

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, June 20, 2019 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:00pm.
 - **Pledge of Allegiance**
 - **Roll Call:** Commissioners Groves, Stipan, Lorang and Bump were present. Commissioner Caldwell arrived at 6:03pm. **Others Present:** GM Paul Koch, DGM Kaganova, Secretary Sally Moore, Accounting Specialist Melissa Warren, Bridge Manager Ryan Vollans, Port Attorney Tommy Brooks, Government Relations Director Mark Johnson, Butch Miller, Mark Sedars, Steve Gast and camera operator Marianne Bump.
 - **Additions & changes to the agenda:** GM Koch recommended adding Items 7e. Action to cancel the July 18th Port Commission meeting was added; Item 7f. Action to approve the General Manager Contract; and Item 7g. Action to authorize spending relative to the pFriem project.
 - **Declaration of Potential Conflicts of Interest: None**
- 2) **Public Comment (Speakers may be limited to three (3) minutes): None**
- 3) **Public Hearing regarding proposed 2019-20 budget** – CP Groves opened the Public Hearing for comments at 6:03PM and closed the Public Hearing at 6:04PM. There were no comments.
- 4) **Special Presentations & Reports by outside resources, staff & Government Officials –**
 - a. **Status update on legislative and government relations** – Government Relations Director Mark Johnson gave a general legislative update. He stated legislation has slowed down as Senate Republicans have left the building due to the controversy regarding HB 2020, the Carbon Reduction Bill. Mark stated that \$2.4 million appropriated for the Port by the Governor is still in the mix. Mark stated he has encouraged recreational partners to call the Ways and Means Committee to encourage them to fund for the Bike/Ped overcrossing. Mark stated the meeting with the Forest Service regarding the 26 mile Mountain Bike Trail went well. There are many members of International Mountain Bicycling Association (IMBA) that would like to come out and help finish the trail.
 - b. **Review and status update on the Toll Technology** – Bridge of the Gods Manager Ryan Vollans reviewed the items installed for the Toll Technology. Ryan stated there will be another meeting with the Port of Hood River to finalize the Agreement. The Commission will need to take action to finalize the back office functions. Ryan noted the Port anticipates going “live” with automate tolling by December 31, 2019.
- 5) **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 item from the Consent Agenda for individual discussion).**
 - a. **Approval of minutes for March 21, 2019, April 4, 2019 and April 18, 2019**
 - b. **Approval of bills in the amount of \$188,814.89**
 - c. **Approval of May payroll in the amount of \$76,616.64**

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

6) Commissioner and Commission sub-committee reports: Commissioner Caldwell stated she attended the Economic Development subcommittee meeting this morning. Commissioner Stipan stated the Museum Board is looking for an Executive Director. Commissioner Lorang stated he is hoping he will be able to attend Economic Development subcommittee meetings with his new job schedule. CP Groves stated Smokey Mountain Logistics will have a job fair; they are looking to hire 8 new employees. He noted that Maintenance has planted 275 Arborvitae in front of Bear Mountain to keep the saw dust down. CP Groves stated that Perceptual Testing will not renew their lease and that The Renewal Workshop will move into that space. CP Groves thanked GM Koch for all that he has done for the Port.

7) Commission Business Action Items

- a. **Action to adopt Resolution 2019-3 approving year end budget adjustments**
- b. **Action to adopt Resolution 2019-4 adopting the 2019-20 budget**
- c. **Action to rescind resolution 2014-4 and adopt Resolution 2019-5**
- d. **Action to rescind resolution 2014-5 and adopt Resolution 2019-6**

COMMISSIONER LORANG MADE A MOTION TO ADOPT ITEMS 7a., b., c., AND d. INCLUDING THE ALLOCATION OF \$5000 FOR THE HOOD RIVER COUNTY ENERGY COUNCIL IN THE 1919-20 BUDGET. SECONDED BY COMMISSIONER STIPAN.

GM Koch stated the Energy Council asked for \$10,000 and the Commission decided to give \$5,000. Butch Miller, a citizen on the Energy Council recommended lowering the allocation to \$3,500.

COMMISSIONER LORANG AMENDED HIS MOTION TO CHANGE THE ALLOCATION FOR THE ENERGY COUNCIL FROM \$5,000 TO \$3,500. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

- e. **Discussion and approval to cancel the Port Commission July 18, 2019 meeting**
DGM Kaganova stated CP Groves will not be present on July 18, 2019. She stated that Port Attorney Brooks said that all Officers will remain in place until re-elected. As the July 4 meeting is already cancelled, there will be no meetings in July.

COMMISSIONER STIPAN MADE A MOTION TO CANCEL THE JULY 18, 2019 MEETIING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous.5-0.

- f. **Discussion and approval of the General Manager Contract** – CP Groves stated that he has been working on this contract with DGM Kaganova and Port Attorney Tommy Brooks. Tommy stated this a standard contract. The reason for a contract is it is a long term relationship on how the Commission gives guidance to the General Manager; and spells out all these terms. Olga stated she was currently pursuing her Doctorate in Education focusing on transformation leadership. Currently she is working on her CPA particularly focusing the Governmental Accounting Standards

Board (GASB) the Port must work with. Olga stated she will resume her education in about one year.

COMMISSIONER STIPAN MADE A MOTION TO ACCEPT THE AGREEMENT BETWEEN THE PORT OF CASCADE LOCKS AND BETWEEN OLGA KAGANOVA AND AUTHORIZE THE PRESIDENT TO SIGN IT. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

g. Action to authorize spending up to \$10,000 on the pFriem project – GM Koch stated that normally the General Manager under Port Policy is only authorized to spend up to \$5,000. In order to keep the pFriem project moving, GM Koch asked that this amount be raised to \$10,000 for only the pFriem project.

COMMISSIONER STIPAN AUTHORIZED NEW GENERAL MANAGER OLGA TO SPEND UP TO \$10,000 ON THE PFRIEM PROJECT. SECONDED BY COMMISSIONER LORANG. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

8) Deputy General Manager's Report :

DGM Report – DGM Kaganova reported that she is working on the BUILD Grant. This grant would build the infrastructure specifically to assist in carrying freight in and out of the Business Park and Cascade Locks; taking them off Main Street on onto I-84. Another part of the grant is the Port is would like to get a signal or a roundabout at Wa Na Pa and Toll Booth Road. DGM Kaganova stated that she and Ryan have had successful conversations with the Port of Hood regarding the Toll Technology and the implementation of the program. She asked the Commission for an increase to spend up to \$17,570.00 for costs related to the Toll Technology. The POHR negotiations regarding the toll technology were very successful with Fred. DGM Kaganova reviewed the items that were discussed at the meeting. Mark Johnson stated the Airport Study showed some non-essential property for safe operation from the Aviation Board. They are asking for recommendations as to how this property would benefit the public community. Some possibilities could be public use or housing. DGM Kaganova will send updates to the Commission on the proposed recommendations that will be sent to the Department of Aviation. DGM Kaganova stated the staff is ready for the 4th of July. Commissioner Stipan asked to have Event Coordinator Jan McCartan at the August 1, 2019 meeting to give updates on events in the Park. DGM Kaganova stated the City has moved forward on the EDA grant. This will allow them to move forward with electrical infrastructure. The City is asking the Port for a \$110,000 commitment without conditions for the EDA grant. To authorize CP Groves and DGM Kaganova to discuss ways to talk to City Council and possibly offer them a loan, or a cost sharing loan that would benefit both the Port and City. She asked for a motion to authorize DGM Kaganova and CP Groves to go to the City Council to discuss options for payment.

COMMISSIONER LORANG MADE A MOTION TO AUTHORIZE CP GROVES AND DGM KAGANOVA TO NEGOTIATE WITH THE CITY AND AUTHORIZE TO COMMIT UP TO \$110,000 TO PAY THE CITY TO PAY FOR ELECTRICAL INFRASTRUCTURE. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0

COMMISSIONER LORANG MADE A MOTION TO APPROVE EXPENSES RELATED TO PBS UP TO \$17,570. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

CP GROVES RECESSED OUT OF THE REGULAR SESSION AT 8:20PM . CP GROVES RECESSED INTO EXECUTIVE SESSION AT 6;25pm

- 9) Executive Session under ORS.192.660. (2) (e) Real Property Negotiations
- a. Discussion and approval of GM contract (moved to Item 7f.
 - b. Discussion of Thunder Island Lease extension

CP GROVES RECESSED OUT OF EXECUTIVE SESSION AND BACK INTO REGULAR SESSION AT 9:10PM

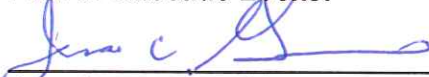
- 10) Any action as a result of Executive Session

COMMISSIONER STIPAN MADE A MOTION TO APPROVE THUNDER ISLAND BREWINGS REQUEST FOR A SIX MONTH EXTENSION IN THE INCUBATOR SPACE THAT IS ALLOWED BY THE CURRENT LEASE FOR SIX MONTHS WITH A CONDITION THAT THUNDER ISLAND BREWING HAVE DAYCPM MAKE A PRESENTATION TO THE PORT COMMISSION AT ITS MEETING ON OCTOBER 3 TO UPDATE THE COMMISSION ON CONSTRUCTION PROGRESS THAT THE PORTS GENERAL MANAGER WORK WITH THE PORTS ATTORNEY TO PREPARE COMMUNICATION TO THUNDER ISLAND BREWING EXPLAINING CONDITIONS AND OTHER APPROPRIATE MESSAGES AND THAT WE DIRECT THE PORTS ATTORNEY TO DRAFT ALL DOCUMENTS AS NECESSARY FOR THE EXTENSION AND AUTHORIZE THE COMMISSION PRESIDENT TO SIGN. SECONDED BY COMMISSIONER LORANG.

CP Groves asked for a roll call vote. Commissioner Groves voted yay. Commissioner Caldwell voted nay. Commissioner Bump voted nay. Commissioner Lorang voted yay. Commissioner Stipan voted yay. The motion was 3 yays . 2 nays

- 11) Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The meeting adjourned at 9:25PM.


Port of Cascade Locks:



Jess Groves, President
Port Commission

DATE APPROVED: 9/19/2019
Prepared by: Sally Moore

Attest:



Joenne Caldwell, Secretary
Port Commission