

## PORT OF CASCADE LOCKS

A Budget meeting of the POCL Commission and Budget Committee was held May 8, 2018 at 6:00 pm at the Community Center, Cascade Locks, Oregon 97014.

1. **MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE:** Budget Committee President Walker called the meeting to order at 6:01 p.m.
2. **ROLL CALL:**
  - **Commission Present:** Groves, Bump, Lorang were present. Commissioner Caldwell and Stipan were absent.
  - **Budget Members (BM):** Donna Mohr, Myra Walker, Rob Brostoff and Diana Reedy VanWinkle were present
  - **Others present:** GM Paul Koch, Special Projects Coordinator Brittany Berge, Accounts Specialist Melissa Warren and Bridge Manager Ryan Vollans were present.
3. **DECLARATION OF POTENTIAL CONFLICT OF INTEREST:** BM Mohr declared a potential conflict due to relationship with the Maintenance and Construction Manager.
4. **PRESENTATION OF BUDGET MESSAGE:** GM Koch delivered the budget message highlighting the organizational realignment that will include the recruitment of the new General Manager and the elimination of the Economic Development department as the Port has used it. The new General Manager is to absorb the role of the Economic Development Manager. GM Koch discussed other top priorities of the Port Commission. GM Koch then informed the Budget Committee of the format of this year's budget format. BM Rob Brostoff asked why there were two costs listed for the commission's annual lobbying trip. GM Koch responded with one number was for the cost of the travel expenses and the other cost was for the services provided by the Port's lobbyist. GM Koch proceeded to explain the remainder of the highlights of the proposed budget. MB Mohr had a question on what pertains to the 750 hours of Maintenance time allocated to the new Herman Creek Business Complex. GM Koch explained that is would be maintenance of common areas; sidewalks, parking lots, planter beds. Discussion was had on the specifics of the Bridge Special Fund purpose.
5. **REVIEW OF BUDGET DETAIL:**
  - a. **Port Commission:** GM Koch noted that this budget is relatively unchanged aside from a reduction in legal expense.
  - b. **Administration:** BM Walker asked why there's no current on budget on several items. Staff Warren explained that categories like campground fees and event rentals previously belonged to another budget but are being moved into the Administration budget. BM Brostoff asked why the interest has jumped significantly. Staff Warren explained that it was due to good interest rates and the amount of money in the bank. BM Walker asked about the changes in Staff Organization. Staff Warren and GM Koch explained that Event Coordinator was previously in another department but moved to Administration and Event Support is a new position. Discussion was had on the funds to support City EMS in Economic Development efforts.
  - c. **Economic Development:**
    - i. **Economic Development:** BM Walker asked why Land Lease & Rentals dropped so much. Staff Warren explained that Flex buildings were



reallocated to separate categories. Commissioner Groves asked how much profit the Port gets after leases are paid and loan payments are made. GM Koch said that he would gather up that information and report back. BM Mohr asked why the Port hasn't paid off the loan on the Business Park loan. Commissioner Groves agreed that the Port should pay off the loan.

d. **Maintenance & Construction:** BM Walker asked about Homeland Security Grant and why it was showing zero. GM Koch explained that the Port completed the grant work this year. BM Brostoff asked why the Maintenance Worker 1 position increased. Staff Warren explained that the job was reclassified. BM Mohr asked the Pony Building budget item is proposed at a zero budget. GM Koch explained that the work to the building will be completed by the end of the current budget year.

i. **Marina:** BM walker asked why moorage is increasing. Staff Warren explained that the Port held slips open to accommodate a specific event in the previous year but aren't doing so in the proposed budget so the Port can anticipate increased revenue.

e. **Toll Booth:** BM Walker asked when the Port is planning to implement Phase 1 of the tolling technology. GM Koch responded that the Port plans to implement the first phase in November of 2018.

f. **Development Fund:** GM Koch presented the \$500,000 budget source from lobbying efforts through the state. The money is to be earmarked to be used on infrastructure in the business park. Discussion was had on the loan amount for in the proposed budget.

g. **Bridge Fund:** BM Walker asked why engineering costs doubled. GM Koch explained that the increased was based on grant assistance for the current year and the Port intends to pursue future grants in the next budget year. BM Mohr questioned why \$200,000 from bridge set aside was proposed to fund the toll technology project. Discussion was had. Commissioner Lorang made a motion to take \$200,000 out of contingency to fund the toll technology implementation as opposed to from the set aside. Donna seconded the motion. Motion was passed unanimously. Further discussion was had on the bridge fund and set asides.

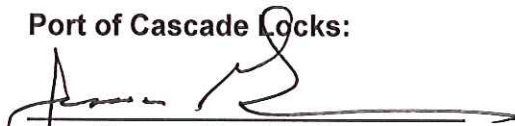
6. **PUBLIC COMMENT:** None

7. **NEXT MEETING:** Meeting is scheduled for May 15, 2018 at 6pm in City Hall Council Chambers.

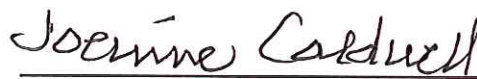
8. **ADJOURNMENT**

**THE MEETING WAS ADJOURNED THE MEETING AT 8:19 PM.**

**Port of Cascade Locks:**

  
Jess Groves, President  
Port Commission

**Attest:**

  
Joieinne Caldwell, Secretary  
Port Commission

DATE APPROVED: 

Prepared by: Brittany Berge

8-16-18