

**Port of Cascade Locks
Commission Meeting
April 7, 2021**

2 of 7

meetings with our own legislators, including Representative DeFazio and Senator Merkley who were both extremely supportive of the Ports goals.

The Port presentation led with the most important issue: the Bridge of the Gods and its bicycle/pedestrian lane. We were encouraged to provide more detailed information regarding the cost of this project. Mr. Johnson stated that he has been in touch with the engineer who previously provided preliminary information regarding this and has now asked for a more detailed estimate. Mr. Johnson stated that he feels that we are in a very favorable position for the Bridge project as the grant application is being filed now for a third time.

Mr. Johnson also discussed several grants. Confirmed the receipt of the grant for Moody Road parking area. Travel Oregon recently opened another grant which was applied for March 31st. That grant, if approved, would be used to expand parking at Herman Creek, add a trail through the Business Park and connect it to the Easy CLIMB trail.

The American Relief Plan (ARP) has provided the state of Oregon with \$780 million to be used toward Covid relief and recovery projects. The Port has submitted several requests for money for different projects with hopes that something will be approved.

b. Annual Auditor presentation – Pauly-Rogers

Leann Hertel of Pauly Rogers provided the results of the annual financial audit for the Port and there were no exceptions or issues for this fiscal year, 2020 – 2021.

c. NW Trail Alliance work parties – Matt Novak

Mr. Novak discussed upcoming work parties in April and May at the easyCLIMB Trail. The groups will be performing maintenance and refurbishment tasks. Groups are going to be smaller than in previous years due to Covid and practicing all social distancing protocols. Mr. Novak requested that he appear before the board at the first meeting in May to provide an update on their efforts.

d. CGRA proposal on parking fees – GM Olga Kaganova

GM Kaganova stated that Dave Jursik sent a letter regarding the fees charged to CGRA by the Port and a proposal for a different fee structure. She suggested that the Commission may want to begin with reviewing the current agreement and compare it to the new proposal. PP Groves stated that he felt a subcommittee would be appropriate to review this information and then, bring a recommendation to the Commission. He volunteered to be a member of the subcommittee as did Commissioner Caldwell. PP Groves stated that the subcommittee will be formed after the July transition when all subcommittee memberships will be reviewed and approved.

4. General Manager Report #36 from GM Olga Kaganova

**Port of Cascade Locks
Commission Meeting
April 7, 2021**

3 of 7

GM Kaganova reported the Bridge traffic is within 1,000 crossings of 2019 numbers for the first quarter. Currently, welding is occurring on the bridge as part of maintenance. It will continue through next week.

GM Kaganova provided an update on the Flex 6 building. Construction is progressing on schedule with a projected move in of the first week of June.

GM Kaganova stated that the Port should have a site plan for the conditional use permit for the Harvey Street parking lot this week.

GM Kaganova brought forth the basic points of the contract with American Cruise Line (ACL) for discussion. The contract includes a base fee for up to 60 dockings per year, a per person fee, provision that the Port will provide water and garbage service for a charge and ACL would manage the dockings of other vessels at their dock (with fees for those dockings being approved by the Commission). ACL is interested in a five-year contact with optional 5 year extensions. They would also be making improvements to the dock.

GM Kaganova stated that an Operational Check In took place with AWI today. The company indicated that they are struggling with staffing at this time and are currently only able to book sales for cruises at 50% per the current Covid restrictions.

The Commission discussed involving Columbia Gorge Community College, Mt Hood Community College and possibly Hood River High School to help mitigate the staffing issue for AWI.

GM Kaganova stated that there has been a great deal of interest in the 2.25 acres for sale on WaNaPa Ave. Two local businesses have expressed interest and also Mt Hood Community College (MHCC). MHCC indicated that they were thinking of the property for use as an EMS prep school to work in tandem with the fire station next door. Columbia Gorge Community College would also be part of this venture. The Commission discussed this possibility and the many positive effects this could have for the community.

GM Kaganova introduced the new Port Event Coordinator, Jeanetta Blue to the Commissioners. She thanked Jeanetta, Special Projects Coordinator Brittany Berge and Commissioner Bump for their work on the Easter Egg Hunt event held at the park the previous Sunday. It was a very successful endeavor.

GM Kaganova also stated that Ms. Blue has arranged for the park to be a Covid 19 vaccination clinic two days this week.

GM Kaganova stated that Ms. Blue, Ms. Berge and Mr. Blue have been researching software which could allow for online booking of events and the campground sites for the Port.

GM Kaganova stated that the new Port Security Officer will be starting on April 14th and begin by familiarizing himself with all of the Port properties, doing some breaks at the toll booth and putting together a list of equipment needed. He will attend a Commission meeting in the near future so that he may be introduced.

**Port of Cascade Locks
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April 7, 2021**

GM Kaganova stated that the Port Budget should be presented at the next meeting and a budget draft will be ready by the end of this month.

GM Kaganova listed some upcoming important dates: April 15th is the Sternwheeler subcommittee meeting, April 20th is the next EDSC meeting, April 21st is the Marine Park subcommittee meeting just before the next Commission meeting also on the 21st and April 22nd is the next JWGED meeting.

GM KAGANOVA ASKED FOR APPROVAL OF 80 HOURS OF COVID PAY FOR STAFF RELATED TO THIS LEAVE IN ADDITION TO SICK LEAVE AND VACATION PAY USED RETROACTIVELY BACK TO MARCH 20, 2020 IF EMPLOYEES NEED TO DO SO.

COMMISSIONER STIPAN APPROVED THE MOTION AS STATED. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

GM KAGANOVA PUT FORTH AN ACTION ALLOWING FOR THE PRESIDENT TO SIGN ON BEHALF OF THE PORT FOR A COMMERCIAL RENT RELIEF GRANT FOR SON OF MAN THROUGH BUSINESS OREGON. THE JOINT APPLICATION BETWEEN THE TENANT AND THE LANDLORD IS COMPLETE BUT REQUIRES A SIGNATORY AUTHORITY LETTER TO BUSINESS OREGON.

COMMISSIONER STIPAN APPROVED THE MOTION AS STATED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous 5-0.

5. Commissioner and Sub-Committee Reports

Commissioners Stipan stated that he had nothing to report other than he had been working on fundraising for the museum.

Commissioner Caldwell reported that she had nothing to report at this time except there will be a Marine Park subcommittee meeting on April 21st.

Commissioner Lorang stated that he also had nothing to add.

PP Groves stated that currently there has been interest expressed for all properties owned by the Port. The WaNaPa has three interested parties among which is a final proposal from the first party who contacted the Port. He is the owner of the Cascade Market and unfortunately, his newest offer does not take into consideration the Port's policy to not be involved in any way with marijuana related activities.

PP Groves also stated that in other meetings there have been productive discussions regarding the current school situation in Cascade Locks, alternative energy ideas, a possible data center and the work with the city regarding hard wiring throughout the city.

**Port of Cascade Locks
Commission Meeting
April 7, 2021**

5 of 7

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 March 3, 2021.**
 - b. **Approval of bills in the amount of \$484,304.98.**
 - c. **Approval of payroll for March 19, 2021 in the amount of \$32,267.45 and for April 2, 2021 in the amount of \$33,343.37.**

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 budget priorities – GM Kaganova**

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE BUDGET PRIORITIES FOR 2021-2022. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0

- b. **Action to approve the Sternwheeler Operator and related assets solicitation – GM Kaganova**

COMMISSIONER STIPAN MOVED TO APPROVE TO PUBLISH THE SOLICITATION FOR THE OPERATION OF THE STERNWHEELER AND THE RELATED ASSETS TO ANY INTERESTED PARTIES. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0

- c. **Action to adopt the Business Park Master Plan – GM Kaganova**

The Business Park Master Plan was reviewed at a previous meeting. It is reviewed and updated annually.

COMMISSIONER CALDWELL MADE THE MOTION TO ADOPT THE BUSINESS PARK MASTER PLAN. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0

- d. **Action to select contractor for bridge painting project – GM Kaganova**

GM Kaganova stated that a solicitation was issued for the bridge painting contract. Initially, only received one response. Issued the solicitation again and now have two responses. A team of engineers and Port staff scored the responses. The two proposals were very similar and one of the two companies scored slightly higher. The engineering firm recommended that the Port accept the contract from that contractor.

**Port of Cascade Locks
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6 of 7

GM Kaganova indicated that a summary of the scoring was provided by email to all of the commissioners. The Commission needs more time to review. It was agreed by the Commission that the vote be tabled until the Commission meeting of April 21st with GM Kaganova notifying the candidates of the Commission's decision on April 22nd.

e. **Approval of Amendment No. 2 for ODOT Flexible Services Agreement - GM Kaganova**

GM Kaganova indicated that this is an important agreement to have for the sharing of services like bridge work and painting between the Port and ODOT.

COMMISSIONER CALDWELL MADE THE MOTION TO APPROVE THE AMENDMENT No. 2 WITH ODOT FLEXIBLES SERVICES AGREEMENT. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0

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

Out of Regular Session at 7:36pm and into Executive Session. Out of Executive Session and into Regular Session at 8:49pm.

a. **Any action as a result of Executive Session –**

9. **Business Action Items**

Negotiations for purchase of SDS Property in the Business Park – GM Kaganova

COMMISSIONER CALDWELL MADE A MOTION FOR THE GENERAL MANAGER TO CONTINUE NEGOTIATIONS REGARDING THE PURCHASE OF THE 16.3 ACRES OF SDS PROPERTY IN THE BUSINESS PARK AND TO BRING FORWARD THE WRITTEN PROPOSAL REGARDING THAT PURCHASE FOR THE PORT PRESIDENT TO SIGN. ANY RESULTING PURCHASE AGREEMENT WOULD COME BACK TO THE COMMISSION FOR FINAL APPROVAL. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0

b.

9. **Adjournment:**

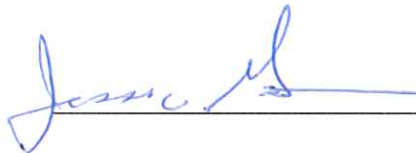
COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0

The meeting adjourned at 8:55pm.

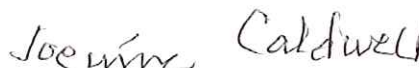
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Commission Meeting
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Port of Cascade Locks:

Attest:



Jess Groves
President Port Commission



Joeinne Caldwell
Secretary / Treasurer Port Commission

DATE APPROVED:

April 21, 2021

Prepared by Colette Black