

PORT OF CASCADE LOCKS

A Budget meeting of the POCL Commission and Budget Committee was held May 9, 2016 at 6:00 pm at the Port of Cascade Locks Community Center, Cascade Locks, Oregon 97014.

1. **MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE:** Commission President Groves called the meeting to order at 6:04 p.m.

2. **ROLL CALL:**

Commission Present: Jess Groves, David Lipps.

Absent: John Stipan, Joeinne Caldwell, Brad Lorang

Budget Members (BM): Ken Wittenberg, Donna Mohr, Myra Walker and Gyda Haight.

Absent: Rob Brostoff

Others present: Paul Koch, Melissa Warren, Holly Howell, Todd Mohr, Brittany Berge, Angie Wilson.

3. **DECLARATION OF POTENTIAL CONFLICT OF INTEREST:** Commissioner Lipps declared potential conflict of interest on matters pertaining to Thunder Island Brewing. BM Mohr declared a potential conflict of interest on matters pertaining to the Maintenance department.
4. **ELECTION OF OFFICERS:** BM Mohr made a motion to elect Ken Wittenberg as Budget Committee President. BM Haight seconded that motion. Motion passed unanimously. Commission Groves made a motion for to elect BM Mohr as Vice President. BM Wittenberg seconded the motion. Motion passed unanimously.
5. **REVIEW OF THE PROPOSED BUDGET PROCESS:** GM Koch walked the Commission and Committee Members over how the meeting would start at the beginning of the budget document and review each department one at a time. Commissioner Groves made a motion to adopt the proposed budget review process. BM Mohr seconded that motion. Motion approved.
Commissioner Lorang arrived at 6:08pm.
6. **Reading of Budget Message: GM Paul Koch**
Presentation of LB forms by Port staff; Angie Wilson and Melissa Warren.
Commissioner Caldwell arrived at 6:30pm.

HIGHLIGHTS OF THE PROPOSED BUDGET: To achieve the priorities and guidance set by the Commission and deliver on the policy established in the Strategic Business Plan and updated Business Park Master Plan, the following changes are reflected in the proposed budget.

1. Here are the highlights of the changes by Department and fund program. You will see more detail and some of the specifics in the Program Section (Section 2) of the budget.

A. Port Commission: The Port Commission Budget is proposed at \$149,450.

- a. The Commission budget includes \$12,000 for the annual lobbying trip to Washington D.C. and possibly one additional trip to DC to help promote and get funding for Port priorities.
- b. Provides funding for the Commission and staff annual Christmas Party at \$1,000.
- c. Continues funding for the Ports General Counsel at \$90,000. This includes funds for the Treaty Tribes negotiations services to be provided by Cable Huston. This budget increase reflects the level of legal service demand required with multiple land sales, lease and other matters requiring legal assistance. The contract with another firm dealing with Native American issues has been eliminated.
- d. Continues funding the Summit Solutions lobbying contract for Washington D.C. Lobbying for \$36,000. (Formerly Ball Janik)
- e. This budget includes \$3,000 for the Port Commission annual planning and priority retreat.

B. Administration:

- a. Continues the contract GM through December 31, 2016 at \$45,000. (A new recruitment effort is planned to begin this fall with new permanent GM to begin November 1, 2016) The new permanent GM is budgeted for 8 months at a total cost of \$72,842. Effective July 1, 2016, the current GM will become an employee of the Port but with a work contract.
- b. Includes continuation of the contract for the QuickBooks Bookkeeper at \$7,500 annually.
- c. Provides \$23,784 for ongoing information technology support. The Port is currently has a three year contract with RADCOMP for this service.
- d. Sets aside \$40,000 for Port Commission use in determining the salary and benefits program for employees for the budget year. The Commission is currently working on this policy and the dollar amount identified here will serve as the limit for any Commission desired changes.

C. Economic Development:

- a. Provides for continuation of the contract Economic Development Manager/Consultant for \$30,000 for six months. This position is targeted to sales and leasing of Port properties and recruiting new businesses to town.
- b. Enhances the Ports marketing efforts including funds set aside to work with existing local businesses for cooperative marketing and promotion. The cooperative marketing effort is funded at \$10,000.

This is the second year of this program to assist existing local business.

- c. Continues support to community services in the amount of \$17,300. This dollar amount includes \$12,000 for the annual fireworks show matched 50-50 by the Port. This budget anticipates that donations will cover 50% of the total program cost.
- d. Begins the systematic improvement to signage and directional way finding in Marine Park at \$15,000. This includes new signage at the main intersection in Marine Park as well as address numbers and names for all buildings
- e. Sets aside funding to purchase County property adjacent to the new Fire Station. The Port has a contract with Hood River County and the price is \$70,000. The Port is currently marketing this property and just recently worked with the City to rezone the property.
- f. Includes on ongoing contract with Jim Bussard for a variety of engineering needs related to new businesses and all Port properties for \$55,000.

D. Maintenance and Construction:

- a. Continues the new full time Maintenance Worker/Gardener to serve public use, rentals, and special events and handle the gardener role. This position was approved in the 2014-15 budget and began May 1 of 2015. This allows the Port to increase the level of service to be provided to Park and facility users while also adding to the general beauty of Marine Park.
- b. Continues the concept of a vehicle replacement fund for \$20,000. This fund was created in support of the newly adopted Vehicle and Equipment replacement line item. Lease payments for two new pick-up trucks will be paid from this line item. The plan is to build this line item up over time as need and requirements change.
- c. Sets aside \$5,000 to work with the City to create a railroad noise free program and elimination of the railroad whistle blowing. This is reported to be a very significant problem by local business people.
- d. Includes the beginning of work on the Security Master Plan and then implementation. This is a three year grant for \$120,000 federal dollars with a \$40,000 Port match. This work will include placing new or upgraded security systems in all Port buildings, security cameras on the BOG and throughout Marine Park.
- e. This budget begins a focus in the Maintenance and Construction Department on critical facility and safety issues. The budget proposes making repairs to **House 3 for \$21,000**; Enhancing the Pavilion with a service counter and service drive for \$17,907; making necessary dry rot **repairs, painting and updates to the Visitor Center for \$13,089**; beginning to **overlay, seal coat and repair Marine Park roadways**

in a first phase for \$12,500; and safety repairs to the sidewalk and curb at the entrance to Marine Park and other areas for \$13,922.

- f. Allocates \$10,000 in grant funds received from UPRR for the planning of enhancements to the Pony Building. Plans are to look at a larger more function structure to facilitate programs and add to the draw of the Museum while meeting the storage requirements in the Oregon Historical Society agreement with the Port. It is anticipated that once the Port has a plan, grants will be sought to pay for enhancements.

E. Toll Booth:

- a. Continues the current operation at the Toll Booth 24/7.
- b. Funds 4 full time toll takers (includes lead toll taker) and 4 part time toll takers.

F. Bridge of the Gods: The Bridge Fund provides for the following.

- a. A planned total expenditure of \$254,000 for projects listed in the 10 Year Plan.
- b. Increases funding for the Bridge Engineer to deal with grant applications, plan updates and other services necessary for the ongoing preservation and operation of the BOG.
- c. Increases the “set-aside” by \$260,000 over the current level. This “set-aside” will become ever more important as new federal legislation requires a local match of 40% for transportation enhancements.
- d. Funds Bridge welding at \$50,000. (Twice a year). The Port is currently working with the engineer to try to be more strategic in welding and reduce the total cost.
- e. Sets aside \$20,000 for unanticipated Bridge repair issues. This amount will drop into the long term reserves for the Bridge should the funds not be used for a specific need.

G. Development Fund: The new Development Fund centralizes all development related costs and facilitates the installation of necessary infrastructure in preparation for the new businesses planning to come to town.

- a. The Development Fund shows income of \$17,028 from payments made for the sale of Port property on WaNaPa St. along with \$134,000 as the estimated carryover from the 2015-16 Development Fund Budget.

H. Loan: This budget proposes maximum of \$2,000,000 in loan proceeds for the construction of Flex Building 2 to accommodate new tenants on Port property. This new building is the Port Commissions highest priority following the BOG. Preliminary work has begun on this project.

You will note for each of the Program or Department budgets, the actual financial support is identified in the Revenue Section.

RESERVES: This budget projects a beginning fund balance (reserves) of approximately \$2,540,565.

SUMMARY:

A lot of planning and work has been completed during this past budget year. It is now time for the Port and community to step up again and continue to make those long held community dreams come true. This community is now positioned to deliver new companies, new jobs and new opportunity. This is the time to add to and enhance what the Port does and to improve its operation and services to keep moving in a positive direction. In order to create and maintain a diverse employment base and healthy economy, the Port will need to continue to lease and cooperate with others.

Staff and other resources are available to assist the work of the Budget Committee and to assist you in your assignment of sending a recommended budget to the Port Commissioners. We are here to serve you and assist you in the delivery of your community future.

7. DEPARTMENT AND FUND BUDGET REVIEW:

- a. **Port Commission Budget:** GM Koch stated the big changes in this budget as being \$3,000 annual commission retreat, \$12,000 DC trip, possibly two trips, and attorney fee increase. Commissioner Lipps asked about details of fee increases of legal services. GM Koch explained the increase of property sales and legal negotiations with Treaty Tribes has led to this increase in the proposed budget. There was a discussion on expenses for DC trip and limiting those funds in this proposed budget to \$9,000. A discussion took place on Commission cell phone bills. GM Paul Koch suggested creating a standard policy for cell phone reimbursement for commission members. GM Koch briefed budget committee members on what the commission retreat entails. BM Mohr proposed that the Christmas celebration budget increased to \$1,500. Consensus was met.
8. **Action on Budget:** None
9. **Public Comment:** None
10. **Next Meeting Scheduled for:** May 16, 2016 in Community Center

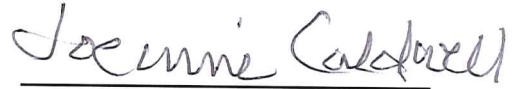
**BM MOHR MADE A MOTION TO ADJOURN THE MEETING AT 8:09 PM.
BM WALKER SECONDED THE MOTION. Motion passed unanimously.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: July 21, 2016

Prepared by: Brittany Berge