

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, September 20, 2018 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, Economic Development & Property Manager Don Mann, Port Attorney Laura Westmire, Cable Houston, and camera operator Betty Rush.
  - **Additions & changes to the agenda:** Item 6d, the job description for the Port Lobbyist and Item 6e, the interest in purchasing a 40 acre parcel will be in Executive Session
  - **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. **Report from Thunder Island Brewing** – Dave and Caroline Lipps reported that they have submitted their permit requests to the city. They also requested an extension to their current lease which expires December 31, 2018.
  - b. **Update and status report #3 from Pony Task Force** – Marie Miller stated the Task Force is asking the Port for \$70,000 over the next three years. This will assist in their goal of building a New Pony Building. Their final report will be presented at the Port Commission meeting on December 6, 2018.
- 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 June 2018, and June 21, 2018**
  - b. **Approval of bills in the amount of \$216,527.23**
  - c. **Approval of May payroll in the amount of \$81,300.37**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.
- 5) **Commissioner and Commission sub-committee reports -** None
- 6) **Commission Business Action Items**

A

- a. . **Action to approve the road grading/rocking in the Business Park of the Government Cove Access Road to be completed by November 2, 2018 and authorize the Port Commission President to sign it.** – Action was taken to approve the bid for paving the Fisherman Access in the Business Park and award the bid to Dennis Snyder.

**COMMISSIONER CALDWELL MADE A MOTION TO AWARD THE BID TO PAVE GOVERNMENT COVE ACCESS ROAD TO DENNIS SNYDER AND TO AUTHORIZE THE PRESIDENT TO SIGN IT. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0**

- b. .**Action to approve Memorandum of Understanding (MOU) with pFriem – Moved to the October 18, 2018 meeting.**

**COMMISSIONER LORANG MADE A MOTION TO DISCUSS THE MOU WITH PFRIEM ON OCTOBER 18 2018.SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

- c. **Action to award bid for paving Fisherman Access Road – Action was taken to approve and award the bid for paving Fisherman Access Road.**

**COMMISSIONER CALDWELL MADE A MOTION TO AWARD THE BID TO PAVE FISHERMAN ACCESS ROAD TO DENNIS SNYDER AND AUTHORIZE THE PRESIDENT TO SIGN. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.**

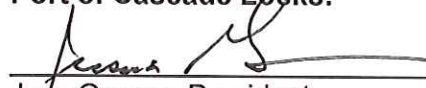
- d. **Action to approve the job description for contract lobbyist (Government Relations Director) and establish lobbying budget.** GM Koch stated the Port has been looking at improving its lobbying effectiveness in Salem during the 2019 Legislative Session. The current lobbyist budget is \$40,500 with Summit Strategies. At this time they provide annual lobbying assistance when the Port delegates attend their PNWA Mission to DC where they lobby with Congress for funding the Port needs. Staff feels being effective in Salem at this time is more important.

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE PROPOSED PORT LOBBYIST (GOVERNMENT RELATIONS DIRECTOR) JOB DESCRIPTION AND AUTHORIZE EXPENDITURES NOT TO EXCEED \$65,000 FROM THE EXISTING PORT COMMISSION BUDGET TO PAY FOR THE EXPANDED LOBBYING EFFORT AND DIRECT THE GM TO CONTRACT WITH MARK JOHNSON FOR THESE SERVICES. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

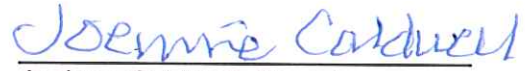
- e. **Discussion on purchasing Hood River Sand & Gravel property - Went into Executive Session**

9) **Adjournment: COMMISSIONER GROVES ADJOURNED THE MEETING.AT 8:15pm.**

**Port of Cascade Locks:**

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

**Attest:**

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

DATE APPROVED: 11/17/2019  
Prepared by: Sally Moore