

Port of Cascade Locks

The Port of Cascade Locks Commission Regular Meeting was held Thursday April 2, 2020 via Zoom in Cascade Locks, OR 97014.

1) Commission meeting called to order: CP Groves called the meeting to order at 6:07pm. No recording was available per GM.

- **Roll Call:** Commissioners Groves, Bump, Lorang, Caldwell and Stipan were present.
Others Present: GM Olga Kaganova, Accounting Specialist Melissa Warren, Bridge of the Gods Manager Ryan Vollans, Economic Development & Property Manager Don Mann, Secretary Sally Moore, Port Attorney Laura Westmire, Port Engineer Mark Libby, Ralph Miller, Rob Peterson, and Diana Reedy Van Winkle.
- **Modification, Additions & changes to the agenda: None**
- **Commissioner Caldwell declared a potential conflict of interest as she has family members employed at the Port.**

2) Public Comment (Speakers may be limited to three (3) minutes)

3) Presentations and Reports

- a. **General Manager Report** – GM Kaganova wanted to remind everyone that we are here for possibilities. GM Kaganova state the Port received a thank you card from OneGorge for ongoing support to Cascade Locks. She commended the Commission for this. GM Kaganova stated the Port has asked people to send in checks or money in the mail and has received many cards of thanks for the honor system and for trusting the community. She reminded the Commission that the Port's customers are feeling the need to do the right thing. TIB has provided lunches to the school and city and port has supported them as well. GM Kaganova stated that at the toll booth modifications according to CDC requirements. This includes installing plexiglass with an opening to give change back and receive credit card payments. GM Kaganova stated there is a cash collector drop off box at the bridge. The toll taker can also use extender basket, and only one person at a time will be allowed in the toll booth. After each shift, the toll booth will be sanitized and aired out before the next toll collector goes ono duty. GM Kaganova stated there is no bleach being used at the toll booth.GM Kaganova stated that cash is being picked up with gloves. It will be sealed and held 4 days before handing and counted. The toll takers will ask customers to have correct change. There will be a staff training using CDC techniques to prevent the COVID-19 virus. GM Kaganova stated that posters and training materials are based on CDC requirements. GM Kaganova stated The Renewal Workshop (TRW) has offered their wash machine to sanitize the money, adding this would be a great collaboration. Economic Development and Property Manager, Don Mann stated that there is no water involved in this process, at TRW with cleaning of the money. Their machine sanitizes all the clothing. GM Kaganova said events late fees were already authorized to refund. She stated most events have rescheduled, and some birthday parties will be refunded. There was a consensus on this matter. GM Kaganova stated some tenants have requested for lease payment deferral and recommended deferring three (3) months payable in equal installments in 3 months. She stated all businesses are experiencing different impacts, and only some tenants have asked for a deferral. GM Kaganova stated the Port does have some loans and obligations to fulfill as well. She asked to reserve an opportunity for those

severely affected as that payment may not be possible. Commissioner Stipan stated If the Governor is for it, he is for it. CP Groves asked that each business apply in writing for a lease deferral, adding that Don and Olga can work that out. pFriem, TRW, and Son of Man have asked for deferral. CP Groves stated he talked to AWI and they can make payments but would like to talk about reductions. Port Attorney Laura Westmire recommended making an amendment to their (each) specific lease, noting this would be how the formality would be accomplished and then it would be in writing. CP Groves stated Don and Olga can do that as long as the bases are covered. Don Mann we can work out an amicable solution.

A roll call vote was taken on lease deferrals

Roll Call Vote: Commissioner Bump yea, Commissioner Caldwell yea, Commissioner Groves yea, Commissioner Lorang yea stating as long as it is in writing. Commissioner Stipan yea and said if it is 90 days. He added there will be no late fees or evictions by the Governor's order.

- b. **Financial Report:** GM Kaganova reported a decrease in traffic, and a loss of \$110,000 in toll revenue. She stated that this month with extra expenses with dredging and possible legal expenses, the Port is projecting a \$493,000 shortfall and next month a \$150,000 shortfall. GM Kaganova states there could be an increase in tolls if the Governor lifts that order, however the Port cannot count on that. GM Kaganova stated the Port is taking this one week at a time and will get back to the employees regularly. GM Kaganova reported that about two weeks ago she asked most staff to stay home and use sick and vacation. She stated some employees have used all their time. GM Kaganova stated some employees are working from home, some cannot be accommodated. GM Kaganova stated is working on a layoff plan for employees to collect unemployment. GM Kaganova stated the Port can be strategically aggressive or take a more moderate approach at a later time. She asked for feedback from the Commission. Commissioner Stipan said that if there are staff on the payroll and cannot get hours, then yes, have them apply for unemployment, adding that some are essential and if there are people unable to make a profit for the company, maybe furlough them, noting the Port has to keep primary operations going, by using essential employees only. Commissioner Caldwell stated she had a potential conflict of interest as she has two family members who are employed and would not discuss the matter. Commissioner Bump agreed, that laying them off would be beneficial to get them back to work sooner. Commissioner Lorang was also in agreement to look out for employees and to decide what is best for them and to also look out for the Port, adding the Port is responsible for the entire community. President Groves stated this was the part he hated to get to noting he realizes the position the Port is in, and the Port must survive, and needs enough finances to do this. CP Groves would like to communicate very well with employees about this. He recommended starting off with a moderate approach and then proceed to a more aggressive approach. Commissioner Stipan recommended that the Port help them work through to see if they are eligible for unemployment benefits. Secretary Sally Moore asked how the layoffs would be done, asking who essential employees are and would the Organizational Chart be used to lay off employees. She also asked if an official memo would be put out for employees. CP Groves stated this will be

worked out tomorrow. GM Kaganova stated that no memo would be sent out. Don Mann recommended helping tenants navigate the Small Business Association (SBA) making sure they have access so they can get this in order and help them. Don and Olga reached out to businesses in Cascade Locks encouraging them to apply for available resources. CP Groves stated that strategies are in place, and the Port is fortunate to have 2.4 million in place. He stated the Port cannot arbitrarily get these funds until 2021, but the Port may have to go to the Governor to ask for funds ahead of time.

- c. **Bridge Report – Port Engineer** Mark Libby walked through the ODOT inspection report and provided a report. He stated four primary categories were highlighted. The deck, superstructure, substructure, and channel. Mark stated Stringer lowered from a six to a 5, due to the collision impact. He stated the Post inspection report after repair is made should go back to a six. The sub structure lowered from a six to a five related to cracks in epoxy and have cracked and exposure to footing. Mark stated that ODOT reported exposure of the footing pier on the Washington side. Mark stated most of these items are minor and will be flag for repair and added to the 15 Year Maintenance and Preservation Plan. Mark stated the cantilever truss is still at a five even after the redeck, noting some ratings are arbitrary. Mark suggested providing documentation of dock welding, may improve ratings. Mark stated primarily the bridge was downgraded because of paint conditions and gusset plates, and he recommended get more aggressive on the painting maintenance program. CP Groves asked about the wooden cribbing. Mark stated it would have been mentioned in the under-water report. **Mark stated there are no comments on the underwater inspection report.**

4) Commission and Sub-Committee Reports – None

5) Consent Agenda**

- a. **Action to approve Joint meeting minutes for Friend of the Cascade Locks Historical Museum Board, City of Cascade Locks City Council, Port of Cascade Locks Commission on March 11, 2020**
- b. **Action to approve bills in the amount of \$134,934.72**
- c. **Action to approve payroll for \$31,052.48**

COMMISSIONER STIPAN MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

6) Business Action Items

- a. **Approval of City Water Line Cost Share** – GM Kaganova stated she and Don Mann, the Mayor, staff, and the Administrator met about cost sharing for the water in the Business Park. The waterline was upgraded by the City to supply fire protection in the Business Park. The negotiations led to an agreement that the Port should pay \$156,160.71. She stated the plan was well negotiated. GM Kaganova stated the Port will pay this on July 1, 2021.

Lorang and second as stated. Caldwell second. The motion was unanimous. 5-0.

- b. **Adopt Port City MOU** – GM Kaganova stated this has been worked on a while, on how the Port, City will support the Museum now that it is a 501c3. This proposed Memorandum of Understanding (MOU) is a result of a cooperative agreement to reflect that this works for all parties involved and that its intent is really maximize benefits to the community. GM Kaganova stated that Port Attorney Brooks worked on this MOU. Commissioner Lorang stated it is still an MOU that outlines the responsibilities of each entity. The MOU states that the Port will enter a lease per year for a nominal amount and that this is will become a tenant landlord relationship.

COMMISSIONER STIPAN MADE A MOTION TO APPROVE THE MOU AS WRITTEN. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

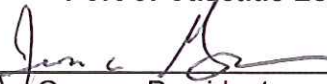
- c. **Bridge Manager Ryan Vollans** stated that the ODOT report that height signage on the bridge were not standard. Currently, they are yellow, and they need to be blue. Ryan stated he would like to purchase 2 new diamond shaped 3x3 to be placed at the entrances of the bridge and 2 hanging plastic signs to comply. Ryan stated the cost is \$430 to purchase the signs. Installations costs are unknown. Ryan stated he will ask for approval at a later for laser over height detection system later, noting internet will have to provided on the Washington side of the bridge.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE NEW SIGNAGE ON THE BRIDGE. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

CP Groves stated that on off meeting weeks he would like to have a short meeting, and to plan on next Thursday at 6pm for a 45 minutes online meeting. Commissioner Caldwell thanked Jess, Don, and Olga for all the things they have been doing.

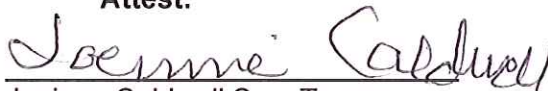
- 7) Executive Session under ORS 192.660 (2)(e) Real Property Negotiations - None
- 8) Any action as a result of Executive Session – No Executive Session
- 9) Adjournment: **COMMISSIONER LORANG MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The meeting adjourned at 7:34PM.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joenne Caldwell Sec. Treasurer
Port Commission

DATE APPROVED:

4-16-2020
Prepared by: Sally Moore