

PUBLIC MEETING: Port Commission Meeting Minutes

DATE: Thursday **November 4, 2021 6PM**

LOCATION: Pavilion, Marine Park, Cascade Locks, OR

- 1) Commission meeting called to order at 6:03 PM
  - Roll Call
    - President Groves
    - Vice President Lorang
    - C Caldwell
    - C Stipan
    - C Bump
  - Modifications, Additions and changes to the Agenda
    - Move action item 7(e) up to 3(c)
  - Declarations of Potential Conflicts of Interest
- 2) Public Comment (Speakers may be limited to three (3) minutes)
  - a. None
- 3) Special Presentation and Reports by outside resources, staff and Government Officials
  - a) Ryan Farncomb, Parametrix – Marine Park Trail Alternatives
    - a. Here helping to develop a plan for the marine park project. Nadine, Stephen, Rob, and Ryan. Walking through the trail alternatives analysis. When they came before they proposed their ideas, found hazardous materials sites nearby but these sites are not expected to affect the impacted study area. Nothing in the park itself, on the historical and cultural side, there are lots of resources and don't want the trail to affect it negatively. Consultant went through and found some issues but they're not hazardous currently. Being part of the national register, whatever is done on the trail, they want to make sure it isn't taking away from the historical value of the area. Divided into seven segments: first segment is along thunder island running from one end to the other and is a little bit unique to the mainland and want it to be gravel, have it be natural. Second segment is at the eastern side of park and would connect all the way to the beach and parking lot, will likely use existing pavement in parking lot. Quite a bit of vehicle traffic and may need parking spot reconfiguration. Segment three, road expansion, have the road expanded towards the marina. Another idea, having a boardwalk to be able separate better from the trail and vehicle traffic, may need tree removal. One issue is the railroad that owns land out to water and they have a survey of boundary lines to try and not cross over lines. C Caldwell thinks this is a great idea in a nice spot. Segment four, trail running through restaurant and visitor parking lot, have it running along edge of parking lot. Want to show they can have a 10 ft wide trail without affecting

parking, shows pictures and diagrams to show how it would work and reconfiguration to parking lot areas. Second option would be removing all parking stalls on west side and make it one way, more beach access. Mohr asks why to have trail going through parking lot because of conflicting events during CGRA, offers to have it go through separate section of park. Mohr wants to emphasize the issues that arise from CGRA participants and how many people come. Diagram is drawn as 10 ft wide all around but are able to adjust width going through different parts of the parking lot. C Stipan asks opinion of Rob, he says best option would be 1 to be able to keep parking spots. Stephen mentions he personally likes one way road, has angled parking. C Stipan asks how long before paint will have to be redone: 3 years. P Groves mentions that Sternwheeler parking is primo, and they need to have it in mind. Stephen says he just wants to help make the parking lot more efficient, C Caldwell agrees. P Groves adds he doesn't think a one way road would be an issue, as tourists do like to have parking spots, especially in a small town. Nadine mentions they will be doing public outreach as well. Segment five, shows central lawn with two trail alternatives, one that goes along the sea wall, would replace existing gravel trail with a paved trail. May need to relocate electrical and water outlets. Second alternative would go more towards center of lawn area, would provide second route, would be 10 ft wide paved trail and be more ADA accessible. Does slightly reduce lawn space. C Stipan mentions the Magical History sternwheeler tour and that the band for the event needs to park close to Sternwheeler entrance and wants to see if they would be able to if they still went with option 1, he also mentions that having the trail curve towards the river, would bring more people for the view. C Caldwell asks if the section would be flat to be able to have people drive over to park, bringing up the example of the Magical History tour band. Stephen says that if the trail will be flat right there, they can mark it as a loading/reserved zone. P Groves mentions that there could potentially be an issue with cars having issues with backing maneuvers. Segment six, trail aligning with campground, would go down below the bluff, adjacent to the road. Would need to go around an existing restroom building and would likely need a retaining wall. Would avoid negative impact on campground but may need tree removal. Upper trail we need tree removal and retaining walls as well, more narrow. Between campsites and edge of bluff, potential loss would be privacy. Segment seven, portage road. On potential over-crossing. Trail would be along parking sides, toward lawn side by the river. Blue mentions that it might be an issue to have the end of the trail not be developed as it goes by the maintenance shop, doesn't want it to become a destination. In alternatives report, made recommendations to

different trails. Fire lane and boardwalk, central lawn area and remove hookups, campsite area lower route to avoid most impact to campsites. For each of segments, there are estimates, and for complete trail would be roughly 2.8 million. P Groves asks what made them decide the location for the trail going through the lawn instead of going by existing trail. Ryan mentions that it would help maintain an isle during vendor events. Main points consist of keeping as many parking, not rendering work functions by Sternwheeler and restaurant. C Caldwell mentions that maybe not completely developing trail in certain areas from park access to beach. 3A 5A 6A. C Stipan points out that they don't have the end of trail on one of the trail examples finished, wants to know if they would make it go around a curb or drop off, has thoughts about making a retaining wall more appealing. GM Kaganova asks where they are in the progress of this trail plan. Ryan mentions they want to do more public outreach, meet with ODOT, and talk with local tribes. GM Kaganova mentions the Marine Park Sub-Committee to have a walk-through with the Parametrix team and be able to see trail visions. C Caldwell mentions that if we look at the walkway we are building, the boardwalk, loves the idea of it and sees the same boardwalk for where the boat launch is at and instead of a retaining wall, have it right under the campsites but high enough to allow for room on boat launch. And boat launch area is important tribal fishing. Ryan asks for opinions on tree removal. C Stipan says for every tree removed, believes another 3 should be planted. C Caldwell says historically, trees were put in "for a forest to remember". Ryan believes they can produce a couple more visuals to show better trail systems.

b) Legislative Updates – Mark Johnson

- a. Travel Oregon Grant, for Easy ClIMB, for \$100,000. Phase 1 was to clear out trail, done. Second part is connector trails, more parking, more convenient way for bikers from Herman creek parking lot, make a new trail that goes behind pFriem. \$9,756 from Ptarmigan Trails. Signage for trails to go from Herman Creek to Easy ClIMB and back. Most signage will be on new trail. Will have a couple crossings like on Blackberry Beach. Last portion will be actual approval for a conditional use permit from City. Will give Planning Commission 30 days to notify people and hopefully get a contract. Extended grant period to end of December. Last Wednesday, participated in presentation with Lorelei from USFS for a grant application for first phase of multi-use trail. "The Cascade Locks Trail System" \$150,000 app. Found out we are eligible for funding, money will be available in first quarter of next year. Pay for three miles of trail, get three, have six total. Will be three phases and hopefully see work started by next year. Mentions we received notice from DAS that the money Sen.

Thompson that was earmarked for 1 million, got sent a form for funding. Will be available sooner when form is signed and sent in. New congressional district maps include CL with HR. Will take place in election in 2022. No longer in Eastern OR congressional focus. C Stipan asks if Johnson will be in Planning Session and Johnson says he will be and also adds Sen. Thomson will be at session as well.

c) Action Item: Approve Lighting Ceremony

- a. Berge says flyer is just a draft, one thing talked about during Core was the date. Holding on Wednesday night was problematic due to school and work schedules. Want to move to Saturday to eliminate problem. Want to create event bigger and have it be a popular off-season event. Proposing drive-thru event and having be COVID safe celebration and doesn't allow kids to walk around on roads during night. To bring more visitors, has had talks with businesses about having collaborative marketing week leading up to lighting ceremony. Wants to have as many business doing anything to make more attractive event to people from out of town. C Caldwell mentions a new business in town. C Stipan mentions the car decorating competition. Berge says it doesn't have to be restricted to only lights but any creativity.

4) General Manager Report

- a. ODOT successfully completed inspection using DEA. Regular inspection for BOTG and also required. ODOT coordinates for us. Inspection reconfirmed previous issues. Inspectors found recent strengthening was well done and repair done on overhead section was done well as well. Will do a final inspection report by end of Dec. C Caldwell asks about truck traffic, asks if it has come back yet or if its been slow, J Blue mentions it is back on bridge in full swing. Regulars patiently waited by phone. P Groves signed refinance loan, will be fully accepted on 8<sup>th</sup> of Nov. New bank account has been opened to hold 1 million, wont be accessible to Port until work done with pFriem. 1.2 million refinance expansion project. Chris Furrow started collecting information about Port. Sternwheeler Sub-Committee met last week and discussed issues with boat if Port does not receive funding for engine replacement. C Caldwell asked for amount of funding, asked for about \$900,000. Asked AWI for current maintenance plan and had a follow up meeting with P Groves and AWI. 8 million over 5 year. GM Kaganova mentioned it is a hard request but will work on it, AWI also wants to develop commitment to form by the end of the year. Discussed who specific people on contract negotiation. GM Kaganova wants to offer to have GM and Port President to be in charge of negotiations and will update Commission frequently. C Caldwell wants GM and P groves to take important sections of contract slowly and bring to Commission, such as "red flags". Want to make sure everyone will be able to have Zoom calls to discuss certain sections of contract. Rob mentions AWI is pleased about progress, concerns are not about how 2022 will be handled but want to see if grant is

available. "We want to get the bones of the agreement laid out". The nature of marine ordering, currently getting word that need to order things 34 weeks out. Intention for next year is to not take through the Locks because of power strain on Sternwheeler. Need to have repowering project. GM Kaganova asks if meetings with Commission will be standing meetings, because of notice rules. P Groves agrees. GM Kaganova mentions we can have an update meeting in Cooper Spur. Week of Thanksgiving, leave open to decide later.

## **C STIPAN MOVES FOR KAGANOVA AND GROVES TO BE CONTRACT NEGOTIATORS C CALDWELL SECONDS**

### **0-5 UNANIMOUS**

City Substation project, received grant to purchase substation on Frontage Road. Hardened some lines and ran some lines onto railroad into business park. Met with engineers in charge, still designing. Discovered conduit on Cramblett Rd is working. Money that was going to be used for running conduit, will be able to be used for other things. New city lineman is a positive impact for city, super helpful. Put conduit on radar, not on original grant. Zimmerman reported that city should decommission current substation and instead runs everything out of the new substation because it will be large and have more capacity. Doesn't have figures yet, for how it affects money. C Caldwell mentions that she has brought this up to past mayor and that if putting two transformers next to each other, if one goes down then the other will do down as well if in the same area. If separate, then it won't be an issue if one goes down. VP Lorang says there was talk about having enough savings to remove and be able to have more wattage. GM Kaganova recalls there being a discussion of having a switch on substation transformers. GM Kaganova wants to have Commissioners and herself attend meeting about the substation because big chunk of work will be done on Port property and want to be in the know. Community Survey results, what was seen about best of CL was friendly and views. Missing police and medical services. GM Kaganova mentions Grain Integrative. Also missing childcare opportunities. What can be improved, police top response followed by parking and affordable housing. Housing was a problem facing the future. C Caldwell also adds that schooling would be an issue too. Tourism committee, Mohr and maintenance worker attended, discussed city entrance. GM and C Caldwell attended as well, that administrator was willing to find more funding for the city upkeep and make it enhanced. Cyclocross was perfect, muddy enough. Business Park overrun by visitors, hotels full and restaurants busy. Saw 198 participants on Sat and 149 on Sun. P Groves mentions we need to try and control types of functions to help with trucks going in and out of businesses. GM Kaganova offers a divider may be in need to block people going where they can't go during events because of an incident involving a semi-truck. GM Kaganova thanks Commissioner's for Trunk'r'Treat participation. JWGED heard about community education from CGCC reps, discussed more town policing. J Blue new position of Operations Manager and Danielle Connelly for Bridge Team. Closed on Vet's day, planning session to follow that weekend.

5) Commissioner and Sub-committee reports

C Bump: Nothing

C Stipan: Being on Museum board, museum revenue had highest admission this year, not highest visitors. Museum has also received great feedback. Cemetery Tales on 12<sup>th</sup>. CL Canal publication set to come out in spring. Adding a full-time job.

C Caldwell: Nothing

VP Lorang: Discussed a lot in Sternwheeler Sub-Committee. Mentions grant request from HRC grant for \$100,000 that was brought up during EDSC, no updates about it yet. C Caldwell asks if there is more money anywhere else for this fund instead of waiting for grant. GM Kaganova asks "what do we want to stop doing instead". C Caldwell wants to be able to do this for employees but doesn't want to see the money come out "of nothing". Wants to be able to have it to give. P Groves concern is that there has been discussion of merit raise or bonuses. VP Lorang want to make clear that his thinking that the money may not come when we want to, but why not dedicate to this specific place. C Caldwell adds in that if the money does come eventually but if not for another couple years, then there might be a more important use for the grant in the future instead of holding \$40,000 for employees. C Stipan wants to make sure that everyone will get their fair share, if grant is received. P Groves mentions that regardless if we receive money or not, will have to go through Commission to go through budgeting process and how it fits into budget.

**VP LORANG MOTIONS FOR \$40,000 OF \$100,000 (if received) TO GO TOWARDS EMPLOYEE BENEFITS**

**C STIPAN SECONDS**

**1-4 UNANIMOUS**

P Groves: Got a complaint from local contractor about bid process, wants to formalize bid process. Doesn't want to ask someone to turn in bid early or send early. Bid process is through State of Oregon process. GM Kaganova adds that we do different kinds of bids that differ from different projects and amounts. Some are fixed amount bids. Currently don't have someone certified in procurement processes, but we do have resources to look back on to make sure process is correct. Pay extra for engineer to do procurement processes to be done. Small enough projects, cheap enough to make by staff. Wants to have a person that can be sent through procurement training from State and is able to negotiate between \$10,000 to \$15,000 procurements. Liability is about \$9,000 when involving attorney. Electronic proposals are accepted. GM Kaganova adds that it's okay to communicate with people to make sure they are in the know, just not to submit earlier or allow for negative perception. GM Kaganova wants to send someone to be procurement certified. Adds that he wants the Port to prefer local

vendors, there is an allowance to prefer State vendors. C Stipan wants to make it known that the bottom line of the Port is to help get people jobs to help here, and knows this job is a learning process, there are still procedures to follow and go by. Should be able to modernize policy. P Groves asks if there is anything that is able to be done on a "water bill".

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 for Commission meeting October 7, 2021.
- b. Approval of bills in the amount of \$428
- c. Approval of payroll for:
  - i. 10/19 \$26,565.17
  - ii. 11/3 \$26,194.06

**VP LORANG MOTIONS TO APPROVE MINUTES, BILLS, AND PAYROLL AMOUNTS**

**C CADLWELL SECONDS**

**0-5 UNANIMOUS**

7) Business Action Items

- a. Approve Christmas Lights Purchase
  - i. \$1,000 deductible on damaged from 2020. Expenditures over \$7,711.12. To approve \$11,900 total

**VP LORANG MOTION TO RATIFY AMOUNT STATED \$7,000**

**C CALDWELL SECONDS**

**0-5 Unanimous**

- b. Approve IGA with ODOT
  - i. Has had IGA with ODOT since 2006. Current version is modernized IGA that are open to helping have work done on BOTG and inspections, and future collaboration as well. Roughly \$500,000 agreement along with strengthening project

**VP LORANG MOTIONS FOR IGA UPDATE AND TO HAVE GM SIGN IGA**

**C CALDWELL SECONDS**

**0-5 Unanimous**

- c. Select Contractor for Easy Climb Connector Trail
  - i. C Stipan asks why scoring for Dennis Snyder Jr. was 10 points lower compared to the other bids that were scored. Johnson replies that it's due to experience of mountain bike trail building. C Stipan wants to emphasize that he builds roads and the property that is being discussed is a flat surface and because Snyder Jr. is a local as well.

**VP LORANG MOTIONS FOR APPROVAL OF \$9,756.30 PTARMIGAN PTRAILS**

**C CALDWELL SECONDS**

**0-5 Unanimous**

C Lorang excuses himself at 9:07 PM

**d. Approve IT Policy**

- i. Updated Radcomp and SDAO policy. Was able to decipher practices and policies that were outdated but now have newer and updated ones. Cybersecurity and phishing. Will get a \$6400 back from SDAO. C Caldwell wants to use the funds to go towards staff bonus.

**C STIPAN MOTIONS TO ADOPT NEW IT POLICY**

**C CALDWELL SECONDS**

**0-4 Unanimous**

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

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

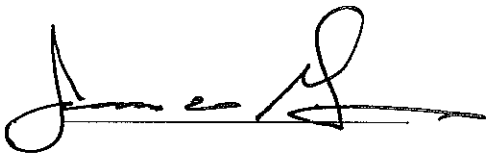
- i. Into 9:21 PM
- ii. Out 9:34 PM

**9) Adjournment 9:34 PM**

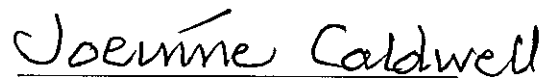
The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by contacting the Port of Cascade Locks office at 541-374-8619.

Port of Cascade Locks:

Attest:



Jess Groves  
Port Commission President



Joëinne Caldwell  
Port Commission Secretary/Treasurer

Date Approved: \_\_\_\_\_