



PUBLIC MEETING: Port Commission Action 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>

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)** Special Presentation and Reports by outside resources, staff, and Government Officials
 - a.** Overview of Mid-Columbia Economic Development District – Jessica Metta
 - b.** Update on Flex 6 – Anne Medenbach
- 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
- 5)** Business Action Items
 - a.** Commission Finance Sub-Committee; appoint two (2) commissioners
- 6)** Executive Director Report
- 7)** Commissioner Comments
- 8)** Executive Session under ORS 192.660 (2)(h) Legal Counsel regarding Litigation or likely Litigation to be Filed
- 9)** Adjournment

IMPORTANT DATES

December 25, 2023

Port Office closed in observation of Christmas Day

January 1, 2024

Port Office closed in observation of New Year's Day

January 2 and 16, 2024

Port of Cascade Locks Commission Meeting

January 15, 2024

Port Office closed in observation of Martin Luther King Day

Jessica Metta

Executive Director

www.mcedd.org

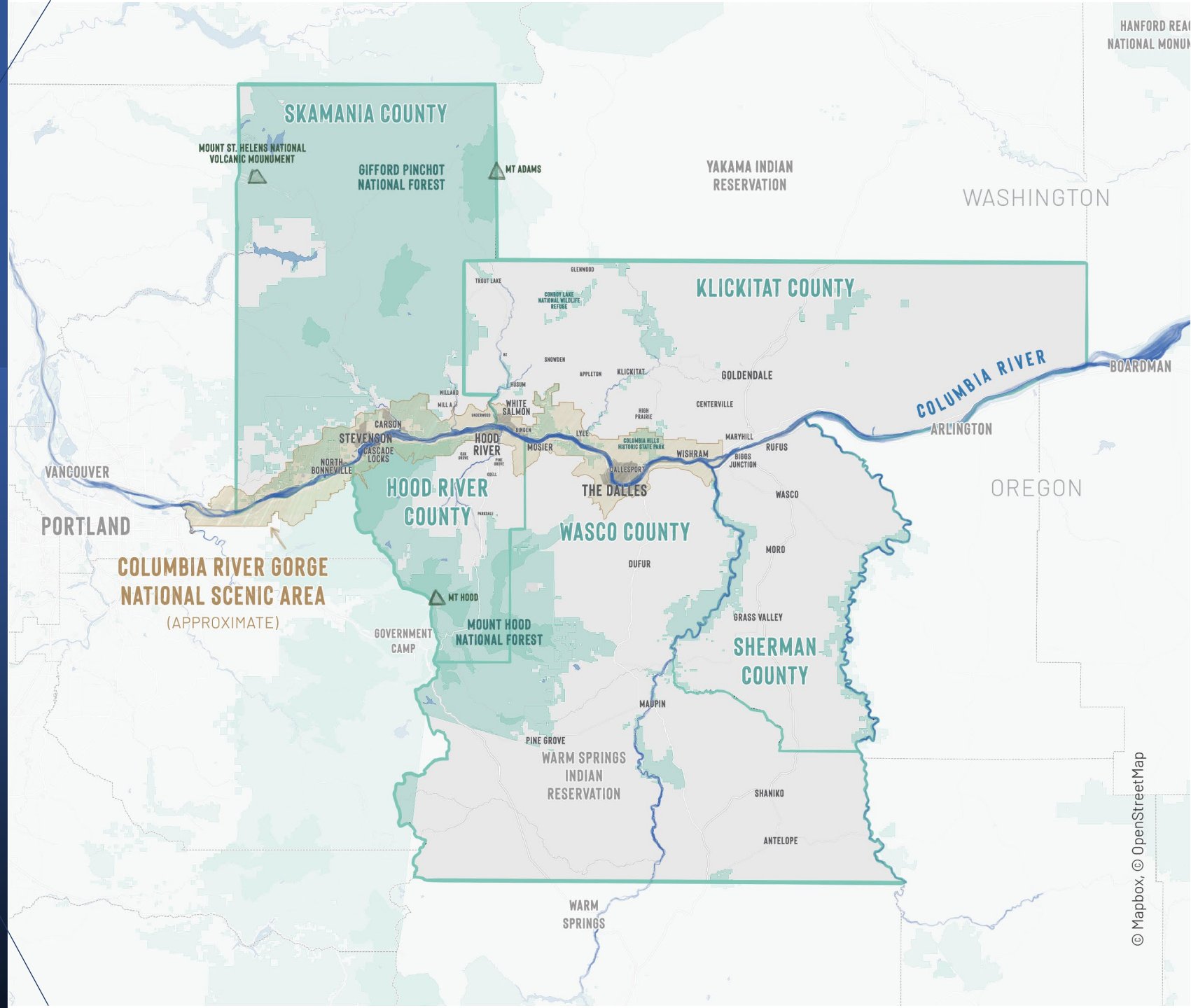
Mid-Columbia



ECONOMIC DEVELOPMENT DISTRICT

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-county district.



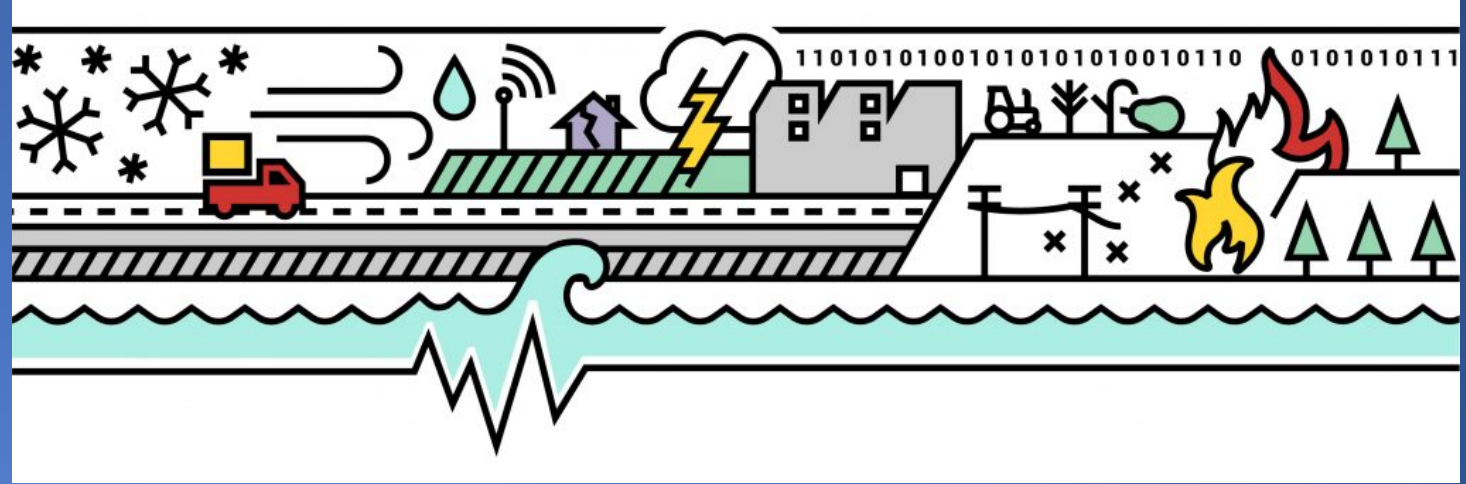


Three Areas of Focus

1. Business Assistance
2. Technical Assistance
3. Regional Coordination

1. Business Assistance

- Lending
- Training
- Industry Cluster Development



MCEDD Client Sample

Toss Products, Goldendale



Maupin Market, Maupin



Willow & Bark Boutique,
The Dalles

MCEDD Lending Statistics

Since the inception of MCEDD's business loan program:

- About 315 loans made
- Over \$21.3 million loaned out
- About 2500 jobs created/ retained
- Leveraged \$44M in private funding and \$17M in public funding

So far in 2023, the loan program funded about \$500,000 in new loans.



Lucy's Informal Flowers, Hood River



OIB Client Sample

Terra Cotta Boutique, The Dalles



Brigham Fish Products, Cascade Locks



2. Technical Assistance

- Grant Administration/
Labor Standards
- Economic Development Services
- Project Management Services



3. Regional Coordination

- Broadband
- Transportation
- Regional Planning

THE

GORGE REGIONAL

TRANSIT STRATEGY



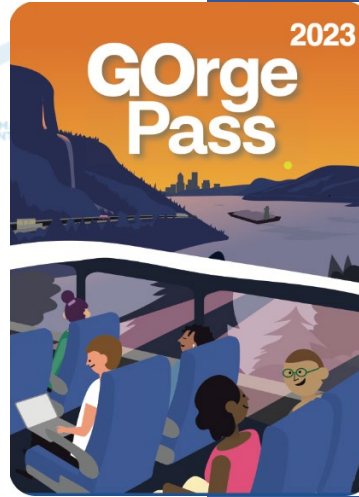
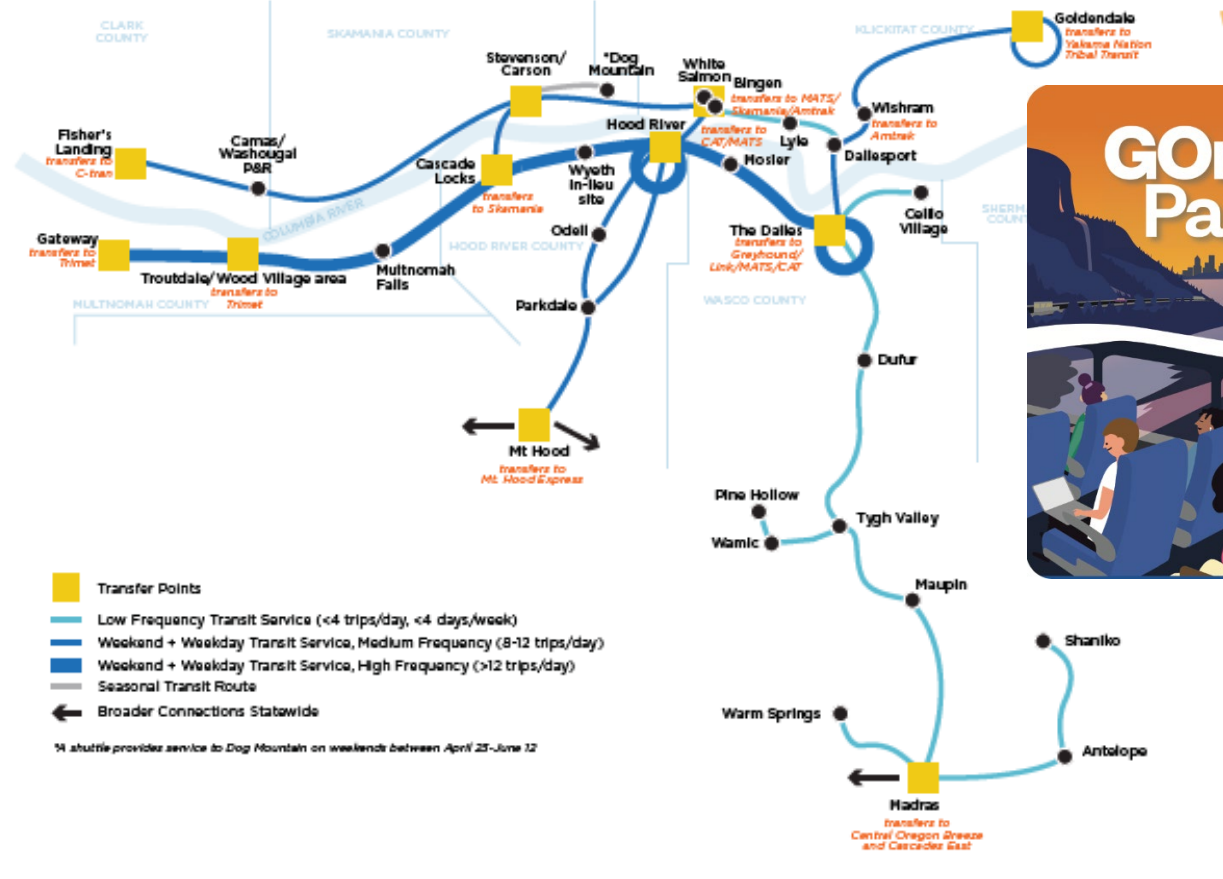
GORGE TRANSLINK

JUNE
2023

<https://gorgetranslink.com/>

MAKING THE VISION A REALITY

Preferred Regional Transit Strategy Map



www.GorgeEconomy.org

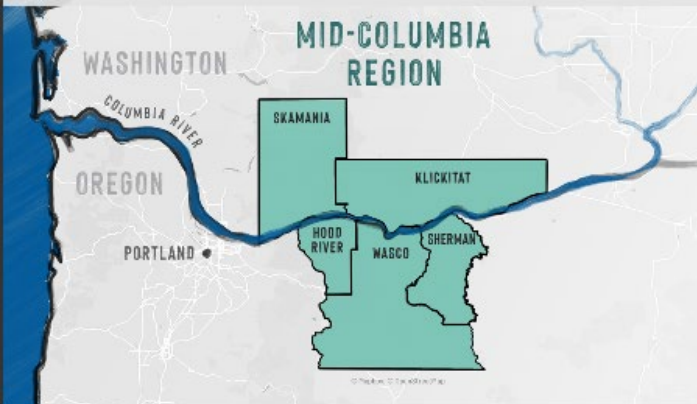


MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
2022 - 2027 Comprehensive Economic Development Strategy

CONTACT US

COLUMBIA GORGE ECONOMIC DEVELOPMENT STRATEGY

Five counties in two states sharing a common workforce, geography, and economic development challenges and opportunities.



QUICK LINKS [PDF]

- [Summary of 2022 - 2027 CEDS](#)
(26 PAGES, 6.4MB)
- [Resumen en Español](#)
(18 PAGES, 6.4MB)
- [Full Strategy- 2022 - 2027 CEDS](#)
(68 PAGES, 9.9MB)

ONLINE SUMMARY

- [Introduction](#)
- [COVID-19 Impacts](#)
- [SWOT Analysis & Asset Mapping](#)
- [Regional Vision and Goals](#)
- [Project Priority Lists](#)

COLUMBIA GORGE ECONOMIC DEVELOPMENT STRATEGY

Hood River, Klickitat, Sherman,
Skamania, and Wasco Counties

2022-2027

Vision

A bi-state Mid-Columbia region with a resilient, thriving, sustainable, rural economy that supports equitable access to diverse business opportunities that act in harmony with the area's unique qualities, values, cultural and natural resources.

Priority Goals

- **Strong Businesses**
- **Robust Workforce**
- **Resilient Infrastructure**
- **Powerful Regional Collaboration**



Strong Businesses

Goal Statement: Enhance business innovation, retention and expansion, and entrepreneurship through equitable access to support services and capital, diversifying our industry mix, and enhanced coordination to address barriers to growth and sustainability.

Strong Businesses

Action Strategies

Strategy 1: Coordinate marketing efforts to increase awareness of existing business resources, including spaces, lending, technical assistance, and others.

Strategy 2: Develop and enhance access to business space.

Strategy 3: Build and advocate for a local Business Support Network to support local businesses with accessible opportunities to develop skills and access resources, particularly around innovation and retention.

Strategy 4: Identify and address barriers and opportunities at the industry-sector level to support industry cluster development with specific focus on target industries listed in the plan.

Strategy 5: Attract new businesses.

Strategy 6: Ensure that community services/ infrastructure are able to keep up with business growth. Recognize the connections to infrastructure and quality of life as key supports for growing a business.

Strategy 7: Increase locally-available access to capital for entrepreneurs.

Strategy 8: Increase the ease of navigating the financial system.

Strategy 9: Increase opportunities for businesses to export products.

2023 TOP PRIORITIES

OREGON TOP TEN

1. Port of Hood River Hood River-White Salmon Interstate Bridge Replacement and the Port of Cascade Locks Bridge of the Gods Strengthening and Safety Improvements
2. Housing: Development of the 780 Rand Road Housing Development project in Hood River, quantity and quality of the housing stock in Sherman County, understanding the affordable housing need and supporting community partners in opportunities to address it in Wasco County
3. Columbia Gorge Childcare Center, led by Columbia Gorge Educational Service District
4. Broadband: additional solar-powered trailers to extend wireless signals in Sherman County and Q-Life's colocation facility in Wasco County
5. City of Hood River's Elevated Sewer Line Replacement
6. Aviation Maintenance Training Hangar and Industrial Park Development at the Columbia Gorge Regional Airport
7. City of Grass Valley's Wastewater Project
8. Port of Cascade Locks' Business Park Infrastructure Development
9. Port of Hood River's Lot 1 Infrastructure Development
10. City of Rufus' Well #3 Feasibility Study and Upgrades

2023 TOP PRIORITIES

WASHINGTON TOP TEN

1. Goldendale Energy Storage Project
2. Port of Skamania's Cascades Business Park Development
3. City of Stevenson's Cascade Ave Improvement
4. Port of Klickitat's Business Park Development at Dallesport Industrial Park + Bingen Pt. Business Park
5. Skamania PUD's Water System Upgrades for Carson's Water Treatment and the Underwood Reservoir
6. City of White Salmon's Buck Creek Water Distribution Line Replacement
7. Skamania County's Wind River Road Stabilization
8. Klickitat Valley Health Hospital District's Building Addition
9. City of Goldendale's Wastewater Treatment Plant Improvements
10. City of North Bonneville's Lift Station Replacement



Annual Economic Symposium

- First Friday in November
- Keynote, economic data, industry information, networking

Call to Action

- Tell your friends!
- Sign up for our newsletter
- Join us at the Annual Economic Symposium
- Contact MCEDD for assistance:
Jessica@mcedd.org, 541-296-2266



Re: Update for 12.19.23

Medenbach, Anne <annem@copperwest.com>

Thu 12/14/2023 2:20 PM

To:Keriane Stocker <kstocker@portofcascadelocks.org>

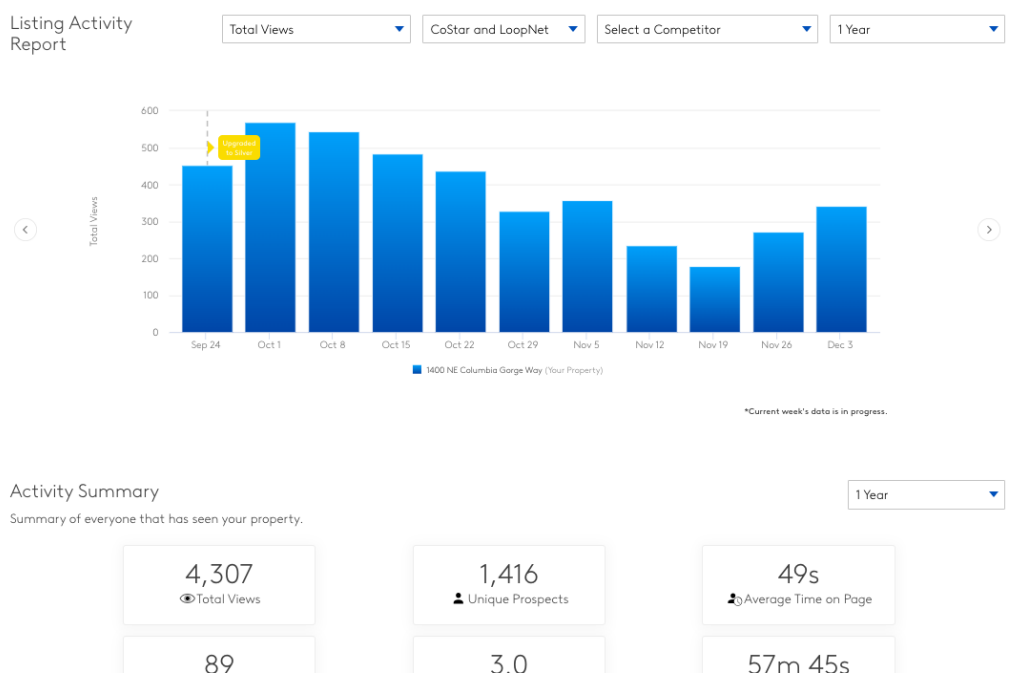
Keriane,

Below is my report.

I have had two calls about the property and have followed up with both via email and phone with no conversations yet.

I have called 5 brokers with clients who were looking for a building like this one. However, each broker responded that it was not close enough to either I-5 or I-84 for them. We have seen a slight uptick in activity which is good.

I continue to market this on broker to broker as well as on all of our sites and services: Loopnet, crexi, RMLS, Vertical email, Craigs list and facebook as well as our website. Please let me know if you have any questions and Happy Holidays!



With Gratitude



Anne Medenbach, Commercial Broker, CCIM

Licensed OR/WA Broker, Copper West Real Estate



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www.copperwest.com/Anne-Medenbach

annem@copperwest.com

14 Oak Street, Hood River, OR 97031

Port of Cascade Locks

Bill List

From 11/18/2023

To 11/13/2023

Alfonso Barron	Expenses Report	40.00
Amazon Capital Services	Port Supplies	1,367.37
Blue Mountain Networks	Phone Services	2,239.48
Brittany Berge	Expenses Report	100.00
Business Oregon	Flex 1 Loan	14,057.54
Business Oregon	Loan L00005 Business Park	17,860.21
C2 Recreation Consulting	Consultant Services	1,860.75
Cable Huston	Legal Services	7,135.50
Cascade Locks Museum	Grant	20,000.00
Century Link	Phone Services	248.34
Cingular	Phone Services	433.04
City - Cascade Locks	Utilities	9,854.37
Coburn Electric	Electric Work in the Park	755.10
Columbia Ace Hardware	Maint Supplies	446.54
Columbia Gorge News	Business Park Ads	113.00
DEQ	Industrial Park Quarry - Stormwater	1,527.76
Elyzabeth Nagode	Elyzabeth Nagode	370.00
FNBO 1	Nexiva, Maint Jackets, Fuel	1,758.88
FNBO 3	Meeting Meals	164.94
FNBO 4	Flybook, Supplies,	1,251.97
Foley & Quigley PLC	Legal Services	7,268.00
Gorge Portable Sanitation	Services	273.00
Gorge Stitches	Maint Jackets	100.00
Home Depot	Maint Supplies	444.32
Home Town Christmas	Home Town Christmas	600.00
Hood River Supply	Maint Supplies	222.56
Joanne Willace	Expenses Report	97.10
John Blackwell	Expenses Report	40.00
Keriane Stocker	Expenses Report	40.00
Linda Anderson	Refund on Toll Tickets	13.00
Melissa Warren	Expenses Report	741.29
MCEDD	Consultant Services	300.00
Mine Farm Buy	Tenant Services	3,243.39
Moda Health	Dental Insurance	774.41
NAPA Gorge Auto Parts	Maint Supplies	275.12
ONSITE Supply House	Maint Supplies	890.51
Oregon Department of Revenue	Payroll Taxes	4,763.04
ODOT	Striping & PaintIng	2,383.28
Overhead Door Co	Repair Flex 6 & 4	1,150.00
Parker Nelson	Expenses Report	40.00
PERS	PERS	37,246.64
Print It	Office Supplies	14.00
Retail Point of Sales	Consultant Services	300.00

Port of Cascade Locks

Bill List

From 11/18/2023

To 11/13/2023

Shannon Ehlers	Toll Ticket Refund	18.00
Sierra Springs	Water & Rental	295.13
Signaling System Solutions	Annual Monitoring 8 Buildings	5,200.00
Skamania County Pioneer	Public Notice	37.80
Staples Business Advantage	Office Supplies	393.62
Tenneson Engineering	IXTAPA & Electrical	1,949.50
Todd Mohr	Expenses Report	100.00
Troutman Commercial Marine	Consultant Services	700.00
United States Treasury	Payroll Taxes	9,836.19
US Coast Guard	Vessel Inspection Fee	600.00
	TOTAL	<u>\$ 161,934.69</u>

7-11-23

PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

SUBJECT: ESTABLISH FINANCE COMMISSION SUBCOMMITTEE AND APPOINT MEMBERS

DATE: DECEMBER 19, 2023

Introduction:

The Commission may approve the creation of committees as needed to support the Commission and Port on various matters. A Commission Subcommittee consists exclusively of existing Commission members and may be formed to support the Commission's work on topics such as finances and human resources.

A Commission subcommittee shall be established and organized as follows:

- **Role:** Provide input to the Commission on specific topics.
- **Membership:** Consists exclusively of one or more existing Commissioners. The Commission appoints all members of each subcommittee.
- **Term:** Subcommittee appointments are subject to reappointment annually by the Commission.
- **Committee Officers:** There are no formal officers of Commission subcommittees.
- **Meetings:** As scheduled by the subcommittee members based on assignments from the Commission.
- **Decisions:** A subcommittee is not empowered to take formal action without express authorization by the Commission.
- **Support:** Subcommittee members may request the Port Executive Director provide staff as needed to support a subcommittee.

Finance Commission Subcommittee Charge

The Finance Commission Subcommittee oversees key financial tasks, providing transparency and fostering a better understanding of our processes and changes. The committee's responsibilities include:

Task 1: Audit Oversight Ensure that the audits for fiscal years 20-21, 21-22, and 22-23 are progressing as planned, and that the committee is on track to meet the standard audit deadline of 12/31/2024 for the 23-24 fiscal year audit.

Task 2: Financial Management Oversight Monitor the implementation of new software and procedures, ensuring they align with Generally Accepted Accounting Principles (GAAP) and new Government Accounting Standards Board (GASB) pronouncements. This includes overseeing the accuracy and timeliness of bank reconciliations, month and/or year-end adjustments, GAAP adjustments, capital asset schedules and reports, budget documents, and audit documents for external auditors.

Task 3: Reporting Oversight Ensure that monthly reports to the board, Financial Statement(s), and the Financial Statement Disclosure Checklist are prepared and/or reviewed accurately and on time.

Task 4: Communication Facilitation Facilitate effective communication with staff and consultants through the Executive Director, ensuring that the committee has the opportunity to ask questions and make suggestions.

Task 5: Public Reporting Report back to the board at public meetings on the progress of the tasks outlined above, ensuring transparency and keeping all stakeholders informed. Periodically apprise the commission of the Port financial position.

The committee will meet twice monthly with the subcommittee. A key performance indicator (KPI) for the committee would be ensuring that we are up to date with our audits and meeting the standard audit deadline of 12/31/2024 for the 23-24 fiscal year.

Recommendation:

Establish the Finance Commission Subcommittee and appoint two (2) Commissioners as members.

Commission Options:

1. Move to establish the Finance Commission Subcommittee and appoint Commissioners.
2. Other action.