



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **May 21, 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
    - 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 – Janice Crane, Executive Director – Cascade Locks Historical Museum; Lindsay McClure, Energy & Project Manager – Hood River County Energy Council ; Eric Strid, Co-Chair – Hood River County Energy Council; via Zoom – Chris Matlock; iPhone
  - 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 May 7, 2024 and Budget Meeting on May 14, 2024
  - b. Ratification of bills in the amount of \$1,518,646.84
  - c. Approval of payroll for March 20th in the amount of \$36,469.77, for April 4th in the amount of \$38,488.09, for April 19th in the amount of \$36,637.46, for May 3rd in the amount of \$36,273.40, and for May 17th in the amount of \$37,379.54

**C PETERSON MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED; VP KLUTE SECONDED; Passed Unanimously**

- 4) Special Presentation and Reports by outside resources, staff and Government Officials
  - a. FY 2023-24 Grant Recipient Reports
    - i. DED Scholl reported that she had invited Port grant recipients to present updates on the work that has been accomplished with the grants that were given by the Port for the current fiscal year. Hood River County Energy Council spoke first. Strid joined McClure in the presentation. They explain that the backbone of their funding comes from annual contributions from local governing bodies. This local support is crucial because it allows them to prioritize what matters most to the communities. It also strengthens their position when seeking additional funding from external sources.

Crane, representing the Cascade Locks Historical Museum, reported on the \$20,000 grant awarded. Crane highlighted her achievements in securing grants for new exhibits and success in connecting local businesses with valuable resources. Crane also mentioned improvements to the museum's internal operations by redoing the entire filing system, streamlining administrative processes and significantly improving the museum's ability to quickly answer inquiries, as well as providing customer service on behalf of the Port. ED Blue added that the Port relies on the museum for many of its historical inquiries regarding the bridge and park.

- b. Bridge of the Gods Signage Update
  - i. OM Nelson reported that the Bridge of the Gods sign is outdated and needs replacing. The Port is seeking proposals for a new sign that is both informative and attractive for the many visitors who use the bridge. Staff has received proposals from two (2) sign companies and will keep the Commission informed about the process.
- 5) Open Public Hearing for Approved Budget FY 2024-25
  - a. P Lorang invited the public to make a comment or ask questions regarding the budget for 2024-2025 under ORS.294.473, at 7:01 pm.
  - b. Public hearing closed at 7:03 pm.
- 6) Business Action Items
  - a. Adopt Resolution 2024-2
    - i. ED Blue reported that, following a comprehensive review and deliberation, the Port Budget Committee voted to recommend the approved budget for adoption by the Commission.

**VP KLUTE MADE A MOTION TO ADOPT RESOLUTION 2024-2 A RESOLUTION BY THE PORT OF CASCADE LOCKS PORT COMMISSION ADOPTING THE 2024-2025 BUDGET, MAKING APPROPRIATIONS, IMPOSING PROPERTY TAXES FOR THE YEAR 2024-2025 AND ADOPTING CERTAIN POLICIES; C THWEATT SECONDED; Passed Unanimously**

- b. Approve Employee Handbook Update
  - i. DED Scholl requested further Commission review and input to the draft. Currently, the section of draft regarding the current practice of the Port paying the unpaid portion of family leave and employee benefits, is also under legal review. Staff is looking for permission input on whether the Port should keep the practice as it is now or change it so that during the unpaid portion of family leave and employees benefits would not continue to accrue and the health insurance would only be available to employees through COBRA. A discussion followed and concluded with a consensus for the policy to state that insurance coverage will extend twelve (12) weeks after leave however coverage will be decided on a case-by-case basis, after the twelve (12) weeks.

C Peterson mentioned including Generative AI in the policy.

C Thweatt commented that she was disappointed to see that her concerns regarding the harassment policy were not included. DED Scholl apologized for the oversight as it should have been edited.

**C THWEATT MADE A MOTION TO APPROVE THE EMPLOYEE HANDBOOK, WITH EDITS AND SUBJECT TO LEGAL REVIEW AND EXECUTIVE DIRECTOR'S APPROVAL WITH AN EFFECTIVE DATE OF JULY 1, 2024; VP KLUTE SECONDED; C THWEATT REVOKED HER MOTION AFTER DISCUSSION**

- c. Approve Acceptance of Senate Bill 5701 General Fund Grant

- i. ED Blue reported that the Port has successfully secured a significant grant under Senate Bill 5701 of the 2024 Regular Session. The State of Oregon's Department of Transportation appropriated \$6,000,000 from the General Fund to fund the Bridge of the Gods Seismic Resilience & Preservation Study project.

**C NANCE MADE A MOTION TO APPROVE THE ACCEPTANCE OF SENATE BILL 5701 GENERAL FUND GRANT; C PETERSON SECONDED; Passed Unanimously**

**d. Executive Director Report**

- i. A report was distributed at the meeting.

ED Blue also requested to move the first meeting of June to a day early, June 3<sup>rd</sup>, as he will be attending the PNWA Summer Conference in Clarkston on June 4<sup>th</sup>.

**e. Commissioner Comments and Sub-committee Reports**

- i. VP Klute noted that Captain Tom Day celebration as well as Oregon Heritage Award celebration for JoAnn Wittenberg is coming up. VP Klute informed that the museum is bringing back the Pony Party which will be held on July 6<sup>th</sup>. VP Klute also mentioned that she is looking to schedule the first meeting for the Bridge of the Gods Centennial Celebration Sub-Committee, sometime next week.
- ii. C Nance expressed his thanks to the Budget Committee. He also commented that he attended the pFriem barbecue and mentioned that he inquired with ED Blue if the Port was charging parking because the event was busy and parking was full. C Nance also wondered about the possibility of putting EV charging stations in the Business Park, or even down in Marine Park. ED Blue stated that he will check with the City Administrator about details on the city's EV charging station.
- iii. C Peterson stated that Nwta spent 120 hours on easyCLIMB over the weekend. C Peterson reported that the Shahala HOA held a Firewise USA meeting for the neighborhood. C Peterson also mentioned that the Hood River County Sheriff's Office is holding a free boat inspection at the boat ramp on May 26<sup>th</sup>, and that the Mitchell Point Tunnel should be opening in June.
- iv. C Thweatt gave her thanks that the Natural Disaster Mitigation Plan is being worked on. C Thweatt also expressed her gratitude that P Lorang, ED Blue and DED Scholl attended the Washington Public Ports Association ("WPPA") spring meeting conference in Stevenson. C Thweatt mentioned that she joined the Bradford Island Restoration Advisory Board and will be doing a site tour on June 11<sup>th</sup>. C Thweatt commented that the Gorge Canoe Club ("GCC") held their first race for the Vortex Race series, for the season, and gave commendation to Maddie Spoto as the organizer. Lastly, C Thweatt added that she saw a post for the Festival of Nations on June 15<sup>th</sup>.
- v. P Lorang noted some details about Festival of Nations during previous years. P Lorang commented that enjoyed the WPPA conference, as well as the GCC pancake breakfast.

**7) Adjournment 8:05 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