

Port of Cascade Locks

The Port of Cascade Locks Special Commission Meeting was held Wednesday August 26, 2020 via Zoom in Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 7:02pm.
 - a. **Roll Call:** Commissioners Groves, Caldwell, Bump, Stipan and Lorang were present.
 - b. **Others Present:** GM Olga Kaganova, Economic Development and Property Manager Don Mann, Secretary Sally Moore, Port Engineer Darrin Eckman, Port Attorney Casey Nokes, Rob Peterson, Lindsay Baum and Sara Kates-Chinoy with Grain Integrative Health.
 - c. **Modification, Additions & changes to the agenda:** GM Kaganova added Executive Session under ORS. 192.660 2(h) Litigation
 - d. **Declarations of potential conflicts of interest:** None

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

3) **Business Action Items**

- a. **Approval of Flex 3 tenant improvements** – Economic Development and Property Manager Don Mann stated that the Port has been working with Grain Integrative Health (GIH) on this project for a year. They have been waiting for to get their funding for tenant improvement and equipment. Don stated there is a draft lease ready. Don said that in the funding received through the Small Business Sustainability Program Business Oregon, and this is a forgivable loan when all criteria is met. The Port has estimated \$39,000 for tenant improvements on the Flex 3 building for the medical office in meeting with Sarah, Lindsey and the architect. This is for lighting, electrical and HVAC. This does not include labor which is \$25,000 The Port Maintenance staff is doing the labor. Don stated the proposed lease states this is a 24 month agreement with an option to renew. This building was finished before for Perceptual Testing who have since vacated, so the front office and restroom is finished. The warehouse is where exam rooms will go. Don Mann recommended that the Port contributes the labor for the tenant improvements. The lease is proposed at \$1450 a month, with annual cpi increase. The lease terms allow them to renegotiate the lease. Don recommended approving the proposed tenant improvements for up to \$39,000 as these improvements will stay with the building. Don asked Lindsay and Sara if they would you consider a 60 day grace period instead of 90 days? Lindsay stated that she doubts 60 days is long enough as there is not much income potential first month. She stated they need a one month buffer; adding that Insurers are holding out payouts now and there are a lot of politics right now. Both Sara and Lindsay asked for the 90 grace period for the first lease payment. GM Kaganova rounded up the total tenant improvement costs up to \$60,000, taking Port labor into consideration. CP Groves stated this business is an absolute worthy cause for the community. Commissioner Caldwell welcomed to Lindsey and Sarah to the community, saying how happy and exciting to have them here. Todd and the crew will be general contractors and will coordinate and do drywall and most of the pieces. The framing and permitting will be done by the Port. The Electrical and mechanical will be subbed out.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE TENANT IMPROVEMENTS FOR GRAIN INTEGRATIVE HEALTH IN FLEX 3. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

- b. **Approval of signposts expenditures** – GM Kaganova stated the signs for parking are here. The Port researched using wood or steel posts for the sign installation. Although the steel posts cost a little more, they will last longer. The costs for the galvanized steel posts are \$7450.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE GALVANIZED POSTS IN THE AMOUNT OF \$7,540. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

- c. **Approval of HRD Engineering Annual contract to include management of the painting project** – GM Kaganova stated this contract is to include management and painting. This contract is for one more year, 2020-21 contract and in addition painting. This painting is Part of the 15 year Maintenance and Preservation Plan. They are proposing \$71,001.00 for this contract and includes painting. CP Groves stated that the Port may not paint this year, and this amount may be lower.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONTRACT FOR HDR ENGINEERING IN THE AMOUNT NOT TO EXCEED \$71,001.00. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous.5-0.

CP GROVES RECESSED OUT OF REGULAR SESSION AND INTO EXECUTIVE SESSION AT 7:33PM.

4) Executive Session under ORS 192.660 (2)(h) Litigation

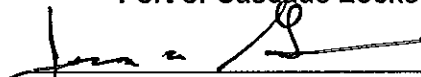
CP GROVES CAME OUT OF EXECUTIVE SESSION AND INTO REGULAR SESSION AT 7:50PM

COMMISSIONER LORANG MADE A MOTION TO GIVE THE PORT PRESIDENT AUTHORIZATION TO LITIGATE FOR A SETTLEMENT WITH JACQUELINE ALEXANDER ALONG WITH THE PORTS LEGAL REPRESENTATION CASEY NOKES TO REACH AN AGREEMENT. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

Port Attorney Casey Nokes stated there will be a draft mediation statement sent to GM Kaganova on what he proposes to send to the court and to opposing counsel.

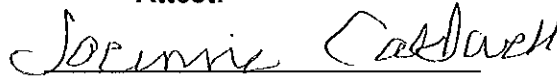
- 5) **Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0. The meeting adjourned at 7:58PM.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joeinne Caldwell Sec. Treasurer
Port Commission

DATE APPROVED: 10/1/2020
Prepared by: Sally Moore