

PORT OF CASCADE LOCKS

A Budget meeting of the POCL Commission and Budget Committee was held June 3, 2019 at 6:00 pm at the Marine Park, House 3, Cascade Locks, Oregon 97014.

- 1) **MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE:** Budget Committee President Walker called the meeting to order at 6:20 p.m.
- 2) **ROLL CALL:**
 - **Commission Present:** Groves and Lorang were present. Commissioner Stipan, Caldwell and Bump were excused.
 - **Budget Members (BM):** Donna Mohr, Myra Walker, Rob Brostoff and Diana Reedy VanWinkle were present
 - **Others present:** GM Paul Koch, Deputy GM Olga Kaganova Secretary Sally Moore, Accounting Specialist Melissa Warren, Maintenance & Construction Manager Todd Mohr and Bridge Manager Ryan Vollans were present.
- 3) **DECLARATION OF POTENTIAL CONFLICT OF INTEREST:** BM Mohr declared a potential conflict due to a relationship with the Maintenance and Construction Manager.
- 4) **Public Comment - None**
- 5) **Handouts and Explanation: None**
- 6) **Review and Act on Proposed Budget -**
 - a) **Port Commission** – GM Koch stated the budget increased from \$117,414 to \$142,914. This is mostly due to changing lobbyists. GM Koch stated the new Government Relations Director, Mark Johnson is better able to reach directly to the Salem Legislature and in Washington DC. Summit Strategies was the former lobbyist. BM Brostoff made a motion to tentatively adopt the Port Commission Budget. Seconded by Commissioner Groves. The motion passed unanimously. 6-0
 - b) **Administration** – GM Koch stated that Administration will have \$20,000 moved out of Contingency and into Administration. Commissioner Groves asked why this department increased so much. DGM Kaganova stated there was a \$50,000 in increased Event Revenue and interest revenues. She stated the average step increases were \$20,000. She recommended adding \$20,000 in the Budget; asking the Committee to make that recommendation to the Port Commission. Commissioner Lorang made a motion to tentatively adopt the Administration Budget and add \$20,000 from Contingency for the salary adjustments to the Administration Budget. Seconded by BM Reedy VanWinkle. Commissioner Groves voted yay. Commissioner Lorang voted yay. BM Brostoff voted yay. BM Walker voted yay. BM VanWinkle voted yay. BM Mohr voted nay. 5-1.
 - c) **Economic Development** – GM Koch stated that some of these functions have been moved to Administration. The revenue for this department will come from Bridge Revenue and building leases. Commissioner Groves made a motion to tentatively adopt the Economic Development portion of the Budget. Seconded by BM Brostoff. BM Mohr announced she will vote against this as she believes the Port should pay more than \$140,000 in debt service. She stated the Port should be more aggressive and pay more money against it. Commissioner Groves stated the Port is in a growth pattern and does agree that it should be paid down; however not at this time. Commissioner Lorang stated at some time these will be paid down. BM Mohr stated these loans have been around for way too long. GM Koch stated the Port can look at ways to accelerate ways to pay these loans off. The motion was amended. Commissioner Groves amended his motion to tentatively adopt the Economic Development portion of the Budget and to tentatively

work at paying down the Debt Services more. Seconded by BM Brostoff. Commissioner Groves voted yay. Commissioner Lorang voted yay. BM Brostoff voted yay. BM Walker voted yay. BM VanWinkle voted yay. BM Mohr voted nay. 5-1.

- d) **Maintenance & Construction** - GM Koch stated that Maintenance & Construction Manager Todd Mohr has asked for 1,000 more man hours for this department. All descriptions in section one are in the Marine Park Master Plan. This includes renovations for the Historic Buildings (Houses 1,2,3), the Café, Pavilion Sternwheeler Gangplank repair, Maintenance Building, repair the Center Park bathrooms and renovate the cook shacks. Also included is the Vehicle Equipment Replacement Program and Park Roadways and Striping program. Commissioner Lorang motioned to tentatively approve the Maintenance & Construction Budget. Seconded by BM VanWinkle. Motion passed unanimously. 6-0.
- e) **Toll Booth Operations** – GM Koch stated this includes some overtime this year due to volumes of traffic. GM Koch stated Toll Technology will be implemented by the end of 2019. Commissioner Groves motioned to tentatively adopt the Toll Booth Budget. Seconded by BM Van Winkle. Motion passed unanimously. 6-0.
- f) **Special Bridge Preservation and Repair Fund** - GM Koch stated that this is year six of this program. It is intended to maintain the 15,000 lb. weight limit on the bridge. Commissioner Lorang motioned to tentatively adopt the Special Bridge and Repair Fund. Seconded by Commissioner Groves. Motion passed unanimously. 6-0.
- g) **Development Fund** – GM Koch stated this special program comes from the sale of assets, grants or loans. The Port Commission will place these funds in the Development fund. Commissioner Lorang motioned to tentatively adopt the Development Fund. Seconded by BM Brostoff. Commissioner Groves voted yay. Commissioner Lorang voted yay. BM Brostoff voted yay. BM Walker voted yay. BM VanWinkle voted yay. BM Mohr voted nay. 5-1.

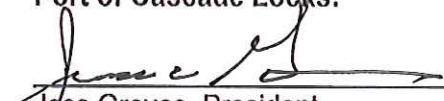
7) **Public Comment: None**

- 8) **Approval of 2019-20 Budget:** Commissioner Lorang made a motion to adopt the tentative budget and that the Port Commission add \$20,000 from Contingency into Administration for salaries and look into paying down loans. Motion seconded by Commissioner Groves. Commissioner Groves voted yay. Commissioner Lorang voted yay. BM Brostoff voted yay. BM Walker voted yay. BM VanWinkle voted yay. BM Mohr voted nay. 5-1.

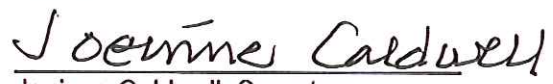
9) **ADJOURNMENT**

COMMISSIONER GROVES MOTIONED TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY COMMISSIONER LORANG. MOTION PASSED UNANIMOUSLY. THE WAS ADJOURNED THE MEETING AT 7:35 PM.

Port of Cascade Locks:


Jess Groves, President
Port Commission

Attest:


Joanne Caldwell, Secretary
Port Commission

DATE APPROVED: 8/15/2019
Prepared by: Sally Moore