

## Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held August 20th, 2009 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 7:12 pm.
- II. **Roll Call:** Commissioner Lee, McLean, Caldwell, Woosley, and Groves.
  - a. Others Present: GM Chuck Daughtry arrived at 7:30 pm, Attorney Jerry Jaques, Kristi Bengtson, Pat Albaugh, Anna Tompkins, and Camera Operator Betty Rush.
- III. **Modifications, Additions to Agenda:** Commission President Lee moved item IV: Items from the floor to after the Staff Reports.
- IV. **Items from the Floor: Moved down to bottom of agenda.**
  - a. **General Public:**
  - b. **Commission:**
  - c. **Government Officials:**
- V. **Consent Agenda Approval** (Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may make a motion to remove any items from the Consent Agenda for individual discussion).
  - a. **Approval of Minutes: Regular Meeting August 6<sup>th</sup>, 2009 & Special Meeting August 12<sup>th</sup>, 2009.**
  - b. **Approval of Bills dated August 20<sup>th</sup>, 2009 in the amount of \$42,869.88.**
  - c. **Approval of July 2009 payroll in the amount of \$54,290.70**

**COMMISSIONER WOOSLEY MADE A MOTION TO APPROVE THE CONSENT AGENDA. COMMISSIONER GROVES SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Caldwell, Woosley, and Groves.**

- VI. **Old/New Business**
  - a. **Approval of "Letter of Authorization" with SLR International Corp for Fiscal Year 2009-2010 for Remediation Oversight and Site Closure Activities for the Former SDS Lumber Property at Port of Cascade Locks Industrial Park in an amount not to exceed \$30,000:**

Commission President Lee explained that the Port is seeking a "no further action letter" from the DEQ for the lower bench property in the Industrial Park that the Port got back from SDS Lumber. Commissioner Lee stated that the Port is working in conjunction with SDS. SLR International is the firm we hired for environmental consulting.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE LETTER OF AUTHORIZATION WITH SLR INTERNATIONAL CORP. FOR FISCAL YEAR 2009-2010 FOR REMEDIATION OVERSIGHT AND SITE CLOSURE ACTIVITIES FOR THE FORMER SDS LUMBER PROPERTY AT THE PORT OF CASCADE LOCKS INDUSTRIAL PARK IN AN AMOUNT NOT TO EXCEED \$30,000.**

**COMMISSIONER MCLEAN SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Caldwell, Woosley, and Groves.**

- b. Approval of “Letter of Authorization” with SLR International Corp for Environmental Consulting services related to Compliance Activities at the Bear Mountain Forest Products Facility in the Port of Cascade Locks Industrial Park in an amount not to exceed \$7,500.**

Commissioner Lee stated that Bear Mountain is expanding onto land that is not under their leasehold. With that the Port will be amending their current lease to include about an additional 4.5 acres, which is part of the land to be used for the Casino. Commissioner Lee stated that after the issue with the firehall spoils being dumped and the cost to that, the Port needs to make sure that doesn't happen again. Commissioner Lee stated the Port feels they need to have a consultant on hand to look at current Bear Mt. practices and anything that might be needed for this additional temporary rental.

**COMMISSIONER GROVES MADE A MOTION TO APPROVE THE LETTER OF AUTHORIZATION WITH SLR INTERNATIONAL CORP FOR ENVIRONMENTAL CONSULTING SERVICES RELATED TO COMPLIANCE ACTIVITIES AT THE BEAR MOUNTAIN FOREST PRODUCTS FACILITY IN THE PORT OF CASCADE LOCKS INDUSTRIAL PARK IN AN AMOUNT NOT TO EXCEED \$7500. COMMISSIONER WOOSLEY SECONDED THE MOTION. Motion passed unanimously by Commissioners Lee, McLean, Caldwell, Woosley, and Groves.**

**c. Staff Reports:**

○ **Dale Davis: Maintenance:**

- Continuing to work on House 3 exterior.
- Bridge of the Gods deck welding.
- Added cedar chips to playground and Bark/Mulch to flower beds.

Commissioner McLean stated that at the last meeting she requested that the Port put up life rings by the boat launch and Thunder Island.

Staff Pat Albaugh stated that in the past the life rings at the boat launch have been thrown in the river, there is no way to secure them. He is checking with the Port's insurance carrier, but he believes that it appears there would not be any additional risk.

○ **RARE Anna Tompkins:**

● **Mountain Bike Trail Plan (CLIMB)**

Looking at option to move PCT trailhead east to locate CLIMB at current location. Stan Hinatsu has applied for a grant through the FS to cover funding for NEPA review

● **Pacific Crest Park**

Archeological Survey of “shovel testing” needs to be completed for Port property to explore buried archeological site found on USFS land. RFQ were sent out to Archeological Contractors in the Columbia River Gorge area.

Beginning to process issues regarding water rights on Port property near PCT trail.

- **Sail Park**

Meeting will be scheduled to meet with CRIFC to review options with WHPacific, and begin efforts to communicate to community of the beach options and possibilities.

- **Historic Building Preservation**

Outside improvements to the Community Center have begun. Removal of trim has shown rot and decay of wood that needs to be replaced and resealed to prevent future damage.

- **Website**

Continuing to work on redirecting focus of the web page to reflect the functions of the Port and advertise property

New to site; Weekly updates; port projects and progress; community profile; demographics and regional characteristics. Gathering needed information to properly market Port property

- **Property**

Working on Lot Line Adjustment application for property on Wanapa St. and seeking to vacation easements on the property.

- **Miscellaneous Community Activities**

RARE 15<sup>th</sup> Anniversary Celebration Saturday Sept 19, 2009 SOLV community works projects are scheduled as a part of the program and we are going to invite members of the community to help with projects.

Projects include: Rebuilding & painting bus stops, taking down fence in baseball field, clearing out environmental lab at the school and painting projects in Marine Park

- **Pat Albaugh: Finance Department:**

- July Financial Report: Financial and Operational Performance:**

The beginning of this fiscal year seems like an appropriate time to shift the focus of our financial review to budget variance examination. This shift completes the ongoing planning, implementation and review loop. From a business and operational perspective this is another step in operational sustainability and effectiveness.

The strategic planning sessions are used to discuss mission, goals, objectives, and priorities. This direction is used as the foundation for the budgeting process where the most effective use of the Port's resources are determined. This plan is implemented through operations and must be reviewed to make sure the Port is effectively accomplishing their mission, goals, and objectives. Throughout the year the plan and priorities may change requiring adjustments in other areas of operations. The ongoing review and evaluation are essential parts of the process.

The reports of importance will be the fiscal year-to-date budget variance and the annual budget report. Estimates are used to determine the monthly revenues and expenses. Sometimes the timing is off in our estimates. For instance, the budget called for a \$168,000 property purchase in July but the purchase was completed in June. The annual budget report will provide a

view of what has been earned and spent against the amount budgeted for the entire year.

### **July Overview**

Bridge tolls and Marine Park revenues were higher than budgeted. Total expenses were lower than budgeted.

There are some anticipated expenses that were not included in this year's budget including a property purchase and the RARE participant. These are things that will have to be kept in mind as we move forward this fiscal year.

GM Daughtry stated that he agrees and that we put a plan together based on all the information we had at the time and that plan didn't contemplate a lot of things, i.e. property purchase, RARE volunteer, Insitu proposal etc. Daughtry stated that what we will do at a staff level is sit down and make another plan, and base the plan on available funds (after the property purchase) and priorities.

Staff Albaugh stated that for any organization to be sustainable long-term it cannot jump at every opportunity, there are an unending number of needs that the Port has and we can't serve all those needs. Albaugh stated that's part of the planning, prioritization and we need to put ourselves in the position when an opportunity arises we will be in a financial position to jump at that opportunity.

#### **Other items:**

- Audit has started.
- Moth event went really well.

#### **d. GM Report-Chuck Daughtry:**

- GM Daughtry stated that we received a request from Sawtooth Technologies in Stevenson, WA for a letter of support; they are applying for a grant for the "Skamania Broadband Infrastructure Project". This will allow them to address the lack of broadband access in 6 un-served areas and bring fiber-optic networks to schools, fire halls, and medical clinics that will connect un-served areas in the Columbia River Gorge including the community of Cascade Locks. This project will take broadband out to the Port's Industrial Park. The City of Cascade Locks supports this project too.

#### **INSITU**

- The final document is sensational. We are all very proud of the collaborate effort in producing the Insitu Waterfront Campus proposal.
- Bill Fashing deserves a lot of thanks for his assistance.
- RaeLynn of the Hood River News did a great job of publicizing our Insitu proposal. I hope that you all got a chance to read the article in the Hood River News.
- Even if we don't advance in the selection process, the publicity has been great and the Port continues to demonstrate that we will work hard to attract new business to Cascade Locks.

#### **ECLI**

- Waiting on Michelle (Ball Janik) to turn around draft document we are crafting from Senator Metsger to Governor Kulongoski requesting his personal intervention with ODOT.

#### **NESTLE**

- Community Town Hall meeting hosted by Nestle scheduled for Wednesday, September 9, 2009 in the Port Pavilion from 7-9 pm.

#### **BEACH IMPROVEMENTS**

- Awaiting response from CRITFC (Columbia River Intertribal Fisheries Commission) to set up meeting with engineers concerning proposed beach improvements.

#### **MARINE PARK ENTRANCE PROJECT**

- Port is in the process of closing on the Tveidt property -1.4 acres (next to old fire hall). There is an outstanding easement from 1931 that has an 80 ft right of way, that we believe is WANAPA St. We contacted ODOT and are working through the issue we don't believe this will be a problem.

#### **MISCELLANEOUS**

- Port has no plans to travel to Washington, DC this summer or fall. We plan to attend the PNWA Annual Mission to Washington in February/March.

#### **e. Monthly Calendar:**

- Attended Oregon Statewide Port Planning Meeting, Met with legislatures and other agencies working on a plan for Ports statewide.
- Meeting scheduled with City Administrator Seeger and Mayor Lorang next week.
- Congressman Walden will be speaking next week at the Hood River Best Western sponsored by the Hood River Chamber.
- Hal Hiemstra (Ball Janik LLC) and one of Senator Wyden's aides will be in Cascade Locks on August 26<sup>th</sup>, the Port and City will be meeting and touring Cascade Locks.

Commissioner Caldwell asked what the status of the EIS. GM Daughtry stated that the last report he had was that NOAA fisheries hadn't issued the biological opinion after that it will go back to WA DC again.

#### **VIII. Items from the Floor: Moved down from top of agenda:**

##### **a. General Public: N/A**

- ##### **b. Commission:**
- Commissioner Caldwell wanted to say that the Moth event was great and a success. The Park looked great, thanks to Port staff, Don & Gydia Haight, Scot & Darlene Sullenger, Jess Groves and other community members for stepping up to make the event successful.

GM Daughtry stated that he is also discussing with the CGRA ideas on how to help out the sailing school.

GM Daughtry also stated that we are going to contact the local businesses in town that are for sale and try to help market the properties on our website.

##### **c. Government Officials: N/A**

#### **IX. Recess/ Adjournment:**

Commission President Lee adjourned the meeting at 8:28 pm.

Submitted by Kristi Bengtson