



PUBLIC MEETING: Port Commission Meeting

DATE: Thursday **October 6, 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
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Modifications, Additions and changes to the Agenda
  - d. Declarations of Potential Conflicts of Interest
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 3) Discussions
  - a. Juneteenth

Commission discussed the significance of the holiday, its adoption by other entities and approved staff recommendation to add this holiday as an additional holiday. C Stipan moved to **ADD JUNETEENTH AS A HOLIDAY**, C Caldwell seconded.  
**MOTION PASSED UNANIMOUSLY 5:0.**
  - b. Financial Report – BreezeBy Revenue and Bank Deposits

Accounting Specialist, Warren, presented financial reports tying the BreezeBy system reports to actual deposits in the bank, per previous commission request. GM Kaganova presented Actual vs. Project toll revenue and stated that those are on track with projections.

P Groves requested that bill list be provided ahead of time for the commission to review. Staff discussed feasibility of that and concluded that the full bill list could not be provided ahead of time. GM offered that the commission switches to ratifying the expense at its next commission meeting. Commission approved by consensus.
- 4) Presentations
  - a. Jason – PCT (approve agreement)

Mr. Waikunas presented an overview of the event, which was well attended and had many happy vendors. PCT Days offered to install additional fencing around the island to increase safety and requested that the Port store the fencing in exchange for being able to use it for other Port or event purposes. GM Kaganova requested that the commission allow her to work out a solution and bring to commission for approval. Additionally, PCT Days will relocate dumpsters in the future, per fisherman's request made directly to event coordinator. C Groves requested that PCT Days establishes a dedicated route under the tunnel and visually separates vehicular and pedestrian traffic. Commission conveyed gratitude to PCT days for a well-organized large event. A 65% in fees to Port was seen this year and a new rate structure was approved for the following year, as proposed.

VP Lorang moved to **APPROVE RATE STRUCTURE FOR PCT DAYS 2023**, C Stipan seconded. **MOTION PASSED UNANIMOUSLY 5:0.**

**b. Marine Park Trail Project**

Commission expressed concerns with staff recommendation to approve options 6(c) since reasons as stated were tribal liaison expressed right to privacy at the boat launch. Discussion included willingness to work with tribes as partners but being concerned that establishing right to privacy may have legal ramifications.

VP Lorang moved to **CHANGE LOCATION OF THE PATH TO OPTION 6(c)**. C Stipan seconded. After discussion, P Groves **TABLED THE MOTION** until Special Commission meeting on the 14<sup>th</sup> at 1:30pm (proposed date and time) and requested the tribal liaison be present to answer questions for the commission. C Bump expressed a concern for maintenance of the boardwalk. Questions for the consultants – can it be made of Trek or concrete? P Groves commended the consulting firm for a very well-done project.

**c. Otter & Osprey – Maria Woodall -requested to reschedule with the commission.**

**d. Stephen King – not present, conveyed to P Groves that the proposal is not yet ready for the commission.**

**5) General Manager Report – delivered as attached.**

**a. Approve Gyda Memorial Tree – P Groves and C Caldwell requested staff work with the family to select an appropriate tree that represents Gyda well and fits well with the park and that staff select a location for the new tree.**

C Stipan moved to **APPROVE MEMORIAL TREE AND PLAQUE IN MARINE PARK FOR GYDA**. C Caldwell seconded. **MOTION CARRIED 4:0**. VP Lorang abstained due having been commissioned to create the plaque by Gyda’s family.

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

C Bump reported that he observed a black truck with WA plates, tearing up the road at Blackberry Beach, but was not able to note license plates.

C Stipan conveyed that Ken Royer passed away.

C Caldwell did not have anything to report.

VP Lorang conveyed he is not currently working. Attended Skamania EDC meeting and made contacts with several legislators, urging the legislators to view the bridge as a regional transportation issue.

P Groves reported on having attended the ODOT Region 1 ACT meeting, and on EDSC topics including land purchase offer, potential solutions for vacant properties on the main road. C Lorang conveyed his support for the sale of the Flex 6 property in order to allow for more borrowing capacity for further development of the Business Park. C Groves reported that he negotiated ACL dock lease and it’s going well, ACL is responsive to Port needs.

**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 September 1, 2022, and Special Commission Meetings September 22<sup>nd</sup> & September 23<sup>rd</sup>, 2022.**

**b. Approval of bills in the amount of \$667,098.87**

**c. Approval of payroll for \$**  
**i. 9/2 \$42,072.60**

ii. 9/20 \$40,544.08

iii. 10/4 \$40,784.31

VP Lorang moved to **APPROVE CONSENT AGENDA AS STATED.** C Caldwell seconded.  
**MOTION PASSED UNANIMOUSLY 5:0.**

**8) Business Action Items**

**a. Approve Procurement Policy**

GM Kaganova recommended the commission take the time to read through the procurement rules and convey questions to her, so that she can determine whether the Counsel Westmyer's presence at the next meeting will be appropriate. This item was moved to next regular commission meeting.

**b. Ratify HVAC Emergency Procurement**

P Groves stated that GM has been keeping the commission aware of this throughout. VP Lorang moved to **RATIFY HVAC EMERGENCY PROCUREMENT.** C Caldwell seconded. **MOTION PASSED UNANIMOUSLY 5:0.**

**c. Approve Vendor for Engines**

P Groves stated he did not see keel coolers proposed in all but one of the solicitations. Additionally, P Groves would like to know whether keel coolers can be delivered sooner and separately from the engines, in time for dry docking inspection in March of 2023.

This item was moved to a Special Commission Meeting on 10/14 at 1:30pm (time and date proposed).

**d. Approve temporary container request for Flex 2**

GM Kaganova summarized the request to place a refrigerated container in one of the parking spaces outside of Flex 2 to store fruit. GM Kaganova suggested a fee of \$100, which is consistent with fees previously charge of Herman Creek complex tenants for containers. P Groves expressed concern that approval this year may mean that next year the container will be larger and may need to stay on property longer. GM Kaganova stated that the current policy allows commission to review each request individually.

8:04 Recessed regular meeting into executive session.

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

8:05 Regular Session

C Lorang moved to **APPROVE CONTAINER FOR 1 MONTH FOR 2022.** C Caldwell seconded.  
**MOTION PASSED UNANIMOUSLY 5:0.**

8:17 Regular meeting recessed.

**9) Executive Session under ORS.192.660(2)(e) Real Property Negotiations and ORS.192.660(2)(h) pending of potential litigation.**

Executive session ended at 9:23pm

Regular Session resumed at 9:23pm

**10) Approve Warm Springs Toll Waiver Request**

C Lorang moved to **APPROVE WARMS SPRINGS TOLL WAIVER POLICY.** C Stipan seconded. **MOTION PASSED UNANIMOUSLY 5:0**

## 11) Adjournment

Port of Cascade Locks

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Port Commission President

Jess Groves

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Port Commission Secretary/Treasurer

Joeinne 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.*

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