

**Port of Cascade Locks  
Commission Meeting  
June 2, 2021**

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The Port of Cascade Locks Commission Meeting was held May 19, 2021

Pavilion Marine Park, Cascade Locks. OR

**1. Commission meeting called to order:**

Commissioner Groves called the meeting to order at 6:06 pm.

• **Roll Call:**

Commissioners Groves, Lorang, Stipan, Caldwell and Bump were all present.

• **Others Present:**

- General Manager Olga Kaganova
- Accounting Specialist Melissa Warren
- Bridge Supervisor Jeremiah Blue
- Government Relations Director Mark Johnson
- Secretary Sally Moore
- Secretary-In-Training Colette Black
- Project Coordinator Brittany Berge
- Maintenance & Construction Manager Todd Mohr
- Butch Miller

- **Modifications, Additions and Changes to the Agenda:** GM Kaganova removed item 7a and added an item to approve kiosk spaces for vendors along the seawall.

- **Declarations of Potential Conflicts of Interest:** Commissioner Caldwell declared a direct conflict of interest as she wants to be a vendor in the Park.

**2. Public Comment (Speakers may be limited to three (3) minutes): None**

**3. Special Presentation and Reports by outside resources, staff and Government Officials**

- a. **Request to the Commission from Heart of the Gorge Sailing** – GM Kaganova stated that owner, Preston Wright was not available as they were sailing; however, they asked that the Commission waive their fees for June, July and August 2021, because the bookings are so sparse. Last year due to COVID they were granted a waiver. Commissioner Caldwell suggested reducing their fee to \$50 a month for those months. PP Groves stated that in waiving these fees, it sets a dangerous precedent for other event holders and did not recommend waiving fees. The Commission asked that GM Kaganova invite them to the next Commission meeting on June 16 to discuss their summer season and a possible restructuring of a fee schedule. No action was taken.

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**b. Quarterly Departmental Reports**

- i. Bridge Supervisor Jeremiah Blue** stated things are going well at the bridge. This past weekend, during the holiday, the bridge did not have to waive through any cars, and it was quite busy with a backup on WaNaPa. May 2021 numbers and revenue looks a lot like 2019 numbers, although the numbers are a bit lower most likely due to the February snowstorm. Jeremiah stated that the Breezeby system is really helping the Port become more accurate in reading cars and revenue. Cars are steadily moving through at an even pace. The Commissioners thanked Jeremiah for his report.
- ii. Maintenance & Construction Manager Todd Mohr** stated they are very busy with spring cleanup, planting, mowing and barkdusting. He is still looking for two seasonal workers. Todd stated that John Blackwell is back on the job. Maintenance has accomplished spring welding and there were a few more breaks than anticipated. He stated the west wedding site had been re done and re seeded. They need a new path to the wedding site. They have been trimming trees and built a new platform. Staff has installed the landscaping sprinkler system at the Flex 6 building. Todd stated that he did a walk though on Flex Buildings 1,2 and 4 and it needs to be determined what needs to be done for tenant improvements. There was a brief discussion regarding the 4<sup>th</sup> of July celebration plans.
- iii. Special Projects Coordinator Brittany Berge** stated that the campground reservation software has been implemented and is working great. The Port can now build a customer data base with this program. KC the campground host is back again for the summer . Brittany stated the parking program is generating revenue and starting to be implemented. The new Security Officer Eric Franzen is doing a great job verbally communicating to people in the park how the app works, so more people are paying now. The Port has ordered more signs that will state "Parking fees required" that will be placed clearly around the park. This sign will then make the fees enforceable. There will be a cash kiosk for paid parking set up near the four way stop entering the Park for those who do not wish to pay with an app. Brittany stated that signs with the parking Ordinances will also be placed in the park. Commissioner Stipan asked about local citizens. Brittany stated that locals can get a parking pass at the Port Office. PP Groves stated he feels that implementation is at about 50% at this time and will continue to rise. Brittany stated the Port has partnered with the Museum to fund raise for the fireworks program. They have also set up donation cans at the store, post office and bridge. The Port has received around \$1500 so far and looks forward to receiving more in the month of June. Posters to advertise for the celebration will be posted next week.
- iv. Event Coordinator Jeanetta Blue** was not present. **GM Kaganova** reported that every Saturday in July is booked for weddings. There are many single venues scheduled including memorials and baby showers. Jeanetta is working on a

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marketing plan to try to bring in more corporate business from October through March. The Port is also looking toward more digital customized marketing. This summer there will be Movies in the Park, The Bridge of the Gods Run, PCT Days, Old Timers Picnic, Bridge of the Goddesses Run and multiple weddings.

- v. **Finance Melissa Warren** stated that the budget was approved by the Budget Committee last Wednesday and the process is almost complete. Melissa stated bridge toll revenue is up 18% and events are up 55.8% from 2020. Melissa stated payroll costs are down from 2020 and the Port is doing better than expected. Melissa stated the electric bills are higher than thought and at 43% of the bill consists of fees. Todd stated there are a lot of meters in the park and the Port is constantly fixing water breaks. GM Kaganova and Todd have been in discussion regarding the fees and meters. Melissa stated the auditors will be coming to the Port on June 23-24.
  
  - c. **Discussion on Resolution for finalizing Enterprise Zone** – There was a brief discussion on who is part of the enterprise zone. Native Cider and pFriem Brewing in Cascade Locks are part of the zone. There will be a Resolution on June 16 after MCEDD has their final meeting to adopt a final Resolution.
  - d. **Review of 4<sup>th</sup> of July Plans**- Todd Mohr asked if there is money in the budget to hire more security in the park for the 4<sup>th</sup>. GM Kaganova stated there is and she will contact Mark Mercer as his company has provided this service in the past PP Groves suggested getting more Security Officers trained up for the Port’s near future. Commissioner Stipan would like to see a more formalized event including the National Anthem. The Commission discussed this, and it may happen in the future. The Port will see if the school is available for overflow parking on the 4<sup>th</sup> of July. PP Groves stated that American Cruise Lines has pledged a fireworks donation.
  - e. **Written proposal from Envirovillage** – GM Kaganova presented the plan stating that coordinator Kirsten Walker would like to camp overnight at the EZ Climb Trail this year and reserve this area from August 2-27. There was a discussion amongst the Commissioners that they have never allowed overnight camping there and do not want to start due to various factors including: no potable water, wild animals and adult to child ratio and supervision. The Port does not feel that they should camp there for an entire month. GM Kaganova stated they are still in discussions with Kirsten. Todd will have a walk through EZ Climb with Kirsten next week. Commissioner Caldwell stated that camping in the Business should not be a good practice and sets a bad precedent. The Commission would like to know if Cascade Locks children will be involved in the camp also. Staff will come back to the Commission with more detailed information. No action was taken.
4. **General Manager Report** - GM Kaganova reported the Port has been busy with many meetings including tribal fisheries. A discussion on how to best communicate with the tribes followed. There are still potential clients inquiring about the Flex 2 and 4 buildings, adding there may be

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drains placed in these two buildings. At the next meeting, the Port will have the Resolution for the Enterprise Zone to adopt. Two of the Ports businesses benefit from this. They are Native Cider and pFriem Brewing. There was a discussion regarding the Museum purchasing the old Hardware store. This is a discussion item only. City Administrator Gordon Zimmerman and GM Kaganova will negotiate with the owner of the building. The Fourth of July plans were discussed, and the Port may bring in another Security person like last year. GM Kaganova stated she could contact Mark Mercer to see if he is available. The Port hopes to have a more formalized plan in place next year in conformance with the new Parking Ordinance in place.

GM Kaganova stated traffic on the Bridge in April is up and slightly exceeded all others in the last 5 years. Despite increased traffic there has been no traffic backups this year. GM Kaganova stated that Hood County reports that 68.5% of the county has been vaccinated.

GM Kaganova stated that there is still interest from prospective clients for Flex 2 and Flex 4. They are wineries. They would install drains in the buildings.

GM Kaganova stated that that staff will make a recommendation to approve a qualified Bridge Engineer and an RFQ will be prepared for other pending potential bridge issues. GM Kaganova reported she will be on vacation from June 3-15 and Maintenance and Construction Manager Todd Mohr will be in charge while she is gone.

**5. Commissioner and Sub-Committee Reports**

Commissioner Caldwell - Nothing to report

Commissioner Bump – Asked when the Center Park Restroom will open. GM Kaganova stated when the Port hires the rest of the Seasonal Staff. Todd will move a Port a Potty down to the beach area from the bridge. Todd stated there is a water leak down by the BBQ site that is being fixed at this time.

Commissioner Stipan attended a museum meeting, and they are working with American Cruise Lines for a ticket for admittance.

Commissioner Lorang – Nothing to Report

President Grove stated that Flex 6 is finished. They are working on the final punch list. The Renewal Workshop is beginning to move in their product.

**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 from May 19, 2021
- b. Approval of bills in the amount of \$196,202.46
- c. Approval of payroll for June 4, 2021, in the amount of \$41,865.21.

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**COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0**

**7. Business Action Items**

- a. **Action to approve Marine Park Master Plan. – Tabled**
  
- b. **Action to extend current AWI Agreement until December 31, 2020 - GM Kaganova stated the Economic Development Subcommittee made a recommendation to extend the AWI Contract so they can book reservations for the next year as they are getting many inquiries. This will allow the committee to have more time as well to vet out other inquiries from potential operators.**

**COMMISSIONER LORANG MADE A MOTION TO APPROVE AWI EXTENSION THROUGH DECEMBER 31, 2022, AND DIRECT STAFF AND ATTORNEY TO PREPARE EXTENSION AND AUTHORIZE THE GENERAL MANAGER OR PORT PRESIDENT TO SIGN. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.**

- c. **Action to approve the kiosk against the seawall** Commissioner Lorang stated that placing the kiosks where they are placed during PCT days might be a good idea. There was a discussion that it may be easier and safer to get to that area. Details will be finalized in the near future.

**COMMISSIONER LORANG MADE A MOTION TO APPROVE KIOSKS AGAINST THE SEAWALL. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0**


- 8. **Executive Session under ORS.192.660(2)(e) Real Property Negotiations – None**
  - a. **Any action as a result of Executive Session –**
  
- 8. **Adjournment - The meeting adjourned at 8:14pm**

**COMMISSIONER LORANG MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0**

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Port of Cascade Locks:

Attest:



Jess Groves  
President Port Commission



Joeinne Caldwell  
Secretary / Treasurer Port Commission

DATE APPROVED: June 16 2021  
Prepared by Sally Moore