



PUBLIC MEETING: Port Commission Meeting

DATE: Thursday **June 2, 2022, 6 PM**

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

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

MINUTES

- 1) Commission meeting called to order at 6:00 pm
 - a. Pledge of Allegiance
 - b. Roll Call
 - i. P Groves
 - ii. VP Lorang (arrived at 6:31 pm)
 - iii. C Caldwell
 - iv. C Stipan
 - v. C Bump
 - c. Modifications, Additions and changes to the Agenda
 - i. Add item 4a Sternwheeler Engine Grant Discussion, 8g set Special Commission date for SDAO Board Assessment for June 30, under 9, (2)(h) Potential or Current Litigation. Item 3a taken off the agenda.
 - d. Declarations of Potential Conflicts of Interest
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 3) Special Presentation and Reports by outside resources, staff, and Government Officials
 - a. **SDAO Board Practices Assessment**
- 4) Discussion Items
 - a. Sternwheeler Grant Discussion
 - i. Applied last year from the DEQ, offering 8 million in funding grants to replace engines with newer models. We weren't successful last year but in the debrief a couple months ago, went over the points to try and be able to get closer to achieving the grant. One would be to require the engines on the Sternwheeler to use Renewable Diesel Fuel. There is a supply from Carson Fuel. Application to resubmit will be easy but provide a narrative as to what Port will be doing, and that the Commission has decided to purchase the engines. If Port was to choose to put a deposit down now and have them be operational by 2023, if successful, would be able to cover the balance owed as far as dry docking, etc. Port has narrow time frame to apply again, June 7th. New financials for this engine/generator, otherwise, application can be repurposed. Johnson is asking if it will be okay with the Commission and wants to have some help with the grant application as well. C Caldwell asks either Johnson or GM if we this is something we can be able to get done in time, Johnson says it'll be the same framework. The only thing that would need changed would be the financials and the engine types. C Caldwell asks about having to rewind the engines and if it's part of the repair. P Groves says it's different from it. C Stipan asks if this is a renewable fuel diesel, Johnson says yes that's what we would list it as. GM asks if the entire repower will be included in this grant, Johnson replies yes, including the generators. P Groves says they call this a gen-set that includes both diesel engines and generators. P Groves adds that Mark Troutman wants to make sure we add in plumbing for the keel coolers, and a bigger exhaust. GM asks the Commission if we are okay with using biofuel because that is what is required in the grant. Johnson says that it is about 20% more expensive. Johnson

adds that the maintenance on the engines is significantly less due to using different fuels. C Caldwell asks if the points are better for the DEQ, Johnson replies yes because that's how they score the grant applications, by a point system. GM says that if the Sternwheeler operated in Portland for more than 6 months out of the year, then we would be able to have it counted towards another section of the grant for Metropolitan area. C Stipan asks if Johnson wants permission from the Port and Commission to say yes to using this new fuel. GM replies yes and that we do need to clear it with the operators too. P Groves recommends we need to take this decision on the choice of fuel to AWI because there is potential for changing everything. P Groves asks if the engines will still be able to use regular diesel, Johnson replies yes, and we can be able to have it be interchangeable.

C STIPAN MOTIONS TO MOVE FORWARD WITH THE FLEX ENGINES USING RENEWABLE FUEL WITH THE VOLKSWAGEN GRANT; C CALDWELL SECONDS; Unanimous 4-0

5) General Manager Report

- a. Traffic continues to be lower than 2019, 10,000 short of last year. Tribal crossings at 2,000, likely reflecting ceremonial fishing. Staffing shortages at the bridge but toll takers are doing great. Budget Committee approved budget, going to bring to Commission on June 19th. Still looking for security employee, waiving requirements for the accountant position. Audit teams was here last week and finished up early. Have another field workday planned and then to send audit results to Umpqua. Meeting with Tribes has not been scheduled, requested dates that may work for the Tribes and Port will try to accommodate. pFriem request on Action Items list, Flex 6 advertised online, and a new proposal on the lease. Working on fundraising money for the Fourth of July with donations cans at various places. Hosted 3 weddings last week and one this coming weekend. Marine Park has decided on a trail plan, will be in Action Items. Movies in the Park dates have been approved. C Caldwell asks who is leading the PTO, GM says it is still Angie Evans. C Stipan asks what the Hood River Prevention does, GM says that they help keeping young people out of drugs and alcohol issues as well as keeping out of trouble. Electronic locks have been added to campground bathrooms/showers, and boat launch bathrooms. We want to put them on the rentals soon, will help avoid lost keys. Many people on the Marina waitlist, and there was a crash by the marina that damaged a power pole and power box. In the final stages of getting rid of an abandoned boat. Transient dock pump station is down, waiting for estimate on repair. GCC provided materials cost, presented at next meeting. House 1 roof and porch has been started but has fallen out of the original timeline. Janice is working hard to fix this issue as it has caused closures. C Caldwell asks if the porch is closed off and if there is an alternate way of getting in, GM replies from the back door. POHR requested to move meeting to September 20th, will be looking at annual reconciliation of BreezeBy. Sternwheeler engines are in procurement after we received specifications from Mark Troutman. GM restates putting a deposit down and understood that originally, the Commission wants to buy them and then store them here. P Groves says he talked to the tenant in Flex 1 and is happy to house them in there when they arrive. GM needs to specify where they will be going for the purposes of whether we will be able to have them delivered to the dry dock and see if the engines can align with the dates or have them stored here. VP Lorang asks for the warranty on these and that he's concerned about having them sitting around with current supply chain issues. P Groves says that the engines run on an hour meter. VP Lorang asks if this is part of the warranty, P Groves says he doesn't know. GM says that the warranty clock will start when they are delivered. If we can align dry docking with engine delivery, it will be most efficient. P Groves says it will be efficient, but they don't want

to put the boat down for long. It's better to have these engines on standby when they can have them with the dry dock times, than be unprepared. GM says AWI raised concerns about having the dry dock schedule and making sure it's theirs while having the shipment time of the engines too. The engines have the longest build/delivery time, and generators, keel coolers, and everything else will need to be shipped at the same time too to have everything. GM adds that AWI doesn't believe they will be able to schedule everything for 2023 but 2024. If we have all the equipment and all the pieces, they may not be able to have the time for dry docking. P Groves says we will be purchasing the approved engines, GM agrees but due to public procurement rules, we must open bidding for other vendors. Joint City and Port meeting, Monday June 6th at 7 pm. Pub Talk put on by MCEDD at Gorges Beer on Thursday at 5:30 pm. EDSC on the 14th, Commission meeting on the 16th. Movies in the Park on the following Friday. New employees: Dawn in the Maintenance Dept, and Susan from the agreement with the City of Stevenson. P Groves adds that he had a city councilman approach him about Thunder Island getting an OLCC permit for PCT D Days, GM says that the vendor, Thunder Island Brewing, got a permit from the City but not from the Port yet. GM says if the application comes to the Port, the Commission can decide on whether they'll allow it. C Caldwell adds she appreciates Jeanetta Blue saying what she feels about these issues.

6) Commissioner and Sub-Committee Reports

- a.** C Bump: Asks when the bathrooms in the park will be open, OM Blue says they will be opened next week. OM says we were waiting for the seasonal hires to come on and get trained up on the routine.
- b.** C Stipan: Had a museum fundraising meeting to have different ideas for a bunch of events, but in July, the museum would like to have a carnival on the lawn around the museum. He apologizes for missing out on Port events but is happy he spent time with his family. P Groves asks what C Stipan could do with ACL cruise tickets and be able to raffle them off. C Stipan says that he would be happy to do that.
- c.** C Caldwell: Had a Marine Park sub-committee meeting and is excited for the presentation later. She wants to point out the Marine Park sign was taken down and repainted. During the meeting, the health of the sign was discussed to last another year. Brittany, Jeanetta, and maintenance crew have repainted it and have put down clear lacquer to help prolong it. She brings up the policy that was brought up previously, for having 2 department heads on the hiring process. She wants to correct the words "recommendation" and change "Commission" to "General Manager". Brooks says it would be best to have it printed out and be able to fine tune other words without having to restate the whole motion. Brooks says that the intent for tonight can be to have it in writing for next time. VP Lorang says we should bring it to the next Commission meeting to make the changes. Brooks says that the original motion may not have been as precise as wanted but in writing. Commission would like for GM to write this policy and present it to the Commission at the next meeting. She also thanks staff for keeping up with the summer season coming fast and all the changes as well.
- d.** VP Lorang: Nothing to add
- e.** P Groves: P Groves recalls a story from his past military experience entailing chess. He adds it would be fun to make chess pieces to reflect the history of the town.

7) 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 May 19, 2022
- b.** Approval of bills in the amount of \$228,711.31
- c.** Approval of payroll for \$40,368.83

VP LORANG MOTIONS TO APPROVE THE CONSENT AGENDA AS STATED; C STIPAN SECONDS; Unanimous 5-0

8) Business Action Items

a. Approve Heart of the Gorge Sailing Contract Modification

- i. Heart of the Gorge currently has a moorage agreement with the Port and additionally, has an agreement that requires them to pay \$150 a month. This agreement was pointed out to be valid during operating months. The operator would like to change this to state, specifically, during the months of June through September, to pay this amount. Secondly, they are asking why we are charging them a commercial lease fee along with the fee slip. Want Port to specify the services that this includes. In the chance they sell the business, they want to transfer over the slip to the new owners. VP Lorang says he isn't sure since we have the waiting list of people, for them to bypass all the other people. GM continues that they are okay with the parking spaces be paid, but as of today, they want to work something out because their customers are expecting free parking. HGS also requests to be to only sailing company from the Port. P Groves adds he doesn't think the Port is in the business to do this, C Caldwell asks if this is legal to have them be the only people allowed. Brooks says it is up to us as we have the Sternwheeler and dock the only ones here but may want to look at it more closely. CGRA is the only other operating business and have their own slip too. P Groves points out that he has seen their boat on the open walking dock, OM says he will investigate moorage associated with this. C Stipan points out he likes that they are bold with what they're asking but doesn't agree with it. P Groves says that the Port has an ordinance of paid parking. In agreeance of saying No to request 4. No on being exclusive provider, 5. P Groves wants to tell them that if someone approaches the Port for sailing, we want to be professional. GM says they will have to be cooperative and agree to follow the rules. C Stipan says no to 3. P Groves thinks that HSG may be aiming to sell what they have worked on to someone else. C Stipan asks for clarification on request 2. P Groves says that the commercial fee they are being charged, includes insurance. GM says we haven't gotten an increase on our insurance from this. P Groves tells a time when there was an incident of the Port being sued and states that that is why they have insurance. OM adds that this helps allow them to sell and do what they would like. GM adds that HSG is saying that this is not what Paul Koch and they have not agreed to, which was supposed to be during operating months, but instead was assumed that it was paid year-round. C Stipan wants to make a recommendation of thanking them for being a tenant and agree to the 3-month amount of \$150 expense

P Groves wants to table this item and until later to make the changes and agree on later.

b. Approval for pFriem Shed Building Request

- i. The request is to have a concrete pad that shows the equipment to be placed on the pad, the location of it, and the dimensions. VP Lorang asks if this will cosmetically go along with the building. GM adds that the west end will have the new addition.

C CALDWELL MOTIONS TO APPROVE THE NEW SHED ADDITION TO THE PFRIEM BUILDING; VP LORANG SECONDS; Unanimous 5-0

c. Approve Farmer's Market Plan

- i. Have a proposal to operate a Farmer's Market out of the park, to take place on Sundays. Jessica Bennett will be running this and proposes a reduced fee for vendors, would like to change the amounts from 25-50 for vendors and hookups, to 15-20

instead. P Groves says that we have agreed with tribes to not sell fish out of the park and worries that this will end up happening. GM says that this will have a benefit to the Port for parking. C Stipan asks why we don't want to have them sell fish, P Groves says that selling fish creates a huge mess and the conversation he had with the tribes, was that we have turned a blind eye to them selling under the bridge because they are discreet about it and there is a hose available. P Groves agrees we will benefit from parking and has attracted people. C Caldwell asks if the school where the school sign is, so that they can be on WaNaPa. VP Lorang doesn't have a problem with the Farmer's Market but is worried about the fish. P Groves says we can try it but isn't sure about settling on \$15 out of \$50, but maybe \$25. GM says that for the first year, maybe allow reduced fees to allow vendors to expand. GM offers that maybe for the first month, reduce the fees and see how it goes. OM says that if she were to bring X number of vendors, then they would be coming to us for everything, but with her running it, it'll get rid of the extra questions. VP Lorang offers to charge her \$25 and \$15 for the season.

VP LORANG MOTIONS TO REDUCE FEES TO \$25 AND \$15 FOR THE SEASON; C STIPAN SECONDS; Unanimous 5-0

- d. Action to Waive Experience Requirement for Accountant Position Description
 - i. GM says we have a great accountant candidate who has a finance degree and meets other qualifications but not the number of required years. Given the individuals knowledge, she recommends waiving the year requirements.

VP LORANG MOTIONS TO REMOVE THE 3 YEAR REQUIREMENT FOR THE ACCOUNTING POSITION; C STIPAN SECONDS; Unanimous 5-0

- e. Approve Modification to Scope of Work for Parametrix
 - i. OM has accomplished showing the route for the proposed trail that is still being discussed with tribal representatives, in section 6. The area is what runs next to the boat launch. The first option was to have it run through the campground which required moving trees, but the other option was to have it running flat by the retaining wall. Tribes felt they were having their fishing rights and cleaning area barged in on. Parametrix has proposed a third option in the middle between the boat launch parking lot and below the campground. C Stipan liked the idea of having art on the wall from the 1st option. C Caldwell agrees with C Stipan. C Caldwell thinks that if we have the upper trail, we will need both bottom and top trails for bike traffic and walking traffic. P Groves is happy we engage the tribes but point out that they also don't fish from where the lower route is proposed to be. OM points out that the trail would be pushed behind the bathrooms. P Groves says that wood doesn't last very long in CL. OM says that without going through the campground, either the retaining wall or middle route would be the final. P Groves agrees on having art on the wall.

VP LORANG MOTIONS TO APPROVE 6A AS FOR PARAMETRIX TRAIL ROUTE; C STIPAN SECONDS; Unanimous 5-0

- ii. OM adds that we have some money left over, \$95,000. Parametrix is asking how we would like to spend that money. OM adds we are working with ODOT to push out the agreement until 2024, as well as the contract between Parametrix and ODOT. There have been 3 options to spend the money. Option 1, bring cadaver dogs to find other burial grounds in the area. Option 2, a light study that can show the areas in the park that are too dark and may have a liability issue. Option 3 is to pay for 30% of

the design. P Groves says that when there was a discussion to find artifacts, if there would be a chance that this will be stopped if something is found. OM says he doesn't think it will be the right time for this. P Groves says they will find artifacts. He also adds we should talk with the chief of Warm Springs and see what they think can be done, OM says Brittany has taken charge of this. GM says the decision of wanting to find out if there are human remains, wait until we construct the scope, have a light study, or spend the time developing the design which may need to change when the remains/artifacts study is done. C Caldwell says that it could have a whole new point if something is found. GM says we could be able to fund 2 light studies and ask for the remainder to go to designs. P Groves says it may be good for us to do this for the natives. GM says potentially the biggest area of concern is Thunder Island and the responsibility of what happens to it now, we don't know. C Caldwell wants to think about having it built on top on the ground. C Stipan brings up NAGPRA, Native American Graves Protection and Repatriation Act. GM says that it would be nice to find what we have in the park. P Groves thinks we should pay for lighting studies and whatever is left, use on cadaver dogs. GM says that assuming there isn't enough money to have the whole trail searched, what section we should decide to search. P Groves wants the natives to decide.

VP LORANG MOTIONS TO APPROVE 2 LIGHTING STUDIES AND REMAINDER OF THE MONEY CAN GO TO CADAVER DOGS: C CALDWELL SECONDS; Unanimous 5-0

- f. Approve Stumptown Request for Water Cooling System
 - i. Has requested an outdoor water-cooling system. Wants to be able to take the heat from Bitcoin mining to heat a hot tub. If it works, he wants to present it to hotels. It is a research and development project, trial, and error. Todd Mohr is in agreement of the placement. Will have the work done while Mohr watches over it. He is on a 5-year lease and will pay for himself. Going to have an external company do the labor and cut the concrete to run underneath. C Caldwell asks about if hotels will need to have someone watch over the bitcoin setup for cooling it off.

C STIPAN MOTIONS TO APPROVE THE INSTALLATION OF A HOT POOL AT FLEX 1 WITH WORK TO BE COMPLETED BY THE PORT WITH LABOR AND MATERIALS BILLED TO THE TENANT; VP LORANG SECONDS; Unanimous 5-0

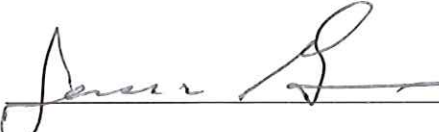
- g. Special Commission date for SDAO Board Assessment for June 30
 - i. Brooks says that this has already been paid and the application that came through was done well. P Groves thinks it'll be best to have a meeting for this alone. June 30th at 6 pm.
- 9) Executive Session under ORS.192.660(2)(e) Real Property Negotiations and ORS 192.660(2)(h) Current Litigation or Litigation likely to be Filed
 - a. Recessed out of Regular Session, Into Executive Session at 8:25 pm
 - i. VP Lorang left the meeting at 9:02 pm
 - b. Recessed out of Executive Session, Into Regular Session at 9:35 pm
 - c. Any action as a result of Executive Session
 - i. Approve Sternwheeler Draft Contract to send to AWI
 - 1. Have heard revisions, GM will get square footage sent out to Commissioners

10) Adjournment

C CALDWELL MOTION TO ADJOURN MEETING AT 9:37 PM; C STIPAN SECONDED; Unanimous 4-0

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:



Port President

Jess Groves



Port Commission Secretary/Treasurer

Joeinne Caldwell

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