

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, June 21, 2018 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:00pm.
 - o **Pledge of Allegiance**
 - o **Roll Call:** Commissioners Groves, Stipan, Caldwell and Bump were present. Commissioner Lorang was excused. **Others Present:** GM Paul Koch, Sally Moore, Brenda Cramblett,, Jeff Parduhn, Accounting Specialist Melissa Warren, Economic Development Manager Don Mann, Bridge Manager Ryan Vollans, Port Attorney Tommy Brooks, Lisa Roth, Caroline Park, Dave Lipps and camera operator Betty Rush.
 - o **Additions & changes to the agenda:** Item 2a was added; a presentation by Dave and Caroline Lipps, owners of Thunder Island Brewing.
 - o **Declaration of Potential Conflicts of Interest:** None

A Celebration was held and cake was served for Lead Toll Collector Jeff Parduhn for 17 years of service. Jeff is retiring. Bridge Manager Ryan Vollans stated that Jeff's work ethic and sense of humor rubs off on others and helps morale at the toll booth. CP Groves and the Commission thanked Jeff for the many years of service to the Port. Jeff was presented with a picture of Charles Lindbergh flying under the Bridge of the Gods. Jeff Parduhn thanked everyone Jess and the Commission and stated he is excited. They wished him a Happy Retirement.

- 2) **Public Comment (Speakers may be limited to three (3) minutes):** None
 - a. **Update on project from Thunder Island Brewing** – David Lipps and Caroline Park, co-owners of Thunder Island Brewing reported on their building project for their new building on WaNaPa Street. It will be a brewery/restaurant. They stated they are busy. They have hired new Engineers as the previous Engineers were constantly behind schedule and so they fired them. Caroline stated they do not have any permits yet. They are using the old drawings and should have everything ready for permits by July 15. Dave stated the Engineers have some great ideas about the floor size. Caroline stated they have the ODOT approval for the curb cut and thanked Jess Groves for the help. Commissioner Caldwell stated she was happy to hear this and asked how long it will take to have the permits approved. Dave stated it usually takes about a month; however, they can start digging before the permits are approved. GM Koch stated they could do a ribbon cutting when the Governor comes to town on July 6. Caroline stated they are really excited to get started.
- 3) **Public Hearing regarding proposed 2018-19 budget** – CP Groves opened the Public Hearing. There were no comments, CP Groves closed the Public Hearing.
- 4) **Special Presentations & Reports by outside resources, staff & Government Officials** – None
- 5) **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 item from the Consent Agenda for individual discussion).**
 - a. **Approval of minutes for May 21, 2018 and May 17, 2018**
 - b. **Approval of bills in the amount of \$280,142.35**

- c. **Approval of May payroll in the amount of \$71,606.50**

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

6) **Commissioner and Commission sub-committee reports:** Commissioner Caldwell stated she attended a Pony Task meeting and they are getting ready to bring a timeline to the Port Commission. They will be meeting weekly for the next 5 weeks to fine tune costs and a more definite timeline. GM Koch will go to the State Historic Preservation Office (SHPO) next week to show them the building design concepts that Architect Mark Sedar has created. Commissioner Stipan publicly thanked Gyda Haight for encouraging him to become a Port Commissioner in order to save the Oregon Pony. Commissioner Stipan stated he would like a Committee formed to revitalize the beaches in Marine Park and the waterfront areas. GM Koch stated this Task Force is very energetic and excited to save the Oregon Pony. A final report will be ready in November. CP Groves stated that the Port cannot accept the FLAP grant due to language in Title 23 stating that the Port would have to change the way it collects tolls at the bridge. The law states all revenue from tolls would have to go toward the bridge. The Port will continue working on getting the language in Title 23 changed so the Bike/Ped crossing can be built with FLAP grant and other federal funds. The total cost is \$15-25 million to build the bike/ped crossing. CP Groves stated he sits on the NOAA Task Force and stated there is now a National Plan for Salmon Recovery in the Columbia Basin. Phase II will involve how the Salmon will survive making it back to their native grounds. Locally, he stated that Herman Creek Cove is a serious cold-water refuge and needs to be dredged in order for the fish to rest there. He is pushing for grants to get this project completed. CP Groves stated the Economic Development sub-committee is starting to look at what the Port will lobby for at the Legislative level for 2019 when they go to Washington DC in the spring. This list when developed, will come to the Commission. GM Koch stated this lobbying effort is very important and is fruitful.

7) **Commission Business Action Items**

a. **Action to adopt Resolution 2018-5 approving the 2017-18-year end budget adjustments** – GM Koch stated there were some last-minute adjustments. (See Exhibit 1). He read them out. Added was \$3,500 for the food for the Ribbon Cutting Ceremony at Herman Creek Complex, \$8,220.65 from contingencies for the Pony Building Restoration, and \$10,000 from contingencies to the IT Building/Capital. The total of all transfer is \$150,900.65. The balance left in contingencies is \$26,333.35. He stated these numbers just came in this always happens at the end of the year.

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT RESOLUTION 2018-5 APPROVING THE END OF THE YEAR BUDGET ADJUSTMENTS AND TRANSFERS. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

b. **Action to adopt Resolution 2018-6 adopting the 2018-19 budget and related policies and direction**

GM Koch stated the Budget Committee had completed it's review of the proposed budget and it was ready for adoption. Also included was the revised Salary and Pay range policy established by the Commission dealing with setting salaries and employee recognition.

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT RESOLUTION 2018-6 ADOPTING THE 2018-19 BUDGET AND ADOPTING THE REVISED EMPLOYEE SALARY AND GROUPINGS POLICY AND DIRECTING STAFF TO SEEK OUT GRANTS. SECONDED BY COMMISSIONER STIPAN.

Commissioner Caldwell asked if there was a salary comparison of the region. GM Koch said every two years there is a salary study done for Ports in the National Scenic Area and the Port of Morrow and other Ports in Oregon and Washington. He stated the Port of Hood River and the Port of Cascade Locks are not comparable. He stated they are more comparable with the Port of Morrow. GM Koch stated the Port has a difficult time obtaining Maintenance workers at a lower wage, so they raised the wage somewhat.

The motion was unanimous. 4-0.

8) **General Manager's Report # 83:** GM Koch reported that he was appointed to be on the National Scenic Area Task Force. They are involved in rewriting an Economic Development Plan. They are working with the Gorge Commission to rewrite the plan. It is a 2 year term. When adopted, it will have the same weight as Federal Law. GM Koch stated that in the plan local matches and local tolls are to be waived in Title 23 if the language is changed.


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

CP Groves recessed into Executive Session at 7:17PM and recessed into back into Regular Session at 7:49PM.

10) None

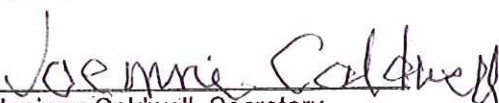
11) **Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL.** The motion was unanimous. 4-0. The meeting adjourned 7:50PM.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest;



Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: 9/20/18
Prepared by: Sally Moore

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PORT OF CASCADE LOCKS
PORT COMMISSION
CASCADE LOCKS, OREGON

RESOLUTION 2018-5

A RESOLUTION TRANSFERRING ALLOCATIONS WITHIN THE 2017-2018 BUDGET

WHEREAS, it is necessary to make budget adjustments to make sure Port expenditures do not go over in any categories

WHEREAS, budget adjustments are required due to many unanticipated expenditures and:

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Port of Cascade Locks hereby authorizes the following transfers for the 2017-2018 Budget year:

1. A transfer of \$16,100 from Contingencies to Administration Materials and Services. Going to Audit Fees \$8,900, Travel \$3,700, Port Meetings \$3,500. Transfers within the budget of Administration Materials and Services is \$150 from Office Supplies to Postage, \$2,000 from Phones to Contracted Services, \$3,000 from Utilities to Bank & Merchant Fees, Building Flex 2
2. A transfer of \$10,200 from Contingencies to Economic Development Materials and Services. Going to Marketing \$5,000, Postage \$200, Utilities \$2,000 and to Personal Services \$3,000 to Employee Health Insurance.
3. A transfer of \$14,500 within Maintenance and Construction coming from Vehicles, Fuel and Maintenance is \$7,500 going to Building and Bridge Maintenance and \$7,000 going to Equipment Maintenance. From Capital line item to Grants line item is \$44,530. A transfer of \$8,220.65 from Contingencies to Capital.
4. A transfer of \$20,100 from Contingencies to Salaries and Wages \$10,000 to Wages, \$1,000 to Employee Health Insurance, \$200 to PERS. To Materials and Services. Going to Liability Insurance \$8,900. Transfers within the budget of Toll Booth Materials and Services is \$100 to Advertising, \$200 to Office Supplies and \$700 to Travel coming from Utilities.

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5. A transfer of \$6,100 within the Development Fund coming from Capital going to Materials and Services. \$2,400 going to Utilities and \$3,700 going to Contracted Services.
6. A transfer of \$25,000 from Contingencies to the Special Bridge Preservation Fund going to Materials and Services is \$15,000 going to Contracted Services & \$10,000 going to Capital.

Total out of Contingencies will be \$79,620.65.
Total within 2017-2018 Budget will be \$71,280.
Total of all transfers will be \$150,900.65.

The Balance left in Contingencies will be \$26,333.35.

ADOPTED, this 21 day of June, 2018.

BY: Jess Groves
Jess Groves, President

BY: Joelene Caldwell
Joelene Caldwell, Sec Treas.