

## Port of Cascade Locks

The Port of Cascade Locks Commission Regular Meeting was held Thursday April 16, 2020 via Zoom in Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:07pm.
    - **Roll Call:** Commissioners Groves, Bump, Lorang, Caldwell and Stipan were present.  
**Others Present:** GM Olga Kaganova, Accounting Specialist Melissa Warren, Bridge of the Gods Manager Ryan Vollans, Economic Development & Property Manager Don Mann, Secretary Sally Moore, Port Attorney Tommy Brooks, Skamania Pioneer Newspaper Editor Philip Wataness, Cascade Locks Museum Executive Director Janice Crane Ralph Miller, Rob Peterson, and Diana Reedy Van Winkle.
    - **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:** Butch Miller who is on the Hood River Energy Task Force stated that Hood River County continues to invest in local renewable energy sources. Hood River County has a long standing tradition interest in energy efficient and energy renewable development. Butch added that the Renewal Workshop is making gowns.
  
  - 3) **Presentations and Reports**
    - a. **General Manager Report** – GM Kaganova recommended that the Port Commission cancel the 4<sup>th</sup> of July Celebration and have donors send donations to the Cascade Locks Historical Museum this year instead. The Commission agreed and there was a consensus to postpone the Fireworks celebration. The Port will send out letters to asking donors to send money to the Museum . Museum Director, Janice Crane stated there could even be a ticketed event in the future. One suggestion was to have a firework display in December or January 1. There was a discussion about how to get the economy up and running in Cascade Locks and what that may look like. GM Kaganova stated that Thunder Island Brewing did not meeting their required milestone; meaning they did not get their siding up on time, due to a death in the family. They stated they will meet their May milestone and be caught up.  
  
**COMMISSIONER LORANG MADE A MOTION TO GIVE THUNDER ISLAND BREWING A FREE PASS TO NOT MEET THEIR MILESTONE IN PLACE DUE TO EXTENUATING CIRCUMSTANCES AND ACCEPT THE COMPLETION OF MAY'S MILESTONE IN PLACE OF APRIL'S SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**
- GM Kaganova stated that Thunder Island continues to look ahead. Currently they are operating in the Park with pick up orders, and would like to offer outdoor seating, knowing this would require the Governor's approval. The Governor is asking locals for ideas . The Commission will meet with Businesses tomorrow to come up with ideas. GM Kaganova reported that there are some toll takers working on the bridge as it is being repaired. The bridge has set up all the required safety precautions including a plexiglass safety shield for toll takers. CP Groves stated he has been observing some at the bridge, and everyone is doing a great job. CP Groves asked Bridge Manager Ryan Vollans to investigate prices for gates at the toll booth, and to research the advantages and the disadvantages. GM Kaganova reported on staffing layoffs and stated that staffing is needed at the toll booth, so she'll post for two positions. There are no projected dates for return of events in the park or park reopening, so the other positions are not being opened at this time. GM Kaganova presented a projected revenues and resources during the Coronavirus for year 19-20.

4) **Commission and Sub-Committee Reports** – Commissioner Bump stated that staff is doing a terrific job and he is glad the bridge is open and collecting tolls. Commissioner Caldwell stated she is thankful for everyone that is working to keep the Port running. Commissioner Stipan stated there is a meeting, Friday, April 17, 2020 at 10am via Zoom for the Cascade Locks Museum Board. Commissioner Lorang thanked the staff for the great job their doing through the Coronavirus adding, “We’ll make it through”. CP Groves stated that due to the Coronavirus some budget priorities may have changed, and the timeline must change to set new priorities as the new economy moves forward. CP Groves stated the Senator Greg Walden has been appointed by President Trump to the Economic Recovery Task Force. CP Groves added the quilters in town are making masks to sell.

5) **Consent Agenda\*\***

- a. **Action to approve minutes for November 8-9, 2019, December 19, 2019, March 12, 2020, March 19, 2020, March 25, 2020, April 2, 2020 and April 8, 2020**
- b. **Action to approve bills in the amount of \$199,067.98**
- c. **Action to approve payroll for \$20,476.17**

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

6) **Business Action Items**

- a. **Review and modify Budget Committee meeting schedule** – GM Kaganova stated due to the COVID-19 virus, and a lot of unknowns for revenue forecasting at this time, she recommended revising the Budget Committee schedule and moving the meeting dates back a little. (Exhibit 1).

**COMMISSIONER LORANG MADE A MOTION TO APROVE THE REVISED BUDGET COMMITTEE SCHEDULE. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

- b. **Award Paving Contract** - Bridge of the Gods Manager Ryan Vollans reported that a failure of asphalt on the Washington approach side of the Bridge of the Gods has resulted in a noticeable bump as you go on and off the bridge. The bump is noticeable, and the public have made comments on it. The scope of the project is to sawcut and remove a 30x24 foot area or a 30x95 foot area of asphalt, recompact the base and then pave a 6 inch mat of new asphalt. Bridge closures would occur on May 13<sup>th</sup> and May 14<sup>th</sup>.

**COMMISSIONER LORANG MADE A MOTION TO AUTHORIZE TO AWARD \$28,500 FROM THE SET ASIDE FUND TO CHECKERED FLAG PAVING AND SEALCOAT FOR OPTION #2 TO COMPLETE THE 30X95 FOOT AREA. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

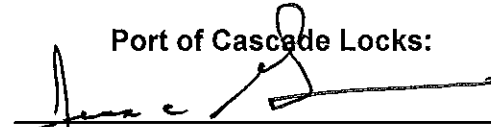
**COMMISSIONER LORANG MADE A MOTION TO UTILIZE BRIDGE SET ASIDE FUND FOR THE PAVING REPAIR. SECONDED BY COMMISSIONER CALDWELL. The Motion was unanimous. 5-0.**

7) **Executive Session under ORS 192.660 (2)(e) Real Property Negotiations - None**


8) Any action as a result of Executive Session – No Executive Session

9) Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0. The meeting adjourned at 7:26PM.

Port of Cascade Locks:

  
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Jess Groves, President  
Port Commission

Attest:

  
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Joeinne Caldwell Sec. Treasurer  
Port Commission

DATE APPROVED: 5-7-2020 Prepared by: Sally Moore

REVISED APRIL 16, 2020  
PORT OF CASCADE LOCKS  
2020-2021 BUDGET SCHEDULE  
ADOPTED January 16, 2020

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January 16, 2020	Port Commissioners adopt 2020-2021 Budget schedule and priorities. Port Commissioners appoint the Budget Officer.
February 20, 2020	Port Commissioners appoint new Budget Committee members.
May 5 – 9, 2020 Olga’s Office	Budget Officer provides Budget orientation/training to new Budget Committee. Budget Officer confirms Budget Committee’s meeting schedule to be published and distributed to the public.
April 22, 2020	Budget Officer publishes “Notice of budget committee meeting(s)” in Hood River news (no more than 30 days before or less than 5) and posts the schedule of Budget Committee meetings on the Port’s website. (Send to paper 4/17/2020).
May 22, 2020	Budget Officer files a copy of the Budget documents in the Administration office and makes Budget documents available for public inspection.
May 20, 2020 - 6 pm/ House 3	Budget Committee meeting - Public comment heard. Budget Committee approves Fiscal year 2020-2021 budget (Meeting 1).
May 27, 2020 - 6 pm/ House 3	Budget Committee meeting - Public comment heard. Budget Committee approves Fiscal year 2020-2021 budget (Optional Meeting 2).
June 4, 2020	Budget Officer publishes “Notice of Budget Hearing and Financial Summary” (LB1). Send to paper 5/22/2020.
June 18, 2020 – 6 pm/ City Hall	Port Commission Public hearing on proposed budget, enacts resolutions to adopt fiscal year Budget for 2020-2021, make appropriations, and imposes and categorizes taxes and approves supplemental Budget.
June 30, 2020	Budget Officer submits tax certification and Budget documents to the county assessor by July 15 <sup>th</sup> .