage Hydro
2	Stevenson Wastewater System
3	North Bonneville Substation
4	Buck Creek Water System
5	Broadband- Klickitat and Skamania
6	Columbia Gorge Regional Airport Business Park
7	Cascades Business Park (North Bonneville)
8	Dallesport Industrial Park Improvement Projects
9	Bingen Point Industrial Park Projects
10	City of North Bonneville Lift Station

Oregon Technical Assistance/Public Works	
Rank	Project
1	Hood River Interstate Bridge
2	Workforce Housing Projects
3	Treatment of Wastewater
4	Broadband: Cascadia East Interconnection and Sherman Fiber
5	Dog River Pipeline Upgrade
6	Cascade Locks Substation
7	Biggs Water System
8	Bridge of the Gods Maintenance and Pedestrian/Bicycle Improvements
9	Undergrounding Utilities (The Dalles)
10	Backup Power/Emergency Generator Purchase and Integration for Primary Municipal Well