

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday December 3, 2020 via Zoom in Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** Commission President Groves called the meeting to order at 6:00pm.
 - **Roll Call:** Commissioners Stipan Caldwell, Bump Lorang, and President Groves were present.
 - **Others Present:** GM Olga Kaganova, Accounting Specialist Melissa Warren, , Secretary Sally Moore, Economic Development & Property Manager Don Mann, Port Counsel Tommy Brooks, Bridge Supervisor Jeremiah Blue, Maintenance & Construction Manager Todd Mohr, Andrew Jirik, Jon Davies, Butch Miller, Diana Reedy-VanWinkle, Port Engineer Darrin Eckman and Karissa Schoen.
 - **Modification, Additions & changes to the agenda:** None
 - **Declarations of potential conflicts of interest:** None

- 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. **Insurance Broker presentation – Jon Davies, Columbia River Insurance** – Jon stated his company is in Hood River and they insure many public entities. He does personal insurance as well. Jon approached the Port about being the Port's broker. This presentation was just an introduction as Jon stated he thinks he can bring the Port an insurance policy with a good value. Jon stated his basis and for his insurance is looking at potential risks and solving problems. Jon likes working with small communities. He stated he reviewed the Port Insurance policies with Jess and Olga. CP Groves stated that the Commission would like to bring in another local agent from Cascade Locks to present to the Commission. Commissioner Lorang asked if Jon could offer any costs savings with comparable coverage. Jon stated maybe but it would be the same carrier just a different broker. This will come back to the Commission for further review.

 - b. **WHY Racing Event proposal – Karissa Schoen** – Kariisa and Andrew Jurik stated that WHY racing would like to hold their 25th anniversary Pacific Crest Endurance Sports Festival in Cascade Locks June 18-20, 2021. Their past events have always been held in Sun River; but she said Cascade Locks has everything they need to hold their great event. The planned event already has shuttles, parking and security lined up. Karissa stated that ODOT is nearing completion of their permits for approval. This festival is for all adults, families and children. There will be trail runs, bike rides, and a swim in the river by jumping off of the Sternwheeler. The expected total of number of people to attend during the three days is 20,000: with an average of 3500 a day. The events start early in the morning, (shuttles at 5am); so, she does not believe traffic will be a problem. In Marine Park there will be a Wellness Expo, live music, food, kids' zone, vendors, and a scavenger hunt. Karissa stated they have a wonderful circle of partners, sponsors, and athletes. If there are still COVID-19 restrictions at that time, they have some various contingency 25k and 50k events and a kid's bike run set up as well. Karissa stated the Trail run starts on Friday and then a leisure bike ride will follow . The Wellness expo in Marine Park is open to the city and public as well. There will be a concert that night. There will also be a kids triathlon held. Karissa stated that Cascade Locks is well suited for this event. The Commission asked about the parking plan. Karissa stated that parking will be at the school, Business

park and Marine Park. There will be shuttles going to and from the Skamania County Fairgrounds and other areas in Cascade Locks. She would like to see the community involved in this event. Commissioner Stipan gave a “yes” to the event. President Groves agreed and stated that as a Commission there is an awareness of the parking ramifications and limitations as there is only one street in Cascade Locks. He noted that Emergency Vehicles need to get through. Andrew stated that all athletes do their events early in the morning and will be done by 1:30pm, so the roads will be open. As they run they will get on the bike path. They have many volunteers and give back to the community via vendors and other means. It takes a community. Commissioner Lorang stated he liked the fact that people may stay the weekend and will most likely frequent the two new breweries in town and spend some money. Commissioner Caldwell said this will be an enjoyable event for the community. GM Kaganova stated this will require a Special Permit. Karissa would like the blessing of the Commission so they can announce this. There was a consensus from the Commission to move forward with this event.

c. Updates from Port of Cascade Locks Grant Recipients

- i. **Cascade Locks Historical Museum**– Executive Director Janice Crane reported that the Museum Board has adopted Business Practices and a Mission statement. They have received \$58,582.00 in grants this year in addition to the Port’s grant. The Magical History Tour was replaced by an online auction. There are raffle tickets available. The Museum now have two half time employees. Due to COVID-19 the museum was open June 29 through Oct 31. Janice stated there are no winter hours due to pandemic, their visitations this year was at 20% due to pandemic They had a quilt exhibit and doubled their membership. They have a partnership \$99 passes that allows entry into 8 local museums. School events were suspended this year to COVID-19. In 2021 possible move into hardware store. Working on a book deal *images of America Cascade Locks and Canal*. The Museum will work on updating exhibits next year. The museum is grateful for the Port of CL support. President Groves stated American Cruise Lines would like to stop at the Museum during their stop the locks. They will meet to see what the cost will be. Commissioner Caldwell stated that the Museum has really made a lot of progress this year.
- d. **Review 15 Year Bridge Maintenance and Preservation Plan** – GM Kaganova stated the presented version did not show the total costs correctly and she will send out a corrected version to the Commission. This Plan will come back to the Commission for approval in January showing the Engineers recommendations .In addition, the Port does not plan to move the toll booth next year. The Port plans to improve the Point of Sale system in order to show a more accurate count of cars and correct revenue. Paul Koch has been contracted to work on the Tolling Technology plan to determine what the initial plans where and where the Port should be heading on the tolling technology Paul will present these findings in January to the Commission. GM Kaganova stated that Engineering costs will continue to increase over the next years and that painting the bridge is a priority. The back office technology with the Port of Hood River is working well and these costs may go down next year. The Port plans to have an annual meeting with the Port of Hood River to discuss the tolling technology. Next year the Oregon approach will be paved. Earlier this year, the Washington approach was paved. There is money in the plan to put up new signage on both sides of the bridge. The date for this has yet to be determined. Welding will be done twice a year and it is paying off as there continues to be less breaks as the

Port continues the welding program. GM Kaganova stated there needs to be a session on possible bridge loss revenue due to COVID-19 and how to handle this. This item will come back to the Commission for action in January.

- e. **Discussion on 2021 Port/Staff Work Session** – GM Kaganova stated that since the Commission and Staff did not hold a work session in November due to COVID-19, there needs to be a session set up in January to discuss this item, the budget priorities and the Strategic Business Plan. A date will be set and approved by the Commission in January. This session will not be scheduled until COVID restrictions are lightened. CP Groves stated there needs to be a meeting to discuss the Strategic Business Plan and keep this updated. To plan this GM Kaganova will take top five things to see if we want to reprioritize then that will drive other conversations. These items will be discussed in separate sessions in January.
- 4) **General Manager Report** – GM Olga stated that last evening’s Bridge lighting holiday ceremony was a great success. The number of community that enjoyed it was heartwarming. There were approximately 270 attendees. John Stipan’s music was great. There will be a Toll technology report by Paul Koch in January. The office is now closed to the public due to the Governors order. Persons can call in and make payments or make appointments. Staff are making things work. Commissioner Caldwell asked why the toll booth is open and the Port Office is closed. It is because the Port office is an office/public building ordered to be closed by the Governor. Kendall is taking care of customers via phone calls and appointments. The restriction is not coming from OSHA. There was a discussion on whether the Port will submit the BUILD grant again as the Budget Committee did not budget for a lobbying firm to apply. One thing the application lacks is crash data and the Port does not have the quantitative data. A question asked was do we keep our place in line and keep applying is a good idea. The Port could ask ODOT for crash data on I-84 data. There was a consensus to show a good faith effort to keep applying for the BUILD grant and “Keep our place in line”. GM Kaganova stated the . Mission to DC will be virtual this year. GM Kaganova proposed a Special meeting on Dec 8 to approve bids on the Engineering contract for Flex 6..There was a consensus to hold the meeting . the Staff Christmas party on the 9th will be virtual. The December 17th Commission meeting is cancelled. Marine park subcommittee is on December 9th.
- 5) **Commissioner and Sub-committee reports** – Commissioner Stipan thanked everyone for the Cascade Locks Lighting celebration and the song. Commissioner Caldwell was so happy for the children of Cascade locks and their parents for the fun evening together and Johns voice ringing through and she thanked the maintenance crew and “Brittany for all of the hard work for the lighting ceremony. Commissioner Lorang stated dedicate two new buildings and have don come up and celebrate.
- 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 November 19,2020**
 - b. **Approval of bills in the amount of \$70,018.54**
 - c. **Approval of payroll for December 4, 2020 in the amount of \$32,151.19**

COMMISSION CALDWELL MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

7) Business Action Items

- a. Action to approve change order for Flex 6 in the amount not to exceed \$50,000 –** Port Engineer Darrin Eckman stated that changes are sometimes needed in projects and the building needs a vapor barrier impermeable plastic placed under the concrete slab. The intent was not to exclude this but there was more water encountered and this is recommended by the contractor. The vapor barrier is around \$17,000, there were more boulders and jersey barriers found so more concrete was needed as well. The contractors have asked for a snow retention system on the roof as well. The tenant would also like two electronic locks on the doors and is asking for reduction in countertops in the break rooms. These are minor and some give and take in this project. He reminded the Commission that JH Kelley was the low bidder and maybe some of the things reflect that. Darrin stated there were five bid items the Port estimated only on and one of these items' unknown were boulders and barriers. More than estimated were found, so this cost is somewhat higher. He asked the commission give port staff flexibility as these changes come up at the cost not to exceed \$50,00 so staff does not have to come back to the Commission as each cost or change order comes up.

COMMISSIONER LORANG MADE A MOTION TO APPROVE CHANGE ORDERS IN THE AMOUNT NOT TO EXCEED \$50,000 FOR THE FLEX 6 BUILDING PROJECT AND AUTHORIZE THE GENERAL MANAGER AND ENGINEER TO MAKE THOSE DECISIONS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0

- b. Action to approve purchase and financing of a vehicle in the amount not to exceed \$71,000** General Manager Kaganova has researched vehicles and received three bids. Initially the Port was going to lease the vehicle however it not available to lease nor modify. This vehicle will allow a larger snowplow and be a larger dump truck type vehicle. This is needed as the Port expands in the Business Park and they can also assist the City with snow plowing. The down payment is within the budget as well as the payments. The Port will be signing a credit agreement. The interest rate will be 6.9%. CP Groves stated the Port does need the vehicle and perhaps there may be better financing around. Todd Mohr stated the vehicle at Ron Tonkin would have a dump box, add the plow and lights. It is a Dodge Ram.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE PURCHASE OF A VEHICLE PENDING LOWER INTEREST RATE FINANCING NOT TO EXCEED \$71,000. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0

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

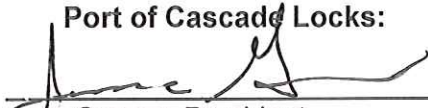
Out of Regular Session at 8:37pm and into Executive Session. Out of Executive Session and into Regular Session at 9:03 pm

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

CP Groves stated that the Port may start having Executive Sessions separate from Regular Commission meetings. There will be more discussion on this at a later date.


10) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0. The meeting adjourned at 9:04PM.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell Sec. Treasurer
Port Commission

DATE APPROVED: 1-7-2021
Prepared by: Sally Moore