

## PORT OF CASCADE LOCKS

A Budget meeting of the POCL Commission and Budget Committee was held May 20, 2020 at 6:00 pm at the Pavilion, Cascade Locks, Oregon 97014.

1. **MEETING CALLED TO ORDER:** Budget meeting called to order at 6:01 p.m.
2. **ROLL CALL:**
  - **Commission Present:** Groves, Bump, Lorang, and Stipan were present. Commissioner Caldwell was excused
  - **Budget Members (BM):** Donna Mohr, Myra Walker, Terry Zwanziger, Rob Peterson and Diana Reedy VanWinkle were present
  - **Others present:** GM Olga Kaganova, Butch Miller, Accounts Specialist Melissa Warren, Janice Crane, Joanne Wittenberg Economic Development & Property Manager Don Mann, Secretary Sally Moore and Maintenance & Construction Manager Todd Mohr.
3. **DECLARATION OF POTENTIAL CONFLICT OF INTEREST:** None

**Election of Officers-** CP Groves asked the Committee to elect officers- BM Donna Mohr made a motion to nominate Myra Walker as President. Seconded by BM Rob Peterson. The motion was unanimous. 9-0. BM Diana Reedy-Vanwinkle made a motion to nominate Donna Mohr as Vice President. Seconded by CP Groves. The motion was unanimous. 9-0.

CP Groves spoke before the Budget Message was presented. He stated there will be around \$1 million shortfall in the next budget year due to the COVID virus. He stated there will be a 2 month provisional budget; and a supplemental budget in September. This will give the Port a chance to see how the revenues increase and how the economy is. He said the Port is fortunate that the Port has money in reserves. The Commission has decided to take the risk and build a 6<sup>th</sup> Flex Building in order to create 100 jobs.

4. **PRESENTATION OF BUDGET MESSAGE:** GM Kaganova delivered the budget message stating due to the COVID 19, the Port will start with a two month provisional budget and then move to a supplemental budget in September. She stated revenue from the Toll Booth is down due to restrictions in the toll booth and overall traffic. GM Kaganova stated that as a result of COVID 19, the Port Priorities made in the November Work Session had to be revised. The Bridge of the Gods is still the number one priority, however. The following priorities in order are COVID -19 response and assistance, critical maintenance of Port properties, development of the Moody Road property, the RR emergency road, and building a \$40,000 sf Flex building. The Port has been working on the Title 23 change, a BUILD grant, obtaining property from Union Pacific Railroad, and retaining the \$2.4 million awarded by the Governors office for the Business Park. The Port will continue to support the Community and look for new revenue streams. GM Kaganova stated at this time it hard to project toll revenues because of COVID 19 and a projected revenue at the bridge will be 25% lower next budget year. GM Kaganova stated that the Port is scaling down some operations and activities, and unfortunately travel to DC, some Maintenance and staffing will be reduced. This year the Port will not fund five positions. They are: Event Coordinator, Bridge of the Gods Manager, Office Assistant and two Seasonal Maintenance personnel. GM Kaganova stated the Port's two revenue streams, bridge tolling and revenues from commercial properties are down. The Port is exploring new options for other revenue streams. The Port holds notes for Jumpin Jaxx Java (JJJ) and Gorges Brewing. Gorges Brewing will be paying their note off plus interest at 3.75% this year. The Port has a loan for the Flex 5 Building and pFriem Brewing has recently moved into this building. GM Kaganova stated with the allocated \$2.4 million allocated by the Oregon Legislature, \$492,500 will be paid



down on this loan. GM Kaganova stated there are several strategies for paying down this loan. One is an aggressive payment schedule, thus reducing interest paid on the loan.

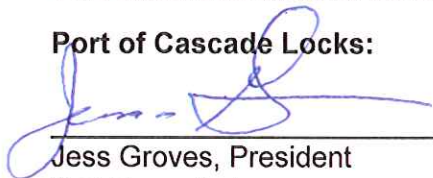
5. **REVIEW OF FUND SUMMARIES:** GM Kaganova stated there are three funds. The General Fund, the Development Fund, and the Reserve Fund. The General Fund supports the Port's economic development, legal, governmental, and engineering. The Development Fund budgets for special development activities funded by property sales, grants, and other special funding sources. The Port is planning on building a Flex 6 building and a parking lot on Moody Road next budget year. The Reserve Fund holds 3 categories of reserves. These are: Bridge Reserve to maintain the 15 Year Bridge and Preservation Plan and follow its guidelines. Painting the bridge is most important now and there is a recommendation to paint at \$200,000. The Vehicle and Equipment Reserve is an ongoing fund, carried over every year for vehicle and equipment purposes. This upcoming budget year there will be no contributions made to this fund. GM Kaganova stated the new reserve is for Debt Service. GM Kaganova stated that this should be finalized for the Flex 6 building in the September supplemental budget. CP Groves stated the Port is looking at other revenue streams. One of the possibilities is paid parking App in Marine Park. Staff is doing some research on the costs. GM Kaganova stated that the Salary Adjustments at \$33,000 was not spent this year. GM Kaganova stated that Maintenance will be looking at doing critical Maintenance only next budget year. GM Kaganova stated that Marketing and Promotion will be scaled down to annual subscriptions, because of the COVID virus at this time. This will still carry the momentum from previous marketing. \$15,000 has been set aside for grant writing. This includes the BUILD grant so that some of the transportation scoping projects can be done in Cascade Locks. If received, this grant will reduce traffic on Wa Na Pa Street. Docking fees will be up because American Spirit Cruise Lines will make some stops at the Park. However, there was no contract signed due to scaling back trips due to the COVID 19 virus. GM Kaganova stated the Emergency Road will be made accessible, but it is to be used only for emergencies and will be gated. The replacement of the light pole at the VC parking lot is budgeted at \$8,100. This will need to be decided by the Budget Committee.

**BM Donna Mohr expressed that she really likes the layout of the budget, adding it is much easier to read.**

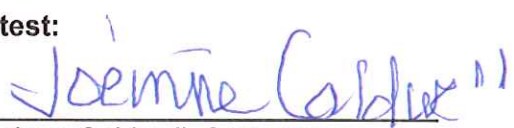
6. **Questions, clarifications, and discussion-** GM Kaganova stated that this year, the Port will be self sustaining. CP Groves stated that there will be an Infrastructure Bill introduced in the Legislative and possibly the Port can obtain the BUILD grant, that will help with the transportation needs of Cascade Locks. GM Kaganova stated that any unanswered questions today will be taken care of at the next meeting.
7. **Public Comment** – Citizen Joanne Wittenberg commented that the City and Port may get some trickle down effect dollars for the COVID virus.
8. **ADJOURNMENT** – VP Donna Mohr made a motion to adjourn the meeting. **Seconded by BM Diana Reedy Vanwinkle. The motion was unanimous. 9-0**

**THE MEETING WAS ADJOURNED THE MEETING AT 8:19 PM.**

**Port of Cascade Locks:**

  
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Jess Groves, President  
Port Commission

**Attest:**

  
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Joanne Caldwell, Secretary  
Port Commission

DATE APPROVED: 6-4-2020  
Prepared by: Sally Moore