

Port of Cascade Locks

The Port of Cascade Locks Commission Work Session Meeting was held Thursday, October 2, 2014 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 6:03 pm.
2. **Roll Call:** Port Commissioners Groves, Caldwell, Cramblett, Mohr & Haight were present.
 - **Others Present:** IGM Paul Koch, Melissa Warren, Sally Moore, Marketing Manager Holly Howell, M&C Manager Todd Mohr.
3. **Declaration of Potential Conflicts of Interest:** Commissioner Cramblett declared she may have a conflict of interest.
4. **Modifications, Additions to Agenda:** None
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action).**
 - a. Comments from the General Public – Holly Howell announced that she is the Coordinator for the after school SMART reading program. It starts up again for Cascade Locks School this week. It is held on Mondays and Wednesday from 3pm-4pm. Holly stated the program runs on volunteers and asked if anyone is interested, to please contact her.
6. **Work Session Topics:**
 - a. **Review the proposed program of work for the recreation program – Staff Holly Howell.** Holly presented the work plan for the Recreation Coordinator and read through the proposed 10 Year Vision plan, including the mission statement. IGM Koch stated the staff is looking for review and comment to finalize the program for approval at the October 16, 2014 Commission Meeting. Holly discussed the proposed program step by step, and stated these came from the brainstorming session the Port Commission had. In the program section she discussed the work items the new Recreation Coordinator would do. Commissioner Mohr asked if the Recreation Coordinator will help get the permits. Holly replied they would assist by getting the client to the right agency. Commissioner Haight asked if the Receptionist- Clerk position will be an intricate part of getting events coordinated correctly. IGM Koch stated the Clerk-Receptionist will get the initial information and work with the Recreation Coordinator to put it on an approved form. Holly stated almost all of August 2015 is already booked. This person will work with the CL tourism committee. Commissioner Cramblett and asked if anyone was from CL. Melissa stated some applicants are from CL. The deadline for the application process was September 25. Holly, IGM Koch and Melissa will be reviewing the applications and scheduling interviews on Friday. Commissioner Caldwell suggested someone from the Business Association be a part of the panel. Holly stated CGRA will also participate. Commissioner Haight agreed to be part of the interview panel. CP

Groves stated to add other duties as assigned. Holly stated some applicants have asked about the level of commitment on the weekends. She believes this is a vital part of the job to attend the night and weekend events. Commissioner Cramblett agreed and stated the tourism business works weekends and evenings; and the applicant should be notified during the interview that this will be part of their work duties. IGM Koch stated the weekly hours can be flexible. Jess asked if the position will be salary or hourly. Melissa stated there needs to be criteria for salary and this position does not describe it. Holly was asked to look at salary criteria and see what the law is. CP Groves stated this will be a question to ask Tommy regarding the law. Melissa stated the ad listed the position as hourly. IGM Koch commented this will come back on Oct 16 for final approval. Commissioner Mohr stated to let people know in the interview, that this is a day, evenings and weekend position. Commissioner Mohr asked if they are drug tested. IGM Koch stated the person will be drug tested; a criminal background check and a physical will be required. CP Groves asked that the person be required to take a typing test in the interview process, and to add to the description, "other duties as assigned. It was agreed to add that to the work program; research and grant writing. Commissioner Cramblett asked when the Receptionist-Clerk will be hired. IGM Koch stated there was no date set yet, but applications will be reviewed on Friday, October 3, 2014. There all 11 applicants and some live in C L. Commissioner Cramblett stated she would like to be part of the panel.

- b. Proposed job description for Manager of Finance and Administration** – IGM Koch presented the proposed job description for Manager of Finance and Administration. This position was approved in the context that it would oversee Finance and Administration; and possibly develop into the next General Manager. The funding for this position begins on January 1 2015. The final action will take place at the October 16, 2014 Commission meeting. IGM Koch stated this position mirrors the GM position. Commissioner Mohr asked when IGM Koch's contract ends. She would like him to stay longer and would like to put this off for a month or two; stating there is so much going on right now. IGM Koch stated he is willing to stay one more year, to enable the Port to get through these opportunities. He said Don Mann also has indicated a willingness to stay another year. He added he would like to have this position in place soon as the level of work on the infrastructure project is ramping up and this position would free up time from some of the day to day operations, and to enable him to attend to and spend more time with legislators in Olympia and Salem; as well as the 5 Ports Advocacy Group. This new position is also designed to do grant writing, and to provide management of the Toll Booth. Commissioner Cramblett asked if the person can be hired to help with the financial part of it only. IGM Koch stated it would have to be redefined and authorized by the Commission. CP Groves suggested starting this position as interim, and if they are a good fit, hire them. Commissioner Mohr stated her concern that the new recreation person will take a lot of Holly's job. CP Groves stated Holly's education is in Planning and she will be needed in the Business Park to help with the infrastructure. Commissioner Mohr stated she felt the staff was getting top heavy. Holly stated there is a lot more marketing she could be doing right now and the new person could do a lot of the recreation process, and a lot permit processes, rezoning etc. IGM said this proposal will be on the October 16 2014 agenda to take formal action.

Commissioner Cramblett remarked the office is changing and growing. It needs to move forward with the changes to meet the needs of the Port. After discussion, IGM Koch asked for direction on how to proceed on October 16. Commissioner Cramblett asked if the position can contract. After discussion, it was decided to ask these questions to Port Attorney Tommy Brooks. IGM Koch stated that only approving the creation of the position will be held on October 16.

c. Discussion of proposed land swap

IGM Koch stated the proposed land swap is on the Agenda to decide whether there should be a land swap. After a brief discussion, it was decided to have this discussion in the executive session on the October 16, 2014 agenda.

d. Departmental quarterly review session- The Department Heads were present to provide the Commission with verbal updates on department objectives. Maintenance and Construction Manager, Todd Mohr gave a presentation and overview of the Preliminary Draft Annual Port Facility Maintenance Plan. Todd stated the plan is broken down month by month, and said finishing House 2 is a priority. Winterization and welding on the bridge will start soon. He reported he is putting costs together for the upcoming bridge work that is within the 10 year plan. There was discussion on the different options for the work to be done in the Business Park. CP Groves asked if maintenance will be working on some of the infrastructure in the Business Park. IGM Koch stated it will take an analysis to figure out if staff can help at Business Park, and the Port will have to look at all of the options. The approved labor is in the budget. Staff Mohr stated Dennis Snyder may be able to help. Commissioner Caldwell stated Gary Neil at the Port of Morrow is willing to help with some of the project. Commissioner Cramblett commented the Army Corps of Engineers (National Guard) may be able to do this kind of work. IGM Koch reiterated bidding processes will need to be confirmed with Tommy. Commissioner Haight asked if the project can be split up in two years. This will be decided on October 16 stated CP Groves. Staff Holly Howell gave a Power Point presentation reviewing this past summer at the Park. There have been many print ad opportunities, and the Port has utilized social and print media. The Port Newsletter will go out soon. There has been a lot of interest in filming and video shoots lately. The Port will be getting on the Quilt Block Map. Staff has been working on the Marine Park and Business Park signage plan. The Port has not been able to get on the Agenda with the Tribes; and sent out a third email to tribal attorneys. Sailing had a busy season this year. There were four movies in the Park. CP Groves suggested closing the bridge for no more than 30 minutes for future events. Commissioner Mohr expressed concern of cars driving across the bridge to Thunder Island during PCT days. Holly stated Staff will propose to move all vendors to the park after they have set up. There was discussion on the parking impacts to downtown businesses. The Community Bridge walk took a lot more staff and time than thought. Commissioner Mohr expressed concerns about the pedestrians in the tunnels during the run and stated this needs to be coordinated better. Commissioner Cramblett stated the underpass cannot be closed during events and Sternwheeler customers and employees had a difficult time getting to the Park. SOLVe River clean-up weekend was successful. The bike racks are being put up all over town. The Port's 10 racks will be installed soon. A big thanks was given Todd and the maintenance staff for making it all work this summer.

IGM Koch stated he would email his and Don Mann's report. He then gave an overview of the Special Commission meeting held at 10am that morning. He reviewed the possible financing options to get the infrastructure at the Business Park initiated. The most recent estimate is \$1,791,000. Postponing the storm sewer work will save \$359,000. The Port and businesses would have to continue putting in bio swales. Another option is if the City of Cascade Locks gets their federal funds; partnering with them on a 50/50 basis the price tag would go down to \$1,245,000. From October 2014 to April 2015, \$225,000 is needed to finish the engineering. Estimated income from sales of the properties will be 1.5 million. IGM Koch stated \$0 to \$150,000 may have to be pulled from reserves. Harvey Rogers, Bond Council and Craig Ortega, Columbia Bank both agreed that if the Port can get this done without acquiring debt it would be better, however; this does not preclude the Port from applying for a State loan/grant combination. Commissioner Mohr commented that the money is not in "reserves"; it is budgeted. IGM Koch stated there is a recommendation to change the allocations of the budget. IGM Koch stated the Port is awaiting approval of the Strategic Business Plan from the State, and then the Port may qualify for grants and loans.

Commissioner Haight stated that Marine Park is the "gem" of Cascade Locks and needs to be a showcase. She gave a list of to do items for maintenance in the Park. There is so much going on in the Park and she suggested it needs better attention to weeding. There was discussion about hiring the new maintenance worker next year. Todd stated this person will be hired in May 2015.

ADJOURNMENT: CP Groves adjourned the meeting at 9:12 pm.

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Donna Mohr, Secretary Treasurer
Port Commission

DATE APPROVED: 11-20-14
Prepared by: Sally Moore