

Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday June 18, 2020 in Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:02pm.
 - a. **Roll Call:** Commissioners Groves, Bump, Stipan and Lorang were present. Commissioner Caldwell was excused.
 - b. **Others Present:** GM Olga Kaganova, Secretary Sally Moore, Butch Miller, Rob Peterson, Accounting Specialist Melissa Warren, Special Projects Coordinator Brittany Berge, Port Auditor Karl Smith (Pauly – Rogers) (via phone), Sam Warnecke (Passport Inc. via phone), Port Counsel Casey Nokes and Tommy Brooks (via phone).
 - c. **Modification, Additions & changes to the agenda:** None
 - d. **Declarations of potential conflicts of interest:** None

2. **Public Comment (Speakers may be limited to three (3) minutes:** None

- 3) **Public Hearing on proposed Provisional 2020-21 Budget** – CP Groves opened the Public Hearing for comment at 6:04PM.

- 4) **Public Hearing on proposed Provisional 2020-21 Budget-** . No comments were made. CP Groves closed the Public Hearing at 6:09PM

- 5) **Presentation and Reports**
 - a. **Presentation of Audit – Via telephone** Pauly – Rogers Auditor Carl Smith thanked staff for a smooth audit and added the Port of Cascade Locks had a clean audit and there are no material weaknesses. Carl stated that there is a risk in the event of a bank failure as it appears the Port may not have enough insurance coverage. The Port will look into getting this covered. Carl stated they will be starting the new audit and coming to the Port in mid-July. He thanked GM Kaganova for the progress the Port has made in “clean up”.

 - b. **Presentation of Passport Inc./Parking Kitty – Sam Warnecke, Passport Inc.** – Special Projects Coordinator Brittany Berge introduced Sam, saying he is the CEO of a parking app, located in Charlotte, NC. It offers private label solutions or branding. It also handles the Portland Oregon brand “Parking Kitty”. The Port has been in discussion with the City of Portland to see if their app will work for the Port of Cascade Locks. The Port is seeking to start charging for parking. Locals will not be charged. The fees for the app, parking fees and who would be described as local are still being discussed at the staff level. The Port has been researching paid parking apps including possibly creating their own brand. Sam stated this will probably take until October to do so. The Port would need to get a Security person to monitor paid parking areas and to close the Park when it is full. Brittany stated fabrication of signs for the Parking app can be done in 3-4 weeks’ time. There are options for enforcement, including Passport Inc. handling these or the Port doing this. There will be separate costs for a payment processing fee, costs per transaction at 35 cents, and if enforcement is used there will also be a fee. These are still being discussed. The Commission decided to move forward with working with Passport Inc. and to create a Memorandum of Understanding with the City of Portland to use the “Passport Kitty” app.

COMMISSIONER LORANG MADE A MOTION TO MOVE FORWARD WITH PASSPORT INC. AND WORK WITH THE CITY OF PORTLAND TO CREATE A MEMORANDUM OF

UNDERSTANDING TO USE THEIR PARKING APP. SECONDED BY COMMISSIONER STIPAN.

CP Groves stated the Commission wants to do this for many reasons. He stated the City only has 27 hours a week of law enforcement. This will add a higher level of security to the Port, Marine Park and the Business Park. This app will also enable the Port to control the amount of people in the Park according to the Governors orders regarding COVID-19. This week someone stole the exhaust of one of the Port's vehicles and there is constant theft of gasoline of the Maintenance vehicles. The Port has been trying to charge for boat trailers for sailors for many years. GM says there will be an ordinance to establish parking fees and appoint an Enforcement Officer. There is more to getting tickets processed. This Ordinance has to be read twice before adoption. Brittany will research more specific costs, signage and timelines for implementation and bring this back to the Commission.

The motion was unanimous. 4-0.

- 6) **General Manager Report** – GM Kaganova stated the bridge repair project needs additional work. The plate was sized incorrectly and needs to be either refabricated or predrilled and installed. She stated the bridge will be closed June 22-30 from 9:30pm – 5:30pm. She stated the Port received the \$6 million loan award for building the new Flex 6 building for the Renewal Workshop. The Playground will be open after wood chips are installed and Pete sanitizes the playground equipment. GM Kaganova gave a shout out to Rob Peterson for volunteer work organizing the City Patrol and to Pete, who owns a Window Washing Company who has volunteered to sanitize the playground equipment at no charge. **Dustin Cooley, with** PBS Engineering has negotiated \$9300 for consideration to do more scoping engineering on the bridge for increased tolling technology. This was tabled for the Economic Development subcommittee meeting for further discussion. GM Kaganova announced that Sophie and Willow are new staff at the toll booth and to stop by and say hi. The calendar was reviewed. GM Kaganova stated there is a substantial completion document for the Commission President to sign for the pFriem project; she recommended a motion to complete this and to authorize the Commission President to sign.

COMMISSIONER STIPAN MADE A MOTION TO APPROVE THE SUBSTANTIAL COMPLETION DOCUMENT FOR THE PFRIEM BUILDING AND AUTHORIZE THE COMMISSION PRESIDENT TO SIGN. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 4-0

- 7) **Commissioner and Sub-committee Reports** – Commissioner Stipan stated that there is an upcoming Museum Board meeting next Monday. CP Groves stated that the Title 23 proposed language waiver is now in the legislature in Washington DC and on the Infrastructure Bill for “markup” . The H.R.2., the Moving Forward Act will contain language that will make it possible for the Port to apply for and receive federal funding to add a bicycle and pedestrian to the Bridge of the Gods. CP Groves stated that the Port of Skamania and the Skamania County Commissioners both submitted letters of support to WA State Representative Jaime Herrera Buetler for the Bike/PED Crossing. .CP Groves stated the Port will be short \$1 million for the Flex 6 building, and the Port is proposing to use part of the 2.4 million allocated to the Port from the state to cover the shortfall. Port Engineer Darrin Eckman will have the final design for the Flex 6 building by next week; Solicitations for bids will go out in the next few weeks.

- 8) **Consent Agenda****

- a. Action to approve the minutes for Budget Committee May 27, 2020 and Minutes for June 4, 2020
- b. Action to approve bills in the amount of \$286,478.27
- c. Action to approve payroll in the amount of \$30,528.10

COMMISSIONER 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 2019-20 Supplemental Budget and adopt Resolution 2020-2**

GM Kaganova stated this resolution approves the Supplemental Budget for the 2019-20 Budget year, noting that there were \$280,000 for unforeseen legal fees and Engineering costs in the amount of \$50,000 for the Flex 5 pFriem Building. In addition, it approves transferring allocations within the 2019-20 Budget. The Resolution allows \$106,723 from the unappropriated ending fund balance from Reserves, \$161,580 from Contingency and \$11,697 from Debt Services to Materials and Services for unforeseen legal fees.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE 2019-20 SUPPLEMENTAL BUDGET AND ADOPT RESOLUTION 2020-2. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

- b. **Action to adopt Resolution 2020-3 adopting the 2020-2021 Provisional Budget and to adopt Resolution 2020-4 adding Vehicle & Equipment and Flex Loan Reserve to Existing Reserve Fund (adding grants).**

CP Groves asked about the Vehicle and Equipment Replacement Program in Resolution 2020-4. GM Kaganova stated that this is a modification as will add it into the reserve box so it can be seen, it really does not have a fund for it. This formalizes what the Port is already tracking; the Vehicle & Equipment Replace Fund that was approved by the budget committee. GM Kaganova stated this resolution also allows for staff to look for grants. This fund is being modified so it requires a resolution. It is already part of the budget.

COMMISSIONER LORANG MADE A MOTION TO ADOPT RESOLUTION 2020-3 THE 2020-21 BUDGET AND TO ADOPT RESOLUTION 2020-4 ADDING VEHICLE & EQUIPMENT AND FLEX LOAN RESERVE AND FLEX LOAN RESERVE TO EXISTING RESERVE FUND INCLUDING SEEKING GRANTS. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

THE COMMISSION RECESSED OUT OF REGULAR SESSION AT 7:41PM.

THE COMMISSION WENT INTO EXECUTIVE SESSION AT 7:45PM.

THE COMMISSION RECESSED OUT OF EXECUTIVES SESSION AND BACK INTO REGULAR SESSION AT 9:06PM.

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

- 11) Any action as a result of Executive Session – None**

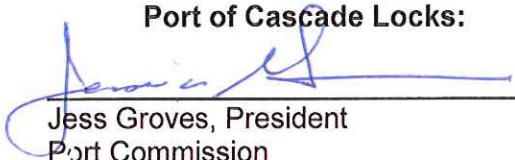
GM Kaganova stated the Gorge Commission has been working to update the Gorge Management plan and has prepared a draft economic vitality plan. However, The Gorge Commission did not specify for any process for an Urban Growth Boundary Process in the new drafted plan. She presented a draft a letter of support from the Port Commission, to recommend a process for an Urban Growth Boundary (UGB) Plan and land use process and read the letter to the Commission. The Port Commission recommends a create for a new UGB process be developed and included in the plan before the adoption of Gorge Management Plan and to include broad community involvement. The letter also commends the Gorge Commission's effort and supports them for all of their hard work. This letter will be refined, signed and sent to the Bob Liberty, Chair of the Gorge Commission later this week.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE PROPOSED LETTER OF SUPPORT TO THE COLUMBIA GORGE COMMISSION. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

CP Groves stated there will be a meeting next week with the Hood River School Superintendent and the Mayor, as well as Commissioners Groves and Caldwell to discuss who will take Amy Moreland's place as principal at the Cascade Locks Elementary School. He stated that this is an important decision for the community of Cascade Locks.


12) Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 4-0. The meeting adjourned at 9:10PM.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell Sec. Treasurer
Port Commission

DATE APPROVED: 7-16-2020
Prepared by: Sally Moore