

PORT OF CASCADE LOCKS

A Budget Orientation meeting of the POCL Commission and Budget Committee was held April 14, 2016 at 6:00 pm at the Community Center, Cascade Locks, Oregon 97014.

1. **MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE:** Commission President Groves called the meeting to order at 6:14 p.m.

2. **ROLL CALL:**

- **Commission Present:** Groves, Caldwell, Lorang were present. Commissioner Stipan was not present. Commissioner Lipps arrived at 7:15pm.
- **Budget Members (BM):** Donna Mohr, Rob Brostoff. Myra Walker arrived at 6:32pm. BM Ken Wittenberg was not present.

Others present: GM Paul Koch, Marketing and Development Manager Holly Howell, M&C Manager Todd Mohr, Secretary Sally Moore, Receptionist – Clerk Brittany Berge and Citizen Kathy Tittle.

3. **ELECTION OF OFFICERS:**

- a. **President – Was delayed until the May 9, 2016 meeting as some members were not present. This will be the first order of the next meeting.**
- b. **Vice-President – Was delayed until the May 9, 2016 meeting as some members were not present. This will be the first order of the next meeting.**
- c. **Completion of Budget Committee meeting schedule -**

4. **PRESENTATION OF PROPOSED BUDGET NOTEBOOKS:** GM Koch reviewed the Budget notebooks and each Department with the Budget Committee.

5. **AN OVERVIEW OF THE BUDGET, ITS DESIGN, IMPLICATIONS AND PROPOSALS. CREATING AND UNDERSTANDING.**

GM Koch commented that his plans are to not go through each individual department budgets tonight, just to read the budget message and briefly outline the format, so the committee can have time to review. He explained how the books are put together. The proposed 2016-17 budget was created based on the priorities made by the Port Commission in November 2015. The budget overview was discussed. Reviewed were the 2016-17 Budget Priorities created by the Port Commission. . The Departments reviewed were: The Port Commission, Administration, Economic Development and (Recreation), Maintenance and Construction, Toll Booth Operations, and the Proposed Bridge Fund. This is for bridge preservation and repair. As the budget was discussed in more detail, there was a reminder from BM Brostoff that this was an overview of the budget only. In addition, how to obtain grants and grant matching were briefly discussed.

GM Koch read and reviewed the budget message GM Koch commented that this budget is a plan and the Budget Committee will review the detail in each department, and can make changes as necessary in the upcoming meetings.

GM Koch reported the State LB forms will be ready at the next Budget Committee meeting.

6. **QUESTIONS AND ANSWERS:** Commissioner Lipps asked if enhanced grant writing will be implemented. He stated that John McSherry, Director for the Port of Skamania has offered to assist the Port. GM Koch stated there is \$10,000 for grant writing. He and Marketing and Development Manager, Don Mann will meet with John McSherry next week to discuss grants. Commission President Groves stated that the Port is looking at

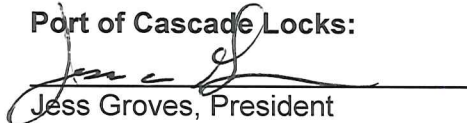
two major grants with a 40% match at this time. GM Koch stated the Bridge Engineer will write the STIP Grant. Stan Foster will write other grants. Unanticipated matching funds would be taken out of the proposed \$225,000 contingency fund. Any unanticipated revenue would go into next year's budget.

The next budget meeting is May 9th at 6 pm at the Community Center in Marine Park.


7. ADJOURNMENT

THE MEETING WAS ADJOURNED THE MEETING AT 8:15 PM.

Port of Cascade Locks:


Jess Groves, President
Port Commission

Attest:


Joieinne Caldwell, Secretary
Port Commission

DATE APPROVED: July 21, 2016
Prepared by: Sally Moore