

PUBLIC MEETING: Port Commission Meeting

DATE: Thursday **August 4, 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
 - a. Pledge of Allegiance
 - b. Roll Call
 - i. President Groves
 - ii. Vice-President Lorang
 - iii. Commissioner Caldwell
 - iv. Commissioner Stipan
 - v. Commissioner Bump
 - c. Modifications, Additions and changes to 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. AWI Presentation
 - b. Resilient Habitats – Stephan King
 - i. Stephan is here from Resilient Habitats presenting what they do and how they help communities. He begins by saying the houses are very energy efficient, about 20% less than a stick build. As part of it, they were looking at making Flex 6, if still available, as their innovation hub. Their role in it would be building for other people and doing their own code of element. Originally, they were partnering with a 3rd party that was doing the technology side of things but are now taking care of it themselves, as they feel like it is more efficient that they oversee it. They have large contracts lined up currently. The overall vision is helping communities and have talked to Skamania, The Dalles, and Dallesport, to identify housing needs as well as commercial needs. One of the huge advantages nationally is that we have cheap energy here, and talking about data centers along the Gorge, will help reduce cost of energy. Many of the employees are from the PNW and go around the country helping everyone with affordable housing and infrastructure strengthening and bringing more jobs. Stephan continues to say that as apart of their plans, they want to work with the Port. C Caldwell asks if he does want to use Flex 6 as their main space, Stephan replies yes, they originally wanted to make it a data center, but they would need more room. VP Lorang asks if they'll be doing manufacturing, Stephan says yes, and they have their production process licensed as well. VP Lorang tells about knowing the struggles of owning a business, using his own art business as an example. They are partnered with Schneider Electric, and water testing, and the company brings it all together. They own a manufacturing plant in Dallesport but would like to have

something closer in Cascade Locks. King offers different locations around the Gorge that they are looking into for putting houses down. They think they can build out Cramblett 25, look at other housing locations, that Resilient Habitats would be able to bring in around 300 jobs. The data center is a \$70 million project that would be using 6 megawatts, projecting \$3 million revenue by the end of 2026 if the center is up. Flex 6 strategy, they would be subleasing the east side of the building. They would hopefully be generating revenue in the 3rd quarter of 2024, following the sorting of property. King points out the Gorge is underfunded in a lot of ways, and part of their job at Resilient Habitats, is finding out how to be able to tap into the places that do have the funds. C Stipan recalls about there being a lot of gas stations and department stores back in the day and likes King's points of view of thinking big for the town. King says that the main things would be building materials and electricity that are costly. VP Lorang asks if the drop in Bitcoin affected Resilient Habitats, King replies that it didn't affect them at all due to them being Tier 3. C Caldwell recalls that long ago, the Commission looked to the BOTG as their "cash cow" but now, are looking at coming off the revenue from the bridge. P Groves says that he, GM Kaganova, and Mark Johnson saw one of the houses built by Resilient Habitats, and they are tiny homes but are super nice inside. C Caldwell likes that the company is looking at the whole region to be able to put homes in. P Groves asks about their Cloud, King says that it's a separate company that works for them, which also brings jobs. P Groves asks what King's next steps are, King replies that his main hope is the Cramblett area but are also waiting for Flex 6 results. P Groves says for King to provide financials and portfolios to be able to have more information for a better decision. C Stipan says that they have had many people say that they want to own the property, VP Lorang says that getting Flex 6 occupied is a first major step and before handing over that big section of Port property, is a big ask. King says he agrees and that it would be bought off through 24 months.

c. Legislative Report – Mark Johnson

- i. Mark Johnson has a document that is worth \$1.3 million to the Port. It is the grant agreement for the money from Sen. Chuck Thomsen that he was able to earmark for us from the ARPA grant. Over the last year, we have been thinking about projects we could use the \$1.3 million towards as well as infrastructure strengthening and as soon as it is signed, the Port will receive a check in around 2 weeks for the money. There are some recording, assessments, and accounting that needs to be done for it, and needs to be spent by June 30, 2024. The initial terms C Caldwell asks if Harvey Road is included in this, Johnson replies yes. The Sternwheeler Repower is also included and gives the Port the option of being able to do other upgrades on the Sternwheeler as well. Johnson that this money can also be used to do a site study on Harvey Road or in the Business Park. The amount used per project is up to the Port, if records are made. C Caldwell asks if we are using the money to repower the engines, with our accounting system, does the Port have to have the bill sent

to the state showing that we bought it sent at a certain time. Johnson replies that we have until June 30, 2024, to be able to send everything in. The packet for the conditional use permit was submitted to the City Planning Committee in an August meeting. P Groves and Johnson both agree that the packet that was turned in by the Port Engineer Darrin Eckman, was very well written and looks like a positive outcome. Port should be able to make progress done by the spring of 2023. VP Lorang adds that the Planning Committee should be able to have a special meeting to be able to approve this, with enough time to make it a public meeting. C Caldwell asks if this is something that the Commission can ask of the GM to do right away, VP Lorang adds in that this is only something she may be able to apply pressure and make a recommendation about having a special meeting. Kaganova asks if the Commission should make a recommendation to the council to convene this meeting to be received by the council before the 8th so that they can decide whether to grant the plan on a more formal level. Johnson says that he will make a draft letter. P Groves says that he talked with several council members and that said they will send them an email but was unable to find their emails on the City website. Johnson replies that the parking lot will have 32 spaces, restroom with shower, and a big informational kiosk. He continues saying that he had a good meeting with Chuck Thomsen and Daniel Bonham about getting Daniel up-to-speed about what is going on and have already discussed legislation for the next session and points out Bill 489 that creates the bi-state bridge authority that will own and operate the new HR bridge. POHR will not own or operate the bridge but one of the problems on the findings, as well as potentially suggesting replacing bridges. C Stipan asks who the author of it was, Johnson replies it was from POHR so that they would be able to get more funds for the new bridge. Johnson points out that in ORS, there is a statute that tells foot paths, bike trails, acquisition of property and other agencies. Johnson also had a meeting with Curtis King and talk about the WA legislation and how we may be able to receive funds. PCTA has been working with Blumenauer for topics. C Caldwell says that other Commission groups, that are closer to King. P Groves adds that he had met up with Nate Stice and wants to be available for us and it puts him in a better position to write up his final plan.

d. Bridge Revenue Report

- i. Commissioners congratulate OM Blue on receiving a seat on city council. Blue tells that normally, there is a report presented to the Commission at least once a year, but he made a spreadsheet that shows traffic counts and numbers starting from this year, going back to 2016. He says that traffic counts are down, but in 17-18, we grew by 1.89% and over 2% in the 18-19 years. He adds that there was a 14% drop that fiscal year but it still goes into effect later in the year. This year, we are only down 4%. He mentions that P Groves came into the office and was going through the spreadsheets. We have made our projections, seeing the amount of people moving over to BreezeBy, and how gas prices can affect it. We also learned we see a mix of

traffic change more, such as commercial traffic versus passenger vehicles. Blue says that if we were to lose smaller traffic, we wouldn't be as hurt financially. Blue produces a sheet, per month, showing what we would need to collect to be able to hit our budget numbers. If we can hit the monthly projections, we will make our revenue. During the week where the temperatures were in the high 90s, there was a lot of evening traffic. C Caldwell asks for accidents that happen and waiving them through. Blue says that we don't ever allow people through the bridge without a word from ODOT or Skamania. C Caldwell asks if we are having more traffic issues in the month of July than we have had before. Blue says yes, we have, regardless of summer with tourists and winter with snow on the road, it's almost inevitable there will be backups. P Groves says that we know traffic isn't going down but traffic patterns in the Gorge can be bad. He also mentions that before the BreezeBy, they would always meet to see about different notes options. Blue adds that traffic is going down during the week, but the weekends are packed. P Groves recalls a document that includes everything that Blue discussed. C Stipan asks a question about wait times and mentions someone speeding on the bridge.

4) General Manager Report

- a. GM says that she has mostly been busy with accounting work now that Melissa is gone for the month. In staffing, there are 3 from the Office staff and for maintenance. GM asks to remove items 6b and 6c and will deliver the payroll amounts at the next meeting. C Stipan thanks Janice Crain for the PONY Engine party.

5) Commissioner and Sub-Committee Reports

- a. C Bump: None to add
- b. C Stipan: He adds that people who have their vision and if we can get them to see things that happen before they get done, are good leaders.
- c. C Caldwell: None to add
- d. VP Lorang: None to add. Was briefly at EDSC meeting listening to the proposal for the Bear Mountain fencing request. Hopefully be able to fill the holes. GM says that we sent a neighbor agreement to them, and they have responded by offering to make a fence and have been invited to the next Commission meeting. GM adds that the city will remove the overhead power lines which allows them to spread their sawdust.
- e. P Groves: Nothing to add.

6) 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 June 21, 2022
- b. Approval of bills in the amount of \$
- c. Approval of payroll for \$48,062.63

C CALDWELL MOTIONS TO APPROVE CONSENT AGENDA AS STATED; VP LORANG SECONDS; UNANIMOUS 5-0

7) Business Action Items

a. Approve Actions from SDAO Recommendations

- i. GM prepared a report with some actions that were made after the previous meeting. GM confirmed with Mark K from SDAO that hiring an accountant is a priority as well as a consultant for the potential of the accountant's potential to be maximized. Item 1, SDAO consultant to work with the commission to develop Board Policies for Administrative Authority. Recommendation 2, Retain SDAO consultant to work the commission to establish a process for and to complete General Manager performance evaluation. Action 3, hire Accountant by August 15th. If no candidates, select HR consultant or recruitment firm to fill position by August 30th. Recommendation 5, as a part of Strategic Business Plan (in procurement currently), develop a multi-year financial plan. P Groves doesn't believe that we need an accountant by August 15. GM says that an understanding of the Port and what the Port needs, is crucial in hiring someone. P Groves tells from his point of view, Mark K just wants us to send money and sign a contract for a consultant. GM says that the only time we would be getting a consultant is if we can't find an accountant by August 15th. P Groves wants GM to take time finding the right person for the job. He offers that Commission may need to up the pay. GM says if we raise the pay, we will raise it to everyone else. VP Lorang says that if we hypothetically hire someone, they will be put towards the same standards. P Groves says that the Commission voted on the fact that they want someone with an accounting degree. GM says that Mark K provided more information saying that no auditor has been hired but we need to hire an accountant now. C Caldwell says that what she hears from GM now is different from what Mark said. VP Lorang says that since P Groves knows this person and that may have a personal prejudice. P Groves says that he has a personal relationship with this person and doesn't want them to go through everything. C Caldwell continues to say that what Mark K said was that he has 2 agents that he believes he could bring in within a week due to our financial status without an accountant is bad and how we should review it. C Stipan rereads that information attached to GM's report from what was from Mark K. VP Lorang tells that there is a lack of trust because others would rather hear it from him. P Groves reiterates that he too talked with Mark K and calls P Groves and thinks that hiring an accountant is important. GM asks for what date would P Groves would like for someone to go out and find a candidate because Mark K is worried that the Port has been trying to find someone for over a year if we can't fill the position. P Groves says to approve the contract he wants to make with the Port and see what it says. GM asks for clarification and adds that this is for recommendations 1 and 2, which do not address hiring an accountant. P Groves doesn't like the August 15 date, and would rather have it be an open date until they can find someone. GM says that she needs the help now and has needed it for over a year. VP Lorang says to change it too as soon as possible.

VP LORANG MOTIONS TO ACCEPT ACTION ITEMS AS STATED WITH THE MODIFICATION OF CHANGING THE DATE TO AS SOON AS POSSIBLE TO FIND AN ACCOUNTANT; C STIPAN SECONDS; UNANIMOUS 5-0

- b.** Approve Traffic Waiving Policy
 - i. OM Blue says that this is an action to authorize the Operations Manager to waive high traffic during non-emergency events as coordinated effort between the General Manager, ODOT, WADOT, and toll takers. Public funds are important to maintain and with increased wrecks and emergency situations, this would allow vehicles to be waived through the booth. All vehicles will be recorded in the POS system to then be presented to the Commission at the next meeting. C Stipan says that he received calls about people being stuck in traffic on the bridge for an hour and 15 minutes. OM says that it is rare that this happens, but we need to consider of all other factors for it to happen. C Stipan says that on Sunday, he was going to Stevenson and the bridge was already backed up by 10 am. C Bump asks about with BreezeBy users and if they will be able to get a free trip. OM says that as it stands, they only let through cash or card users just to make it easier for people who don't have BreezeBy and helps service those who are BreezeBy users who do expect to go across the bridge faster.

VP LORANG MOTIONS TO APPROVE TRAFFIC WAIVING POLICY; C STIPAN SECONDS; UNANIMOUS 5-0

- c.** HR Energy Council Grant Request
 - i. GM asks to combine the 3 grant proposals. Out of \$30,000, we have HR Energy Council asking for \$5,000. Port has previously supported them with \$2,500. Next proposal is to provide grant searching and availability for Ports of \$20,000 from DeMers. Last proposal, from Friends of CL Historical Museum asking for \$63,000. They previously funded it at \$35,000

VP LORANG MOTIONS TO APPROVE \$1,000 TO HR ENERGY COUNCIL AND \$29,000 TOWARDS THE FRIENDS OF CASCADE LOCKS HISTORICAL MUSEUM; C STIPAN SECONDS; UNANIMOUS 5-0

- d.** Approve DeMers Grant Application
- e.** Approve Museum Grant Application
- f.** Approve Strategic Business Plan Scope of Work
 - i. GM says that there are a lot of tasks that we would like to be completed under the SBP. Business Oregon sent a template that was modified in parts to include certain things. P Groves brought to GM attention that he didn't want Tiny Homes to be apart of it. P Groves continues to say that the Commission is not taking it up. GM says that a consultant needs to come in and say what needs done, VP Lorang says that it is allowing for research not breaking ground. He says that Tiny Homes have the potential to be an ongoing revenue generator for the Port. P Groves says that it wasn't on the priority list from Cooper Spur, and we need to put it on the list if they want it to be a priority. GM says that we need to put out enough information for a consultant

to know what is wanted. P Groves pretends that if he is a legislator and the Port is hypothetically asking for money for Tiny Homes, he would go and look at the SBP for information. VP Lorang chimes in saying that there was a rule passed for ADU's to be allowed in city ordinances. GM asks if the Commission wants Mark Johnson to research this. P Groves and GM both agree that this is for research purposes for the consultant who will be organizing the SBP to be in the known about it. P Groves believes that the Port spent a long time with the last SBP and wants to know why we can't refresh the current one. GM says we can but because we include fresh graphics. P Groves believes that a section in the SBP dives into the Commissioners and doesn't understand why it needs to, whereas the older plan just said that the Commission was made up of 5 elected positions. GM says that this was a template from SDAO and what specifically stands out. P Groves says that it talks about relationships between management and Commission and that their job is to make policies, procedures, and the fact that it talks about training for Commissioners. He says that they are well scrutinized and that their position and job doesn't need to be aired out on the document. GM says that they will be coming in to look at financial policies and if there are opportunities for Commission trainings, good work practices.

VP LORANG MOTIONS TO PUT TINY HOMES INTO THE STRATEGIC BUSINESS PLAN; C STIPAN SECONDS; UNANIMOUS 5-0

VP LORANG MODIFIES MOTION TO PUT AFFORDABLE HOUSING RESEARCH INTO THE STRATEGIC BUSINESS PLAN; C STIPAN SECONDS; UNANIMOUS 5-0

- i. P Groves believes that a section in the SBP dives into the Commissioners and doesn't understand why it needs to, whereas the older plan just said that the Commission was made up of 5 elected positions. GM says that this was a template from SDAO and what specifically stands out. P Groves says that it talks about relationships between management and Commission and that their job is to make policies, procedures, and the fact that it talks about training for Commissioners. He says that they are well scrutinized and that their position and job doesn't need to be aired out on the document. GM says that they will be coming in to look at financial policies and if there are opportunities for Commission trainings, good work practices. C Stipan says that when he looks at all the question marks, he asks himself where all the answers to the question marks are. P Groves wants to use the previous SBP as a template and that it would be able to save money. He asks if the person they hire will come and talk to the Commission, GM replies yes because it's their perception of what's going on. P Groves says that Sen Betsy Johnson was the author for the first SBP and will then read it when it is finished.

VP LORANG MOTIONS TO APPROVE THE STRATEGIC BUSINESS PLAN SCOPE OF WORK; C STIPAN SECONDS; UNANIMOUS

g. Approve Storage Containers Policy

- i. C Stipan says that this discussion has been had several times and that C Caldwell and himself both agree that if the containers are not an outrageous color and if they can blend into the community then, then he is good. P Groves says that he is certain this will be added to the CRC's. GM says that this container will be added as a guideline to the document. P Groves asks what the guidelines say about someone not paying. He also asks if it mentions if there is a limit for how many containers you can have. GM says that enforcing is up to the City. P Groves tells that pFriem uses palettes to help relieve weight and damaged. C Caldwell clarifies that she will be voting no due to personal reasons. She says that when they developed the business park, it would not go against the rules. GM asks if there is anything she can come back from next time.

TABLED UNTIL NEXT MEETING

h. Waive Accountant Education Requirement

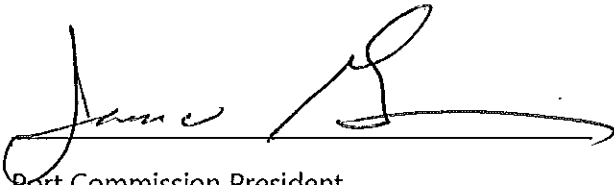
- i. P Groves isn't sure about what they will be waiving it to. VP Lorang says that his daughter isn't a certified accountant, but she has had 20 years of accounting experience, just doesn't have a degree. He believes it's not always necessary to have a degree but more so experience. P Groves says that if he was looking at a consideration of someone to hire, he would also look at those items such as experience. GM adds that this individual has the accounting coursework done, just not enough to meet the degree. P Groves says they have worked in that department for 2 years. GM says that he has education in accounting and coursework in accounting, just not the credits for a degree. P Groves agrees that this person is very intelligent, but the Port needs to have an accountant as soon as possible. VP Lorang says that he is under the same criteria as any other new employee and if he doesn't work out, there are review policies in place. C Stipan says that an important line in this is that he requests, given there is no competition and wanting to support the GM, that they vote and approve this and her decision. P Groves isn't sure they understand how important this is and that this decision isn't only about supporting the manager but the Port in its entirety. GM says that meanwhile, there are tasks that they can't complete and have been facing this for over a year. P Groves says that they will bring someone in and to get an accountant, they need to find more money. GM says that the schedules are already maxed out and have an issue with the pay scale at some point. P Groves says it depends on where our priorities are, GM replies that her priority is to make sure we continuously get things done to keep books in order. The work that needs to get done; GM is currently doing it at the expense of other work that isn't being done. She says the urgency is we need someone. P Groves says that SDAO said they will help us find someone to take care of it, GM replies that the type of work it is can be very expensive, and not very efficient if they are here for a long time. C Caldwell says that she is going to depend on what Mark K said and that she believes what he said is that we need a CFO, which is

opposite of what GM is saying. GM says that we can have a CFO, but we still need an accountant to complete the tasks.

VP LORANG MOTIONS TO WAIVE ACCOUNTANT EDUCATION REQUIREMENT; C STIPAN SECONDS; UNANIMOUS 3-2; Item Passed

- 8) Executive Session under ORS.192.660(2)(e) Real Property Negotiations
 - a. Into Executive Session at 9:29 pm
 - b. Out of Executive Session at 9:57 pm
- 9) Adjournment at 9:57 pm

Port of Cascade Locks



Port Commission President

Jess Groves



Port Commission Secretary/Treasurer

Joeline Caldwell

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.