

Port of Cascade Locks

The Port of Cascade Locks Commission Special Meeting was held Thursday March 19, 2020 via Zoom in Cascade Locks, OR 97014.

1) Commission meeting called to order: CP Groves called the meeting to order at 6:14pm.

- **Pledge of Allegiance - None**
- **Roll Call:** GM Kaganova called the Roll. 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, Government Relations Director Mark Johnson, Port Engineer Darrin Eckman, Event Coordinator Jan McCartan, HDR Engineer, Mark Libby and Port Attorney Brooks.
- **Modification, Additions & changes to the agenda: Move 3b to Action Item. Insert a presentation and report by Jan by business park permit and application 3f.**
- **Potential Conflicts of Interest: - Commissioner Caldwell declared a potential conflict of interest on the Employee Transponder Incentive Program.**

CP Groves thanked everyone for participating tonight.

2) Public Comment (Speakers may be limited to three (3) minutes)

3) Presentations and Reports

- a. **ODOT STIP Report** – Commission President Jess Groves stated he attended an ODOT meeting. He stated no money was received from STIP. They will continue to work on maybe getting money in the Hood River valley. He stated that ODOT will still do paving on WANAPA; adding ADA crosswalks will begin shortly.
- b. **(move to Business Action 6e) Employee Transponder Incentive Program**
- c. **Moody Road Parking Plan Update** – Port Engineer Darrin Eckman showed 3 conceptual plans for parking to give the Commission ideas for frame of reference. One access logging road, two is to combining utilizing logging road with angled parking, the other showed an overall drawing. Darrin asked for more direction. One question was, how important is maintaining logging road? Also, does the Port want to stay away from trail 400? CP Groves wants the Commission to understand this new parking lot will have 15-20 spaces and a few oversize parking spaces. CP Groves stated the thought process is they will eventually be paid parking spots. Darrin stated the Pfriem building has delayed twice. The final walkthrough is not Th; adding that the County issued a Certificate of Occupancy today. Darrin talked to the Contractor that there needs to be a walkthrough, that consists of mostly clean up.
- d. **PNWA Mission to DC Report** – Mark Johnson reported the trip to DC was productive. The delegates were able have 12 outside meetings in addition to attending the conference. They talked about the need for the Title 23 language waiver. Congressman DeFazio will put language in FASTACT for the Title 23 waiver. They met with the Committee for the FASTACT staff. They met with Greg Walden who is retiring, who stated he is working for the Port on the waiver

language. They met with the Transportation Dept on improving the effort on applying for the BUILD grant reapplication. Mark talked about Oregon State policy on the Coronavirus. The state has formed a special committee to put together what to consider as there will be a special session to help with this crisis. The Port is passing on what is important to the special committee and how Business Oregon can help on the Business loans and pFriem specifically and the craft brewing industry. Mark stated that he will lobby for State Block grants to serve small communities. CP Groves stated he will speak with Senator Merkley tomorrow to ask for some relief for small businesses.

CP Groves stated the Port is unable to obtain personal protective equipment for Port staff as the Toll Takers are unable to maintain the six-foot distance. He asked the Commissioners how they felt. Commissioner Lorang stated he had some citizens ask how this is being handled. Commissioner Caldwell asked what kind of equipment they had. CP Groves stated they only have gloves. Commissioner Lorang stated there will probably be unemployment benefits. CP Groves said they may have to talk about reducing staff, and he is only recommending shutting the Toll Booth down until they have all the answers. Commissioner Stipan stated he thought putting up a lock box is a good idea and he does not want anyone getting infected. CP Groves stated he would like to continue collecting tolls via transponders (Breezeby customers). GM Kaganova will work on the issues and will get back to the Commission. Bridge Manager Ryan Vollans asked for a date to close the toll booth and timeline. CP Groves said as soon as Ryan can get things squared away, just go ahead and close it.

- e. **Budget Committee Member Appointment** – Accounting Specialist Melissa Warren stated that Terry Zwanziger submitted a letter of interest to be appointed to the Budget Committee.

COMMISSIONER LORANG MADE A MOTION TO APPOINT TERRY ZWANZIGER TO THE BUDGET COMMITTEE. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0

- f. **Marine Park application and permit** – Event Coordinator Jan McCartan stated Eviron Village has an application in and they would like to use a portion of EASYCLIMB Trail to produce several weeks of summer camps in July. They are partners with Oregon Episcopal School who will pay for it. They will volunteer two weekends to clean up the trail. They are asking for one overnight camp consisting of 10-15 people. The subsequent two events would be day camps. She is asking to clear blackberries. She is asking for garbage cans and porta potties and to park a trailer. She hopes to put up some sails to put up some shade. All will be cleaned up and brought back to natural state. She is asking to do this in July. CP Groves stated that his concern is the EASYCLIMB has a partnership with the Port, and the Commission has never allowed use in this way. Have they been informed? The Commission would like to see these agreements. Jan will email a copy of the application to the Commission.

- 4) **Commission and Sub-Committee Reports** – Commissioner Stipan – none. Commissioner Bump – none. Commissioner Caldwell thanked the staff during this very stressful time. Commissioner Lorang dittoed Commissioner Caldwell. CP Groves stated that were going to make it through this in true Cascade Locks style. We'll figure out how to get back on track. Staff is doing a terrific job. CP Groves stated he and the

Mayor and others met with the Cascade Locks Fire Captain, who wrote a protocol adopted by the county on the Coronavirus. CP Groves asked that everyone take care of themselves.

5) Consent Agenda**

- a. **Action to approve the minutes from February 20, 2020 and November 8-9, 2019**
- b. **Action to approve bills in the amount of \$1,453,850.83**
- c. **Action to approve payroll for February 19, 2020 in the amount of \$35,324.55, March 4th in the amount of \$32,012.28 and March 15, 2020 in the amount of \$30,958.03**

GM Kaganova asked to strike November 8-9, 2019 as they are not quite ready.

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

6) Business Action Items

- a. **Approve American Cruise Lines Lease** – Economic Development and Property Manager Don Mann stated that new information came in today from American Cruise Lines. They are cutting back on vessel calls in Cascade Locks due to the Coronavirus. Don recommended treating them as individual tie ups for the upcoming year and waiving first come first serve and get them booked on the calendar. This would help get past the pandemic and next year the Port would create a contract with them. CP Groves would like to add to the draft lease that they contribute to the Museum. Don said the cruise lines can add positively to the local economy and he will continue to work on the draft lease for next year. GM Kaganova asked to preferentially treat them and offer they can book with us ahead of time. CP Groves stated that is the best way to work with them. Don stated if the Commission agrees, he and GM Kaganova will work together and come back to the Commission with a recommendation.
- b. **Approve Facility Use Fees** – Event Coordinator Jan McCartan suggested that she has been selling into 2021 and suggested a minimal price increase for non-locals as this sector has been selling more. Jan stated she is hearing prices are very competitive.

COMMISSIONER STIPAN MADE A MOTION TO RAISE THE REDLINE FACILITY FEES. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

- c. **Adopt Grant Program** – GM Kaganova stated that she recommends formalizing an official Grant program. The Port has donated to many programs in the community. This will allow the Port to form a committee to review an application for approval and how it will benefit the public. Criteria was reviewed. GM Kaganova stated she would like to reserve a certain amount of money annually to be decided by the Budget Committee. GM Kaganova will recommend an amount in the upcoming budget. Commissioner Caldwell suggested talking to Port Counsel on who the Port can give grants to. GM Kaganova stated that this is a process and suggested that the Port look at this more formal process. Port Attorney Brooks stated that this process ensures who gets them

and who is eligible, by loading on front end. He added it gives enough time to see who is eligible to start the process.

COMMISSIONER CALDWELL MADE A MOTION APPROVE THE PROCESS CONCERNING THE GRANT PROGRAM PROCESS. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0

- d. **Approve additional \$50,000 the on Bridge Impact Repair** – GM Kaganova stated the Port already spent the Commission approved \$40,000 and have been reimbursed. Now the Port needs an additional \$50,000; noting this does not affect the budget. If the Port is not reimbursed this year; GM Kaganova will prepare a Resolution to obtain funds from the Set Aside Funds.

COMMISSIONER CALDWELL MADE A MOTION TO SPEND AN ADDITIONAL \$50,000 ON BRIDGE IMPACT REPAIR. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

- e. **Approve Revised 15 YEAR Maintenance and Preservation Plan** – Bridge of the Gods Manager Ryan Vollans stated this plan helps map out what is needed to revise the plan. Ryan stated some of this is from the annual ODOT Inspection. HDR Engineer Mark Libby, was present to answer any questions. Ryan and Mark reviewed the 2020-21 recommended expenditures. New expenditures include Toll Technology Maintenance and hardware as well as payments to the Port of Hood River for back office administration. Costs for license plate recognition cameras are still unknown and are out about 4-6 months out. Ryan will get a cost from PSquare readily. Ryan would like to expand and buy spare parts that may be needed at a cost of \$20,000. Mark initially would like to get an on call two-year contract for painting to get some work done on parts that are deteriorating and may renew contract or rebid depending on how well the contractor does.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE REVISED 15 YEAR MAINTENANCE AND PRESERVATION PLAN. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

CP Groves asked if the Commission could see the traffic and revenue reports daily. Ryan stated yes; there will be two different reports. One for cash and one for Breezeby. He will share with the Commission. CP Groves asked to see what is being shared to the Port of Hood River.

- f. **Approve Resolution 2020-1 - Declaring a State of Emergency** – Port Attorney Brooks stated the Port is declaring a State of Emergency for health, safety and adding a financial component. Port Attorney Brooks noted there are still a lot of unknowns on how things are going to get done. Port Attorney Brooks stated The Port does not have the same authorities as cities; but it can do things through different measures. He stated that is why Cable Huston wrote this statute broadly. He stated there are many scenarios where the Port has the authority to declare an emergency. The Port must prepare a plan on how to continue operations. Other things this Resolution does is to: delegate authority to other than the Commission on how to procure items, keep business on track and provide essential services. This gives the Port authority on how to ensure continuity of operations and how to get back on track. Port Attorney Brooks stated the second document is specifically related to COVID – 19 as it makes it hard to govern as normal. Port Attorney Brooks stated this second document is a succession plan for Commission and General Manager and the way it is drafted shows how authorities would be delegated down the line. Port Attorney Brooks

specifically pointed out that before action the General Manager would have to call a meeting of the board first, before delegating, but if three commissioners are sick the other two can still work with the General Manager to make these decisions. There needs to be a Plan B. The point of this section is that these authorities would already be in place, so not to go in a different direction. The Port needs to establish a date when this will end. A constant check as to when to decide when the declaration will end. The Board can always decide. It is a safety net.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE RESOLUTION 2020-1 AND ITS COMPANION DOCUMENT. THE COMPANION DOCUMENT IS THE ACTION DECLARATION OF THE STATE OF EMERGENCY RELATING TO THE COVID-19. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

- g. Approve Modification to Heart of the Gorge Sailing Agreement** - GM Kaganova reported that they wanted to revise their contract. They have a boat for 4-6 person cruises. They started in May. Things like Groupon cut into their revenue. This year they are anticipating spending a lot of money on marketing. This year the port was to suspend fees and the Marina slip. Suspend the \$150 fee July and to provide a couple of parking spaces this year. GM Kaganova recommended that the Port suspend July payment and then determine what they may pay. Then allow some parking spaces for Heart of the Gorge closest to the beach. GM Kaganova stated the four spaces closest to the Marina. Commissioner Stipan stated he would like it closer to the beach.

COMMISSIONER CALDWELL MADE A MOTION TO POSTPONE PAYMENT HEART OF THE GORGE FOR JULY REVISIT IN AUGUST AND PROVIDE TWO PARKING SPACES NEXT TO THE SAILING HOUSE. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0.

- h. Employee Transponder Program** – Ryan stated that the Commission had discussed the Transportation Incentive policy and that it was agreed that employees would receive two waived tolls for each day at 40 crossings per month. (Option 1) Washington employees cross twice each day. Oregon employees do not use them for bank, etc. they still get the benefit. Ryan stated the Option 2 a \$50 would be stipend to Port staff as an alternative method to reimburse employees for Bridge Tolls. This is more expensive as the Port is now spending around \$350. This new option would be about \$1000 a month. Commissioner Lorang stated that its kind of like insurance and some use it more than others. He stated he is more comfortable as the Commission is giving everyone from Oregon the opportunity to use the bridge as many times as they want. CP Groves stated it is better to treat employees with the same benefit, and he would rather give them cash at the end of the day. Port Attorney Brooks stated it is better to give it equally and you can't control how people use the stipend; and that everyone gets access to the same total potential benefit. He added the Policy is what the Commission must decide.

COMMISSIONER LORANG MADE A MOTION TO APPROVE OPTION ONE THE TRANSPORTATION INCENTIVE POLICY AS PRESENTED. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0. COMMISSIONER CALDWELL DID NOT VOTE.

- 7) General Manager Report** – GM Kaganova gave a shout out to Commissioner Stipan for all the garbage he has picked up. She stated all the Commission is showing leadership. GM Kaganova stated the COVID-19 has been her focus for the last week. The impact is still unknown. Internally the Port is encouraging

employees to conduct a personal risk assessment. They limited one occupant in the toll booth at a time. Washing your hands is being encouraged. Every 2 hours workspace around the registered is being sanitized. The Port is providing a four-foot distance between window and attendant and asking them to wear protective eye wear. One possibility is to include a flexible transparent plastic barrier adhered to the toll booth window. With the toll booth shut down, should the office be shut down? CP Groves recommended closing the office as the receptionist works directly with the public doing toll business, and then do an evaluation later. pFriem is down to 20 employees; this is down from 80. GM Kaganova stated that several people have called to cancel their events. The policy states there is a \$25 fee to cancel or change event. GM Kaganova asked the Commission to temporarily override the refund fee policy when necessary. GM Kaganova stated tenants are requesting abatement for rents; and recommended discussing this at the April 2 meeting.


GM Kaganova stated the Port now allows trailer parking during sailing at the Beach and recommended only allowing a strip of parking on the Beach for trailers, and to allow a strip east of the Pavilion for trailer parking as has been done in the past. There was a consensus to do this.

The Renewal Workshop timelines were discussed. If the loan can process the loan before May, the Port may start construction, however with the COVID-19 things are very fluid.

GM Kaganova stated that budgeting may be difficult for local governments. Department heads are working on putting together the budget and plan to hold the first meeting on April 21, either in person or virtually.

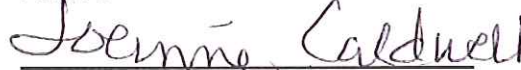
- 8) **Adjournment: COMMISSIONER LORANG MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0. The meeting adjourned at 9:17PM.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: 4-16-2020
Prepared by: Sally Moore