



PUBLIC MEETING: Port Commission Action Meeting

DATE: Tuesday **July 16, 2024, 6 PM**

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

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

## AGENDA

- 1) Commission meeting called to order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Modifications, Additions and Changes to the Agenda
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 3) 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 for Commission Meeting from June 18, 2024 and July 2, 2024 – [Page 2](#)
  - b. Ratification of bills in the amount of \$143,286.27 – [Page 10](#)
  - c. Approval of payroll for June 18, 2024 in the amount of \$38,085.74 and for July 3, 2024 in the amount of \$47,738.54
- 4) Discussions
  - a. Upcoming Commission Training and Conferences – [Page 12](#)
  - b. Port Economic Development Grant Program FY 24-25 – [Page 14](#)
- 5) Business Action Items
  - a. Approve Letter of Support for City of Cascade Locks Grant Request – [Page 20](#)
  - b. Election of Port Commission Officers – [Page 24](#)
  - c. Appointment of Commissioner Committee Assignments – [Page 25](#)
- 6) Executive Session under ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property. Final actions or decisions on these matters will be made during the Regular Session and ORS.192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed
- 7) Executive Director Report
- 8) Commissioner Comments and Sub-Committee Reports
- 9) Adjournment

## IMPORTANT DATES

### **Monday, July 22, 2024**

Bridge of the Gods Centennial Celebration Advisory Committee Meeting

### **Tuesday, July 30, 2024**

Executive Director Evaluation Due to SDAO

### **Tuesday, August 6, 2024**

Port Committee Meeting

### **Tuesday, August 20, 2024**

Port Committee Meeting

*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.*



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **June 18, 2024, 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 6:00 PM
    - a. Pledge of Allegiance
    - b. Roll Call
      - i. President Lorang
      - ii. Vice-President Klute
      - iii. Commissioner Nance
      - iv. Commissioner Peterson
      - v. Commissioner Thweatt (excused)
      - vi. Members of the Staff and Other Support – Executive Director Jeremiah Blue; Deputy Executive Director Genevieve Scholl; Secretary Keriane Stocker; Operations Manager Parker Nelson; Accounting Specialist Melissa Warren
      - vii. Members of the Public – Denise Emmerling-Baker; Cesar Estrada; via Zoom – Flora Gibson; Chris Matlock; Shania Weldon; Citizen; iPhone
    - c. Modifications, Additions and Changes to the Agenda
      - i. ED Blue requested to remove Item 7) Executive Session as information was not ready. ED Blue informed the Commission that SDAO Senior Consultant Mark Knudson would not be able to join the meeting until 6:30 pm. ED Blue asked for a little flexibility in the agenda and once Knudson is available, staff would like to jump to 5c) Introduction and Overview of Executive Director Performance Evaluation.
  - 2) Public Comment (Speakers may be limited to three (3) minutes)
    - a. Community Member Denise Emmerling-Baker addressed the Commission regarding Main Street Cascade Locks (“Main Street”). Emmerling-Baker noted that Main Street recently achieved affiliated status with Oregon Main Street, which gives them access to grants and technical support. Main Street is having their first community meeting next Tuesday and aim to collaborate with the Downtown Revitalization Steering Committee to develop a plan for the future.
    - b. Public Member Cesar Estrada introduced himself and talked about revitalizing Cascade Locks through the use of the movie film industry.
  - 3) 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 for Commission Meeting from May 21, 2024 and June 3, 2024 as well as Special Commission Meeting on May 30, 2024
    - b. Ratification of bills in the amount of \$587,313.90
    - c. Approval of payroll for June 4, 2024 in the amount of \$41,449.47
- VP KLUTE MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED IN ITS ENTIRETY; C PETERSON SECONDED; Passed Unanimously**
- 4) Business Action Items
    - a. Adoption of 2024-2029 Port of Cascade Locks Strategic Business Plan

- i. ED Blue reported that the Moss Adams consulting team has now received all Commissioners' feedback as well as Oregon Business Development Department ("OBDD")'s evaluation and the community survey results. OBDD had no notes on the draft and the community survey results were resoundingly positive. Moss Adams' Strategy & Operations Senior Annie Fadely and Senior Manager Jessie Lenhardt were present to review the community survey results with the Commission. Fadely and Lenhardt stated that respondents were generally positive about the plan and Business Oregon reviewed the plan and gave it a thumbs up. Lenhardt noted that negative comments were oriented towards the port's ambitious goals and the need for tangible results.

**VP KLUTE MADE A MOTION TO ADOPT THE 24–29 PORT OF CASCADE LOCKS STRATEGIC BUSINESS PLAN; C NANCE SECONDED; Passed Unanimously**

- 5) Special Presentation and Reports by outside resources, staff, and Government Officials
  - c. Introduction and Overview of Executive Director Performance Evaluation – Mark Knudson, Senior Consultant – SDAO
    - i. Knudson lead the introduction of the Executive Director Performance Evaluation process. The purpose of performance evaluations is accountability and providing communication between the board and executive director. The evaluation period is defined in the executive director's employment agreement, and the board must communicate expectations and provide feedback to the executive director.
- 4) Business Action Items
  - b. Approve Employee Handbook Update – Genevieve Scholl
    - i. DED Scholl reported that the Port Employee Handbook Update is complete with the new Paid Time Off ("PTO") policy. A minor correction about pay periods will be included. Staff recommended Commission approval, subject to final legal review and Executive Director approval. All port staff will be briefed on the significant changes, hopefully before July 1.

**C NANCE MADE A MOTION TO APPROVE THE EMPLOYEE HANDBOOK UPDATE SUBJECT TO LEGAL REVIEW AND THE EXECUTIVE DIRECTOR'S APPROVAL GIVEN THE MINOR UPDATES; C PETERSON SECONDED; Passed Unanimously**

- c. Approve Letter of Support for Hood River-White Salmon Bridge Authority Funding Request – Dan Mahr
  - i. The Hood River White Salmon Bridge Authority requested a letter of support for their 2025 Oregon legislature funding request to complete the Bridge Replacement project. A draft letter was provided for review and edits and the Commission was welcomed to provide input on specific points or the overall direction of the letter.

**VP KLUTE MOVED TO APPROVE THE LETTER SUPPORTING THE HOOD RIVER WHITE SALMON BRIDGE AUTHORITY'S REQUEST TO THE OREGON LEGISLATURE FOR \$105 MILLION IN STATE FUNDING FOR THEIR BRIDGE REPLACEMENT PROJECT; C PETERSON SECONDED; Passed Unanimously**

- 5) Special Presentation and Reports by outside resources, staff, and Government Officials
  - a. Legislative Update – Dan Mahr
    - i. Mahr reported that he, ED Blue and DED Scholl met with Representative Kevin Waters who is the Port's champion on bridge funding in the Washington State Legislature. Mahr also met with Renée Tkach, Project Manager of Gorge Towns to Trails Project Manager to discuss the Town to Trails Project, which is a plan to link up about 200 miles of trails on both sides of the river. Mahr noted that there is federal money coming into the region as the federal level addresses active transportation needs in the area. Mahr informed the Commission that a new member of Congress is

expected in 2025, and the Port will reach out to their team. Finally, Mahr noted that Senator Wyden would be hosting a town hall next week, and the Commissioner can represent the Port if they are available.

7:11 pm: The Commission took a short break to take refreshments.

7:19 pm: The meeting reconvened.

**b. Grants Discussion – Genevieve Scholl**

**i. Port Economic Development Grant Program FY 24-25**

❖ DED Scholl presented an in-depth discussion regarding the Port-funded local grants program. Key questions fielded to the Commission were on the program’s objectives, eligibility and scoring criteria, and general rules and funding restrictions.

**ii. Grant Funding Targets for Year 1**

❖ DED Scholl followed up with a discussion on grant-seeking and the importance of charting a path for grant-seeking activities that will provide the best chances of supportive funding for Port objectives. DED Scholl noted that in the SBP, Objective L. “Maximize Port Revenue” includes a directive to “Update the Port’s grant program including methods for identification, pursuit, and administration to strengthen the overall grant strategy to help achieve the goals identified in the plan.” DED presented an overview of the various known grant opportunities that are coming up in the near and mid-term. She listed them from local/regional, state, and federal levels. C Nance emphasized the importance of identifying priorities and finding a grant that aligns with them. The Commission agreed that staff should come to the Commission with proposed projects rather than creating a project for a grant.

Mahr explained the legislative process for funding projects, highlighting the importance of lead time and political considerations.

**6) Discussions**

**a. Community Picnic**

**i.** The City recently adopted their budget and within that, they have cut funding for community events. One of the community events that the Port and City host together is the Community Picnic. Traditionally, both the Port and the City contribute \$1,250, totalling \$2,500. ED Blue stated that the Port has \$2,500 budgeted for community events. ED Blue requested a selection for a date for the picnic, as it could otherwise be used for other events or weddings. ED Blue also requested a consensus on whether to spend all of the budget on a smaller picnic or look for alternative funding sources and partners to hold the event. P Lorang suggested August 23<sup>rd</sup>. C Nance verified that if the Port has \$2,500 set aside for community events, if they spend it all on the picnic, the picnic will be the Port’s community event for the year. ED Blue replied that the Port could redirect funds from other allocations, such as Port Sponsored Events, which essentially would be pulling from next year’s fireworks display. A conversation regarding also seeking community volunteers ensued. ED Blue confirmed that the Commission has settled on August 23<sup>rd</sup> and a directive to find alternate funding sources and volunteers for the event.

**7) Executive Session under ORS.192.660(2)(p) To consider matters relating to cyber security infrastructure and responses to cyber security threats**

**8) Departmental Updates**

- a. A written report was distributed to the Commissioners at the meeting.

OM Nelson updated the Commission on maintenance tasks and upkeep of park areas, including trails, and irrigation systems. OM Nelson provided details on an unexpected issue with the pump-out station at the Visitor Center. The walls were more damaged than expected and a new pump-out housing casing is needed.

ED Blue added that he had spoken to Juan from Ixtapa, and was relayed a problem possibly with County requirements that he doesn't currently have in the restaurant in Hood River. ED Blue stated that he will contact the county for clarification and see if the Port can assist.

OM Nelson reported that the final payment for the Thunder Island Pedestrian Bridge repair was received. OM Nelson also added that milfoil treatment is scheduled for the marina. C Nance inquired about getting the beach treated as well.

DED Scholl stated that there is nothing additional to report from her, beyond what is in the written report.

**9) Executive Director Report**

- a. In addition to the written report, ED Blue gave a brief overview of his attendance at the PNWA Summer Conference in Clarkston.

C Peterson inquired about Positive Pay. Warren explained that Positive Pay automatically compares outgoing checks against an authorized list to identify dependencies and ensure that only the checks the Port has authorized are paid.

**10) Commissioner Comments and Sub-committee Reports**

- a. C Peterson stated that he found the night's meeting very educational and thanked DED Scholl for her time and energy.
- b. C Nance thanked the public members that gave comments. He reported that he attended the Festival of Nations. He also inquired about operations and fees of the Marina. ED Blue answered that fee rates will be something that they will look into, this fiscal year. He explained that he would like to get to a point where every year, the Port reviews their fees all in the same meeting. C Nance stated that he would be interested in what the current fees are, how it is comparable, when the last time it was updated, and how long is the waitlist? C Nance expressed his gratitude to DED Scholl for her presentation on grants. He further stated that he believes that tonight is a pivotal turning point for the Port and (the City of) Cascade Locks, with consideration of everything they had discussed during the meeting, including grants and the adoption of the Strategic Business Plan.
- c. P Lorang commented that he is looking forward to the Executive Director's evaluation. He also agreed with C Nance that the night would mark a pivotal change.
- d. VP Klute stated that she is looking forward to the first meeting for the Bridge of the Gods Centennial Celebration Advisory Committee. She hopes to get good participation and mentioned that the committee is looking to reschedule the meeting to Friday morning instead of the evening.

**11) Adjournment 9:36 pm**

Port of Cascade Locks

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Port Commission President  
Brad Lorang

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Port Commission Secretary  
Albert Nance

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Date Signed

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Date Signed

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Prepared by Keriane Stocker



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **July 2, 2024, 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 6:01 PM
  - a. Pledge of Allegiance
  - b. Roll Call
    - i. President Lorang
    - ii. Vice-President Klute
    - iii. Commissioner Nance
    - iv. Commissioner Peterson
    - v. Commissioner Thweatt
    - vi. Members of the Staff and Other Support – Executive Director Jeremiah Blue; Deputy Executive Director Genevieve Scholl; Administrative Specialist Keriane Stocker; Operations Manager Parker Nelson; Accounting Administrator Melissa Warren; Mark Knudson, SDAO Senior Consultant; Shanta Carter, SDAO Consulting Services Manager
    - vii. Members of the Public – Flora Gibson; Chris Matlock; David Sneitzer; iPhone
  - c. Modifications, Additions and Changes to the Agenda
- 2) Special Presentation and Reports by outside resources, staff and Government Officials
  - a. Port Executive Director’s Performance Evaluation for 2023-2024 – Mark Knudson, Senior Consultant – SDAO
    - i. With the assistance of Carter, Knudson provided an overview of the recommended approach and schedule for ED Blue’s evaluation. Knudson advised using the existing employment agreement as the criteria for evaluation, with a standard school grading system. In the first step of the evaluation ED Blue will complete his self-evaluation which will be distributed to the commissioners. The Commission will have three (3) weeks to individually complete their evaluation and turn them in directly to Knudson. Knudson will then compile their scores and present the results for review at the August 6<sup>th</sup> meeting. After evaluating ED Blue’s performance, the Commission may set new goals for the next review period. Knudson noted that the evaluation is a two-part process. The first part is looking back in terms of how ED Blue performed this past year. The second part would be to begin the process of how the Commission would like to evaluate for the upcoming year. If the commission would like to refine the evaluation criteria, they will have the opportunity to do so going forward. The criteria should not be changed when evaluating ED Blue’s past performance.

**C NANCE MOVED TO APPROVE SDAO’S PROPOSAL FOR COMPLETION OF THE PORT EXECUTIVE DIRECTOR’S PERFORMANCE EVALUATION FOR THE 2023-2024 EVALUATION PERIOD INCLUDING ADOPTION OF THE EVALUATION PROCESS & TIMELINE, EVALUATION CRITERIA FRO THE PERIOD OF JUNE, 1 2023 THROUGH MAY 21, 2024, PERFORMANCE EVALUATION WORKSHEET AND RATING SCALE; C PETERSON SECONDED; Passed Unanimously**

- 3) Discussions
  - a. Port Economic Development Grant Program FY 24-25 – Genevieve Scholl

- i. DED Scholl facilitated a discussion on the Port-funded Grants program to set program parameters, eligibility criteria and project requirements. Staff proposed a two-tiered Small Grants and Large Grants program focusing on economic development in Cascade Locks, with Large Grants requiring job creation/retention. Staff sought further direction on funding operational costs, year-one funding priorities, and how to incentivize matching funds, partnerships, and letters of support in applications.

C Nance commented that the Port has a very unique opportunity to change the lives of the district and community at large, which can be a positive impact for decades to come. C Nance dissuaded against focusing on only one (1) sector, whether it is tourism and recreation or downtown revitalization, but strongly believed that the focus should be set around the newly adopted SBP. C Nance added that there could still be primary areas of focus, such as Tourism/Recreation, Downtown Revitalization, and Government/Nonprofit. C Nance strongly recommended that the grants should be open to new businesses as well as established businesses, pointing out that new business fund options are extremely limited and costly.

C Peterson added that eligibility should be restricted to a registered business in the State of Oregon and not an individual person. C Peterson also suggested a mechanism to keep any expansion within Cascade Locks and prevent businesses from expanding away from Cascade Locks and using Cascade Locks as a steppingstone. C Peterson inquired about conflicts of interest regarding Port staff participating in applying and a procedure to waive fees for businesses that come to the Port to run an event. DED Scholl advised that if a business that produces events is awarded, she would prefer that they record that event fee into the budget for the project as it will show a formal process of the Port's waiving of fees as a clear financial transaction.

- 4) Executive Session under ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions, and ORS.192.660(2)(p) To consider matters relating to cyber security infrastructure and responses to cyber security threats
  - a. Recess from Regular Session, into Executive Session at 7:04 PM
  - b. Recess out of Executive Session, into Regular Session at 7:43 PM
  - c. No action was taken as a result of Executive Session
- 5) Departmental Updates
  - a. A written report was distributed at the meeting.
  - b. OM Nelson reported on several points, notably the ongoing Bridge of the Gods deck lighting issue, the influx of traffic due to an incident on the Hood River Bridge, preparations for the Fourth of July, and updates on the sewer lift station and Ixtapa.
  - c. DED Scholl also gave recognition to this year's sponsors of the Port's Fourth of July fireworks show: Best Western Plus Columbia River Inn, Pfriem Family Brewers, JettyLight, P Square Solutions, the City of Cascade Locks Tourism Committee, A-1 Septic/ Beam Excavating, and Ship Interior Systems.
- 6) Executive Director Report
  - a. ED Blue provided more elaboration on what was included in the written report.
- 7) Commissioner Comments and Sub-committee Reports
  - a. C Thweatt mentioned that she volunteered at the Gorge Canoe Club's Vortex race.



- b. C Peterson noted that the city is getting busier and is starting to see traffic pick up. He is also looking forward to the Fourth of July.
  - c. C Nance began by inquiring if there were any plans for a cooling station in Marine Park during the Fourth of July, as the weather will be incredibly hot during the weekend. ED Blue replied that there are not any facilities available, however he has reached out to Fire Chief Logan and the fire department is aware. C Nance mentioned that the Museum's Pony Party is on Saturday, July 6<sup>th</sup>. Pints and Pups will also be held at Buddy's Arcade, later that afternoon. Pints and Pups is an auction fundraiser for Hood River Adopt-a-Dog. C Nance also asked for an update on the Bridge of the Gods sign as well as the trail restroom. OM Nelson answered that an RFP still needs to be worked on, admitting that, amid the sewer lift station situation, the work on the sign fell wayside. DED Scholl added that the restrooms for the trail will be delivered in October. C Nance also inquired about marina fees. A brief discussion on fees followed.
  - d. VP Klute gave a brief overview of the first meeting for the Bridge of the Gods Centennial Celebration Advisory Committee ("BOGCC"). She reported on the discontent of a couple of tenants regarding the City's wastewater treatment facility. VP Klute also brought up the suggestion to consider upgrading the kitchen in House 3. C Nance questioned the viability of such a project, as well as whether there will be an impact on Events Manager Blue.
  - e. P Lorang commented that he was able to sit in on the Fourth of July prep meeting and is anticipating the event. He noted that he is also looking forward to seeing what the Port does with the grant program and what they can accomplish.
- 8) Adjournment 8:27 pm

Port of Cascade Locks

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Port Commission President  
Brad Lorang

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Port Commission Secretary  
Albert Nance

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Date Signed

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Date Signed

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Prepared by Keriane Stocker

Port of Cascade Locks

Bill List

From 6-13-24

To 7-9-24

Alfonso Barron	Expense Report	40.00
Amazon Capital Services	Supplies	1,363.21
Amerititle	SORT Reports	1,500.00
Bio-Med Testing	Drug Testing	180.00
Blue Mountain Networks	Phone Services	42.32
Cable Huston	Legal Services	3,876.00
Century Link	Phone Services	126.99
Cingular	Phone Services	44.10
City - Cascade Locks	Utility's for June	6,859.30
CM & WO Sheppard	Maint Supplies	650.70
Coburn Electric	Flex 6 Fixture	1,643.06
Columbia Ace Hardware	Maint Supplies	337.20
Dawn Denniston	Expense Report	40.00
Elyzabeth Nagode	Camp Host	2,428.98
FNBO 1	Nextiva, Fuel, Maint Supplies	3,913.66
FNBO 2	QB, Zoom, Coin Counter for BOG	1,685.92
FNBO 3	Adobe, Meals, Supplies	673.49
FNBO 4	Grant Watch, Flybook, QB, Exact	1,033.66
Genevieve Scholl	Expenses Report	81.60
Gorge Portable Sanitation	Monthly Rental & service	790.00
Hood River Supply	Maint Supplies	286.90
Javelina Trading Co	Maint Supplies	501.10
Jeanetta Blue	Expense Report	148.36
Jones Boys Electric and Construction	Breaker in RV Park	230.08
Keriane Stocker	Expense Report	100.00
Mahr Strategies	Lobbing Service	6,000.00
Michael-Alan Mechanical	HVAC Service at V C & Flex 3	15,362.50
Moda Health	Dental Insurance	536.20
Moss Adams	2023 Strategic Planning	2,150.00
NAPA Gorge Auto Parts	Maint Supplies	74.21
Neal Creek Forest Products	Barkdust for the Park	922.75
ONSITE Supply House	Maint Supplies	625.91
Optimist Printers	Office Supplies	779.00
Oregon Department of Revenue	Payroll Taxes	10,821.64
ODOT	Fuel	531.26
Pacific Northwest Waterway	Jeremiah Conference	525.00
PERS	PERS	7,453.30
Ptarmigan Ptralls	Mobilization Meeting	2,350.00
RADCOMP Technologies	A Part	33.00
ROTO Rooter	Flex 4 blockage cleared	540.00

Port of Cascade Locks  
Bill List  
From 6-13-24  
To 7-9-24

Sajeon Geer	Toll Ticket Refund	27.00
Sierra Springs	Water and Monthly Rental	98.35
Signaling System Solutions	Alarm Monitoring Flex 6	650.00
Special Dist Ass'n of Oregon	STD-LTD and Medical Insurance	28,484.00
Staples Business Advantage	Office Supplies	504.07
The Port of Hood River	BreezeBy Tolls	8,191.04
Todd Mohr	Expense Report	100.00
Travel Information Council	Hwy 84 Signs for Camping	536.00
United States Treasury	Payroll Taxes	19,914.41
Western Display Fireworks	2024 Fireworks Show Balance	7,500.00
	<b>TOTAL</b>	<b><u>\$ 143,286.27</u></b>

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## PORT COMMISSION REPORT

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**TO:** PORT COMMISSION

**FROM:** JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT: COMMISSION TRAINING AND CONFERENCES**

**DATE:** JULY 16, 2024

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### **Introduction:**

Objective P in the newly adopted Port Strategic Business Plan states an emphasis on providing annual training about Port operations, initiatives, and programs for new and current Commission members to continue growing internal knowledge and expertise of the Port, as well as enabling Port Commissioners to attend conferences, meetings, and other events focused on strengthening the Port's networks, partnerships, and professional development.

The following is an incomprehensive list of upcoming training and conferences for the 2024-25 Fiscal Year for the Commission to consider.

### **Training:**

1. **SDAO Risk Management Regional Training** – July 24, 2024; Bend
2. **SDAO Board of Directors and Management Staff Training** (*refresher*) – August 8, 2024; Boardman
3. **SDAO Board Member Relations, Expectations and Ethics** (*refresher*) – September 18, 2024; The Dalles
4. **OGEC (Ethics Commission) Training** (*refresher; virtual*) – September 17th at 2 PM

The 90-minute webinar will cover:

- Conflicts of Interest: what is a conflict of interest, and what to do if you have one
- Prohibited Use of Office: what financial benefits are prohibited, and what is allowed
- Private Employment: How laws apply to private income producing activities, and the limits on private and subsequent employment
- Nepotism: the laws concerning the employment of relatives and household members

- Gifts: what is considered a gift, and what are the limits on gifts you can accept
- Statements of Economic Interest: the law requires certain members of Boards, Councils, and Commissions to file a Statement of Economic Interest every year for financial transparency

**Conferences:**

1. OPPA Annual Conference – September 26-27, 2024; The Dalles
2. PNWA Annual Convention – October 1-3, 2024; Vancouver
3. SDAO Annual Conference – February 6-9, 2025; Bend
4. PNWA Mission to DC – March 10-13, 2025 *tentative*; Washington DC
5. Governor’s Conference on Tourism – April 14-16, 2025
6. PNWA Summer Conference – June 10-12 *tentative*
7. PNWA Annual Convention – October 7-9, 2025 *tentative*

**Recommendation:**

Discussion.

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## PORT COMMISSION REPORT

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**TO:** PORT COMMISSION

**FROM:** GENEVIEVE SCHOLL, DEPUTY EXECUTIVE DIRECTOR

**SUBJECT: PORT ECONOMIC DEVELOPMENT GRANT PROGRAM FY 24-25**

**DATE:** JULY 16, 2024

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**Introduction:**

During its July 2nd meeting, the Commission held its second discussion to establish program parameters, priorities, and eligibility criteria for the Port-funded Grants program established in the FY 2024-25 budget, with \$150,000 available for grant awards to applicant entities operating within the Port district for programs and projects that support Port strategic goals and economic development objectives.

Based on Commission discussion, staff has developed the attached conceptual grant programs guidelines and rules, with two separate programs for small and large, along with basic eligibility criteria and priorities for each that could apply to this first-year grant cycle.

Staff requests Commission discussion and direction on these items, and a discussion on whether to establish a grant evaluation committee that would work to implement the program, including development of the application forms, reimbursement request forms, and other required documents, and issue the call for applications within the program guidelines and parameters.

**RECOMMENDATION:** Discussion and possible actions to:

Approve the 2024-25 Port Funded Grants program award eligibility criteria and rules and authorize staff to issue and publicize a call for applications.

Approve the formation and Charter for a Grant Evaluation Committee and recruitment of committee members.



## FY 2024-25 Cascade Locks Economic Development Grant Program

The Port of Cascade Locks has established a grant making program designed to foster economic development and community vitality within the port district. The Port's mission is to, through partnerships, care for our community, and preservation of the Bridge of the Gods, be an engine for economic growth, recreation, and tourism within the Columbia River Gorge. This new program is based on Port's desire to strengthen community partners and foster collaborative efforts to improve the quality of life for all who live, work, and recreate here.

For the fiscal year 2024-25, the Port has established a Small Grants Program, for grant awards up to \$10,000, and a Large Grants Program with a maximum award limit of \$50,000. Each program has different eligibility criteria, project priorities, and reporting requirements as described below. In this fiscal year, the Port will award up to a total of \$150,000.

### GENERAL ELIGIBILITY CRITERIA & RULES

The Port will accept applications from non-profit organizations, businesses, and government entities located and operating within the Port district boundaries, including tribal organizations supporting members of the four Columbia River treaty tribes. To be eligible, a project must show a positive economic impact on the Cascade Locks community and be in alignment with the Goals & Objectives of the Port's [FY 2024-2029 Strategic Business Plan](#). To be eligible, an applicant must have a state and federal tax ID and be in good standing with the State of Oregon Corporate Division and have no bankruptcy or other financial obligation defaults or judgements that remain unresolved or have occurred in the past five years. The following types of projects are eligible to apply:

- Planning and program development, including studies and permitting costs.
- Marketing and special events production and promotion.
- Capital construction and improvement projects.
- Recreation and tourism infrastructure, amenities, and services improvements.
- Public safety, emergency response, hazard mitigation, and resilience planning.

Grant recipients will be required to maintain, and make available upon request, accurate and up to date budget and project progress reports throughout the lifetime of the grant. All grant recipients will be required to submit a written progress report six months after the award date, and a written final report with a full accounting of project budget expenditures according to their Grant Agreement. Large Grant recipients will be required to present their final report to the Port Commission during an open public meeting.

To be eligible for future funding, an applicant must have successfully completed their project, and had their final project report submitted on time and approved by the Port. Any awarded funds that

remain unexpended by the end of the Grant Agreement project completion deadline must be returned to the Port within 30 days of the deadline date.

#### FY 2024-25 PRIORITIES

Each year that the grant program is authorized, the Port Commission will establish priorities for the program and encourage eligible applicants to seek funding in support of projects that can show tangible benefit or impacts on those priorities. For this year, those priorities are:

- Downtown Revitalization
- Enhanced Tourism and Recreation
- Public safety

#### SMALL GRANTS PROGRAM ELIGIBILITY & REQUIREMENTS

The Small Grants Program will make awards up to \$10,000 to new and established entities that meet the General Eligibility requirements.

Applicants will submit a project budget and will be required to provide a minimum 20% match, which can be either a cash match or in-kind match of labor and/or materials.

Applicant entities that have been in existence and operating for less than three years will be required to provide a copy of their business plan, charter documents, or other documentation (including proof of insurance) that illustrates the entity is fully operational and ready to proceed with a high likelihood of successful completion of their project within the grant period.

If awarded, grant monies will be disbursed 50% at the time of award, and 50% upon acceptance of the mid-year report.

#### LARGE GRANTS PROGRAM ELIGIBILITY & REQUIREMENTS

The Large Grants Program will make awards from \$10,000 to \$50,000 to established entities that meet the General Eligibility requirements.

Applicants will submit a project budget and will be required to provide a minimum 20% cash match.

Applicant entities must have been in existence and fully operational for at least 5 years and be able to illustrate that they are ready to proceed with a high likelihood of successful completion of their project within the grant period.

If awarded, grant monies will be disbursed on a reimbursement basis, at a rate of 80% of approved project expenditures.

Applicants to the Large Grant Program will be required to provide at least three (3) letters in support of their project from Cascade Locks residents, businesses, non-profit organizations, or government entities.



# **Port of Cascade Locks Committee Charge for the Economic Development Program Grant Evaluation Committee**

## **Purpose**

The Evaluation Committee for the Port of Cascade Locks Economic Development Grant Program (PCLEDGP) is established to review and evaluate grant applications, ensuring that projects funded through the program align with the program's goals and deliver significant economic and community benefits. Additionally, for the inaugural year of the program, the committee will be instrumental in developing the application submission process and the scoring evaluation system.

**Task 1: Develop Submission and Evaluation Process** Collaborate with Port staff to create the grant application submission process, ensuring it is clear, user-friendly, and comprehensive. Develop a standardized scoring evaluation system that objectively assesses the merits of each application based on the predefined criteria established by the Port Commission such as alignment with Port Strategic Business Plan goals and objectives, local economic impact, project feasibility, other community benefit, and long-term sustainability.

**Task 2: Review Applications** Review all submitted grant applications thoroughly, ensuring that each proposal meets the eligibility criteria and aligns with the program's objectives.

**Task 3: Evaluate and Score Applications** Use the developed scoring system to objectively assess each application. Criteria include economic impact, feasibility, community benefit, and sustainability.

**Task 4: Conduct Interviews and Site Visits** When necessary, conduct interviews with applicants to gain a deeper understanding of their proposals. On the occasion that a site visit is necessary to assess the project context and feasibility, coordinate with staff to arrange site visits.

**Task 5: Make Recommendations** Compile evaluation results to make grant award recommendations to the Commission at least once per fiscal year.

**Task 6: Ensure Transparency and Fairness** Adhere to the principles of transparency and fairness throughout the evaluation process. Ensure all committee members disclose any potential conflicts of interest and recuse themselves from evaluating any application where a conflict exists.

## **Membership**

**Two Port Commissioners** Port Commissioner positions will be appointed by the Commission. Current Port Commission representatives include:

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**Three Members of the Community at Large** Community representatives should possess relevant experience or interest in economic development. Community representatives will be appointed by the Commission and reside within the Port District. Current community representatives include:

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**Term** Port Commission representatives will be appointed annually. Committee members shall serve for a term of one year, with the possibility of reappointment. The Port of Cascade Locks Commission will review and appoint committee members annually.

**Staff and other support** Executive Director, Deputy Executive Director, Operations Manager, expert or consulting services, as needed.

## Committee Procedures

### Evaluation Process:

- **Initial Development** Collaborate with Port staff to create and finalize the application submission process and evaluation criteria during the program's first year.
- **Initial Screening** Port staff will conduct an initial screening of applications to ensure they meet basic eligibility requirements before forwarding them to the Evaluation Committee.
- **Detailed Review** Committee members will independently review and score each application based on the evaluation criteria.
- **Committee Meetings** The committee will meet to discuss individual scores, reach a consensus on each application, and compile a list of recommended projects.
- **Applicant Meetings** The committee may invite applicants for presentations or Q&A sessions to clarify aspects of their proposals.
- **Final Recommendations** Final recommendations will be made to the Port of Cascade Locks Commission, who will have the final approval on all grant awards.

## **Conflict of Interest Policy**

Committee members must disclose any potential conflicts of interest prior to the evaluation process. Members with a conflict of interest will recuse themselves from evaluating and discussing the affected application.

## **Accountability**

The Evaluation Committee is accountable to the Port of Cascade Locks Commission and the public. All activities and decisions must be documented and made available for public review to maintain transparency.

By adhering to this charge, the Evaluation Committee ensures that the Port of Cascade Locks Economic Development Grant Program operates with integrity, transparency, and a focus on maximizing positive outcomes for the community. The committee's role in developing the submission and evaluation processes during the program's first year is crucial for establishing a strong foundation for future grant cycles.

**This charge for the Port of Cascade Locks Economic Development Grant Program Evaluation Committee was approved by the Port Commission on: \_\_\_\_\_**

**Port of Cascade Locks**

**Commission President: \_\_\_\_\_**

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## PORT COMMISSION REPORT

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**TO:** PORT COMMISSION

**FROM:** DAN MAHR, GOVERNMENT AFFAIRS CONSULTANT

**SUBJECT: APPROVE LETTER OF SUPPORT FOR CITY OF CASCADE LOCKS APPLICATION FOR STATE TRANSPORTATION GRANT**

**DATE:** JULY 16, 2024

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**Introduction:**

The City of Cascade Locks is applying to the State of Oregon’s Transportation and Growth Management Planning Grants program (“TGM”) for funding to update the city’s Transportation System Plan (“TSP”). This grant funding is critical to update our city’s TSP, which was originally drafted in 2001.

The city is requesting \$250,000 in grant funding, and offering a \$25,000 match (\$12,000 in-kind, \$13,000 cash).

The State of Oregon’s Transportation and Growth Management Program (“TGM”) is a joint effort by the Oregon Department of Land Conservation and Development (“DLCD”) and the Oregon Department of Transportation (“ODOT”).

Within TGM are several sub-programs, designed to provide skills and resources to plan long-term, sustainable growth in their transportation systems in line with other planning for changing demographics and land uses. The city’s outdated TSP hinders our ability to effectively address changing demographics, land uses, and transportation needs within Cascade Locks. This update is crucial for the city's future.

Port staff have prepared a draft letter, supporting the city’s application to the State of Oregon’s TGM, for the POCL Commission’s consideration.

**Recommendation:**

Send a letter supporting the City of Cascade Locks' request to the State of Oregon's Transportation and Growth Management Planning Grants Program for \$250,000.

**Commission Options:**

1. Approve letter supporting the City of Cascade Locks' request to the State of Oregon's Transportation and Growth Management Planning Grants Program for \$250,000.
2. Do not approve letter.
3. Other.

July 16, 2024

Ryan Marquardt  
Oregon Department of Land Conservation and Development  
635 Capitol Street NE, Suite 150  
Salem, OR 97301-2564

Dear Mr. Marquardt:

We write on behalf of the Port of Cascade Locks to express our strong support for the City of Cascade Locks' application to the Transportation and Growth Management Planning Grants program. Since the drafting of its last TSP in 2001, the city has experienced significant growth and transformation, and an update to its Transportation System Plan (TSP) is long overdue.

With a resident population of around 1,400, Cascade Locks has grown over 25% in the past twenty years and continues to develop with around 100 new housing units scheduled to be built in the next year. During the busy summer tourist season, thousands of visitors come to town to experience the sights and attractions here in the heart of the Columbia Gorge. This influx puts considerable strain on our existing transportation infrastructure, which struggles to accommodate the increased demand. Traffic congestion, a lack of safe pedestrian crossings, limited active transportation options, and a maxed-out city parking system are all problems.

The TSP process, funded by this grant, will enable the city to address the current inadequacies of its transportation infrastructure and plan for a sustainable future. This plan will review all modes of transportation—vehicle, rail, air, pedestrian, bicycle, and mass transit—to help plan an integrated and efficient system. The new TSP will be a cornerstone of the city's efforts to improve mobility, safety, and accessibility for all residents and visitors, making Cascade Locks a more livable and economically vibrant community.

Thank you for your consideration of the city's application. We are confident that this grant will have a profound positive impact on Cascade Locks. If you have any questions about this matter, please contact Dan Mahr with the Port of Cascade Locks at 541-978-9000.

Sincerely,

Port of Cascade Locks

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## PORT COMMISSION REPORT

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**TO:** PORT COMMISSION

**FROM:** JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT: COMMISSIONER ELECTION OF OFFICERS**

**DATE:** JULY 16, 2024

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**Introduction:**

Port Commission Duties & Responsibilities Policy Manual requires the annual election of officers. Officers elected for FY 2023-24 were:

President – Brad Lorang  
Vice President – Carrie Klute  
Secretary – Albert Nance  
Treasurer – Rob Peterson

**Recommendation:**

Staff recommends the Commission make nominations and hold elections for Commission officers for FY 24-25.

**Commission Options:**

1. Appoint [ \_\_\_\_\_ ] as President.
2. Appoint [ \_\_\_\_\_ ] as Vice President.
3. Appoint [ \_\_\_\_\_ ] as Secretary.
4. Appoint [ \_\_\_\_\_ ] as Treasurer.
5. Do not appoint.
6. Other action.



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## PORT COMMISSION REPORT

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**TO:** PORT COMMISSION

**FROM:** JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT: COMMISSIONER COMMITTEE ASSIGNMENTS**

**DATE:** JULY 16, 2024

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**Introduction:**

Each Port Commissioner has the opportunity to serve as the Commission's representative on various internal and external committees and organizations. The attached chart reflects the Commissioner assignments for all committees in FY 24-25.

Following the election of officers, each Commissioner should discuss committee assignments with the President-elect who will then confirm appointments with staff for action at the next Commission meeting.

**Recommendation:**

Discussion.

**Committee Membership and Term  
2023-24 Fiscal Year**

*As indicated in Governance Policy*

<b>Committee</b>	<b>Staff</b>	<b>Commissioners</b>	<b>Community Representative</b>	<b>Appointed Term</b>
Bridge of the Gods Centennial Celebration Advisory Committee	Blue	Klute; Peterson	Berge (2024); Crane (2024); Palermo (2024); Stipan (2024)	Ad Hoc
Budget Committee	Executive Director; Deputy Executive Director; Accounting Administrator	ALL	Reedy VanWinkle (2024); Mohr (2025); Torres (2027); Olvera (2027); Keilty (2027)	Community Representative: 3 years, staggered
Commission Finance Committee* (Internal)	Executive Director; Deputy Executive Director; Accounting Administrator	Peterson; Thweatt	N/A	1 year

\* Commission members determined by Governance Policy according to officer elections held annually at the first meeting in July.

### Organizational Appointments

Organization	Staff	Commissioners	Other Members	Term
Cascade Locks Historical Museum Board	Blue; Scholl	Klute	Mayor of Cascade Locks; Port Executive Director is ex-officio; Any person with interest	
Hood River County Energy Council		Thweatt	8 municipal representatives	2 years
Hood River County Economic Development Group (EDG)	Blue; Scholl		Cascade Locks and Hood River City and Port Executive Directors, facilitated by MCEDD staff	
OneGorge Advocacy Group	Scholl		Informally organized group	N/A
Hood River County Chamber of Commerce and Visit Hood River (HRCCC)	Blue; Scholl		15 Member board, Port member is ex-officio	N/A
Pacific Northwest Waterways Assn. (PNWA)	Blue; Scholl		Large roster of members from throughout the PNW.	N/A
Oregon Public Ports Association (OPPA)	Blue; Scholl		Large roster of Ports throughout Oregon	N/A