

## Port of Cascade Locks Minutes

The Port of Cascade Locks Commission Meeting was held via Zoom Thursday July 16, 2020 in Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:07pm.
  - a. **Roll Call:** Commissioners Groves, Bump, Caldwell Stipan and Lorang were present.
  - b. **Others Present:** GM Olga Kaganova, Secretary Sally Moore, Butch Miller, Special Projects Coordinator Brittany Berge, Port Counsel Casey Nokes and Tommy Brooks, Justin Bernt with ODOT, Janice Crane Cascade Locks Museum Executive Director, Dave and Caroline Lipps owners of Thunder Island Brewing and Economic Development & Property Manager Don Mann.
  - c. **Modification, Additions & changes to the agenda:** GM Kaganova moved Thunder Island Presentation to the top of the agenda. Deleted 8a and 8d and 8e. Added Executive Session under ORS 192.660 (2) (h) Litigation.
  - d. **Declarations of potential conflicts of interest:** Commissioner Caldwell declared a potential conflict of interest on the Employee Transponder Program.

2) **Public Comment (Speakers may be limited to three (3) minutes:** Cascade Locks Historical Museum Executive Director, Janice Crane gave an update on the Museum happenings. She stated the Museum is fully open and they have hired one visitor staff and will be hiring another. They are using OSHA and Conservation Best Practices on COVID Prevention. Janice stated that this month, the Museum has a beautiful summer exhibit on quilts. Janice stated that Cascade Locks residents can get into the Museum for \$1 flat admission for locals, and Hood River School District students can get in for free. The Annual Museum meeting is July 29. The museum is participating in a collaborative pass purchase for \$99 and can visit 9 museums. Proceeds will be split amongst all participating museums.

### 3) **Special Presentation and Reports by outside resources, staff and Government Officials**

- a. **Thunder Island Brewing Update – Owners Dave and Caroline Lipps reported that their new building on Wa Na Pa Street in nearly complete. However, they may be delayed in opening on schedule due to a few unforeseen construction challenges. There is a major plumbing error; a concrete stake may have been place in the sewer pipe. Specialists are coming to determine the best course of action to correct this and it may take three weeks to resolve. The floor may will to be dig up the floor and refilled. The second error was that during propane installation, there was a compliance issue with the HVAC system and the installed flue is not fire rated and needs to be reordered. This also needs to be corrected. Dave stated they do not want to operate out of two locations and asked for a lease extension until October 15, 2020 so they can have time to fix all errors, get occupancy permits and move all of their equipment in order to be fully functional on Wa Na Pa Street. The Commission agreed that these were beyond control of Dave and Caroline and agreed to extend the lease. Caroline stated they have already started installing kitchen equipment and they are working on becoming fully permitted by September 30, 2020.**

**COMMISSIONER CALDWELL MADE A MOTION TO EXTEND THE THUNDER ISLAND LEASE IN THE INCUBATOR SPACE IN THE PARK UNTIL OCTOBER 15, 2020 OR UNTIL THEY OCCUPY THEIR NEW BUILDING ON WA NA PA STREET. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

- b. **Review of Marine Park Overcrossing Plan – Trail in Marine Park – Justin Bernt, with ODOT and Brittany Berge, Special Projects Coordinator – Justin reminded the Commission that these monies are left from an earmarked grant from the Overcrossing study and project to build a trail over the Railroad crossing and into Marine Park. The**

Commission is now looking at connecting a trail all around Marine Park with this left over money. Justin has been scoping a plan for this trail that would connect from the overcrossing. The Port chose did an RFP for an alternative analysis trail system in Marine Park and chose Parametrix. Justin stated the overcrossing design chosen by the community several years ago will remain the same. Justin stated this concept plan will be high level design all the way through construction. It will also include funding options to pursue. Justin suggested that the Port hold one or two public meetings to discuss progress and what the final concept will be, what the deliverables will be and what the final cost will be. Justin will provide GM Kaganova with the contract after Parametrix and ODOT refine it. Olga asked about timeline. Justin stated the Port should expect to see results 2 months after the procurement process begins, and final completion within a year. He suggested the Port hold a community meeting in 4-5 months. After the Port commission decides the design, after comments and engineering, implementation will be 1-2 years. CP Groves stated the monies were earmarked by Greg Walden years ago to build an overcrossing into the Park, and the Port is the using the rest to do this study with permission from ODOT. He stated that the Port will have to seek more funding to finish the project. Justin asked the Port commission to review and approve statement for finalization, work with the Overcrossing subcommittee and then bring it for final approval to commission. This was an information item only and no action was taken.

- c. **Election of Port Commission Officers** – Commissioner Caldwell suggested keeping all Officers the same for this upcoming year, keeping Jess Groves as President, Brad Lorang as Vice President and Joeinne Caldwell as Secretary/Treasurer.
- d. **Appointment of Commissioners to subcommittees** - Commissioner Caldwell stated she felt that keeping all subcommittee members the same is beneficial as everybody is honed is, “as they have been on these committees for a few years and are making progress and doing a good job and we should roll up our sleeves as we are in good motion”.
  - i. **JWGED subcommittee – Commissioners Groves and Lorang**
  - ii. **Indian Nations subcommittee – Commissioners Groves and Caldwell**
  - iii. **Portland Spirit subcommittee – Commissioners Groves and Lorang**
  - iv. **Economic Development subcommittee (Toll Booth, Business Park Design Standards, Incubator Space) – Commissioners Groves and Lorang**
  - v. **Overcrossing and Oregon Pony Advisory Team subcommittee – Commissioners Stipan and Caldwell**

**COMMISSIONER CALDWELL MADE A MOTION KEEP ALL PORT COMMISSION OFFICERS AND APPOINTMENTS OF COMMISSIONERS TO SUBCOMMITTEES THE SAME. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

- e. **Review of Commission Meeting and Operating Procedures** – GM Kaganova stated these procedures were reviewed and revised at the Annual Work Session in November; however, they need to be adopted. They were reviewed by the Commission again and adopted.

**COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE COMMISSION MEETING AND OPERATING PROCEDURES MADE AT COOPER SPUR. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.**

- f. **Review of Port policy regarding passwords at Port** - GM Kaganova stated the annual audit recommends writing a formal policy for passwords at the Port for Quickbook users asking them to change password for Quickbooks on a regular basis. This policy would require a certain level of complexity for new password for Quickbook users only to change their passwords every six months and will be placed on the Administrative Calendar. The GM or Administrator will send the notification to users when it is time for them to change every six months. The policy will be effective immediately.

**COMMISSIONER STIPAN MADE A MOTION TO APPROVE A POLICY REGARDING PASSWORDS TO BE CHANGED FOR QUICKBOOK USERS EVERY SIX MONTH AND ALLOW THE GENERAL MANAGER OR ADMINISTRATION TO ALERT USERS WHEN IT IS TIME TO CHANGE THEIR PASSWORD EVERY SIX MONTHS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

- g. **SDAO security camera update** – Secretary Sally Moore, a member of the Safety Committee reported that the Port applied for a \$10,000 Safety and Security Grant through Special Districts of Oregon in 2019. The Port matched \$5,000 . Three Mobotix Cameras were purchased and installed. These are the same brand of cameras used at the toll booth. Two cameras were placed at the Marina. One on the CGRA building, and one on the Visitor Center. The other camera is of a higher level and can read license plates and has night vision. It will be placed at Herman Creek Lane. This camera will be able to track who may be dumping garbage out there and to determine who is tearing up the roads. These grants are available a couple of times a year, and the Port often takes advantage of these Safety and Security grants.
  - h. **Inventory report** – Secretary Sally Moore stated the inventory was done in December. It had not been done since 2015. She stated that she hopes it will get done annually now. The inventory was reviewed and now includes the new camera security system, new tables and chairs in the Pavilion and House 2. For reference, everything that was lost in the fire in the Maintenance Warehouse was reviewed, however most of this has been replaced by insurance.
4. **General Manager Report #22** – GM Kaganova thanked Commissioner Caldwell and Brittany for the procurement of the trail design in the park. She stated bridge Impact repair completed. The financial and contractual details are needed to be completed for final reimbursement. She stated there were 3 iterations of drilled plates to match up to bridge. The Port wanted to make sure the bridge went back to the way it was prior to the impact. This project was supposed to be done by end of May but now is July. GM Kaganova stated an internal audit was done at the toll booth. She stated that there is no communication with the new Breezeby and the Point of Sale system. This was known at implementation. GM Kaganova and an outside auditor spent many hours reviewing and researching why there is such a discrepancy and an error in the daily dollar amounts between the POS and Breezeby systems. It means that in summary there are some discrepancies between the two they do not talk to one another. She stated the Breezeby technology reads the vehicle, the Point of Sale system is a manual system and entered by toll takers. GM Kaganova stated that one system has to be counted on. She stated the Breezeby is automated and there are no human errors but computer error, however the Point of Sale system

has a human error because it is a manual system. She the next step is to do another audit in a matter of single hours. GM Kaganova recommended entering tolls from one lane only always at the register you are one. By keeping each register recording for each separate lane so you can match up errors quicker. She will set up another audit next month. She stated by proper entry of cars, motorcycles etc. this will improve accuracy. Also, by working with the installer of the transponder of the tolling system to reduce errors, eventually there will be more accuracy. There will be a monthly internal audit report that will come up in early august. Commissioner Stipan thanked Olga for doing this, the bridge is the most important asset the port has. Commissioner Caldwell stated that she hopes that she and Melody, the bridge supervisor will work with knowledgeable toll collectors and that will clear up things and you can clear up things for them as well. CP Groves stated said that the port spent so much money on the transponder system , there is a need to get accurate numbers and this needs to be corrected. The Port was told by the company there would be 98% accuracy and it is not . He thanked GM Kaganova for all of the hours she put in. GM Kaganova stated it appears to be about \$300 a day discrepancy. There is no cash loss issue. Data entry was one issue. GM Kaganova stated the goal is to have a high degree of accuracy and this will happen soon by responding daily to errors. GM Kaganova stated a future tolling options task order was created Dustin Cooley with PBS engineering who created a narrow scope of work at \$9030. She proposed a workshop with the Commission to get the limitations and very specific alternatives he could be considering. For instance, does the Port want an extra lane or kiosk etc.? She asked for a recommendation from the Commission. This came from EDSC to proceed as long as the scope is very narrow. CP Groves asked if the Commission could see the task order? This item will come back to the Commission for review. Commissioner Caldwell suggested tabling this until Commissioner Lorang can see the scope of work. This item was tabled. GM Kaganova stated that COVID 19 may affect office hours and asked the Commission to open up fully. Currently there are 8 people at a time in the office, and the central copier at the front desk is widely used where people congregate. CP Groves stated the Port is open for business and the State is at phase 2, he wants phones and doors answered. He suggested using the breakroom downstairs and to wear masks while in the office. Commissioner Caldwell was thinking about if Olga could be moved to a conference room of house 3, and there could be other staff moved to house 3 as it is not being used at this time. That would give people more room and space. It is a possibility. Other spaces not being used so staff do not have to be home. Olga stated that everyone is at the office now. reducing number of people in the office will go a long way and she will think about that. She stated House 3 has a wedding scheduled and will be used for smaller events. She will think about other possibilities where to spread out more. Commissioner Stipan said that he agrees that the office should be open and also to work with Olga and staff to be safe. well. All office hours will be changed back to regular hours 8am – 5pm all office staff will wear masks in public areas of the office. GM Kaganova stated that staff is meeting much less in person and in a larger space. Commissioner Caldwell stated there is a kitchen in house 3 and that staff could use the kitchen for breaks as well as the basement of House 2. The sink in bathroom down in House 2 cannot be used for washing dishes. A new sink would have to be installed. CP Groves suggested that Kendall use a basket to put copies in for staff to pick up. GM Kaganova stated the Port received \$77,0000 for the CARES Act from the state. There is a second round going that will be smaller. GM Kaganova stated maintenance has a quote for \$5,253 to replace light pole and upgrade the light bulb to LED. She asked for a motion for Coburn Electric to do the work. Eventually the Port would like to upgrade to all LED lighting in the Park. President Groves asked Butch Miller on the Energy Task Force to reach out for any grants for LED lighting.

**COMMISSIONER STIPAN MADE A MOTION TO INSTALL THE LIGHT POLE FOR \$5253 AND UPGRADE TO LED AND HAVE COBURN ELECTRIC DO THE WORK. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

GM Kaganova stated the maintenance staff is working on replacing the Center Park restroom roof, work on the stage; and staff is getting ready to start tenant improvements in Flex 3 for Integrative Health. The Port expects to issue solicitation for the new Flex 6 building in four weeks. The Port hopes to complete the project in spring of 2021. GM Kaganova stated the House Bill included the Title 23 language waiver and now it will go to the Senate for consideration. Mark Johnson has reached out to local Senators from OR and WA, and GM Kaganova has updated the City of Stevenson, Port of Skamania and the EDSC on this and other bridge projects. GM Kaganova stated that the Port is working on protecting and maintaining the lottery bond appropriation of \$2.4 and due to low revenues as this funding is in jeopardy. Mark Johnson is working with legislators to maintain this funding. pFriem is also contacting legislators to let them know how important this funding is. Jess is working on this as well and spoke with Senator Merkley and Nate Stice. The Port has done their obligations and has spent this money. Merkley stated that they will take up a bill and they may settle for half the amount of money. Everyone will have to do a lot of work to get this money. GM Kaganova stated the UPPR property south of the tracks is not for sale and cannot be transferred to the Port. Now the Port plan is to ask to partner with them as a community service. Jess said to consider helping Stevenson community financially with keeping their pool open and this will allow kids to swim there. This is a community partnership. GM Kaganova stated the Action Team will restart again next month. She gave a brief financial report. The Port is now at 80% of last year's revenue. Tolls were \$146,000 last year. This year it is at \$115,000 and it is too early to tell how the month will close. GM Kaganova stated the 1<sup>st</sup> wedding in the Park is coming up. GM Kaganova asked for a special refund for a wedding schedule in 2021. The mother died and the couple married sooner, so they cancelled the wedding, and asked for a waiver and refund of the \$1275 deposit.

**COMMISSIONER STIPAN MADE A MOTION TO MAKE A ONE TIME WAIVE THE EVENT ON THE POLICY AND REFUND \$1275 DEPOSIT FOR AN EVENT FOR A PERSONAL FAMILY TRAGEDY. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.**

GM Kaganova reviewed the employee transponder incentive program, stating that an employee cannot take advantage of this benefit because they would have to put up front monies (\$80 - \$100) a month for the transponder and would not be refunded for a month and needs the money for bills and family. She asked the Commission to do something different. CP Groves stated that he recommended at the beginning that this be a benefit for everyone on both sides of the river, yet this is creating a hardship for some and giving some a benefit. He would like it in a paycheck as it makes it real clean and provide an across the board benefit for all. Commissioner Caldwell said to add it to their check, then the staff can take care of tolls however they like; adding the toll takers cannot decide who goes for free and all staff must understand they pay tolls. The tolls should be prorated for full time, part time etc. it is the fairest and simplest. GM Kaganova stated there will have to be a budget adjustment made for this in September and that this will make it much easier for accounting staff and is less labor intensive. GM Kaganova calculated that for a full time employee it would be a benefit of \$53.75 a month and it will be prorated for part time employees. This will now be added to the employee's check. GM Kaganova recommended rescinding the current employee transponder incentive policy, implement the new policy giving full time employees \$53.70 a month and prorating part time employees and asked for an effective

date. Commissioner Lorang stated he was not enthused about another cash benefit but will vote in favor of it.

**COMMISSIONER STIPAN MADE A MOTION THAT THE COMMISSION TAKES THE ADVICE OF THE GENERAL MANAGER AND THE PORT GIVES THE EMPLOYEES A CASH INCENTIVE FOR FULL AND PARTIME EMPLOYEES TO CROSS THE BRIDGE FOR WORK AT \$53.70 A MONTH FOR FULL TIME EMPLOYEES AND PRO RATED FOR PART TIME EMPLOYEES. SECONDED BY COMMISSIONER LORANG. COMMISSIONER CALDWELL ABSTAINED FROM VOTING. 4-0.**

Commissioner Caldwell wanted to ensure that all employees know they have to pay toll no matter if they have a transponder or not; if they get a transponder they will pay \$1.25, and if they do not get a transponder they will pay \$2 to cross the bridge each way.

Port Attorney Tommy Brooks recommended that Commissioner Joeinne Caldwell recuse from voting as her husband is a toll taker on the bridge.

**Commissioners Lorang, Stipan, Groves and Bump voted yay. Commissioner Caldwell recused from voting.**

**COMMISSIONER STIPAN AMENDED HIS MOTION THAT THE PORT GIVES THE EMPLOYEES A CASH INCENTIVE FOR FULL AND PARTIME EMPLOYEES TO CROSS THE BRIDGE FOR WORK AT \$53.70 A MONTH FOR FULL TIME EMPLOYEES AND PRO RATED FOR PART TIME EMPLOYEES. EFFECTIVE JULY 1, 2020 SECONDED BY COMMISSIONER LORANG. COMMISSIONER CALDWELL ABSTAINED FROM VOTING. 4-0.**

**Commissioners Lorang, Stipan, Groves and Bump voted yay. Commissioner Caldwell recused from voting. The effective date for this policy will be July 1, 2020.**

5. **Commissioner and Commission subcommittee reports** – Commissioner Bump stated the road on Blackberry beach is getting torn up again as well as the parking lots. GM said rocks are being put on road to inhibit this and it is somewhat effective. Commissioner Caldwell stated she was engaged in selecting the contractor for the Marine Park Overcrossing Design and Engineering plan. Commissioner Stipan stated the Museum meeting is on Monday July 20 at 10am . Commissioner Lorang has been working 50-60 hours a week and apologized for not being available. CP Groves stated he and Commissioner Stipan went to Son of Man and met with Jasper and Ella and explained to them where the port stands and what the Port can do with their funds and will try to help them. He suggested taking off .5 cents a square foot and will discuss this in Executive Session. EDSC meeting was good and talked about was our timing on getting bid document out on new building and good timeline. He stated the port had 15 minute COVID testing in the Park last week. There were over 100 people tested in the Park.
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 June 18, 2020**
  - b. **Approval of bills – None**
  - c. **Approval of payroll for June 19, 2020 in the amount of \$ 30,528.10 and July 3, 2020 in the amount of \$ 31,046.11**

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

## 7. Business Action Items

- a. **Action to approve parking app Passport Inc.** – GM Kaganova stated the contract has not yet been read through yet to be analyzed and recommended that the Commission approve its concept and authorize the contract pending the adoption of the Ordinance 2020-1.

COMMISSIONER LORANG MADE A MOTION TO MOVE INTO A CONTRACT PENDING THE APPROVAL OF THE ORDINANCE AND ANALYZE THE CONCEPTS OF THE CONTRACT AND TO AUTHORIZE THE PRESIDENT TO SIGN THE CONTRACT. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

- b. **Action to approve HDR Task Order #6 – On call Engineering** – GM said this allow for extra engineer work to complete the bridge impact repair.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE TASK ORDER 6 FOR HDR ENGINEERING. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 5-0

- c. **Emergency Ordinance 2020-1 regulating vehicle parking on Port property and requiring parking fees** – MOTION TO READ BY TITLE ONLY.

Secretary Sally Moore read the Ordinance by title only stating, Ordinance 2020-1 An ordinance regulating parking facilities on Port property. Port Attorney Brooks stated this emergency Ordinance will allow the Port to approve Resolution 2020-5.

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE 2020-1 ORDINANCE AN EMERGENCY ORDINANCE REGULATING FACILITIES ON PORT PROPERTY. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0

The Ordinance will be posted on the website.

- d. **Resolution No. 2020-5 establishing parking fees** – Port Attorney Brooks stated this can be adopted by resolution at any time. CP Groves stated there is a public comment listed. Port Attorney Brooks explained how the ordinance and resolution will work.
- i. **Public comment on proposed Resolution – 2020-5 none**
  - ii. **Adoption on Resolution 2020-5 – Tabled for August session for more public comment and discussion**

THE COMMISSION RECESSED OUT OF REGULAR SESSION AT 8:53PM.

THE COMMISSION WENT INTO EXECUTIVE SESSION AT 8:53M.

THE COMMISSION RECESSED OUT OF EXECUTIVES SESSION AND BACK INTO REGULAR SESSION AT 9:42PM.

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

9. Any action as a result of Executive Session –

COMMISSIONER LORANG MADE A MOTION TO ACCEPT THE STAFF RECOMMENDATION ON HOW TO MOVE FORWARD WITH SON OF MAN AND GIVE THEM LICENSE TO PROCEED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

COMMISSIONER LORANG MADE A MOTION TO ACCEPT THE STATE LOAN MODIFICATION WITH PFRIEM FROM 20 TO 25 YEARS. SECONDED BY COMMISSIONER CALDWELL.

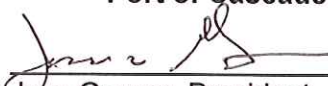
COMMISSIONER LORANG MADE A MOTION TO APPROVE THE LEASE MODIFICATION WITH PFRIEM FROM 20 TO 25 YEARS AND MAKING THE FIRST PAYMENT DUE AUGUST 1, 2020. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

COMMISSIONER LORANG MADE A MOTION TO AUTHORIZE THE COMMISSION PRESIDENT TO SIGN ALL THE LOAN DOCUMENTS FOR GORGES BREWING FOR THE 10% LOAN AND TO INCLUDE A PROVISION TO INCLUDE THE INITIAL INTEREST ACCRUED. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

10. Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The meeting adjourned at 9:50PM.

Port of Cascade Locks:

Attest:

  
\_\_\_\_\_  
Jess Groves, President  
Port Commission

  
\_\_\_\_\_  
Joeinne Caldwell Sec. Treasurer  
Port Commission

DATE APPROVED: 8-6-2020  
Prepared by: Sally Moore