

PORT OF CASCADE LOCKS

The Port of Cascade Locks Commission Meeting was held January 18th, 2007 at City Hall Council Chambers, Cascade Locks, Oregon.

6:30 - Executive Session – no quorum.

7:00- Commission President Woosley called the Executive Session to order under ORS 192.660 2(e) Real Property Negotiations & 2 (f) Exempt Documents, quorum present.

Present: Commissioner's Woosley, Lee, Janik & McLean.

Others: GM Daughtry, Port Attorney Jaques, Staff Miller, Albaugh, Kraemer & HR News Sue Ryan.

Daughtry stated that Don Singer was not able to attend Executive Session.

Discussion:

- Warm Springs Tribe agreements
- SDS Leasehold

Commission President Woosley adjourned the Executive Session at 7:30 pm.

I. MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE: Commission President Woosley called the meeting to order at 7:30 pm.

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

Others present: GM Chuck Daughtry, Attorney Jerry Jaques, Kris Miller, Pat Albaugh, RARE -Nick Kraemer, Pat Evenson-Brady –HR County District School Superintendent, Dan Yates & Jeff Caldwell from the Portland Spirit & Betty Rush.

III. ITEMS FROM THE FLOOR:

- a) **Pat Evenson-Brady, Hood River County District Superintendent:** She explained that Oregon State Representative Smith and State Senator Metzger will be submitting a Bill on behalf of the Hood River County School District that would permit school construction on High Value Exclusive Farm Use Land (which is normally prohibited) outside the Urban Growth boundary but within three miles of the UGB and the extension of city services to the schools outside the UGB. She stated that the Bill is limited to Hood River County. She distributed a report on the District schools growth and needs. She stated that she would like a letter of support for the Bill from the Port Commission.

COMMISSIONER JANIK MADE A MOTION DIRECTING STAFF TO PREPARE A LETTER OF SUPPORT FROM THE PORT COMMISSION SUPPORTING THE PROPOSED "BILL". COMMISSIONER MCLEAN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY BY COMMISSIONERS WOOSLEY, LEE, JANIK & MCLEAN.

- b) **Dan Yates-Jeff Caldwell, Portland Spirit –AWI:** Yates & Caldwell updated the Commission on Sternwheeler updates and repairs made in the shipyard including galley, walk-in cooler, firewall, electrical, point of sale, engines, tables & chairs. Yates discussed gearbox replacements. Yates & Caldwell reviewed proposed Visitor Center updates. Proposal includes food service area remodel with new seating inside and outside. Separating the information center from the area of ticket sales, adding a door to the outside of gift shop, staining floor, new lighting, new paint and carpet in sales office. Commissioner McLean asked about the historical lights and artifacts. Yates stated that the lighting would be replaced, and stored. Other historical artifacts would remain in center. Commissioner McLean suggested trying to incorporate the current lighting fixtures.

Commissioner Lee stated that this is very exciting and is very pleased with their commitment. Discussion on visitor center doors. Commission directed staff to look into accelerating the replacement of the doors.

Caldwell & Yates discussed the coming season's schedule and new brochure.

COMMISSIONER LEE MADE A MOTION APPROVING AWI'S VISITOR CENTER IMPROVEMENTS AS PRESENTED. COMMISSIONER JANIK SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY BY COMMISSIONERS WOOSLEY, LEE, JANIK & MCLEAN.

- c) **General Public:** No comment's
- d) **Commission:** No comment's
- e) **City of Cascade Locks:** No comment's

IV. CONSENT AGENDA: (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion).

- a) **Approval of Minutes: Regular Meeting dated January 4th, 2007 & Joint/City Port Workshop dated December 12th, 2006.**
- b) **Approval of Bills dated January 18th, 2007 in the amount of \$54,743.13**
- c) **Approval of December 2006 payroll in the amount of \$40,001.06**

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

V. OLD/NEW BUSINESS:

a) **Appoint Budget Committee:**

Staff Miller stated that she received one letter of interest (included in packet) from Joshua Drake. Miller stated that the other position would remain open until filled.

COMMISSIONER MCLEAN MADE A MOTION APPROVING THE APPOINTMENT OF JOSHUA DRAKE TO THE PORT BUDGET COMMITTEE. COMMISSIONER JANIK SECONDED THE MOTION. Motion passed unanimously by Commissioners Woosley, Lee, Janik & McLean.

b) **Discussion on PNWA Conference, Washington D.C. (March 3-9th, 2007):**

Daughtry stated that the Commission had discussed this at the last meeting. He stated that the cost per person based on past trips was about \$3000 per person, which includes the PNWA fee. Daughtry reviewed Hal Heimstra's recommendation. Daughtry stated that perhaps we could uncouple the trip with PNWA and/or shorten the trip. Commission consensus was that it is very important to make a trip to Washington D.C. Commission feels it is very important to meet with congressional staff, Commission direction to work with Heimstra on schedule. Commission would like Daughtry and Commissioner McLean to travel to Washington DC.

c) **Staff Reports:**

Accounting Report: Pat Albaugh reported the following:

December Overview: Expenses exceeded revenues for the first time this fiscal year but the available cash balance held steady.

December expenses where the highest of the fiscal year. A large part of those expenses were the payments on two Industrial Park loans.

The Revenue and Expense chart shows the income/loss gap per month.

12/31/06 Balance Sheet: Available funds held steady during the month of December. The fund balance may decline slightly in the month of January.

YTD Budget Variance Report: Revenues continue to meet budgeted numbers. Expenses are below budget at this time due partly to timing. This variance will decrease as projects are completed and expensed.

Operating Statement: Expenses exceeded revenues for the month but the bottom line is pretty flat when the \$10k Industrial Park Option Liability is factored in.

AWI did not rent the Pavilion or Thunder Island in December.

- Sold 29 annual bridge passes to date.
- Payroll: W-2's & quarterly's are done
- Draft of audit report – today. Discussion on current auditor's performance. Commission suggested giving him a deadline.
- Computer & DSL installed at bridge
- Will be installing a credit card processor at bridge.

Rare Report: Nick Kraemer reported the following:

MLK Day Grant

- Ordered paint and supplies with Dale's help. Port staff helped with scaffolding.
- Organized 41 volunteers over the course of the weekend for a total of 368 hours of work completed. Totaling \$6,700 of labor and supplies donated to the city.
- Gym completely painted. Locals organizing with school for a mural.

SDAO – Safety and Security Grant

- Completed grant application.
 - Additional security cameras
 - Generator

LEAP

- Next meeting on this Saturday from 9-11am in the City Hall Gym.
- Odell/Parkdale attendance to kick-off event was nearly 200 residents.

Land and Water Conservation Fund: Restroom/Shower Complex

- Working with Jerry to cover legal issues. Utilizing Port of Hood River wordings.
- Researching public contracting rules.
- Received reasonable bid from Romtec and they continue to be helpful.

Sailing Beach

- Prepare for OSMB Grant Writing Workshop on January 30.
- Floating dock, pump station, bathrooms at beach.
- Clean Marina Meeting on January 24. Recycling at marina.
- Networking with Skamania County Parks and Rec.

House 3

- Conversations with head of Historic Preservation Department at the U of O about the possibility of making all three houses a project taken on as an internship by students in the Historic Preservation Program.
- Received good contacts to approach with project to get funding.

RARE – Americorps

- RARE members came to volunteer for the MLK Day Project.
- Working on 1st quarter assessments for RARE.
- Meeting with RARE members and current PPPM students in Sunriver.
- Completed graduate school application to PSU and working on one for U of O.

d) GM Report:

WARM SPRINGS

- Delivered synopsis of the Warm Springs agreement to all Commissioners. There are a couple of revisions that will be incorporated into a new version. Met with Jerry Jaques to review all documents. Drafting a list of discussion points for Commission review.
- Cancelled due to weather, will reschedule. ODOT/Columbia River Scenic Highway meeting scheduled for next Wednesday, January 17th at the Troutdale office to discuss impacts to the scenic highway from the proposed Industrial Park interchange. Tribes can proceed with EIS, however they need to modify existing plans to mitigate impacts to the east end of Forest Land. (Mitigation may be as simple as landscaping.)
- Spoke with Megan of HDR. EIS Preliminary Draft is scheduled to be mailed to cooperating agencies, including the Port, for review next week. HDR estimates four weeks turnaround time and another couple of weeks after to incorporate comments.

BUM'S CASTLE

- Permit has been extended to May 31, 2007, waiting for dry weather.

BEACH IMPROVEMENTS

- Preparing permit application with City.

MISCELLANEOUS

- Attended Sternwheeler Days meeting to discuss next year's event. Combining with the Gem & Mineral show.
- Received notice that the Hood River Chamber did not approve request for \$5,000 for Shakespearian Theater feasibility study. (Priority for funding appropriations is for marketing.)
- Attended Gorge Commission meeting in support of the Broughton Landing project.
- Attended Tour Boat operators meeting in Astoria on January 18th along with Dan Yates. Prepared a brochure to market the Gorge to the Tour Boat industry. Good turnout of operators, very receptive to marketing the Gorge.
- Port Commission Workshop on Sunday, January 21 at 1 pm, touring Port properties.
- Meeting with UPRR John Trumbull on Monday, January 22 at 10 am in Portland, to discuss options for Marine Park underpass. Commissioners McLean and Janik will attend also.

VI. MONTHLY CALENDAR:

Commission President Woosley adjourned regular meeting at 9:25 pm

Submitted by Kris Miller