

Port of Cascade Locks

The Port of Cascade Locks Commission Special Meeting was held Wednesday June 21, 2017 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

- **Commission meeting called to order/Pledge of Allegiance:** CP Groves called the meeting to order at 3:00pm.
- **Roll Call:** Commissioners Groves, Lorang, Caldwell and Bump were present. Commissioner Stipan was excused. **Others Present:** GM Paul Koch, Secretary Sally Moore, Maintenance & Construction Manager Todd Mohr, Accounting Specialist Melissa Warren and Economic Development Manager Don Mann.
- **Modification, Additions & changes to the agenda:** GM Koch added Item 1b, Resolution 2017-5.
- **Declaration of Potential Conflicts of Interest:** None

1) Commission Business Action Items

a. Action to approve the transfer of \$30,000 from contingency to Economic Development Contracted Services for Engineering and other services related to Flex Buildings 2 and 4 and adopt Resolution 2017-6.

GM Koch stated there were some unanticipated bills from the Port Engineer. He is helping with Flex Buildings 2 and 4. His invoice need to be paid before the end of the 2016-17 budget year. Accounting Specialist Melissa Warren stated she made a log in order for the Commissioners to come in to look at the accounting books. This will keep an accurate record to deliver to the Port Auditors. GM Koch stated he will write a policy to enable the Commissioners to do this. GM Koch stated Finance Specialist Angie Wilson is not working at all at the Port any longer, and has not been there since January 2017. Melissa stated that the Port Engineer Jim Bussard had not submitted a bill for a few months. The estimated bill was \$55,000; however, it was over that amount. Accounting Specialist Melissa Warren stated Jim Bussard has never given the Port a bill this high. She stated Jim did not give the Port a bill for three months. CP Groves stated this includes the engineering for Flex 2 and 4. CP Groves stated it would be a good idea to estimate the bill at 20% over the amount to be paid. GM Koch stated the Auditor's Best Practices will be enforced. GM Koch stated he unanticipated the extra costs and should have packed the budget more.

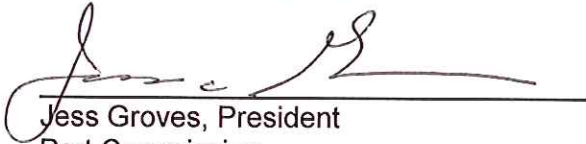
COMMISSIONER CALDWELL MADE A MOTION TO ADOPT RESOLUTION 2017-6 TRANSFERRING \$30,000 FROM CONTINGENCY TO ECONOMIC DEVELOPMENT CONTRACTED SERVICES FOR ENGINEERING AND OTHER SERVICES RELATED TO FLEX BUILDINGS 2 AND 4. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 4-0.

b. Action to adopt Resolution 2017-5 to allow for the application of an EDA Planning Program and Local Technical Assistance Grant and to authorize GM Paul Koch to sign as the Authorized Representative.

COMMISSIONER LORANG MADE A MOTION TO ADOPT RESOLUTION 2017-6. SECONDED BY CALDWELL The motion was unanimous. 4-0.

- 8) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 4-0. The meeting adjourned at 3:40pm.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell, Secretary
Port Commission

DATE APPROVED: 9-21-17
Prepared by: Sally Moore