

PORT OF CASCADE LOCKS

The Port of Cascade Locks Commission Meeting was held Thursday, February 21st, 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 7:00 pm.

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

Others present: General Manager Chuck Daughtry, Attorney Jerry Jaques, Kristi Bengtson, Pat Albaugh, Dale Davis, Nanette Timm & Camera Operator Betty Rush.

III. MODIFICATIONS, ADDITIONS TO AGENDA: N/A

IV. ITEMS FROM THE FLOOR:

a. General Public: Nothing to report.

b. Commission: Commissioner Woosley stated that on behalf of her job with the City of Cascade Locks she wanted to thank the Port Maintenance Crew for their help with keeping House 3 cleared of snow and ice when the City used the building for their goal setting session.

Commissioner Janik stated that she attended the SDAO conference in Bend and encouraged all of the Commissioners to attend this conference. Commissioner Janik stated that it is a very educational and helpful conference. Commissioner Janik handed out a 101 ways to improve your Special District Board memo. She stated that she would like to talk about how we can implement some of these ideas. Commissioner Janik stated that there was lots of discussion on the new ethics policies and the do's and don'ts of a Port Commissioner. Commissioner Janik stated that she would like the Commission and Staff to have a visioning/strategic planning session.

Commissioner Lee stated that he attended a meeting with the Forest Service regarding the IMBA (International Mountain Bike Association) study that was done for the Port, City & County. Commissioner Lee stated that the Forest Service was very positive about the study. Commissioner Lee stated that we are continuing on a timeline that takes us out to 2010, we will be building a coalition of partners including the Forest Service, volunteers, bike clubs, and possibility the Friends of the Gorge.

GM Daughtry thanked Phyllis Thiemann for beginning this vision and providing us with the contact. Commissioner Caldwell suggested contacting the Oregon Travel Council to be a partner.

c. Government Officials: N/A

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, January 17th, 2007.

b. Approval of Bills dated February 21st, 2008 in the amount of \$ 117,626.14

c. Approval of December 2007 payroll in the amount of \$45,651.73.

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

VI. OLD/NEW BUSINESS:

a. Approval of contract for House 3 electrical improvements.

GM Daughtry stated that we are continuing with the repairs and improvements to House 3. We solicited three bids for the electrical work as presented. Low Bid was Coburn Electric at \$6,733.

COMMISSIONER JANIK MADE A MOTION TO ENTER INTO A CONTRACT WITH COBURN ELECTRIC FOR HOUSE 3 ELECTRICAL IMPROVEMENTS AS PRESENTED IN AMOUNT NOT TO EXCEED \$6,733.00. COMMISSIONER MCLEAN SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Janik, Caldwell & Woosley.

b. Authorization of easement agreement with Embarq.

GM Daughtry stated that he is requesting no action tonight. Embarq would like to do some work on the fiber optics on the Washington side of the bridge. Daughtry stated that he would be requesting compensation from Embarq for the easement.

c. Discussion on Port Strategic Planning "Visioning"

GM Daughtry stated that this is the perfect time for a strategic planning meeting, prior to the budget process. Daughtry stated that he would like to do an overnight retreat again at Cooper Spur, which is in our district. Daughtry stated that he would like to have a facilitator for the meeting. Commission discussion and consensus on hiring a facilitator and the date of April 4th & 5th at Cooper Spur Resort.

d. Discussion on canceling/rescheduling March 6th, 2008 Commission meeting.

GM Daughtry stated that they will be in Washington DC during this time.

COMMISSIONER CALDWELL MADE A MOTION TO CANCEL THE MARCH 6TH, 2008 MEETING. COMMISSIONER JANIK SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Janik, Caldwell & Woosley

e. Staff Reports:

Kristi Bengtson (Administration/Marina)

- Purchased pumpout-dump station for marina, will be soliciting bids for installation. Funding through the Oregon State Marine Board.
- Community BBQ & Joint meeting with the City of Cascade Locks, Friday, February 22nd, at 5 pm.
- Joint training (Policy refresher course) with the Port of Hood River on Wednesday, February 27th at the pavilion.
- GM Daughtry's annual review and contract renewal, current contract expires on June 30th, 2008. Contacted other Port's for examples of review forms.

Commission consensus was to have the President and Vice President negotiate contract with Chuck.

Commissioner Lee asked about the OSMB improvements to the restroom and boat launch dock. Staff Bengtson stated that we contacted the OSMB regarding extending the dock and or extending the jetty, they said that it is feasible, but would require about a 1-2 year permitting process. Staff Bengtson stated that they will continue with the current funding and work towards the extension.

Dale Davis (Maintenance Department)

- Received permit for House 3 repairs.
- Welding on Bridge.
- Looking at used man-lift to purchase.

Discussion on a spot painting program for the bridge, suggestion that we work with the Port of Hood River, they are putting together a plan for spot painting.

Discussion on speeders at the bridge, perhaps using different signage, or flashing signs might help. Speed bump removed, falling apart.

- Conduit has been installed at the bridge to finish the camera installation.

Pat Albaugh (Finance Department)

Albaugh stated that the new camera's on the bridge being installed is to allow for vision on the Washington side of the bridge.

Financial Report, January 2008

January Overview

- January was another positive month with revenues exceeding expenses and an increase in available funds.
- Financial performance is slightly trailing last fiscal year. There are currently more staff on payroll and several projects underway. The solid financial base being built is allowing improvements to internal systems, infrastructure, and property. As long as the Port can continue to improve operations, property, and buildings without negatively impacting available funds it will be poised to take advantage of future economic opportunities and have an increasingly positive impact on the district.

January Balance Sheet

- Available funds increased during the month and almost doubled compared to last January. The major insurance policies were renewed requiring over \$53,000 in payments during the month. There will be three more insurance payments around \$20,000 each.

January Operating Statement

- Revenues currently exceed expenses for the month of January. Moorage is actually overstated for the month of January. The annual marina tenants have gone to calendar year agreements. Moorage revenue will be annualized and recognized monthly. The change will be reflected in the February financials.

YTD Budget Variance Report

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

Other:

- Auditor will be finishing up the second week in March.
- Doing a comprehensive review of our HR systems, will hire a consultant to review and make suggestions to update our systems.
- Looking for new cash registers for bridge.
- Continuing to look at digital archiving.
- Budget process upcoming, looking for two volunteers for Budget committee.
- Maintenance department is looking at a dump truck trailer under \$5,500.

COMMISSIONER MCLEAN MADE A MOTION TO PURCHASE A TRAILER THAT DUMPS IN AN AMOUNT NOT TO EXCEED \$5500. COMMISSIONER JANIK SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Janik, Caldwell & Woosley.

- f. **GM Report:** Daughtry stated that the Sternwheeler is back in Cascade Locks. The City of Cascade Locks volunteer dinner is Saturday at the pavilion.

- The City and Port are having a joint meeting Friday, February 22nd, along with a community BBQ. The agenda will include a process timeline for the upcoming hearings, design update of the proposed resort and casino, recap of the community benefits and an update on the interchange design. Daughtry stated that the community would have the chance to speak during the meeting. Daughtry stated that the Port and City have hired a consultant and are working with ODOT and Federal Highway regarding the proposed closure of the East Cascade Locks Interchange.

Commissioner Lee stated that this will not be a public hearing; it is an information-sharing meeting for the community to be updated on the resort and casino project.

- The Cascade Locks Resort and Casino DEIS hearings are scheduled
- Requested that Dwayne Hofstetter of David Evans and Associates prepare document stating that ECLI and WCLI operate as a single interchange.

SDS LAND

- Met with Oregon Dept of Ecology in Bend to review status of SDS land cleanup.

BEACH IMPROVEMENTS

- Need to create scope of work for jetty/beach improvements for the \$100,000 HUD grant, which should be available for disbursement in the spring. Received call from Richard Kirkava of Senator Smith's office informing of the process and timing going forward.

UNDERPASS PROJECT

- Met with Steve Maltby of Parametrix, Commissioner Lee and myself on Tuesday, January 15th concerning contracted services for underpass project went quite well. Negotiated agreement that will complete tasks necessary to have cost driven design options and UPRR permits within the \$300,000 budget.

Today received updated budget and contracted scope, have not had a chance to review.

MISCELLANEOUS

- PNWA Mission to Washington is scheduled for first week in March. Commissioner Lee, Commissioner McLean and I plan to attend.
- At the Port's Caucus at the SDAO meeting, I volunteered to help establish a Finance and Administration Committee for the Oregon Public Ports Association.
- Have attended two Connect Oregon meetings as a member assisting in establishing priority intermodal and model statewide projects. Final meeting is scheduled for Feb. 15th in Portland.
- While attending a Northwest Transportation Conference in Corvallis on February 5th, had an opportunity to briefly discuss the East Cascade Locks Interchange closure with Matt Garrett, Director of ODOT, expressing concern over the impact this is having on community support of the Casino project.
- Attended the SDOA Conference on February 7 – 12, in Bend, Oregon along with Commissioner Janik and Pat Albaugh. Very good conference.
- On the evening of February 12 or the morning of February 13, a vessel belonging to Northwest Underwater Construction sunk in a rented marina slip. Kris discovered employees of the company re-floating the vessel around 11:30 am. NW Underwater stated that they also perform spill response services. Port staff observed that NW Underwater had positioned booms around the vessel and deployed absorbent pads as needed. Kris notified the Oregon Emergency Response Team as required by regulations. There appeared to be very little fuel on the water surface, there was no fuel in the fuel tanks, only two plastic portable gas containers that were sealed and found floating on the water. The vessel was re-floated around noon.
- Will be participating in a 2008 Community Growth Update meeting sponsored by the Skamania County Chamber.

Daughtry stated that RARE Julia Babcock submitted the following report.

LWCF (Land and Water Conservation Fund) 2008 Grant

- Application submitted February 15,2008
- Railroad Property Acquisition Project
- 50% match of \$150,000 requested

OSMB (Oregon State Marine Board) 2008 Grant

- Application due February 29,2008
- Floating Docks and Restroom improvements

SDAO Grant

- Application submitted, awaiting award announcement

Take It Back-Alcohol Prevention Program

- Youth initiated program for alcohol prevention
- Held at Pavilion some time in March

e. Monthly Calendar Review

VII. Recess/Adjournment

Commission President Lee recessed the regular meeting at 8:32 pm. Break was taken until 8:47 pm

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 8:47 pm.

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

Discussion: SDS Leasehold, Warm Springs Tribe agreement, & Real Estate proposal, listing agreement.

Commission President Lee adjourned the Executive Session at 9:34 pm and returned to regular meeting.

No action taken.

COMMISSION PRESIDENT LEE ADJOURNED THE REGULAR MEETING AT 9:34 PM.

Submitted by Kristi Bengtson