

PUBLIC MEETING: Port Commission Meeting

DATE: Thursday July 21, 2022, 6 PM

LOCATION: Cascade Locks City Hall 140 Wa Na Pa St, Cascade Locks, OR 97014

<https://us02web.zoom.us/j/85806615790>

## MINUTES

- 1) Commission meeting called to order at 6:00 pm
  - a. Pledge of Allegiance
  - b. Roll Call
    - i. President Groves
    - ii. Vice President Lorang
    - iii. Commissioner Caldwell
    - iv. Commissioner Stipan
    - v. Commissioner Bump
  - c. Modifications, Additions and changes to the Agenda
    - i. Remove Action Item 9.a.
  - d. Declarations of Potential Conflicts of Interest
- 2) Public Comment (Speakers may be limited to three (3) minutes)
  - a. Matt Novak from NWTA to present the needs of Easy Climb. He begins by thanking the Commission for hiring a contractor for cleaning it up and putting picnic tables. He has reached out to the Port, to get power tools, and saw that the weed whacker helped clear out a lot. They received a complaint on July 2<sup>nd</sup> about it being tough to go through with all the brush and blackberry vines. He was able to have people come out and clean it up on August 2<sup>nd</sup>. He asks the Port if they have considered if we have something left in the budget to cover maintenance of the trail. P Groves says that he appreciates all that NWTA does, but that staff are quite busy maintaining lawns and such but is sure the Port would be able to lend out a weed whacker. He says that Todd Mohr would be the person to get ahold of due to him being the Maintenance Manager. P Groves asks if they have an action plan and what the cost might be. Matt says that they do have an action plan and would be able to come up with a cost estimate. P Groves offers Dennis Snyder Jr. and that he was the original contractor for Easy Climb. C Stipan adds that him and his wife went through and picked up garbage at the beginning of the month and was pleased to see that it was kept clean a couple weeks later. Matt says that he spent most of his time by the new kiosk and unfortunately there was a lot of garbage, and the dumpster was very full. P Groves recalls Snyder Jr. using power tools to clear it out but everything this summer is growing very fast due to having cold weather for a while before the heat. P Groves says that he is sure he could find a way to raise funds to keep regular maintenance on the trail. Matt asks if Cyclocross is coming back and how was last year's event. GM Kaganova says that around 500 people came out and were dressed up in costumes due to it being Halloween. Matt adds that events like that are good reasons to keep the trail clear. P Groves offers contacting them to see if they would be interested in helping clear the trail. C Stipan says that people ask him for bike and hike trails, Matt says that if we have a visitors' center then we can keep maps in

there. P Groves adds that we are working on getting permits for the Harvey Road area and will add two kiosks and a restroom. C Stipan adds that people have reached out asking for bronze coins with the logo to pass along. C Stipan asks if Matt has been in the library in the elementary school and that it is a great network for advertising. GM Kaganova wants to connect with Matt about the Easy Climb Facebook page.

**3) Election of Port Commission Officers: President, Vice President, Secretary**

**VP LORANG MOTIONS TO LEAVE PORT COMMISSION OFFICERS AND APPOINTMENTS FOR COMMITTEES AS IS; C STIPAN SECONDS; UNANIMOUS 5-0**

**4) Appointment to Sub-Committees**

- i. JWGED
- ii. Indian Nations
- iii. Sternwheeler
- iv. Economic Development
- v. Marine Park

**5) Special Presentation and Reports by outside resources, staff, and Government Officials**

**a. Gorge Canoe Club Storage Request**

- i. Rob Peterson is here giving an update with the fencing proposal in the Marine Park beach as well as the cove area that GCC helps to clear and clean out during their community night events. They were able to cut back the brush and widen out the beach to help with launching. They are also returning to having the main club at the Marine Park beach. He knows that CGRA is in the middle of their busy season but is wondering if the Port can get going on fencing. He says that CGRA has been resistant about it. Peterson reached out to Snyder Jr. and gave him an estimate of about \$7,000 for excavation and \$5-\$7,000 for materials. There are permits and rules about water line and with UP railroad. P Groves asks if the total is close to \$14,000, Peterson replies yes and that they are a local non-profit looking for something more permanent in CL. P Groves asks if CGRA has an issue with putting their fencing behind their current storage, Peterson says that they are not very excited about having them behind and that they are seeming to act like they own the beach area. He adds that GCC were the main sponsors with running a beer tent and a raffle during the canoe event. He says that about 1,000 paddlers come in and 400-600 in the water racing in a 13-mile course. VP Lorang says he enjoyed the event. Peterson adds that there may be a potential partnership, while they are still at the cove, there is a company called Otter&Osprey renting out kayaks and canoes and interested in getting a storage container together. Peterson says they just need somewhere safe to store their boats. P Groves throws out that Mark Johnson got a call from some legislatures for having moneys go to the cove and be able to put a dock in and a trail. Peterson says that if we look at the HR waterfront, would be a good example. He says it could be a mixed event space. C Caldwell says that the potential permitting processes from the state and UP railroad. He says yes, he knows there are permits but he isn't familiar with where to go for them and who to contact. C

Caldwell would like to have this be done but also knows that there are requirements that need to be done. P Groves adds that CGRA storage area is on preexisting asphalt and would help to look at plans for when it was placed. Peterson says that moving forward, they'll do their practices out of the cove but will keep the Commission in the loop of new quotes or permitting.

**6) General Manager Report**

- a. Traffic counts continue to be lower than previous years, 15,000 lower than last year. Seeing more backups due to road closures. Currently, toll booth staff is trained on what is going on. Port takes cue from ODOT or WSDOT for next steps on road safety and how long it will take for something to be taken care of if there is an accident. Port has received a lot of complaints about the congestion affecting WaNaPa, ODOT is continuing to make progress on the intersection by Toll House Road. As of today, there has been a new study conducted during the busy times in the summer. P Groves adds that Ryan W is helping to find funds. Port has candidate for the accountant position and are waiting for the audit to be complete. GM Kaganova has started drafting a hiring policy and has asked SDAO for resources. Port is currently working on the procurement for the SBP and will bring a more final version at the August 4<sup>th</sup> meeting. The draft will help the consultant to do an analysis of strengths and weaknesses. Cost of consulting services will take a part of the grant and GM is asking for additional funding for more studies to be done with more funds. Energy assessment was completed and expecting to see results next month. For the entrance into town, the Port was not able to obtain the Sheriff's work crew but have approached the City and GCC to explore ways to get more community engagement. Peterson adds that some members of GCC are contractors on the side and can help. C Caldwell recalls there being a trail from the bottom to the sign and if everything is cleaned up, then they can have benches for people to sit. Peterson says that they have weed whacked a bit but there is a lot. GM says that we either are finding community organizations to adopt and take care of the area or join with the City to work on it and have community members come and help. P Groves adds that his wife used to go and help clean it up, but it gets hard. Son of Man is requesting that the Port fund the feasibility study for part of the Business Park property. The area is north of the existing utilities and suggested that Son of Man look at something closer, their preference is as far north as possible. GM recalls that the cost of the study, \$8,000, is not in the budget and was not submitted in time before the budget. P Groves points out that Son of Man did a good job of listing all that the study would include. VP Lorang asks if Son of Man is wanting to purchase land and then build his own building then that's a good idea, but it should be from his own pocket. C Caldwell says that the study should come from him. P Groves says that he needs to show how this would be a good investment for the Port, but he has yet to do so. GM says that at this time, the study will be the responsibility of the tenant but can name it in a grant. Dave Lipps from TIB adds that from his point of view, that Son of Man has done a good job of bringing business to town and that the \$8,000 is pennies compared to what work he has done for the Port. West Columbia Gorge Chamber of Commerce will be hosting a networking event on August 16<sup>th</sup> at 5 pm. Flex 6 is being marketed through CoStar and LoopNet, the amount to modify the building to accommodate two tenants is around \$50,000. July

4<sup>th</sup> went very well without insignificant incidents, and have received a total of \$15,389, and about \$1,700 in donations from the bridge. GM thanks C Stipan for singing the National Anthem. Marine Park has been very busy with CGRA as well as weddings and gatherings. Movies in the Park has brought in 100 people with the HR Prevention center and the City will be sponsoring the last Movies in the Park after the Community Picnic. Tomorrow Special Commission Meeting will be held at 10:30 am with the 4 River Tribes. Total revenue exceeded projected revenue for the campground. Transient dock on the Marina is down and Port is coordinating an estimate for the repair or replacement. Sternwheeler engine procurement is ready to be posted. POHR has cancelled the annual meeting until permanent ED is hired. P Groves says that it seems to him that the bridge is not meeting the expectations of tolls and to see what the impact it can have on the Port. He says that previously, we have hit the projected amounts and would like to see, as a Commission, what the lower amounts will do to the Port. GM says that with the increase of tolls but the lower number of cars from the 4<sup>th</sup> of July, thinks that gas prices are the biggest hurdle to overcome but will provide information about it. VP Lorang mentions that people are working from home more often now and that maybe it is a factor too.

#### **7) Commissioner and Sub-Committee Reports**

- a.** C Bump: He is concerned about who is tearing up the gravel in the parking lot. P Groves says that he knows who is responsible and will talk to the county judge about citing them and having them rake the gravel. GM adds that we have added boulders and trying to do as much as we can to avoid it
- b.** C Stipan: Has been with the museum and had the 160<sup>th</sup> birthday of the OR PONY and had a well turnout as well as the profits made. A lot of the things discussed after the event were the ways that it was roped off and people thought it was a private event. He enjoyed the Movies in the Park and walking around playing the guitar. OM Blue says that he can make something work. P Groves offers that during the city-wide garage sale would be a good time to walk around playing guitar. C Stipan says that he would love to help Peterson about the fencing project but would like to have a clearer image of what is wanted to be done. He adds that a lot of buildings have been on the National Historical Registry and wonders if there is an application and maybe some funding to register the bridge onto the registry. He says that now we are coming up on the 100<sup>th</sup> birthday, it would be good to have. Melissa Warren says that she isn't sure about money from it but there are rules. GM says that we can qualify for some historic funding but not enough for the bridge maintenance. She adds that every work we do on the bridge, we would need to go through the registry to have it approved. The tradeoff is that there would be some tourism and qualifying for grants, but projects would be delayed. VP Lorang says that if we wanted to do the bike/ped-crossing, it would probably be declined as well. GM says that if C Stipan recalls the pathways from David McCurry, in scenario 1, it would make sense and then \$50,000. OM Blue says that previously, there was a bridge from CL that was listed on the website and can do more investigation.
- c.** C Caldwell: Had a trail meeting with the state. P Groves says that ODOT must do tribal rules and want to bring in dogs to look for ancestral bones. C Caldwell says that they have \$30,000 to go towards the work with the cadaver dogs. P Groves adds that they

like this project idea and try to look for money. C Caldwell says that the 4<sup>th</sup> of July was there with her booth for the whole day and night and felt like she was in a new world with all the tourists being in the park. She thanks all the employees for all the work.

- d. VP Lorang: Nothing to add, attended the OR Pony event. Has been working so wasn't able to attend meetings.
- e. P Groves: Attended EDSC meeting and had several things on the agenda. One of the items was about the bridge being backed up and how to answer to people on Facebook to help mitigate with the traffic. P Groves adds that he and OM discussed that when everything is backed up like that, we make less money. He suggests that when the backups occur, if someone comes to pay with card, to hand them an envelope and pay back later. He says that if we let cars go through, then it ends up congested on the WA side. GM asks if the envelope idea is something to implement, P Groves says, "why not" and just to try it. OM says that we haven't done anything before but can try. VP Lorang says we should find a way to track the envelopes. GM says that POHR has an envelope system where they have people park and fill out their information. GM says that for us, being able to look up people's information, the cost of pulling information from WA is way over what we would make from an individual fine. The state can get away with it as the systems are all connected. P Groves says that he is recommending only doing this when the congestion gets bad. C Stipan wants to have a thank you note and inviting them back to town. GM says that we investigated printing envelopes, it would cost around 15 cents. P Groves says he got an email from the ACE and are asking him to sit on a committee. He has heard horror stories about all that is buried on Bradford Island. He offers if any Commissioner wants to sit in with him, they can. P Groves asks for Decavo answer, GM says they answered potentially yes but will discuss

- 8) Consent Agenda (\*\*\*)Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may take a motion to remove any items from the Consent Agenda for individual discussion).
  - a. Approval of minutes for Commission Meeting from June 16, 2022, and Special Commission Meeting June 30, 2022.
  - b. Approval of bills in the amount of \$407,556.91
    - i. C Caldwell asks what the LoopNet is for \$2,014 and if it was approved by the Commission and we have a bill from them. GM says that the procurement was delegated to GM. C Caldwell sees the SDAO insurance but asks for clarification on Workers Comp.
  - c. Approval of payroll for \$44,209.55 and \$44,344.95

**VP LORANG MOTIONS TO APPROVE CONSENT AGENDA AS STATED; C STIPAN SECONDS; UNANIMOUS 5-0**

- 9) Business Action Items
  - a. Approve Transient Dock Pump Purchase
  - b. Approve POCL Toll System Support for 3<sup>rd</sup> Year Maintenance Agreement
    - i. OM Blue says --- company is BreezeBy, and they set our amounts. They have asked for a 3% cost of living raise for this year. VP Lorang asks if this is an optional thing due to not being able to function without BreezeBy. OM says

we are contractually bound for the original amount, but they are asking for the raise

**C STIPAN MOTIONS TO APPROVE THE SUPPORT FOR THE 3<sup>RD</sup> YEAR MAINTENANCE AGREEMENT OF \$1,058.29; VP LORANG SECONDS; UNANIMOUS 5-0**

c. Approve Governmental Relations Contract

- i. There is a report stating we need lobbying funding. Reduced the cost by 50% and payment structure would be per hour up to \$3,000 per month. The full amount would be during legislative assembly. The current contract expired on June 30<sup>th</sup> and would like to make it effective on July 1. P Groves says that Mark Johnson has done a lot of work for us and if we need to modify what he is doing or not doing, he feels that our lobbyist is just as important as a maintenance worker. There is always something going on such as Johnson bringing senators and legislatures to help us procure money for the seismic upgrades on the bridge. C Caldwell says that she agrees with P Groves about Johnson being a great communicator for Salem reps and finding grants, as well as his knowledge for buildings. VP Lorang says that he says in the beginning of the budget season, we were projecting a downfall of moneys and that we follow increased tolls with increased spending and made hard decisions of reductions. He believes if we need to raise the funds that was previously approved from the budget, then we will need to make cuts elsewhere. P Groves says that he knows where VP Lorang is coming from but if there are issues with his work, then it needs to be talked through due to his work for the Port. VP Lorang asks if he can modify his motion later due to more investigating. GM says that we need to have this contract sooner than later due to this month being with his pay. C Stipan asks if he works 40 hours if he will get his whole pay, GM says no due to it being different under the contract. GM says that she needs to have this by August 4. P Groves says that we have money in contingency. VP Lorang wants to withdraw his motion. P Groves wants GM to sit down with Mark Johnson to discuss his work. GM asks if P Groves want these moneys to come out of contingency, P Groves replies that he is sure we can find moneys. GM points out that the City has saved an amount for funding the security officer position but can be discussed later. GM goes over the positions that were cut during the budget meetings.

**C CALDWELL MOTIONS TO APPROVE THE GOVERNMENTAL RELATIONS CONTRACT WITH MODIFICATIONS AND TO MAINTAIN THE PAY OF \$6,000, TO START ON JULY 1; C STIPAN SECONDS; UNANIMOUS 4-1**

d. Approve Thunder Island Brewing Event Permit

- i. P Groves says we don't have restroom facilities on the island and asks who will provide them. Dave Lipps says that another vendor will be providing those and in the 7 years they have had this event, they have had no issues. GM adds that TIB is providing fencing to make it safer. C Caldwell adds that she feels unsafe about the foot bridge and with people drinking.

**VP LORANG MOTIONS TO APPROVE THUNDER ISLAND BREWING EVENT PERMIT; C STIPAN SECONDS; UNANIMOUS 4-1**

- e. Waive specific Education Requirement for Accountant position
  - i. P Groves wants to table this item due to the recommendations from SDAO to be decided on. GM is recommending that we hire someone with accounting experience and has a bachelor's degree, just not in accounting. P Groves adds that SDAO is recommending hefty items and that we should look at the recommendations before hiring someone new. VP Lorang adds that his daughter does not have a CPA degree but is working as an accountant under a CFO in a large company. GM reads a recommendation from SDAO stating that the position should be filled as soon as possible. She thinks that there were also recommendations that a consultant is to be hired before the position is filled. There is a gap between someone who is not there every day at the Port due to not being able to replace more internal jobs. P Groves wants to bring back Mark from SDAO about a conversation due to not being caught up on items and help to get off the bridge tolls. GM reiterates that due to vacancies that our auditors are experiencing are delaying their work, not our own vacancies. P Groves believes that he should come back to do a forensic audit of our books. GM says that she doesn't believe it would be helpful due to needing an accountant to be able to provide that information. P Groves says that having Mark from SDAO was Tommy's doing and was highly recommended. GM says that he is being clear about needing to fill the position. P Groves says that there are a lot of differences between an accountant and a finance director. GM goes on to explain what the job duties would be. C Caldwell believes that Mark knows getting an accountant would be difficult to do because of previous issues finding someone, and that we should find someone from the state to do a forensic audit. GM asks P Groves to point out the area where the recommendation was made. GM proceeds to read the recommendation from SDAO for the accountant and audit sections. GM says that he is not recommending hiring an external auditor if there is anything else done, but we need to hire a finance manager. VP Lorang agrees with GM who has the experience. P Groves says that he knows the person, but the assessment wasn't for the staff. C Caldwell says that we haven't been able to have someone come in for work but wants to remember how important this is for the Commission.

**VP LORANG MOTIONS TO WAIVE THE EDUCATION SPECIFIC REQUIREMENTS; C STIPAN SECONDS; UNANIMOUS 2-2; C BUMP UNDECIDED**

- f. Approve Marine Park Underpass Project IGA
  - i. Presented at last Commission meeting, ODOT prepared this for the project timeline. It has been reviewed by attorneys

**C STIPAN MOTIONS TO APPROVE MARINE PARK UNDERPASS PROJECT IGA; C CALDWELL SECONDS; UNANIMOUS 5-0**

- g. Adopt SDAO BPA Recommendations
  - i. Mark's recommendation was to develop an action plan; will bring to next meeting.

**C CALDWELL MOTIONS TO ADOPT SDAO BPA RECOMMENDATIONS; C STIPAN SECONDS;  
UNANIMOUS 5-0**

- 10) Executive Session under ORS.192.660(2)(e) Real Property Negotiations
- i. Out of Regular Session and Into Executive Session at 8:19 pm
  - ii. Out of Executive Session and Into Regular Session at 8:45 pm
- b. Approve Tierra De Los Lobos in Incubator Space

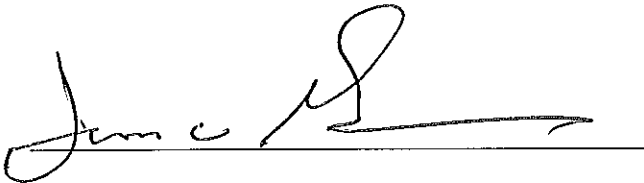
**VP LORANG MOTIONS TO APPROVE THE LEASE AND PLAN OF TIERRA DE LOS LOBOS INTO THE INCUBATOR SPACE; C STIPAN SECONDS; UNANIMOUS 5-0**

- c. ACL Agreement Action

**VP LORANG MOTIONS TO APPROVE GM TO GO FORWARD WITH NEGOTIATIONS; C STIPAN SECONDS; UNANIMOUS 5-0**

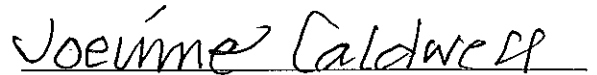
- 11) Adjournment at 8:47 pm

Port of Cascade Locks



Port Commission President

Jess Groves



Port Commission Secretary/Treasurer

Joëinne Caldwell

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by contacting the Port of Cascade Locks office at 541-374-8619.*