



Willamette Falls Locks AUTHORITY

Authority Meeting

Oregon City Council Chambers

625 Center Street, Oregon City, OR

Wednesday January 22, 2025 – 2:00 to 3:15 PM

or, join Virtually

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 – 2:20	Welcome, Meeting Minutes and Treasurer’s Update	
	▪ Chair’s Welcome	Chair Lewis
	▪ Meeting Minutes (December 2024)	Chair Lewis
	○ Secretary comments/edits	S. Carter
	○ Approve Minutes	
	▪ Treasurer’s Report	D. McGriff/K.Hobson
	○ Financial Statements	
	▪ Budget to actuals Oct and Nov 2024	
	▪ Additional purpose of treasurer’s report	
	○ Approve Treasurer’s Report	
2:20 – 2:50	Executive Director’s Report	R. Wagner
	▪ Mid-Year budget review and adjustments	K. Hobson
	▪ Board vacancies update	
	▪ December Locks Tour	
	▪ Travel Oregon Grants Submission	
	▪ February SDAO Conference	
	▪ March PNWA Mission to DC	
	▪ Capital plan for 2021 lottery bonds	
2:50 – 3:10	Discussions	
	• Authority Membership	Chair Lewis
	• State Legislative Agenda	D. Riggs
3:10 – 3:15	Adjourn Meeting	Chair Lewis
	▪ Next Meeting	
	○ February 26, 2025	

WILLAMETTE FALLS LOCKS AUTHORITY

Authority Meeting

December 4, 2024 – 2:00-3:00 PM

Meeting Minutes

(Minutes: Pat Vivian and Reed Wagner)

Authority Members Present:

Russ Axelrod [*Geologist, former West Linn Mayor*]

Mary Baumgardner [*West Linn Council President*]

Sandy Carter [*Advocates for Willamette Falls Heritage*]

Robert Kentta [*Tribal Council Treasurer, Confederated Tribes of Siletz*]

Christine Lewis [*Metro Council*]

Denyse McGriff [*Mayor, Oregon City*]

Excused Absences:

Chris Mercier [*Vice Chair, Confederated Tribes of Grande Ronde*]

Mini Sharma Ogle [*PGE – resigned as of 12-30-24*]

Tootie Smith [*Chair, Clackamas County – currently resigned*]

Unexcused Absence:

David Penilton [*Clackamas County Tourism/MERC Commission*]

Staff:

Reed Wagner [*WFLA Executive Director*]

Nicholas Cooley [*Metro, Authority Intern*]

Pat Vivian [*Notetaker*]

Doug Riggs [*Public Affairs*]

Keith Hobson [*Keith Hobson Consulting*]

Ex-Officio Legislative Representatives Attending:

Oregon Senator Mark Meek

Will Worth (Oregon Rep. Walters' office)

1. Welcome, Meeting Minutes and Treasurer's Report

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

1b. Approval of Meeting Minutes (October 2024). Sandy Carter made a motion to finalize the October minutes with edits suggested by Russ Axelrod and the addition of Mary Baumgardner to the attendance list. Denyse McGriff seconded the motion and the October minutes were unanimously approved.

1c. Treasurer’s Report (Budget vs. Actuals, July-September 2024). Treasurer Denyse McGriff asked if members had any questions; there were none. Russ Axelrod moved to accept the Treasurer’s report as presented, seconded by Sandy Carter. The Treasurer’s report was unanimously accepted.

2. Executive Director’s Report

2a. Final June 30, 2024, Financial Statement. Executive Director Reed Wagner invited Keith Hobson to report on the final June 30, 2024, financial statement (with monthly statements included).

The financial statements include budget-to-actuals and meet reporting requirements, Keith said. They are unaudited but comply with agreed-upon procedures (attestation) that were established to meet legal requirements more cost-effectively than a traditional audit. This practice is generally consistent with a public entity the size of the Authority.

The only change since the most previous statement presented to the Authority members is the addition of \$103,000 passed through PSU in June, which was not included in the previous June revenue statement. It won’t affect long-term cash flow. The final fund balance is approximately \$39,000 more than the estimated fund balance.

2b. Presentation by TKW Auditors. Reed thanked Dan Miley, TKW Auditors, for completing the FY24 audit sooner than anticipated. Dan explained the difference between a full audit and an agreed-upon procedures report, which lists findings/recommendations but doesn’t confirm actual numbers. TKW Auditors findings/recommendations included:

1. Add the \$103,000 deposit from PSU.
2. Develop an ethics policy and procedures and ensure that everyone involved knows the rules. The ethics policy should address potential conflicts of interest.
3. Establish an independent review of purchases, regardless of dollar amount. Currently, the person reviewing the bank statements also holds the credit card for the Authority; these should be two different individuals.

Chair Lewis asked how an organization as small as the Authority can conduct an independent review. Reed said he will set up a distribution of monthly expenses to Keith and Treasurer Denyse McGriff, who agreed to take on responsibility for noting anything out of the ordinary.

Chair Lewis suggested using the League of Oregon Cities model of ethics on our letterhead; Russ and Denyse thought this was a good suggestion. It was noted that any Authority member might encounter a conflict of interest based on the organization they represent.

ACTION: Treasurer Denyse McGriff made a motion to approve the unaudited June 30, 2024 financial statement with corrections along with the agreed-upon auditing procedures. Mary Baumgardner seconded the motion, which was unanimously supported.

A process will be in place for review of bank statements by the next WFLA board meeting, Reed said. There will probably be similarly agreed-upon procedures for the FY24-25 budget but will likely need to move to a full audit the following budget cycle.

3. Discussions

3a. Authority Membership. Chair Christine Lewis noted that member reappointments will coincide with three vacancies as of January 1. She expects action soon from the Governor's office, possibly by January. Full membership is 11 seats. Russ Axelrod's position is up for renewal now. Reed will submit paperwork by Dec. 20 to the Governor's office.

Denyse asked for clarity on which member slots will be filled. Many attributes can lead someone to be appointed, not just their organizational affiliation, Christine said. Representation of local, county, city or regional governments, and tribes is specifically included in the statute. Sandy noted that maritime industry representation is still needed.

Russ Axelrod asked, does the Authority need to approve recommendations for membership today so they can be presented to the Governor on Dec. 20? Should there be a vote? Our votes from last session carry over into this one, Chair Lewis said.

ACTION: Sandy Carter made a motion to recommend to the Governor that Russ Axelrod be reappointed to the Authority in January 2025. The motion was seconded by Denyse. All members present voted in favor except Russ, who abstained from voting.

Christine Lewis reminded everyone that the Willamette Falls Locks Commission established a goal for the Governor to fill seats with people who, as a whole, represent the following:

- a. Federal agencies or Native American Tribes that have interest in the Willamette Falls area
- b. Regional or municipal governments
- c. The maritime industry
- d. The tourism industry

- e. People with experience in finance, marketing and economic development
- f. Adjacent property owners
- g. Abutting utility owners

3b. State Legislative Agenda. Doug Riggs gave an update. The state revenue forecast released a few weeks ago is very positive. The Governor has hired a new state economist who uses a different model to predict revenue in an effort to improve forecast accuracy and avoid the wild swings that lead to large kickers.

The Governor's recently released budget includes significant investments in housing and social support. Also, this year's session will be six months long, giving legislators more time to pass bills.

A bill has been drafted to make the budgetary changes discussed in previous meetings. The initial request was for \$14.5 million, which Ways and Means cut in half. At the time, it was generally understood by lawmakers that \$7.25 million would be insufficient; legislators need to be reminded of this fact.

Because Rep. Hieb won't be returning to the Legislature in 2025, the Authority will have a new ex-officio House representative, either Rep. Christine Drazan or whoever she appoints.

Sen. Mark Meek said use of better methodologies and assumptions in the state revenue forecast will help ensure that any dollars allocated to the Authority for Locks restoration are actually available when needed. Timing of the state funding request will be critical. It needs to coincide with work the Corps of Engineers is doing.

Reed discussed the expenditure of capital funds from the state and the use of funds from the current biennium versus the future biennium.

4. Adjourn Meeting

The next Authority meeting will be at 2 pm, January 22, at the Oregon City Council Chambers.

Willamette Falls Locks Authority
Budget Worksheet for FY 2025-26 - FY 2024-25 Projected Actual

	2024-25 Budget	Actual through 5 Months	Projected Jun 30 Total for Year	
		Actual to Nov 30, 2024	Projected Actual	Remaining Budget
Income				
40001 Beginning Fund Balance	354,002.00	393,410.00	393,410.00	(39,408.00)
43100 Intergovernmental Revenue				-
43110 Metro	40,000.00		40,000.00	-
43120 Clackamas County	40,000.00	40,000.00	40,000.00	-
43122 Marion County	-		-	-
43130 City of West Linn	10,000.00		10,000.00	-
43131 City of Lake Oswego	-		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	109,500.00	40,000.00	109,500.00	-
43200 Interagency Revenue				
43210 PSU	85,000.00		103,000.00	(18,000.00)
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)
43250 PGE	20,000.00		20,000.00	-
Total 43200 Interagency Revenue	115,000.00	-	143,000.00	(28,000.00)
Total Income	578,502.00	433,410.00	645,910.00	(67,408.00)
Gross Profit	578,502.00	433,410.00	645,910.00	(67,408.00)
Expenses				
53300 Contract Services				
53310 Contract Management	132,000.00	57,500.00	138,000.00	(6,000.00)
53320 PSU	-		-	-
53330 Administrative Services	12,000.00	1,481.25	4,631.25	7,368.75
53332 Bookkeeping	-	4,500.00	7,500.00	(7,500.00)
53340 Internet / Web Design	10,000.00	200.00	2,200.00	7,800.00
53350 Communications	1,000.00		150.00	850.00
53360 Web Hosting	1,000.00	496.18	496.18	503.82
53370 Zoom Webinar	1,300.00	515.35	1,236.84	63.16
53390 Misc Contract Services	2,500.00	1,250.00	6,000.00	(3,500.00)
Total 53300 Contract Services	159,800.00	65,942.78	160,214.27	(414.27)
53500 Professional Services				
53510 Legal	25,000.00	3,510.00	15,000.00	10,000.00
53530 Financial	15,000.00	8,665.00	25,465.00	(10,465.00)
53540 Audit	25,000.00	15,000.00	15,000.00	10,000.00
53550 Engineering and Design	20,500.00	-	-	20,500.00
53560 Planning	-		-	-
Total 53500 Professional Services	85,500.00	27,175.00	55,465.00	30,035.00
53700 Administrative Expenses				
53710 Bank Fees	120.00	-	120.00	-
53720 Insurance	3,600.00	3,958.64	3,329.64	270.36
53730 Printed Collateral	1,100.00	31.73	1,100.00	-
53740 Marketing/Fundraising	11,000.00	-	4,000.00	7,000.00
53750 Memberships	7,200.00	3,000.00	5,025.00	2,175.00
53760 Travel	3,300.00	2,425.39	6,800.00	(3,500.00)
53770 Training /Conferences	3,300.00	1,619.00	2,129.00	1,171.00
Total 53700 Administrative Expenses	29,620.00	11,034.76	22,503.64	7,116.36
53800 IT / Technology				
53810 Software Licenses	1,080.00	486.00	1,179.00	(99.00)
53820 Web Hosting	300.00	-	-	300.00
53850 Small IT Equipment	-		-	-
Total 53800 IT / Technology	1,380.00	486.00	1,179.00	201.00
54000 Misc Operating Expenses	1,000.00	78.75	500.00	500.00
Total Expenses	277,300.00	104,717.29	239,861.91	37,438.09
Net Operating Income	301,202.00	328,692.71	406,048.09	(104,846.09)
Other Income				
48100 Interest Revenue	96.00	69.47	174.47	(78.47)
Total Other Income	96.00	69.47	174.47	(78.47)
Other Expenses				
81000 Operating Contingency	48,935.00		-	48,935.00
89999 Unappropriated Ending Fund Balance	252,363.00		-	252,363.00
Total Other Expenses	301,298.00	-	-	301,298.00
Net Other Income	(301,202.00)	69.47	174.47	(301,376.47)
Net Income	-	328,762.18	406,222.56	(406,222.56)

Willamette Falls Locks Authority

Budget Calendar

FY 2025-26 Budget

Step	Detail	Date
1	Appoint Budget Officer	Position of Executive Director was appointed N/A – Done in January 2024
2	Approve Budget Calendar	Establishes preparation timeline, and publication and meeting dates January Board Mtg January 22, 2025
3	Appoint Budget Committee Members	Until legislative clarification, appoint members of the governing board plus advisory members as the budget committee February Board Mtg February 26, 2025
4	Prepare proposed budget	Can start before step 3 February – April
5	Publish first notice of Budget Committee meeting	Not more than 30 days before the meeting No earlier than March 24, 2025
6	Publish second notice of Budget Committee meeting	Not less than 5 days before the meeting No later than April 17, 2025
7	Budget Committee meeting	At least one meeting required. Committee must receive the proposed budget, and approve the budget with any changes made by the Committee. April Budget Committee Mtg April 23, 2025
8	Budget Committee meets again if needed	Sometimes two meetings are necessary to answer questions and make adjustments to the proposed budget prior to approval. May if needed Date TBD
9	Publish notice of Budget Hearing	5-30 days before the hearing. Notice must include summary of the approved budget May 26, 2025 to June 19, 2025
10	Hold Budget Hearing	Conducted by Governing Body. Must provide opportunity for public comment. June Board meeting, unless a separate hearing is desired June 25, 2025
11	Enact Budget Resolution: 1. Adopting Budget 2. Making Appropriations 3. Imposing and categorizing taxes (N/A)	Can be, and often is, done at the Budget Hearing. Must be completed by June 30. June Board meeting June 25, 2025
12	Submit Tax certification documents to the County Assessor, if applicable	Must be submitted by July 15. July 14, 2025
13	Finalize Budget Document and make available to the public	Must file with either County Clerk or Sec of State September 15, 2025

Proposed Meetings for 2025

In keeping with holding meetings on the fourth Wednesday of each month, here are the proposed dates for meeting in 2025. Please reach out to Reed or Nicholas if you foresee any conflicts or want to propose an alternate meeting schedule.

- February 26th
- March 26th
- April 23rd
- May 28th
- June 25th
- July 23rd
- August – recess
- September 24th
- October 22nd
- December 3rd (combined Nov / Dec meeting to accommodate the holidays)