

## PORT OF CASCADE LOCKS

A Budget meeting of the POCL Commission and Budget Committee was held April 23, 2009 at 7:00 p.m. at the Cascade Locks City Hall, Council Chambers, Cascade Locks, Oregon 97014.

**I. MEETING CALLED TO ORDER:** Commission President Lee called the meeting to order at 7:00 p.m.

**II. ROLL CALL:** Commission Present: Lee & Woosley. Commissioners Caldwell, Janik & McLean were excused.

Budget Members Present: Don Haight, Ken Wittenberg, Nancy Renault & Sue Ryan. Budget Member Elaine Johnson resigned last week.

Others present: GM Chuck Daughtry, Kristi Bengtson, Pat Albaugh, Dale Davis, RARE Anna Tompkins, Rob Brostoff, Larry Cramblett arrived at 7:30 pm & left at 7:40 pm. Also present Camera Operator Betty Rush.

Commission President thanked the budget committee for volunteering their services.

### III. DECLARATION OF CONFLICT OF INTEREST

Commission President Lee asked if there were any declaration's of conflicts of interest.

Budget Committee Member Don Haight stated that he has a conflict of interest with a possible land deal with the Port.

### IV. ELECTION OF OFFICERS

Commission President Lee turned the meeting over to last year's Budget Vice President Ken Wittenberg.

President Wittenberg called for nominations for President:

➤ **President:**

**COMMISSIONER LEE MADE A MOTION NOMINATING KEN WITTENBERG AS PRESIDENT. BUDGET MEMBER HAIGHT SECONDED THE MOTION. Motion passed unanimously.**

➤ **Vice President**

**COMMISSIONER WOOSLEY MADE A MOTION NOMINATING DON HAIGHT AS VICE PRESIDENT. COMMISSIONER LEE SECONDED THE MOTION. Motion passed unanimously.**

➤ **Secretary/Treasury**

**COMMISSIONER WOOSLEY MADE A MOTION NOMINATING SUE RYAN AS SECRETARY/TREASURY. BUDGET MEMBER HAIGHT SECONDED THE MOTION. Motion passed unanimously.**

## **V. Reading of Budget Message**

GM Daughtry thanked BM Ryan and Renault for volunteering to participate with the Budget Committee and appreciate the civic involvement. GM Daughtry also thanked BM Wittenberg and Haight for their continuing support of the budget committee.

Staff is pleased to present our budget message for the Fiscal Year beginning July 1, 2009.

The primary mission of the Port of Cascade Locks is to facilitate the economic development of our community in a financially prudent manner. Simply stated, our mission is to create jobs. Creation of jobs will allow families to live and work in Cascade Locks, increase the enrollment of our school, and create the demand that would attract more services to locate in Cascade Locks.

On January 23 and 24, 2009, Port Staff and Port Commission held a facilitated Strategic Planning Workshop at Port House #3, the Community Center. The purpose of the workshop was to discuss long and short-term priorities for the Port, and allocate our limited resources towards accomplishing tasks that are centered on our mission of economic development.

Staff's focus for the coming year will be to maintain momentum on existing projects, fund current staffing and benefit levels, and manage our expenditures.

Here are a few of the budgetary highlights for the coming year:

- We enter the year with the highest cash beginning balance that we have had for many years. This will allow us to weather these extremely difficult economic times and take advantage of opportunities that may present themselves during the year.
- Warm Springs Resort and Casino - After considerable effort by all parties, the Port is in the process of finalizing our lease and option agreements with the Confederated Tribes of the Warm Springs. The Resort is a top priority of the Port. We anticipate that the Federal Government will approve the fee-to-trust transfer and the Compact between the State of Oregon and the Warm Springs Tribe during this budget year. So as to not overstate our projected revenues, the budget assumes that the Warm Springs will not exercise their option during this fiscal year. The only revenue projected is for good faith payments. Since we have completed the agreements, staff anticipates that legal expense will decline. However, we may not have resolution of ECLI for some time, and will continue to need the services of our traffic consultant.
- Bridge Tolls – During the current fiscal year, bridge tolls declined around 10%, the steepest annual decline on record. As such, we have budgeted bridge tolls at about \$90,000 less than last year to keep in line with what we project for this years receipts.
- Bridge of the Gods Maintenance – Maintenance staffing for welding, painting and cleaning the Bridge of the Gods is impacting personnel costs. Staff is committed to making investments in staffing levels to make significant headway in catching up to the years of deferred maintenance on the Bridge.

- Locktender Homes Renovations – Staff anticipates that House #3 will be completed this year, and we will begin work on the outside of the Museum and the Port Office. The amount of money invested in the old homes during the budget year will exceed \$200,000.
- SDS Land Sale – The budget anticipates the second installment payment from SDS. Staff has also made provisions for environmental consulting as we seek a No Further Action letter from the Department of Environmental Quality.
- Ball Janik – Staff has provided to continue using our lobbying firm
- Pacific Crest Park – The land exchange process that was included in the recent Wilderness Bill will begin this fiscal year. The Port will need to negotiate a cost sharing agreement with the US Forest Service for appraisals, surveys and other tasks. Staff has made a small provision for our contribution.
- Land Acquisitions – Staff is in the process of negotiating several land purchases, including a right of way access for the new marine park entrance. A provision has been made for our share of the marine park entrance engineering.
- Sail Park Expansion – The Port is managing an engineering grant on the beach expansion. We are hopeful that we can secure funds to begin the construction.
- RARE – Staff has determined that since we will be focusing mostly on existing grant sources and continuing projects, we won't be including a request to fund a RARE position. (This was a hard decision.)
- Mountain Bike Trail – Staff will continue to pursue construction of a mountain bike trail in Cascade Locks.

This budget will require that we manage expenditures closely. If we are able to do that, and avoid use of our contingency, we can navigate the year and finish with a little more money in the bank than we started with at the beginning of the year.

Discussion on RARE funding for next budget year.

Discussion on resolution of East Cascade Locks Interchange.

## **VI. REVIEW OF BUDGET DETAIL:**

Finance Director Pat Albaugh presented the budget as follows:

- Review of Budget Overview
  - Beginning Fund Balance
  - Total Budgeted Revenues
  - Total Budget Appropriations
  - Ending Revenue Fund Balance
- Albaugh stated that the bridge revenues have declined 12 out of the last 13 months compared to last year.  
Reviewed the following:
  - ◇ **Revenue Fund - Resources (discussion items below)**
    - Bridge revenues budgeted less because of the current trend.
    - Camping- In the last few years we have expanded tent camping area for sailing regattas to area by Community Center. Docking fee revenue is expected to increase due to Cruise West staying in the

- Gorge this season they use our Bradford Island Dock. Plus we expect the Moth event to bring in additional people.
- Land Leases and Rentals- We anticipate this area to increase due to CPI adjustments.
  - Warm Springs Good Faith payments- We are not budgeting for them to take the option on the land this next fiscal year, budgeted for continuing the Good Faith payments.
- ◇ **Revenue Fund – Personal Services-Expenditure’s (discussion items below):**
- **Personal Services:**
    - Salary & Wages: Increased budget – 1 additional seasonal maintenance person. The increase reflects the attention we are putting towards maintenance. Included the Bridge Inspection in packet. We are focusing on the Bridge maintenance and Lock tender homes.
    - Health & Dental Insurance: Increase by 16 %.
- ◇ **Revenue Fund – Materials and Services-Expenditure’s (discussion items below):**
- **Materials & Services:**
    - Budgeting about \$80,000 less than last year. Part of the reason is that we are getting close to the end of some projects. Big expenditures coming up include the Pacific Crest Park needs, engineering for the Overpass-match. Contracted services & engineering is budgeted down for the next year.
    - Discussion on Park Maintenance.
    - Discussion on Community Services increase. This reflects a more realistic number compared to the current year.
    - Discussion on Legal Fees increase. This reflects a more realistic number compared to the current year.
    - Discussion on insurance.
- ◇ **Debt Service** – Two items in long-term debt. Back hoe and Industrial Park Road Improvement Project.
- ◇ **Capital –**
- Bridge Expansion Joint- Working with ODOT Bridge Crew.
  - Marine Park Water Line Replacement to be jointly funded with City, still negotiating.
  - WaNaPa Property & Overpass Easement: Made provisions for land acquisition.
- ◇ **Grant Expenses-**
- **Mountain Bike Trail:** \$25,000-Next step is to have an environmental assessment completed.

Commissioner Lee stated that the Commission is putting in a lot of effort for the Mountain Bike Trail project. The Commission believes it will give the community a big economic boost.

GM Daughtry thanked the City Tourism Committee and Council for approving a \$9,000 grant to help with this project.

GM Daughtry stated that the Port does not anticipate any additional debt service.

**Review of Bridge Inspection:**

- Bridge has been completely pressured washed above the deck. The grinding of the surface rust and spot painting is the next step.

**VI. PUBLIC COMMENT:** None given.

**VII. APPROVAL OF 2009-2010 BUDGET:**

**COMMISSIONER LEE MADE A MOTION TO APPROVE THE 2009-2010 BUDGET AS PRESENTED. COMMISSIONER WOOSLEY SECONDED THE MOTION. Motion passed unanimously.**

**VIII. RECESS/ADJOURNMENT**

**COMMISSION PRESIDENT LEE ADJOURNED THE MEETING AT 8:37 PM.**