

PUBLIC MEETING: Port Commission Meeting

DATE: Thursday **March 17, 2022 6 PM**

LOCATION: Zoom

<https://us02web.zoom.us/j/85806615790>

MINUTES

- 1) Commission meeting called to order at 6:03 pm
 - Roll Call
 - President Groves
 - Vice President Lorang
 - Commissioner Caldwell
 - Commissioner Stipan
 - Commissioner Bump
 - Modifications, Additions and changes to the Agenda
 - Declarations of Potential Conflicts of Interest
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 3) Special Presentation and Reports by outside resources, staff, and Government Officials
 - a) Marla Harvey – Energy Council Work Plan
 - a. Marla starts by having a presentation on the work plan for 2022-25. Hood River County Energy Council is made up of community members and from that, it made the work plan. They are offering energy opportunities to help reduce the energy standards. In transportation and land use, they have projects that affect public transportation and school buses, but she highlights electric vehicles. Develop sustainable pathways to identify and fund energy resilience projects. They have been working to make streamlined pathways to have the funding in communities and work on projects with government projects. They have helped develop projects such as the City Hall in CL. The one they want to highlight within the council and as well with the Port to help with offering free energy audits to identify energy opportunities. The energy council would like to ask for \$5,000 for their 2023 fiscal year to help in solar and storage resilient microgrid. Been successful in implementing projects and funding within the council. They also rely on significant expertise from the community and have many supporters. C Stipan says he is super interested into the idea of the solar and storage project if it means we could potentially keep power in the city for 2 weeks if we lose power for that long. Marla replies that there would also be a generator to help in that as well. C Stipan adds that electric cars sound great but once they die, you'll have to send them "to space" because otherwise all the old broken batteries will pollute a lot. Marla says that she believes we are getting better at recycling materials but regardless, electric vehicles are coming to communities. C Stipan adds that we are trillions of dollars in debt as a government and there must be some way that we can be locally resourceful. P Groves asks GM what she would like to take advantage of from the energy council, GM replies by asking what the Commission would want. P Groves adds that if we would be able to change and have a better

system than what we have going on for in our buildings, such as heating. Marla says she could find someone to come and inspect the building. C Caldwell replies that if we were without power for two weeks, we would need the store, gas stations, pFriem, and other necessary businesses. C Stipan tells P Groves, that he heard the energy council asked for more money and hopes that we can add it into the budget conversation later in the meeting to see what we can do for them.

b) Legislative Ask – Mark Johnson

- a. GM reports that we have had a lot of legislative activity this last week, such as PNWA. They've met with legislators and senators. Prioritizing the bridge and exploring potential pathways for Title 23 waivers and other programs. They also discussed earmarking projects such as the sternwheeler and marina docks. GM adds she is looking into an EDA grant for the docks, and maybe stream revenue from the marina. He mentions we have two meetings coming up that do with seismic resiliency from ODOT and another with a rep from Federal Highways, to hopefully get the retrofitting done in the next couple years.

c) Financial Reports

- a. Melissa starts by pointing out the amounts for the spent/revenue, budgeted, and balance amounts. She adds we are already over \$3 million for our budget. In revenue for the bridge, we are up a little over \$118,000 from this time last year. The top two lines on the second page shows we are under budget for salaries and payroll taxes. We are \$21,000 over in bridge insurance for this year, which will come with some budget adjustments. In legal fees, we are over budget \$12,798. There will be four more months of legal fees in that line item. We have ended with \$30,000 in our contingency left after \$170,000 worth for budget adjustments. Flex 5 was budgeted for about \$1,492,500 and have only spent \$17,542. Flex 6, we did not have money in the budget to finish the building. We are at \$354,321 and suggests that we move money from Flex 5 to help with costs. Each of the other Flex buildings, 1-4, have amounted to \$12,534 in repairs and renovations. P Groves asks about the 2.1 million and the 4.2 million, Melissa says they are untouched but a part of the budget.

4) General Manager Report

- a. Blue projects that we will be around 111,000 for March. The month starts out slow but picks up fast at the end of the month. He says that we won't be able to top 2019. The light above the toll booth was replaced today and we are expecting to see some new faces as well. GM goes on to say we are continuing to work with JH Kelly on the outstanding items but aside from that, the construction pieces have been completed, disregarding the HVAC units. We expect the contract to close shortly to help determine costs for new tenants. EDSC reviewed proposals, one for kombucha and another for a wine company. The committee leaned toward the wine company and believes it will be complementary during weddings and when ACL has cruises. She will contact the owners to discuss the lease. P Groves asks of she knows what the city will say about manufacturing. She says she talked with the city and if they are going to be able to have a conditional use permit to be able to have a tasting room and retail. For

the budget in the next year, we are going to add having storage for maintenance in the business park. We will also add in an AC for the incubator space and a new heater as the current one isn't reliable. EDSC also considered the Herman Creek parking lot grant. GM suggested picnic tables and a ramp to the beach itself. Johnson is checking to see if those will be accepted in the grant language. Deadline for the grant is April 30th and will try to add a camera. There is also a suggestion of adding exercise equipment. Port of HR wants to reschedule the meeting for August 2nd and would like to have a tour of the Flex building. Their finance director has potentially started this week and will hopefully have a better relationship on the BreezeBy contract and other components. P Groves asks how we are doing reconciliations with Port of HR and how often. GM says we get a weekly report to match with our figures and to make sure Port of HR is remitting what they need to remit. One item the haven't been able to figure out was daily deposits of the funds, each deposit costs Port of HR, Columbia Bank is charging them. In addition to the funds that we have earned, they are looking at a calculation of interest of what the funds would've been if they were through the Port of HR. Melissa adds that we have an open purchase order with the Port of HR and have paid it through invoices each month. \$40,267 on the PO as of January. She also adds that this doesn't add the ticket books that people can turn in. She also offers to send Commissioners the financial report and to call if they have questions. C Stipan asks about the Herman Creek pavement plan, he also asks what the issue would be with motor-oil from trucks. GM says that they will use a mix of gravel and crushed pavement to lay over the areas. GM adds there has been illegal wood cutting on our property, so we have refrained from giving permits out for now.

5) Commissioner and Sub-committee reports

- C Stipan: Goes on to say he appreciates everyone. He adds that this Monday, the museum will have a board meeting in House 3 and on Sat. March 19th, the museum will open. He mentions that he missed the MPSC but is trying to work with his personal work schedule.
- C Bump: Adds that he has noticed a lot of people spinning their cars and leaving marks on the road and wants to be able to catch them. P Groves agrees. He also adds that the light pole that got knocked down a couple years ago is back.
- C Caldwell: Starts by saying she attended the MPSC and said it was a wonderful meeting stating that Brittany and Jeremiah Blue have done such good work and have designed new signage for the park. She is excited for them to bring it to the Commission. The welcome sign for Marine Park has been taken down to be repainted but was found to have wood rot. Expectancy for the sign's life will be about another season. She also added the importance on SHPO in the park, especially for House 3 as it was done for House 1 pillars. She continues to say that Brittany Berge has been working hard in looking at grants for the park structures. The park has been inspected and looks in great shape but there will also be other items to be updated as well. She continues to restate a motion from the last meeting she had made. P Groves says she can do it anytime.
- VP Lorang: Attended EDSC meeting and reviewed the incubator space proposals and decided on the winery being the best fit. P Groves and him had a conversation about Tiny Home

Communities/RV Park in the Moody Road property. He says the industrial property on the side of town, it would probably be the best property to turn into a nice Tiny Home community/RV Park. He says we have been sitting on potential money for making good use of that land and be able to use earmark money to help with this as well. He believes that this could help the Port get off using bridge revenue. P Groves agrees that this idea has a lot of merit and because of the motion that was made to get off the bridge tolls, we need to have other ways in making revenue. He says it is a little inadequate as far as power and sewer is probably okay but will talk with the engineer. Lorang continues to say he forgot how nice the property is. He adds it is also adjacent to other recreational activities. P Groves asks Lorang what it would take to change the zoning for it. Lorang replies that zoning it down would hopefully be less of a problem but isn't sure. GM adds that the resort zone seemed perfect for residential. C Stipan says it would be a good idea to include the energy council on that project as well. C Caldwell adds that she thinks it's an interesting idea worth looking at but asks if we did a best use survey of the land but isn't sure. GM says she will look for it. VP Lorang wants to make a motion to review our hiring plan to and consider doing something more comprehensive in hiring policy and the way we hire staff. GM says we do have access to resources that can help with that to develop something like that. C Caldwell offers that she is glad we didn't have the paperwork at the last meeting pertaining to her motion. She states she has the approved general manager job description. She says she sent it to both C Stipan and C Bump. C Caldwell has on the screen the copy of an approved job description from 2013. This was a discussion by the Commission because they have been a court that has been team orientated and had a GM that didn't have the same prospective but had no policy. Next, she brings up the proposed manager of finance and admin job description. Third, she brings up a proposed agenda from 2014 with the footsteps of the policy. The practice and procedure from the last 7 years, was including the Commission on the interview board. She also mentions she talked with Melissa to look through records and talked with Paul Koch, for him to state he remembers writing it and to talk to previous employee Sally Moore. C Caldwell replies she got ahold of Sally and was told that she remembers recording the policy in her book as it would be on her desk for the new secretary. But because we couldn't find it, she has gone through minutes to find it. She would like to have this policy in place now, as she thinks it has been good to have team effort in working on this. P Groves knows that this is a topic that is a controversial topic and would like to go with a roll call vote. C Stipan adds that he appreciates what C Caldwell has been doing and appreciates that C Caldwell has kept in touch with him about this. He says it's to improve the development of the Port and agrees that having many people during interviews is better to be able to ask better questions. VP Lorang adds that the finance admin position hasn't been filled but as far as he can tell from the add-on of a job description to the current GM's contract, what Paul Koch wrote was future tasks and not made into policy. GM adds that she thinks there are upsides but maybe downsides to Commission involvement, such as risks, complications and analysis that need to take place. She believes a comprehensive approach would help to see the hiring policies that exist and overall look at hiring policies. P Groves adds that he agrees with C Stipan, that he has done it for years. It is easily done with 3-4 people and is graded. He adds what's bothering him is that the analysis should've been done 7 years ago but agrees with C Stipan. He says that if someone was hired by one person then that one person would have pressure. GM says that while there wasn't analysis' done in the past, they will be done now. VP Lorang agrees with GM and says that is why it would make sense to have a compressive

analysis instead of a motion. C Stipan says his reflection on this is that we want to help the process but when we go to interview for someone, it would be best to have GM have the ultimate decision because she will be the one working closer with them, and have Commissioners be there for support. C Stipan wants more aptitude in what they do. C Caldwell wants to add that her and Tommy Brooks had a long conversation about the motion and to make her motion the way she is currently, is the best way. GM adds that the conversation also discussed that Commission could make a new policy whenever they like but there is more to bringing back an old policy. VP Lorang agrees that therefore they put these items on the agenda to be able to have discussions. P Groves agrees with C Stipan on the topic of the GM having the hiring and firing permissions, but not the Commission. He wouldn't be the one to hire but will make a recommendation. C Stipan adds that this conversation was not brought to himself or VP Lorang, but C Caldwell replies that she talked to him privately. C Stipan that he doesn't understand why this is becoming a big item but believes that there should be "more meat on the bone".

AS HAS BEEN THE PRACTICE FOR THE PAST 7 YEARS, C CALDWELL MOTIONS THAT 2 COMMISSIONERS BE INVOLVED OF THE RECRUITMENT, INTERVIEWING, AND RECOMMENDATION TO THE COMMISSION FOR HIRING ALL DEPARTMENT HEADS AND KEY PROGRAM STAFF POSITIONS

C BUMP SECONDS

P Groves – Yes

VP Lorang – No

C Caldwell – Yes

C Stipan – No

C Bump – Yes

- P Groves: Nothing to add

- 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 for Commission meeting from March 3, 2022
 - b. Approval of bills in the amount of \$96,764.19
 - c. Approval of payroll for \$36,077.81

C STIPAN MOTIONS TO ACCEPT CONSENT AGENDA AS STATED

C CALDWELL SECONDS

Unanimous 5-0

7) Business Action Items

a. Adopt Budget Priorities

- i. Last meeting, budget priorities were tabled from last meeting. VP Lorang asks if we need to add research for Tiny Home communities or does Infrastructure include it. GM says both are included.

VP LORANG MOTIONS TO ADOPT BUDGET PRIORITIES

C STIPAN SECONDS

Unanimous 5-0

- b. Engage Real Estate Agent
 - i. Tabled from last meeting for more thought. Currently have a proposal from an agent and 2.5% will come from the initial term. P Groves asks what that would mean, GM says that if it was decided on 3 years, it would be rent multiplied by 2.5%. P Groves says that the Commission has done this before, and it hasn't worked out, but things could change. C Stipan says that there is so much activity and doesn't want to pay someone and likes to see a "sale by owner" sign. Melissa adds that the lease for Flex 6 was \$44,000 a month and would amount to pay the agent \$1,100 per month which would then amount to about \$13,200 a year. No motion made
- c. Appoint Budget Committee Members and Officer
 - i. Don't have committee members to consider, no letters of interest.

VP LORANG MOTIONS TO APPOINT GM AS BUDGET COMMITTEE OFFICER

C CALDWELL SECONDS

Unanimous 5-0

- d. Select Western Display for the 2022 Fireworks Show and Approve Contract
 - i. Blue says that this company has been doing displays since 2004. Have used this company before. C Stipan asks the amount for the show, Blue says the same as last year; \$12,000. Blue says we will hang up signs at the bridge and contact local businesses for sponsorships.

C STIPAN MOTIONS TO ACCEPT WESTERN DISPLAY AND TO NOT EXCEED \$12,000

C CALDWELL SECONDS

Unanimous 5-0

- e. Approve Landscape Service Agreement with City of Stevenson and Port of Skamania
 - i. GM adds Port of Skamania is unable to do this this year but could potentially have this person for a half time position. Has reached out to City of Stevenson for a labor share. Will find more information tomorrow, March 18, after City of Stevenson has their council meeting. P Groves says that we do need help when the growing season comes but wants to see a better analysis over a long period of time. GM adds that there is another way to hire this person half-time for both Port and City of Stevenson. P Groves wants to have more options before deciding.

Item tabled until further notice

- f. Approve Ixtapa Concept
 - i. Concept was presented to AWI but were concerned that the time between now and the beginning of the season would be too short to have everything worked out. P Groves says he doesn't see Ixtapa being able to come in for this summer.

Item tabled until further notice

- 8) Executive Session under ORS.192.660(2)(e) Real Property Negotiations
 - a. Any action as a result of Executive Session

- 9) Adjournment 7:57pm

VP LORANG MOTIONS TO ADJOURN MEETING

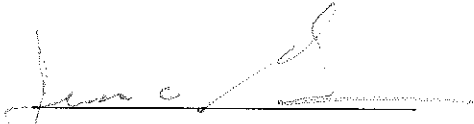
C CALDWELL SECONDS

Unanimous 5-0


a. Back into regular session due to missed agenda item at 7:58 pm
Adjournment at 8:03pm

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by contacting the Port of Cascade Locks office at 541-374-8619.

Port of Cascade Locks



**Port Commission President
Jess Groves**



**Port Commission Secretary/Treasurer
Joenne Caldwell**