

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday August 6, 2020 via Zoom in Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:02pm.
 - a. **Roll Call:** Commissioners Groves, Caldwell, Bump, Stipan and Lorang were present.
 - b. **Others Present:** GM Olga Kaganova, Secretary Sally Moore and Accounting Specialist Melissa Warren.
 - c. **Modification, Additions & changes to the agenda:** None
 - d. **Declarations of potential conflicts of interest:** None

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

- 3) **Special Presentation and Reports by outside resources, staff and Government Officials**
 - a. **Bridge Report** – GM Kaganova shared the YTD traffic volume report by month. She stated the bridge closed for a week in March due to COVID and in April a lot of businesses closed down so traffic was down. In June last year there were 150,000 crossings. This year it is at 110,000. In July last year there were 160,00, this July crossings are 115,000. People are still working from home due to COVID.

 - b. **Financial Report** – GM Kaganova reported that the Port is at 78% in overall revenue this year, adding that later in the year, this may go down. Commissioner Caldwell stated the numbers are better on the bridge than she thought. CP Groves said it is not near where we normally are but maintaining for the time being. This will continue until there is a COVID cure. We need to get monies allocated for Special Districts. The Port did procure \$77 from the State through the CARES Act. GM Kaganova stated the Port is in danger of losing \$2.4 million dollars but are fighting with the state as the Port is using this money in the Business Park .CP Groves stated letters will go out to the Ways and Means Committee stating that the Port has already used some of the money for the completion of Flex 5, the pFriem building. GM Kaganova stated last week there was a pre bid meeting for Flex 6 building and 20 people showed up. The Port has split earth work to save 10-12% in costs and be able to start work earlier.

- 4) **General Manager Report** – GM Kaganova stated the bridge repair impact repair project is finished and will be reviewed by a third party engineer for final payment. GM Kaganova reviewed the Breezeby system with the Commissioners. She showed the toll collector screen and transactions and its functions. Stating for audit purposes it has a listing of all transactions that are bridge runners or vehicles without a transponders that should have paid. By learning the system, the Port can continue to build toll traffic reports. Commissioner Stipan asked about a car passing him on the bridge on July 31 and what he should have done about it. CP Groves stated that toll collectors and Commissioners should not involve themselves in Public safety and should call 911. He noted the Port can create laws as a government agency and down the road could possibly issue a citation. GM stated the playground is closed, and someone broke into it to play; there have been some complaints that they want the playground to open. The Center Park roof was replaced, the stage will be replaced soon. She stated Maintenance Manager Todd Mohr is concerned about the cook shacks fire damage as sometimes people build fires in them. She showed the fire damage done inside the cookshacks. The Maintenance staff is working on

pavilion cookshacks and are asking if they should remove grills, pour concrete outside and put the grills outside to prevent further damage. Asked Todd why the recommendation. Todd's concern is that new roof will catch on fire. CP Groves stated there are additional expense to move grills, and metal needs to be researched for anti-rust properties. Commissioner Stipan stated he saw someone with a weber BBQ being used properly in the cookshack today. CP Groves said the cookshacks have been out there for years. Some people use them to keep warm in the wintertime. He said they serve a nice purpose for people using them correctly. Locals use them properly. CP Groves stated the roofs are 7- years old and only shingles will be replaced by using composition materials. He does not think the grills need to go outside. Commissioner Caldwell reminded the Commission that several years ago there was a Marine Park Master Plan adopted and there has not been any communication started about the plan. This committee needs to look at the plan to ensure the Park is doing the right thing as a team. She would like to move forward as a subcommittee as planned. Commissioner Lorang stated he would also like move forward, however there is no money now. The consensus was to leave the cookshacks as is. Commissioner Caldwell stated the plan should be to start meeting regularly to start reviewing the Marine Park Master Plan. Commissioner Caldwell stated it should meet every two weeks. GM Kaganova stated the Park Master Plan includes replacement of the cook shacks with permanent picnic shelters at some point. She noted the committee will look at options. Staff will set up a meeting. GM Kaganova discussed the proposed tenant improvement on Flex 3. She noted the next steps will be moving clinic in. The Commission would like to see the tenant improvement plans when they are received. There will be floor covering, partitions and exam rooms, an HVAC system installed and parking space adjustment. The work that Maintenance is doing work and will be reimbursed. Don Mann will send architectural drawings to the Commissioners when received. GM Kaganova stated the pFriem building project is closed still have retainage on it. She spoke the contractor at JH Kelley, who provided some feedback; that were plans were elaborate and not as advanced for completion specifically details the from the architect were not complete. That contract will be closed out soon release retainage. GM Kaganova stated she has heard nothing about the community support that was given on the Stevenson swimming pool, and the pool did not re open. The School district is really busy and doing online this fall. CP Groves stated they if they continue to work forward; they will fill the pool and maintain it, but not allow anyone to use it. The Port donated \$5,000 for this project. GM said that EDSC reviewed the PNWA priorities and this was discussed. Commissioner Caldwell stated that the Port donated to the International Mountain Bike Association (IMBA) \$100,00 initially for the 26 mile mountain bike trail. CP Groves would like to track how much the Port has spent on the 26 mile mountain in the last 12-15 years. Commissioner Caldwell stated the Port inherited the 26 mile mountain bike trail project from the City and the Port has already invested so much money and staff hours. Melissa will research this and get it back to the Commission, and from here on these monies will be tracked. GM Kaganova stated she would like to put together a FAQ sheet to show what the Port has done. CP Groves stated the infrastructure in the Business Park is a top priority and needs to be shovel ready, and the Port can go out for grants. This list will go into the Pacific Northwest Waterways Association (PNWA) packet to DC on the Mission to DC trip to PNWA and various Legislators. GM Kaganova stated the permit and parking fees ordinance was passed. She has received both positive and negative feedback on fees. GM Kaganova stated this new parking fee program will increase security in Marine Park and in the Business Park. There will be continuous patrols in park, business park and toll booth as well; adding the community is concerned about security. CP Groves asked staff to write an article on what the goals of the Port are. One of them is to lower dependence on toll dollars, and this program will help that. He stated that Mayor Cramblett noted that most parks are owned by the City and paid by taxpayers. The Port receives \$3000 a year on

this taxpayer money. The Park costs a half a million dollars a year to operate. He noted that the Port owes it to the citizens to let them know how the Port spends their money so they can understand better. GM Kaganova stated Queen of the West docked for the year. American Cruise Lines will come in twice in September. She stated there have been some smaller weddings on Thunder Island. She believes they will come back for anniversary celebration. GM Kaganova stated that Hood River County is on a 3 week Watch List due to high rates of COVID 19. This is because of lack of contract tracing. CP Groves stated if Hood River county does not get the list, it could go back to Phase I. GM Kaganova stated the Auditors were here to start the Audit.

5) **Commissioner and Sub-committee Reports** – Commissioner Caldwell thanked the staff for dealing with the COVID 19 changes and showing :Grace” for the things they are getting things done in these extraordinary times. She sees the Port working as a team. Commissioner Bump stated Melissa is doing a fabulous job. He stated at Blackberry beach, the hotrods are still tearing up the gravel. Commissioner Stipan stated there is Museum board meeting August 17. There have been a lot of visitors to the Museum, and they are following COVID 19 guidelines. He stated the Magical History on the Sternwheeler may be cancelled. Commissioner Stipan stated Janice Crane is doing a fabulous job as Executive Director of the Museum. Commissioner Lorang gave a shout out to the staff and he is sorry he has not made all of the meetings due to long work hours. CP Groves stated the Port has to continue to forward and make things happen in the COVID 19. He stated he attended a meeting on Parking fees to iron out all of the details regarding the new program.

6) **Consent Agenda****

- a. **Action to approve the minutes for July 16, 2020**
- b. **Action to approve bills in the amount of \$55,820.19**
- c. **Action to approve payroll for July 20 in the amount of \$33,689.02 and August 5 in the amount of 35,150.35**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER BUMP.

Commissioner Stipan stated that on page 7 the motion states was made by “JS and seconded by JC”. Secretary Sally Moore replied that this was her mistake and should say Commissioner Stipan and seconded by Commissioner Caldwell and that she will correct this.

The motion was amended to include corrections.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED AND CORRECTED ERRORS ON PAGE 7. SECONDED BY COMMISSIONER BUMP.

The motion was unanimous. 5-0.

7) **Business Action Items**

- a. **Action to form a parking subcommittee** – GM Kaganova stated this is an action to add a citizen to the Economic Development (EDSC) sub-committee to review Ordinance 1997-1 and to serve on the entire EDSC subcommittee.

COMMISSIONER CALDWELL MADE A MOTION TO ADD A CITIZEN TO THE ECONOMIC DEVELOPMENT SUBCOMMITTEE. SECONDED BY COMMISSIONER LORANG. The motion was unanimous 5-0.

Letters of Interest will be requested for this position and then the Commission will appoint the citizen. GM Kaganova stated Ordinance 1997-1 should be reviewed as it large and cumbersome. The committee needs to really look at this for revisions, specifically the parking speed says 15MPH and it is actually 10. This resolution applies to Marine Park and does apply to Recreation areas in the Business Park and the proposed parking lot for Moody Road. Commissioner Lorang stated the old Ordinance will be combined into the new Ordinance. GM Kaganova asked for volunteers for the committee and will not need full staff and may need an attorney for some small things. GM Kaganova stated the Port needs to schedule a separate work group session for this Ordinance review. GM Kaganova will schedule this meeting for next week and will include Commissioner Lorang and CP Groves. No motion was made for this discussion.

- b. Action to accept the engineer/contractor resolution and approve additional funding for the Impact Repair with Stellar J** – GM Kaganova stated this project was complete and asked for a motion to pay the remaining \$10,993.16 in additional work to Stellar J. She stated that Stellar J has negotiated this final bill. She asked for approval for this final payment. This has not been submitted to the Insurance company yet. CP Groves stated that his concern is that this project was above and beyond the contract and hopes the Insurance company will pay for this as the Port is not responsible. GM Kaganova stated the Insurance company will not pay until there is a third party review. CP Groves stated he sees red flags on this and asked if it was discussed with Port Counsel. Commissioner Caldwell stated that the Port needs to hear form Port Counsel that the Port is free of any injuries, it was not clear why there had to be three iterations of the gusset plate before it was correct and she stated that the Port was not responsible for their mistakes; that this is a matter between the Engineer and the Contractor. Commissioner Lorang agreed that the Port should not pay the Contractor, and this should be submitted to the Insurance Company for review. The Commission sent this back to staff for more information and to contact Port Counsel. No motion was made.
- c. Action to ratify \$5900 irrigation pump expense** – The irrigation pump quit working and needed to be replaced. GM Kaganova asked for an approval of the cost of \$5900.

COMMISSIONER LORANG MADE A MOTION TO RATIFY THE \$5900 IRRIGATION PUMP EXPENSE. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

- d. Action to adopt Resolution No. 2020-5 establishing parking fees** – Public comment was open for five minutes.
 - i. Public Comment** – None
 - ii. Adoption of Resolution No. 2020-5**

GM Kaganova presented the Resolution. This resolution will establish that the Port can set parking fees at Marine Park, the Business Park and all other Port properties. This resolution will allow the Port to move forward with setting up the Parking App, posting signage, allow for

marketing materials and passes for locals. This will also move the program forward with the hiring of new Security Officers to enforce the parking program.

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT RESOLUTION 2020-5. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0. COMMISSIONER LORANG MADE A MOTION TO ADOPT RESOLUTION 2020-5. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0

THE COMMISSION RECESSED OUT OF REGULAR SESSION AT 7:58PM.

THE COMMISSION WENT INTO EXECUTIVE SESSION AT 8:01PM.

THE COMMISSION RECESSED OUT OF EXECUTIVES SESSION AND BACK INTO REGULAR SESSION AT 8:55PM.

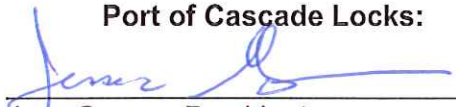
8) Executive Session under ORS 192.660 2 (e) Real Property Negotiations and ORS 192.660 (2)(h) Litigation

9) Any action as a result of Executive Session –

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE LETTER OF ENGAGEMENT WITH THE ATTORNEY REGARDING TOLLING AND SCAFFOLDING ON THE HISTORIC NAVIGATIONAL LOCKS NOT TO EXCEED 105 HOURS AND TO KEEP THE COMMISSION INFORMED. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous.5-0.

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

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:


Joanne Caldwell Sec. Treasurer
Port Commission

DATE APPROVED: 8/20/2020
Prepared by: Sally Moore