

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday November 5, 2020 via Zoom in Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** Commission President Groves called the meeting to order at 6:05pm.
 - **Roll Call:** Commissioners Stipan Caldwell, Bump, and President Groves were present.
 - **Others Present:** GM Olga Kaganova, Accounting Specialist Melissa Warren, Special Projects Coordinator Brittany Berge, Secretary Sally Moore, Budget Committee Members Diana Reedy-VanWinkle, Donna Mohr, Rob Peterson, Terry Zwangier and Myra Walker. Also present was Maintenance and Construction Manager Todd Mohr and Port Engineer Darrin Eckman.
 - **Modification, Additions & changes to the agenda:** Added Item 7e. Action to remove dead trees in Marine Park recommended by the Marine Park subcommittee and to Item 7f. Action to approve the job description of Workplace Safety Coordinator.
 - **Declarations of potential conflicts of interest:** Budget member Donna Mohr declared a potential conflict of interest due to familial relations of staff. Commission President Jess Groves declared a potential conflict of interest due to familial relations of staff. Commissioner Caldwell declared a potential conflict of interest due to familial relations of staff.

- 2) **Public Comment (Speakers may be limited to three (3) minutes: None**

- 3) **Special Presentations and Reports by outside resources, staff and Government officials**
 - a. **Update on lighting ceremony** – Special Projects Coordinator Brittany Berge stated the Port continues to plan for the drive through lighting ceremony on December 2, 2020 at 6PM. This will be a social distancing event following COVID 19 rules. Cars will pull into the Bridgeside, get their coffee and cocoa. They can tune into their radio station via an FM transmitter the Port will set up; listen to Commissioner Stipan sing and Commissioner Groves give Holiday greetings. The lights at toll booth park will then be turned on and flaggers will direct cars through Toll Booth Park where they can enjoy the lights and wave at Santa. Flyers will be posted at the Post Office, Grocery Store, Pioneer newspaper, Bridgeside and on social media.

 - b. **Discussion on 2020-21 Supplemental Budget** – GM Kaganova thanked the Budget Committee for all their volunteer work and stated it really does count and the Port does not take this for granted. She presented a modified version of the Supplemental Budget. Commission President asked if the Committee still wanted to place \$50,000 in the 15 Year Bridge Maintenance & Preservation Plan. Myra asked about the plow attachment and asked about Insurance Liability. Accounting Specialist Melissa Warren stated the vehicle and plow would be covered. GM Olga stated this new \$10,000 plow attachment will be for the new vehicle. President Groves stated this is more than a plow, it is more of a dump truck; one like the City has, allowing the Port to move more materials and move more snow. As the Port grows, snow removal is becoming a bigger job stated Maintenance Manager Todd Mohr and it is important to get redundancy. GM Kaganova also stated the Port has receive \$134,00 in grant funding from the CARES act. The Port intends to ask for more through December 2020. Some staffing salary, truck maintenance and finally transferring \$50,000 to the Bridge Fund. If the committee is satisfied and adopts this

budget, the Resolution will need to be amended. Budget Member Donna Mohr asked about the \$110,000 that needed to be moved from the Bridge fund. GM Olga stated the Port needs to get the approval from the State. CP Groves stated he believes this will happen next budget year.

COMMISSIONER CALDWELL MADE A MOTION TO ACCEPT THE DETAILED SUPPLEMENTAL BUDGET BY LINE ITEM AS STATED WITH THE CHANGES. SECONDED BY COMMISSIONER STIPAN.

Budget Member Rob Peterson stated contributing to the Bridge fund is important. Budget Member Donna Mohr stated getting information ahead of time is very important. Commission President agreed, stating we are all here to do the best we can.

A ROLL CALL VOTE WAS TAKEN. Budget Members Jess Groves, Brad Lorang, Joeinne Caldwell, John Stipan, Joeinne Caldwell, Diana Reedy-VanWinkle, Rob Peterson, Terry Zwanziger voted yay. Budget members Myra Walker and Donna Mohr voted nay. 8-2.

Commission President Groves stated the Port is seeing more security issue at the Park and in the Business Park. This includes vandalism and theft. This is why the Port is going to add a Security Officer who will patrol the properties including the bridge. This person will also handle the paid parking program.

c. Update on Port tenant projects

- i. **Grain Integrative Health – Flex 3 – Maintenance & Construction Manager** Todd Mohr stated this project is moving along. Insulation is done. Drywall starts tomorrow. The Port is a little over budget and the staff is looking for ways to save some money. President Groves stated Grain Integrative is going to hire a secretary.
 - ii. **The Renewal Workshop – Flex 6** - Port Engineer Darrin Eckman reported that Flex 6 began work on the site on October 19 and have been working 3 weeks. Sanitary is complete. Building pad is nearly completed. Truck loading dock footing is being worked on. Tomorrow will pour the mold on the truck loading dock. JH Kelley has started to sweep Columbia Gorge Way due to excessive mud left on the road. James Dean Construction completed the Earthwork for the lot and placed the earth for the Emergency Access Road. Darrin stated this project came in under budget.
- d. Update on Staff/Commission Christmas Celebration** – Accounting Specialist Melissa Warren asked the Commission if they would still like to move forward with this annual event. She would like to spread out and hire a caterer to have a plated dinner at the Pavilion and play games. Melissa stated this is usually a lunch time event. Commissioner Lorang stated he can take the day off to make it. The date was set for December 9, 2020 at noon. Melissa will invite the Budget Committee members as well.

- 4) General Manager Report** – GM Olga stated the most recent toll audit rate of error on BreezeBy is 3-5% and human error rate is around, 4-5%. These results have been shared with our consultant and with the tolling technology consultants. They are some recommendations to look at. She stated she met with Fred Kowell, Finance Director at the Port of Hood River and he stated there could be a .1 cent reduction in the Breezeby transactions next year. Maintenance will be replacing some bolts at the bridge. The work is scheduled for Monday. There will be arrows

placed on the parking signs as well at the phone number posted on the sign. The Security Officer job description is almost finished. The Port hopes to hire in December. GM Olga stated the Port may owe \$5600 in grant funds back to the Oregon State Marine Board if the Port proceeds with paid parking in the boat launch parking. This is an ongoing discussion with the Marine Board. Staff is working on locating an antennae and radio frequency for the new Security program. The Port is submitting a variance application to the City for the Electronic parking sign. Electricity will need to be installed.

- 5) **Commissioner and Sub-committee reports** – Commissioner Caldwell stated the Marine Park subcommittee met and there are two trees that need to be cut down in the Park that are dead. They are looking SHPO options for replacing the porches on the Houses. The stage needs to be rebuilt as it is rotting from the weather. This time they would like to add electrical to it. The Port would like to use an exotic hardwood that lasts longer. Commissioner Lorang stated that at the Economic Development subcommittee the Security Officer job description is being reviewed and the paid parking program is being discussed and reviewed. Commission President Groves stated the Port may start having Executive Session meetings as some citizens have commented they are interrupted at the beginning of the meeting and due to security.
- 6) **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 items from the Consent Agenda for individual discussion.**
 - a. **Approval of minutes for October 29, 2020**
 - b. **Approval of bills in the amount of \$20,483.20**
 - c. **Approval of payroll for October 20, 2020 in the amount of \$33,394.12 and November 4, 2020 in the amount of \$32,110.92.**

COMMISSION LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0.

7) **Business Action Items**

- a. **Action to cancel December 17, 2020 Port Commission meeting** – GM Olga stated that this second meeting of December is usually cancelled due to people traveling and plans. President Groves stated he would like to recognize staff for a tough year honoring them with \$300 gift cards. There was a Commission consensus.

COMMISSIONER LORANG MADE A MOTION TO CANCEL THE DECEMBER 17 PORT COMMISSION MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0

- b. **Action to approve 2020-21 Supplemental Budget** – See above Item 3b.
- c. **Action to approve Resolution 2020-7** - GM Kaganova asked to adopt this with the changes.

COMMISSIONER LORANG MADE A MOTION TO ADOPT RESOLUTION 2020-7 WITH THE CHANGES. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

- d. **Action to Approve Security Officer job description** – GM Kaganova stated this item should be tabled for the next meeting to approve this. This will be on the November 19, 2020 agenda. The Commission agreed and there was a Consensus.
- e. **Action to remove dead trees in Marine Park** - These trees have died since the Arborist was here in 2014. They were not at that time identified for removal. is for Grain Integrative Health. Honke Heating was the lowest bidder. The Port obtained 3 bidders stated GM Kaganova.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE REMOVAL OF THE DEAD TREES IN THE MARINE PARK AND APPROVE THE RELATED COSTS BASED ON TODD’S RECOMMENDATION. COMMISSIONER STIPAN SECONDED. The motion was unanimous. 5-0.

- f. **Action to add duties description as a Workplace Safety Coordinator** – To add on to their current position. It is a time sensitive matter and asked for approval. See attached Exhibit 1. stated that they have been manufacturing in Odell and have had to vacate; and need a temporary base in Cascade Locks. They would like to use the Incubator Space in the Park for manufacturing. However, they need a conditional use permit from the City in order to move forward. Presently they are manufacturing in Hood River.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE ADDITIONAL DUTIES DESCRIPTION AS A WORKPLACE SAFETY COORDINATOR FOR THE PORT OF CASCADE LOCKS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

8) Executive Session under ORS. 192.660 (2)(h) Legal Counsel

Out of Regular Session at 7:47pm and into Executive Session. Out of Executive Session and into Regular Session at 8:02pm.

9) Any action as a result of Executive Session – None

10) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0. The meeting adjourned at 8:03PM.

Port of Cascade Locks:

Attest:




Jess Groves, President
Port Commission

Joanne Caldwell Sec. Treasurer
Port Commission

DATE APPROVED: 11-19-2020

Prepared by: Sally Moore