

## Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, October 17, 2019 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:00pm.
  - **Pledge of Allegiance**
  - **Roll Call:** Commissioners Groves, Stipan and Bump were present. Commissioner Lorang was excused. **Present:** GM Olga Kaganova, Accounting Specialist Melissa Warren, Bridge of the Gods Manager Ryan Vollans, Government Relations Director Mark Johnson, Maintenance & Construction Manager Todd Mohr, Secretary Sally Moore, Cascade Locks Museum Executive Director Janice Crane, Port Attorney Laura Westmire, Matt Novak, Joanne Wittenberg Lorelei Haukness, Stan Hinatsu, and camera operator Marianne Bump.
  - **Additions & changes to the agenda – GM Kaganova removed Item 8., Executive Session from the agenda.**
  - **Declarations of Potential Conflicts of Interest - None**
- 2) **Public Comment (Speakers may be limited to three (3) minutes):** Matt Novak with NW Trails Alliance/International Mountain Bike Association reported that he was there to represent them, and they do volunteer work on trails. They have 2,000 members. Matt stated they got word that the 26 mile trail will continue to progress and that he is also the person of contact for 26 mile trail to do volunteer work. Matt stated they do have some ideas for parking adding there will not be a lot of need for it. CP Groves stated the Port has been working on the project a long time and they have invested a lot of money to complete this project; adding it is a multi-use trail. CP Groves stated the Port has been working on the parking. He stated there may be parking at Wyeth and in Cascade Locks. CP Groves stated he wanted to confirm that NW Trail Alliance still has the commitment to volunteer to finish the trail work. Matt replied yes.
- 3) **Special Presentations & Reports by outside resources, staff & Government Officials**
  - a. **Update on the proposed trail system –** Recreation Program Manager, Lorelei Haukness for the Forest Service, Lorelei Haukness reviewed the proposal and map to complete the proposed 26 mile trail. The proposed map showed the possibilities for the trail. Lorelei stated that some of the trail at Wyeth will be open to equestrians. She stated the proposed trailhead is at the Wyeth Bench. Lorelei stated that the goal is to have the proposed trail complete by August 2020.
  - b. **Quarterly Departmental Reports**
    - i. **Bridge of the Gods Manager -** Bridge of the Gods Manager Ryan Vollans reported that the deck rehab project on the Washington approach has been completed. This was a repair project due to salt corrosion. Ryan stated the bid to Conway Construction was \$362,000.; however, the total will be closer to the \$395,000 range due to signage additional traffic control imposed by WSDOT rules and regulations. Ryan stated training for the Breezeby Transponders will be October 29. Ryan stated the toll booth has been painted. Ryan stated that Peggy Towery retired and did a

great job. Ryan noted the Port staff is working on final implementation for the Toll Technology. Ryan stated that ODOT will perform the annual bridge inspection in November.

- ii. **Maintenance and Construction Manager** – Todd Mohr reported that they are done with the lift. They worked on the tennis court. Todd stated they did spot painting on the bridge and painted the Toll House. Todd stated they did 25 weddings this year and many others. Todd stated this is best staff. Todd stated they are starting fall welding; noting that breaks in the panels are down. Todd stated they have been doing their regular maintenance in Marine Park and the Business Park. Todd stated the shed next to the Pavilion has been painted. They have been repairing the foundation of the Museum. They have also completed painting the Museum. Todd suggested reroofing the Museum in the next budget year; noting the foundation needs repair as well.

**At this point, CP Groves shifted from the Agenda to introduce the new Cascade Locks Museum Executive Director, Janice Crane.** Museum Board President Joanne Wittenberg stated the Museum hired Brittany Anderson to also work at the Museum. Joanne Wittenberg stated she was happy and excited to introduce Janice Crane as the newly hired Executive Director for the Museum. Janice thanked the Commission for having her. She is happy to be here. Janice is moving to Cascade Locks in November. Janice stated she is from the NW Portland Oregon area.

- iii. **Event Coordinator** – None

- iv. **Accounting Specialist** – Melissa Warren reported on the bill list. Melissa asked to set a date for the Staff/Commission holiday party. The date was set for December 12 at noon in the Marine Park Pavilion.

**4) Commissioner comments and Commission sub-committee reports** – Commissioner Stipan reported that he met Brittany and Janice (Museum employees) last week; noting they are a good fit and have been doing this for years. He stated the next Museum Board meeting will be Monday. Commissioner Stipan stated he enjoyed being the Emcee again for the Magical History Tour on the Sternwheeler on October 4. Commissioner Caldwell stated she met with Olga (GM Kaganova) regarding finances and will review the General Ledger on a monthly basis with her for accuracy. CP Groves attended the Pacific Northwest Waterways Association (PNWA) conference; where Economic Development Manager Don Mann received the Walt Evans Memorial Award. CP Groves stated that at the Economic Development sub committee meeting; many business opportunities, were discussed as well as infrastructure implementation to make this happen.

**5) Consent Agenda (Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may make a motion to remove any item from the Consent Agenda for individual discussion).**

- a. **Approval of minutes for July 24, 2019, August 1, 2019 and August 15, 2019.**

- b. Approval of bills in the amount of \$569,108.78
- c. Approval of September 2019 payroll in the amount of \$83,957.32

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

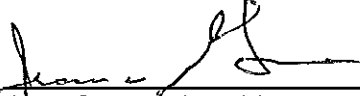
6) Commission Business Action Items –

- a. Action to approve Financial Review Policies - GM Olga Kaganova stated that she would like to bring this back for a full review as more information is need for approval.

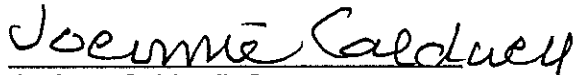
7) General Manager Report #7 - GM Olga Kaganova reported that the Commission and staff are working hard. GM Olga Kaganova reported she met with Travel Oregon and Oregon Parks and had some great conversations. She thanked to all the staff that worked throughout the summer; adding there was positive customer feedback that will go on the website. GM Kaganova reported that Mt. Hood Meadows is excited to discuss incubator space to lease; that one of their Executive Staff will attend the Work Session. She stated staff is working on completion of inventory by the end of the year. Economic Development and Property Manager Don Mann is completing the pFriem lease. The completion date for the pFriem building is 1/24/2020. GM Olga Kaganova stated she met with Bill Symes who is with Columbia Gorge Racing Association (CGRA) and discussed moving forward with the sailing program. GM Olga Kaganova stated the Port/Staff Work Session will be held November 8-9, 2019 at Cooper Spur.

- 8) Executive Session under ORS.192.660(2)(f) to review information exempt from public inspection, and ORS 192.660(2)(h) to consult with legal counsel regarding the Port's legal rights with respect to litigation. – Removed from the agenda
- 9) Any action taken as a result of Executive Session – Removed from the Agenda – No action
- 10) Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The meeting adjourned 8:05PM.

Port of Cascade Locks:

  
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Jess Groves, President  
Port Commission

Attest:

  
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Joëinne Caldwell, Secretary  
Port Commission

DATE APPROVED: 11/21/2019  
Prepared by: Sally Moore