

PORT OF CASCADE LOCKS

The Port of Cascade Locks Commission Meeting was held Thursday, January 3rd, 2008 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 7:08 pm.

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

Others present: GM Chuck Daughtry, Jerry Jaques, Kristi Bengtson, Pat Albaugh, Dale Davis & Camera Operator Betty Rush.

III. MODIFICATIONS, ADDITIONS TO AGENDA: none

IV. ITEMS FROM THE FLOOR:

a. General Public: Nothing to report.

Commission: Commissioner Janik stated that she appreciates the time and thoughtfulness that GM Daughtry takes in responding to letters and inquiries.

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, December 6th, 2007.
- b. Approval of Bills dated January 3rd, 2008 in the amount of \$ 73,991.04.
- c. Approval of November 2007 payroll in the amount of \$45,909.42

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

VI. OLD/NEW BUSINESS:

a. Discussion on IMBA (International Mountain Biking Association) proposal.

GM Daughtry stated that Chris Bernhardt, Coordinator of IMBA made a presentation to the Commission and was then asked to put together a proposal to have IMBA's Trail Solutions program create a Conceptual Mountain Bicycle Trails Map for the Cascade Locks area. GM Daughtry stated that the proposal (in packets) is structured so that it includes specific deliverables for a set price, but also allows "time + materials" amendments to the scope if requested. Scope of the proposal includes:

- DRAFT Conceptual Map:
 - Create DRAFT Conceptual Mountain Bicycle Trails Map that indicates the approximate corridor location for approximately 20 miles of mountain bicycle trails on lands in the vicinity of Cascade Locks.
- Stakeholder Meeting and Revisions – Round 1
 - Spend up to two hours presenting the DRAFT Conceptual Mountain Bicycle Trails Map to a joint meeting of the Columbia River Gorge National Scenic Area (CRGNSA) and Port of Cascade Locks (POCL) staff. Spend up to twelve hours revising and field verifying requested changes to the DRAFT Map in order to create the final version.

- Stakeholder Meeting – Round 2
 - Spend up to two hours presenting the final Conceptual Mountain Bicycle Trails Map to a joint meeting of the CRGNSA and POCL staff. Spend up to one hour attending and presenting the final Conceptual Mountain Bicycle Trails Map at a POCL public meeting.
- Work to be initiated in January/February 2008.

Daughtry stated that he has contacted the City of Cascade Locks and Hood River County for support and help with the funding. Daughtry stated that he would also be talking with Skamania County.

Commissioner Lee stated that it would be great if the map was done and it could be taken to the PNWA Conference in Washington DC in March.

COMMISSIONER LEE MADE A MOTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH THE INTERNATIONAL MOUNTAIN BIKING ASSOCIATION FOR THE DESCRIBED SCOPE OF WORK DETAILED IN THE DECEMBER 20TH, 2007 LETTER FROM CHRIS BERNHARDT IN AN AMOUNT NOT TO EXCEED \$5473. FURTHER THE COMMISSION DIRECTS THE GENERAL MANAGER TO UTILIZE HIS BEST EFFORTS TO ENTER INTO A COST SHARING AGREEMENT WITH THE CITY OF CASCADE LOCKS AND HOOD RIVER COUNTY TO SHARE THE EXPENSE OF THE CONTRACT. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Janik, Woosley & Caldwell.

b. Discussion on attending the PNWA (Pacific Northwest Waterway Association) Conference in Washington DC

GM Daughtry stated that he and two Commissioners have attended this conference in the past, in addition to the conference our lobbyist, Hal Hiemstra will schedule additional meetings while we are in DC. GM Daughtry stated that he recommends that the Port Commission attend this year. GM Daughtry stated that in the past we have secured funding for both the Sail Park and Marine Park Underpass.

Commission agreed that it is a very important trip. Commission consensus to send GM Daughtry, Commission President Lee and if available Commissioner McLean.

c. Discussion on sponsorship of Wy.Kan.Ush.Pum Gala

GM Daughtry stated that Port representatives have attended this Gala in the past and have also sponsored it in the past. GM Daughtry stated that the Gala is for the “Spirit of the Salmon Fund” of the Columbia River Inter-Tribal Fish Commission. Proceeds support the Fish Commission’s efforts to put fish back in the rivers and protect the watersheds in the Columbia River Basin. GM Daughtry stated that a sponsorship is \$1200 and includes two seats; we would purchase additional seats for any other Commissioners wanting to attend.

COMMISSIONER MCLEAN MADE A MOTION APPROVING THE COHO SPONSERSHIP OF \$1200 FOR THE “SPIRIT OF THE SALMON FUND” OF THE COLUMBIA RIVER INTER-TRIBAL FISH COMMISSION. COMMISSIONER WOOSLEY SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Janik, Woosley & Caldwell.

d. Staff Reports:

Dale Davis (Maintenance Department)

- Disassembling Christmas Lights
- Light repair at Bridge (thanks to Pat for helping with the flagging)
- Bridge welding

- House 3 remodel

GM Daughtry did a slide presentation on the remodel of House 3 (Community Center). GM Daughtry stated that plans are to gut the upstairs and turn it into offices and a meeting room. GM Daughtry stated that the porch has been covered and work to restore will begin this spring. RARE Julia Babcock has secured a grant for the porch project.

Commissioner Lee stated that technical difficulties had prevented the first half of the meeting to be televised. Commissioner Lee stated that the only action taken was the approval of the contract with the International Mountain Biking Association.

Pat Albaugh (Finance Department)

Financial Report, November 2007

- **November Overview**

November 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.

- **November 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.

- **November Operating Statement**

Revenues exceeded expenses for the month. Expenses are up for the year compared to last year but revenues continue to exceed expenses. The balancing act is to continually improve the operations, property, and buildings without negatively impacting available funds.

- **YTD Budget Variance Report**

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

Other:

- AWI had no Island or Pavilion rentals in November. Since AWI exceeded \$1,400,000 in revenues the Port will receive 4% of adjusted revenues through April 30, 2008. The excess revenue charges through November equal \$3,700.
- Completed insurance renewals, last year Special Districts had properties appraised and in turn valuation went up. Port is not financing which helps with the overall cost.
- Sold 36 bridge passes to date.
- Attending US Sailing Symposium in Florida. (RARE Julia will be attending also)

Staff Kristi Bengtson reviewed the following

- Skamania County Economic Development Council is having its annual meeting on Thursday January 10th, 2008. Commissioner's Lee and McLean will be attending as well as GM Daughtry and staff Bengtson.
- SDAO Annual Conference is being held in Bend on February 8-10, 2008 and to let Bengtson know if interested in attending. GM Daughtry and staff Albaugh will be attending.
- A joint tentative Commission training session with the Port of Hood River has been scheduled for January 30th, 2008 at the Gorge Pavilion in Cascade Locks.

d. GM Report – Chuck Daughtry

- Christmas Bridge closing was well received by community.

BEACH IMPROVEMENTS

- Met with Jarvis Brecker and are preparing to meet with Oregon State Marine Board on January 8th, 2008. We will be presenting them with a picture and thanking them for all of there support.

- Received notification from Congressional Staffers and Lobbyist that the \$100,000 for the Sail Park is included in the final budget that the President plans to approve on December 31st, 2007.

UNDERPASS PROJECT

- Still awaiting budget from Steve Maltby of Parametrix concerning underpass project. Discussed with Steve last week and he stated that they were refining the section of the budget dealing with potential archeology issues.

MISCELLANEOUS

- Met with Hal Hiemstra, Mark Ellsworth and Carolyn Sanco of the Governor's Office along with Tim Lee, Kathy Woosley and representatives from the City of Cascade Locks to discuss economic development needs for Cascade Locks.
- We received lots of positive comments concerning our improved Christmas light display at the Bridge of the Gods.
- Attended Gorge Commission meeting in Hood River on Dec. 11th concerning discussion about Gorge Indicator Project.
- Met with G. Haight, Pat and Julia (RARE) to discuss the upcoming trip to the Sailing Symposium in Florida.

c. Monthly Calendar Review

VII. Recess/Adjournment

Commission President Lee recessed the regular meeting at 8:10pm. 10 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 8:20 pm.

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

Discussion: Marine Park proposal, SDS agreement, Warm Springs Tribe agreement.

Commission President Lee adjourned the Executive Session at 8:59 pm and returned to regular meeting.

No action taken.

COMMISSIONER WOOSLEY ADJOURNED THE REGULAR MEETING AT 9:00 PM. COMMISSIONER JANIK SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Janik, Woosley & Caldwell.

Meeting adjourned at 9:00 pm

Submitted by Kristi Bengtson