

PUBLIC MEETING: Port Commission Meeting

DATE: Thursday June 16, 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 6:00 pm
  - a. Pledge of Allegiance
  - b. Roll Call
    - i. President Groves
    - ii. Vice President Lorang
    - iii. Commissioner Caldwell
    - iv. Commissioner Stipan
    - v. Commissioner Bump (6:29 pm)
  - c. Modifications, Additions and changes to the Agenda
    - i. Remove Financial Report 4.a.
    - ii. Remove 5.a. and 5.b. and put into GM report
    - iii. 9.a., 9.c., 9.d., 9.f.
  - d. Declarations of Potential Conflicts of Interest
- 2) Public Comment (Speakers may be limited to three (3) minutes)
  - a. Hallie Ballou was here from GCC but will mention to Val, head of GCC, about moving agenda item to next meeting.
  - b. Janice Crane submitted a proposal for an event they would like to have on museum property. The museum is celebrating the 160<sup>th</sup> anniversary on July 16<sup>th</sup>, of the OR Pony and would like to have a small carnival on the lawn around the museum. Would like to ask permission to do the event and looking for permits to have a real-life pony, a bounce house, and a dunk tank, and maybe food vendor. P Groves is elated to allow it, all Commissioners give a thumbs up for the event.
- 3) Open Public Hearing for Budget 2022-23 - Commission President Groves
  - a. P Groves opens up the floor for anyone, from the Public, to make a comment or ask questions for the budget of 2022-2023 at 6:10 pm
  - b. Budget Hearing closed at 6:15 pm
- 4) Special Presentation and Reports by outside resources, staff, and Government Officials
  - a. Financial Report - Melissa Warren
- 5) Discussion Items
  - a. Juneteenth
  - b. 4th of July
- 6) General Manager Report
  - a. Bridge has lower traffic counts as of 2019, dependent on May/June weather and gas prices. Continue to recruit for Toll Collector and Security position. Accountant hasn't accepted offer yet, should hear from them this week. Draft of hiring.... Able to complete procurement training with staff. Juneteenth has become more federal holiday, on June 19<sup>th</sup>. Will be missing this year until Commission discusses it at next meeting. Energy assessment with Energy Council will start next week with a

walkthrough and will be able to show incentives that we can qualify for. Meeting with tribes is proposed on June 26<sup>th</sup>. Collected information for what it would take to join West Columbia Chamber of Commerce, it would be \$350 per year. GM thinks it would be a worthy expense to have better networking and reach more population, east Troutdale area. GM asks if the Commission would like to continue with this cost to join the chamber, P Groves says we used to be a part of the chamber and that it helps open opportunities. Commission agrees it will be beneficial. pFriem addition is underway, engineer and contractor are discussing specifications of materials; lead time of 3 months and should still be able to complete by December. pFriem employs 108 people and has seen revenues come in on the slower side but are excited to reach baseline of 2019. Increased wages and automating work in brewery to not escalate in cost but will reflect in pricing. Working on fundraising for July 4<sup>th</sup>. Will have donation boxes at toll booth and grocery store and will have signs with information of donating. City as budgeted \$5,000 for fireworks, have 6 committed vendors, and C Stipan will sing the National Anthem. Movies in the Park will begin on June 24<sup>th</sup>; PTO, HR Prevention Center, and the City have offered to sponsor as well. GCC requested that Port allow and pay for fencing on east enclosure, estimating \$2,500 in expense with volunteer efforts. Don't have leveling and excavation costs yet but Commission will be able to discuss this item and decide once more information arrives. Marine Park has thought of more security for CGRA World's competition. We offer that we contribute our own security officer hours and bring recommendation to Commission on next steps. P Groves asks if they are paying for the extra hours, GM says CGRA wants to bring an outside agency and have Port split the cost. P Groves says we provide our normal security hours but if they want more, it's up to them. Arrow Worlds starts on June 24<sup>th</sup> and ends on July 1. GM continues there was a vehicular crash into a power pole in the marina, cut power off. Marina power is on the way but the supplies for it is coming slow. Disposed of abandoned boat. Looking into costs for pump, can find a grant but would take quite a long time. House 1 porch and roof are going through procurement, having help from State. POHR is still recovering from previous year. We should see a leveling out of cost when more people join BreezeBy. Special Commission meeting to come on June 30<sup>th</sup>. C Caldwell asks that the increase is happening, are we having more people come in to switch from cash to BreezeBy. GM says there isn't an influx of people yet but have prepared POHR for mailing more out. C Caldwell continues that she was in public, and a pharmacist notified people in the pharmacy about the toll increase. C Stipan asks about the POHR bridge closures, OM says the dates are June 24<sup>th</sup>-26<sup>th</sup>. P Groves asks about current Flex 6 offers, GM says Decavo submitted a more solid proposal for having a little bit more than half the building, and there was potential for a complimentary tenant who also wants more room but can figure it out. We have spent time marketing and beefed it up to best extent possible; has best photos and are able to have it be promoted as well. P Groves asks if we are going to be okay with payments until September, GM says yes, but in December if we have no viable clients, commissions costs are not covered. VP Lorang asks why we haven't agreed to the proposal with Decavo, and we are dragging our feet. GM says that we are at that fork in the road, and that every day we wait, we are potentially in the red with the lease and puts pressure down on finding someone. P Groves agrees with VP Lorang but if

one side fails, then what. VP Lorang says it's better than what we have going now, better to have something instead of nothing. He adds they may have more connections with other tech companies. P Groves says that it's hard with one side that doesn't have office space; wants to have larger discussion with EDSC group to bring back to Commission. VP Lorang thinks we should have the conversation with just the Commission because he feels that sometimes subcommittees exclude information from Commissioners. C Caldwell wants to entertain someone to have whole building, VP Lorang says that he agrees it would be ideal, but the reality is that if we do it now with the money then we can avoid it later. Potential for pFriem to take part of building but in the next couple of years, not now. Will have larger discussion on having bigger part of building leased if we can't find someone to lease the whole building. Some interest out there to lease other side of the building; nothing solid.

**7) Commissioner and Sub-Committee Reports**

**a.** C Caldwell: Nothing to add

**b.** C Stipan: July 16<sup>th</sup> event for museum fundraiser and pay for staff. Will have posters up. He writes down that the tribe event will be in the middle of the world event and the bridge closures and asks where we are having it. P Groves says it will be in the pavilion and that they will also take a ride on the Sternwheeler. GM will schedule a Sternwheeler excursion in the morning and then have lunch in the pavilion. P Groves adds that although this may be tentative, he offers a tour of the inloo site. GM adds that incubator space, engineer had tenant fill out a survey to show the loads of sewer drainage, engineer is comfortable with information, and tenant would like to open tasting room this summer. P Groves asks if they will deal with City, GM says yes. C Caldwell asks if Todd Mohr is aware of the tenant coming, GM says he is and is working on moving maintenance items out. GM also adds that the HVAC fees isn't feasible to put on tenant. P Groves brings up the parking lot and that we need to do it based on the agreement with Forestry and that it's been dragging on and on. GM says that main issue with the permit was clarification and was stuck between City Planner and engineer. Permit needed to be reworked with requirements and the one we aren't getting past is the City is requiring a 40 ft wide road with parking on both sides which is the Harvey Road entrance. Parking lot doesn't require and doesn't benefit from parking on the street. C Caldwell brings up the deadlines of the grants of things that need done and what we need to pay back due to not using it yet. P Groves adds that Mark Johnson was able to extend it for us, but for not very long. C Stipan brings up a Batman reference of needing a "red phone" for immediate communication. C Caldwell asks if we need to bring it to the Planning Committee or to City Council. P Groves says he brought it to the attention to both Gordon and City Council that this is hurting the Port financially. VP Lorang says that he doesn't understand why we need a variance and that the council is the one with the power and that they can set a special meeting to handle this. He wants to talk with Gordon about getting a special meeting with the Planning Committee

**c.** C Bump: Nothing to add

**8) 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 June 2, 2022, and Budget Meetings May 11<sup>th</sup>, 2022, and May 26<sup>th</sup>, 2022
- b. Approval of bills in the amount of \$213,023.70
- c. Approval of payroll for \$27,232.20

**VP LORANG MOTIONS TO APPROVE CONSENT AGENDA AS STATED; C CALDWELL SECONDS; UNANIMOUS 4-0**

9) Business Action Items

a. Approve HREDG Intergovernmental Agreement

b. Action to Cancel First Meeting in July due to July 4<sup>th</sup>

- i. GM is asking for a motion due to not having a lot of time to thoughtfully prepare for the July 7<sup>th</sup> meeting due to the 4<sup>th</sup> of July and asks for the EDSC meeting to be cancelled as well.

**C CALDWELL MOTIONS TO CANCEL THE JULY 7<sup>TH</sup> MEETING DUE TO THE 4<sup>TH</sup> OF JULY AND THE EDSC MEETING; C BUMP SECONDS; UNANIMOUS 5-0**

c. Approve Gorge Canoe Club Storage Plan

d. Approve Son of Man Tenant Improvement Financing

e. Approve Toll Increase Resolution 2022-4

- i. Report details the important reasons for raising tolls to begin on July 1. Budget Committee approved budget that included toll raise. Haven't raised toll since 2016, will raise by 19%. Cash toll will go up by a \$1 for regular vehicles. Class 1 BreezeBy vehicles are unaffected. Included modification to fees of POHR charges to box trucks; increase of \$4, making cash tolls \$7. Commercial vehicles will see \$1 increase per axle for both cash and BreezeBy. Cash tolls increase of 25% and 10% for BreezeBy. This future increase will allow Commission to do nothing unless economy gets better and then can stop whenever. Implementation process for this needs to happen; POS system, press release, has had community member conversations individually. Positive side, BreezeBy members are thankful price isn't increasing. Signage on bridge will need updated as well. POHR will raise tolls by 10% for BreezeBy and cash tolls by \$1 in winter of 2023. P Groves wants to point out to have mercy on toll takers and hopes OM and toll takers are prepared for the issues to come with. OM adds that front desk people will also feel the brunt of this as well. C Caldwell agrees that reasons for this are important and appreciates seeing how they are being raised by too. She recalls when the last time the tolls were raised, there was one toll taker who still works at the bridge that still hung on. C Caldwell offers that we should try raising the tolls, for the next time they raise, to change around late fall/wintertime due to the beginning of summer being the busiest time and give people time to adjust. C Stipan says he would rather do it during the busiest time of the year for the revenue. VP Lorang says it helps being around the time of the fiscal year. GM says that each time it will extend by 6 months but is glad we are having this discussion because it helps balance. C Caldwell she isn't worried about the revenue but

hopes our toll takers are prepared. GM says if it doesn't work for this year on July 1, we can come back to the Commission to have it changed.

**C STIPAN MOTIONS TO ACCEPT TOLL INCREASE RESOLUTION 2022-4 AS IS FOR JULY 1; VP LORANG SECONDS; Unanimous 5-0**

**f. Approve Government Relations Contract**

**g. Adopt Budget Adjustment Resolution 2022-2**

- i. Attachments in the packet show the line items that are being moved around to show a total \$240,607.65. These numbers are to balance last year's budget.

**C STIPAN MOTIONS TO ADOPT RESOLUTION 2022-2 BUDGET ADJUSTMENT; VP LORANG SECONDS; Unanimous 5-0**

**10) Adopt 2022-2023 Budget Resolution 2022-3**

- a. Attachments show the resolution with appropriations that the Budget Committee approved. GM wants to readjust an amount in the reserve fund from \$956,000 but will change to about \$408,000 from Flex 6 to hold in reserve as per agreement. Melissa Warren adds we have received the funds on June 13<sup>th</sup>. P Groves says he got an email saying we transferred \$2 million from one fund to another and asked Melissa that in the future, when they receive those emails, call, and find out. He is glad he gets contacted when that happens. Melissa adds that auditors like for us to have no more than \$100,000 in Port checking account by the end of fiscal year, so she moved the money over.


**C STIPAN MOTIONS TO ADOPT BUDGET RESOLUTION 2022-3; C CALDWELL SECONDS; Unanimous 5-0**

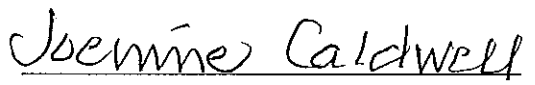
**11) Executive Session under ORS.192.660(2)(e) Real Property Negotiations**

- a. Any action as a result of Executive Session
  - i. Out of Regular Session at 7:35 pm, Into Executive Session at 7:40 pm
  - ii. Out of Executive Session at 8:14 pm

**12) Adjournment at 8:14 pm**

Port of Cascade Locks

  
Port Commission President  
Jess Groves

  
Port Commission Secretary/Treasurer  
Joemie 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.*