



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 23rd. 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 23rd 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

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Signed

Date Signed

Prepared by Keriane Stocker