

## Port of Cascade Locks

The Port of Cascade Locks Special Commission Meeting was held Thursday September 17, 2020 via Zoom in Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:00pm.
  - a. **Roll Call:** Commissioners Groves, Caldwell, Bump, Stipan and Lorang were present.
  - b. **Others Present:** GM Olga Kaganova, Economic Development and Property Manager Don Mann, Accounting Specialist Melissa Warren, CL Museum Director Janice Crane, Maintenance and Construction Manager Todd Mohr, Gary Munkhoff, Port Attorney Tommy Brooks, Casey Nokes and Rob Peterson.
  - c. **Modification, Additions & changes to the agenda:** Item 3b. was removed from the agenda. Item 6a, minutes were removed from the agenda.
  - d. **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. **Bridge of the Gods magazine grant proposal**– Gary Munkhoff, co owner of Bridge of the Gods magazine presented a grant proposal to the port in the amount of \$2,388. Gary stated this year the magazine will go online for the first time and this required their small company to invest a major amount of time and money. By sponsoring the magazine, the Port would have the following benefits for 12 months. A featured directory listing on their website page, recognition as a community sponsor, with the Port’s logo that can be linked to the Port website; a snapshot banner ad that can be a reminder, an event, etc.; it will include the Port as sponsor on all newsletters and email campaigns; and offer one highlighted sponsored content each month for promoting an event or a Port project. Gary stated the print edition comes out in October, is distributed year round and highlights off season activities, lifestyle and business opportunities in the Gorge  
  
**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE BRIDGE OF THE GODS GRANT APPLICATION NOT TO EXCEED \$2,388. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.**
  
  - b. **Marine Park parking update** – removed from the agenda.
  
  - c. **Quarterly Departmental Reports** -
    - i. **Maintenance and Construction** – **Todd Mohr** reported that the Center Park restrooms roof is finished. The West cook shack rebuilt and painted. The East cook shack benches are rebuilt. The crew oiled shingled siding on Pavilion. The crew installed paid parking signs in the Park. They have rented a lift and have been doing tree trimming in the park. They will start the Flex 3 remodel soon. Fall welding and winterization is coming up. CP Groves stated Tom and Alfonso are making the Park look great. Commissioner Caldwell stated that given the coronavirus it is difficult and thanked all of Todd’s staff. Todd is hoping for no more windstorms.
  
    - ii. **Economic Development & Property Manager Don Mann** reported that building Flex 5 (pFriem) is completed. Once there is a break from COVID, there will be a ribbon cutting for pFriem and they will invite community members. Don reported

that on the new Flex 6 project, the earth work has been completed by James Dean Construction. Don is coordinating with Port Engineer Darrin Eckman to start on schedule with Contractor JH Kelley and kick off construction meeting. They hope to do early work in anticipation of winter work and start no later than September 30. Don stated by coordination, James Dean Construction moved the dirt on lot 2 to lot 6 for the emergency road and they were able to straighten out the road with a lot of material. Don is working with Olga and Terrel with Railpros to commence work on easement under the railroad tracks to line up a flagger. The Port would like to get it completed by the end of October. Heuker Family Lands has asked for an amendment to their Promissory Note on Lot 4, and Don is trying to meet with Tim and before the Port moves forward. The Port will ask them for a specific schedule before winter sets in. They have completed their design plans. Don will meet with Tim later this week to finalize the schedule will keep the Port posted. Don stated he is continuing discussions with Phil and Donna Nolan. They would like to move their business to Cascade Locks and purchase the east part of Lot 2. He will continue this discussion with Phil and Donna. Don stated the Renewal Workshop may want to maintain some of the space they are in after Flex 6 is built, however the Port is preparing to advertise these spaces for lease as well. Don stated Gorges Brewing have made progress on their building and they hope to complete plumbing by the end of September. They will then pour slab by the end of October. Grain Integrative signed their lease today. It is a 2 year agreement, tenant improvements are underway. Kaganova will reach out to TIB and get a schedule from them to determine when they will be completely out of the incubator space in Marine Park.

- iii. **Accounting Specialist Melissa Warren** said that on October 1-2 the auditors will be here for last fiscal year. Melissa stated the bridge toll 90.3% which is awesome. Looks better than expected. Melissa is still working with forensic scientist on the bridge impact repair project. She started taking 4 webinars on HR this week. CP Groves stated that once a year, Port needs to take Sexual Harassment training. Staff will look into that. This will allow a 2% discount on the Port's insurance.
- iv. **Bridge Supervisor Melody Taylor** reported that she has learned a lot, and this was her first report. She reported that revenue is up and that is exciting. The smoke from the fires is affecting tolls a little. Traffic compared to last year is up until fires hit. Melody stated a lot of tourists come through, and there were some glitches with closures on freeways and fires. This year revenues are at 83% of normal traffic. She reported the bridge only sent 100 cars through this summer. The team has done a fantastic job at the bridge keeping traffic flowing. Melody reported overtime percentage is down by 20% compared to last year. She tries to be careful with labor and costs and schedules accordingly and reports that staff is being very flexible. Breezeby customers are at around 50% without tourism. Melody has hired and trained new staff. She wishes Solomon the best of luck as he entered the Marines. Melody has been bringing in 2 employees at a time like the buddy system to train; she stated this works really well with other toll collectors. Melody said everyone has jumped on board and followed COVID guidelines. Dealing with smoke this week is difficult and the bridge is using fans. Melody is working on training and development and on a manual for consistent training. She will hold a toll taker team meeting in October for staff training.

**d. Discussion on Annual Work Session** - GM Kaganova stated it is important to pause and look at plan for the Work Session for early next year, because it is a busy time, and normally this session is in November. CP Groves stated due to COVID future plans would be to have it after the first of the year in 2021; because the Port would know more about COVID vaccines and lower rates of cases. CP Groves stated he and GM Kaganova will discuss possible dates and get back to the Commission. CP Groves thinks the venue could be the basement of Bridgeside . No action was taken.

- 4) **General Manager Report** – GM Kaganova reported that fall welding on the bridge is scheduled for October 12-15 and October 19-21. GM Kaganova stated she has been working with HDR engineering and planning with HDR engineer Mark Libby on a contract to solicit an RFP for a multiyear contract for painting on the bridge. The Port hopes to start painting after April 2021. The Economic Development subcommittee met and has considered the latest drawings and proposal on UP square. She stated the parking signs have been installed in the park; the Parking Security job description has been started, staff is researching on purchasing a vehicle and has reached out to State on the procurement process. GM Kaganova stated the Museum has requested the bridge Covid banner for historic purposes when it comes down. The Commission gave a consensus. to donate the banner to the Museum. GM Kaganova stated there is a new Intern at the office. Patricia is the Port's second intern and will be at the office on Mondays and Tuesdays.
- 5) **Commissioner and Sub-committee reports** – Commissioner Caldwell reported that there was a Marine Park subcommittee earlier that day to discuss that the proposed Statement of Work that ODOT prepared as a scoping and engineering trail design statement of work with left over overcrossing funds to design the trail with the overcrossing to trail in the park. This proposed Statement of Work was revised a few times, with the consultant. Commissioner Caldwell stated the Port is the end recipient and has been a big part of the discussion on the statement of work. This has been reviewed many times. The Marine Park subcommittee recommended that maintaining aesthetics to the park and to clarify that this additional expenditure does not affect the trail design. Commissioner Caldwell asked for a motion to approve the trail design statement of work around Marine Park work; she added that no work will be done at this point this is a design only. The Marine Park subcommittee will meet to discuss this in the upcoming weeks. CP Groves stated he hopes the plan is to keep the trail on the perimeter of the park for views. This was confirmed that this proposed trail is in the Adopted Marine Park Master Plan from 2017. GM Kaganova showed both trail plans in the Marine Park Master Plan to the Commissioners. As this gets moving, there will be community meetings to discuss the plans. Commissioner Stipan stated this was reviewed and was kind of frustrating but he feels it needs to move forward.

**COMMISSIONER CALDWELL MADE A MOTION TO ACCEPT THE ODOT TRAIL DESIGN STATEMENT OF WORK. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

Commissioner Caldwell congratulated Thunder Island Brewing for their business getting up on Wa Na Pa and working so hard . She thanked the staff for working so hard with the COVID challenges. Commissioner Bump stated that on Blackberry Beach the roads are being torn up still by drivers and hopes to come up with a plan to mitigate this with security. Commissioner Stipan thanked all the Commissioners and stated there was a Museum meeting and attendance is going well. The Museum has received \$22,500 in grants. They have applied for \$435,00 in grants that are still pending. Executive Director for the Museum, Janice Crane continues to apply for grants. The annual auction will be held online instead of Sternwheeler Annual History Tour, which has

been canceled. Commissioner Lorang stated he missed the Economic Development meeting, and he appreciates all the staff has done during this difficult time. CP Groves echoed the gratitude to staff, saying it has been pretty tough. He stated that there have been discussions at the Economic Development subcommittee regarding the idea of talking to the Railroad regarding a proposal to Union Pacific designed by architect Mark Sedar. The design and ideas have been made into a Power Point proposal by Government Relations Director Mark Johnson. The graphics show for parking and a UP Square on the property adjacent to the Park where the Maintenance Warehouse burnt down. This proposal will be presented to UP for consideration to try to procure that property for parking.

**COMMISSIONER LORANG MADE A MOTION TO ACCEPT THE SLIDE SHOW TO SEND TO OMAHA TO UNION PACIFIC RAILROAD. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0**

CP Groves stated paving on Wa Na Pa Street will start next week. They will stripe and create parking spots. There was a discussion the with city to create some paid parking even though Wa Na Pa St. is owned by state. The Port may propose to the City to the Port new Parking app, and the Port officer would work the road and split funds made with the city. This is a proposal only. There will be a local parking sticker for local citizens coming out soon. The Port will purchase a vehicle for the parking program and be reimbursed by the state through the COVID funds. CP Groves stated the Emergency Road needs to be finished with gates and crushed asphalt by the end of the year. Don Mann reported the road has been designed for Emergency Vehicles. CP Groves and GM Kaganova met to discuss the proposed supplemental budget and will meet individually with each Commissioner to get their thoughts to set up these meetings with the Budget Committee soon. This proposed supplemental budget will be on the October agenda. CP Groves stated the Port will take time in hiring a Security Officer and will create a Job Description for the new position.

- 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 August 13, 2020, August 20, 2020 and August 26, 2020 - removed from the agenda. This item was tabled.**
  - b. **Approval of bills in the amount of \$55,108.59**
  - c. **Approval of payroll for August 20, 2020 in the amount \$31,945.71 and September 5, 2020 in the amount of \$32,796.95**

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WITHOUT THE MINUTES AS STATED. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

**7) Business Action Items**

- a. **Approval of letter citizen appointment to Economic Development Sub-committee**

GM Kaganova stated the Economic Development subcommittee decided to appoint a citizen to the Economic Development subcommittee to sit and provide citizen input with the newly formed paid parking program.

**COMMISSIONER CALDWELL MADE A MOTION TO APPOINT ROB PETERSON TO THE EDSC FOR THE TERM ENDING AUGUST 31, 2021. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

- b. **Action to ratify laptops and docking stations in the amount of \$6,352.40**

**COMMISSIONER LORANG MADE A MOTION TO RATIFY LAPTOPS AND DOCKING STATIONS IN THE AMOUNT OF \$6,352.40. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

- c. **Action to approve vehicle purchase for parking program**

**COMMISSIONER LORANG MADE A MOTION TO DELEGATE THE GENERAL MANAGER TO WORK WITH THE COMMITTEE TO PURCHASE THE VEHICLE NOT TO EXCEED \$40,000 CONSISTENT WITH OREGON STATE PROCUREMENT RULES AND AUTHORIZE THE PORT PRESIDENT TO SIGN. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

- d. **Action on payroll withholding decision**

**COMMISSIONER STIPAN MADE A MOTION NOT TO WITHHOLD PAYROLL TAXES. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.**

- e. **Motion to approve city easements on two tax lots in the Business Park.** Economic Development Manager Don Mann stated as part of the closeout process with the State Health Authority the Port needed to execute and record the restrictive easements that were presented to the Port last June in anticipation of the construction of the 3<sup>rd</sup> City well. The easement documents have been updated to reflect the 2020 date and exhibits have been added with the actual well location. These two documents needed to be signed by both the Port (granting the easement) and the City (accepting said grant). They are tax lot Tax Lot 02N-08E-06 602 and Tax Lot 02N-08E-06 300.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE TWO TAX LOTS AS CITY EASEMENTS FOR THE THIRD CITY WELL. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

- f. **Motion to approve Resolution 2020-6 – Economic Development and Property Manager Don Mann reported that in order to move ahead with building the new flex 6 building for the Renewal Workshop, the Port needed to enter into a Finance contract with Oregon Infrastructure Finance Authority (IFA) and enact a Resolution authorizing this loan. Resolution 2020-6 for the Port to enter to into an agreement with the State of Oregon.**

**COMMISSIONER STIPAN MADE A MOTION TO ENACT RESOLUTION 2020-6 AUTHORIZING A LOAN FROM THE OREGON BUSINESS DEVELOPMENT DEPARTMENT BY ENTERING INTO A FINANCE CONTRACT WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**


- 8) **Executive Session under ORS. 192.660 (2)(h) Pending Litigation**

Out of Regular Session at 9pm and into Executive Session. Out of Executive Session and into Regular Session at 9:21pm.

9) Any action as a result of Executive Session – No action was taken.

10) Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0. The meeting adjourned at 9:38PM.

Port of Cascade Locks:

  
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Jess Groves, President  
Port Commission

Attest:

  
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Joenne Caldwell Sec. Treasurer  
Port Commission

DATE APPROVED: 10/11/2020  
Prepared by: Sally Moore