

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, February 20, 2020 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.
 - a) **Pledge of Allegiance**
 - b) **Roll Call:** Commissioners Groves, Lorang, Stipan, Caldwell and Bump. **Present:** GM Olga Kaganova, Special Projects Coordinator Brittany Berge, Accounting Specialist Melissa Warren, Bridge of the Gods Manager Ryan Vollans, Economic Development and Property Manager Don Mann, Robert Peterson, Janice Crane and Butch Miller.
 - c) **Additions & changes to the agenda** – Item 6e change to info only
 - d) **Declarations of potential conflicts** – None

- 2) **Public Comment** – Butch Miller reported to the Commission on the Hood River County Energy Council meeting held on Thurs. February 13th. Council has grown to 11 members and divided into subcommittee, Butch is in the Transportation and Land Use committee. They listened to a presentation by Energy Trust of Oregon, which identified 9 locations for energy revitalization that included Cascade Locks City Hall. The Energy Council is asking for Hood River entities for \$10,000 but asking Port of Cascade Locks for \$5,000. Butch recommends giving \$4,000. Butch recommended inviting Marla to give a special presentation to the Port. There was a discussion emergency planning and emergency power supply. Next meeting will be second Friday of the month at noon. CP Groves stated that when power goes out, it's out because of power source directly from Bonneville Dam. There was a discussion on emergency services to elderly.

- 3) **Special Presentations & Reports by outside resources, staff & Government Officials - None**

- 4) **Commissioner Comments and Commission Sub-committee Reports** – Commissioner Stipan reported that there will be a Museum Board meeting Monday 24th at 10am. CP Groves reported that the pFriem project to pushing along to get completed. Don Man mirrored that comment and reported that today's project meeting pushed hard on contractors to reach substantial completion by 28th. CP Groves reported that TIB is moving along quickly with plumbing and electrical. CP Groves asked where the Gorges Brewing Company is at. GM Kaganova responded that the final paperwork has been completed and they are hoping to break ground in March.

- 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 February 13, 2020**
 - b) **Approval of bills in the amount of \$324,882.41**
 - c) **Approval of full January and February 15, 2020 in the amount of \$69,993.28 and \$35,631.88.**

CP Groves asked why the consent agenda includes two figures for payroll. GM Kaganova responded that the Port has been running a month behind, and this is a way to catch up and be current.

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

6) Business Action Items

- a) **Appoint Budget Committee Members** – CP Groves introduced budget committee applicant Rob Peterson who was present in the audience. Also stated that Donna Mohr also applied who has been a participating member of the budget committee for several years.

COMMISSIONER CALDWELL MADE A MOTION TO APPOINT ROBERT PETERSON AND DONNA MOHR TO THE BUDGET COMMITTEE. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

- b) **Approve revision to Employee Transportation Incentive** – Bridge of the Gods Manager Ryan Vollans reported that this is a proposed revision to a previously adopted policy. Attorney reviewed and suggested improved language, which is a subtle difference in language, but a change in the policy. There was a discussion on accrual of crossings and language in policy. Ryan stated that the benefit is a reimbursement for actual crossings. Olga stated that unless the Commission is willing to put cash onto employee crossings, the Port would have to reimburse for crossings. Commission Lorang suggested to add language to specify not an accrual account. CP Groves shared that he felt this policy was an inconsistency of benefit. There was a discussion on equality of benefits for all employee. Commission requested Legal analysis from Port Attorney at next meeting.
- c) **Approve spending amount for the Transportation Assistance Program** – Ryan Vollans stated that the proposed Transportation Assistance Program is to replace the Low-Income Coupon ticket. This program proposes preloading \$10 credit each month to up to 30 customers which the cost to the Port would be \$3,600 per year. GM Kaganova reported that the Port had not allocated funds towards this in budget process, so to move forward the Commission would need to approve funds to be made available, up to \$300 per month for the remainder of this budget year. CP Groves shared that public transportation services across the bridge are not available, so this program answers that need of transportation assistance. There was a discussion on exploring a way take donations to individual accounts.

COMMISSION LORANG MADE A MOTION TO APPROVE \$1,200 FOR THE TRANSPORTATION ASSISTANCE PROGRAM FOR THE REMAINDER OF THE BUDGET YEAR AND ADD TO THE POLICY A DONATION PROCEDURE TO CREDIT TO TRANSPONDER ACCOUNTS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

- d) **Approve the solicitation for Marine Park Trail Design** – GM Kaganova stated that this was discussed at last meeting and postponed until tonight's meeting for Commissioners to familiarize themselves with this document. This solicitation for trail design is financed by leftover Overcrossing funding.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE SOLICITATION FOR THE MARINE PARK TRAIL DESIGN. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

- e) **Approve Facility Use Fees increase** – CP Groves stated that this agenda item has been changed to be an informational item only but will be an action item on the following commission agenda. GM Kaganova stated that these are recommended fee increases for 2021 and have already started booking into that year. Commissioners reviewed the proposed increases.
- 7) **General Manager's Report** – GM Kaganova paused and think of the people whose legacy is not yet known to the world in reflection of recent deaths of individuals that made impacts on society today. She reported that dredging process for the marina is waiting on the lab to issue report, from there it should be able to go on to permitting. She stated that this has become a time sensitive matter and that the Commission may need to authorize the General Manager so sign on a contract to get the dredging complete.

COMMISSIONER LORANG MADE A MOTION TO DELCARE DREDGING AS AN EMERGENCY AND APPROVE GM TO APPROVE FUNDING. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

GM Kaganova reported that Matt Novak sent his thanks to the Commission for approving cost for pizza party. In regards to the loan on the pFriem building, the State is willing to work with Port to modify the term to 25-year term and Port will work with pFriem to modify lease. The Appraisal on future Renewal Workshop property now has a market \$6.5mli. She reported that Gorgeous Night Out in Salem was a great success and was enjoyed by all legislators in attendance. She had a recent call with the Dept. of Transportations in which reflected the BUILD Grant application had no negative comments, was ranked acceptable, but not fantastic. The notes requested data on crash, idling cars, testimony from companies. Gm Kaganova asked for feedback from the Commission on whether to pursue the grant this year or wait for the following year to spend time on data collection. CP Groves shared that these grants are not often awarded with the initial application but has been encouraged to keep submitting application. He suggested that the Port could ask about tactics in while DC the following week. CP Groves would like to ask if the Port can use projections concerning the developments that are currently underway that would cause significant impact to traffic flow. Consensus was to move forward with grant application for this year. GM Kaganova welcomed Melody Taylor to her new role as the Bridge Supervisor. She recommended by motion splitting vacated position into one part-time and one on-call position.

COMMISSIONER STIPAN MADE A MOTION PART-TIME AND ON-CALL POSITION. SECONDED BY COMMISSIONER LORANG.

CP Groves raised a concern that current part-time employees are looking for full-time positions, and when possible, the Port should make those positions available. Bridge Manager Ryan Vollans will be looking to make schedule adjustments in the near future as previously discussed and will need to adjust as coverage needs change. GM Kaganova shared that a part-time collector has been pulled into the office to help with BreezeBy, so may see toll collector job tasks change as well. She stated that proposed positions may also be a .75 or .8 position and an on-call. Commissioner Lorang commented to give GM the flexibility to manage staff as her position is more closely related to the working pieces of the Port.

The motion passed 4-1.

GM Kaganova reminded the Commission that the Statement of Economic Interest is due by March 15th.

- 8) **Executive Session under ORS 992.6(h) current litigation or litigation likely to be filed & ORS 992.6(e) Real Property Negotiations**

CP GROVES RECESSED OUT OF REGULAR SESSION AT 7:58 PM FOR A 10 MINUTES BREAK AND THEN WENT INTO EXECUTIVE SESSION.

CP GROVES RECESSED OUT OF EXECUTIVE SESSION AT 8:42 PM AND WENT IMMEDIATELY BACK INTO REGULAR SESSION.

- 9) **Any action as a result of Executive Session**

- 10) **Adjournment: COMMISSION PRESIDENT GROVES ADJOURNED THE MEETING AT 8:42 PM.**

Port of Cascade Locks:



Jess Groves, President

Port Commission

Attest:



Joëinne Caldwell, Secretary

Port Commission

DATE APPROVED: 4.20.2020

Prepared by: Brittany Berge