

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, September 1, 2016, 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 6:02 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, Receptionist/Clerk Brittany Berge and Margie Curtis.
- **Modifications, Additions, & Changes to the Agenda: None.** GM Koch stated he had two handouts for the meeting to be discussed later on.
- **Declaration of Potential Conflicts of Interest:** Commissioner Caldwell declared a potential conflict of interest regarding Item 5c, as her husband is a toll taker on the Bridge of the Gods.

**2) Public Comment (Speakers may be limited to three (3) minutes:** Citizen Margie Curtis asked about the dead trees along WaNaPa St., caused by the fire last year. GM Koch stated the Port has received a letter from Union Pacific Railroad (RR) asking the Port to submit bids for removal of the trees. He invited Margie to come to the office and he will take her out to look at the site where the trees will be removed.

**3) Special Presentations & Reports by outside resources, staff and Government Officials None**

- a. Presentation by Maintenance & Construction Manager (M&C), Todd Mohr of work being done by the M&C –** Mohr reported that Flex 3 is complete. The tenants will be moving in in the next week, and the M&C crew met their September 1 deadline. Working together with great sub-contractors and a great M&C crew helped His main crew has been maintaining Marine Park in the meantime. The next steps are to look at a new Flex 2 building. Mohr believes hiring a General Contractor will save the Port around 10%. Engineer Jim Bussard, will be bringing back a couple of options for design of a new building. This project is built into the 2016-17 budget. CP Groves asked about the kitchen in the Pavilion. Mohr stated it is a great winter project and should start in January. It should be a 2-3 week project. He said 80% of the job is cabinetry work. He addressed the west wall on the Community Center and stated repairs need to be done to stop it from leaking before fall. Commissioner Stipan thanked Todd and John Stallsworth. He asked Mohr to thank the crew. Todd stated the Fish Cleaning Station is in the process of being repaired. The motor is being torn apart. It needs new bearings. It needs a new motor mount. The cost is estimated at \$4000. The Port is applying for an emergency grant through the Department of Fish and Wildlife. There was a brief discussion of electrical upgrades for the bridge. Gorge.net is proposing to bring fiber across the bridge.

The Commission recessed at 6:20pm for Port Commission pictures.  
The Commission returned to Regular session at 6:30pm.

- 4) **Commissioner and Commission sub-committee reports** – CP Groves stated that he attended the EDWOG meeting in Hood River and the discussion was about the growth and transportation in the Gorge. Also, discussed was the rapid growth The plan is to revisit Cascade Locks 'Vision' Plan'. The Port met with the Ford Family Foundation (FFF) and discussed possible grants available for the Port and community. The FFF helps communities to create the vision. Transportation is one of the biggest issues in Cascade Locks (CL) as there is not a secondary roadway through CL. Emergency Planning for Fire and EMS services also need to be addressed. The City Transportation plan needs to be revised, as the plan does not state there is to be a left hand lane turn lane added going onto Toll Booth Road. The City is in the process of updating their plan. Concepts of the Herman Creek lane west bound entrance, the cutting corner to access Frontage road, and Frontage road needs to be repaved. This also will go into the new City Transportation Plan. With the increase of vehicle and pedestrian traffic, citizen safety is very important. CP Groves stated this needs to be treated as an emergency. Also discussed was the need to talk to people that bought land here and show them the Cascade Locks community 'Vision'. Commissioner Caldwell stated that she would like the people moving to see Cascade Locks as a City and to realize the need to bring back the High School. She would like to see higher end condominiums and see it as a resort area and a City. The Joint Work Group would like to receive comments from the Commissioners on the Cascade Locks 'Vision'. The next meeting will be September 27. That meeting will focus on transportation issues stated GM Koch. Commissioner Lorang stated that with high density residential; transportation issues are of the utmost importance. Commissioner Lorang discussed the Ravenwood Group, Inc. design plans that were presented at the last Economic Development sub-committee meeting. The plans were very professional and were well designed for that property.

5) **Commission Business Action Items**

- a. **Action to approve ramp toe extension contract** – Secretary, Sally Moore reported that the Port applied for a grant with the Oregon State Marine (OSMB) in August 2015 to extend the toe ramp at the boat launch in Marine Park. During low water periods, some trailers are getting stuck at the end of the ramp and have to be towed off the boat ramp. The grant required a 25% match. The OSMB awarded the Port \$18,750 with the Port matching \$6250. Bidder's Proposal prepared by Port Engineer Jim Bussard were sent out to the Contractor list provided by OSMB. Elk Mountain Construction, Sandy, OR was the only bidder. They put a bid in for \$25,900. An additional \$900 will need to come out of the contingency fund. A recommendation was made to award Elk Mountain Construction the contract.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONTACT WITH ELK MOUNTAIN CONSTRUCTION IN THE AMOUNT NOT TO EXCEED \$25,900 AND PROCEED WITH THE WORK DURING THE IN WATER WORK PERIOD WHICH IS NOVEMBER 15 THROUGH MARCH 15 AND TO HAVE THE PRESIDENT SIGN IT. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

- b. **Adopt Port Event Coordinator job description & hiring timeline** – Marketing & Development Manager, Holly Howell stated that Recreation Coordinator Mayah Frank is leaving the Port to pursue her education in Alaska. Her last day is September 6. She will be replaced in early November. On August 18, the



Commission reviewed the Recreation Coordinator job description and made some changes to the job description and changed the name to Event Coordinator. Holly gave each Commissioner a handout with the new job description. CP Groves stated he would be on the interview panel if he did not know the person.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE EVENT COORDINATOR JOB DESCRIPTION AND HIRING TIMELINE. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.**

- c. **Action to approve the HDR contract for the Bridge of the Gods (BOG) technology** – GM Koch stated in August the Port Commissioners directed Engineer, David McCurry with HDR to work on the technology plan of the BOG. McCurry has prepared a Task Order with an additional alternative for technology for approval so that the work can begin. The cost is estimated at \$50,000. The funds can come from the Bridge fund in two ways, One is saving dollars on other projects that were projected for the Bridge by delaying them until next year, and two transferring funds from the Bridge “Set Aside” account in the Bridge fund. There is \$320,000 in the “Set Aside” fund. One option is to delay the new \$45,000 sign that was scheduled for this year on the bridge and delay spot painting.

**COMMISSIONER STIPAN MADE A MOTION TO APPROVE TASK ORDER 03 AS PROPOSED WITH THE ADDITION OF AN ALTERNATIVE PHASING PLAN FOR THE TECHNOLOGY AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE TASK ORDER. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

- 6) **General discussion regarding future developments and strategies as the Port moves to the next level** Commissioner Stipan stated as the town grows the Port may want to consider leasing more Port property than selling it. He would like to keep the beauty of Cascade Locks as it is and said it is tough for the Commission to decide how to decide to develop property. The Commission needs to really look at this and have interested parties provided a definitive plan according to Design and Development Guidelines of the Port. CP Groves stated the Port’s role is Economic Development. The Port has a map of what property will be leased or sold. He said the City needs ‘lunch bucket’ living wage jobs and that is what the Port is striving for. Commissioner Stipan asked if there would be a retreat to talk about the Port’s vision and next year’s Budget priorities. CP Groves stated it would be in early November. CP Groves stated that 30 years ago this was a different town. There was a school and living wage jobs. The City still needs these.

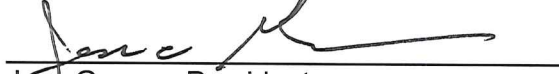
**GM Koch** handed out a draft policy on attachments to the BOG. Gorge.net will make a request to move fiber optic cable across the BOG. GM Koch stated he will wait for comments until next week and will put the policy on the agenda at the next meeting for adoption. Another handout was from the Gorge Commission a letter showing verbiage they are going to adopt on transportation issues in the National Scenic areas.

CP Groves brought up the fact that there is a lack of emergency services in Cascade Locks, including volunteers for the fire department and ambulance services. GM Koch stated a lot of people work out of town during the day and are unavailable to volunteer. CP Groves stated Multnomah County is picking up a lot of Emergency calls in the Gorge and they are overloaded. The City cannot find anyone to stay as a paramedic after they are trained by the City. The City task force group will start up again to bring services back. Getting a sleeper program at the Fire Dept. would be the first small step in moving forward. Commissioner

Bump stated when he was Fire Chief he had a crew of 20. Now there is no one. If one calls Skamania County 911, they sometimes cannot make it. If Hood River County 911 is called, sometimes it takes 20 minutes for emergency services to arrive. CP Groves agreed this is becoming a very serious matter.

**7) Adjournments CP GROVES ADJOURNED THE MEETING AT 8:30 PM.**

**Port of Cascade Locks:**



Jess Groves, President  
Port Commission

**Attest:**



Joeinne Caldwell, Secretary  
Port Commission

DATE APPROVED: 9-15-16  
Prepared by: Sally Moore