

PORT OF CASCADE LOCKS

A Budget meeting of the POCL Commission and Budget Committee was held May 27, 2020 at 6:00 pm at the Pavilion, Cascade Locks, Oregon 97014.

1. **MEETING CALLED TO ORDER:** Budget meeting called to order at 6:01 p.m.
2. **ROLL CALL:**
 - **Commission Present:** Groves, Bump, Caldwell, Lorang, and were present. Commissioner Stipan was excused
 - **Budget Members (BM):** Donna Mohr, Myra Walker, Terry Zwanziger, Rob Peterson and Diana Reedy VanWinkle were present
 - **Others present:** GM Olga Kaganova, Accounts Specialist Melissa Warren, Bridge Manager Ryan Vollans, Secretary Sally Moore and Maintenance & Construction Manager Todd Mohr.
3. **Declaration of potential conflict of interest: BM Donna Mohr declared a potential conflict of interest. Commissioner Caldwell declared a potential conflict interest.**
4. **Public Comment: None**
5. **GM Kaganova's follow-up from last meeting:** GM Kaganova followed up on a question from the last meeting. The question was when the \$2.4 million from the State needs to be spent. It needs to be spent withing 3 years after receipt and needs to be spent on infrastructure in the Business Park. The monies will be disbursed in the spring of 2021. CP Groves stated that negotiations are beginning on the contract with AWI. VP Donna Mohr stated that AWI should be contributing to the maintenance of their parking lot. BM Rob Peterson commented on the light pole replacement at \$8,000, asking if AWI can pay for a portion of this cost. CP Groves agreed and stated that it is complicated Concessionaire Agreement at 25 pages. VP Donna Mohr suggested having public citizens on the AWI subcommittee when renegotiating the contract for 2022. VP Donna Mohr asked about deferring the painting on the bridge. GM Kaganova stated finding a long term contractor is ideal as this is a little bit of money spent each year and locating a contractor to do that is hard to find. Todd stated that they have found a contactor who is local that is willing to do the work. One that will stick with the project yearly, as the painting will be done in pieces annually. CP Groves stated that this will be a lifetime contract. The outside plates are critical and were noted in the annual ODOT inspection report to that is critical that they be painted.
6. **Review of Budget Detail**
 - a. **General Fund** – Discussion on the General Fund included analysis cost of scope of work to install license plate reading technology at the Bridge of the Gods. There was a discussion on possible parking fees in the Marine Park and how that may look. This is being researched by Special Projects Coordinator Brittany Berge. CP Groves stated that locals would not pay for parking, noting the Port would follow the Governors orders on Phases and how many people are allowed to gather. President Myra Walker asked why docking fees went up. GM Kaganova stated because American Cruise Lines will be docking here this summer, and they have provided a schedule.
 - b. **Development Fund** – This established fund includes budgeting for property sales, grants, etc. The Port just received a loan for a \$6 million dollar loan from the state to build a Flex 6 building for the Renewal Workshop. This also includes the Moody Road parking lot.

- c. **Reserve Fund** – This new fund is for Bridge Reserve, Vehicle Replacement, and Debt Service Reserve. No monies are allotted for Vehicle Replacement in this upcoming budget.

7. **Public Comment** – None

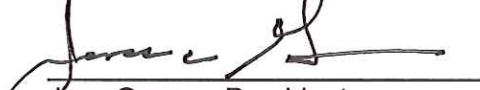
- 8. **Approval of 2020-2021 Budget or set another meeting date** – There was a discussion and a decision to pass this as a provisional budget for two months, and then come back in September to look at the budget again as a Provisional budget. The proposed budget, due to the COVID 19 restrictions, the Budget Committee will reconvene in September to review revenue and capital projects again for the rest of the budget year ending June 30, 2021 and propose a Supplemental budget. CP Groves verified with GM Kaganova there is a 3% salary increase included in the budget. GM Kaganova confirmed that there is.

CP GROVES MADE A MOTION TO APPROVE THE PROVISIONAL BUDGET TO INCLUDE MODIFICATIONS. SECONDED BY BM ROB PETERSON. The motion was unanimous. 9-0.

- 9. **ADJOURNMENT** – VP Donna Mohr made a motion to adjourn the meeting. Seconded by Commissioner Caldwell. The motion was unanimous.


THE MEETING WAS ADJOURNED THE MEETING AT 7:24 PM.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: June 16, 2020
Prepared by: Sally Moore