



PUBLIC MEETING: Port Commission Meeting

DATE: Thursday **November 3, 2022, 6 PM**

LOCATION: Cascade Locks City Hall 140 Wa Na Pa St, Cascade Locks, OR 97014

<https://us02web.zoom.us/j/85806615790>

### **REVISED AGENDA**

- 1) Commission meeting called to order 6:00 pm**
  - a. Pledge of Allegiance**
  - b. Roll Call**
    - i. P Groves
    - ii. VP Lorang
    - iii. C Caldwell
    - iv. C Stipan
    - v. C Bump
  - c. Modifications, Additions and changes to the Agenda**
    - i. Bill list didn't make into packet, is here on separate sheet, GM asks if they will approve it tonight or next time. P Groves says they will approve tonight.
  - d. Declarations of Potential Conflicts of Interest**
- 2) Public Comment (Speakers may be limited to three (3) minutes)**
  - a. Zimmerman, the former City Admin of CL, is here tonight to say thank you to the Port Commission for the last 10 years. As they have had their differences, he wants to thank them for all their work, efforts, and wishes them the best for the future.**
  - b. Jordan Bennett, the new City Admin, started last Monday and is excited to be a part of this community. He is from Walla Walla and currently in Burns. C Caldwell says it is great to have him here. P Groves thanks Zimmerman for all he has done for the Port too. C Stipan honors Zimmerman for what he has done in the community. VP Lorang applauds him. Zimmerman and Bennett leave the meeting at 6:05 pm.**
  - c. Brenda Cramblett wants to talk about the farewell cruise on the Sternwheeler, that everyone had a good time until the end due to politics. She said it was very discouraging to hear a Commissioner and a business owner for what they said when they could've thanked the Portland Spirit for the last 16 years. She says for a Commissioner to say this, he was the only one that has the insight of the Port. VP Lorang doesn't agree. Brenda says that she was taken back and wonders why he didn't leave it on a positive note and to make a politicized speech, she didn't agree. What he thinks and what someone else thinks, should be said in a meeting and not a community outing. She says the hatred that can be heard on the meetings is so bad. She says everyone is at each other and that we may not agree but should work together and not post on Facebook.**
  - d. Jasper from Son of Man wants to bring up a statement about a late fee from March. He noticed a discrepancy in a late fee due to a check that was cashed during that month. They disputed it at the time and have gone back and forth with the GM, OM, and P Groves, and knows it was on the Commission's radar from the last meeting. He thinks it was misrepresented what he was asking for, not for a favor but more of a**

courtesy regarding the validity of the late fee. He doesn't think that the check arrived late because it was post marked for the 8<sup>th</sup>, 9 months ago, and are now disputing if the late fee was assessed correctly. He isn't sure how it was expressed from last month to the Commission but wanted to make sure that it's been expressed clearly and try to have this moved from their statement. He wants to figure out the best way to have it figured out between tenant and landlord moving forward. He states that they have a good track record of meeting deadlines, paying on time, and feels they filled a key role putting more tenants into the Business Park such as Landmass Wines and Chateau Deluxe Wines. All these things are irrelevant because the key issue is the late fee being assessed and at this point it has been 9 months. He says that at this point, there have been a lot of emails and feels like they have been wasting time and money, they want to make sure money is being sent for something that they both agree with. They just want it removed. P Groves asks if there is a policy for late payments, GM says there is, and it talks about the time when a bill is supposed to be paid and there is a copy in his lease. P Groves asks if there is a 10-day grace period they must pay the bill, GM agrees. P Groves says we have a plan, we need to follow it, and treat all tenants fairly in line with the rules. This is how the Port can justify what they do. C Caldwell asks if the information regarding the late fees and 10 grace period is in the lease, GM replies yes. GM says the due date is the 1<sup>st</sup>, and 10 days after for the grace period, which in effect it was a day late after the period and a percentage is applied. She isn't sure when the check was entered into the system, but it also isn't what drives the date, only when we physically receive the check, which was received on the 11<sup>th</sup> as it was stamped on the 11<sup>th</sup>. P Groves asks if we have a policy that says that we put it in the ledger the day we receive the check in the mail, GM says we date it on the date received. P Groves then asks if we wouldn't receive it on a Saturday or Sunday, GM replies that is correct, we wouldn't receive it on Saturday or Sunday. P Groves says it is up to GM and OM and wants to make sure the Commission understands and wants to be able to cite a policy if needed. C Caldwell asks if it would be different on the leases between everyone or if it is all the same for each tenant. GM says that is the general template, besides one tenant whose rent isn't due on the 1<sup>st</sup>. She isn't sure if the Marina has the same provision, but Flex tenants all have the same. P Groves asks if Brooks made the contract, GM agrees. She continues we offer a one-time courtesy waiver, and one has been applied previously to Jasper's lease. Jasper says he doesn't think it takes 3 days for USPS to deliver and doesn't think the check was issued on the 11<sup>th</sup>, he doesn't think it is irrelevant of being a good tenant paying on time for 5 years. If the Port doesn't want to acknowledge it, it's up to the Commission, but it's not irrelevant that what was once 2 vacant suites are now filled with paying tenants that are helping to provide revenue to the Port. In his mind, in the spirit of keeping things positive, it's worth not making it a significant issue because from their prospective, it is a significant issue and doesn't let other vendors charge them for things they were supposed to have. C Stipan thanks Jasper for his comment and knows we have had businesses before, and when he tried to pay things on his own, he was given a late fee. He said he started to do overnight letters and registered letters and even though he paid a lot of money for a late fee, he was always sure it arrived on time. He knows

Jasper is asking for waive on this and thanks him for his business and says if he could spend that same amount of the late fee for dinner with his wife, it's something that in the future would be worth to send a registered letter for to verify it's on time. Jasper says he wants the Port to send a monthly lease statement, on the 1<sup>st</sup> of every month, when sometimes it's very late and extends the same argument to the Port to send it to him to his house. C Stipan says that he knows he is a tough business owner and if he is emailing over this fee, it's a haggle. Jasper says he doesn't think it is a haggle, he just thinks that the fee wasn't assessed correctly and agrees it is a waste of his time and Port resources. GM says the invoices are a curtesy and has previously communicated that they shouldn't rely on those invoices, the lease payments are remitted based on a lease term. Jasper adds that no other business operates like that and gives an example that he can't tell a customer they owe him money because they should know they owe him money. He continues that in a commercial relationship, if you want a check written with, in the memo you can write each invoice number, then the Port should consider it. He says it would make sense to invoice people in a timely manner. The reason he doesn't have ACH set up is because of fees like this get assessed and then have no control and aren't able to take care of it then. The reason they write checks is to be able to verify the check with the invoice. P Groves says the dilemma is that if the Commission was to rule in favor of Jasper, they would go against their own policy. If there is something wrong with the policy, it can be remitted. VP Lorang asks if we can do auto pay, he gives an example of Gorge Net bill being late and signing up for auto pay. GM says it is an option with a couple tenants already using it. C Caldwell asks if the invoices we send out are not a mandatory action that the Port does, but as a courtesy and we could investigate changing it for the tenants to be clear. Jasper says that it is a function of QuickBooks to set up where he can get emailed every month. He says he doesn't believe it arrived on the 11<sup>th</sup> and is asking to waive the fee. OM Blue says that normally, the Port internally handles waiving fees and that from what the Commission has said tonight, he is able to handle this on his own.

- e. Rob Peterson wants to make a comment about the BreezeBy system and realized he and called this morning to get it corrected, he thinks the Port should investigate better auto detection. Peterson asks what Facebook comment wasn't truthful, C Caldwell says that wasn't her, it was another citizen.

### 3) Discussions

#### a. Cascade Locks Christmas Event

- i. Brittany Berge is here to help plan the Christmas event for the community. She has brought an event outline with the PTO marketplace and says they will be in-person now instead of online. They will have both the Port and PTO events on the same day and will lessen the burden on businesses. Last year, they tried to do a business block party but were hit with not great weather, so people weren't moving around downtown. She got some feedback from the businesses; some would like to be involved and do more and some weren't sure. This year, we will do a town scavenger hunt around each business and check off items such as taking a selfie or find a hidden animal. Some may want to do crafts or cookie decorations. They will get a stamp on a passport

and a map. We will have in-person coco and cookies by Bridgeside. Everyone will turn their passports in and get to do a drawing with a grand prize of a private moving showing up to 10 people in the pavilion. P Groves says we shouldn't have anything to make people cross the street a lot, OM says that this won't have a rush to it. Berge will encourage safety behavior in the passport scavenger hunt rules. In the past, they have had concern about safety for having people in the park for the lightning, we ordered glow sticks and should do it again while they are walking through the displays. She has a list of advertising. Talked with Oregonian to get into the events section, Skamania Chamber of Commerce with cross promoting, and the Santa Social at City Hall. C Caldwell says that her and Angie need a lot of maps to hand out at the gift show in Stevenson, and last year she says she ran out of maps as people were excited to come to CL for the light show. Berge said she got comments from families in Stevenson who didn't know about the lighting who had a lot of fun. Berge is looking for the Commission's approval for her to do this, all Commissioners agree.

#### 4) Presentations

##### a. Otter & Osprey – Maria Woodall

- i. Maria and her husband, Adam, are here to present more about Otter & Osprey. They have been in the Gorge for around 12 years now and they enjoy the rivers and swimming holes, the trails, disc golf courses, and other recreational activities around the area. They both have other businesses in town and launched their paddle board rental company this year. They are looking for a visible spot on the waterfront and are also looking at the beach expansion on Port property, as well as the Easy Climb trailhead. Adam continues that they felt the need in the area for water sport equipment and that is why they created this business. They do deliveries in the area on both sides of the river as well. They would like to be a long-term business here and it looks like the town is booming and would like to be a part of it. VP Lorang asks if their rental is in a mobile trailer, Adam says Maria has an area she rents out at Bear Mountain and a lot of times, people want to have their stuff delivered. VP Lorang says if they are talking about Port property, something to be a possibility is a Connex box or some sort of portable system to have their stuff stored but also a portable storefront perhaps the Port would consider. He says it may be beneficial to the community and tourism to have it out on property. P Groves says that the Commission has had the same conversation with others and thinks it would be a good idea to do that since there isn't water or sewer by the beach yet. He wants to clarify the beach expansion is a dead issue and the current beach at Marine Park is crowded in the summer but agrees with VP Lorang and the area by the cove. VP Lorang says a lot of people like to kayak there and maybe the trailer or a Connex box modified would be good. C Caldwell originally thought they meant the Marine Park beach but agrees the other area is good. P Groves adds that Next Adventure is also looking at the same area and may be good to get in touch with them. Maria and Adam say they know them and have a shop out of Scappoose. C Stipan suggests writing out a proposal as if it is their

absolute dream and then the Port can revise it to help them make money and employ people, which is what the Port wants to do. He can imagine teenagers using the rentals during the summer and perhaps help during the summertime too. Maria says that they want to employ high school students, but it doesn't have to be specifically teenagers. P Groves is glad Maria has a space to rent, Maria agrees and has been able to meet a lot of people and explains where her space is. C Stipan offers that there is an open museum committee seat. He continues that he and his own family kayak anytime in the year. Maria says they had a slow start but from word of mouth, got a lot of business. C Stipan says that from the monthly newsletter and the Port Report, it will be good. GM suggests a process recommendation to see a business proposal during EDSC and have that committee discuss to bring back to the Commission.

**b. Bridge Revenue Report**

i. OM Blue is here to give the Bridge Revenue report. We continue to hit projections, sometimes a little bit off, and meet deadlines. We hit 8.6% when we should have hit 9% in October but in September, we hit 10.1% when it was projected to be 9%. OM says we will investigate Peterson's comment and the weather always causes some issues. P Groves points out that the Port is making a lot of revenue from the Bridge. OM continues that hasn't had a lot of comments on it but every now and then, will get some issues for putting the wrong type of vehicle, will investigate it tomorrow. In general, we are tracking with projections that have been made for this year and continue to be down on traffic. As well as more people using BreezeBy, haven't had too many traffic issues but will continue to see more as 84 gets worse. C Stipan asks if it will be snow, OM and C Caldwell say it is rain. P Groves asks about a number with a minus sign and asks why it has that, OM says that amount was from 2020. We are down 6% from the highest we've done, 2018-19. We are down 14% in 2020 and 6% in 2021, down 4% in 2022. Steadily climbing back. We have worked with the tribes and several of the crossings are from them. GM says these are draft numbers until they close the books for the month, but it may be a little off from the financial report. P Groves wants to track the reports for the Commission, C Stipan jokes we should keep track of the gas prices. OM says he did a small research project to see how gas prices compared to bridge crossings. C Caldwell asks if we have had a significant increase in BreezeBy in the last couple months, OM says he doesn't have the exact amount but believes so, as well as himself. He will make a spreadsheet. He adds that the rush hour traffic has gone down due to more people getting BreezeBy.

**c. Staff Report – Parking Passes**

i. 2 years ago, the Commission passed for residents to get parking passes to be able to park on Port property without having to pay the fees, and they are now reaching their expiration. There have been 500 who have gotten them but believes we should scale the amount ordered and can increase later. She also suggests extending the time they are available for from 2 years to 4 years as it also takes a lot of time for staff to fill it out. C Stipan asks how to get the passes, Berge says you need your car registration showing you are a CL resident. C

Stipan asks when they can get one, GM says we will advertise when they come and distribute a plan to get them to everyone, Berge says around December. C Stipan will sing for the Christmas Lighting, Berge says she remembers he was disappointed to be so far away from everyone last year and will now bring him closer. P Groves wants to include the passes in the next newsletter with the projected time.

**C CADLWELL MOTIONS TO ORDER 1000 PARKING PERMITS WITH A 4-YEAR EXPIRATION DATE;  
C STIPAN SECONDS; UNANIMOUS 5-0**

**5) Commissioner and Sub-Committee Reports**

- a.** C Bump: He brings up that people are tearing the roads up. P Groves says that we smoothed them out but are torn up again. Mohr says that we have a report of a suspicious vehicle in the area of a silver truck, jokingly it is C Bumps truck.
  - b.** C Stipan: Had a museum meeting on Halloween and since Ken Royer's passing. Dan Yates has resigned from being a board member so there are openings. They got Zimmerman to be the vice-chair for the museum board. They need one more position filled. They went over the financials such as the total assets. He explains that previous it was \$850 but now up to \$118,000. They have received a lot of awards and grants, total received was \$50,918 in total grants. The museum is benefiting from having Janice Crane and Brittney Churchill on the board. He states it is a fun group of people. P Groves asks how the event was, C Stipan says it was cancelled due to some issues with Gorges but will have another fundraiser on the 18<sup>th</sup>.
  - c.** C Caldwell: Says there was a lot of Port involvement at the Halloween carnival. She states that Berge and OM, and OM daughter, did a great job of the booth. She thanks Berge and OM for their work. She also states the Sternwheeler ride was a wonderful evening and good to see people.
  - d.** VP Lorang: Halloween event was the highlight of his week and will save comments in the sake of time
  - e.** P Groves: His oldest grandson plays football and the finished their season this Monday finishing with only losing 2 games, as well as the varsity going to playoffs. Had a sub-committee meeting.
- 6) Consent Agenda (\*\*\*)** Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may take a motion to remove any items from the Consent Agenda for individual discussion).
- a.** Approval of minutes for Commission Meeting from October 20, 2022 and Special Commission Meeting from October 27, 2022.
  - b.** Ratification of bills in the amount of \$56,116.32
  - c.** Approval of payroll for \$ TBD

**C CALDWELL MOTIONS TO APPROVE CONSENT AGENDA AS STATED; C STIPAN SECONDS;  
UNANIMOUS 5-0**

**7) Business Action Items**

- a.** Appoint Consultant for Strategic Business Plan

i. GM gives a short report about a response and solicitation from the SBP. Only one responder, MossAdams. She wants to have a conversation about whether it is sufficient for the Commission or if they want more. Expected more due to soliciting to other agencies, 8 of them. She feels we can have more proposals if we follow up but wants direction if this is solid enough. Her only preference is more experience in the Gorge, but also brings up they may have "fresh eyes" and can be a well-qualified company but leaves it to the Commission to see for more competition. P Groves states the competition is good to have but previously to now, this has been a big task and doesn't see it being as such since the last time they created the SBP. If they go with this consultant, and is willing to look at more, he wants to have a meeting with them to go over what is well done for our community and recommend different ways. GM says that since there is one company, they can agree without a meeting, but she would like to have a presentation from other companies if there are others. P Groves suggests PNWA presenters. C Caldwell says they have an impressive list but don't have experience in small areas such as the Port. She is in favor of looking for more. P Groves asks if there is a deadline, she says there isn't as we are within compliance with the state but would like to have it done in time with the Planning for the next year, be ready in March for budget. C Stipan says he likes one of the partners on the proposal who has had experience with tribes. He suggests having them present at the next meeting and if someone else sends interest. GM says we don't have to do the timeline and can request more proposals and do it more informally. She was surprised we didn't get more proposals and thinks we can find more. VP Lorang asks for the timeline of this, GM replies to have a week. C Stipan says to call references and see what they say. C Caldwell and P Groves agree this is a well-known company.

**b. Approve Fireworks Contract**

i. Firework show for 2023. The company is requiring we commit to the show by November 16<sup>th</sup>. At this point they want a commitment from the Port and would require executing this contract. VP Lorang asks for the amount; GM replies it is \$13,200. C Caldwell asks if this is the same contract that we previously have used, GM replies yes.

**VP LORANG MOTIONS TO ACCEPT THE FIREWORKS CONTRACT NOT TO EXCEED \$13,200; C STIPAN SECONDS; UNANIMOUS 5-0**

- 8)** Executive Session under ORS.192.660(2)(i) Performance Evaluations of Public Officers and Employees and ORS 192.660(2)(h) Legal Counsel Regarding Litigation or Likely Litigation to be Filed
  - a.** Into Executive Session at 7:19 pm
  - b.** Out of Executive Session at 8:18 pm
- 9)** General Manager Performance Evaluation
  - a.** The Commission had a chance to adopt goals and scored an evaluation. Mark Knudson shared the scores from last meeting and spent time discussing that the consensus is to acknowledge that on average it is a C overall. A C means meets

expectations and performs at acceptable performance rate. It is not an A but is meeting expectations. Some very specific concerns identified and that is the overall score. With that, he encourages the Commission and GM to share specific comments. P Groves and C Caldwell shared what they wanted to say in Executive Session. Knudson encourages the Port to make a motion to approve the evaluation as stated.

**VP LORANG MOTIONS TO APPROVE THE GENERAL MANAGER'S PERFORMANCE EVALUATION; C STIPANS SECONDS; UNANIMOUS 5-0**

- a. Knudson suggests approving or deny. He congratulates the Commission for approving the evaluation. There were a lot of bullet points that made up the GM job description to begin with and encourages the Commission to proceed with a clear, new comprehensive description of the job description. Based on feedback and working with the GM, he has developed a new comprehensive position description. It includes essential functions, major assignment, as well as knowledge skills and ability requirements. Position requirements such as direct education or experience, working conditions during employment, and is much more consistent with what is considered as best practices. He suggests the Port to make a motion to adopt the new position description as the new expectations for the GM going forward.

**C STIPAN MOTIONS TO ADOPT THIS POSITION DESCRIPTION CREATED BY MARK KNUDSON AS THE OFFICIAL DESCRIPTION FOR THE GENERAL MANAGER POSITION; VP LORANG SECONDS; UNANIMOUS 5-0**

- b. Knudson believes they need specific expectations related to key performance areas identified during the evaluation of the GM. He developed a document for the goals of the GM evaluation, the evaluation would be 8-9 months from now. They are intended to address specific expectations that were identified through the evaluation process. The specific expectations are outlined in detail and is clear with the Commission that it is a 2-way street. The Commission needs to provide expectations and GM to allow these expectations to be heard, to share materials and documentations, and goals. These are aspirational goals and are not expected that the GM will fully achieve them 100% but will try to. He suggests the Commission to approve with the expectations and goals so that the GM can have a specific understanding of what the Commission expects.

**C STIPAN MOTIONS TO ACCEPT THE GM EXPECTATIONS GOALS AND ASPIRATIONAL GOALS FOR NOVEMBER 2022 TO JUNE 2023; VP LORANG SECONDS; UNANIMOUS 5-0**

**VP LORANG MOTIONS IN 3.2 AS RECOMMENDED BY MARK KNUDSON TO RETAIN A HR CONSULTANT TO CONDUCT ASSESSMENT OF PORT STAFF AND ASSESS THE WORK CLIMATE AND MORALE AND EXISTING WORK FORCE AND HAVE THE ORGANIZATION WORK FOR THE PORT ATTORNEY; C STIPAN SECONDS; UNANIMOUS 5-0**


- c. P Groves says that he and Knudson have had time to talk to each other and that he said it was concerning to him about this taking more time and being expensive. He suggests we should make it possible for Knudson to do his work. Knudson agrees and states that it won't be tens of thousands of dollars, but he hasn't finished his



assignment. As he does that, he will be updating the financial status and provide a complete report for it. He thanks the Port for their time and that it has been interesting but is proud of their commitment to the Port and Community. P Groves says the Commission is genuine and wants it to be successful. C Stipan asks when they'll be signing the document, P Groves says he doesn't know, Knudson suggests fixing the typo under 3.2. GM requests to go through the expectations with staff to understand everything. Knudson begins to say that it begins with the new description and have identified 7 functional areas such as administrations, functional, staff, management finances, supervision, ED, SBP, WP and customer and community service. Based on feedback from Commission members, we identified performance expectations that include administration of communicating with existing client and Commission receive bad feedback from it. Coordination and support of Commission, GM to provide monthly updates on projects such as status updates, work plans, and is up to Commission to identify what is included in these updates such as Sternwheeler, Flex 6, and others they want to hear updates on. Compliance is lawful, Commission policies, leadership of Port staff and is recommended that the GM coordinate with the Commission if they want to establish HR committee but consider of the expectations in hiring for management positions. We need to write it down as there are a lot of expectations, need explicit guidelines. To retain an HR consultant to assess Port staff work climate and moral, there were some concerns in what was good and bad. Have a professional to establish morals and concern. But if there was concern, it would be for the GM to follow upon on those concerns anonymously. Complete audits in a timely manner, such as FY 2021, and keep Commission updated for FY 22. Establish a finance committee or consultant to look at a format to schedule for a financial plan to be integrated in the SBP, get off bridge revenue. Be effective in planning for 23-24 budget, schedule drivers for the process, as there were surprises in the last process. Commission receives regular updates if there are specific areas they want, if there are significant assignments then allow GM or staff to deliver. GM to provide positive and timely communication from the Port for ED. Completing the SBP or others coming up. Last, provide effective and timely public outreach and make sure Commission knows what communication is coming as well as issues and concerns, proactive communication.

**10)** Adjournment 8:41 pm

Port of Cascade Locks



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Port Commission President

Jess Groves



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Port Commission Secretary/Treasurer

Joëinne Caldwell

*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.*