



Willamette Falls Locks AUTHORITY

Authority Meeting Agenda

Wednesday, October 22, 2025

2:00 PM

Virtual Only:

<https://us06web.zoom.us/j/87564080814>

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	Welcome and Roll Call	Chair's Welcome - Chair Lewis
2:05	Meeting Minutes	Meeting Minutes (September 2025) - Chair Lewis Secretary comments/edits - Sandy Carter Approve Minutes
2:10	Treasurer's Update	Treasurer's Report - Denyse McGriff • Financial Statements • Budget to actuals August 2025 • Monthly bank statement Accept Treasurer's Report
2:15	Executive Director's Report	Reed Wagner • December 3rd Event (following meeting)
2:40	Adjourn	Chair Lewis

The next meeting is scheduled for December 3, 2025.

Meeting Minutes
September 2025

Willamette Falls Locks Authority Meeting
Wednesday, October 22, 2025

WILLAMETTE FALLS LOCKS AUTHORITY

September 24, 2025, 2-3:15 pm

Meeting Minutes

(Minutes: Pat Vivian and Reed Wagner)

Authority Members Present:

Vice Chair, Russ Axelrod [Geologist, former West Linn Mayor]
Mary Baumgardner [Council President, West Linn]
Secretary, Sandy Carter [Advocates for Willamette Falls Heritage]
Robert Kentta [Tribal Council treasurer, Confederated Tribes of Siletz]
Preston Korst [Portland General Electric]
Chair, Christine Lewis [Councilor, Metro]
Treasurer, Denyse McGriff [Mayor, Oregon City]
Kristin Meira [Director of Government Affairs, American Cruise Lines]
Chris Mercier [Vice Chair, Confederate Tribes of Grand Ronde]
Rep. Jules Walters [House District 37]

Absent:

David Penilton [Clackamas Country Tourism/MERC Commission]

Staff:

Reed Wagner [WFLA Executive Director]
Trevor Adams [Metro, Authority Intern}
Pat Vivian [Notetaker]
Keith Hobson [CFO]

Other:

Laura Hicks [Project Manager, Corps of Engineers]

1 Welcome, Meeting Minutes and Treasurer's Update

1a. Chair's Welcome. Chair Christine Lewis opened the meeting, noting a quorum was present.

1b. Approval of Meeting Minutes (August 2025). There were no comments or changes to the minutes as presented.

ACTION: Authority Secretary Sandy Carter accepted a motion to approve the minutes. Mary Baumgardner made a motion and Russ Axelrod seconded. The minutes were unanimously approved.

1c. Treasurer's Update (financial statements, budget to actuals July 2025, and monthly bank statements). Treasurer Denyse McGriff reviewed the financial statements and reported that everything is in order. There were no questions of her or Keith Hobson.

ACTION: McGriff made a motion to accept the treasurer's report, seconded by Carter. The treasurer's report was unanimously accepted.

2. Presentations and Discussions

2a. Corps of Engineers Update. Laura Hicks, Corps of Engineers, gave a presentation and update. The slideshow covered the history of the Locks, work done to date and an update on the transfer of ownership.

2b. State Legislative Update. Doug Riggs gave an update on the special Senate session on transportation.

3. Executive Director's Report

Executive Director Reed Wagner reported. The process of developing a 20-year lease with the Corps of Engineers to document the transfer of ownership has begun. Wagner thanked Authority members Mary Baumgardner and Russ Axelrod for making recommendations on the five-year plan for operational funding that will kick off in early December.

Chair Lewis gave an update on her recent trip to Washington D.C. as part of the Authority's request for a 20-year lease.

Wagner is working on setting up a tour date for a West Linn Historic Review Board; Trevor Adams will work with Chair Lewis on this.

Adjourn

The next Authority board meeting will be Wednesday, October 22.

Budget to Actuals
August 2025

Willamette Falls Locks Authority Meeting
Wednesday, October 22, 2025

Willamette Falls Locks Authority

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - August, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
40001 Beginning Fund Balance		386,223.00	-386,223.00	
43100 Intergovernmental Revenue				
43120 Clackamas County		40,000.00	-40,000.00	
43130 City of West Linn		10,000.00	-10,000.00	
43131 City of Lake Oswego		5,000.00	-5,000.00	
43132 City of Oregon City		10,000.00	-10,000.00	
43133 City of Wilsonville		7,000.00	-7,000.00	
43134 City of Gladstone		2,500.00	-2,500.00	
Total 43100 Intergovernmental Revenue		74,500.00	-74,500.00	
43200 Interagency Revenue				
43210 PSU/Oregon Solutions		112,500.00	-112,500.00	
43230 Confederated Tribes of the Grand Ronde		10,000.00	-10,000.00	
43231 Confederated Tribes of the Siletz Indians	10,000.00		10,000.00	
Total 43200 Interagency Revenue	10,000.00	122,500.00	-112,500.00	8.16 %
48100 Interest Revenue	33.12	120.00	-86.88	27.60 %
Total Revenue	\$10,033.12	\$583,343.00	\$ -573,309.88	1.72 %
GROSS PROFIT	\$10,033.12	\$583,343.00	\$ -573,309.88	1.72 %
Expenditures				
53300 Contract Services				
53310 Contract Management	23,000.00	142,500.00	-119,500.00	16.14 %
53330 Administrative Services	820.00	6,000.00	-5,180.00	13.67 %
53332 Bookkeeping	325.00	7,500.00	-7,175.00	4.33 %
53340 Internet / Web Design		3,000.00	-3,000.00	
53350 Communications	257.57	1,000.00	-742.43	25.76 %
53360 Web Hosting	543.85	1,000.00	-456.15	54.39 %
53370 Zoom Webinar	191.98	1,300.00	-1,108.02	14.77 %
53380 Public Affairs - State	500.00	6,250.00	-5,750.00	8.00 %
53381 Public Affairs - Federal		10,000.00	-10,000.00	
53390 Misc Contract Services		2,500.00	-2,500.00	
Total 53300 Contract Services	25,638.40	181,050.00	-155,411.60	14.16 %
53500 Professional Services				
53510 Legal	1,527.50	25,000.00	-23,472.50	6.11 %
53530 Financial	6,200.00	25,000.00	-18,800.00	24.80 %
53540 Audit		17,500.00	-17,500.00	
Total 53500 Professional Services	7,727.50	67,500.00	-59,772.50	11.45 %
53700 Administrative Expenses				
53710 Bank Fees		120.00	-120.00	
53720 Insurance		3,600.00	-3,600.00	
53730 Printed Collateral	112.02	1,100.00	-987.98	10.18 %
53740 Marketing/Fundraising	103.00	5,000.00	-4,897.00	2.06 %
53750 Memberships	2,833.00	6,000.00	-3,167.00	47.22 %

Willamette Falls Locks Authority

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - August, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
53760 Travel	180.00	6,500.00	-6,320.00	2.77 %
53770 Training /Conferences		4,000.00	-4,000.00	
53780 Office Rent	1,875.00	9,000.00	-7,125.00	20.83 %
Total 53700 Administrative Expenses	5,103.02	35,320.00	-30,216.98	14.45 %
53800 IT / Technology				
53810 Software Licenses	359.36	1,200.00	-840.64	29.95 %
53850 Small IT Equipment		2,000.00	-2,000.00	
Total 53800 IT / Technology	359.36	3,200.00	-2,840.64	11.23 %
54000 Operating Expenses	100.10	1,000.00	-899.90	10.01 %
Total Expenditures	\$38,928.38	\$288,070.00	\$ -249,141.62	13.51 %
NET OPERATING REVENUE	\$ -28,895.26	\$295,273.00	\$ -324,168.26	-9.79 %
Other Revenue				
43600 Grant Revenue - State		1,113,700.00	-1,113,700.00	
49000 Other Financing Sources				
49200 Debt Proceeds from Short Term Debt		675,000.00	-675,000.00	
Total 49000 Other Financing Sources		675,000.00	-675,000.00	
Total Other Revenue	\$0.00	\$1,788,700.00	\$ -1,788,700.00	0.00%
Other Expenditures				
60000 Capital Outlay				
60100 Project Management		130,300.00	-130,300.00	
60200 Pre-Development		430,000.00	-430,000.00	
60300 Design and Development		739,650.00	-739,650.00	
60400 Permitting		162,750.00	-162,750.00	
60500 Cpnstruction		0.00	0.00	
60999 Project Contingency		300,500.00	-300,500.00	
Total 60000 Capital Outlay		1,763,200.00	-1,763,200.00	
70000 Debt Service				
70500 Interest		20,605.00	-20,605.00	
Total 70000 Debt Service		20,605.00	-20,605.00	
81000 Operating Contingency		50,306.00	-50,306.00	
89999 Unappropriated Ending Fund Balance		249,862.00	-249,862.00	
Total Other Expenditures	\$0.00	\$2,083,973.00	\$ -2,083,973.00	0.00%
NET OTHER REVENUE	\$0.00	\$ -295,273.00	\$295,273.00	0.00%
NET REVENUE	\$ -28,895.26	\$0.00	\$ -28,895.26	0.00%

Materials following this page were distributed at the meeting.



Willamette Falls Locks
AUTHORITY

October 22, 2025

Willamette Falls Locks Director's Update

www.willamettefallslocks.org



Department of Administrative Services – Procurement



Willamette Falls Locks
AUTHORITY

www.willamettefallslocks.org

- Met with Procurement Team on October 16
- Drafting memo Requesting DOJ interpretation
 - Result will inform DAS and WFLA (any leg fixes)
- Agreed to continue to use our procurement manual in the meantime
- Adjust any thresholds in our procurement manual to align with state and create efficiencies
- Legislative fix if needed (2026 or 2027)

Pacific Northwest Waterways Conference



Willamette Falls Locks
AUTHORITY

www.willamettefallslocks.org





2025 ANNUAL CONVENTION

OCTOBER 14- 16, 2025 | VANCOUVER, WASHINGTON

INFORMATION

2025 COMPLETE



As our most popular event of the year, the PNWA Annual Convention offers a prime opportunity to connect with key regional and federal partners, along with nearly 200 PNWA colleagues from the Northwest. This is the ideal time to touch base as the calendar year winds down and we kick-off preparations for the coming year's vital advocacy efforts.

You'll have the chance to interact with and learn from experts in our region's working waterways, transportation corridors, economic development industries, and regulatory community. Beyond networking with your colleagues, our goal is to provide you with the most timely and relevant information.

Our Partners



Marion County
OREGON



Confederated Tribes
of *Grand Ronde*





December 3rd Event – Launch the Locks

- Attendees
 - Current Partners
 - New Partners
- Update Progress
- Discuss multi-year budget
- Discuss legislative plan
- Broad ask of partners
- Logistics
 - 3:30 on December 3rd
 - Historic West Linn City Hall
 - Light snacks (Potluck?)

Future Partners

Request to continue partnership and support

- State of Oregon - DR
- Clackamas County - CL
- Oregon City - DM
- Confederated Tribes of the Siletz Indians - RK
- Confederated Tribes of Grand Ronde - CM
- Metro - CL
- West Linn - MB
- Mt Hood Territory * - DP
- Gladstone - MB
- Marion County * -
- Wilsonville - MB
- Lake Oswego - DR
- Port of Portland * - CL

Request to become new Partners and support

- Cities
 - Tualatin - MB
 - Newberg - MB
 - Canby - DM
 - Portland - CL
 - Milwaukie - DM
- Counties
 - Yamhill -
 - Multnomah - CL
- Private/nonprofit
 - Willamette Falls Trust -
 - Tidewater - KM
 - Bernert Brothers - CL
 - Portland Spirit - KM
 - American Cruise Lines - KM
 - Tualatin River Keepers - RA
 - Willamette River Keepers - CM
 - Watersheds –
 - Others – Rivers of life Center



Request of Board Members

- Phone Call in Advance of Dec 3 meeting (prior to Nov 20th) to each assigned current/potential partner
- Connect with each assigned current/potential partner on Dec 3rd
- Follow up meeting after Dec 3rd with partner ask



Thank You