

**Port of Cascade Locks
Commission Meeting
April 21, 2021**

1 of 5

The Port of Cascade Locks Commission Meeting was held April 21, 2021

Via Zoom in Cascade Locks Oregon 97014

1. Commission meeting called to order:

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

• **Roll Call:**

Commissioners Bump, Caldwell (arrived at 6:43pm), Lorang, Stipan and President Groves 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
- TDS Engineering David McCurry
- Port Counsel Tommy Brooks
- Port Security Officer Eric Franzen
- Janice Crane – Executive Director, Cascade Locks Museum
- Maintenance and Construction Manager Todd Mohr
- Butch Miller

• **Modifications, Additions and Changes to the Agenda:**

GM Kaganova removed Item 3c. the action to approve the painting solicitation.

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

None

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. **Introduction on new Engineering firm TDS – Bridge Engineer**, David McCurry stated he formally worked for HDR Engineering when the Port's bridge weight limitation was placed by ODOT in 2013. He then helped develop the 10 Year Maintenance and Preservation Plan for the Bridge of the Gods. David was instrumental in developing the Freight Mobility and Safety

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Scoping project as well as working towards obtaining grants for the Overcrossing on the Bridge of the Gods. David stated he is very happy to be back working with the Port on his favorite project, the Pacific Crest Trail. Overcrossing project. David stated he would assist the Port in submitting a more focused BUILD grant in the future to obtain funding for the Bike/Ped overcrossing project if the Title 23 language waiver is successfully changed. He has been talking with Mark Johnson on the Title 23 waiver. He worked on the Port of Hood River Bridge and Burnside bridge painting project. Jess Groves thanked David and is looking forward to working with him and wants to ensure that the Commission and David moves forward with this painting project. Mark Johnson stated David is working on revised language for the Title 23 language waiver. David stated working for the Port is a labor of love even though he does not live here.

b. Grant report on Cascade Locks Museum. Executive Director Janice Crane thanked the Port for the grant monies already received . She reported that in the first cycle of the budget, staff was retained during COVID, however there was a significant reduction in admissions. This past cycle the Museum had a quilt display and received additional grant monies including from Oregon Cultural Trust. They have rotating exhibits and a book set to publish in 2022. The museum was able to retain staff through the Federal Paycheck Protection program. Janice stated membership was doubled this past year. Janice thanked the Port for their grant and stated they are seeking additional funding from the Port to continue to grow.

c. Presentation on Reservation software program – GM Kaganova stated the Port has been researching various software programs that would enable the port to make campground, moorage and event reservations online. She stated it would be a “hands off” program that would allow people to access it at any time 24/78 and allow payments to be made. The total cost is under \$5,000, with a \$99 a month subscription fee. He noted that Port staff have been researching many reservation software companies and this one may be the best. No action was taken.

d. Financial Report – Accounting Specialist Melissa Warren reported that the Port budget looks good and bridge tolls look great. As of March 31, the Port was at 70% of the budget. Revenue was about \$200,000 a month. GM Kaganova reported due to the 2.4 million state monies and tenant abatement the revenue projections were off. GM Kaganova stated the pFriem payment will not be made in this budget year and will be made next budget year. The Port has not used any of its contingency money this fiscal year so far. Melissa stated she will send out financial reports to all of the Commissioners tomorrow.

4. General Manager Report

GM Kaganova stated Dennis Snyder has asked to amend his lease at the quarry by bringing in and selling crushed rock. The Port would receive a portion of the proceeds. She asked for a motion to approve this amendment.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE AMENDMENT TO DENNIS V SNYDER'S AGREEMENT AND AUTHORIIZE THE COMMISSION PRESIDENT TO SIGN IT. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

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5. Commissioner and Sub-Committee Reports

Commissioners Stipan stated that he had nothing to report other than he had been working on fundraising for the museum.

Commissioner Caldwell reported that she had nothing to report at this time except there will be a Marine Park subcommittee meeting on April 21st.

Commissioner Lorang stated that he had attended an Economic Development subcommittee meeting yesterday and there were 16 items on the agenda. The Port is very busy and has many offers on properties at the Port.

Commissioner Caldwell reported she visited 3 of Mr. Sonchhin's properties in Gresham and they are very clean.

PP Groves stated that he attended an ODOT meeting and there was a conversation regarding tolling of roads. This is an ongoing discussion that is beginning to happen in Oregon. He stated the Port is very busy and many inquiries are being made on properties and buildings.

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 March 17, 2021.
- b. Approval of bills in the amount of \$667,090.22.
- c. Approval of payroll for April 20, 2021 in the amount of \$32,791.50.

COMMISSIONER LORANG 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 Appoint Columbia River Insurance as agent** – GM Kaganova stated that agent Jon Davies had presented at a previous meeting to become the broker of record for insurance for the Bridge of the Gods and Special Districts Association of Oregon. She asked for a motion to approve this recommendation.

COMMISSIONER STIPAN MADE A MOTION TO APPOINT COLUMBIA RIVER INSURANCE AS THE AGENT OF RECORD AND AUTHORIZE THE COMMISSION PRESIDENT TO SIGN THE DOCUMENTS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.

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- b. **Grant request from the Cascade Locks Museum** – GM Kaganova stated the Port allocated an additional \$25,000 in the Supplemental budget. Janice and the Museum have done a wonderful job allocating their grant monies and she recommended approving an additional \$25,000 to the Museum.

COMMISSIONER STIPAN MADE A MOTION TO APPROVE THE \$25,000 GRANT TO THE CASCADE LOCKS HISTORICAL MUSEUM FROM THE SUPPLEMENTAL BUDGET. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0

- c. **Action to reissue painting solicitation** – GM Kaganova

Removed from the agenda.

- d. **Action to approve gift for Don Mann**– GM Kaganova

GM Kaganova stated that the Commission would like to express their gratitude to Don the former Economic Development and Property Manager for all of his hard work done at the Port in the last 7 years. He brought a lot of businesses to Cascade Locks stated PP Jess Groves and should be honored. The Commission has selected a boat steering wheel pendant with a gold chain in the amount not to exceed \$2000 out of contingency to note Don's hard work. Commissioner Caldwell noted that Don stated he always wanted to be a Boat Captain and this gold pendant will recognize this as well as all of Don's hard work in the community. Don will be in Cascade Locks on June 25 for the Renewal Workshop grand opening and he will be presented with the pendant at that time. The pendant will also be inscribed.

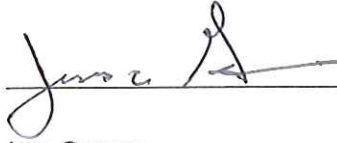
COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE GIFT FOR DON MANN IN THE AMOUNT NOT TO EXCEED \$2000. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

- 8. **Executive Session under ORS.192.660(2)(e) Real Property Negotiations**
Out of Regular Session at 7:03pm and into Executive Session. Out of Executive Session and into Regular Session at 7:50pm.
 - a. Any action as a result of Executive Session – No action was taken.
- 9. **Adjournment** The meeting adjourned at 7:50pm

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Port of Cascade Locks:

Attest:



Jess Groves
President Port Commission



Joenie Caldwell
Secretary / Treasurer Port Commission

DATE APPROVED: 5-5-2021

Prepared by Sally Moore