

## Port of Cascade Locks

The Port of Cascade Locks Commission Retreat Meeting was held Thursday, November 18-19, 2016, at Cooper Spur Mountain Resort, 10755 Cooper Spur Rd., Mt. Hood, OR 97041

**6 PM Dinner and discussion:** Commission President Groves called the meeting to order at 7:33 pm after dinner. Hood River County Chair Ron Rivers and Hood River County Administrator Jeff Helfrich attended the dinner and listened to the Commissioners about their concerns regarding Cascade Locks; particularly being 'part' of Hood River County.

### **7:30 PM Work Session:**

- **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 and Port Attorney Tommy Brooks.
- **Modifications, Additions, & Changes to the Agenda: None**
- **Declaration of Potential Conflicts of Interest: None**
- **Review the schedule for the retreat – GM Koch reviewed the agenda.**
- **Review and discuss the Port's 2016-17 accomplishments in relationship to the Strategic Business Plan (SBP):** Marketing and Development Manager Holly Howell discussed Chapter VII: Priorities and Projects of the SBP priorities in order. They are: The Bridge of the Gods, The Business Park, Herman Creek Lan, The Downtown Center, Marine Park, Moody Road, and Other. After a lengthy discussion, Transportation was made the Number One Priority for the Port's SBP. The updated plan will be brought back to the December 1, 2016 Port Commission meeting for approval and adoption. This chapter is the details of the plan and revised annually.

The evening meeting adjourned at 8:45pm.

### **Saturday, November 19, 2016 7:41AM**

- **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 and Port Attorney Tommy Brooks.

**Work Session –** GM Koch stated there would be some budget freezes for the rest of the fiscal year. Don Mann asked if U.S Cellular pays a lease. Melissa

stated they do pay annually. The Port's Revenue sources were reviewed. Building Flex 2 was discussed. The list of 5-7 year issues were reviewed and discussed. GM Koch stated there are a number of issues the Port faces. One is creating jobs and economic development. Cascade Locks cannot survive on tourism alone. That is why there is a multi-faceted policy. The first is to get the "right" General Manager and follow Commission policy, and to involve and engage the entire community by communication. This can be done with the newsletter and an annual report as well as engaging community members. CP Groves asked the Commission to ask Paul Koch and Don Mann to stay on for another year by a motion.

**COMMISSIONER LORANG MADE A MOTION TO RETAIN GM PAUL KOCH AND ECONOMIC DEVELOPMENT MANAGER DON MANN THROUGH THE 2017-18 PORT FISCAL YEAR. SECONDED BY COMMISSIONER STIPAN.**  
The motion was unanimous. 5-0.

- Commissioner Stipan reminded everyone that the annual Festival of Lights would be held at City Hall on December 4, 2016. There will be a tree lighting and songs. He stated this is a community building opportunity. GM Koch stated these types of events are very important for the community and the Commissioners should attend them and be available to talk to citizens. Commissioner Lorang agreed. Melissa Warren suggested putting all of the Port's annual accomplishments in a year-end newsletter. Commissioner Caldwell suggested hosting newcomers Barbeque in January. Holly Howell stated social media needs to reach out to Hood River and the Dalles as well.

**General Managers list of 5-7 Year Issues 2016-2023**

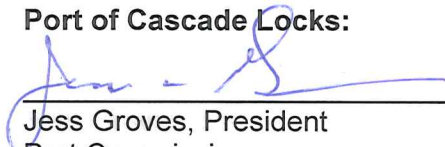
- GM Koch read what he thinks the major challenges and issues to be faced by the Port Commission are. GM Koch stated staying focused on the delivery of new jobs for the local economy and keep kids here in town to attend school is important. He stated widening the relationships and partnerships in both states is important. GM Koch stated working more closely with all Ports, delivering on the commitment regarding the long-term financial plan in maintaining and preserving the commitment to the Bridge of the Gods and relying less on the revenue from is important. GM Koch stated the Port must continue to focus on the community, spend more time with state and federal legislatures, OneGorge and Pacific Northwest Waterways Association (PNWA), and last of all raise the standards and expectations of staff and services to the public.

**Development of the Preliminary List of 2017-18 Budget and Strategic Business Plan and Priorities for formal adoption in January**

- Holly Howell stated that the new list was for discussion only. The list also showed all of the accomplished items on the list done in 2016. CP Groves stated he is not in favor of raising toll rates for locals. It was added to the list. Holly suggested planning on more reliance on 80/20 reliance on bridge tolls and maintain lower tolls for local residents. The finalized list will be brought to the Commission meeting for adoption in December. The Budget timeline and priorities will be adopted by the Commission in January 2017.

- **Adjournment: The meeting adjourned at 11:45AM.**

**Port of Cascade Locks:**

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

**Attest:**

  
\_\_\_\_\_  
Joenne Caldwell, Secretary  
Port Commission

DATE APPROVED: 2/22/17  
Prepared by: Sally Moore