

PORT OF CASCADE LOCKS

A Budget meeting of the POCL Commission and Budget Committee was held May 12, 2021 at 6pm in Cascade Locks, Oregon 97014 via ZOOM

1. **MEETING CALLED TO ORDER / PLEDGE OF ALLEGIANCE:** Port Secretary/Treasurer Joeinne Caldwell called the meeting to order at 6:08pm. (Technical difficulties prevented Port President Jess Groves from calling the meeting to order.) No pledge of allegiance was performed due to the virtual platform of the meeting.
2. **ROLL CALL:**
 - **Commission Present:** Groves, Caldwell and Stipan were present. Bump and Stipan were absent.
 - **Budget Members (BM):** Donna Mohr, Myra Walker, Rob Peterson, Diana Reedy VanWinkle and Terry Zwanziger were present.
 - **Others present:** GM Olga Kaganova, Accounting Specialist Melissa Warren, Bridge Supervisor Jeremiah Blue, Maintenance & Construction Manager Todd Mohr, Secretary Sally Moore, Secretary-in-Training Colette Black and Museum Director Janice Crane.
3. **ELECTION OF BUDGET COMMITTEE OFFICERS**
 - a. **President** - BM Donna Mohr nominated Myra Walker for President. Commissioner Caldwell seconded the motion. The motion passed unanimously 8-0.
 - b. **Vice-President** – BM Myra Walker nominated Rob Peterson for Vice-President. Commissioner Caldwell seconded the motion. The motion passed unanimously. 8-0.
4. **DECLARATION OF POTENTIAL CONFLICT OF INTEREST:** BM Mohr and Commissioner Caldwell both declared a potential conflict of interest.
5. **BRIEF BUDGET ORIENTATION:** GM Kaganova provided a PowerPoint and delivered a brief budget orientation to the Commissioners and Committee Members.
6. **PRESENTATION OF THE BUDGET MESSAGE:** GM Kaganova delivered the budget message highlighting the importance and necessity of the upcoming bridge rust removal and painting to preserve the Port's most important asset. This is a significant expenditure taking place in the next fiscal year. GM Kaganova stated that the Port is also continuing to develop the Business Park, the Harvey Road property and fostering local business engagement while maintaining the Marine Park and its varied assets. The Port has implemented paid parking in the past year and it is expected to fund a park security officer to assist in monitoring the properties. GM Kaganova stated that the next major stream of revenue for the Port is the leases of the commercial properties owned by the Port. A current tenant occupying three separate units in the Business Park will soon be moving into the new Flex 6 building. The Port has two more tenants standing by

to take over two of the three spaces which will be vacated and there is interest in the last available space. GM Kaganova stated that the Port continues to meet the mandate of balancing the budget and maintain its reserve funds however, this does leave some projects and needs undone. With the expectation that the aging bridge is going to require continued and costly repairs in the future, the Port must persist in finding the most effective method of ensuring its viability while supporting their other programs of the Marine Park and Commercial Properties.

- 7. REVIEW OF BUDGET DETAIL:** GM Kaganova stated that there are three funds: The General Fund, the Development Fund and the Reserve Fund. The General Fund supports the Port's economic development, legal, governmental and engineering. The Development Fund budgets for special development activities funded by property sales, grants and other special funding sources. The Reserve Fund holds three categories of reserves. The Bridge Reserve to maintain the 15 Year Bridge and Preservation Plan and follow its guidelines, the Vehicle and Equipment Reserve is an ongoing fund carried over every year for vehicle and equipment purposes. The newest reserve fund, established during the 20-21 fiscal, is the Debt Service Reserve which holds funds to service the loan on the Flex 6 building in the event of default by the tenant. This reserve is required as a condition by the lender. GM Kaganova stated that the Port has been promised several different legislative appropriations from the Federal and State level. All of those funds have intended purposes by the Port from completing parking lot projects, to contributing to the hardening of the electric in the Business Park and property acquisition. Additionally, guidance was just received from the federal government about how these funds are to be spent. The largest expected appropriation is \$2.4million appropriation from the State which was initially granted in 2019. This fell through in 2020 due to it being funded by the lottery which was adversely affected due to Covid 19. The Port has applied again for this appropriation and the signs are positive that it will again be granted.

- a. Questions, clarifications, and discussion - BM Mohr expressed that although the Port contends to develop businesses to provide jobs for Cascade Locks residents, she does not feel that all activities and businesses achieve this. BM Mohr asked specifically how many Cascade Locks residents are employed by pFriem. GM Kaganova determined after the meeting that pFriem currently employs four Cascade Locks residents.**

BM Zwanziger expressed that he believes the Budget Committee should be involved if these funds are received by the Port. GM Kaganova assured BM Zwanziger and the rest of the Committee that they will be invited into those discussions if and when the monies are received that this is a requirement due to the amount of the funds.

BM Mohr asked how much of all of the appropriations are guaranteed. Commissioner Groves stated that none of them are guaranteed but have been

promised. BM Zwanziger expressed his opinion that those funds should not be counted until they are received with BM Mohr and Commissioner Groves assenting.

8. **FUTURE BRIDGE LIABILITIES STRATEGY DISCUSSION** – GM Kaganova asked if it pleased the Committee to move this topic to the next meeting due to the amount of time already spent on prior topics. The Committee agreed with no one expressing the adverse.


9. **PUBLIC COMMENT** - None

10. **Adjournment** – Commissioner Groves made a motion to adjourn the meeting. Seconded by BM Rob Peterson. The motion was unanimous. 8-0

THE MEETING WAS ADJOURNED AT 8:01 PM.

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Joeline Caldwell, Secretary
Port Commission

DATE APPROVED: June 2, 2021
Prepared by: Colette Black