



PUBLIC MEETING: Port Commission Action Meeting

DATE: Tuesday **November 21, 2023, 6 PM**

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

## MINUTES

- 1) Commission meeting called to order 6:01 PM
  - a. Roll Call
    - i. President Lorang (excused)
    - ii. Vice-President Klute
    - iii. Commissioner Nance
    - iv. Commissioner Peterson
    - v. Commissioner Thweatt
    - vi. Members of the Staff and Other Support – ED Jeremiah Blue, Secretary Keriane Stocker, Special Projects Coordinator Brittany Berge, Gov't Relations Consultant Mark Johnson, Rob Wattman Transportation Project Manager ODOT, Ryan Farncomb Senior Consultant Parametrix, Nadine Appenbrink Senior Planner Parametrix, Steffen Urich Engineer Parametrix
    - vii. Members of the Public – Janice Crane, Denise Emmerling-Baker, Chris Matlock, Eric
  - b. Modifications, Additions and Changes to the Agenda
- 2) Public Comment (Speakers may be limited to three (3) minutes)
  - a. Secretary Stocker read an email submitted by Mr. Ralph "Butch" Miller of Cascade Locks. Miller posed the following three (3) questions: If passed, what sort of security is the Port going to provide? If passed, how is the Port going to provide security to make sure minors are not participating in a kegger? How is this not a conflict of interest for those Commissioners who are members of the Canoe Club? ED Blue stated that typically the Commission does not respond to public comments but feels that the question mentioning a conflict of interest may warrant being addressed. He noted that they have consulted the Port's attorney and the Commission has gone through ethics training and deems that there is no conflict of interest as there are no financial gains earned for being a member of a nonprofit community club. VP Klute posed a few questions in return. She asked what security is there now? And what is preventing those same exact scenarios from happening with the current ordinance?
- 3) Special Presentation and Reports by outside resources, staff, and Government Officials
  - a. Marine Park Trail Update – Parametrix
    - i. Senior Planner Appenbrink and Senior Consultant Farncomb briefed the Commission on the Marine Park Trail project, providing insight on the project itself and details on the recommended segments. C Peterson indicated that the boardwalk across the marina in Segment 3A could raise a safety concern. Farncomb noted his concern and would look into load-rating and other safety features. C Nance asked about the difference between the two boardwalks included in the proposal. Farncomb explained that the one in Segment 3A would be made of concrete piles and steel decking and was based on performance factors, while the timber bridge in Segment 6C was chosen for an aesthetic look. Both C Peterson and C Nance expressed the strong desire to keep as much trees as possible. C Nance inquired about the funding for the project. ED Blue answered that there is no additional source of funding and after receiving the proposed plan, there is no

particular direction set. Farncomb informed that there are sources of funding available, such as the Community PASS Program, if the Commission decides to continue the project.

- 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 for Commission Meeting on October 17, 2023 and for Special Commission Meetings on October 23, 2023 and October 24, 2023
  - b. Ratification of bills in the amount of \$51,754.39
  - c. Approval of payroll for 10/19/23, 11/3/2023, and 11/17/23 is at \$124,578.56

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

5) Business Action Items

- a. Authorize Second Reading of Port Ordinance 2023-1: an Ordinance Regulating Conduct on Port Property by Title
- b. Approve Ordinance Amendment 2023-1 an Ordinance Regulating Conduct on Port Property by Title

**C NANCE MADE A MOTION TO APPROVE TO CONDUCT THE SECOND READING AND TO READ "ORDINANCE NO. 2023-1 REGULATING CONDUCT ON PORT PROPERTY" BY TITLE ONLY;** VP Klute clarified whether the motion is to authorize the reading *and* to approve the ordinance or just to authorize; C Nance replied that it is to authorize *and* approve; Motion amended to include adoption. **AND TO ADOPT ORDINANCE 2023-1 REGULATING CONDUCT ON PORT PROPERTY; C PETERSON SECONDED; Passed 3-1: VP KLUTE – AYE, C NANCE – AYE, C PETERSON – AYE, C THWEATT – NAY**

- c. Approve 2023-2024 Cascade Locks Historical Museum Grant Request for no more than \$20,000
  - i. VP Klute inquired about the motion process. ED Blue informed that typically, a motion is put on the floor, then discussed and lastly voted on. Occasionally, the discussion can happen prior to the motion. ED Blue instructed that at the time a motion is made, if there is no second, the item would not be discussed. He further noted that sometimes a second is made not because the commissioner plans to vote for them but because they feel like it is worth a discussion.
  - ii. C Thweatt voiced her support for the museum however did not feel that she had enough information on the budget. ED Blue reported that the Port budgeted \$53,600 to the Community Service fund. To date, \$14,201.43 has been spent to support the Fourth of July fireworks, the Community Picnic and the Energy Council, leaving a remaining balance of \$39,398.57. He noted that if the Commission approved the museum grant request, it would leave \$19,398.57 to be used for other events and/or groups. C Thweatt commented that rather than approving any amount to the museum, perhaps the Port could allocate the contribution beforehand when forecasting their budget. She explained that, if Crane asks for \$50,000 next year, is the Port going to look at their budget and say "Okay, we can finagle this much" or does the Port want to put something on the books and say, "Museum will get \$30,000 or \$15,000 or \$20,000 each year from us [the Port]?" Is this something the Commission wants to commit to for budget purposes or do they want leave it up to what they are able to do? VP Klute noted that, as a member of the Museum board, she has seen the Museum budget and their spending and everything and thinks that is something that should be part of the presentation to the Commission when requesting money. C Nance followed up with asking how much the Port awarded

the museum, last year. ED Blue replied that the Port gave \$29,000. C Nance then asked if there was a way to get \$10,000 from somewhere else. ED Blue stated that they could not without a budget adjustment, however, if the Commission states that they want to grant the Museum \$30,000, it would be his responsibility to figure out where to get the additional \$10,000 from and then bring his solutions back to the Commission. C Nance expressed that he wants to give the full funding, and if they can only give the \$20,000 now and there is another request in another conversation, he is okay with that. C Peterson asked Crane what the timeline is that she needs her funding by. Crane answered that the Museum is on a calendar year and is offset from the Port's fiscal year so that they can project what is going to be available in the Port's budget with grant requests.

**C PETERSON MADE A MOTION TO APPROVE THE 2023-24 CASCADE LOCKS HISTORICAL MUSEUM REQUEST GRANT FOR NO MORE THAN \$20,000; C NANCE SECONDED; Passed Unanimously IN A ROLL CALL VOTE: C NANCE – AYE, C THWEATT – AYE, C PETERSON – AYE, VP KLUTE – AYE**

**6) Executive Director Report**

- a. ED Blue informed that the Christmas lights are scheduled to turn on at 6:00 PM, the day after Thanksgiving. He noted that he has been meeting with Mark Troutman and JettyLight as the Sternwheeler engines are on track to be delivered in January and is planning for the boat to be dry-docked in February. There is no update to the timeline from Ixtapa. There are two (2) part-time openings at the Tollbooth and one (1) in Maintenance which has opened up with Parker (Nelson) moving into the Operations (Manager) role. ED Blue inquired if the Commission would like to cancel the last meeting in December. The Commission concluded that it was fine to keep it on the calendar. December and January will be focused on the SBP. ED Blue briefly reported on Flex 6. He was informed by Medenbach that they were getting some good, however the aerospace contract previously mentioned, has gone quiet. VP Klute asked when he thinks they will have to start making tough decisions about it, such as reallocating grant money towards making payments, buying down some of the loan on it, or dividing the building into manageable sizes. ED Blue stated that he is trying to move some funds around on the backside of the 2.4 million, in the hope of making those funds available to use yet not necessarily have to be spent in the Business Park. He noted that even if the Port was able to make those funds available, they may not necessarily use it to pay down Flex 6 as the building has a good interest on it, so that if the Port paid it down and refinanced, they would not be doing themselves much good. He and staff are looking into other ways to either create revenue sources or to pay down some of the higher interest loans. He assured the Commission that the current payments on Flex 6 were budgeted, however they also expected to have revenue coming in, as well. Berge is making great progress towards the Employee Handbook, as it has been a long time since it was revisited. It will take the Port into a new direction, including a 4/10 work schedule. ED Blue also wanted to clarify a comment that Parametrix made regarding the previous Commission wanting to cut trees down for the Marine Park Trail Project. He felt the overall view may have been construed that the previous Commission did not consider green space significant. However, the consultants actively coordinated with Todd Mohr (Port Maintenance & Construction Manager) to discuss which trees would be fine to come down and he was able to effectively identify which trees were already old or which ones had a disease and were going to come down in ten (10) years, regardless. Lastly, ED Blue stated that decisions for the Marine Park Trail Project would only continue if it fits into the current Commission's SBP.

**7) Commissioner Comments**

- a. C Nance stated that he found the City-Port Joint Work Session super enlightening and thought it was a great step forward. He looks forward to seeing the next steps for either Main Street America and/or the Chamber of Commerce. Regarding the budget, he feels that there are obviously a lot of questions around it and would be interested in seeing a quarterly report as he understands that Quarter 3 just ended.
- b. C Peterson commented that he also felt the Joint Work Session was insightful. One of the things he suggested at the work session was for both sides to get better visibility on the next twelve (12) months of spending, so a quarterly financial report that C Nance mentioned would give them an idea going forward in future meetings.
- c. C Thweatt recognized that the Port family has suffered a very turmoil year and wanted to acknowledge everyone's hard work and camaraderie.
- d. VP Klute commented that her thoughts reflected the rest of the Commission in regard to the Joint Work Session. She wanted to make a statement concerning comments made that the Port does not want to bring high-paying jobs to Cascade Locks. She refuted it, stating that it is absolutely not true. The discussion at the City-Port Joint Work Session was heavily focused on tourism but the Port's job is Economic Development and she thinks that they can balance it between both.

8) Adjournment 7:54 pm

**C PETERSON MADE A MOTION TO ADJOURN; C THWEATT SECONDED; Passed Unanimously**

Port of Cascade Locks

---

Port Commission President  
Brad Lorang

---

Port Commission Secretary  
Albert Nance

---

Date Signed

---

Date Signed