

PORT OF CASCADE LOCKS

The Port of Cascade Locks Commission Meeting was held June 21st, 2007 at City Hall Council Chambers, Cascade Locks, Oregon.

I. MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE: Commission President Woosley called the meeting to order at 7:00 pm.

II. ROLL CALL: Commissioners Woosley, Lee, & Janik. Commissioner McLean & Caldwell were excused.

Others present: GM Daughtry, Attorney Jerry Jaques, Kris Miller, City Administrator Bernard Seeger, RARE Nick Kraemer, Patty Jo Barnes, Pat Albaugh, Dale Davis, Mayor Freeborn arrived at 7:20 pm & Betty Rush.

III. MODIFICATIONS, ADDITIONS TO AGENDA
Commission President Woosley added Resolution 2007-4 to agenda.

IV. ITEMS FROM THE FLOOR:

a. General Public: Nothing to report.

b. Commission: Nothing to report.

c. City of Cascade Locks: Nothing to report.

V. 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 Minutes: Regular Meeting & Budget Hearing dated June 7th, 2007.

b. Approval of Bills date June 21st, 2007 in the amount of \$44,837.06

c. Approval of May 2007 payroll in the amount of \$41,347.21

COMMISSIONER LEE MADE A MOTION TO APPROVE THE CONSENT AGENDA. COMMISSIONER JANIK SECONDED THE MOTION. Motion passed unanimously by Commissioners Woosley, Lee, & Janik.

V. OLD/NEW BUSINESS:

a. Discussion/Approval Ball/Janik Contract

GM Daughtry reviewed written report as follows: For the past three years, the Port and the City have jointly retained the services of Ball Janik & Associates to provide advice and counsel on Federal and State issues related to legislation and funding projects. The current contract expires on June 30, 2007. City Administrator Seeger and I have discussed their performance and are in agreement that Ball Janik has been effective in representing the Port's and the City's interests in Washington, D.C and in Salem, Oregon and that we desire to renew the agreement for another year.

The next year is critically important given that the release of the Draft Environmental Impact Statement (DEIS) for the Cascade Locks Resort and Casino will occur soon. In addition, Ball Janik will continue to work on funding the downtown redevelopment, Marine Park entrance, ensuring that the communities interests are met in the Wilderness Bill, funding for undergrounding the Southbank utilities, funding for the Sailing Center, and other joint interests of the City and the Port.

In discussions with Hal Hiemstra of Ball Janik, he indicated that the firm was going to request additional compensation for services. Daughtry stated that he is working with Hiemstra on new rates and will bring the information back to the Commission.

Daughtry stated that he would like to recommend that we hold over the agreement with Ball Janik for one month pending negotiations of a rate structure and agreement with the City for cost sharing. The Commission and the City Council will consider approval of the final agreement next month.

COMMISSIONER JANIK MADE A MOTION TO EXTEND AGREEMENT WITH BALL JANIK FOR ONE MONTH PENDING NEGOTIATIONS OF A RATE STRUCTURE AND AGREEMENT WITH THE CITY FOR COST SHARING. COMMISSIONER LEE SECONDED THE MOTION. Motion passed unanimously by Commissioners Woosley, Lee, & Janik.

b. Discussion/Approval of Contract with Phyllis Thiemann, Cascade Locks Marketing & Event Coordinator.

City Administrator Bernard Seeger, Phyllis Thiemann and I met to review and evaluate Phyllis' performance, task assignments and priorities, as well as discuss with Phyllis' her desire to continue working for our community. Her contract expires on July 1st, 2007.

Phyllis loves working for the community and works very closely with the city's tourism committee. Daughtry stated that Phyllis's job sometimes is confusing for the community, she was hired by the City with support from the Port to increase the transient room tax, and put more heads in beds during the off season. To bring more established events to the community.

Daughtry stated that the City's tourism committee and City council must approve the continuation of the contract next month. Pending the approval by the City, Port Staff recommends approving of the Personal Service Contract with Phyllis under the same terms and conditions of the existing contract, except that her title will be changed from "Event Coordinator" to "Marketing & Event Coordinator." The title change more aptly describes her job responsibilities.

COMMISSIONER LEE MADE A MOTION TO RENEW THE CONTRACT PENDING APPROVAL FROM CITY TOURISM AND CITY COUNCIL WITH PHYLLIS THIEMANN FOR ONE YEAR AT CURRENT RATE STRUCTURE OF WHICH 50% WILL BE REIMBURSED TO THE PORT FROM THE CITY. THE TITLE OF HER POSITION WILL BE CHANGED TO CASCADE LOCKS MARKETING AND EVENT COORDINATOR. COMMISSIONER JANIK SECONDED THE MOTION. Motion passed unanimously by Commissioners Woosley, Lee, & Janik.

c. Discussion/Approval to move forward with getting bids for a generator for the Bridge of the Gods in an amount not to exceed \$8,500.

Daughtry stated that staff has determined that a back up generator system is a prudent investment to protect the Bridge of the Gods tollhouse operation in the event that we have an extended power outage. We have received a bid to install a complete liquid propane powered back up generator with an automatic transfer switch of under \$8,500. We will be requesting two more bids. Staff requests the Commission authorize the General Manager to award a contract to the lowest bidder for a back up generator system at the Bridge of the Gods in an amount not to exceed \$8,500.

COMMISSIONER LEE MADE A MOTION AUTHORIZING THE GENERAL MANAGER TO AWARD A CONTRACT TO THE LOWEST BIDDER FOR A BACK UP GENERATOR SYSTEM AT THE BRIDGE OF THE GODS IN AN AMOUNT NOT TO EXCEED \$8,500. COMMISSIONER JANIK SECONDED THE MOTION. Motion passed unanimously by Commissioners Woosley, Lee, & Janik.

d. Resolution 2007-4 - A RESOLUTION to Oppose the Closure of the East Cascade Locks Interchange and Pursue a Variance from Standard Urban Spacing Requirements Which Will Allow the East Cascade Locks Interchange to Remain Open After a New Interchange is constructed at Forest Lane to Accommodate New Development at the Cascade Locks Industrial Park.

Mayor Freeborn stated that this Resolution would come before the City Council next week.

COMMISSIONER LEE MADE A MOTION APPROVING RESOLUTION 2007-4 BY TITLE. COMMISSIONER JANIK SECONDED THE MOTION. Motion passed unanimously by Commissioners Woosley, Lee, & Janik

**e. Staff Reports:
Pat Albaugh (Finance Department)**

May Overview

Expenses exceeded revenues in the month of May because of the construction of the Campground Restroom/Showers. The project should be completed in June and the \$75,000 in grant revenue will be recognized at that time.

Next month there should be a negative cash flow.

5/31/07 Balance Sheet

Available funds increased during the month but the Accounts Payable balance was much higher due to the campground contractor invoice. This invoice will be paid in June resulting in a negative cash flow for that month.

YTD Budget Variance Report

Revenues continue to exceed budgeted numbers except for the grants that were budgeted but not received yet.

Expenses are below budget at this time. The Underpass and Sailing grants (budgeted at \$1,100,000.00) will not be received this fiscal year.

Operating Statement

Financials show an operating loss for the month of May. June should be positive due to the timing of revenue recognition for the grant projects.

- AWI did not rent the Pavilion or Thunder Island in May.
- Fantasy Cruises docked the Island Spirit in the Locks twice.
- Lindblad Expeditions docked the Sea Lion in the Locks once.
- Will be using the same auditor this year, will go out for RFP next year.
- CGRA has done some work on there building at the beach.

Dale Davis (Maintenance Department)

- House 3 repairs, siding has started.
- Tents up in the park
- Beach grass is growing, continuing to work on the landscaping.
- Hired two new seasonal people.
- Snyder is clearing Herman Creek property.

Commissioner Lee discussed new kid hangout along river, is it Port property and Port liability. Daughtry stated that he would look into it, may be the area that Brostoff will be clearing.

Patty Jo Barnes (Bridge of the Gods)

- Pacific Crest Trail Association cleaned and fixed shed looks great.
- Everyone at Bridge is happy and pleased that the Port is able to do things (improvements) that they haven't been able to do in the past.

Nick Kraemer (RARE Report)

Lock Tender Homes-**Almost completed 6/21/07**

- Versatile Sash, Windows, and Doors and Oculus Fine Carpentry
 - Prepping siding and windows
 - Progress being made every day
- Maintenance Staff removed siding
- SHPO Grant Paperwork to be turned in by June 30th

- Researching SHPO CLG Program

Visitor Center Doors

- Hale Construction installed all four sets
 - Working on weather stripping
 - Keyed all locks the same

Bathroom Doors

- Returning metal frame doors
- Always Quality Construction bidding on composite frame doors
- Using Crown Door and Supply Inc.

Land and Water Conservation Fund: Restroom/Shower Complex

- Completed
- Hood River Plumbing
 - Adjusting timing on showers
- Working with local agencies for permitting
 - Getting all inspections finalized
- Keeping track of paper work to comply with state regulations and apply for grant reimbursement

Commissioner Lee asked if we could charge for the showers. Daughtry stated that we charge non-campers \$2.00

Pacific Crest Trail Days

- Working with Dana on ideas for the event
Healthy Forests, Healthy Communities
- Initiated contact for Herman Creek Site

RARE

- Applying to Fellowships with the U of O
- End of the year meeting in The Dalles
- Received word that we will get a RARE person next year

f. Chuck Daughtry (GM Report)

- **BEACH IMPROVEMENTS:** Excavation of the parking area is completed. The Port issued purchase orders to Hood River Sand and Gravel for crushed rock and with Rick's Fencing of Gresham for a new fenced area for CGRA use. We added three additional sprinklers to the beach, reseeded with 50 pounds of seed, and had a contractor re-hydro seed with an overlay of mulch and fertilizer.
- **PCT Association:** Daughtry stated that there has been discussion in town about the association renting space from the Port, our goal is that they relocate there office in CA to Cascade Locks, as an incentive we gave them a very good deal just to get the representative to town. Anyone wishing to advertise there commercial property on our website please give us the information.
- Level One meeting in Cascade Locks this Thursday at 10:00 am in the pavilion.
- Richard A. Krikava from the office of Senator Gordon Smith visited with Mayor Freeborn and CA Seeger, he is a big fan of the sailpark.
- Sent about 300 letters out asking for donations for fireworks.
- Thanks to all the Lions and Ken Hutton for helping to put up the tents.

July 5th, 2007 meeting canceled.

g. Monthly Calendar/ Recess: Commission President Woosley recessed the meeting at 7:50 pm.

VI. Executive Session under ORS 192.660

Commission President Woosley called the Executive Session to order under **ORS 192.660 2(e) Real Property Negotiations at 8:00 pm.**

Those present: Commissioners Woosley, Lee, & Janik. GM Chuck Daughtry, Kris Miller, Attorney Jerry Jaques, Pat Albaugh, Nick Kraemer, Don Singer, & Jason Spadaro.

Commission President Woosley adjourned the Executive Session at 9:50 pm and returned to Regular Session.

No further action taken.

Commission President Woosley adjourned the Regular meeting at 9:51 pm.

Submitted by Kristi Bengtson