



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 6th 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, Pfriend 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 6th. 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

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Signed

Date Signed

Prepared by Keriane Stocker