



PUBLIC MEETING: Port Commission Meeting

DATE: Thursday **February 16, 2023, 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 6:00 PM
 - a. Pledge of Allegiance
 - b. Roll Call
 - i. President Groves
 - ii. Vice-President Lorang
 - iii. Commissioner Caldwell
 - iv. Commissioner Stipan
 - v. Commissioner Bump (Excused)
 - vi. Members of the Public – Brenda Cramblett; Zoom Attendees – Diane Amoth and Jeanetta Blue
 - c. Modifications, Additions and Changes to the Agenda
 - i. GM requests to remove Action Item Number A as David McCurry is not feeling well.
 - d. Declarations of Potential Conflicts of Interest
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 3) Presentations
 - a. Legislative Update – Mark Johnson
 - i. Johnson comments that yesterday evening was Gorge-ous Night in Salem. He praises Brittany Berge for all the effort she has put in to make it a success. There was lots of lobby presence compared to the one in Olympia. Johnson mentions that he has learned that the Chair of Transportation Committee is considering putting together a Bridge Funding Bill which would include Bridge of the Gods, Hood River bridge and the I-5. In regards to Washington, he mentions that our advocates are trying to figure out a way to funnel moneys from the State of Washington to an Oregon Port. Representative Kevin Waters and Senator Curtis King propose that, if the Port and Skamania County can enter into a Bi-State IGA and formalize a bridge committee, similar to what Hood River and Klickitat has done, then they could funnel the \$6M to the bridge. Johnson stresses that this is not an attempt to take tolls or take over the bridge at all but would provide an easier chance to get [the Port] the money. He informs that GM Kaganova, P Groves, VP Lorang and OM Blue has currently been in discussion over it and are working to produce a document and formalize an agreement that would state what Skamania County's role and purpose is, what the Port's role is, define and formalize who would on the committee, how they are chosen, what their term is. He also continues that it would include short-term and long-term visions.

- 4) 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 February 2, 2023
 - b. Ratification of bills in the amount of \$44,127.28
 - c. Approval of payroll for 02/03/2023 in the amount of \$39,364.38

C STIPAN MAKES A MOTION TO ACCEPT ITEMS A, B AND C FOR THE CONSENT AGENDA; VP LORANG SECONDS. C Caldwell voices that she has concerns about the minutes and would like to read through them and make sure they reflect the meeting accurately; Brooks advises that the minutes should be pulled out of the votes. **C STIPAN AMENDS THE MOTION TO DO THE MINUTES SEPARATELY; VP LORANG AMENDS HIS SECOND; Passed Unanimously**

VP LORANG MAKES A MOTION TO APPROVE THE MINUTES; C STIPAN SECONDS; Passed 3-1 with P GROVES, VP LORANG AND C STIPAN VOTING IN FAVOR AND C CALDWELL VOTING AGAINST

- 5) Executive Session under ORS 192.660(2)(h) Legal Counsel regarding Litigation or likely Litigation to be Filed
 - a. Recess from Regular Session, into Executive Session at 6:27 pm
 - b. Recess out of Executive Session, into Regular Session at 6:51 pm
- 6) GM Report
 - a. GM Kaganova informs that the bridge engineer is preparing a project description for the painting project for this year. He was scheduled to present but is unable today due to being ill. The auditors are still continuing to work on finalizing our report. In regards to the SBP, the consultants have begun the data collection phase and will be interviewing commissioners and staff. She has included a graph of the milestones and notes that we are at the Commissioner Input stage and the Commissioner Work Session is scheduled to happen during the Cooper Spur Retreat on March 10th and morning of 11th. The draft should be available some time in May, just in time to inform the Budget Development. She continues to work on the lease with GCC as well as RoundHouse. Work on Flex 6 is still continuing. She is aware that there is a desire to have an open house in early March but she does not anticipate that the work will be completed by then. P Groves asks for more detail on the situation. GM Kaganova replies that the insurance company is negotiating with a couple of contractors. The company who cleaned up the damage offered to repair it, however the insurance sent someone else to look at it and requested they give a quote as well. In Recreational Properties, a tree was removed in Marine Park as recommended by the forester. The Parent Teacher Organization (PTO) for Cascade Locks Elementary is organizing a fundraiser at the beginning of April. GM Kaganova proposes that the Port acts as a sponsor of the even by donating the use of the Pavilion to hold the event as well as offer House 3 to use for childcare. The Commission consents. She also takes the time to commend Brittany Berge for an outstanding job organizing Gorge-ous Night, both in Olympia and Salem. Everything went according to plan and really well. There was a really good turnout on both nights but also very well-prepared and smooth, very well scheduled, not conflicting with anything else. A lot of networking occurred.
- 7) Commissioner and Sub-Committee Reports
 - a. C Stipan: Continuing to have Museum meetings, the next one is on Thursday at 10:00am. Janice Crane is proposing a prom night fundraiser at the school that will raise a lot of money for the Museum.

- b.** C Caldwell: Would like to ask about the minutes for February 2, 2023, specifically 8c (C Caldwell's Commissioner report which says "Questions the minutes that she has been signing. GM explains that those are part of a batch that needs to be uploaded online"), at the meeting, the first thing she believes she heard from the GM was that there was someone wanting to get copies of the minutes and that is not reflected in [the minutes]. She continues that the GM went on to say that the batch needed to be uploaded online. C Caldwell really questions it as [she and P Groves] sign minutes after every meeting and during the previous meeting, [she and P Groves] signed seven months that apparently hadn't been signed. If someone were to call for them, wherever we keep the signed official records of the Port would be what would have been sent to them, as well as the ones that go online. So, I don't know why we had to re-sign them. GM Kaganova states that the tape can be reviewed and clarifies that the comment she made about the minutes being requested was about a request for made to upload the batch of minutes that were missing. A different request, which may be what C Caldwell was referring to, was made for minutes for a specific date. C Caldwell states that when the GM had first made the comment that someone had requested, C Caldwell said she had inquired if there was someone who wants them and that GM Kaganova had said, "Yes, we do" but now that may have been a miscommunication. C Caldwell comments that she still does not understand why [she and P Groves] had to re-sign them and asks, "Do we have the official minutes that we keep at the Port?" Both GM Kaganova and Secretary Stocker confirm that we do. C Caldwell also confirms if we do not put the official ones on the website. GM Kaganova corrects her by saying that once the minutes are signed, we upload a batch of the signed ones to the website. We just don't do that after every Commission meeting, we do it periodically as a batch. GM Kaganova comments that this procedure can be changed so that the minutes will be uploaded after every Commission meeting, as soon as they are ready, approved and signed, instead. P Groves mentions that he has noticed that there are a lot of [the minutes] that are missing on the website and is aware that [the Port] has recently gotten push-back from the community members about that. GM Kaganova states that [the staff] will take a look at that and make sure that everything is in there. P Groves agrees with C Caldwell in wondering, since [he and C Caldwell] sign the minutes after every meeting, where do the signed minutes go? GM Kaganova validates their question and replies that because of recent staff turnover, the decision was to concentrate on getting the batch uploaded. P Groves emphasizes that it doesn't matter who the commissioners are and that once the minutes are signed, they become official and that "if someone wants to come after us, we need to be golden". GM Kaganova reassures that Keriane is doing a good job. C Stipan reminds the group of Section 3.7 and 3.8 in the policy.
- c.** VP Lorang: Attended SDAO last weekend and learned a lot, especially Thursday's all-day session about rules and responsibilities and felt it was time well-spent. P Groves says he was curious about Mr. [Rob] Moody (CPA, Merina + Co)'s lecture. C Caldwell replies that she attended it virtually, it was about "Know Your Financials, Inside and Out" and found it very informative and was hoping to get the recording for it. GM Kaganova says that she will send it out once it is posted.

- d. P Groves: Had a Bridge Committee meeting that Johnson spoke about earlier, as well as an ED (Economic Development) meeting. He also had a Region 1 ODOT meeting last week and spoke up for the [CAT] bus service. He had a lot of support on that, so now [CAT] will get \$1.4M. There are 4-5 contentious ODOT projects out there, including the I-5 bridge, the two tolling locations out in Banfield and the bridge over in Oregon City, and the Rose Quarter. He comments that he's attended a few of the meetings and has gone out to look at the sites to get an idea of what is going to happen when the tolling goes into effect. He remarks that people who don't want to be tolled are going to go off the roadways to get around it. He feels that this could be a really bad situation for those areas. P Groves mentions that he has also visited the I-5 and took a look at where they are going to land the off-ramps and comments that it's going to take a lot of territory so there will be a lot of things which will no longer be there. There is also consideration for tolling the 205 bridge and finishes by saying that the tolling idea is not good for "us small town folks".

8) Business Action Items:

a. Approve Painting Project Overview – David McCurry

b. Approve Event Rates Increase – Olga Kaganova

- i. Before the discussion starts, P Groves states that he has not seen a report, this year, of our events and what we made out of them what we had, what was successful and what was not. GM Kaganova replies that she will put it on her "To-Do" list. GM Kaganova reports that annually the Port raises its facility rentals to stay with current with rising costs of labor and materials. Jeanetta Blue analyzed the Port's facility rental fee schedule and proposed the attached fee schedule. P Groves inquires whether they have looked into other event fees. GM Kaganova responds that they have but [the Port] is not entirely comparable to a lot of the other venues, as some of them offer all of the catering and all the bells-and-whistles, or are situated in a different kind of environment or put in a lot more labor than [the Port] can afford to, so they have made the best analysis based on what is out there in the market and scaled it to what [the Port] is offering. P Groves also mentions that he had heard that Jason (Waicunas) from PCT Days is not happy. GM Kaganova answers that she is unsure why as she just recently spoke to Waicunas and said he has verbalized being grateful and happy with the Port set up and the Port staff contributing and raised no flags on the operational side. She asks P Groves that if he could inquire for more detail the next time he hears about it or speaks to Waicunas. P Groves also mentions that this past year, [the Port] gave away all the grass parking away for free and didn't feel that that was a great idea as [the Port] charges \$5.00/day. GM Kaganova clarified that they did charge vendor fees instead and informs that she did speak to Waicunas directly about it and he said he will include the parking fee into the fee that he remits to the Port and part of that will be in his packet for his vendors and will have a slip that states that their parking is paid for, to put on their dashboard or used as an entry to parking.

VP LORANG MAKES A MOTION THAT WE APPROVE THE EVENT RATES INCREASE; C CALDWELL SECONDS; Passed Unanimously.

- c. Approve Camping Event for Blues, Brews and Barbecues in the Business Park
 - i. GM Kaganova begins by stating that there has been developments since the writing of the report and the City has determined that it will not allow camping in the Light Industrial zone in the Business Park. She has not yet gotten a chance to discuss it internally, so she does not have a recommendation at this point for [the Commission]. As of now, the options could possibly be to move into an area that is not zoned "Light Industrial", which would be the disc golf area or we say "no" to this specific opportunity. VP Lorang mentions that there has been camping in the Light-Industrial zone before without problems so is wondering about what the changes or differences were. P Groves replies, "The changes were that we just did it". GM Kaganova inputs that previously, [the Port] did not ask but the caliber of this event, the number of people who are going to want to camp, facilitated the staff to thoroughly make checks before committing so that [the Port] would not have to cancel at the last minute. VP Lorang asks if this was an item that needed to be tabled until a location was decided. P Groves also inquires whether they can allow parking along the road. GM Kaganova confirms that there can be, the issue is the camping, itself. If there is enough interest from the Commission and if the Commission feels it is worth it, there is possibly a way to save this opportunity. But if the Commission does not feel good about it, she can simply respond back to Choice Events that it is not going to work out. P Groves asks about the number of campers estimated. C Stipan refers to the map provided in the report and answers that for tent-camping there are a 100 spots and RV-camping there are 100 spots. OM Blue remarks that it would be a decent payday and they would provide security and port-a-potties. VP Lorang asks whether there is a temporary Conditional-Use permit that could be issued by the City. OM Blue states that this would be a one-off incident as in the future, the property will be used by RoundHouse. P Groves replies that his first thought would be the resort area because it is a huge field area with a low chance of fire and would also consider camping on [Thunder Island]. His biggest concern would be sanitation and water access in case a fire is started. OM Blue inputs that they are steering away from Marine Park because it coincides with the wedding season and inquires whether the Commission would like more investigation into the resort area. Because of the time limitations, GM Kaganova asks the Commission to conditionally approve the idea. She advises that if the logistics work out, the event organizers will want to execute on it fairly quickly and it may not coincide with a Commission meeting. Therefore, she is asking for a provisional condition that if it is approved by the City and acceptable to the [Choice Events], [the Port] can make work with sanitation and security, and noise ordinances, that [the Commission] is in favor of this idea and the staff can go ahead and execute it.

VP LORANG MAKES A MOTION TO CONDITIONALLY APPROVE THE CONCEPT OF THE CAMPING EVENT FOR BLUES, BREWS AND BARBECUES, PENDING FURTHER RESEARCH AND EVERYTHING IS COPACETIC; C CALDWELL SECONDS; Passed Unanimously

- ii. P Groves asks whether there is water [accessible] to the east. GM Kaganova confirms that there is. P Groves replies that the reason he asked is because there could be the option to block the road off and people could park on the roadway but he is unsure if the City ordinance applies to the roadway. GM Kaganova answers that it would not since the roadway gets 72 hours. C Stipan questions whether the hoses and the fire hydrants are up to pressure. C Caldwell emphasizes that, by having an event like that and having a hundred RVs, we need to make sure we have security. GM Kaganova informs that [the Port] is imposing that as a condition of the permit on the event organizers. Public Member Brenda Cramblett asks how many days it is. OM Blue answers that it will be four (4) days.
- d. Approve Sternwheeler Committee Charge Modification to Include Task 3: Café
 - i. GM Kaganova stated that she was tasked to come up with a way to articulate a way so that the Sternwheeler Advisory Committee would not necessarily manage [the Port's] commercial property but also recognize that the Sternwheeler contract may affect other commercial property agreements. In the report, she proposes that the Sternwheeler Advisory Committee "assess and advises the Commission of any Sternwheeler operations agreement impacts on the Café building".

C STIPAN MOTIONS THAT WE ADOPT THE MODIFIED CHARGE FOR THE STERNWHEELER ADVISORY; C CALDWELL SECONDS; Passed 3-1 WITH P GROVES, C CALDWELL AND C STIPAN VOTING IN FAVOR and VP LORANG VOTING AGAINST.

- ii. VP Lorang comments that he has already raised his objections on doing anything with the café space at this moment. P Groves adds that he has tried to get Carlos (from Ixtapa) to speak at the meeting but they have been busy.
- e. Select Sternwheeler Cleaning Vendor and Adjust Budget
 - i. OM Blue reports that the staff got three (3) bids to get the Locks Café and the Sternwheeler cleaned up so that when [the Port] hands them off to whoever the operator is, [the Port] can say "and we'd like to get it back *just like this*". The quotes do not include hood cleaning or any grease trap cleaning. Many of the companies said they'd probably sub-contract out which he feels translates into a markup. OM Blue admits that he highly understated the estimate and asks that the Commission transfer \$14,500 out from contingency. He recommends selecting City Wide Facility Solutions as a cleaner, as they had the most people involved and will move through it the quickest. They are also a local company out of Hood River. OM Blue clarifies that in the café, only the kitchen and bar area will be cleaned as there are some areas that Port Staff will do, like the office, as it will have some construction done so it does not make sense to have them cleaned. P Groves asks whether [the Port] will be sending AWI the bill. GM Kaganova turns to Attorney Brooks and asks if it can be discussed in executive session. Brooks approves. P Groves comments about the condition that [AWI] returned the boat and also mentions that he has heard that he (Dan Yates) has stated that they will not fix the stack although he was the one that modified it. VP Lorang asks in what position the smokestack is stuck. P Groves answered

that it is in the down position. VP Lorang offers that he could possibly take a look at it. P Groves asks why [the Port] cannot pay for [the cleaning] out of ARPA (American Rescue Plan Act) money. GM Kaganova states that she doesn't quite believe that it is an allowable use for ARPA money as it isn't an improvement towards bringing in tourism. P Groves disagrees as it will be an improvement and it is a tourist boat. GM Kaganova will check on it. P Groves confirms that it would be best if it can be taken off the budget. C Stipan comments that it would be interesting to get it paid for.

VP LORANG MAKES A MOTION TO APPROVE TO CLEANING SERVICES FROM CITY WIDE FACILITY SOLUTIONS FOR \$18,951 AND THAT \$14,500 COMES OUT OF CONTINGENCY TO CONTRACT SERVICES; C CALDWELL SECONDS; Passed Unanimously.

- 9) Executive Session under ORS 192.660(2)(e) Real Property Negotiations and ORS 192.660(2)(f) Discussion of Exempt Public Records
 - a. Recess from Regular Session, into Executive Session at 7:47 pm
 - b. Recess out of Executive Session, into Regular Session at 8:12 pm
- 10) Adjournment 8:13 pm

Port of Cascade Locks

Port Commission President
Jess Groves

Port Commission Secretary/Treasurer
Joeinne Caldwell

Date Signed

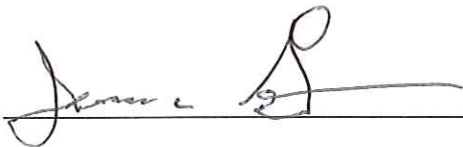
The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by contacting the Port of Cascade Locks office at 541-374-8619.

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