

## PORT OF CASCADE LOCKS

The Port of Cascade Locks Commission Meeting was held Thursday, November 15th, 2007 at the City Hall Council Chambers, Cascade Locks, Oregon.

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

**II. ROLL CALL:** Commissioners Lee, McLean, Caldwell, Woosley & Janik were present.

**Others present:** GM Chuck Daughtry, Kris Miller, RARE-Julia Babcock, Dale Davis, Pat Albaugh, Don Haight & Camera Operator Betty Rush.

**III. MODIFICATIONS, ADDITIONS TO AGENDA:** none

**IV. ITEMS FROM THE FLOOR:**

**a. General Public:** Nothing to report.

**b. Commission:** Commissioner Caldwell commented that some community members would be making and selling wreaths and gingerbread houses on November 20<sup>th</sup>, at the pavilion. Money will be donated to the CL School for decorations for the Winter Concert.

Commission President Lee stated that Community resident Joanne Wittenberg asked him to invite all the Port Commission to serve cookies and coffee at the Festival of Lights Ceremony on December 2<sup>nd</sup>. Commissioner Lee also stated that on November 19<sup>th</sup>, 7 pm at the HR County School District Building there would be a meeting regarding the Community Education Summer Sailing Program.

**c. Government Officials:** 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's October 18<sup>th</sup> & November 1<sup>st</sup>, 2007.

**b.** Approval of Bills dated November 15th, 2007 in the amount of \$ 42,938.96.

**c.** Approval of October payroll in the amount of \$54,583.20.

**COMMISSIONER WOOSLEY MADE A MOTION TO APPROVE THE CONSENT AGENDA. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Janik, Woosley & Caldwell.**

**VI. OLD/NEW BUSINESS:**

**a. Staff Reports:**

**Dale Davis (Maintenance Department)**

- Attended Bridge Maintenance Conference with Maintenance Staff, great conference made lots of contacts.
- Winterizing the park, campground & marina.
- Surplus Sale today – Saturday.
- Community Center carpet has been replaced.

**Pat Albaugh (Finance Department)**

**October Overview**

October was another positive month with revenues exceeding expenses and an increase in available funds. Revenues are declining as we enter the winter season and the variance between revenues and expenses is narrowing.

Bridge revenues were down compared to last October. This will have to be watched closely for our budget as the majority of our revenues are tied to tolls.

#### **October Balance Sheet**

Available funds increased during the month. The amount of prepaid expenses is decreasing. The insurance policies renew on January 1 and will require large cash payments.

Debt payments are reflected on the Balance Sheet rather than the Operating Statement this year. This is proper accounting. In the past it was put on the Operating Statement for budget review and because the change in assets and liabilities were not fully reported. The Balance Sheet is now provided each month with the financials.

#### **October Operating Statement**

Revenues exceeded expenses for the month.

Moorage is currently less than last year due to a change in lease terms. Annual moorage used to be different for each boat owner depending on when they first moved their boat into the marina. All tenants have been converted to calendar year terms. Moorage revenue will increase dramatically in January.

#### **YTD Budget Variance Report**

Currently operating below budget on total expenses and above budget on revenues.

- AWI had no Island or Pavilion rentals in October.
- American Safari Cruises docked twice at Bradford Island and twice in the Locks. Cruise West docked 9 times at Bradford Island (Spirit of Alaska, Discovery & '98). Lindblad Cruises docked 16 days in Locks including 9 days for maintenance work. Done for the season
- There will be a demo on the new sound system for city council chambers next week.
- Surplus sale (City & Port) through Saturday, taking bids on some items.
- Security Alarm has been upgraded in Maintenance Building along with a new receiver at the Bridge.
- Continuing to work on the audit.
- Selling Annual passes for 2008, will be advertising locally and also the local papers.
- Currently shopping insurance.
- CPR/First Aid Training next week.

#### **Rare Report – Julia Babcock**

##### **LEAP Renewal**

- Spoke to Joel and Nick, both were enthusiastic about the program continuing.
- Left message with contact for RDI (Kristen Dahl) to figure out steps to move forward.

##### **Visitors Center Remodel**

- Word document created showing requirements in conjunction with Dean Nygaard's recommendations
- Work with Port and Sternwheeler staff on design for remodel

##### **Milfoil Treatment**

- Contacted Advanced Planning Solutions, Inc. for a meeting

##### **RARE**

- Turned in work plan on 11/9/2007
- Attended meeting with fellow RARE participant addressing local food issues 11/7/2007. "Gorge Grown"
- Attending Effective Communication/Conflict management. With Joe Atkin and Suzanne Atkin on 11/14/2007

### **Preserving Oregon Grant 2007**

- Application completed and submitted November 1, 2007, awaiting decision

### **2008 Recreational Trails Grant**

- Letter of Intent completed and submitted November 2, 2007
- Grant deadline 1/7/2008

### **b. GM Report – Chuck Daughtry**

#### **DRAFT EIS**

- No news on release of the DEIS by the Department of Interior. The DOI is not responding to our attempts to contact by local and State elected officials. Sent a thank you to Congressman Walden & Senator Smith for their support.

Commission President Lee stated that he saw Congressman Walden at an event and personally thanked him for all his support.

### **BEACH IMPROVEMENTS**

- Met with Jarvis Brecker to discuss upcoming season. We will be making a presentation to the Oregon State Marine Board in January about our needs for expanding the Sailing. Will call Bob Montgomery (sits on the Board) to discuss prior to the presentation.
- Discussed dock needs with George Selfridge of MSS in Hood River. They have a dock that may be used for the beach over this summer. Also discussed the use of the Old Locks for boat refurbishing.
- Hal informed us that our \$100,000 HUD grant is still included in a spending bill that will go to the President for a likely veto and then back to Congress for revamping, which we are hopeful that we can survive.

Discussion on investigating the use of the dredge materials from the Port of Hood River site.

### **UNDERPASS PROJECT**

- Parametrix is working on draft scope of agreement.

### **MISCELLANEOUS**

- Meeting with the Lions to share vendor information for possible sponsors for Sternwheeler Days. Dan Yates has arranged for the Portland Steamer to be in Cascade Locks for Sternwheeler races.
- Working on contract with Chris Bernhardt for Mountain Biking proposal.
- Wilderness Bill is once again moving in the Senate.
- Attended Oregon Public Ports meeting in Salem. Will participate on the Communications Committee.
- Attended Government-to-Government meeting at Warm Springs.
- Generator at Bridge is up and functioning.
- Attorney Jaques is working on the broker agreement.
- Doesn't appear that the Go-Kart event will be happening this year, there is a National event happening that same weekend.
- Port Newsletter will be out next week.
- Oregon Information Travel Council (OITC) contacted us for permission to put up an information sign (like the ones you see on the freeway) on the Oregon side of bridge coming in from Washington. Daughtry stated that the OITC had a request from the Pacific Crest Pub for the signage. Daughtry stated that staff would like to make these signs available for all the local businesses. There is no cost to the Port the business's pay OITC directly. Discussion on placement and quantity of signs. Commission would like to see the agreement include an option out with one-year notice.
- November 30<sup>th</sup>, at 2 pm there is the ribbon cutting for the Eastern Gateway project.

- Staff is considering signs/banners for the Bridge, brackets already in place. Staff is thinking about having the CL art class design something, would like a sign welcoming people to Cascade Locks, there is also an area for banners to be hung to advertise events. Commission consensus to proceed with getting cost estimates.

**c. Monthly Calendar Review:**

**VII. Recess/Adjournment**

Commission President Lee recessed the regular meeting at 8:00pm. 15 minute break

**VIII. Executive Session**

Commission President Lee called the Executive Session to order under ORS 192.660 2 (e) Real Property Negotiations & 2 (f) Exempt Documents at 8:15 pm.

In Attendance: Commissioners Lee, McLean, Caldwell, Woosley & Janik. Also: GM Daughtry, Attorney Jaques, Staff Miller and Albaugh.

Discussion: Business Lead, Dan Yates proposal & Railroad property

Commission President Lee adjourned the Executive Session at 9:08 pm and returned to regular meeting.

**COMMISSIONER WOOSLEY MADE A MOTION TO ADJOURN THE MEETING. COMMISSONER JANIK SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Janik, Woosley & Caldwell.**

Meeting adjourned at 9:08 pm.

Submitted by Kristi Bengtson