

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Wednesday March 25, 2020 via Zoom in Cascade Locks, OR 97014.

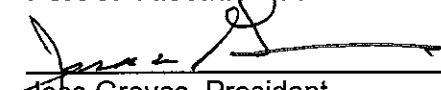
- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:00pm.
 - a) **Roll Call:** Commissioners Groves, Bump, Lorang, Stipan and Caldwell were present.
Others present: GM Kaganova, Bridge Supervisor Melodi Taylor, Bridge of the Gods Manager Ryan Vollans, Accounting Specialist Melissa Warren, and Economic Development & Property Manager Don Mann.
 - b) **Modifications, additions, and changes to the Agenda – None**
 - c) **Declarations of Potential Conflicts of Interest: - None**

- 2) **Presentations and Reports**
 - a) **Discussion about the response to the COVID-19 –** CP Groves if we do the things, we are supposed to do according to the Governor's order, this thing will not last as long, and possibly end in May. He stated the purpose of this meeting is to keep the Commission updated. He asked GM Kaganova to give a thumbnail sketch on the Port's finances. GM Kaganova anticipated there is a \$3,000 daily of revenue, although some monies will trickle on an honor basis. Some good folks are using the honor system. GM Kaganova estimated there was a loss of \$13,000 missed bridge revenue this past weekend; she added that realistically the Port can count on a \$3,500 daily loss of bridge revenue. This financial impact is because people are driving less as people are staying home due to the virus. GM Kaganova stated the Port will need to consider the tenants ability to pay to meet their obligations as the Port have received requests from major tenants to defer lease payments to a later time. CP Groves has spent time at the bridge, and he stated he is worried about security, and that Breezeby customers may not add money to their accounts when they run out of funds. He can see the red lights coming on for many vehicles. CP Groves and GM Kaganova have come up with ideas for ppe. GM has put an order out can get it by March 27. Then the Port will figure what kind of tools and how to implement them. CP Groves stated that if the port can take tolls even at a diminished level, the port will be fine. GM Kaganova will report on who the Port is paying loans to at the April 2 Commission meeting and then look for chance of abatement or deferral. The leases are ready recorded for revenue for next year. Don Mann stated that the State has not billed the Port on the flex 2 and 4 buildings, but the loans are accruing interest at 1.77%. Don stated the first pFriem payment is due in July. Olga and Don have discussed pushing this payment out depending on what Business Oregon may offer. CP Groves met with Senator Merkley, who came out with a bill for small business that needs to pass through the Senate and house. These monies will be in a grant form. Oregon Legislature will meet. Nate stated the Ports will be in the discussion to talk about economic recovery. Jess discussed the Public comments about the Port. The Port would like to close the restrooms tonight; and the playground has been closed. In the last two nights there has been broken equipment and the restrooms have been vandalized. GM Kaganova recommended closing these two restrooms, at the Boat Launch and the Marina until further notice. The Port would also close Thunder Island. She recommended closing public areas of the Park for the weekend. The local public have done a wonderful job, and do not want to close park for everyone. There is no one here on the weekend. GM Kaganova recommended leaving the boat launch open. GM Kaganova stated the Port cannot physically bar the Park as Thunder Island brewing is still open and there are tenants in the Marina. Will put signs up to reflect this. The in lieu site is open and fishing is open to the Natives. She would Like to put chains up going to Thunder Island. Otherwise, the Park is open on weekdays. Don Mann stated these suggestions are very relevant and adhere to the requests from the Governors. Port Orford is abiding by these rules as well. Commissioners Lorang and Stipan stated they are good with that decision. Groves said this sticks with the Governors orders and is a perfect solution. Commissioner Caldwell thanked Jess and Don and in keeping in good communication with the Governors office and stated she is all for it. Commissioner Bump commented he is 100% all for it. CP Groves asked the Commissioners if there is any objection to opening the Toll Booth. Commissioner Stipan state no, the Port needs to pay the bills. Commissioner Caldwell declared a conflict of interest, but stated it is one of our most important finances and was at the bridge for 2.5 hours today. She 5 people ready to pay, 18 people took down information to pay at

a different time. 373 vehicles crossed from 11:30-1:45. 240 had no transponder, 143 with transponders, 7 vehicles hit red lights with transponder, 24 people driving way to fast. Commissioner Lorang stated that there should be automatic renewals for transponders like he has. He is in favor getting staff back to work. CP Groves stated that one employee stated they are concerned about paying rent and food. We must think about our employees. CP Groves stated Olga can give an idea on how long the Port can last before we have to layoffs. Dean stated we must get the bridge up and running. He recommended a plastic barrier frame between customer and toll taker be installed at the toll booth. CP Groves stated the Port is looking at cash handling with gloves once it is put in the register. GM Kaganova stated the Port is working on installing a cash drop box for both sides of the toll booth, so people can voluntarily drop cash in the box. The other piece is handing back change with cash by using cash the Port has kept here for several days or ask customers to have exact change. The Port should only have to handle credit cards, by using a full-face mask, and a barrier and then sanitize the gloves after each use, potentially avoiding spreading the virus. CP Groves stated the Port could be a standard setter. The Port of Hood River will not be taking tolls. They will be implementing a license plate reader and will no longer have toll takers. CP Groves would like to continue these meetings 45 minutes a week. He stated the Port donated \$500 to the schools for lunches. Don stated that based on Olga's suggested once a safety plan is finalized, the toll taker can reach out with a net and then dump the money into a bucket and then the Port can collect tolls without touching the money, the bucket could have a plastic liner in it. Ryan stated it is overwhelming to think of a plan; however, he likes the plexiglass, the box, but making change is a challenge as us sanitizing money. Ryan stated over half of the staff are not comfortable working safely at the toll booth. Melodi agreed with the idea of dropping money in the bucket with a handle you can use. She likes the strong box idea. She has not seen safety equipment and there were complaints about the masks. There are two people for sure that are willing to work fulltime. One is willing to work part time, nothing staffing will be limited to man the booth. Looking at different schedules. Commissioner Stipan stated he is skeptical about contaminated money. He would like to see it in a bucket and washed. Commissioner Caldwell stated there are people functioning out there and the Port needs to find out what it needs to do to function and bring in revenue. Commissioner Stipan said the Port needs to be aware of social distancing with Port Employees. He would like to meet once a week. CP Groves stated there are restaurants open for take out and pharmacies open and the Port needs to figure out how to work it out. Commissioner Bump stated the Port needs to work it up to speed and make it safe for toll takers. GM Kaganova stated the next meeting is April 2. Commissioners Lorang and Stipan left the meeting at 6:52PM.

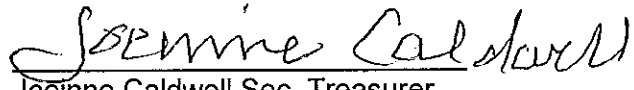
- b) **Adjournment:** - Commissioner Caldwell made a motion to adjourn. Seconded by Commissioner Bump. The motion was unanimous.3-0. The meeting adjourned at 6:54PM.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joanne Caldwell Sec. Treasurer
Port Commission

DATE APPROVED:

4-16-2020
Prepared by: Sally Moore