

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held October 16th, 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:** Commissioner's Lee, McLean, Caldwell, & Janik were present. Commissioner Woosley was excused.

Others present: General Manager Chuck Daughtry, Staff Bengtson, Albaugh, Davis & RARE Anna Tompkins. Also present: Port Attorney Jerry Jaques, & 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** (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: October 2nd, 2008**
 - b. **Approval of Bills dated October 16th, 2008, in the amount of \$ 37,370.66**
 - c. **Approval of September payroll in the amount of \$55,648.89.**

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

VI. Old/New Business

- a. Staff Reports:
 - Pat Albaugh: Finance Department**
 - Albaugh reviewed the following:
 - **Summary of Port Fund Exposure**

The funds of the Port are kept liquid and as secure as possible in today's financial environment. An amount necessary to cover operational expenses is kept in the Columbia River Bank. The remaining funds are kept with the Oregon State Treasury in their Local Government Investment Pool.
 - ORS 295 governs all public funds in the state of Oregon. The Port undergoes an independent annual audit to ensure all funds are handled in compliance with state law. This is a very conservative strategy but it creates some investment return, keeps all funds liquid, and provides the most secure environment possible.

- Albaugh reviewed the September 2008 financial report as follows:

September Overview

September concludes the 1st quarter of the fiscal year. The 1st quarter of the fiscal year is typically the most positive. While the bottom line is positive, the financials are showing a negative trend compared to last year. Revenues are declining and expenses are increasing. This is also the first time in several years where expenses have exceeded the budget.

September Balance Sheet

The Balance Sheet reflects an increase in available funds for the month.

September Operating Statements

Bridge revenue was down again compared to the same month last year. That makes seven months in a row that bridge revenues were down compared to the previous year.

The common theme is revenues down and expenses up. This will have to be watched and managed accordingly. Although the financials are not as good as last year, they are still positive.

Budget Variance

Revenues are meeting the budget but expenses have slightly exceeded the budget through September. There may be additional revenue not budgeted for the sale of aggregate but that will be offset by having to pay for two audits in this fiscal year.

Sternwheeler Income Statement

AWI income report from January through August shows the adjusted gross revenue is slightly higher than last year. Their contract year is through April 2009 and it is the end of this first contract term. They are aware of the requirement to let us know in writing by March 31 if they would like to extend the agreement.

- Asked if the Commission were considering another Strategic Planning meeting prior to the start of budget process. Commission in agreement, look at January 2009 for Strategic Planning Meeting.
- Commission would like to see breakdown of revenue from AWI for the past year.
- Discussed meeting attended with the Columbia Gorge Racing Association. Researching floating buildings to be put in marina. Albaugh stated that the contacts he made stated that they could not float a building to or through the dam because of river conditions.
- Purchasing additional Christmas lights for the bridge.
- Audit fieldwork complete.

Dale Davis: Maintenance Department

- Attended Pacific Northwest Bridge Maintenance Conference with Steve and Tory, sponsored by ODOT.
- Waterline problem continues that services the City's lift station and BIA site. Repaired it to a working order because water was needed for house 3 and the maintenance building. Waiting for further instruction.
- Reviewed bridge bearing replacement work done this week by The Dalles Bridge Crew (ODOT). Reviewed other items needing attention on the Bridge, stating that The Dalles Bridge Crew would help with the repairs. Showed slide show of work done by the bridge crew.

- House 3 project finished, Rudy is working on the porch.

GM Daughtry introduced new RARE volunteer Anna Tompkins. Anna gave a brief overview of her background.

- **GM Report: Chuck Daughtry**

WARM SPRING/CASCADE LOCKS CASINO RESORT

- Conference calls are continuing with the Warm Springs, we are continuing to work on Lease, Option and Easement Agreements. Scheduled meeting in Kah-Nee-Ta on October 29th to work on agreements prior to submitting to entire Board for consideration. Commissioner's Lee and Janik will be attending with me
- Jim Bussard has prepared a Tentative Partition Plan and Tentative Utility Plan. Scott Keillor is using the plans to file for a tax lot partition with the City of Cascade Locks.
- Transportation Level 1 meeting was held Tuesday, Oct. 7th at the BIA to discuss variance process for ECLI and restarting the IAMP. The next IAMP meeting will be a Technical Advisory Committee meeting. The TAC meeting will focus on planning for proposed public meetings. Discussion of the design exception (i.e. keeping ECLI open) will be included in the TAC meeting. Jim Bussard is working on the design exception process. Joel Leisch is being consulted. Jim estimated that the design exception package would not be ready for submission until Thanksgiving. That is unacceptable, and we will work with Jim and ODOT to expedite the process. We want to try and get the design exception approved prior to submittal of the Administrative Final EIS. Approval of the design exception will occur prior to finalization of the Interstate Access Management Plan. The City Administrator agreed to allow the Port and the County as signatories to the IAMP. The IAMP process will be proceeding.
- Commissioner Lee and I attended the Section 20 Hearing at the City of Hood River. Commissioner Lee spoke on behalf of the Commission and submitted a letter addressing some of the comments. In addition, thanks to County Commission Chair Ron River's for supporting our project and speaking to the Hood River City Council. The Port is working with the City and the Tribes to prepare responses to some of the comments against this project.
- Commissioner Lee also spoke on behalf of the Port Commission at the Hood River School Board workshop held in Cascade Locks. Commissioner Lee stressed that the Port Commission does not want the school to close and that it is vital to the Port's mission on business recruitment to keep the school open. Commissioner Caldwell stated that Superintendent Pat Evenson-Brady told her that the school would not close at this time.

SDS LAND PROPOSAL

- Voluntary environmental remediation is proceeding. Several tons of soil has been excavated and removed from site. The old maintenance building is scheduled to be burned and the foundation removed. SDS will excavate soil under the building and remove the asphalt and vegetation off the site.

BEACH IMPROVEMENTS

- HUD acknowledged receipt of our \$100,000 grant application. Waiting for the contract documents to arrive at the office.
- Don Haight has volunteered to do more improvement on the beach. Need to send City a brief description of the project for permitting.

- Commissioners Lee & McLean, myself, Albaugh, RARE Tompkins met with members of the Columbia Gorge Racing Association to discuss the upcoming season and other topics. Encouraged the CGRA to set goal of establishing revenue stream for their organization. Setting up meeting with Amanda Remington of MCEDD and Bill Symes of the CGRA to discuss grant opportunities for funding a position.

MARINE PARK ENTRANCE PROJECT

- Met with Stephanie Maltby of Parametrix, Bill Burgell of HDR and RARE Anna Tompkins to discuss strategy on getting agreement from the UPRR on the overpass. Parametrix submitted a letter requesting that UPRR review the concept plans for the proposed overcrossing into Marine Park. UPRR responded that in order to progress the project beyond the concept stage they (UPRR) would require preliminary engineering authority in the form of a letter authorizing UPRR to charge time for engineering review in order to progress the project beyond the concept. Letter would authorize UPRR to charge up to \$10,000 for engineering review and inspection. Daughtry stated that he has contacted ODOT to make sure the money can come out of the SAFETEA-LU funds, awaiting a response.

HERMAN CREEK SITE

- Two businesses are looking at the Herman Creek site.
- City has approved lot line adjustment.

MISCELLANEOUS

- Need to reschedule Joint City/Port Meeting, Daughtry stated that staff feels we can wait until after the election for a joint meeting with the City.
- Port is planning to submit preliminary application to OECDD to fund master planning work for the Mt. Biking Trail. Estimate \$25,000 grant and a \$7,500 match. CA Seeger indicated that tourism might have some funds to share in the cost.
- Have requested meeting with City Staff to resolve Water Main issue. Daughtry stated that the waterline services the Port, BIA In-Lieu site and the City's lift station. Therefore, the City is generating Revenue from this line and the Port feels that it should not be maintaining the line. There is also a liability to the Port for servicing the line that serves other City customers. The Port did have a verbal agreement with prior City mgmt to share in the cost of the repair. Daughtry stated that the City does not feel this is a priority at this time, and not agreeable to sharing in the cost of fixing the line.

Commissioner Caldwell suggested talking with the City Council. Commissioner Lee suggested capping the line that services the other customers that way we can work on the line because it would be exclusively the Port's line. Daughtry stated that the City has a utility easement through the Park. Daughtry stated that he would like to try to resolve with CA Seeger before taking to the council.

- Review of House 3 expenditures (net expense \$75,651). Open House for community to see the renovation of House 3 upstairs October 23, 4-7 pm.
- We are expecting a refund from Oculus for deposits paid on work scope that will now be absorbed by Port Maintenance Staff. Rudy is continuing to work on the front porch.
- Would like to button up the west wall of the museum prior to the winter weather.

- Would like to finish the west wall of House 3. Daughtry to put together a budget and timeline.
- Responded to Friends of the Gorge request for information regarding documents pertaining to the sale or lease of land to the Warm Springs.
- Oregon Rural Congress, Round Two will be held on December 5th, Coos Bay-North Bend at Mill Casino to address transportation and finance. Daughtry to attend, let Kris know if any Commissioner's want to attend.
- Received letter from Hood River Yacht club thanking Staff Bengtson and the Port for providing great service for their race this past summer.
- **Monthly Calendar:**
 - November 2nd, fundraiser for the Oregon Maritime Museum on the Portland Spirit.
 - Skamania County Chamber of Commerce Business After Hours on the Sternwheeler Columbia Gorge dockside, October 30th, 5-7 pm
 - Halloween Party in the park again this year.
 - CL Homecoming this weekend.

Commission President Lee recessed into Executive Session under ORS 192.660 2 (e) Real Property Negotiations & 2 (f) Exempt Documents at 8:46 pm.

- Bear Mountain Leasehold
- Warm Springs Tribe Lease

Commission President Lee adjourned the Executive Session at 9:35 pm.

- No Action taken.

Commission President Lee adjourned the Regular meeting at 9:37 pm.

Submitted by Kristi Bengtson