



PUBLIC MEETING: Port Commission Meeting

DATE: Thursday **May 19th, 2022, 6 PM**

LOCATION: Cascade Locks City Hall 140 Wa Na Pa St, Cascade Locks, OR 97014

<https://us02web.zoom.us/j/85806615790>

MINUTES

- 1) Commission meeting called to order at 6:01 pm
 - Pledge of Allegiance
 - Roll Call
 - President Groves
 - Vice-President Lorang
 - Commissioner Bump
 - Commissioner Caldwell (present via Zoom)
 - Commissioner Stipan (excused)
 - Modifications, Additions, and changes to the agenda
 - GM is removing items 7b and 7c, as well as 8c and 8g.
 - Declarations of Potential Conflicts of Interest
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 3) Special Presentation and Reports by outside resources, staff, and Government Officials
 - a. Security Manual – Chris Furrow, Security Consultant
 - i. Chris is here to present the Security Manual he has worked on creating for the Port. He has included dress and grooming standards such as piercings which can be hazardous for safety, close to the side of conservative. Duty belts, body cameras, would be best to have to hold pepper spray and flashlights. The main goal for defense of the security officer is to not use force unless absolutely needed. Body cameras come in handy when there are issues that arise in court, if taken that far, and can show what the officer needs to be done. Chris has also provided some maps to show the properties of the Port. The future idea for key control is to have the security officer oversee maintenance and distribution. Guides on how to write reports as well as specific issues that the Port and Marine Park faces such as alcohol, campsites, and trespassing issues. He had a conversation with P Groves and C Stipan about approaching vehicles after dark and are trying to figure out a way to make it as safe as possible due to not knowing what can go wrong. Patrol procedures and tasks for the security officer would be parking, trespassing issues, and missing property. Safety inspections would be on occasions when they finish tasks given to them and be able to help Pete Gunn conduct those. Emergency response to active shooters and bomb threats, as well as suspicious packages, are big items to be on the watch for due to hikers always coming through the park and when you would need to evacuate. Chris also mentions that some of the procedures in the Safety Manual that is created by Pete Gunn, overlap in information for the Security Manual as well. When there is an issue for building alarms going off, Chris mentioned that since the toll

booth is constantly staffed by someone, it would be helpful to let them know to check on the security officer after so long or bring an airhorn. The manual also includes train derailment, stolen property found, or mass casualty. Marina monitor enforcement consists of making sure people aren't abandoned boats and the signs to tell. Event responsibilities for the security officer boiled down to when/if the event coordinator can be able to contact the officer if needed. Radio operations would include how to contact someone through them and who would be assigned the radio's as well. Injury reporting, parking issues, and citation writing. They are still working on the process of determining if the car has been paid or not to then end with a citation. Passport, the parking payment app the Port uses, has an option to track these things but it is expensive. Sheriff's office wasn't up for the idea either because then they would be responsible for it as well. They ended up looking into the DMV access, but it is state by state. OR charges \$70 for the application, along with 10 cents per plate. WA charges around \$1,000 for just the application alone and then some other amounts per month and per plate. Chris has asked Keegan Meyers, current Security Officer, to keep an eye out for how many plates from which states he has seen most, they are more OR than WA. Security can check which cars have not been paid, come back a little later but if it still has not been paid, then they issue a warning citation. If someone has still not paid, they have 7 days to pay along with admin fees and then after the 7 days, if not paid still, they get a citation, and it gets sent to the court. Chris included examples of all the other parking passes that people can obtain and as well help the officer be able to identify when they have one. P Groves says he has noticed that during events in the park, there is no way that the officer is able to tell who has paid or not without a tag. Chris says that there is an example in the manual, GM also adds that it is rare when most event holders choose to prepay for parking. Officer will have to communicate with event coordinator to determine if there has been prepaid or not. P Groves adds that sometimes people have them in their dashboards due to people being used to getting tickets from a pay-to-park machine. Chris included the whole list of ordinances that the Port and Park have and the descriptions of them as well, so the officer can point them out when he's able. There are a lot of trainings for the officer to be able to use certain force such as batons. Verbal Judo is a video training of levels to get someone to comply. Security Officer would also be asked to cover the toll booth from time to time to cover breaks. They will also be considered a money escort such as taking money from the toll booth and taking it to office/bank. They may need to help people dealing with mental health crisis' which happens a lot in the area, the manual explains to try and help give guidance for the person until proper authorities arrive. At the in-loo site, would be to go through Inter-Tribe officers but if there is an issue, call 911, or if other issues arise that aren't urgent, let GM know. Accident investigation can include employees or visitors of the park which can include doing a preliminary investigation and take pictures as well. Reviewing security for outside agencies can depend on what

people would want, why they need it. Appendix includes notification matrix of names and numbers for people depending on what is needed. Appendix D is a patrol checklist. P Groves says the importance of the contact sheet is helpful from an issue he had in the past about a truck being stuck on the train tracks and needed to get ahold of the railroad company.

4) Discussion Items

5) General Manager Report

- a. GM starts by saying we have had about 1,600 less crossing this month compared to 2019. We have welcomed a new hire to the toll booth team, Hannah, The Port maintenance truck has finally arrived and is being put to good work. Tribal meeting to either take place on June 30th or July 14th, starting at 12 pm and be able to do an excursion with lunch to follow. P Groves asks if we can ask Tom about those days as well. Energy Council is going to begin soon. City has asked to have another joint community picnic with the Port on either the first Movies in the Park or the last one of the summer. Last night, the Port hosted the Skamania County Chamber Social Hour in Flex 6, Commissioners Lorang and President Groves were present as well. MCEDD has applied for a grant for a Regional Innovation Hub and asked the Port for a letter of support. Joint meeting for the Port of Hood River has been offered to take place on Tuesday, July 12th. Budget Committee Meeting is on the 26th, EDSC on the 31st of this month, and Commission meeting on the 2nd of June.

6) Commissioner and Sub-Committee Reports

- a. C Bump: He asked how often the picnic tables are cleaned due to birds, OM Blue says there isn't a schedule yet but will hopefully have a plan. P Groves says that the Port has a trailer with a pressure washer so it can be done once a month.
- b. C Caldwell: C Caldwell thanks Chris Furrows for his presentation and for a great descriptive manual he has created and a great parking program. She congratulates the people who helped and the turn out for the Social Hour from last night.
- c. VP Lorang: Has not been to many additional meetings due to work
- d. P Groves: Managed to get contract to AWI this week. EDSC was pretty quick due to not a lot of people coming out. He also adds he signed a letter for the POHR. They're applying for \$195 million for the new bridge.

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

- a. Approval of minutes for Commission Meeting from May 5, 2022
- b. Approval of bills in the amount of \$
- c. Approval of payroll for \$

VP LORANG MOTIONS TO PRESENT CONSENT AGENDA WITHOUT ITEMS B AND C BUT ONLY INCLUDES MINUTES; C BUMP SECONDS; Unanimous 4-0

8) Business Action Items

- a. Select James Maher Construction to Remove Existing Roofing, Clean Up, and Install 30-year Architect Shingle

- i. We have the solicitation paperwork. Specific companies that have been reached out to are listed, only one has answered.

VP LORANG MOTIONS TO APPROVE JAMES MAHER CONSTRUCTION NOT TO EXCEED \$19,720 TO REMOVE AND REPLACE EXISTING ROOF ON HOUSE 1; C BUMP SECONDS; Unanimous 4-0

b. Approve Son of Man Request for HVAC Relocation

- i. VP Lorang asks if the tenant will be paying for the improvement, OM Blue replies that he will be paying it himself and is in the amount that he won't need to approve amount before the Commission. C Caldwell asks if we are going to only approve the request to allow him to move the unit, and not need the amount approved. P Groves replies yes.

VP LORANG MOTIONS TO APPROVE SON OF MAN TO RELOCATE HVAC UNITS; C BUMP SECONDS; Unanimous 4-0

c. Approve Stumptown Request for Water Cooling System

d. Approve Storage Plan for CGRA and Gorge Canoe Club

- i. GM Kaganova met with CGRA who has presented some information that shows that they have split up some expenses in the park that comes to \$50,000. CGRA has paid for it in full, they expect they are to use the space they have. CGRA proposed a plan that both CGRA and GCC would prefer alternative 1, to extend fenced area to the north. They are also proposing storage inside CGRA cage, which would require racks for boats costing around \$4,000-\$5,000, while keeping in mind of the boats already there. Extending to the north and having GCC have their own entrance, downside would be able to only fit one large canoe. Third option would be extending it towards the beach front. P Groves is worried about the fact of entrance availability in case of an emergency. They are asking to enclose their area on Alternative 2 to keep it safe. P Groves adds he hasn't walked towards the way of the railroad tracks, GM Kaganova adds it is quite steep. P Groves goes over the contract and notes that anything CGRA builds, ends up being Port property. He isn't sure about how much GCC can afford and that maybe the Port can make a trail that can allow them to go around easier. Rob Peterson adds that he has measured the area from the side of the CGRA entrance towards the east, he concluded that there is about a 3 ft wide trail towards the south side. VP Lorang asks for the weight of the canoe because if, in alternative one, they might be able to hang it from the side of the fence. Peterson replies that it weighs about 325 lbs. VP Lorang says that if they were able to distribute the weight and add a hanger to hold the canoe high enough, it could hold smaller boats underneath. Peterson says they are open to any suggestions from the Commission. VP Lorang points out the pros and cons list and if it conflicts the agreement with CGRA. GM Kaganova says that CGRA believes their contract has been extended, VP Lorang says they may have lost sight of what trumps them. P Groves adds that while he enjoys watching the sailing, CGRA end up overtaking the beach and believe they own it. He says we run into issues with them because the beach is public unless specifically taken for an event. VP Lorang says that we could work with Peterson and other GCC member Val, on

a system to store canoes as well as having CGRA boats too. GM Kaganova adds GCC has been very accommodating with CGRA in storing. VP Lorang believes Alternative 1 may be best. P Groves agrees and Commission may need to meet with CGRA to talk about it. Peterson adds that sharing the space with CGRA during their season would be hard with Alternative 1 due to the many boats they have and that there is potential to damage to other boats. His preferred place of storage is where CGRA parks their trailers, he adds that GCC would help clear out and build this; Alternative 3. C Caldwell asks if Tommy Brooks is present during this meeting, GM Kaganova replies no but GM has talked with him about CGRA. C Caldwell wants to talk with Tommy about an agreement between the two parties due to CGRA believing they have these rights to everything. VP Lorang says that maybe the Port should investigate more on costs and to see if any of it will fall onto the Port. C Caldwell wants to have Tommy be involved in letting CGRA know what the Commission is deciding. P Groves asks what the club will be asking for, GM Kaganova asks Peterson if GCC is planning on having the Port paying to build this structure. Peterson replies yes but they will help with costs. VP Lorang and P Groves ask about how they will be able to pay for their end. GM Kaganova will investigate costs and what it would take to make. P Groves asks Peterson for some prices for the work that it would take to build this. Peterson says he will look and GCC be open to equity agreement. GCC is currently on CGRA riverside which isn't ideal, but it works for now.

Tabled until next meeting due to more information needed.

- e. Approve Joint Port/City Meeting: June 6th or June 20th
 - i. Last meeting, Port offered today's date to have a City joint meeting but today wasn't available for them. C Caldwell and C Stipan would not be able to make it to the Monday night meetings until certain times. P Groves says the sooner the better and offers the 6th.
- f. Appoint Tenneson Engineering to Provide Civil Design Services and Management or Consultants on pFriem Expansion Project not to Exceed \$22,500

VP LORANG MOTIONS TO APPOINT TENNESON ENGINEERING TO PROVIDE CIVIL DESIGN SERVICES AND MANAGEMENT OR CONSULTANTS ON PFRIEM EXPANSION PROJECT NOT TO EXCEED \$22,500; C BUMP SECONDS; Unanimous 4-0

g. Approve Modification to State Planning and Marketing Grant

- 9) Executive Session under ORS.192.660(2)(e) Real Property Negotiations
 - a. Any action as a result of Executive Session
 - i. Into Executive Session at 7:39 pm
 - ii. Out of Executive Session at 8:15 pm

10) Adjournment


VP LORANG MOTIONS TO ADJOURN; C BUMP SECONDS; Unanimous 4-0

Port of Cascade Locks



Port Commission President

Jess Groves



Port Commission Secretary/Treasurer

Joeminne Caldwell

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by contacting the Port of Cascade Locks office at 541-374-8619.