

PUBLIC MEETING: Port Commission Meeting Minutes

DATE: Thursday **February 3rd, 2022 6 PM**

LOCATION: Zoom

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

- 1) Commission meeting called to order
 - Roll Call 6:00 pm
 - President Groves
 - Vice President Lorang
 - C Caldwell
 - C Bump
 - C Stipan
 - Modifications, Additions and changes to the Agenda
 - 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) Legislative Ask – Mark Johnson
 - a. Johnson starts by saying that he's going to start by talking about the BOTG seismic strengthening project. The ask will be \$20 million from both Washington and Oregon. It has been presented to the Commission, Governors, Senators, etc. Johnson continues saying that Gov Brown has instructed her staff in helping us get the funding and spreading the word. He contacted Nate Stice to be able to have a document signed by the governor. The Oregon legislature started their session on Feb 1. As well on Tuesday, Senator Thomsen has spread the ask to other representatives. We are hoping on a big turnout for the funds. The Washington county commissioner has been helping us reach other WA legislatures to have them be on board. "Multi-prong attack". Johnson says that both Oregon and Washington have short sessions this year and hopefully by March, we will hear back. Another ask is for the Sternwheeler and the repowering project of it. We have asked for \$500,000 to help with that and as well as some inside historical repairs. Lastly, he adds that he had a conversation with a person to help with the development of the substation property and what they are planning on doing. Hopefully, we will see some progress by this spring. P Groves asks if Johnson wants to talk about Dan and Jacob. Johnson says that they are Merkley and Wyden reps. They discussed there will be another round of congressionally spending requests, earmarks, and will help us with that process but is also up to the Commission and GM Kaganova. He says this can be a good opportunity for us to be able to have

some help there where we can't in other places. C Caldwell asks if we will get about 50% of the ask if not the whole amount, and Johnson replies that it's all or nothing.

b) 2022 Events Report

- a. GM starts by saying that we have been booking a lot of events through the summer, mainly weddings. In April, we have recruited a new run event, the Gorge Waterfall Run, and the following weekend will be CGRA Rainer Cup. May has several weddings and more CGRA events. June, there is an international event, Arrow Worlds. July, is full of weddings. BOTG Run is in the beginning of August along with weddings and PCT days. Weddings and Bridge of the Goddess in September and October has more weddings than usual. There is also a potential for a November wedding. GM recalls that we talked about goals for 2022 at the planning session such as updating marketing material. She begins to show different flyers that have been made to help promote rentals in the park and as well as making more social media platforms. April-October, there is about \$70K booked in weddings. There are also some corporate ads in hopes of having more businesses holding events here. In the future, one of the considerations will be raising event prices to be able to meet market pricing. P Groves asks how GM feels about the growth of this. GM says that there are definitely more weddings than previous, and even more event booked rather than in 2019. She says we are meeting the projected growth along with COVID.

4) General Manager Report

- a. GM starts by saying that the bridge has seen 15,000 less crossings this past January than in 2019. There are some people still unemployed, and some are either working remotely or working in home state. The HVAC units in our commercial properties are failing, even in our newer buildings. The units have melted from the inside, frozen, and seen damage to the fan blades and as well as motors. There is currently a technician working on this but in the future, for the smaller buildings, this could be mitigated by constructing covers over the smaller units. We have discussed a couple options such as barriers to help break up the snow. GM says this will be something she recommends through the budget priorities. Flex 6, we are expecting several proposals and on Feb 9th, EDSC will be looked over and brought to the Commission on the 17th. The loan is currently open and a balance to still be used. If we add to the balance of the loan, the lease room for increase as well but also allows new tenants for improvements. We are basing this off how many employees, how long the business has been active, and legal status, as well as how long they will be on the lease to be. There are large restrooms, break rooms, and conference room to be able to hold many employees to use the space. C Stipan asks how the HVAC units are in Flex 6, GM says they are frozen right now. C Caldwell asks if there have been any reports of malfunctions from the supplying company and GM says that if there have been, they have not shared that information.

To fix the units, we are looking at about \$2,500 to repair the fan blades. The melted unit will need to be rebuilt or replaced. C Caldwell asks if these units are built by the same company and GM replies that they are from different companies. She also adds that this isn't an unusual event for CL for having a lot of ice and snow. GM says she will determine the causes and bring it back to the Commission to discuss costs. GM says we have recently discovered black mold in the café building, that used to be an old office. She recommends having the issues being repaired sooner rather than later. There is also a crack in the cement due to elevation changes that is also making a tripping hazard. For Flex 2, we had a proposal for tenant improvements to pave the rocked section between Flex 1 and 2. Negotiations with AWI are ongoing. We have been approved for our SBP pre-application and have been invited to apply for the Port Planning and Marketing grant that require a 25% match and is up to \$65,000. GM says that hopefully, we will have our SBP done within a year and we also have a joint meeting with POHR on March 1st. The discussions will be the bridges, BreezeBy, real estate, lobbying efforts, and as well as OneGorge. GM says that both Commission Presidents will open and close the meetings. It will be held over Zoom. Our fire alarms and monitoring system need to be updated to work with the networks. The cost will be just about \$4,330. This will need to be done by the end of the month. OneGorge is virtual this year and the Port will be sending small packages to legislators. In security, Chris Furrow has been working on a manual for the security program and is ready for review. GM recommends having a work group and invites Commissioners to be apart of it as well. P Groves and C Stipan have volunteered. In staffing, we are currently working on recruiting maintenance workers. Unfortunately, we are saying goodbye to our accountant, we will be advertising again. EDSC on the 15th, Action team on the 17th as well as Commission meeting, and the office will be closed on Feb 21st. Johnson says that we should discuss economic development and opportunities with the POHR meeting and if there's any way to collab and work together. GM agrees.

5) Commissioner and Sub-committee reports

C Bump: Nothing to add

C Stipan: Not currently

C Caldwell: Nothing at the moment

VP Lorang: Nothing

P Groves: States that GM has given a good run down about what has been going on. He says that he had a great meeting with Business Oregon and Juanita's Chips in Hood River are quite high on the list. Webster's bought railroad property and have been in touch with P Groves.

6) 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 Commission meeting January 13th, January 20th, and January 27th, and February 1st of 2022

b. Approval of bills in the amount of \$38,763.21

c. Approval of payroll for \$247,520.04

VP LORANG MOTIONS TO APPROVE CONSENT AGENDA AS STATED

C STIPAN SECONDS

Unanimous 5-0

- 7) Business Action Items
 - a. Adopt CEDS Priorities
 - i. The first two items are new language that hasn't been there before. The BOTG strengthening project is on the top of the list. We are currently working on Phase 1, the \$40 million funding. For the trail construction, Forest Service has approved the Cascade Locks Trail System; projected estimate is about \$2 million. The other items on this list are existing and being carried over because these projects are still in motion. Some of these have been put in grants. Johnson asks the Commission if they will adopt this as the 2022 CEDS list.

VP LORANG MOTIONS TO ADOPT THE CEDS LIST AS PRESENTED

C STIPAN SECONDS

Unanimous 5-0

- b. Adopt Budget Schedule
 - i. GM starts by saying that this starts with today with the action to adopt the schedule and goes on to say to appoint budget committee members at the March 3rd meeting.

VP LORANG MOTIONS TO ADOPT THE BUDGET SCHEDULE WITH THE MODIFICATION

C CALDWELL SECONDS

Unanimous 5-0

- c. Approve COVID Policy
 - i. GM starts by saying that the proposed policy is to extend the amount of COVID relief time, up to 80 hours, to June 30th, 2022. There are no financial implications at this time but if the policy needs to be re-approved, the implications will be changed.

C STIPAN MOTIONS TO EXTEND THE COVID RELIEF POLICY AS STATED

C CALDWELL SECONDS

Unanimous 5-0

- d. Make Decision on Tolls Collected during Christmas
 - i. OM starts by saying that per recommendation, the Commission decided to keep the toll booth open during Christmas and donate proceeds to a charity. There have not been any set of a charity but OM recommends that it can be donated to the Local Food bank for help with pet food and hygiene supplies. P Groves says that this is a great idea but should check with Port legal counsel on how to approach it correctly. C Caldwell asks if for another time, if we can contact the local school, OM agrees.

C CALDWELL APPROVES ON DONATING \$275 TO LOCAL FOOD BANK FROM TOLLS COLLECTED DURING CHRISTMAS

C STIPAN SECONDS

Unanimous 5-0

C Stipan excused at 6:57 pm

e. 4th of July Fireworks

- i. Regular vendor has reached out to have an amount paid by March 1st to lock down on having them present. We need to decide on whether or not we want to proceed with them, GM will make contract to work out particulars and have for Commission later.

8) Executive Session under ORS.192.660(2)(e) Real Property Negotiations and ORS 192.660 (2)(h) Legal Counsel regarding Litigation or likely Litigation to be Filed

a. Any action as a result of Executive Session

- i. Recessed out of Regular Session and into Executive Session at 7:00 pm
- ii. Recessed out of Executive Session and into Regular Session at 8:16 pm

9) Adjournment 8:16 pm


VP LORANG MOTION TO ADJOURN MEETING

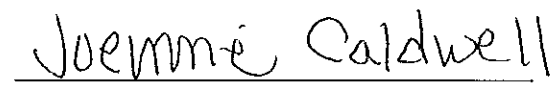
C CALDWELL SECONDS

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 Commission President
Jess Groves


Port Commission Secretary/Treasurer
Joeinne Caldwell