

PORT OF CASCADE LOCKS

The Port of Cascade Locks Commission Meeting was held February 15th, 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 7:02 pm.

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

Others present: GM Chuck Daughtry, Attorney Jerry Jaques, Pat Albaugh, Dale Davis, Nick Kraemer, Sue Ryan & Betty Rush.

III. ITEMS FROM THE FLOOR:

a. General Public: No comments

b. Commission: Commissioner Lee reported on meeting with Jarvis Brecker of the CGRA and Port staff regarding the beach improvements. Commissioner Lee supports the proposed changes (regrade beach according to our permit, reconfigure storage area, flatten area for trailer parking, cut back bank and add retaining wall, move CGRA's portable building in front of the iron fence toward the point). Commissioner Lee stated that he would like the CGRA to paint and dress up their portable building so it looked better.

GM Daughtry said he would contact Hood River County for assistance in moving material from the area. Daughtry stated that CGRA member Peter Tuck from Olson Engineering has volunteered to do the engineering of the retaining berm against the south end of the parking lot after the excavation is done.

Commissioner Lee stated that he would like to make sure the Port supports the Spirit in their operations by removing the VC showers (once new showers are available in the campground) and upgrading the VC restrooms. Commissioner Lee reported that the CGRA did not see a need for showers at the beach area but a need for restrooms to serve the marina and beach users.

Commissioner Janik asked where the big light fixtures in the VC were going to be stored if removed. Daughtry reported AWI has decided not to remove the fixtures.

Commissioner McLean reported that she attended Oregon Rural Days in Salem with GM Daughtry and RARE Kraemer. Commissioner McLean expressed concern for adequate affordable housing in Cascade Locks and did not want to see the housing issues experienced in Bend, Hood River, or Ashland. Commissioner McLean has asked the Mayor of Cascade Locks to appoint some representatives from Cascade Locks to attend the Mid-Columbia Housing Summit in Hood River on April 6. Oregon Representative Walden and Washington representative Baird as well as five Washington and Oregon counties will attend this meeting.

c. City of Cascade Locks: No comments

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: dated February 1st, 2007

b. Approval of Bills dated February 15th, 2007 in the amount of \$33,341.79

c. Approval of January 2007 payroll in the amount of \$38,070.76

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

V. OLD/NEW BUSINESS:

a. Appoint Budget Committee:

Staff Albaugh stated that no new letters of interest have been received.

b. Staff Reports:

Maintenance Report: Dale Davis reported the following:

- Thanked everyone for flowers and well wishes while he was out.
- Continuing to remodel park bathrooms, currently working on the floors.
- Maintenance crew has organized tractor shed.
- Thanked the work crew for cleaning up park near bridge.
- Working on next years budget.
- Welding classes at MHCC are going well.

Commissioner Lee asked about spot painting on the bridge, would like to see the Port get progressive on maintenance of the bridge. Davis stated that he and his staff will take care of the painting that is reachable from the decks and the he will be including money in next year's budget for additional bridge maintenance.

Accounting Report: Pat Albaugh reported the following:

January Overview

Expenses slightly exceeded revenues in January and the available cash balance declined for the first time this fiscal year. Prepaying the insurance policies for the calendar year offsets the cash reduction.

1/31/07 Balance Sheet

Adjusting entries for last fiscal year were posted and the balance sheet reflects the updated numbers. The available cash balance declined over eighteen thousand dollars in the month of January but that is much better than last January when the cash declined over ninety thousand dollars. Balance Sheet shows the Port in a much stronger financial position compared to this point last year with a higher cash balance, more prepaid expenses, lower payables, and reduced long-term debt

YTD Budget Variance Report

Revenues continue to exceed budgeted numbers.

Expenses are below budget at this time. The variance will decrease when the campground restroom and House 3 projects are expensed.

Operating Statement

January was a break-even month. This is an achievement compared to prior years.

- AWI did not rent the Pavilion or Thunder Island in January.
- Computer is working well for communicating with the bridge.
- Credit card machine has been installed at the bridge so coupon books may be bought at the tollhouse with credit cards.
- Draft audit is complete and auditor is reviewing and editing our comments for the final report.
- Reviewed Budget timeline

Rare Report: Nick Kraemer reported the following:

Lock Tender Homes

- Versatile Sash, Windows, and Doors visited the site and returned a bid for the windows.
- Oculus Fine Carpentry visited and is working on a bid.

- State Historic Preservation Office additional funding:
 - Certified Local Government Program
 - City Ordinance
 - Commission
 - Presentation

Visitor Center Doors

- Received bids:
 - Harry Battaglia of The Dalles
 - Tum-a-Lum Lumber
- Awaiting bids
 - Versatile Sash, Windows, and Doors
- Authorization to accept bids with a total budget of \$20,000

COMMISSIONER LEE MADE A MOTION AUTHORIZING THE GENERAL MANAGER TO AWARD A CONTRACT TO LOWEST BIDDER FOR PURCHASING AND INSTALLING THE VISITOR CENTER EXTERIOR DOORS (4 DOUBLE, 2 BATHROOM, AND 1 SINGLE) IN AN AMOUNT NOT TO EXCEED \$20,000. COMMISSIONER MCLEAN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY BY COMMISSIONERS WOOSLEY, LEE, MCLEAN & JANIK.

Land and Water Conservation Fund: Restroom/Shower Complex

- Starting bid process
 - Bid Notice going out on February 21
 - Equivalent Offers by February 26
 - Bid Closing on March 7
 - Choosing bid on March 12

Sailing Beach

- Attended the OSMB Grant Writing Workshop on January 30.
- Discussed grant application for bathrooms. Apply to first round grants (July).
- Researching Clean Marina Program.

LEAP

- Planning the large function happening on March 9th.
- Next meeting on Saturday the 21st from 9-11am in the City Hall Gym.

Pacific Crest Trail Days

- Brainstorming and identifying possible partners.

Parks and Recreation

- Local Government Grants Workshop

RARE – Americorps

- Rural Oregon Days

SDAO Grant

- Received grant for additional cameras at the bridge. Two cameras will be put on the bridge to see the Washington side and two cameras will be used to identify license plates.
- Grant was for \$907.50 with a match of \$907.50 from the Port.

c. GM Report:

Casino EIS

- Responded with written comments on the Draft EIS Casino documents, supporting the conclusion of no significant negative impacts. The letter and comments were all positive.
- Requesting a community meeting with ODOT to discuss the interchange issues and standards.

Beach Improvements

- Received copy of permit from City. Setting up meeting with interested community members, staff and CGRA to discuss scope of project. Contacting UPRR concerning approval of improvements.

Rural Oregon Day

- Attended Rural Oregon Day at the State Legislature in Salem along with Jean McLean and Nick Kraemer. Met with Senator Metzger and Congresswoman Smith.

SDAO Annual Meeting

- Attended SDAO meeting in Corvallis along with Pat Albaugh.

Fire Department

- I have scheduled a meeting with George Dunkel of SDAO to discuss fire protection of Port property, including new investment, maintenance and easements. The meeting is scheduled for Monday, Feb. 26th at 10am in the Port office.

Miscellaneous

- MCEDD Board meeting is February 17, 2007. It will include a tour of the mudslide damage in Skamania County.
- Commissioner Woosley asked the commission how they felt about scheduling one meeting a month instead of two. Commissioners McLean and Lee were against only having one meeting a month, they felt they would be out of touch. Commissioners Woosley and Janik were for the idea as additional meetings could be scheduled as needed. Discussion tabled until full Commission is present.

VI. MONTHLY CALENDAR: Review

VII EXECUTIVE SESSION: Not needed.

VIII. ADJOURN/RECESS: Commission President Woosley adjourned regular meeting at 8:05 pm.

Submitted by Pat Albaugh