

Port of Cascade Locks

The Port of Cascade Locks Commission Regular Meeting was held Thursday May 7, 2020 via Zoom in Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:06pm.
 - **Roll Call:** Commissioners Groves, Bump, Lorang, and Stipan were present.
 - **Others Present:** GM Olga Kaganova, Economic Development & Property Manager Don Mann Secretary Sally Moore, Butch Miller, Rob Peterson, Accounting Specialist Melissa Warren, Bridge of the Gods Manager Ryan Vollans, Maintenance & Construction Manager Todd Mohr, and Skamania County Pioneer Editor Philip Watness.
 - **Modification, Additions & changes to the agenda: None**
 - **Declarations of potential conflicts of interest: None**

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

3) Presentations and Reports

- a. **General Manager Report** – GM Kaganova reported that the Saturday session was essential as the Port looked the priorities done at the work session in November; noting that with the additional work and resources due to COVID 19 these were reprioritized. She appreciates the Commission for taking the time to attend the Saturday meeting. She stated that Ryan is soliciting 3 bids for gates on the bridge. GK Kaganova stated there is a need still for hand sanitizers. The City and Port will split cost for thermometers and masks to assist businesses in reopening. GM Kaganova stated that Thunder Island Brewing does have a source for hand sanitizer and the Port will reach out to them to get some. GM Kaganova stated the Port is gearing up to open the office for a limited time per day. One of the ideas include open the office as a one way through with limited staff in the office still. She stated the visitors will need to wear a mask into the office as the plexiglass will protect receptionist and guest but not others in the office. Brittany has been researching Reservation software and has some good leads. GM Kaganova stated she spoke with Rob at AWI to identify some good software programs. GM Kaganova stated additional work needs to be done one the café roof. She reported the Port may need to obtain a washing machine to wash the new cloth masks employees will be wearing. For the new trail in the Park, she has been working with the engineer on the costs using the monies left over from the ODOT overcrossing grant. GM Kaganova stated that the financial documents were sent to the state on 40,000 square foot buildings for the Renewal Workshop., Mark Johnson continues to work on the Title 23 waiver language and reported a good phone call with the Port's contacts in Washington DC. The Build grant has a new draft to be reviewed. A case is being made on the grant application for safety and economic impacts toward helping the community. She will also add visual images. The Port is getting the drawings ready for the request to Union Pacific railroad for the property. The Port is looking to generate new revenue. Preliminary conversations have started regarding the ideas such as paid parking in Marine Park. GM Kaganova reported that ODFW would like to set up their annual Pike Minnow program, Fish for money starting on May 11. Commissioner Caldwell stated with peoples finances you may want to keep it open so people can make money. Commissioner Stipan stated a lot of people from Portland come out and participate in this program; and this would require the social distancing guidelines. He noted that the Park may be very crowded. CP Groves stated that taking out these fish really helps the salmon run. If ODFW want to do this, they should give the Port a plan to control the social distancing plan. Butch Miller stated it is only a transfer station, you would dump your fish in a tub and most people fish out on Blackberry beach or on a boat. Butch stated that Shad fishing is also coming into season and it is always crowded at the Park. He suggested the transfer station could be

somewhere else than the Boat Launch parking lot. GM Kaganova stated that the Port could issue a certain number of permits for this program to ensure social distancing. GM Kaganova stated she is less worried about the transfer station as the Park is now closed. The Port could possibly limit the number of permits. CP Groves stated the Port still needs to proceed with caution and perhaps they could set up at the Business Park. GM Kaganova stated ODOT has put out the solicitation for the trail in the Park and needs three members. She asked for Commissioners and staff to help make that decision. CP Groves suggested one commissioner, one staff and one community member. Commissioner Caldwell volunteered. GM Kaganova will appoint a staff member and a community member will be appointed.

b. Discuss and review Lighting Ceremony – Removed from agenda.

c. Presentation of progress for bridge repair Manager Ryan Vollans stated that Stellar J construction is going along with the bridge maintenance; but is has been delayed due to high winds. Some delays are due to blistered paint, so some paint had to be reordered. Stellar J will restart on Monday, May 11. They contractor hopes to wrap up on May 19. The closure impact to the public has been minimal and there has been no day flagging. The paving work on the Washington approach is tentatively scheduled for May 18-19. One over height sign has been placed. The other signs will go up next week. Ryan stated that the current progress of the projects otherwise is going well. The insurance company will reimburse the Port for the repair project. CP Groves stated that when the State reopens the City, how will the Toll Booth be handling the safety issues with two people at the bridge? Ryan stated that each person will wear a mask. Ryan stated he and Melody does not think a curtain will work and it will curtail work at the Toll Booth. He stated most toll takers are not in favor of the curtain and he would like to see two toll takers in the booth by Memorial Day. CP Groves said it is the Port's duty to protect the toll takers and this needs further discussion. He suggested a plexi glass shield or N-95 masks at the toll booth. Ryan stated he wants to keep the toll takers as safe as possible. Commissioner Caldwell wants to ensure that all toll takers have gloves as well. Ryan stated they have been wearing gloves and will continue to do so.

4) Commission and Sub-Committee Reports – Commissioner Stipan stated he is working 4 ten hour days now and is gone about 13 hours a day. Commissioner Caldwell thanked the staff for doing their best during the COVID pandemic. Commissioner Lorang said the same as Caldwell... CP Groves live stream on FB presenting plan on reopening CL and making money for the businesses. Narrowing down the final draft plan. Grain Integrative Medical still plans on moving out to CL.

5) Consent Agenda**

a. Action to approve the minutes for February 24, 2020 and April 16, 2020

b. Action to approve bills in the amount of \$69,201.91

c. Action to approve payroll for April 5, 2020 in the amount of \$34,700.36, April 20, 2020 in the amount of \$27,804.38 and May 5, 2020 in the amount of \$26,314.64

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

6) Business Action Items

- a. **Action to approve the MCEDD IGA** – Economic Development and Property Manager Don Mann stated that annually the Port signs an Intergovernmental Agreement with MCEDD. The \$1,000 invoice remains the same. This is standard agreement that MCEDD provides Project Management services for the Port of Cascade Locks and provides activities for Hood River County Economic Development Group including the Port. There is a termination clause of 30 day notice. There is nothing new compared to prior years. The Port will continue to attend these meeting and keep the Commission apprised.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE MCEDD IGA FOR PORT PROJECTS STAFFED BY MCEDD FOR MANAGEMENT SERVICES. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

- b. **Action to approve Summer Events** – GM Kaganova stated the Governor has ordered all big events to be canceled through the end of September. GM Kaganova stated the Governor ordered all big events cancelled until the end of September and asked what the Commission wanted to do with all of the big events scheduled at the Park this summer. She opened the floor to discussion on whether to cancel all events in Marine Park. Pacific Crest Trails is held in September; however, it is still unknown if the State will allow bigger crowds by then. This goes for the Bridge of the Gods Run and the Bridge of the Goddesses Run as well. After a lengthy discussion, the Commission decided to cancel all events for the summer, depending on how the state opens in phases. CP Groves stated he spoke with Jason Waicunas, who runs the Pacific Crest Trail Days, and he has expressed sadness that the event has been cancelled. Commissioner Lorang, Caldwell agreed that all big events should be cancelled. Citizen Butch Miller commented that next year, 2021 will be the 100th anniversary for the Old Timers Picnic and that would be a great celebration. CP Groves suggested that he will reach out to Jason Waicunas to have a Virtual PCT days this year, noting there most likely will not be a lot of PCT hikers this year. GM Kaganova stated the financial impact loss will be \$10,000 and a \$500 refund.

COMMISSIONER CALDWELL MADE A MOTION TO CANCEL ALL LARGE SUMMER EVENTS ALREADY SCHEDULED TO DATE FOR ANY EVENT THROUGHOUT THE SUMMER. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

- c. **Action to award roof repair** - Maintenance & Construction Manager Todd Mohr reported that the roof at the Sternwheeler Visitor Center needs repair and presented two bids. The best option would be to do the whole roof at \$28,000 and the highest bid is \$47,000. The minimum repair work that needs to be done would be repairing and patching the porch. They would do the best to match the shingles. Work could be done in two weeks. The Port Maintenance staff is now looking at the most minimally invasive repair of the roof currently. It would be to repair the coverings to the door openings at a cost of \$7030 for patch work up to 12 feet from the porch. This is the lowest bid. CP Groves stated he would like the work done if the Governor allows reopening on May 15, Todd stated they can make this work. Soffit, trim and painting is most of the work to do at this time.

COMMISSIONER CALDWELL MADE A MOTION TO ACCEPT THE LOW BID FOR THE ROOF REPAIR AT THE VISITOR CENTER. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0

- d. **Action to adopt the Cascade Locks reopening plan-** GM Kaganova recommended moving this item to the next meeting as it was not available for review. CP Groves the County Commission met today. This will be tabled for the next meeting.

e. Action to reopen Marine Park and RV Park –

Commissioner Lorang left the meeting at 7:30pm.

COMMISSIONER STIPAN MADE A MOTION TO OPEN THE RV PARK AS SOON AS POSSIBLE. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0.

Maintenance & Construction Manager Todd Mohr stated they do not have the staff to clean restrooms twice a day. He recommended only allowing self-contained units and no tent camping at this time. GM Kaganova recommended opening the restrooms all at once when the Port a potties are at the Park, staff is in place and there is a concrete plan.

COMMISSIONER CALDWELL MADE A MOTION TO NOT REOPEN MARINE PARK AT THIS TIME. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

- f. Action to purchase PPE equipment to include masks, hand sanitizers, gloves, and battery operated thermometers. .** GM Kaganova stated all proper PPE and rules will have to be in place before this plan can be submitted. CP Groves stated the battery operated thermometers are around \$60 each. The City has agreed to pay \$250 or half for cloth masks from The Renewal Workshop. The Port will pay \$250 also. These masks will be distributed as needed to businesses to enable their reopening. The Port will purchase 20 thermometers at \$60 each to distribute to businesses as well. Commissioner Stipan stated he would like to ensure there is a clear inventory on each item distributed to businesses.

COMMISSIONER CALDWELL MADE A MOTION TO PAY FOR HALF OF THE PPE EQUIPMENT INCLUDING MASKS AND BATTERY OPERATED THERMOMETERS UP TO \$250. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

THE COMMISSION RECESSED OUT OF REGULAR SESSION AT 8:01PM.

THE COMMISSION WENT INTO EXECUTIVE SESSION AT 8:12PM.

THE COMMISSION RECESSED OUT OF EXECUTIVES SESSION AND BACK INTO REGULAR SESSION AT 9:06PM.

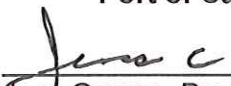
7) Executive Session under ORS 192.660 2 (e) Real Property Negotiations

8) Any action as a result of Executive Session –

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE REQUEST FROM THUNDER ISLAND BREWING TO EXTEND OUTSIDE SEATING TO INCLUDE AN AREA FOR A HANDWASHING STATION AND SIX PORTA POTTIES WITH THE CONDITION THAT ALL GRASSY AREAS BE RETURNED TO THEIR FORMER STATE AFTER THE PANDEMIC IS PROCLAIMED ENDED BY STATE OFFICIALS. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0.


- 9) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0. The meeting adjourned at 9:10PM.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell Sec. Treasurer
Port Commission

DATE APPROVED: 5-21-2020
Prepared by: Sally Moore