

PORT OF CASCADE LOCKS

The Port of Cascade Locks Commission Meeting was held April 19th, 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 7:05 pm.

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

Others present:

Staff: GM Chuck Daughtry, Attorney Jerry Jaques, Kris Miller, Pat Albaugh, Nick Kraemer arrived at 8:30 pm.

Public: Rob Brostoff and Betty Rush (camera operator).

III. ITEMS FROM THE FLOOR:

- a. **General Public:** Rob Brostoff (CL resident) representing the neighbors that live on the north side of Riverview Drive is requesting permission from the Port to clear some trees and brush along the river's edge, property is owned by the Port of CL. Brostoff stated that it would be funded through a grant and the homeowners. Brostoff stated that they will make an animal habitat with some of the limbs, they will also mulch up the stumps.

Commissioner Janik asked if all the neighbors were in agreement with the plan. Brostoff stated that all were in agreement, have not been able to reach one of the landowners. Commissioner McLean asked if proper notification and permits were going to be taken care of and asked about any environmental regulations. Brostoff stated that he spoke with Interim City Administrator John Morgan and he stated that it would be a City permit only and that once they had the Port's permission, they would apply for the permit with the City of Cascade Locks.

COMMISSIONER WOOSLEY MADE A MOTION AUTHORIZING THE GENERAL MANAGER TO WRITE A LETTER AUTHORIZING PERMISSION TO THE PROPERTY OWNERS REQUESTING TO CLEAR TREES & BRUSH ALONG THE RIVER ON PORT PROPERTY PENDING OBTAINING ALL APPROPRIATE PERMITS. COMMISSIONER JANIK SECONDED THE MOTION. Motion passed unanimously by Commissioners Woosley, Janik & McLean.

Commission: No report.

City of Cascade Locks: No report.

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 date April 5th, 2007**
b. **Approval of Bills dated April 19th, 2007 in the amount of \$ 44,451.31**
c. **Approval of March 2007 payroll in the amount of \$ 40,696.19**

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

V. **OLD/NEW BUSINESS:**

- a. **Approval of Resolution 2007-1 – “A Resolution by the Port of Cascade Locks Extending Workers’ Compensation Coverage to Volunteers of the Port of Cascade Locks”.**

Staff Albaugh stated that this is mandated by the State of Oregon and SDAO.

COMMISSIONER MCLEAN MADE A MOTION APPROVING RESOLUTION 2007-1. COMMISSIONER JANIK SECONDED THE MOTION. Motion passed unanimously by Commissioners Woosley, Janik & McLean.

b. Staff Reports:

Accounting Report: Pat Albaugh reported the following:

March Overview- Financials

There was an operating loss for the month of March.

3/31/07 Balance Sheet

When the current liabilities are taken into account the month was essentially break-even for cash flow. Port is in a good cash position.

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 variance will decrease when the campground restroom and House 3 projects are expensed.

Operating Statement

There were several large expenditures in March that contributed to operational expenses exceeding revenues (audit, equipment purchases and repairs). The grant projects are getting underway and their associated expenses are beginning to appear on the Operating Statement (campground restroom/showers, House 3 restoration, bridge security cameras).

Other items:

- AWI did not rent the Pavilion or Thunder Island in March but the Port rented the Pavilion for a wedding.
- Commissioner Woosley asked about the credit card machine, Albaugh reported that it is quick and working great.
- Today is the anniversary of the signing of the lease document for the Sternwheeler.
- Next week ODOT will be doing their first bridge inspection.
- Budget meeting next Thursday, April 26th, 7 pm.

Rare Report: Daughtry reported that Nick Kraemer was at a meeting at the pavilion. Daughtry reported the following from Kraemer’s written report:

Lock Tender Homes

- Versatile Sash, Windows, and Doors and Oculus Fine Carpentry
 - Trim boards, molding and sash completed
 - Jams and sash being completed this week
- Additional funding:
 - SHPO - Certified Local Government Program
 - Creating timeline
 - Grant application available in January ‘08
 - Attending Gorge Fundraising Series Workshop
- University of Oregon – Historic Preservation Internship (**Locktender Homes**)
 - Low number of eligible students this year, more likely next year
 - Head of Department contacting other schools

Visitor Center Doors

- Doors are in with Maintenance Department
 - Bathroom doors received two weeks ago, awaiting installation
 - Entrance doors being treated with marine grade spar finish (**2 of 3 doors damaged, they are replacing**)
- Hale Construction planning on April 23 to begin install
- Donating old doors to the Gorge Rebuild-It Center
 - Great organization that recycles building materials

Land and Water Conservation Fund: Restroom/Shower Complex

- Water and Sewer extended to site by City
 - Nearly 15 feet down
 - Cost: \$5,194.61
- Emerick Construction Co. visited site and had a meeting with us
 - Project Team: Corey Lohman, George Benes, and Christina Fell
 - Currently approving final plan specifications
 - Contacting local sub-contractors for excavation, plumbing, and electrical
 - Best case scenario completion date of June 1st
- Working with local agencies for permitting
 - City signed off on permit
 - Dean Nygaard did a courtesy visit for the County Building Permit
 - Contacted Bureau of Labor and Industries

Thoughts and Ideas

- Researching information regarding a Railroad Quiet Zone established in CL
 - New federal laws passed in 2006, crossings must have specific warning systems to be eligible
 - Pendleton and The Dalles both have Quiet Zones
 - RARE people in those communities helping us track down info
 - Community meetings
- Researching information about pedestrian and vehicle overpasses

RARE

- Completed 2nd Quarter Assessment
- Updating Work Plan
- Port applied for RARE next year

c. GM Report:

- Condolences to Dale Davis and family, his mother passed away.
- Attended Oregon Governor's Tourism Conference in Sunriver. Sadly, I need to report that Dan Yates of the Portland Spirit did not win the Gene Leo Memorial Award, but provided that we have a good year with the Sternwheeler, we will submit this application again next year.
- Visitor Center is slated to open May 1st, 2007
- **MEETING WITH ODOT** – The Port (thanks to Commissioner Lee for attending), City and County had a meeting with Jason Tell, Region 1 Manager for ODOT the Portland ODOT downtown location. Hal Hiemstra, Dave Meriwether, Len Bergstein, and the Port requested this meeting. The purpose of this meeting will be to establish the prospective roles of the Port, City and ODOT concerning the interchange, and to request ODOT's assistance in examining the criteria that would justify a variance for allowing the East Cascade Locks Interchange to remain open.
- **BEACH IMPROVEMENTS** – The beach is ready for hydro seeding this week. Still awaiting plans from Peter Tuck and the racing association for improvements to land adjacent to the track, which will be used for a fenced storage area.
- **OIB LOAN FORGIVENESS** – The Oregon Investment Board forgave a \$100,000 conditional loan to the Port, issued in 1999 as part of the financing for the improved industrial park entrance. The OIB agreed that Bear Mt. Forest Products has created enough family wage jobs to meet the conditional loan requirements. I would like to

congratulate Pat Albaugh for first suggesting this action and helping to prepare the presentation to the OIB. Great job, Pat!

- **CAMPGROUND SHOWERS/RESTROOMS** – City stubbed out utilities to construction site. Met with contractor, Emerick Construction of Portland. Nick is pursuing the County permit and the project is scheduled to be completed within the next five weeks.
- **NEW STAFF** – The Port recently filled two positions. A new seasonal maintenance position -Tory Morris. A toll taker position was filled by Tim Caldwell to replace Ken Hutton, who retired. We still need one more seasonal maintenance worker.
- **RARE PRE-APPLICATION** – The Port submitted an application for a new RARE volunteer for the coming year. This position remains critical to us in order to leverage grant opportunities.
- **PACIFIC CREST TRAIL ASSOCIATION POSITION** – Received a call from the PCTA announcing that the funding has come through for a new position to manage the section of the trail in Oregon and Washington, and that the new position will be stationed in Cascade Locks. The Port will work cooperatively with the PCTA to make this work by providing some office space. This is really good news.

Commissioner McLean stated that she heard a rumor that we may use House 3 for offices. Daughtry stated that we look at every available area when assessing a possible tenant, but would also need to look at the current users. Currently we are not looking at House 3.

Nick Kraemer arrived and reviewed some of his written report above.

Daughtry stated that he is working with the Port of The Dalles regarding Oregon Port's Group, he is hoping to have a joint membership with them, cutting the cost in half.

Daughtry stated that on May 5th, there is a SOLV day in Cascade Locks.

VI. MONTHLY CALENDAR: Review

VII EXECUTIVE SESSION: Not needed.

VIII. ADJOURN/RECESS: Commission President Woosley adjourned regular meeting at 8:45 pm.

Submitted by Kristi Bengtson