

## Port of Cascade Locks

The Port of Cascade Locks Commission Work Session Meeting was held Thursday, January 7, 2016 at the Community Center at House 3, Cascade Locks, OR 97014.

- 1) **Meeting called to order/ Pledge of Allegiance:** Commission President Groves called the meeting to order at 6:00 pm.
- 2) **Roll Call:** Port Commissioners Groves, Caldwell, Lipps, Lorang and Stipan were present.  
**Others Present:** GM Koch, Secretary Sally Moore, Port Attorney Tommy Brooks, M&C Manager Todd Mohr, Marketing and Development Manager Holly Howell, Accounting Specialist Melissa Warren, Economic Development Manager Don Mann, City Administrator Gordon Zimmerman and Radio Talk Show Host, Brian Bushlach.
- 3) **Presentation by Brian Bushlach** – Brian, a radio talk show host for Seattle and Portland radio has two talk shows. One is *Business Briefing* and the other is *Northwest Vine Time*. He spoke at the Port Commission meeting to describe his programs. He interviewed Thunder Island Brewery owners, David Lipps and Caroline Park. This interview will be played on KXL on Saturday. He interviewed GM Paul Koch and CP Jess Groves about the growth in Cascade Locks, Brian suggested to have a “Media Day” and have the Commission invite reporters out to Cascade Locks for a few hours, and let them experience the beauty of the Gorge as well as see the increase in businesses in CL. He said Cascade Locks is a great city and has huge potential for business growth. He thanked the Commission for the opportunity to speak.
- 4) **Declaration of Potential Conflicts of Interest:** None
- 5) **Modifications, Additions to Agenda:** IGM Koch added Item 9 an Executive Session
- 6) **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action).**
  - a) **Reports & Comments from the General Public** – None
  - b) **Reports and Comments from Government Officials** – City Administrator Gordon Zimmerman stated the City Council Chambers have been painted and the crew did a great job.
  - c) **Commission Member Comments** Commissioner Lipps thanked the City and crews for restoring electricity to Cascade Locks so quickly after the windstorm. Commissioner Stipan stated 2016 is going to be a great year, and he is happy to be on the Commission. Commissioner Lorang also thank the City for restoring power so quickly. Commissioner Caldwell wished all a Happy New Year. She recently attended a MCEDD meeting on Economic Development for the National Scenic Area, with the One Gorge Coalition. OneGorge consists of all five counties in the Gorge and are working together to obtain funding from the recently enacted FAST ACT. There needs to be more parking, safer highways on both sides of the river, as well as upkeep and maintenance of the BOG and POHR. She explained that as a coalition and working together for a common goal, provides more “power” to obtain transportation funding. CP Groves reported that Blue Star Shuttle bought five shuttles to transport tourists throughout the Gorge this summer. CP Groves stated that there will be a pre planning meeting on February 26, 2016 at the Port of Portland, from 12:00 PM to 3:00 PM for the delegates from the

Commission attending the Mission to Washington DC and the Pacific Northwest Waterways Association (PNWA).

**d) Reports from Commission sub-committees - None**

**7) Commission Business Action Items**

- a) Action to Adopt 2016-17 Budget Schedule** – GM Koch presented the 2016-17 Budget Schedule. This was first in the Budget process to adopt the Budget Schedule for the preparation of 2016-17 Budget.

**COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE 2016-17 BUDGET SCHEDULE AND APPOINT THE GENERAL MANAGER AS THE BUDGET OFFICER. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.**

- b) Action to Adopt 2016-17 Budget Priorities** – During the November 6-7 2015 Commission Retreat, Commissioners brainstormed and came up with a list of budget priorities for the 2016-17 Budget Year. The priorities are in order as follows: 1. Bridge of the Gods Maintenance and Operation; 2. Economic Development and Job Creation; 3. Enhanced Grant Writing; 4. Enhance relationship with Treaty Tribes; Marketing, Communication and relationships; 6. Facility Maintenance; 7. Increased Facility Usage; 8. Strengthen relationships and partnerships nationally, statewide and regionally; 9. Enhance Administration and Management. The document was changed to bullet points not numbered in any order and Keep Building and grounds repaired was moved from Economic Development to Maintenance.

**COMMISSIONER LORANG MADE A MOTION TO ADOPT THE 2016-17 BUDGET PRIORITIES. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

- c) Action to Approve the RFP for the Security Grant** GM Koch stated the Port has been awarded a grant from The Department of Homeland Security/FEMA in the amount of \$160,000. This is \$120,000 in federal funds with the Port matching \$40,000. A Request for Proposal (RFP) to prepare the Security Master Plan was presented to the Commission for approval. This implementation of the Security system will include cameras surveillance and other security measures. Port Attorney Brooks stated there was he wanted to do some minor formatting changes without any changes to the intent of the RFP.

**COMMISSIONER LORANG MADE A MOTION TO ADOPT THE PROPOSED RFP FOR THE HOMELAND SECURITY MASTER PLAN AND ALLOW THE PORT ATTORNEY TO MAKE MINOR UNSUBSTANTIATIVE CHANGES. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

**8) Staff Reports**

- a) General Managers Report** – GM Koch gave report #52. There were several items that called for action. There will be a Special Meeting on the Bridge of the Gods Session January 28, 2016 with Pat Albaugh, Consultant to discuss toll increase options.

GM Koch stated the State of Oregon Legislature has established a policy that mandates all employers with over 10 employees, to provide 40 hours of paid sick time per year for each employee. The law went into effect January 1, 2016. The Port does not have a policy; the only provide Personal Paid Leave (PPL).The law includes all full time, part time and seasonal and temporary employees. The Port needs the Personnel Policy adopted and implemented. He asked the Commission to formally adopt the policy. After a brief discussion, a motion was made.

**COMMISSIONER LORANG MADE A MOTION THAT THE PORT ADOPTS AND GIVES THE PORT MANAGER LEEWAY AND AUTHORITY TO COME INTO LEGAL COMPLIANCE WITH THIS NEW SICK POLICY AND MEET THE MINIMUM COMPLIANCE. SECONDED BY COMMISSIONER CALDWELL.**

A policy will be written to comply with state law.

**The motion was unanimous. 5-0.**

GM Koch stated he has received 60 calls from people wanting to make donation to replace Christmas decoration on the BOG. The recommendation is using white lights and the two big stars and start building a collection. He recommended d to start a fund raising strategy to replace the decorations.

**COMMISSIONER CALDWELL MADE A MOTION TO DIRECT THE GM TO ACTIVATE THE TWO STARS ON THE BRIDGE AND HAVE WHITE LIGHTS AT THE TOLL BOOTH AND THE CANOPY AND HAVE LIGHTED CHRISTMAS TREES AND COLORED LIGHTS AND FIGURES LINING TOLL BOOTH ROAD AND AUTHORIZE THE GM TO START A FUND RAISER. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

GM Koch stated the next fund raising opportunity is for the 4<sup>th</sup> of July. The Port did not budget this year for this event. There was consensus not to spend more money and raise money to pay for costs. There may be some companies that may underwrite the fireworks show. They would become sponsors. He asked for direction from the Commission.

**COMMISSIONER LIPPS MADE A MOTION TO AUTHORIZE THE GENERAL MANAGER TO START FUND RAISING FOR THE FOURTH OF JULY FIREWORKS EVENT. SECONDED BY COMMISSIONER LORANG.**

GM Koch stated they have a contract with a company, and he will report the cost to the Commissioners.

**The motion was amended to allow the GM to sign contract. The motion was unanimous. 5-0.**

GM Koch stated the Port's lobby firm Summit Strategies will seek the HUD money for the monies never received for the Beach Expansion Project. There are four open seats on the Budget Committee. Budget Interest letters will go out to the community. The maintenance building and yurts research issue will be reviewed in February and presented to the Commission.

- b) **Departmental Quarterly Reports** – Staff did not give their reports. This will be done at the January 21, 2016 meeting.

**The Commission recessed at 6:57 PM out of regular session.  
The Commission went into Executive Session at 7:05 PM.**

- 9) **Recess into Executive Session under ORS 192.660 2(e) Real Estate Negotiations and ORS 192.660 2(h) Legal Counsel**

- a) Puff Factory

- b) **Thunder Island Brewing – COMMISSIONER LIPPS EXCUSED HIMSELF BECAUSE OF A DIRECT CONFLICT OF INTEREST AS HE IS CO-OWNER OF THUNDER ISLAND BREWING.**

**The Commission recessed back into regular session at 8:20 PM**

**COMMISSIONER LIPPS RETURNED TO THE MEETING AT 8:20 PM.**

- 10) **Any Action as a result of Executive Session**

**COMMISSIONER LORANG MADE A MOTION TO MOVE FORWARD AND ACCEPT THE RECOMMENDATION TO TERMINATE THE LEASE WITH THE PUFF FACTORY. SECONDED BY COMMISSIONER LIPPS. The motion was unanimous. 5-0.**

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE ADDENDUM TO THE THUNDER ISLAND BREWING MEMORANDUM OF UNDERSTANDING THAT REVISES THE DATES IN THE ORIGINAL AGREEMENT AND ALLOWS THE PRESIDENT TO SIGN THE AMENDMENT. SECONDED BY COMMISSIONER STIPAN. COMMISSIONER LIPPS ABSTAINED FROM VOTING. A ROLL CALL VOTE WAS TAKEN; COMMISSIONERS LORANG, GROVES, CALDWELL AND STIPAN VOTED YEA. The motion was unanimous. 4-0.**

Marketing and Development Manager Holly Howell stated that the Marine Park and Cascade Locks Calendar for 2016 is quite full. She asked for Commission approval to allow Jason Waicunas to get a Sponsor for the Bridge Walk.

**COMMISSIONER LIPPS MADE A MOTION TO ALLOW JASON TO GET A SPONSOR FOR THE BRIDGE WALK. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

11) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER LORANG. THE MEETING ADJOURNED AT 8:45PM.

Port of Cascade Locks:



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Jess Groves, President  
Port Commission

Attest:



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Joeinne Caldwell, Secretary  
Port Commission

DATE APPROVED:

2-18-16

Prepared by: Sally Moore