

PORT OF CASCADE LOCKS

The Port of Cascade Locks Commission Meeting was held Thursday, May 22nd, 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 7:05 pm.

II. ROLL CALL: Commissioners Lee, McLean, & Woosley. Commissioner Caldwell arrived at 7:12 pm. Commissioner Janik was excused.

Others present: General Manager Chuck Daughtry, Attorney 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:** None
- b. **Commission:** None
- c. **Government Officials:** None

V. CONSENT AGENDA:

- a. **Approval of Minutes: April 17th, May 1st & Budget Meeting April 24th, 2008.**
- b. **Approval of Bills dated May 22nd, 2008 in the amount of \$108,268.58.**
- c. **Approval of April payroll in the amount of \$50,043.37.**

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

VI. OLD/NEW BUSINESS:

- a. **Approval of IGA with ODOT for Bridge work:** Commission President Lee stated that this item is deferred, have not received paperwork from ODOT.
- b. **Discuss funding an Economic Development position with the West Gorge Chamber of Commerce (WCGC):** GM Daughtry stated that the WG Chamber had previously done a presentation for the Port regarding this proposal.

GM Daughtry stated that the WCGC has stated that State funding in the first year is predicated on the support of all four cities participating (Troutdale, Fairview, Wood Village, and Cascade Locks.) Daughtry stated that he has contacted OECD and was told that funding would in all likelihood continue even if Cascade Locks did not participate. I requested a copy of the agreement with OECD and they stated that it is still being negotiated. There is also some confusion in the WCGC between the City of Cascade Locks and the Port of Cascade Locks.

GM Daughtry stated that CA Seeger has pledged \$2,000 per year if the Port picked up \$4,000. However, the funding plan states that the Port & City expense would increase to \$10,000 in year 3.

GM Daughtry stated that given the uncertainties, Port Staff would recommend not taking any action concerning a financial commitment at this time.

Commission consensus was not to participate at this time.

- c. **Approval of General Manager Chuck Daughtry's new employment contract:**

COMMISSIONER MCLEAN MADE A MOTION TO APPROVE GM CHUCK DAUGHTRY'S NEW EMPLOYMENT CONTRACT AS WRITTEN. COMMISSIONER

WOOSLEY SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Woosley, & Caldwell.

d. Staff Reports:

Maintenance: Dale Davis

- Continuing to work on Marine Park trunk line.
- House 3: building cabinets, desks etc.
- Getting bids for pressure washer for bridge cleaning.
- Replacing irrigation pump for Marine Park. Price range for replacement is about \$8200.

COMMISSIONER MCLEAN MADE A MOTION FOR STAFF TO SOLICIT BIDS FOR A REPLACEMENT IRRIGATION PUMP IN AN AMOUNT NOT TO EXCEED \$8200. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Woosley, & Caldwell.

- Discussion on patching hole under R/R bridge at entrance of Marine Park.
- Hiring 2 seasonal staff, about June 1st, 2008

Finance: Pat Albaugh

- Review of April 2008 Financial Report
 - There was a \$22,000 operating loss for the month of April. This was due primarily to two capital items (Pavilion roof and new dump trailer).
 - Available funds increased ~\$17,000 over the month despite an operating loss of \$22,000.
 - The difference is due to \$10,000 reduction in prepaid expenses, \$10,000 increase in accounts payable, \$10,000 increase in industrial park purchase option, and \$13,000 reduction in accounts receivable.
 - Bridge revenue was down again compared to the same month last year. That makes it two months in a row that bridge revenues were down compared to the same time last year. It also drops us below year-to-date revenues compared to last fiscal year.
 - Currently operating below budget on total expenses and above budget on revenues.
 - Personal services will exceed annual budgeted amount. The amount should not be enough to require a supplemental budget but a reallocation of expenses from Material & Services will be necessary next month.
 - AWI paid us \$11,148 in commissions for exceeding \$1,400,000 in sales (4% of \$278,700).
- Tolltakers are training on the new Point of Sale for Bridge.
- We have a demo on an axle counter for Bridge.
- Auditor was in last week.

Commissioner Lee asked if the entire Commission received a copy of the Human Resource audit. Staff Albaugh stated they will and that staff is currently reviewing and making recommended changes.

- RFP for Auditing Services.
- Draft conceptual trail plan in hand.
- Installed digital archiving system
- Attended conference on best practices on purchasing.
- Attended BOLI conference
- Attended "taxable benefit class"
- Sample blinds in Administrative office.
- Working on House 3 internet connection.

RARE: GM Daughtry stated that RARE Julia Babcock is at a "Take it Back" meeting at the pavilion.

- Joy Sears from "SHIPO" visited the Port to look at the progress of House 3 porch. Sears will be helping the Port prioritize projects for future restorations.

Miscellaneous: Kristi Bengtson

- New pumpout currently being installed at marina.
- Potluck lunch with City this week.
- Making plans for Commissioners wanting to attend Piumsha Days.

e. GM REPORT:

- Personally delivered Port/City/County joint comments on the Draft Environmental Impact Statement to Gerald Hendrickson of the BIA. While supportive of the project, we are opposed to closure of ECLI. Also, commented that the Community Betterment Fund should include Skamania County on the list of preferred counties for investment.
- Asked Hal Hiemstra to request a meeting with ODOT/FHWA/BIA for the first week in June to discuss a variance/design exception for ECLI. Joel Leisch will be in attendance.
- Attended fundraiser for Warm Springs Museum at Kah-nee-ta.

BRIDGE OF THE GODS MAINTENANCE

- Contacted Shane Johnson at the ODOT Bridge Crew in The Dalles concerning intergovernmental agreement on \$24,252 bid to repair two bearings on the Washington side of the Bridge. They are processing agreement for Commission approval.
- Received list of suggestions from Ed Woodard, Tolltaker, containing some good, cost effective ideas for improving security and personal safety at the Bridge.
- Developed contact with Ray Bottenberg, ODOT Corrosion Engineer. Ray sent specifications concerning the recommended level of rust removal when using hand tools.
- Contacted Mary Young, ODOT Environmental Coordinator. Mary will be investigating permitting issues and will give us a recommendation concerning the timing of our maintenance.
- The paint used in 1991 is called Subvox 2600 and is sold by Carboline, local sales representative, will be here on Friday, May 9th to take some paint chips for color samples. Since the color has faded some over the last 17 years, Bruce thinks that we should try and match it better to reduce the chances for a spotty, splotchy look.

BEACH IMPROVEMENTS

- Prepared HUD grant electronically on Friday, May 8th.
- Sent email to Deborah Peavler-Stewart, HUD Regional Environmental Officer, requesting waiver on environmental review since project is solely for planning and permitting
- Preparing request for proposals for engineering firms as per Federal grant requirements.

UNDERPASS PROJECT

- Agreement completed with Parametrix.
- Surveying work underway.
- Received comments from adjacent property owners concerning surveyors trespassing. Contacted surveying crew chief and instructed them to secure permission before entering private or UPRR leased property. Also pledged to adjacent property owners that we would keep them informed about the project.

HERMAN CREEK SITE

- Responded to request for information from Bill Fashing on project Sunshine.

STERNWHEELER DAYS

- Continue to solicit event sponsors for the Lions. To date have received cash and pledges totaling \$2,300.

MISCELLANEOUS

- Rural Oregon Summit – Port of Cascade Locks has offered to host Rural Oregon Summit in Cascade Locks. The Eastern Oregon Rural Alliance has tentatively scheduled Aug. 21-22 for the conference. Port Staff will be meeting with EORA staff on May 30th to tour facilities.
- New blinds purchased and installed in Pavilion.
- CA Seeger & I met with Kevin Gorman, Executive Director of the Friends of the Gorge at Kevin's request. We talked about the Warm Springs Resort and the jobs it will create and future of the two communities depending on this project, and that we will fight for this as hard as we can. Working towards a collaboration meeting with facilitator.
- Signed Fire Reduction agreement with Jim Hulbert to treat Bear Mountain property between the UPRR and BM buildings.

Congratulations to Tommy Cramblett on 25 years with the Port of Cascade Locks

Commission President Lee Adjourned the Regular Meeting at 8:15 pm.

Submitted by: Kristi Bengtson