



# Willamette Falls Locks AUTHORITY

## Authority Meeting

Wednesday, September 27, 2023 – 2:00 to 3:30 PM  
Attendee link: <https://us06web.zoom.us/j/89653603970>

## Agenda

### Authority Mission:

- *The mission of the Authority is to establish ownership, oversight, and management of the Willamette Falls Locks project, for the purposes of:*
  - *Enhancing the economic vitality of Oregon through facilitating the resiliency and navigability of the Willamette River; and*
  - *Repairing, maintaining, upgrading, and operating the Willamette Falls Locks project and associated properties and facilities for commercial, transportation, recreational, cultural, historic, heritage and tourism purposes.*

2:00 – 2:15	<b>Welcome, Agenda Overview, Introductions, Minutes Approval, Treasurer’s Report</b> <ul style="list-style-type: none"><li>- Welcome, Introductions, Agenda Review</li><li>- Approval of Minutes from WFLA Meeting (August 23, 2023)</li><li>- Treasurer’s Update</li></ul>
2:15 – 2:45	<b>WFLA Director’s Report</b> <ul style="list-style-type: none"><li>- Business Item Updates<ul style="list-style-type: none"><li>○ Draft Budget</li><li>○ End of Year Financial Report</li><li>○ Chart of Accounts</li><li>○ Directors &amp; Officers Insurance</li></ul></li></ul>
2:45 – 3:00	<b>WFLA Discussion and Decision Items</b> <ul style="list-style-type: none"><li>- Approve End of Year Financial Report</li><li>- Budget Approval</li></ul>
3:00-3:15	<b>Wrap-up &amp; Adjourn</b> <ul style="list-style-type: none"><li>- October meeting date reminder – Wednesday October 25<sup>th</sup>, 2023<ul style="list-style-type: none"><li>○ Location: West Linn Adult Community Center</li></ul></li><li>- Future agenda items:</li></ul>

**Board Requested Information:**

The board discussed Section 106 of the National Historic Preservation Act at several meetings (#12, #13, and #14) - but especially at meetings #12 (with guest speaker Tracy Schwartz from the Army Corps of Engineers) and #14 (discussion of the options memo). Please find links to the videos below.

NOTE - these videos are unreviewed and unedited.

Meeting #14 - [https://media.pdx.edu/media/t/1\\_5hecu350](https://media.pdx.edu/media/t/1_5hecu350)

Meeting #13 - [https://media.pdx.edu/media/t/1\\_mszuksqu](https://media.pdx.edu/media/t/1_mszuksqu)

Meeting #12 - [https://media.pdx.edu/media/t/1\\_pc6h4bby](https://media.pdx.edu/media/t/1_pc6h4bby)

## WILLAMETTE FALLS LOCKS AUTHORITY

### Authority Meeting

August 23, 2023, 2:00-3:30 PM

### Meeting Minutes -- DRAFT

(Minutes: Pat Vivian and Sandy Carter)

#### Board Members Present:

Russ Axelrod [*Willamette Falls and Landings Heritage Area Coalition*]

Mary Baumgartner [*Council President, West Linn*]

Sandy Carter [*Willamette Falls Heritage Foundation*]

Christine Lewis [*Metro Council*]

Denyse McGriff [*Mayor, Oregon City*]

Chris Mercier [*Confederated Tribes of Grand Ronde*]

David Penilton [*Clackamas County Tourism*]

Mini Sharma Ogle [*PGE*]

Tootie Smith [*Chair, Clackamas County Board of Commissioners*]

Reed Wagner [*AUTHORITY Executive Director*]

#### Others Present:

Jeff Hicks [*USACE*]

Turner Odell [*Oregon Solutions*]

Martha Pellegrino [*Confederated Tribes of Grand Ronde*]

Ramona Perrault [*Metro*]

Tracy Schwartz [*USACE*]

Pat Vivian [*scribe*]

### 1. Welcome, Agenda Review, Minutes Approval and Treasurer's Report

Chair Christine Lewis called the meeting to order and reviewed the agenda. A quorum was present.

**a. Approval of July minutes.** Russ Axelrod moved that the minutes be approved with addition of "The motion was seconded but not identified in transcription" for two motions whose seconds weren't audible in the meeting. Sandy Carter seconded and the minutes were unanimously approved.

**b. Treasurer's update.** Sandy reported the current balance is \$196,000. Christine moved to approve the treasury update and Mary Baumgardner seconded. Approval was unanimous.

### 2. Directors Report

**a. Financial reporting and documents.** Reed Wagner shared a draft budget in preparation for working with a financial professional who will provide annual budgets and end of year statements. Reed thanked Sandy Carter, Chair Lewis and Chair Smith for their help with the draft budget. He asked Board members to review it and let him know if anything seems wrong or missing. Discussion followed.

**b. D&O insurance.** Reed asked the board to approve the draft budget so he can use it to work with a financial professional, with a goal of bringing a finalized budget to the September meeting. Budget numbers for three years are needed to acquire D&O insurance, which board members agreed is urgent: Consensus was to use this budget to fill out the application for D&O insurance.

**c. Contracting services.** The executive committee is working on the transfer of information from Oregon Solutions to Authority leadership. PSU has a biennial budget to provide services that help launch Authority operations; Oregon Solutions has agreed to respond to invoices for these services. For services not provided by PSU, Oregon Solutions will transfer funds to the Authority upon quarterly billings by the Authority.

Turner Odell said the PSU budget for the next two years is approximately \$240,000. He asked what level of support and engagement the Board wants from Oregon Solutions.

Reed said he wants a small fund (less than \$10,000) to contract with a financial professional who has expertise working with public entities. Legal advice is also needed on the Section 106 process and to clarify how the AUTHORITY should operate as a public corporation. He will work with the executive committee on the scope of those contracts.

**d. Other updates as needed.** The scheduling of board member terms was discussed. Current terms are staggered; most expire in December, one in January, and two in July.

Chair Lewis said it doesn't make sense to have elections in September and suggested basing the terms on a calendar year. Russ agreed and said he would like to continue in his role. Sandy said her appointment expires in October and she's also willing to continue.

Mini Sharma Ogle said a tour of the project is booked for September 11 to orient new board members. A second tour is being planned for elected officials such as the Governor, new state legislators and Marion County Commissioners,

### **3. Corps of Engineers Update**

Jeff Hicks reported. The USACE contractor is getting ready to mobilize and is communicating with PGE regarding easement. Work will start October 15 in the PGE forebay with a 45-day in-water work window.

After that, the Corps contractor will focus on drilling into bedrock for the vertical rock anchors. This phase will start with exposing the PGE anchors for core drilling and demolition so they can be replaced. Work will be done by hand using carts and buckets on forklifts. The Corps will collaborate with the paper mill throughout the process.

Jeff will give an update on in-water work and drilling at the December meeting. Christine wants technical experts to be present at that meeting to ask questions. The Corps plans to document the project as it evolves. A photography contract has been awarded, and construction staff take photos daily. Jeff will check into the prospect of making videos of the transformation.

The real estate work needed before transfer is ongoing. USACE has been negotiating with PGE regarding the title. The Seattle District will help the Portland District review it and finalize negotiations for a temporary easement. Jeff will keep the board informed as the project progresses.

### **4. Wrap-up and Adjourn**

The next Authority meeting will be September 27. It will be a hybrid meeting with a zoom option for those who don't attend in person, probably at the Oregon City library. The meeting will conclude with celebration of the work Oregon Solutions has done over the past several years under the direction of Turner Odell.

Submitted by Sandy Carter, Secretary/Treasurer, September 19, 2023

**Willamette Falls Locks Authority**  
**RESOURCES**  
**General Fund**

Historical Data		Resource Description	Budget for Next Year - 2023-24		
2021-22 Actual	2022-23 Actual		Proposed by Budget Officer		Adopted by Governing Body
\$ -	\$ -	Total Beginning Fund Balance	\$ 326,703.00	\$ -	\$ -
<b>OTHER RESOURCES</b>					
<b>Interagency Revenue</b>					
	\$ 40,000.00	Clackamas County	\$ 40,000.00	\$ -	\$ -
	\$ 10,000.00	Confederated Tribes of the Grand Ronde	\$ 10,000.00	\$ -	\$ -
	\$ 2,500.00	City of Gladstone IGA	\$ 2,500.00	\$ -	\$ -
	\$ 5,000.00	Lake Oswego	\$ -	\$ -	\$ -
	\$ -	Marion County	\$ 30,000.00	\$ -	\$ -
	\$ 40,000.00	Metro	\$ 40,000.00	\$ -	\$ -
	\$ 10,000.00	Oregon City	\$ 10,000.00	\$ -	\$ -
	\$ 20,000.00	PGE	\$ 20,000.00	\$ -	\$ -
	\$ 15,000.00	West Linn	\$ 15,000.00	\$ -	\$ -
	\$ 7,000.00	Wilsonville	\$ 7,000.00	\$ -	\$ -
	\$ 120,000.00	Oregon's Mount Hood Territory	\$ -	\$ -	\$ -
	\$ -	Portland State University	\$ 75,600.00	\$ -	\$ -
	\$ 57,698.00	Clackamas County Locks Carry In	\$ -	\$ -	\$ -
	\$ 15,000.00	Port of Portland	\$ -	\$ -	\$ -
\$ -	\$ 342,198.00	<b>Subtotal Interagency Revenue</b>	\$ 250,100.00	\$ -	\$ -
<b>Contract Revenue</b>					
	\$ -	Contract Revenue	\$ -	\$ -	\$ -
\$ -	\$ -	<b>Subtotal Contract Revenue</b>	\$ -	\$ -	\$ -
<b>Loan and Grant Revenues</b>					
	\$ -	Loan and Grant Revenues	\$ -	\$ -	\$ -
\$ -	\$ -	<b>Subtotal Loan and Grant Revenue</b>	\$ -	\$ -	\$ -
<b>Other Revenues</b>					
	\$ 10.00	Interest	\$ 86.00	\$ -	\$ -
	\$ 105.00	Bank Start-up Contribution	\$ -	\$ -	\$ -
\$ -	\$ 115.00	<b>Subtotal Other Revenues</b>	\$ 86.00	\$ -	\$ -
<b>\$ -</b>	<b>\$ 342,313.00</b>	<b>TOTAL RESOURCES</b>	<b>\$ 576,889.00</b>	<b>\$ -</b>	<b>\$ -</b>

**Willamette Falls Locks Authority  
EXPENDITURE SUMMARY BY FUND  
General Fund**

Historical Data		Expenditure Description	Budget for Next Year - 2023-24		
2021-22 Actual	2022-23 Actual		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b>MATERIALS AND SERVICES</b>					
<b><u>Projects and Planning</u></b>					
	\$ 250.00	Willamette Falls Heritage Foundation	\$ -	\$ -	\$ -
\$ -	\$ 250.00	<b>Subtotal Projects and Planning</b>	\$ -	\$ -	\$ -
<b><u>Contracts and Agreements</u></b>					
	\$ 10,000.00	Contract Salaries	\$ 120,000.00	\$ -	\$ -
		PSU	\$ 12,000.00	\$ -	\$ -
		Administrative Services	\$ 12,000.00	\$ -	\$ -
		Internet/Web Design	\$ 10,000.00	\$ -	\$ -
		Communications	\$ 450.00	\$ -	\$ -
		Web Hosting	\$ 900.00	\$ -	\$ -
		Zoom Webinar	\$ 1,140.00	\$ -	\$ -
		Misc	\$ 2,500.00	\$ -	\$ -
\$ -	\$ 10,000.00	<b>Subtotal Contracts and Agreements</b>	\$ 158,990.00	\$ -	\$ -
<b><u>Professional Services</u></b>					
\$ -	\$ -	Legal	\$ 15,000.00	\$ -	\$ -
	\$ 5,250.00	Financial	\$ 25,000.00	\$ -	\$ -
\$ -	\$ 5,250.00	<b>Subtotal Professional Services</b>	\$ 40,000.00	\$ -	\$ -
<b><u>Administrative Expenses</u></b>					
	\$ 5.00	Bank Fees	\$ 120.00	\$ -	\$ -
	\$ 105.00	Bank Start Up Reimbursement	\$ -	\$ -	\$ -
		Insurance	\$ 3,329.00	\$ -	\$ -
		Printed Collateral	\$ 2,500.00	\$ -	\$ -
		Marketing/Fundraising	\$ 10,000.00	\$ -	\$ -
		Memberships	\$ 6,500.00	\$ -	\$ -
		Travel	\$ 3,000.00	\$ -	\$ -
		Training/Conferences	\$ 3,000.00	\$ -	\$ -
\$ -	\$ 110.00	<b>Subtotal Administrative Expenses</b>	\$ 28,449.00	\$ -	\$ -
\$ -	\$ 15,610.00	<b>TOTAL MATERIALS AND SERVICES</b>	\$ 227,439.00	\$ -	\$ -
\$ -	\$ -	<b>General Operating Contingency</b>	\$ 40,136.00	\$ -	\$ -
\$ -	\$ -	<b>TOTAL TRANSFERS AND CONTINGENCIES</b>	\$ 40,136.00	\$ -	\$ -
\$ -	\$ 15,610.00	<b>TOTAL EXPENDITURES</b>	\$ 267,575.00	\$ -	\$ -
\$ -	\$ 326,703.00	<b>Unappropriated Ending Fund Balance</b>	\$ 309,314.00	\$ -	\$ -
\$ -	\$ 342,313.00	<b>TOTAL</b>	\$ 576,889.00	\$ -	\$ -

OR-LB-RES

**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Willamette Falls Locks Authority hereby adopts the budget for fiscal year 2023-2024 in the total amount of \$576,889.

This budget is now on file at \_\_\_\_\_ in \_\_\_\_\_, Oregon.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2023, for the following purposes:

<b>General Fund</b>	
<u>Not Allocated to Organizational Unit or Program:</u>	
Personnel Services.....	0
Materials & Services.....	227,439
Capital Outlay.....	0
Debt Service .....	0
Special Payments.....	0
Transfers Out.....	0
Contingency.....	40,136
<b>Total.....</b>	<b>\$267,575</b>

<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>\$267,575</b>
Total Unappropriated and Reserve Amounts, All Funds . . .	309,314
<b>TOTAL ADOPTED BUDGET . . .</b>	<b>\$576,889</b>

The above resolution statements were approved and declared adopted on \_\_\_\_\_, 20\_\_\_\_.

X \_\_\_\_\_  
Signature