

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday January 20, 2021 via Zoom in Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** Commission President Groves called the meeting to order at 6:02pm.
 - **Roll Call:** Commissioners Stipan Caldwell, Bump and President Groves were present. Commissioner Lorang was excused.
 - **Others Present:** GM Olga Kaganova, Accounting Specialist Melissa Warren, , Secretary Sally Moore, Paul Koch Port Counsel Bridge Supervisor Jeremiah Blue, Maintenance & Construction Manager Todd Mohr, and Butch Miller.
 - **Modification, Additions & changes to the agenda:** Item 7a was moved to 3c.
 - **Declarations of potential conflicts of interest:** None

- 2) **Public Comment (Speakers may be limited to three (3) minutes: None**

- 3) **Special Presentations and Reports by outside resources, staff and Government officials**
 - a. **Quarterly Departmental Reports –**
 - i. **Maintenance and Construction Manager Todd Mohr** reported that Flex 3 tenant improvements are finished, and Grain Integrative Health has moved in and are seeing patients. Harvey Road property is nearly cleared for a parking lot and burning is nearly done. The staff is doing a lot of storm clean up and putting Christmas lighting away. They will begin working on the Emergency RR road on Monday. They will start on the Flex 6 transformer pad next week Todd reported the LED light near the Locks café went up in price from \$5200 to \$7250. Todd stated there are two dead trees on Harvey road that need to be removed. There was a Commission consensus to remove them. Todd stated that they need to build the emergency road up more as it was flooded during the storm. The Commission agreed by consensus to have Dennis Snyder do the work.
 - ii. **Special Projects Coordinator Brittany Berge –** Brittany said the Ordinance 1997.1 is being updated to reflect the new parking program. The Port has received payments from Passport Inc. for parking after some glitches. The Port will be putting a new parking zone in on Harvey Road for the new parking area. Brittany has been reorganizing the Z drive and removing many duplicate files to avoid purchasing another server. The Marine Park subcommittee has been reviewing the Marine Park Master Plan and will bring this to the Commission next month.
 - iii. **Bridge Supervisor Jeremiah Blue –** Jeremiah reported that he started at the Port the second week of November. He stated the toll staff are second to none in customer service skills. The staff are meeting bi-weekly. He has been working on staffing using T-Sheets an online application, adding this helps track man hours better. He has cleaned up the Point of Sales (POS) system by eliminating many buttons that are no longer needed and have increased their size. Jeremiah stated he has made the Breezeby report easier to read by making it a monthly Year to Year comparison graph.
 - b. **Review on Toll Technology – Paul Koch –** Paul stated he completed his extensive research and presented his findings on the technology. Paul stated he went back to 2014 when the Port Commission authorized looking into automated tolling. The reasons were Toll Collector safety, moving vehicles faster through the toll plaza, streamline the workload

of toll collectors and four, more accurate documentation and accountability of payments based on recommendations from Port auditors. These goals have been mostly achieved, but with any new technology there are always kinks and glitches to work out. However, the Port has now created a system that allows the Port to document vehicles, axles and payments. By following the Port's plan, a much more accurate system can be achieved and become more accurate to satisfy the auditors. The Bridge is the number one revenue maker for the Port. The Port partnered with the Port of Hood River to use the back office for administration and pay them a certain amount. The placement of the tolling equipment was deemed temporary and the plan was to move the toll booth and canopy 200-200 feet to the south in order to add a Breeze by lane. This was approved on February 22, 2017 in a memo report from David McCurry, Bridge Engineer. Thus, the 15 year Bridge of the Gods Maintenance and Preservation Plan was adjusted to include these implementation costs. In March 2020, the Port did an internal audit due to inaccuracies with axle counts and revenue inaccuracies. There was a 3-5% error rate. Paul stated that he spoke with WSDOT and they reported that this rate is normal. The one factor that impacts the technology is the location of the toll booth. Until a new location is developed there will be an inordinate number of issues. The technology is in too small of a space to be fully effective. Paul recommendations were to accept current discrepancies and work with staff and technology consultants to resolve these. Paul recommended that Commission and staff review the Engineers 2017 report and adjust the 15 year BOG plan to carry out the relocation of the Toll Booth and Canopy. PSquare has also offered some recommendation. Paul also recommended more communication with POS and PSquare. Other suggestions were: create a "Park and ride" at Toll Booth Park, create more signage to keep cars at a certain distance at the toll plaza, hand out educational flyers to toll users, and conduct regular toll staff meetings to discuss problems regarding technology, install cameras at the North end of the bridge, and keep the line of communication open. The Commission approved Paul's report. Paul suggested in preparation of the heavy season to notify HR Sheriff and Skamania Sheriff about speeding, and to determine if new Security Officer might be of help. Paul also recommended adopt a Port policy to guide future toll increases every two years. He stated it should be desirable to keep the tolls the same as the POHR. Paul added to meeting with key leaders regularly in Skamania County is important to keep them informed. Commissioner Stipan stated he is very concerned about speeders on the bridge. PP Groves stated the new Ordinance will help with speeding and the Port can enforce that. The Commission gave Consensus on the Toll Technology report.

- c. **Action to approve fees and policies** - Paul Koch reported that he reviewed the fees and polices and made some minor changes in the policies. He added a spot for social distancing in the application. This was also reviewed by the Economic Development subcommittee. Also added was a \$20 per season boat launch fees. The \$250 deposit was changed to \$300. No other fees were changed. Paul stated these fees are looked at annually by staff and Commission. Paul stated this process has been followed since 2013 and the Wedding fees were adopted in 2020. Paul recommended separating the fees and policies into separate documents to allow the Commission to focus on the fees and charges only annually as this will allow the Port to become more competitive locally. Port Administration can adjust policy as long as the Commission has advance notice.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE FEES AND POLICIES EFFECTIVE JANUARY 15, 2021. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0

d. **Review and discussion on Ordinance 1997.1** – GM Kaganova stated President Groves, Rob Peterson and staff have been meeting to rescind and create a new Resolution to include the new PARKINF PLAN AND TO update outdated items. To summarize, this regulates in the park, we need to apply to the Business Park and the Toll Bridge. The speed is 15 MPH will be applied to recreational areas as well. This ordinance will give authority to enforce speeding on the bridge. It will clarify fishing regulations by complying with Fish and Wildlife regulations. The times of the park openings are clarified to be in conjunction with paid parking. The steepest fine will be \$250. There will be a Peace Officer that can enforce these regulations. This is now in legal review and will come back to the Commission for adoption. This one will be rescinded and a new one will be created. Commissioner Caldwell stated this is very important to have some bite in it. She thanked Rob for his help.

4) **General Manager Report #31** – GM Olga stated that they heard an enterprise review. Flex 6 is on schedule. She stated the current fireworks vendor has asked for a year extension. CP Groves stated it would be nice to give him the option due to COVID to have the extra year. Commissioner Caldwell stated send the letter out for 2022.

COMMISSIONER CALDWELL MADE A MOTION TO KEEP THE SAME VENDOR FOR FIREWORKS THIS YEAR, BUT SEND OUT LETTERS FOR NEXT YEAR. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0

GM Kaganova stated the Port is working on PO system. Revenue is up. Financial report will be in early February. Colette Black will be starting tomorrow as Clerk/Trainee. Her priorities will be the purchase order system, support for Sally and helping at the bridge. Her background is in tax assessment she has a background in legal. Also hiring an Event Coordinator and a Security Officer. Commissioner Caldwell asked if the Event Coordinator will be restructured. GM Kaganova stated it will be hourly and commissioned and somewhat changed and focused on off season activities. The previous people laid off will be notified that this job is available again as they were not fired. CP Groves stated they deserve the opportunity to come back.

5) **Commissioner and Sub-committee reports** – Commissioner Stipan is very happy that American Cruise is partnering with the Museum. He is very happy to be on the Marine Park subcommittee. Commissioner Caldwell stated the Marine Park Master Plan subcommittee is working diligently on identifying the park and going through the plan now. She thanked Olga for leading the sub-committee. They will start meeting once a month now. CP Groves stated that he appreciates all of the things GM Kaganova is keeping up with. At the Friday meeting they talked about the economic future of the gorge and it was very positive. The state economist says we will go right back to a positive state. There were 36 participants in the meeting Gorge wide. CP Groves stated the Governor put the Port back in for the 2.4 million this year and he hopes the Port receives it. There is 10 billion dollars in transportation and some of it is for toll bridges in Oregon. The Port talked to Phil Ditzler the head of ODOT about getting back some lost revenue at a 1.2 million dollars the Port hopes to acquire. This will go into bridge maintenance and repair. GM Kaganova stated the city infrastructure project for electrical hardening has also been approved. This will help with the Business Park infrastructure. The Port will have to pay \$110,00 for this project. He has asked the City for a joint meeting.

6) 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 items from the Consent Agenda for individual discussion.

- a. Approval of minutes for December 8, 2020, January 7, 2020 and Special meeting January 13, 2021
- b. Approval of bills in the amount of \$527,710.28
- c. Approval of payroll for January 20 in the amount of \$ 31,007.14

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

7) Business Action Items

- a. Action to adopt 15-year Bridge of the Gods Maintenance and Preservation Plan – GM

COMMISSIONER LORANG MADE A MOTION TO APPROVE CHANGE ORDERS IN THE AMOUNT NOT TO EXCEED \$50,000 FOR THE FLEX 6 BUILDING PROJECT AND AUTHORIZE THE GENERAL MANAGER AND ENGINEER TO MAKE THOSE DECISIONS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0

- b. Action to set a date for the Special meeting to review the Business Park Master Plan
General Manager Kaganova stated the proposed date is Wednesday March 10, 2021 at 6pm.

COMMISSIONER STIPAN MADE A MOTION TO APPROVE THE BUSINESS PARK MASTER PLAN MEETING ON MARCH 10. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0

8) Executive Session under ORS. 192.660 (2)(e) Real Property Negotiations

Out of Regular Session at 7:58 pm and into Executive Session. Out of Executive Session and into Regular Session at 8:23pm

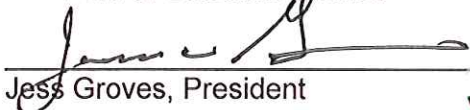
9) Any action as a result of Executive Session –

10) Action to approve the Renewal Workshop Lease

COMMISSIONER STIPAN MADE A MOTION TO APPROVE THE RENEWAL WORKSHOP LEASE AS WRITTEN AND AUTHORIZE THE PORT PRESIDENT TO SIGN IT. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0


11) Adjournment: CP Groves adjourned the meeting at 8:27

Port of Cascade Locks:

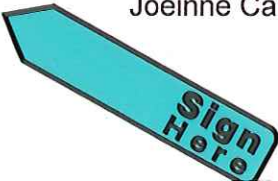


Jess Groves, President

Attest:



Joenne Caldwell Sec. Treasurer



Port Commission

Port Commission

DATE APPROVED: February 3, 2021
Prepared by: Sally Moore