



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **December 19, 2023, 6 PM**

LOCATION: Cascade Locks City Hall 140 Wa Na Pa St, Cascade Locks, OR 97014

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

MINUTES

- 1) Commission meeting called to order 6:03 PM
 - a. Pledge of Allegiance
 - b. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute (excused)
 - iii. Commissioner Nance
 - iv. Commissioner Peterson
 - v. Commissioner Thweatt
 - vi. Members of the Staff and Other Support – GM Jeremiah Blue; Secretary Keriane Stocker; Operations Manager Parker Nelson; Accounting Specialist Melissa Warren; Matt Apken, Managing Consultant Merina+Co
 - vii. Members of the Public – via Zoom: Flora Gibson, iPhone
 - c. Modifications, Additions and Changes to the Agenda
 - i. ED Blue requested to remove the Executive Session.
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 3) Special Presentation and Reports by outside resources, staff, and Government Officials
 - a. Overview of Mid-Columbia Economic Development District – Jessica Metta
 - i. ED Blue introduced Jessica Metta, Executive Director of Mid-Columbia Economic Development District (MCEDD). Metta provided an explanation of MCEDD's purpose and its history with the Port. Established in 1969, MCEDD's focus is to promote the creation of family wage jobs, the diversification of the economic base and the growth, development and retention of business and industry within the five (5) county districts of Hood River, Wasco, and Sherman counties in Oregon, and Skamania and Klickitat counties in Washington. The group focuses on three major areas: business assistance, technical assistance and regional coordination.
 - b. Update on Flex 6 – Anne Medenbach
 - i. Medenbach was unable to attend. Her update was provided in the packet.
- 4) Consent Agenda (***)Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may take a motion to remove any items from the Consent Agenda for individual discussion).
 - a. Approval of minutes from Commission Meetings on November 21, 2023 and December 5, 2023
 - b. Ratification of bills in the amount of \$161,934.69
 - c. Approval of payroll for 12/04/2023 in the amount of \$41,506.20

C PETERSON MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED; C THWEATT SECONDED; Passed Unanimously

- 5) Business Action Items
 - a. Commission Finance Sub-Committee; appoint two (2) commissioners

- i. ED Blue introduced Managing Consultant Matt Apken from Merina+Co. Apken is assisting the Port with their audits as well as some of the accounting work. Apken pointed out that the auditors will be onsite at the Port Office from 03/18/2024 to 03/29/2024. The deadline for the 2023-2024 audit is 12/30/2024. ED Blue mentioned that C Peterson and C Thweatt had expressed interest in being on the subcommittee.

C NANCE MOVED TO ESTABLISH THE FINANCE COMMISSION SUBCOMMITTEE AND APPOINT THE NOTED COMMISSIONERS; C THWEATT SECONDED; Passed Unanimously

6) Executive Director Report

- a. ED Blue reported that Dan Mahr has joined the Port as their Government Affairs Director. An update with Ixtapa revealed that they have come up against unexpected costs regarding electrical and plumbing. He feels that the Port may be able to provide some assistance regarding the electrical issues, but the plumbing is very specific to the needs of Ixtapa's business, and the Port may not be helpful in that. ED Blue announced that Deputy Executive Director Genevieve Scholl will be starting on Tuesday, January 2nd. C Nance asked for more details about the Strategic Business Plan ("SBP"). ED Blue replied that they confirmed in the previous meeting that the SBP would be held over the course of two (2) days, January 27th to the 28th. He noted that a new SBP is required every eight (8) years, preferably updated every five (5) years, and reviewed every year. C Nance asked if there is anything they need to bring or prepare for. ED Blue stated that their opinions would be the most important, specifically opinions on the Port for the next five (5) years. P Lorang added that the public does not understand what the Port's function is and the necessity of having one. The public does not realize how much money the Port puts into the city.

7) Commissioner Comments

- a. C Nance expressed his compliments on the Christmas lighting. He also extended his congratulations to Parker (Nelson) on his new role as Operations Manager.
- b. C Peterson commented as well about the Christmas lighting. He added that he attended the Hometown Christmas event as well as the various Christmas bazaars. C Peterson also noted that the Sternwheeler is holding a Christmas Eve event and another one on New Year's Eve. He also gave his commendation to ED Blue for his structural/organizational moves and felt that the Port is in position for a very strong beginning into 2024.
- c. C Thweatt expressed her excitement and anticipation for the SBP.
- d. ED Blue asked the Commission if they wanted to consider cancelling the January 2nd meeting. He added that there potentially may be a need to have a Special Meeting, and if so, he intends to hold it over Zoom.

C NANCE MOVED TO CANCEL THE JANUARY 2ND MEETING; C PETERSON SECONDED; Passed Unanimously

8) Executive Session under ORS.192.660(2)(h) Legal counsel regarding litigation or litigation likely to be filed

9) Adjournment 7:05 PM

Port of Cascade Locks

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Signed

Date Signed