

## Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday October 15, 2020 via Zoom in Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** Vice President Lorang called the meeting to order at 6:05pm.
  - 2)
    - a. **Roll Call:** Commissioners Stipan Caldwell, Bump, and Lorang were present. President Groves joined the meeting at 6:35pm. **Others Present:** GM Olga Kaganova, Economic Development and Property Manager Don Mann, Accounting Specialist Melissa Warren, Secretary Sally Moore, Rob Peterson, Butch Miller, Special Projects Coordinator Brittany Berge, Travis Preece, Port Attorney Tommy Brooks, Tom Foley and Kevin Quigley.
    - b. **Modification, Additions & changes to the agenda: Added Item 3b.** Holiday Lighting Event and **Item 9e.** Action to approve Veronica's Salsa Conditional Use Permit Use Application for the Incubator Space in Marine Park.
    - c. **Declarations of potential conflicts of interest: None**
- 2) **Public Comment (Speakers may be limited to three (3) minutes: None**
- 3) **Special Presentations and Reports by outside resources, staff and Government officials**
  - a. **Update on building project – Gorges Brewing –** Owner, Travis Preece stated the construction is back on track after the smoke from the fires. Still targeting on opening in June. They are still on track to frame before Halloween. The roof will go up next before the snow flies. They are feeling good about staying on schedule. They are clearing out getting the parking lot ready.
  - b. **Discussion on Lighting Ceremony –** Special Projects Coordinator Brittany Berge stated this year will be different due to COVID and will be a drive through Bridgside providing cocoa and cookies, Santa will be present and local businesses will provide coupons to support local business. The businesses can provide advertisement or a discounted coupon. The Port will provide an FM transmitter providing Christmas music through the car radio. At 6:30 the lighting ceremony will begin with a Port representative giving instructions and a warm welcome to all over the radio. This event is intended to be on November 23 at 6:30pm. Commissioner Caldwell stated this should be the Monday after Thanksgiving. This will come back to the Commission to decide a date for the event.
- 4) **Executive Session under ORS 192.660(2)(h) Legal Counsel – Entered into Executive Session at 6:20PM and out at 7:08PM.**
- 5) **Any action as a result of Executive Session – No Action was taken.**
- 6) **General Manager Report –** GM Olga stated that the Bridge Team took up the slack and moved forward. She thanked them. The bridge audit is complete, and the errors are more accurate. The Breezeby is at 3% error rate due as motorcycles are not being read, come vehicles are to close together, hitches are not being read. These are some of the things worked. There are some human errors as expected in the Point of Sale system. The consultant will make some recommendations to solve this. GM will meet with Commissioners to discuss the Supplemental Budget. She is asking a Commissioner to participate in the Bridge Supervisor interviews. CP Groves stated he would participate. Parking permits have been distributed at the office. There will be some distribution on Saturday at Sacagawea circle.



7) **Commissioner and Sub-committee reports** – Commissioner Stipan stated the Marine Park subcommittee reviewed the 3 year Marine Park plan. Commissioner Caldwell stated John Stipan did great with the grammar on the plan. Commissioner Lorang stated that EDSC discussed Veronica's Salsa. All of the Earthwork is complete for Flex 6. Construction will begin soon as they begin to move in all of their equipment. CP Groves stated that he hopes everyone gets out and votes. CP Groves stated that ODOT accidentally painted all of the crosswalks instead of the planned amount. Now ODOT wants to remove them. This will be resolved by the City. CP Groves stated Gorges Brewing is planning on pouring their slab within the next week, then they will be able to continue construction throughout the winter. Commissioner Caldwell stated that this week she has met with several community members at the Post Office who have commented that they feel the Community has been renewed.

8) **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 October 1, 2020**

b. **Approval of bills in the amount of \$39,061.27**

c. **Approval of payroll for October 5, 2020 in the amount of \$33,150.48**

**COMMISSION LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0.**

9) **Business Action Items**

a. **Action to approve purchase of rock for emergency road in the amount of \$7000** – GM Olga stated this rock is needed to keep on finishing the approved Emergency Road. There is a timeline by the Railroad to get this finished. . Dennis Snyder will provide the rock. This does not include application of the rock. Compacting the rock will be done by Port maintenance.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE PURCHASE OF ROCK NOT TO EXCEED \$7000 FOR THE EMERGENCY ROAD. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.**

b. **Action to approve Paul Koch's scope of work and expense not to exceed \$20,000 to be included in the supplemental budget-** GM Kaganova stated Paul will be looking the entire tolling system. Including the at future of system, work with how to improve the system how it was designed, accuracy and longevity. Commissioner Caldwell stated that the importance of the tolls is the majority of where the revenue the Port receives and it is very important and she said Paul is the one who started this project and he will do a good job with this.

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONTRACT WITH PAUL KOCH NOT TO EXCEED \$20,000 TO BE INCLUDED IN THE SUPPLEMENTAL BUDGET. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

- c. **Action to accept modification of terms on Flex loan including amending the pFriem Lease and authorizing the President to sign both documents** – GM Kaganova stated the Port asked the state for modifications on the pFriem loan to move first payment and to refinance loan with a lower interest. The state did move the payment out to July 2021, but they did not lower the interest rate. The Ports intent is to pass the savings on to pFriem, meanwhile accruing interest and pass on to pFriem. Port Counsel Tommy Brooks recommended directing the General Manager to work with Port Counsel to draft the documents needed.

**COMMISSIONER CALDWELL MOVED TO APPROVE THE MODIFICATION TO THE STATE LOAN FOR FLEX 5 TO EXTEND THE FIRST PAYMENT TO JULY 1, 2021 AND TO PASS THE SAVINGS ON TO PRIEM AND AUTHORIZE THE PORT PRESIDENT TO SIGN THE DOCUMENT AND AUTHORIZE THE GENERAL MANAGER AND PORT COUNSEL WORK TOGETHER ON THE REQUIRED DOCUMENTS . SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.**

- d. **Action to ratify the HVAC system quote for Flex 3 tenant improvements from Honke heating in the amount of \$15,106.00** – This is for Grain Integrative Health. Honke Heating was the lowest bidder. The Port obtained 3 bidders stated GM Kaganova.

**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE HONKE HEATING BID IN THE AMOUNT OF \$15,106.00 FOR FLEX 3 TENANT IMPROVEMENTS. COMMISSIONER CALDWELL SECONDED. The motion was unanimous. 5-0.**

Don Mann stated the Port will be reimbursed through the Sustainability Program through Business Oregon.

- e. **Conditional use application permit use approval for Veronica’s Salsa** – Don Mann stated that they have been manufacturing in Odell and have had to vacate; and need a temporary base in Cascade Locks. They would like to use the Incubator Space in the Park for manufacturing. However, they need a conditional use permit from the City in order to move forward. Presently they are manufacturing in Hood River.

**COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE SUBMITTAL OF A CONDITIONAL USE PERMIT FOR THE INCUBATOR SPACE FOR VERONCA’S SALSA TO THE CITY. SECONDED BY COMMISSIONER LORANG. The motion was unanimous.**

- f. **Action to adopt amended anti-harassment policy** – Accounting Specialist stated that SDAO has issued a mandated update anti-harassment policy. This is part of their best practices program. Port Counsel has reviewed it. Adoption before November 6, 2020 in order to get a 2% Insurance discount. Port Counsel Tommy Brooks stated that it was given the thumbs up and it looks all good.



COMMISSIONER STIPAN MADE A MOTION TO FORMALLY ADOPT THIS AMENDED ANTI-HARASSMENT POLICY. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

10) Executive Session under ORS. 192.660 (2)(e) Real Property Negotiation

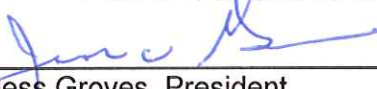
Out of Regular Session at 7:59pm and into Executive Session. Out of Executive Session and into Regular Session at 8:25pm.

11) Any action as a result of Executive Session –

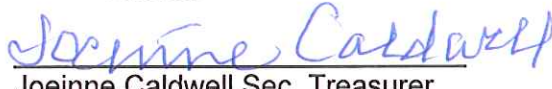
COMMISSIONER LORANG MADE A MOTION TO MODIFY THE LEASE AGREEMENT STARTING JANUARY 1, 2020 AND ENDING JUNE 30, 2021 WITH PFRIEM START AGAIN EFFECTIVE JULY 1, 2021. SECONDED COMMISSIONER STIPAN AND AUTHORIZE THE COMMISSION PRESIDENT TO SIGN THE LEASE. The motion was unanimous. 5-0.

12) Adjournment: COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER BUMP. The motion was unanimous. 4-0. The meeting adjourned at 8:35PM.

Port of Cascade Locks:

  
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Jess Groves, President  
Port Commission

Attest:

  
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Joeinne Caldwell Sec. Treasurer  
Port Commission

DATE APPROVED: 11-19-2020  
Prepared by: Sally Moore