

## PORT OF CASCADE LOCKS

A Budget meeting of the POCL Budget Committee was held May 5, 2015 at 6:00 pm at the Cascade Locks City Hall, Council Chambers, Cascade Locks, Oregon 97014.

1. **MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE:** Commission President Groves called the meeting to order at 6:05 p.m.

2. **ROLL CALL:**

**Commission Present:** Groves, Mohr, Cramblett, and Haight. Caldwell was excused.

**Budget Members (BM):** Ken Wittenberg and Myra Walker.

**Others present:** Paul Koch, Melissa Warren, Holly Howell, Todd Mohr, Dave Palais, Dave Lipps, John Stipan and Camera Operator Betty Rush.

3. **PUBLIC COMMENT:** None

4. **APPROVAL OF MINUTES DATED APRIL 13, 2015:**

**COMMITTEE MEMBER GROVES MADE A MOTION TO APPROVE THE MINUTES FROM THE APRIL 13, 2015 MEETING. COMMITTEE MEMBER MOHR SECONDED THE MOTION. Motion passed unanimously by Committee Members Groves, Cramblett, Mohr, Haight, Walker and Wittenberg.**

5. **REVIEW OF THE PROCESS TO BE FOLLOWED:** IGM Koch walked the Committee Members through the budget review process.

6. **Reading of Budget Message:** The IGM Paul read the required budget message. (See Attachment)

7. **DISTRIBUTION OF INITIAL BUDGET ADJUSTMENT SHEETS:**

IGM Koch stated that the Port would be making the budget adjustments to the current 2014-15 budget in June.

**RECESS/ADJOURNMENT: BUDGET COMMITTEE MEMBER MOHR MADE A MOTION TO RECESS THE MEETING TO GO TO THE SCHOOL. COMMITTEE MEMBER GROVES SECONDED THE MOTION. Motion passed unanimously at 6:25 pm.**

**MEETING CALLED TO ORDER:** Committee Member Groves called the meeting to order at 7:00 p.m.

8. **DEPARTMENT AND FUND BUDGET REVIEW:**

- a. **Port Commission Budget:** IGM Koch told the Committee this is the Committee budget. If the Committee wants to want to add something or delete something this is the time to do that. Committee Member Mohr asked how much was spent on the DC trip. Staff Warren said she did not know right now but will get that for

the Committee. Committee Member Mohr asked how the \$14,000 in travel was broken down. Staff Warren said that \$10,000 was for the DC trip, \$2,000 was other Commission travel, \$1,000 was for the Commission and staff celebration and \$1,000 was for the OneGorge Coalition. Committee Member Groves asked if the legal fees were the same as last year. IGM Koch stated yes, that \$40,000 was for general counsel, and \$5,000 was for tribal counsel.

- b. **Administration Budget:** Committee Member Mohr asked about putting the 20% from the development fund into contingency and going out for a loan to do the Business Park. The discussion was for a line of credit so the Port would not have to pay interest on the money if it is not used. Committee Member Brostoff arrived at 7:35 pm.
- c. **Economic Development (ED) Budget:** Staff Howell began with the ED program saying that this is the department that sells and leases land. Committee Member Mohr asked about the \$10,000 for the Co-op advertising and the amount of money spent on advertising. It is in the budget to help the other businesses in town with marketing and advertising. Staff Howell stated that maybe the \$10,000 should be in the marketing program and not in the ED program. The Committee agreed to move the \$10,000 from the ED program to the marketing program. Committee Member Mohr asked IGM Koch who would oversee the \$10,000. IGM Koch stated Staff Howell. The Committee agreed to leave the \$10,000 in the line item, Community Services in order to track the money.
- d. **Maintenance and Construction Budget:** IGM Koch started by telling the Committee that in this budget there will be some \* signs and that identified items will not be done if the land sales are not made. The items are \$5,000 for picnic tables, \$12,000 for the Park Master Plan, \$5,000 for Pavilion Kitchen Plan, \$10,000 for the west side of House 3 and \$25,000 for Security Enhancements. This money would come from the Development Fund Transfer. Staff Mohr told the Committee that the camp host will go from \$6,000 to \$3,000 because there will be a new camp host this year. Committee Member Mohr asked if House 3 can wait one more year to get fixed. Staff Mohr said he didn't think so, and it would depend on how much The Commission would like to put on it next year, adding he does not know how much damage there is. The Committee decided to take House 3 off the development fund, and make it a job for next year. Committee Member Walker left the meeting at 8:30 pm. Staff Mohr brought up the issue on staff wages and the Commission decided to have a meeting at a later date on this item.
- e. **Toll Booth Budget:** Committee Member Mohr asked about the \$22,531 going to the contingency fund. Staff Warren said she will ask Quickbooks Account for the Port, Angie Wilson and report back to the Committee.
- f. **Bridge Fund Budget:** IGM Koch went over the first year of the Ten Year Bridge of the Gods Plan, starting with the base contract for the engineer at \$28,000 and then went over the specific projects. Committee Member Mohr asked where in the budget that money comes from. Staff Warren identified it on the materials and services and in capital and stated that it is coming out of Bridge tolls in the transfer out to the Bridge Fund.
- g. **Development Fund Budget:** Committee Member Brostoff asked the IGM how sure he is of the \$930,000. IGM Koch stated the sales revenue projection was reduce from \$930,000 to \$770,000 for year 2015-2016 and reviewed the expenditures. IGM Koch stated that if the sales do not come in the Port will have to cut back the development fund.

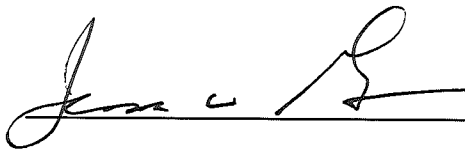
Committee Member Groves asked to look at the increasing bridge revenue from \$1,600,000 and asked if it could be more? Groves ask IGM Koch to look at this. The IGM thanked everyone for their time and for coming out to be part of this budget process Committee Member Wittenberg thanked everyone for stopping the meeting and going to the school.

- 9. **Action on Budget:** None
- 10. **Public Comment:** None

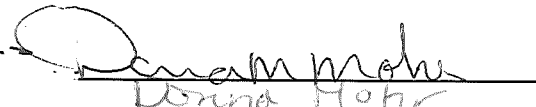
**COMMISSION MOHR MADE A MOTION TO ADJOURN THE MEETING AT 9:15 PM. COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed unanimously.**

**Port of Cascade Locks:**

**Attest:**



Jess Groves, President  
Port Commission



~~Joanne Caldwell~~, Secretary  
Port Commission

DATE APPROVED: 6-18-15

Prepared by: Melissa Warren