

PUBLIC MEETING: Port Commission Meeting

DATE: Thursday **April 7th, 2022 6 PM**

LOCATION: Cascade Locks City Hall

140 Wa Na Pa St, Cascade Locks, OR 97014

### **Minutes**

- 1) Commission meeting called to order at 6:00 pm
  - Roll Call
    - President Groves
    - Vice-President Lorang
    - Commissioner Caldwell
    - Commissioner Stipan
    - Commissioner Bump
  - Modifications, Additions and changes to the Agenda
    - Attorney Casey will be here around 7 o'clock and once he arrives, go ahead with Executive Session, Item 8
  - 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) Museum Grant Report – Janice
    - a. Janice is here today presenting the grant report from the museum. Last summer was the second season operating under COVID, still had decent amount of visitors. Also brought on highest amount of admission. Had to deal with in-person transactions alone. Attendance was supported by ACL riders. Only be open 5-days a week for the summer, closed on Tuesdays and Wednesday. Old hardware building move was postponed due to land issues. Partnering with Union Pacific to bring on full-time person. Have gotten new exhibits; ex. Rapid Changes of the Columbia. Have a book coming out of the historic information in August 2022. In the last year, 51% came from out of CL. 16% of visitors that used credit cards were repeat visitors. 20-25% of visitors are repeat as well. Passes will be available for the Historic Waterfall highway, full day pass. C Caldwell points out that museum got \$9,000 back from the magical museum history tour.
  - b) Legislative Ask – Mark Johnson
    - a. Port has been pursuing funding for the seismic upgrade and last year, \$40 million was decided on to have to update the bridge. We have asked OR and WA for \$20 million each. Federal Highway has a lot of funds for seismic resiliency but money coming from the Federal Highway would federalize the bridge. Port asked ODOT how to be able to have discretionary money, they outlined the portal for cities and counties to go through to receive money.

Continuing to work on this and have received letters of support from soon-to-be congressman Blumenauer and was also signed by Bent. Senator King has been supportive as well and has been able to give advice. His next legislative project is to make sure we get the funds for the bridge as well. Currently, we need to determine if we should have a scaled-back request and see what we can do to get this started. Blumenauer has been working on policy bill that deals with the Gorge Scenic area. We are wanting to put in waiver language for Title 23 and will have a draft of it soon. P Groves says in 2013, Phil Hisler helped us have money from the state and saved us from having to pay \$1.3 million. Johnson also adds that the Bi-State Authority is going to be owning the new bridge in HR instead of the POHR. Johnson adds that we can follow the guidelines as well as have funds to tap into incase the bridge needs it. He continues to say that airlines are going to be putting money towards the CL airport to be able to have a pilot lounge and other safety improvements. He also adds that the substation property is being cleared out.

c) CAT Enhanced Summer Service – Olga/Patty Fink

- a. Tyrell Graves is here to present the CAT Enhanced Summer Service. Part of the plan for the Historic Waterfall trails, CAT has been called to help for transportation between these areas. They will be going from Gateway in Portland and come to Cascade Locks. They will also have stops in Bonneville. This will be their test year. C Stipan points out how would it be successful if they're not able to advertise. Tyrell says that their end goal is to be able to transport visitors to Multnomah Falls when the parking lot is full. Mitigate the car issue and push everyone on buses. CAT has also partnered with REI. P Groves asks if they will be turning around in the cemetery, Tyrell says that it isn't ideal and that they would be able to turn around in the weigh station as well. P Groves asks if they will be advertising people to park in CL, Tyrell answers no, but long-term yes. VP Lorang asks if the 16 trips a day would be hourly, Tyrell says yes. Buses would be 30-40 ft, 35 passengers. People can go on the CAT website and hope to have digital signage as well at stops.

d) Decavo as Potential Future tenant of Flex 6 – Olga/Anne Medenbach

- a. Anne is representing Decavo tonight as they are interested in the Flex 6 space. Decavo is a composite carbon building company. Port staff have been visiting back and forth with Decavo and as well as going on tours in Flex 6. Decavo makes applications for aviation and military. They want to be able to expand their space and need to move for other reasons as well. GM was able to send them a lease template. Still looking at lease negotiations and deliberating about space in the building. C Stipan asks if there is pollution from this work, Anne says no, only dust comes from it but it gets filtered and exhausted. Some

waste products from little cut-off pieces. VP Lorang asks what is going to be done with the remaining space. GM says that they are either going to keep demising wall as it is now, or wall where it is and laundry room. P Groves says that if we have other companies that want the whole building, that would be best for the Port. C Stipan asks how much space they are in now. Anne replies they are in about 20,000 sq ft spread out in multiple buildings and rooms. They need better efficiency and expect to grow within the next 2 years. The whole building would not be doable currently but maybe within the next 3-5 years. P Groves asks if they are looking at the idea of the building with offices and lunchroom. They have 35 employees. C Stipan asks if they have presented a plan for how many employees they would have, and with their expansion plans and the tools they have now, can determine the amount of carbon parts they can make. C Stipan asks about their shipping procedures and if they're going to be having shipping, how many trucks will be coming through. GM replies that they have one semi that comes about once a week and vans throughout the week as well. VP Lorang says this is a great proposal but wants to be sure that it will be able to have enough revenue for the building. P Groves asks about a commission for a broker, Anne says brokerage fee is paid once lease is signed but is negotiable. GM says Decavo is flexible for where costs are coming from and have made a draft rate that matches their proposal but isn't a final rate. Anne asks on behalf of Decavo for the time frame on the decision of the lease if the Port is going to wait until October to take the whole building or if we are going to accept. P Groves says that the Port hasn't seen a good report of payments being paid and need to see what they require from a tenant to ensure that they will have payments and from the state as well. GM says the loan is still open and once the process is complete, we will have the final cost. All the money drawn out on the loan, interest is coming out as well and will be paid once amount is set. P Groves asks if Renewal made payments, GM says they paid rent. It was an estimation from the projected cost. Flex 5 loan payments started July 2021. Once project is closed out, rent will reflect project costs. VP Lorang says currently, we are not willing to commit until there has been a further discussion, but GM committed to tell Decavo when we decide to go with another tenant.

e) Bridge Inspection Memo – David

- a. David is here to discuss the inspection that took place last fall. Bridge inspections happen every 2 years and are required. Physical inspections happen in October, report comes back in February. Federal Highways require an "arms reach" inspection to be able to see with own eyes. Nothing of big concern, the Bridge is in a good state of repair. Little findings such as rust or

small cracks, no new things. The findings from the inspections feed into the bridge plan. Bridge is mostly steel and concrete; steel is looked at more carefully than concrete. Port asked for a detailed report from the barrings on the bridge, ODOT provided pictures as well. C Stipan points out the epoxy injections and from a non-engineer point, it seems very difficult. C Caldwell says it is incredible to see the photos of the cracks and issues. David says rust usually comes from paint system failing.

- 4) Executive Session under ORS.192.660(2)(h) Legal Counsel regarding Litigation or likely Litigation to be Filed
  - a. Into Executive Session at 7:06 pm
  - b. Recessed out of Executive Session at 7:56 pm
- 5) Action Items moved from Item 9
  - a. Select Contractor for building Flex 5 Expansion (available on Wed, 4/6)
    - i. pFriem wants to expand their building and be able to have more storage for their product and as well be able to have a refrigerator. Bid was up for 4 weeks. 5 separate contractors and electrical subcontractors attended. Only 2 bids, one under \$1.1 million and the other over \$1.3 million. Estimate was close to \$900,000. Both contractors made minor math mistakes; one forgot pennies amount and other forgot unit price. Low bidder was RA Grey construction. They are registered with Oregon Contractors Board and have completed projects like this. JH Kelly was other bidder with previous building for the Port. Census exceeded estimate not knowing how tenant/Port contract was. Darrin's recommendation is that if the tenant can afford rent payment, he recommends RA Grey. RA Grey would like to start as soon as possible. C Caldwell asks if this contractor is a familiar company, Darrin replies they are unknown, but a reference was ecstatic with their work. Another reference was cautious saying that the time was longer, but cost didn't change. Some issues dealt with subsurface conditions. C Stipan says that pFriem wanted a quick estimate, that he saw there are some amounts that are the same through the list but at the bottom are different. Darrin says that the top costs that are the same are known as "soft estimates" and the bottom amounts are after permitting. Materials affect "Structure Sub Total" amount, and that Darrin used a prorated amount with judgement and reduced it down with a smaller building footprint. C Stipan says they made a mistake of \$3,000 less than what their bid amount is, Darrin says they corrected it. P Groves says we may see a difference in contractors between JH Kelly and RA Grey. C Stipan asks if he has talked to Rudy with the bids or if he has knowledge, Darrin replies that Rudy has been involved with everything. Contract completion is about December of this year.

**VP LORANG MOTIONS TO APPROVE RECOMMENDATION FROM ENGINEER AND AWARD CONTRACT TO RA GREY CONSTRUCTION WITH PORT PRESIDENT TO SIGN  
C CALDWELL SECONDS**

**Unanimous 5-0**

- b. Select Project Manager for Flex 5 Expansion project
  - i. GM says that this is also for the pFriem project and have received proposal from Tenneson Engineering and is within the budgeted amount

**VP LORANG MOTION TO ACCEPT TENNESON ENGINEERING NOT TO EXCEED \$120,000 PROPOSAL AND AUTHORIZE PORT PRESIDENT TO SIGN**

**C CALDWELL SECONDS**

**Unanimous 5-0**

- c. Strategic Business Plan Application
  - i. Application for funding requires a 25% match and is under the Port Marketing Grant. A total of \$50,000 from the state to begin July 1

**C STIPAN MOTIONS TO ACCEPT APPLICATION WITH THE STATE FOR \$50,000 GRANT TO START STRATEGIC BUSINESS PLAN**

**C STIPAN SECONDS**

**Unanimous 5-0**

- d. Approve revised 15 Year Plan – David
  - i. Cost has been adjusted the cost due to inflation and cost of materials. Some items have moved around but window for 15 years has stayed the same; wants, needs, maintenance, repairs. Color coded items show what the Port wants to do.

**VP LORANG MOTIONS TO APPROVE 15 YEAR PLAN**

**C STIPAN SECONDS**

**Unanimous 5-0**

**6) General Manager Report**

- a. GM brings up Landscape Agreement with City of Stevenson but had to go back to see if they were going to include equipment. City of Stevenson has only agreed to shared labor cost at \$37.50 per hour with benefits. P Groves asks how many hours a week or a month would it be, GM says it would be 20 hours at both places per week. Employee would be employee with City of Stevenson but selling services to Port. P Groves adds that if they get hurt, who it would cover. C Stipan says his concern is that it would be unsupervised. VP Lorang agrees. Todd Mohr would be supervising work but City of Stevenson deal with disciplinary issues. There will be a work-plan contract. P Groves asks if this will be a long-term contract, GM replies 2 years with extension. C Stipan wants to ensure the Port that the schedule this person is maintaining, is while Todd Mohr is present. GM wants to give employee clear responsibilities. Want to have flexibility to bring onto projects to help.

**VP LORANG MOTIONS TO ENTER INTO INTER-GOVERNMENTAL AGREEMENT WITH CITY OF STEVENSON FOR A SHARED LANDSCAPE LABOR EMPLOYEE**

**Unanimous 5-0**

- 7) Commissioner and Sub-committee reports**
  - C Bump: Nothing to add
  - C Stipan: Nothing to add
  - C Caldwell: Nothing to add
  - VP Lorang: Nothing to add
  - P Groves: Nothing to add
  
- 8) 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 from March 17, 2022
  - b.** Approval of bills in the amount of \$156,736.96
  - c.** Approval of payroll for \$38,090.69

**VP LORANG MOTIONS TO APPROVE CONSENT AGENDA AS STATED**

**C CALDWELL SECONDS**

**Unanimous 5-0**

- 9) Business Action Items**
  - a.** See Items 5.a. – 5.d.
  - b.**
  - c.**
  - d.**
  - e.** Resolution to Apply for ORPA Grant
    - i.** Oregon Parks and Rec. Asking money to fix and replace porch and roof for House 1. Huge chance of success but want to go through process to know how to be successful in the applications. 15% match.

**C STIPAN MOTIONS TO APPROVE ORPA GRANT APPLICATION FOR ROOF AND PORCH AND BE SIGNED BY COMMISSION**

**C CALDWELL SECONDS**

**Unanimous 5-0**

- f.** Approve FS Cascade Locks Trail System Grant Agreement – Mark
  - i.** Port was asked to partner with USFS and Northwest Trails for grant money. Port will pay out work that will be performed. 6.3 miles of trail, 3 miles donated. \$149,000 total project cost. Volunteer labor, equipment fuel.

**VP LORANG SECONDS TO APPROVE TO BE FISCAL AGENT FOR TRAIL SYSTEM GRANT AGREEMENT AND TO HAVE PORT PRESIDENT SIGN**

**C STIPAN SECONDS**

**Unanimous 5-0**

- g. Approve Nez Perce Toll Waiver – Olga
  - i. Have heard some issues from Native Attorneys that require them to stop and show ID. All tribes will do this. Have explored options to give transponders but will be too expensive. C Stipan says he’s glad to have

**VP LORANG MOTIONS TO APPROVE NEZ PERCE TOLL WAIVER**

**C CALDWELL SEONDS**

**Unanimous 5-0**

- h. Approve New Fee Schedule for Facility Rentals – Olga
  - i. Jeanetta Blue put this schedule together to determine fees to go along with hourly rates. Local pricing is at 25%. GM recommends keeping standing discount. Dynamic pricing based on peak and non-peak pricing. Fees listed on schedule can be used as guide for event coordinator and change as needed. VP Lorang mentions that at a 50% price drop, it wouldn’t be able to cover regular fees and costs.

**C STIPAN MOTIONS TO APPROVE FEE SCHEUDLE AS A GUIDE FOR EVENT COORDINATOR TO HAVE FLEXIBILTY FOR DYNAMIC PRICING**

**C CALDWELL SECONDS**

**Unanimous 5-0**

- 10) 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. Executive Session at 8:43 pm
    - ii. Recessed out of Executive Session at 9:23 pm
  - b. Approve Incubator Space Tenant – Olga

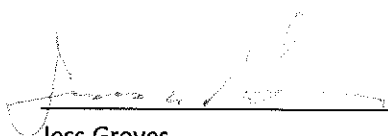
**Tabled until further notice**

- 11) Adjournment at 9:28 pm

*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:**

**Attest:**



Jess Groves  
Port Commission President



Joeline Caldwell  
Port Commission Secretary/Treasurer