

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, December 17, 2015, 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 6:0 pm.
2. **Roll Call:** Commissioners Groves, Caldwell, Stipan, Lorang were present. Commissioner Lipps was excused.
  - o **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Secretary Sally Moore, Marketing and Development Manager Holly Howell, Accounting Specialist Melissa Warren, camera operator Betty Rush, Recreation Coordinator Mayah Frank, Maintenance & Construction Manager Todd Mohr and Ray Cless.
3. **Declaration of Potential Conflicts of Interest:** Commissioner Caldwell declared a potential conflict of interest with item 7b BOG report as her husband is a toll taker at the bridge.
4. **Modification, Addition & changes to the agenda:** GM Koch added item 7c. a report from Commissioner Caldwell regarding the co-op program; Item 8b. a change in the closing date on the Heuker Family Lands, LLC. Sale, and Item 8c. Changes in the Memorandum of Understanding (MOU) with Thunder Island Brewing (TIB).
5. **Items from the floor:** (Special presentation, outside resource presentations and other reports not requiring action).
  - a. **Comments from the General Public – None**
  - b. **Reports & comments from Government Officials - None**
  - c. **Commission Member comments** Commissioner Caldwell stated she did make it to the Christmas party and added that she appreciates the staff. Commissioner Stipan asked if it is possible to list in the minutes, the title of the person speaking or presenting at the meetings. CP Groves thanked Greg Walden for his part in getting the Transportation Bill passed. He told those attending the Pacific Northwest Waterways Association (PNWA) to wear walking shoes. They will be meeting with several legislators and agencies, and will be very busy.
  - d. **Reports from Commission sub-committees - None**
6. **Consent Agenda (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Commissioner may make a motion to remove any item from the Consent Agenda for individual discussion).**
  - a. Approval of bills in the amount of \$372,195.20
  - b. Approval of November 2015 payroll in the amount of \$48,324.19
  - c. Approval of minutes for November 19, 2015 and December 3, 2015.

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.**

7. **Commission Business Action Items:**

a. **Action to adopt proposed revised Facility Policy and Fees** – Staff Mayah Frank and Holly Howell reported that on December 3, 2015, the Commission reviewed and requested some revisions to the proposed revised Facility Policy and fee documents. They reported a 41% increase in rental revenue this year. They presented the requested changes to the Commission. There was a brief discussion on gradually increasing revenue every year. CP Groves stated it is part of the Port's job to protect other businesses in town; for example the KOA in town. Commissioner Lorang stated some competition is healthy. There was a discussion on charging for parking at the boat launch. This is a public boat launch and the Port receives grant money from the Oregon State Marine Board (OSMB). GM Koch is working with the OSMB and discussing a reasonable and allowable fee to charge for parking. The maximum allowable charge presently is \$1.50. Staff is researching Yurt costs and construction as well as cost recovery. Commissioner Caldwell stated she would like to see two or three of revenue years looking ahead to see where the Port needs to improve. GM Koch stated that the Commission would need to rescind Resolution 2014-7 and adopt Resolution 2015-5 creating new fees for use, policies and procedures effective January 1, 2015. GM Koch added that a new time card management program is being created to effectively track time it takes to run this program.

**COMMISSIONER CALDWELL MADE A MOTION TO ADOPT RESOLUTION 2015-5, WHICH RESCINDS RESOLUTION 2014-7, REPLACING IT WITH THE THREE REVISED DOCUMENTS AS PRESENTED BY PORT STAFF, AND THOSE ARE: THE POLICIES AND PROCEDURES FOR PORT FACILITY USE AND FEES, THE PORT FACILITY USE FEE SCHEDULE, AND THE PORT FACILITY USE PERMIT AND AGREEMENT. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0**

b. **Action to adopt proposed revised 10 Year Bridge of the Gods (BOG) Plan** – GM Koch stated at the December 3, 2015 Port Commission meeting, direction was provided to the staff and engineer to make the recommend updates and to bring it back to the December 17, 2015 for approval and adoption. The pedestrian signage was changed to the 2016-17 budget year as there has been an increase of pedestrians walking on the bridge especially last summer. Plan "B" was added. It is the potential pedestrian/bicycle crossing. This will allow a feasibility plan to be completed and for the Port Commission to take the plan to Washington D.C. in March 2016 to lobby for funding; and allow the Port to apply for grants. Howell stated the Economic Development sub-committee had been reviewing the presented maps for discussion and strategy of the Port's future.

**COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE REVISED 10 YEAR BRIDGE OF THE GODS OPERATION AND MAINTENANCE PLAN AS DOCUMENTED IN ATTACHMENT B. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 4-0. (Attached B as Exhibit 1).**

c. **Review and adoption of the Co-op Marketing Plan** – Commissioner Caldwell gave a report on the role the POCL has in the coop marketing plan. The Port has \$10,000 to work with the Tourism Board to work together as a group to determine how businesses can thrive in the winter and off season. The months of February – April advertised on Pandora, Travel Oregon, Col River Gorge Business Assn, the local

movie theaters and Portland radio stations. Commissioner Stipan did not like the idea of advertising on Pandora and thinks allocating \$5,000 to it is too much money. Commissioner Lorang stated the town needs to try new things; and at the end of the year they will have a baseline for next year. GM Koch stated there were a number of ideas that involved a lot of the businesses.

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CO-OP MARKETING PLAN. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.**

8. **Staff Reports:**

- a. **GM Report** GM Koch stated a 2 inch overlay was done on Columbia Gorge Way protecting it for the winter. Staff is in process of reviewing a draft RFP for the Security Master Plan. This will come to the Commission in January for approval. This \$160,000 grant money will get the Port started on an updated security system. He stated there will be a meeting in late January with the four Treaty Tribes on improving the fish habitat in Cascade Locks. He plans to meet with the RR in January to figure out a lease or sale of the property where the maintenance building was. He recommended a Special Meeting on toll technology and toll increases on January 28, 2016. Sally will poll the Commissioners as to whether that date will work. On December 28, 2015 there will be a Special Session to review the Thunder Island Brewing documents. If the Port does not get them by December 24, 2015, there will be no meeting. The Port needs to discuss and make some decisions on a possible new Maintenance building. The \$84,000 allotted can be used to build some kind building, possibly in phases. Then the Port can figure out what to do with the incubator space. By consensus the Commissioners recommending having staff research the possible options available and bring them back to the Commission in March or April 2016.
- GM Koch stated the Heuker Family Lands, LLC land sale has not closed for a variety of reasons. The new closing date is January 18,, 2016.**

**COMMISSIONER LORANG MADE A MOTION TO CHANGE THE CLOSING DATE OF THE SALE WITH HEUKER FAMILY LANDS, LLC TO JANUARY 18. 2016 AND AUTHORIZE THE PRESIDENT TO SIGN THE DOCUMENT. COMMISSIONER CALDWELL SECONDED. The motion was unanimous. 4-0.**


The Redline version of the Memorandum of Understanding (MOU) with Thunder Island Brewing TIB was handed out. On December 3, 2015, and at that time the Commission reviewed the draft MOU. There were significant changes in the new MOU. One of these is the revised timeline. Attorney Brooks stated their timeline was not finalized. Both parties worked out a new timeline. The planning commission approved the third year extension. A fourth year extension will be a different project if it is proposed.

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE REDLINE VERSION OF THE MEMORANDUM OF UNDERSTANDING (MOU) WITH THUNDER ISLAND BREWING WITH ALL THE CHANGES AND AUTHORIZE THE**

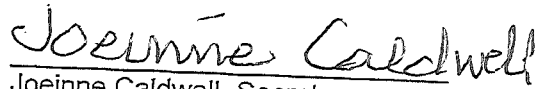
PRESIDENT TO SIGN IT. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.

9. ADJOURMENT: President Groves adjourned the meeting at 9:10pm.

Port of Cascade Locks:

  
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Jess Groves, President  
Port Commission

Attest:

  
\_\_\_\_\_  
Joanne Caldwell, Secretary  
Port Commission

DATE APPROVED: 2-4-16  
Prepared by: Sally Moore

Port of Cascade Locks  
10-Year Plan for the Bridge of the Gods & Approaches  
Updated 12/17/2015

RECOMMENDED MODIFICATIONS

Legend	Tier 1 Expenditure	Port Funds
	Tier 2 Expenditure	OR, WA, Fed. Funds

GRAND TOTAL	PROJ. NO.	PROJ. TYPE	PROJ. NAME	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Total 10-Year Expenditure*	
A	1	Rehab.	OR Approach Roadway Barrier Replacement			\$ 32,000								\$ 32,000	
	2	Enhance	OR 30 Via the Pa Intersection Improvements		\$ 470,000									\$ 470,000	
	3	Enhance	OR Sign Improvements						\$ 9,000					\$ 9,000	
	4	Enhance	OR Trail Realignment from Via the Pa to HOG								\$ 290,000			\$ 290,000	
	5	Rehab.	OR Approach Roadway Paving									\$ 472,000		\$ 472,000	
	6	Rehab.	OR Approach Slipping										\$ 77,000	\$ 77,000	
<b>TOLL FACILITIES</b>															
B	7	Enhance	Toll Automation***	\$ 150,000										\$ 150,000	
	8	Enhance	Tolling Technology & Infrastructure Improvements		\$ 616,000	\$ 521,000								\$ 1,137,000	
<b>BRIDGE OF THE GODS</b>															
C	9	Rehab.	Engineering On-Call Services	\$ 35,000	\$ 37,000	\$ 39,000	\$ 41,000	\$ 43,000	\$ 45,000	\$ 47,000	\$ 49,000	\$ 51,000	\$ 53,000	\$ 441,000	
	10	Rehab.	Seismic Vulnerability Study	\$ 50,000										\$ 50,000	
	11	Rehab.	Seismic Retrofit Engineering		\$ 700,000									\$ 700,000	
	12	Rehab.	Seismic Retrofit Construction			\$ 6,000,000								\$ 6,000,000	
	13	Rehab.	Spot Paint Repairs	\$ 30,000		\$ 30,000		\$ 30,000		\$ 30,000		\$ 30,000		\$ 120,000	
	14	Rehab.	Deck Welding Repairs	\$ 32,400	\$ 32,400	\$ 32,400	\$ 32,400	\$ 32,400	\$ 32,400	\$ 32,400	\$ 32,400	\$ 32,400	\$ 32,400	\$ 324,000	
	15	Rehab.	Bridge Washing	\$ 2,800		\$ 2,800		\$ 2,800		\$ 2,800		\$ 2,800		\$ 11,200	
	16	Rehab.	Electrical & Navigation Lights			\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000		\$ 15,000	
	17	Rehab.	Minor Bridge Repairs			\$ 98,000								\$ 98,000	
	18	Rehab.	Bearing Cleaning & Lubrication	\$ 18,000										\$ 18,000	
	19	Rehab.	Open Grid AC Removal & Replace			\$ 76,000								\$ 76,000	
	20	Rehab.	Gusset Plate Repair Design				\$ 350,000		\$ 350,000					\$ 700,000	
	21	Rehab.	Gusset Plate Repair Construction				\$ 115,000		\$ 115,000					\$ 230,000	
	22	Rehab.	Expansion Joint Repair						\$ 350,000		\$ 350,000			\$ 700,000	
	23	Enhance	Fed. Warning Lights on Bridge		\$ 9,000									\$ 9,000	
	24	Rehab.	Overlay of the VA Approach Bridge Deck									\$ 288,000		\$ 288,000	
	25	Rehab.	Overlay of the OR Approach Bridge Deck									\$ 191,000		\$ 191,000	
	26	Rehab.	Open Grid Deck Replacement									\$ 2,107,000		\$ 2,107,000	
	<b>WASHINGTON ROADWAY</b>														\$ 11,279,800
	D	27	Rehab.	VA HOG Sign Replacement		\$ 45,000									\$ 45,000
		28	Rehab.	VA Roadway Paving			\$ 103,000								\$ 103,000
		29	Rehab.	VA Barrier Replacement			\$ 32,000								\$ 32,000
		30	Rehab.	VA Parking Lot Paving		\$ 124,000									\$ 124,000
		31	Enhance	VA Signage Enhancements		\$ 9,000									\$ 9,000
		32	Enhance	VA Port Property Development Plan			\$ 25,000								\$ 25,000
	<b>PACIFIC CREST TRAILS</b>														\$ 330,000
	E	33	Enhance	OR Unsignalized PCT Pedbike Improvements			\$ 250,000								\$ 250,000
		34	Enhance	VA Bridgehead PCT Pedbike Improvements			\$ 250,000								\$ 250,000
		35	Enhance	OR Approach Bridge Rehab/Replacement		\$ 3,124,000									\$ 3,124,000
36		Enhance	VA Approach Bridge Rehab & Deck Replacement			\$ 1,659,000								\$ 1,659,000	
37		Enhance	HOG Deck System Rehab & Deck Replacement			\$ 1,312,000								\$ 1,312,000	
38		Enhance	HOG Deck System Rehab & Deck Replacement			\$ 729,000								\$ 729,000	
39		Enhance	HOG Near-Freeway Overlighting System			\$ 850,000								\$ 850,000	
40		Enhance	HOG Structural Rehab, Painting & Misc.			\$ 450,000								\$ 450,000	
<b>PLAN B</b>														\$ 11,055,000	

SUMMARY OF EXPENDITURES		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Total 10-Year Expenditure
Tier 1 Expenditures		\$ 300,400	\$ 953,400	\$ 1,016,000	\$ 1,953,400	\$ 1,000,200	\$ 88,700	\$ 415,500	\$ 66,400	\$ 655,000	\$ 80,400	\$ 3,628,000
Tier 2 Expenditures		\$ -	\$ 1,170,000	\$ 6,170,000	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ 479,000	\$ 2,107,000	\$ -	\$ 10,594,000
Total for Tier 1 & Tier 2 Expenditures		\$ 300,400	\$ 2,093,400	\$ 6,994,000	\$ 513,400	\$ 450,200	\$ 88,700	\$ 415,500	\$ 545,400	\$ 2,172,000	\$ 80,400	\$ 14,282,000
PCT Only Expenditures		\$ -	\$ -	\$ 6,265,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,565,000

\* All costs are estimated and may vary depending on the actual scope, market conditions, and the final engineering estimates by the contractor.  
 \*\* Tier 1 Expenditures include the bridge (HOG) and the toll automation. Estimated by the contractor.  
 \*\*\* Tier 2 Expenditures include the bridge (HOG) and the toll automation. Estimated by the contractor.  
 \*\*\*\* The Port of Cascade Locks reserves the right to make modifications to the 10-year plan as needed.

Attachment 23

DATE 12-17-15  
 PAGE # 1 of 1  
 Port of Cascade Locks MEETING