

PORT OF CASCADE LOCKS

The Port of Cascade Locks Commission Meeting was held January 4th, 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, Caldwell, McLean & Janik.

Others present: GM Chuck Daughtry, Attorney Jerry Jaques, Kris Miller, Pat Albaugh, Dale Davis, Nick Kraemer, Phyllis Thiemann & Betty Rush.

III. ITEMS FROM THE FLOOR:

- a. **General Public:** No comment's
- b. **Commission:** Commissioner McLean reminded the community that there is a FREE Mobile Medical Clinic on Wednesday's & Friday's; it is located in the parking lot at the grocery store.
- c. **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).

- d. **Approval of Minutes: Regular Meeting dated December 7, 2006**
- e. **Approval of Bills dated January 4th, 2007 in the amount of \$110,923.43**
- f. **Approval of November 2006 payroll in the amount of \$39,783.80**

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

V. OLD/NEW BUSINESS:

a) Appoint Budget Committee:

Staff Miller stated that she has not received any letters of interest to date. Miller stated that the positions would remain open.

Commissioner Woosley stated that there are only about 2 meetings per year and to please contact Kris Miller at the Port office if interested in participating.

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

Daughtry stated that attending the conference these past two years have been very valuable. Daughtry reviewed appropriations to-date. However Daughtry stated that at this time with the change in congress he is not sure if it is as important this year.

Daughtry stated that from what he has heard the earmark for the sailpark is out so we may need to do additional lobbying at a later date. The casino will be in the EIS process, so there may be no need to lobby on that issue. Daughtry stated that he is wanting to get feedback from the Commission as to their feelings about going to Washington DC with PNWA to help them with their lobbying effort.

Daughtry stated that we are looking at other means of funding that is not on the Federal level. Daughtry questioned whether it would be effective this year or can we utilize our lobbyist to continue the work on the funding & other issues.

Commissioner McLean stated that she felt it was important to go, even if it is only Daughtry that attend to support PNWA and network.

Commissioner Caldwell asked if PNWA could support the changing of the Scenic Act or endorsing the Broughton Mill project. Discussion. Daughtry to discuss with PNWA.

Commissioner Janik asked about the monies we lobbied for last year. Daughtry stated that from information he has gathered the earmark for sail park money is gone, but we had such support for it that we are hoping it will be included in something else. The landswap issue is up in the air until the next session and the casino issue is ongoing, waiting for the EIS process.

Daughtry stated that we still have a month to make a decision.

c) Discussion/Approval on changing credit card processor and adding credit card machine at Tollbooth (Bridge):

Staff Albaugh stated that our current cc processing company can no longer serve the Port and we have found a company that has a good rate and can provide a credit card machine at the Bridge that will give immediate approval to the customer. Commission discussion.

COMMISSIONER MCLEAN MADE A MOTION AUTHORIZING THE CHANGE OF CREDIT CARD PROCESSING TO AM PAYMENT SERVICES AND AUTHORIZING THE ADDITION OF A CREDIT CARD PROCESSOR TO THE BRIDGE OF THE GODS TOLLBOOTH. COMMISSIONER CALDWELL SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY BY COMMISSIONERS WOOSLEY, LEE, CALDWELL, MCLEAN & JANIK.

d) Staff Reports:

Accounting Report: Pat Albaugh reported the following:

November Overview

Revenues decreased sharply in November but it remained a positive month with revenues exceeding expenses. Available funds did not decline for the first November in many years.

Financially surpassed last year quicker than anticipated. The fund balance and operating income are better than last fiscal year at this point. This is a very positive trend that should continue through the fiscal year.

11/30/06 Balance Sheet

Available funds held steady during the month of November. Last year the cash balance declined by more than \$120,000 during the month of November.

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

Revenues declined but expenses also declined. The trend has been positive but that should flatten out over the next few months. As long as expenses can be kept in check the Port should end this transition year in a better financial position than it started.

- AWI did not rent the Pavilion or Thunder Island in November.
- Commissioner Lee asked if the Spirit made their sales numbers. Albaugh commented that he has not seen their year-end numbers, but they felt very confident about making their goal.
- GM Daughtry commented that Dan Yates would be at the next Commission meeting to discuss plans for the Visitor Center. Daughtry also stated that the

Spirit replaced the main drive gears on the Sternwheeler. Daughtry stated that he would be setting up a meeting with Jeff Caldwell (Sternwheeler Ops) and the local businesses.

- Albaugh stated that the audit is almost complete. Fixed asset list was very outdated, have been working on and almost completed the update, so it will be current.
- Albaugh stated that they are working on providing internet access to tollbridge. This will help communication between the office and bridge, they will also have access to "travel advisories" etc.
- Sold 22 annual passes to date.

Event Report: Phyllis Thiemann reported the following:

- **November:** Starving Artist Show and Sale was a success. Eight Artists participated and were pleased with their sales. Attendance could have been better, but for a quick show, the response was good. There were several artists who expressed interest in the show for 2007 and have asked to be on the mailing list for invited artists. A meeting was held in December to identify and contact key people to work on this show. A second meeting will be in late January or early February.
- **December:** The Festival of Lights was a success this year. The Cinnamon Bear was a great addition as well as the wonderful luminaries the 4-H Group made. The committee was very thankful to the Port for the donation of the cocoa and the hot cider mix. It was fun to see all the participation in the Christmas Carol sing-a-long. As usual, the cookies were a big hit. Debora Lorang did a great job with the kids making tree decorations. Next year, it would be nice to expand that and have more help. The Cascade Locks Band was a real treat to have perform. The Christmas lighting contest was a good one this year. The judges had a difficult time determining the winners. They did think the Bridge of the Gods looked exceptionally festive and wanted to let Port know how nice it looked.
1st Place Rudy and Samantha Verschuren, 2nd Place Bev Stubbs, 3rd Place Travis and Shellie Pardue
- **Other updates:** The website committee met and discussed what should be on the updates for the Tourism website.
The Calendar of Events is almost complete. We are waiting to hear from the Electric Car Races for their event date. This should be confirmed by Monday, January 8, 2007. Once this is confirmed, the printer should have them printed and ready within the week.
Festival of Nations Committee has been hard at work on securing sponsorships for the 2007 event. Elaine Johnson and Floyd Calica are heading up the sub-committee on sponsorships. Those should be completed by the middle of January and sent out.
There have been several vendors inquiring about Sternwheeler Days and Festival of Nations already. It looks like we are heading in with a better outlook for 2007. The applications will also be online once the website is updated. The next Sternwheeler Days committee meeting is Friday January 12, 2007 at noon in the City Council Chambers. We are looking for more volunteers and would love to have you attend.

Maintenance Report: Dale Davis reported the following:

- Park cleanup continues after each storm.
- Beginning to take Christmas lights down at the bridge, have ideas for new designs.
- Working with Nick & Joel on gym painting project.
- Replacing handrails at Community Center.
- Minor repairs to restroom in middle of park.

- Organizing tool shed, building shelves.
- Maintenance Crew to start welding classes at Mt. Hood Community College
- Thanks to Don Haight for clearing Port lot on Wanapa. Anyone wanting some firewood please contact Dale Davis.

Commissioner McLean asked what repairs have been done to House 3. Davis stated that they put tarps over the damaged side of House 3.

Commissioner Caldwell commented that a railing on the bridge is damaged.

Rare Report: Nick Kraemer reported the following:

Land and Water Conservation Fund: Restroom/Shower Complex

- Received bid. Under budget. Working on details.
- See Hand-outs-discussion-ADA-paving campground

Sailing Beach

- Prepare for OSMB Grant Writing Workshop
- Floating dock, pump station, bathrooms at beach
- Clean Marina Meeting

MLK Day Grant

- Ordering Paint and supplies
- Organizing workgroups

LEAP

- Kick-off event on December 16th went great
- Next meeting February 3rd at the City Hall gym

SDAO – Safety and Security Grant

- Working on grant application
 - Additional security cameras
 - Generator
- Corresponding with Pat to put together application

RARE – Americorps

- RARE Training – Bend - December 14-15
 - Grant Writing and GIS Training
- Working on 1st quarter assessments
- Completing Grad School Applications

e) GM Report:

Warm Springs

- Attended Level 2 meeting at ODOT concerning justification of variance request on interstate spacing. ODOT needs to issue a variance on spacing requirements on new interchanges within 3 miles of existing interchanges. (New interchange is within three miles of Wyeth Road and Truck Weigh station.)
- EIS Draft has been delayed to at least the first week in February, pending resolution of the freeway spacing issue.
- Enclosed is the engagement letter with Ball Janik concerning legal services assisting in final preparation of the agreements with the Warm Springs, specifically focusing on contract purchasing requirements. (The Commission previously authorized this agreement by consensus.)

Bum's Castle

- Site is too wet for contractor to access. Requested extension of permit date from John Trumbull at Union Pacific Rail Road. (Current permit expires Dec. 31st.) Extension approved.

Beach Improvements

- Received map of detailing site grading and erosion plan at the beach, which will be submitted, to City for permit approval.

Industrial Park

- SDS and the Warm Springs are meeting directly to discuss land issues.

Sternwheeler:

- Sternwheeler return to Cascade Locks is scheduled for January or February.

Miscellaneous

- We received many appreciative comments complimenting the Port on the Seasonal decorations at the Bridge Toll House and the free passage on Christmas Eve and Christmas Day.
- To date, we have sold 22 of the new annual passes at the Bridge of the Gods.
- Staff will follow up with another employee training session.
- There is a meeting of the Tour Boat Industry in Astoria on January 18th, which will be attended by several Ports in the Gorge.
- Thanks to Don Haight for clearing Port property.
- Rose Theatre project is applying for grant with Hood River Chamber
- Community members starting a beginners sailing school, working with CGRA.
- Need to set up meeting with Commission and CGRA board of directors.
- Need to set up Strategic Planning meeting with Commission. Discussion, tour of Port properties on Sunday, January 21st, 1 pm.
- Meeting with John Trumbull (UP Railroad) regarding Underpass project. Commissioner Lee and Janik to attend.

Staff Miller stated that Special Districts Elections are May 15, 2007. Three open positions for the Port. Filing begins February 3rd, 2007.

VI. MONTHLY CALENDAR:

VII. RECESS: Commission President Woosley recessed regular meeting at 8:20 pm. And entered into Executive Session under ORS 192.660 2 (e) Real Property Negotiations & 2 (f) Exempt Documents.

Break from 8:20 to 8:30 pm.

VIII. EXECUTIVE SESSION UNDER ORS 192.660 – 2 (e) REAL PROPERTY NEGOTIATIONS & 2 (f) EXEMPT DOCUMENTS:

Present: Commissioners Woosley, Lee, Caldwell, McLean & Janik.

Others present: GM Daughtry, Attorney Jaques, Staff: Kris Miller, Pat Albaugh & Dale Davis.

Discussion: SDS lease & Warm Springs Tribe agreements.

Commission President Woosley adjourned Executive Session at 9:55 pm and returned to regular meeting.

Commission President Woosley adjourned regular meeting at 9:56 pm

Submitted by Kris Miller