

**Port of Cascade Locks  
Commission Meeting  
March 3, 2021**

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The Port of Cascade Locks Commission Meeting was held March 3, 2021

Via Zoom in Cascade Locks Oregon 97014

**1. Commission meeting called to order:**

Commissioner Groves called the meeting to order at 6:02 pm.

• **Roll Call:**

Commissioners Bump, Caldwell, Lorang, Stipan and President Groves were all present.

• **Others Present:**

General Manager Olga Kaganova, Accounting Specialist Melissa Warren, Bridge Supervisor Jeremiah Blue, Government Relations Director Mark Johnson, Secretary Sally Moore, Secretary-In-Training Colette Black, Butch Miller, Rob Peterson, Port Attorney Tommy Brooks and Jason Waicunas.

• **Modifications, Additions and Changes to the Agenda:**

GM Kaganova requested that items 3b and 7c be removed from the agenda.

• **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. Fishing Festival discussion for September 16-18, 2022 – Jason Waicunas**

Mr. Waicunas, Event Director, for PCT Days first provided an update for this year's PCT Days event stating that with the current and forecasted Covid restrictions, he believes there is a 40-50% chance that the PCT Days event will still be held this year in August but is optimistic. He will confirm with the Commission in the next couple of months.

Mr. Waicunas also presented to the Commission his idea for another event, a fishing festival with an anticipated date in September 2022. He stated that it would be structured much like PCT Days with respect to duration and to the needs of the Port. The event would be promoted both in print media and digitally. Mr. Waicunas intends to involve paid sponsors, non-profit agencies, food and beverage vendors, local businesses, volunteer staff, the Cascade Locks Tourism Committee, and the Port of Cascade Locks staff. Security would be hired and support necessities would be provided like dumpsters and Port-a-Potties. Mr. Waicunas stated that the rates for sponsors and entrance/ attendance costs are yet to be determined.

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The Commission discussed the proposed event with unanimous and enthusiastic positivity.

Mr. Waicunas stated that he would be back to discuss this event and PCT Days in a couple of months when more information has been gathered and the situation regarding Covid restrictions for the PCT Days event is more apparent.

**b. Review of Port Commission meetings and procedures – GM Kaganova**

GM Kaganova removed this item from this agenda.

**4. General Manager Report #35 from GM Olga Kaganova**

GM Kaganova reported that traffic on the Bridge for February was down by 26,000 crossings probably due to the snow days. This number is about 15,000 less than February 2020. January crossings were up from the prior year which helps to offset the reduction. With the upcoming weight restrictions on the HR Bridge, traffic is expected to divert and increase on the BOG.

GM Kaganova stated that the Sternwheeler Committee met for the first-time last month. Cruise line Covid guidelines have not yet been set. There is a bi-state effort to agree to guidance for both sides of the Columbia.

GM Kaganova stated that the construction of commercial property, Flex 6, is moving forward again after being delayed a week due to the snow event. This may affect the scheduling of trade sub-contractors. Therefore, it is not certain at this time if the expected substantial completion date of May 28<sup>th</sup> will change.

GM Kaganova stated that the PNWA's Mission to DC event is scheduled for March 15 – 18<sup>th</sup>. This is the flagship event for ports in the region to advocate for their issues and interests with our Congressional representatives. GM Kaganova stated that the event is virtual this year and encourages any of the Commissioners who would have not already done so, to contact her if they would like to attend.

GM Kaganova stated that the Port has received that \$25,000 grant for the development of the parking lot off Moody Road. The engineer is now working on the conditional use permit for the property.

GM Kaganova discussed a request for a waiver of the retention of a wedding deposit by a couple who had booked in 2020, postponed until 2021 and still don't feel safe having 200 guests fly in for a wedding this summer. The Commission discussed this and all agreed that in this particular instance, they would waive the retention of the deposit and refund it to the customers.

GM Kaganova stated that interviews for the Security Officer position are scheduled for this Friday, March 5.

GM Kaganova stated that the Budget Timeline is scheduled to be voted on later in the meeting and budget priority recommendations are in the packet provided to the

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Commission. She encouraged the Commissioners to read them over and provide any comments to her. These recommendations are used by the staff to develop the final budget.

GM Kaganova listed the upcoming Port calendar items for March.

Commissioner Stipan stated that he likes the new "Port Report" recently issued and thanked Mr. Johnson for his work in obtaining the \$25,000 grant.

**5. Commissioner and Sub-Committee Reports**

Commissioners Caldwell, Stipan, Lorang and Bump had nothing to report.

Port President Groves reported that today there has been an offer presented to the Port the 2.5 acres of land east of the new fire hall. The offer includes a retail component in the first phase and in the second phase, retail and residential components.

PP Groves also reported that he and GM Kaganova met with potential new tenants looking for space in the Business Park. The meeting was very positive.

PP Groves mentioned that the Port Maintenance crews are busy working around the property.

PP Groves stated that the Forest Service has put out the plan for 26-mile multi-use trail.

PP Groves stated that he had attended a PNWA meeting that day which outlined issues they intend to present during the upcoming Mission to DC.

PP Groves stated that he had heard from the Sternwheeler contractor that they are concerned about bookings being requested by customers which are beyond the end of the current contract. PP Groves felt that is a valid concern and suggested that if the new contract cannot be finalized in a timely manner; the Commission consider extending the current contract for one more year. Relevant to this time issue is the work Mr. Johnson is still doing to obtain the Volkswagen Grant for replacing the engines and generators on the Sternwheeler.

Commissioner Caldwell was favorable to the suggestion of extending the contract for one more year due to the Covid issues experienced and the other issues mentioned.

PP Groves stated that a development has arisen with the money allotted to ODOT through the Federal Covid relief passed last December where toll facilities were specifically mentioned. ODOT has decided to reduce the amount the Port expected to receive from approximately \$470,000 down to \$270,000. He has scheduled a meeting with the OTC (Oregon Transportation Commission) to appeal and should have an answer on March 11<sup>th</sup>. Mr. Johnson stated that he agreed with PP Groves and felt the ODOT decision was arbitrary. PP Groves stated that this will be the only opportunity to attempt to recuperate the revenue losses which the Bridge has experienced due to the pandemic.

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Mr. Johnson stated that he has been in touch with a contact from Congressman DeFazio's office and has learned that Congressman DeFazio intends to pick up where the issue was left off last year regarding the waiver of Title 23 for the bike and pedestrian crossing on the Bridge. This issue is on the list to be brought up during the PNWA Mission to DC.

Mr. Johnson stated that he has heard that Congressman Blumenauer has expressed interest in creating at least the framework for a Federal transportation plan for the National Scenic Area of the Gorge. This eventually could assist in funding transportation needs specifically in our area on both sides of the river.

PP Groves stated that the multi-use trail recently approved by the US Forest Service is now in the 30-day comment mode. If all goes well, final approval could be finalized by the end of June.

PP Groves mentioned that at last week's JWGED meeting, schools in Cascade Locks are of high interest.

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 from February 17, 2021 and Special Meeting February 24, 2021**
  - b. **Approval of bills in the amount of \$744,883.34.**
  - c. **Approval of payroll for February 19, 2021 in the amount of \$32,396.85 and for March 4, 2021 in the amount of \$27,084.26.**

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

**7. Business Action Items**

- a. **Action to adopt the Strategic Business Plan – GM Kaganova**

GM Kaganova thanked the Board for going through the plan. The plan has been updated and put into the meeting packet for their review and approval.

**COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE STRATEGIC BUSINESS PLAN AS AMENDED. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0**

- b. **Action to adopt budget schedule and timeline - Accounting Specialist Melissa Warren**

Account Specialist Warren reviewed the dates included in the Budget Schedule and Timeline included in the meeting packet.

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COMMISSIONER CALDWELL MADE A MOTION TO ACCEPT THE SCHEDULE AND TIMELINE.  
SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0

c. Action to adopt budget priorities – GM Kaganova

GM Kaganova requested that this item be tabled. No action at this time.

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

Out of Regular Session at 7:15pm and into Executive Session. Out of Executive Session and into Regular Session at 8:09pm.

a. Any action as a result of Executive Session – None

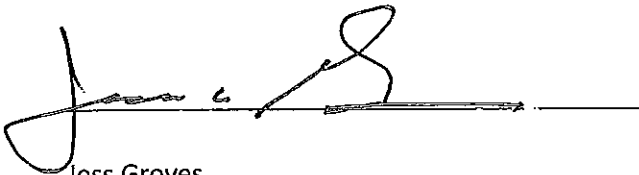
9. Adjournment:

COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY  
COMMISSIONER STIPAN. The motion was unanimous. 5-0

The meeting adjourned at 8:10 pm.

Port of Cascade Locks:

Attest:



Jess Groves  
President Port Commission



Joeinne Caldwell  
Secretary / Treasurer Port Commission

DATE APPROVED:

June 16, 2021

Prepared by Colette Black

**THE PORT OF CASCADE LOCKS**  
**BOARD OF PORT COMMISSIONERS**  
**CASCADE LOCKS, OREGON**

**RESOLUTION 2021-2**

**A RESOLUTION TRANSFERRING ALLOCATIONS WITHIN THE 2020-2021  
BUDGET**

**WHEREAS** it is necessary to make budget adjustments in the 2020-21 budget to make sure that Port expenditures do not go over in any categories and:

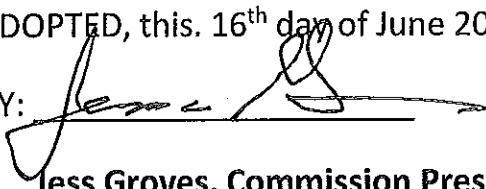
**WHEREAS** budget adjustments are necessary due to much new and unanticipated expenditure and:

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Port of Cascade Locks does hereby authorize the following transfers for the 2020-2021 Budget year:

1. Transfers within the Materials and Services line items needed are, \$47,000 for Contracted Services to Payroll Taxes & EE Benefits, \$11,300 from Supplies & Small Tools to Office Supplies, \$15,000 from Repair & Maint to Repair & Maint Other, \$1,000 from Travel , \$20,000 from Government Relations for Building Innovations over budget, \$5,500 from Contracted Services for the appraisal on the SDS property, \$1,593 from Travel for Don Mann's pendant, Total \$101,393.00.
2. Revenue coming from COVID Grant Revenue line items 301 , 30,000 for Cascade Locks Business grants paid with COVID money. Total \$30,000.

ADOPTED, this. 16<sup>th</sup> day of June 2021.

BY:



**Jess Groves, Commission President**

BY:



**Joeinne Caldwell, Sec. Treas.**

PORT OF CASCADE LOCKS  
CASCADE LOCKS, OREGON

RESOLUTION 2021-3

A RESOLUTION BY THE PORT OF CASCADE LOCKS PORT COMMISSION  
ADOPTING THE 2021-2022 BUDGET, MAKING APPROPRIATIONS, IMPOSING  
PROPERTY TAXES FOR THE YEAR 2021-2022 AND ADOPTING CERTAIN  
POLICIES

BE IT RESOLVED that the Port Commission of the Port of Cascade Locks hereby adopts the budget for fiscal year 2021-2022 in the total of \$12,273,830 now on file at the Port of Cascade Locks in Cascade Locks, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2021, and for the purposes shown below are hereby appropriated.

Personnel Services	\$ 1,394,248
Materials and Services	\$ 1,471,845
Capital Outlay	\$ 3,167,500
Debt Service	\$ 1,265,944
Contingency	\$ 200,000
<b>Total Appropriations, All Funds</b>	<b><u>\$ 7,499,537</u></b>
Total Unappropriated	<u>\$4,774,293</u>
<b>Total Adopted Budget</b>	<b><u>\$12,273,830</u></b>

IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all property within the district for the tax year 2021-2022.

**0.0256 per \$1,000 of assessed value for permanent tax rate.**

CATEGORIZING THE TAX

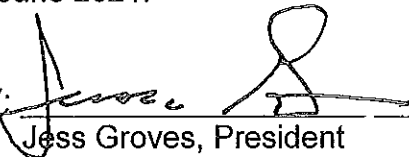
BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all property within the district for tax year 2021-2022.

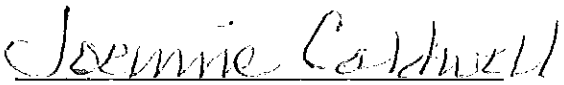
Subject to the General Government Limitation                      \$.0256/\$1,000.

**BE IT RESOLVED** that the modified Salary Range and Position Grouping policy be formally incorporated with the adoption of the 2021-2022 Budget and implemented.

**BE IT RESOLVED** that the Port staff is directed to apply and utilize as many grants and grant sources as possible to carry forward the Strategic Business Plan of the Port.

The above Resolution statements were approved and declared adopted on this 16<sup>th</sup> day of June 2021.

BY:   
\_\_\_\_\_  
Jess Groves, President

BY:   
\_\_\_\_\_  
Joeinne Caldwell, Sec/Treas.