

**Port of Cascade Locks
Commission Meeting
July 7, 2021**

1 of 6

The Port of Cascade Locks Commission Meeting was held June 16, 2021

Pavilion Marine Park, Cascade Locks. OR

1. Commission meeting called to order:

Commissioner Groves called the meeting to order at 6:02 pm.

• **Roll Call:**

Commissioners Groves, Stipan, Caldwell and Bump were all present. Commissioner Lorang was not 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
- Justice of the Peace John Harvey
- Maintenance & Construction Manager Todd Mohr
- Citizen Butch Miller
- Cascade Locks Museum Executive Director Janice Crane

• **Modifications, Additions and Changes to the Agenda: None**

• **Declarations of Potential Conflicts of Interest: None**

2. Swearing in Ceremony for newly elected Commissioners – Justice of the Peace John Harvey swore in reelected Commissioners Joeinne Caldwell and Jess Groves for a four year term

3. Public Comment – Museum Director Janice Crane announced that the annual Museum meeting will be held July 28 at 6pm in the Pavilion. Port Representative for the HR Energy Council, Butch Miller stated he would ask the Energy Council to write a letter of support on behalf of the pending VW Diesel Grant for the replacement of the Sternwheeler engines.

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

b. Election of Port Commission Officers

- i. President – Jess Groves**
- ii. Vice President – Brad Lorang**
- iii. Secretary/Treasurer Joeinne Caldwell.**

**Port of Cascade Locks
Commission Meeting
July 7, 2021**

2 of 6

- c. **Appointment of Commissioners to subcommittees**
 - i. **JWGED subcommittee – Commissioners Groves and Lorang**
 - ii. **Indian Nations subcommittee – Commissioners Groves and Caldwell**
 - iii. **Portland Spirit subcommittee – Commissioners Groves and Lorang**
 - iv. **Economic Development subcommittee (Toll Booth, Business Park Design Standards, Incubator Space) – Commissioners Groves and Lorang**
 - v. **Marine Park subcommittee – Commissioners Stipan and Caldwell**

COMMISSIONER CALDWELL MADE A MOTION TO LEAVE ALL PORT COMMISSION OFFICERS AND SUBCOMMITTEE MEMBERS AS THEY STAND. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0

- d. **Fourth of July recap** – GM Kaganova stated that everyone came through with teamwork for the Fourth of July. The Port received all funding from donations for the program thanks to some staff phone calls. Event Coordinator Jeanetta Blue stated this year, there were six new vendors, and they all made their money the last four hours of the event; adding they had a wonderful time. Jeanetta also stated the two cook shacks, and the East tent were rented out this year. She stated there was an impromptu wedding proposal that staff made happen for a happy couple and that next year will even be better. “Brittany did a beautiful job on the fliers”, Jeanetta said. Maintenance and Construction Manager Todd Mohr reported that he was proud of his guys; noting that the entire park was cleaned up within 3 hours the next morning. He stated the parking was stretched out well and was full by 7pm. He stated Eric did a wonderful job handling parking compliance. The Cruise Ship was in the locks was a nice addition.
- e. **PP Groves gave a quick update on the Bridge of the Gods.** He stated a subcommittee will be meeting with the addition of two Skamania County residents to discuss the impact and repairs that may have to be done on the bridge in the coming months. Commissioner Caldwell was happy there were two Skamania County citizens on board and said now is the time to be proactive. PP Groves stated the Port has hired bridge engineer David McCurry to work with ODOT and the Port on the project. David was instrumental in restoring the weight limitation back to the bridge in 2014. GM Kaganova stated the Port has an IGA with ODOT and will have access to their contractors, hopefully at a cost reduction. She stated there is a short timeline for this project and a press release will go out next week. Gm Kaganova stated she will send the ODOT report to the Commissioners. The subcommittee will be held on Wednesday July 14 at 5pm to further discuss the issues with the bridge.

**Port of Cascade Locks
Commission Meeting
July 7, 2021**

3 of 6

4. General Manager Report #42

COMMISSIONER CALDWELL MADE A MOTION TO APPROVES OLGA'S SOLUTION TO REPAIR THE FLOORS IN FLEX 6. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0

PP Groves stated GM Kaganova will bring costs for the repair to the next Commission meeting. GM Kaganova discussed with the Commission the blowing sawdust issue at Bear Mountain. This is creating problems with the newly opened Renewal Workshop adjacent to it. Dust is detrimental to their product and machinery and is causing problems that need to be addressed. Bear Mountain has been aware of this issue for a few years; and they have offered to put up a 20 foot screen between both buildings. However, this will not solve the problem and needs a more permanent solution. In the meantime, they will be water sprinkling the sawdust piles a few times daily. Commissioner Stipan would like to see a 40 foot fence. PP Groves stated this has been happening for many years, and Bear Mountain has admitted they are legally responsible in keeping this dust down. He suggested that GM Kaganova review the agreement with them and give them 30 days to find a solution. PP Groves stated in the past they discussed building to house the sawdust, but this has not happened yet; he noted perhaps it is time to get DEQ involved. GM Kaganova stated the Bridge subcommittee will be meeting July 14th at 5pm. She stated there is ongoing interest in Flex 2 and 4. The floor in Flex 6 still needs some work. She stated the Celebration grand opening for Flex 5 and 6 were successful and thanked the staff. PP Groves asked about the dogwood tree being planted in Memoriam in the park as it is close to a time capsule the High School planted in 1968. Todd Mohr, Maintenance Manager stated a dead tree was removed and the tree was planted in the exact same spot. GM Kaganova stated this had been planned and approved several years ago but had to be put on hold until now and apologized to the Commission for not reinforming them. Gorges Brewing will have a soft opening on July 14 for staff and citizens. Movies in the Park are going well. GM Kaganova stated the Port collected enough donations to cover the costs of the fireworks.

5. Commissioner and Sub-committee reports

PP Groves stated that he and GM Kaganova will be on the radio 98.3 FM on Friday to discuss all the happenings in Cascade Locks. He stated he heard that AWI will be having the Magical History Tour this fall. PP Groves stated he attended a Region One ODOT meeting and most of the conversation revolved around tolling on I-5 and I-205. He stated the Port will receive \$271,000 from ODOT funds for lost revenue during COVID. These funds were already allocated in the new budget. PP Groves stated the Commission approve the contract for AWI through December 2022. The AWI subcommittee will be meeting to review the RFQ's it has received. The Port will be looking at addressing maintenance issues in the next contract. There were 3 responses to the RFQ.

Commissioner Stipan stated the Annual Museum meeting will be held in the Pavilion at 6pm on July 28. They will be appointing new Board Members; he noted that Joann Wittenberg is stepping down; and he feels Deb Lorang would be a great replacement. Also, he has committed to continue serving as Secretary/Treasurer on the Museum Board.

Commissioner Bump – Nothing to report

**Port of Cascade Locks
Commission Meeting
July 7, 2021**

4 of 6

Commissioner Caldwell -- Nothing to report

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 June 16, 2021, Commission meeting
 - b. Approval of bills in the amount of \$453,502.53
 - c. Approval of payroll for June 18, 2021, in the amount of \$37,572.14 and July 2, 2021, in the amount of \$38,833.79

COMMISSIONER STIPAN MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0

7. **Business Action Items**

- a. **Action to reduce parking fees for active permit holder to \$5 per day.** – PP Groves stated he believes that coming up with a parking fee of \$5 for people coming to picnic or another small event should be discussed. This fee would cover 4 hours. Commissioner Stipan asked how the Security Officer would be able to check on this type of visitor. PP Groves asked if an app may be available through Passport Inc., the Port's parking program. GM Kaganova stated this could possibly be set up with the Event Coordinator handing a certain number of passes out that would be paid for in advance. There was a discussion about charging for the Event PCT days. GM Kaganova stated the Port should have a conversation with the Event Organizers to arrange this. This item was tabled for the July 21 Port Commission meeting.
- b. **Action to create and approve Accountant position and phase out the Accounting Specialist position**– PP Groves stated this is not pointed at Melissa, this is something that the Port is being asked to make some changes in our staff and the way we do business, so he stated that he does not want any confusion and that there will be another job available, it just won't be the Accounting Specialist. PP Groves stated the Port is growing fast and hard. He stated in the past, the Port had a Finance Person for a number of years; Pat Albaugh who also ran the bridge. PP Groves stated the Port is getting more technical with the amount of money the Port is bringing in, GM Kaganova spoke with him about this matter over a year ago as she would like to hire an Accountant as Olga is now performing many high functioning accounting duties. PP Groves stated the Commission has the right to create and eliminate positions. GM Kaganova stated that in the last 8 years the growth and complexities of accounting have increased. For a short time, the Port hired a contractor, however this has not solved all of the problems; and in order to bring in an Accountant, the Accounting Specialist position will be phased out. Commissioner Caldwell stated this is not a personal affront to Melissa; adding this is about the position. It is kind of like when the Port was in the same position years back with the Sternwheeler and employees were let go. She stated the Port has grown and has to be responsible for the complexities of the finances and

**Port of Cascade Locks
Commission Meeting
July 7, 2021**

the Commissioners can be held personally responsible for the finances at this time. She stated it is a very hard decision. Commissioner Stipan stated he is concerned, and he does not believe Melissa is bleeding the Port dry. He remembers the discussion that the Port needs a CPA. Commissioner Stipan stated that he was shocked when he saw this action item on the agenda so late in the day as he was unaware of this, and he stated he would abstain his vote. He said it is ok to create a position but to phase out a position when she is so close to retirement, it does not really matter because, "It's all business". He asked if the Port could come up with \$62,000. PP Groves stated there is another action item to create an Accountant Position; adding that it has nothing to do with Melissa she is working at the top of her position. GM Kaganova stated this in not a job evaluation. Right now the Port only has a position that only fulfills certain duties; however the Port needs someone with skills to do additional financial abilities. Commissioner Stipan stated he would like the definition of "Accountant" before he would vote. He would like to see a salary and job description. He said Melissa has always been able to answer all of his questions. He believes that the Port could keep Melissa until she retires and transition out as a new Accountant is brought in and trained; he believes the Port can find the money to pay Melissa. Commissioner Stipan stated he knows the Port does need a CPA, but the Port needs to work together. GM Kaganova reiterated his proposition to create an Accounting Position alongside the Accounting Specialist Position. Commissioner Stipan would like to see a job description, what qualifications and salary for the Accountant position. He would like to know what "phasing out" means for Melissa's position, otherwise he is not prepared to vote. He stated this Accountant position should have been discussed prior to the meeting. GM Kaganova will prepare an Accountant job description for the Port Commission if that is what the Commission would like. There will be an overlap in the positions and then the Port can approve the additional expense. Commissioner Stipan stated he wishes someone would have called him before the meeting to make him aware of this action item. No action was taken.

COMMISSIONER CALDWELL MADE A MOTION TO CREATE APPROVE AND FUND AN ACCOUNTING POSITION . No second was made so the motion was withdrawn.

- c. PP Groves asked when the position would be phased out. GM Kaganova stated within the next year and to provide as much notice as possible. PP Groves asked if there is a severance pay involved. GM Kaganova stated this could not be discussed unless the Commission went into Executive Session. PP Groves stated that if this goes into Executive Session, the employee would be allowed into the Executive Session. No action was taken.

8. Executive Session under ORS.192.660(2)(h) Legal counsel regarding litigation or likely litigation to be filed.

**Out of Regular Session at 7:55pm and into Executive Session at 8:00pm.
Out of Executive Session and Into Regular Session at 8:25pm.**

Port of Cascade Locks
Commission Meeting
July 7, 2021

a. Any action as a result of Executive Session – None

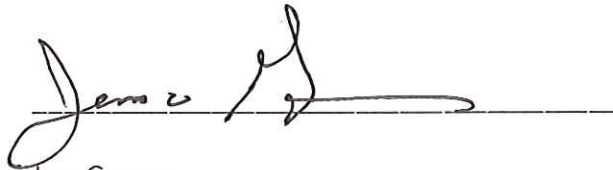
Government Relations Director Mark Johnson reported the commenting period for the Forest Service Trail ends July 12th. So far, they have received no negative comments. The next steps will be approval and the planning will then be done. Mark reported Northwest Trail Alliance has applied for a \$150,000 grant through Oregon Parks and Recreation to put toward the first phase. Mark added that the increase in available parking will be helpful to Cascade Locks.

9. Adjournment - The meeting adjourned at 8:30pm

COMMISSIONER CALDWELL MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0

Port of Cascade Locks:

Attest:



Jess Groves
President Port Commission



Joeinne Caldwell
Secretary / Treasurer Port Commission

DATE APPROVED: 7-21-2021

Prepared by Sally Moore