



PUBLIC MEETING: Port Commission Meeting

DATE: Thursday **January 19, 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 (excused)
 - iv. Commissioner Stipan
 - v. Commissioner Bump
 - c. Modifications, Additions and Changes to the Agenda
 - i. GM would like Business Actions A, B, C, D, E and G to moved up, above Discussions and become Item 3, and also to remove Bow Thrusters from the Agenda. P Groves approves.
 - d. Declarations of Potential Conflicts of Interest
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 3) Business Action Items
 - a. Approve CTUIR Toll Policy Waiver – Olga Kaganova
 - i. GM reminds that the Commission approved the CTUIR Toll Policy Waiver during the last commission and is being addressed again for revision and finalization. Corinne Sams and son are present to represent CTUIR to commemorating the approval of the Toll Policy Waiver.

VP LORANG MAKES A MOTION TO APPROVE THE TOLL POLICY WAIVER; C STIPAN SECONDS; Passed Unanimously

- b. Appoint Port Representative to Bradford Island Advisory Board – Olga Kaganova
 - i. P Groves comments that he has been approached previously to represent the Port.

VP LORANG MAKES A MOTION TO APPOINT JESS GROVES AS THE REPRESENTATIVE OF THE PORT FOR THE BRADFORD ISLAND RESTORATION ADVISORY BOARD; C STIPAN SECONDS; Passed Unanimously

- c. Approve Development Steps Response – Olga Kaganova
 - i. GM states that the Development Steps Response was in response to a public comment during the last Committee Meeting and demonstrates the steps the Commission takes in considering development on Port property.
 - ii. C Stipan requests that a revision includes removing steps 4, 5 and 6 that is shown above the Development Procedures excerpt.
- d. Approve Tenneson Engineering to Design Harvey Road Parking Lot – Olga Kaganova

VP LORANG MAKES A MOTION TO APPOINT TENNESON ENGINEERING TO DESIGN THE HARVEY ROAD PARKING LOT IN THE AMOUNT OF \$99,950; C STIPANS SECONDS; Passed Unanimously

- e. Approve Tenneson Engineering to Manage Construction Contract – Olga Kaganova

VP LORANG MAKES A MOTION TO APPOINT TENNESON ENGINEERING TO MANAGE THE CONSTRUCTION CONTRACT; C STIPAN SECONDS; Passed Unanimously

- g. Approve Budget Adjustments for Sternwheeler Property Taxes, Cleaning and Personnel – Olga Kaganova

VP LORANG MAKES A MOTION THAT WE APPROVE BUDGET ADJUSTMENTS FOR STERNWHEELER PROPERTY TAXES, CLEANING AND PERSONNEL AND THAT WE TRANSFER \$8,000 FROM CONTINGENCY TO TAXES AND CONTRACTED SERVICES AND TRANSFER \$3,500 FROM CONTINGENCY TO TAXES; GM REQUESTS TO MAKE A MODIFICATION TO THE AMOUNT AS CLEANING SERVICES ARE MUCH MORE EXPENSIVE THAN ORIGINALLY THOUGHT AND IS NOW ASKING FOR A TOTAL OF \$16,000 TO BE TRANSFERRED FROM CONTINGENCY; VP LORANG, A TOTAL \$16,000 TO TRANSFER TO CONTINGENCY; C STIPAN SECONDS; Passed Unanimously

4) Consent Agenda

- a. Approval of minutes for Commission Meeting from January 5, 2023
- b. Ratification of bills in the amount of \$293,069.58
- c. Approval of payroll for 01/04/2023 in the amount of \$34,574.60

VP LORANG MOTIONS TO APPROVE THE CONSENT AGENDA AS STATED; C BUMP SECONDS; Passed Unanimously

GM proposes to move Business Action items for Mission to DC and Sternwheeler Committee Structure to before the Discussion for Commission Policy Update Review

8) Business Action Items

- a. Approve Mission to DC Information and Delegates – Olga Kaganova
 - i. GM recommends setting priorities and then work with what kind of staff we need to support those priorities. Johnson stresses the need for the ACL contract document to be in hand for DC. He also emphasizes for the tolling resolution to also be ready. VP Lorang inquires about other ways to discuss getting off tolls such as EDSC and SBP.

C STIPAN MAKES A MOTION TO APPOINT JOEINNE AND APPOINT BRAD FOR THE WASHINGTON DC TRIP AND MARK TO COORDINATE A MEETING TIMES AND SCHEDULING; VP LORANG SECONDS; Passed Unanimously

- b. Approve Bow Thruster Vendor and Select Vendor – Olga Kaganova

- c. Adopt Sternwheeler Committee Structure – Olga Kaganova
 - i. GM clarifies that the main purpose of the Sternwheeler Advisory Committee is to make recommendations on two tasks: one, the future of the Sternwheeler; and two, the repower of the Sternwheeler.

VP LORANG MOVES TO MAKE A MOTION TO ADOPT THE STERNWHEELER COMMITTEE STRUCTURE; C BUMP SECONDS; Passed Unanimously

VP LORANG MAKES A MOTION THAT WE APPOINT PRESTON WRIGHT AND MRS. [BRENDA] CRAMBLETT; C STIPAN SECONDS; Passed Unanimously

5) Discussions

a. Commission Policy Update Review – Mark Knudson SDAO

- i.** Knudson begins with the continuation of addressing the significant comments made in the policy update, beginning with Section 5.1 Delegation; Section 7.1 Communication with the Media; Section 7.2 Item C Communication with Staff in which a comment feels that Commissioners shouldn't be restricted in communication with staff. Knudson advises that a Commissioner asking a question to a staff member may cause a disruption with the priorities for that individual, therefore, Commissioner questions should go through the GM or the GM should be CC'd in an email. P Groves feels that the wording in the policy could be softened up as the way it is stated, draws a line between the Commissioners and Port Staff. An additional concern regarding the reporting relationship for Port's contracted professionals. The additional concern felt that the Port's contracted professionals (attorney, engineers, lobbyists, auditors, etc) should report to the Commissioners as well as the GM. Knudson suggests stating very explicitly that the counsel works for the Commission in consultation with the GM. In contrast, professionals that are contracted would be working for the GM and provide regular updates and information to the Commission. Tommy Brooks clarifies using his example, the "client" is the Port, but the Port is represented by the Commissioners. He is hired by the Commission, advises the Commission, and run his work in consultation with the GM. GM further explains that auditors work directly for the Commission in consultation with the GM; Knudson summarizes that lobbyists, engineers and other consultants should report to the GM. Knudson comments that now that they have gone through all the significant comments, he will begin to review the rest of the comments made. Comments were made in Section 1 Overview; Section 2.3 Commission Officers in regards to the definition of "rules" and the position of Secretary and Treasurer; Section 2.4 Vacancies; Section 2.5 Commissioner Conduct; Section 2.6 Commissioner Assignments; Section 3.2 Notice; Section 3.3 Agenda; Section 3.4 Meeting Packets in which whether a penalty or consequence for not complying with the deadline for sending meeting packets out is discussed. Brooks also suggests that because the GM is responsible for making the packet, the wording should be changed to "Commissioner may request the General Manager to bring a copy to the Commission meeting" rather than making the request to Port Staff; Section 3.8 Sub-Item 5 Procedural Rules specifically referring to seconds made; Section 3.8 Item H; Section 3.9 Order and Decorum; Section 3.10 Items A Public Participation & Public Comment which questions the need for a public

member who wishes to speak's address. Knudson comments that he will change the wording to "resident of the Port district"; Section 4 Committees in which the Sternwheeler Sub-Committee and the Economic Development Sub-Committee are changed to advisory committees; Section 5.3 Commissioner Expenses and Compensation, Section 7.2 Communication with Staff in which Knudson has included Item D which states "Commissioner concerns regarding staff matters, including but not limited to staff performance and/or staff actions, will be directed to the Port General Manager". C Stipan also requests that the verbage "his or her" be changed to "their"; Section 7.3 Confidentiality where the comment made requests the clarification of what "censure" entails. Brooks explains that a censure is usually made as motion by the rest of the Commission. P Groves asks if the board can go into Executive Session during the discussion of a censure. Brooks answers that it cannot be as the point of the censure is a public reprimand. Knudson advises changing the statement to exclude the reference to being censured but keeping an emphasis on keeping confidential information; And lastly, Section 9.2 Minimum Requirements. Knudson plans to make all revisions prepared in time for the second February Commission Meeting to review.

b. Flex 2 and Flex 4 – Olga Kaganova

- i.** GM informs that the 30-Years at 4.33% option nearly covers all of the Port's expenses and 8% annual return and that there are a couple of lease agreements that expire this year that allow for an opportunity to raise the lease rate. The Port cannot meet the 20-Years option at 4.16% and 25-Years option at 4.32% with current income. VP Lorang turns to Johnson for input. Johnson asks if the Port has considered private financing. GM replies that private financing is currently offering higher than what the bank is offering.

VP LORANG MAKES A MOTION TO APPROVE 30-YEAR OPTION FOR 4.33% FOR FLEX 2 AND FLEX 4; P GROVES SECONDS; Passed Unanimously

c. Tiny Homes Legislation – VP Lorang

- i.** VP Lorang asks that the Commission to assist in coming up with a proposed legislation similar to the statewide bill for ADU (Accessory Dwelling Unit) that require municipalities to include language in their community development codes to include tiny homes with an option for affordable housing. Johnson recommends connecting with the League of Oregon Cities (LOC) or the Association of Oregon County (AOC) and mentions that Bill 8 (OR SB8) allows rezoning for industrial and commercial properties made available to own or rent to families with incomes of 80% or less of the area median income. Johnson also explains that it would be difficult to at the moment as legislation has a set amount of bills that can be dropped and legislation is already in session. GM adds that Port of Hood River has been pushing legislation that deals with ports being engaged with residential development and that there could be an opportunity for ports to have a discussion and suggests the Port, in the meanwhile, draft something it is

happy with well way ahead of the next session. C Stipan poses the question "What are you trying to provide and who are you trying to help?" VP Lorang replies that, in this case, the term "affordable housing" refers to the large disparage between income and cost of housing. GM comments that the term previously used was "workforce housing" encompasses the points for meeting the income or not and also providing housing for people who want to work in our community. Brenda Cramblett asks if there will be a clause that the housing will not be used for vacation homes. VP Lorang clarifies that there is a difference between vacation home rentals and hosted home-shares where hosted home-shares would not entail the same risks and problems that negatively impact the neighborhood as with vacation homes.

6) General Manager Report – Olga Kaganova

- a.** GM opens with stating that the bridge has seen the worst December in the last six (6) years due to bad weather that lasted longer than previous years. She proposes a Port presentation to the City Council to provide an overview of what the Port does, its missions and how it works with the City for the benefit of Cascade Locks. P Groves suggests a City-Port joint meeting. GM proposes to invite the City for a meeting on Thursday, February 23, 2023. GM states that the auditor is continuing to work on finalizing our report. And is also continuing to work through the agreement for the Strategic Business Plan. She comments that the Gorge Canoe Club's conditional use permit was approved on 01/12/23 and will work on a draft lease to present to the Commission. Meetings with RoundHouse is still occurring weekly ad CPACE authorization is on the County's next meeting agenda. She updates that Flex 6 is still in remediation as the concrete is taking longer than desired to dry out. Two seasonal maintenance employees have been retained to assist with the Sternwheeler maintenance while docked. A meeting with the Coast Guard [...] a determination that may make the repower project more costly and is working on obtaining the architect/engineer opinion but will likely not be ready before the dry docking. P Groves adds that the Coast Guard was very impressed with the vessel but informed that +/- 2% in changes in weight and balance cannot be made as it turns the boat into a different class called "K-Boat" and will require more bulkheads.

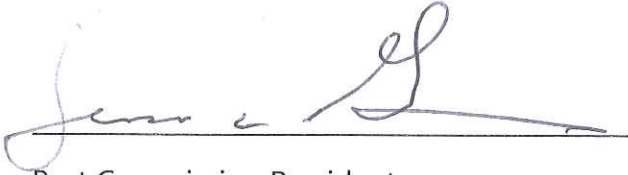
7) Commission and Sub-Committee Reports

- 8) Executive Session under ORS 192.660(2)(e)Real Property Negotiations**
 - a.** Recess from Regular Session, into Executive Session at 8:56 pm
 - b.** Recess out of Executive Session, into Regular Session at 9:18 pm

C STIPAN MAKES A MOTION THAT WE WILL EXTEND HEUKERS UNTIL MAY 31ST AND SEND CONDOLENCES TO THE FAMILY; VP LORANG SECOND; Passed Unanimously

- 9) Adjournment 9:24 pm**

Port of Cascade Locks



Port Commission President

Jess Groves



Port Commission Secretary/Treasurer

Joieinne 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.