



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **July 16, 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 (excused)
 - 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 Specialist Melissa Warren
 - vii. Members of the Public – David Sneitzer; (via Zoom) Denise Emmerling-Baker; Flora Gibson; Chris Matlock; iPhone
 - c. Modifications, Additions and Changes to the Agenda
- 2) Public Comment (Speakers may be limited to three (3) minutes)
 - a. David Sneitzer addressed the Commission regarding the restrooms that used to be available to the Marina tenants to use.
- 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 June 18, 2024 and July 2, 2024
 - b. Ratification of bills in the amount of \$143,286.27
 - c. Approval of payroll for June 18, 2024 in the amount of \$38,085.74 and for July 3, 2024 in the amount of \$47,738.54
- 4) Discussions
 - a. Upcoming Commission Training and Conferences

ED Blue reported that the newly adopted SBP set an emphasis on providing annual training about Port operations, initiatives, and programs for new and current Commission members to continue growing internal knowledge and expertise of the Port, as well as enabling Port Commissioners to attend conferences, meetings, and other events focused on strengthening the Port's networks, partnerships, and professional development. Staff provided an outline of potential training and conferences for the 2024-25 Fiscal Year for the Commission to consider.

CM Peterson expressed an interest in attending SDAO Risk Training. VP Klute expressed an interest in attending PNWA Annual Convention.

C PETERSON MADE A MOTION TO APPROVE THE TRAINING AND CONFERENCE SCHEDULE AS STATED; VP KLUTE SECONDED; Passed Unanimously

- b. Port Economic Development Grant Program FY 24-25

- i. Based on the Commission's previous discussion, Director Scholl presented proposed guidelines and rules for the Port's new \$150,000 grant program, designed to support projects aligning with the Port's strategic goals and economic development objectives. The proposal outlined two (2) separate grant programs for small and large organizations operating within the Port district. Staff sought Commission approval on the eligibility criteria and rules, and authorization to issue a call for applications. Additionally, Staff recommended forming a Grant Evaluation Committee to oversee the program's implementation, including developing the application award distribution process, and recruiting committee members.

TABLED UNTIL C NANCE IS AVAILABLE AND LEGAL REVIEW CAN PROVIDE INPUT.

5) Business Action Items

a. Approve Letter of Support for City of Cascade Locks Grant Request

- i. Mahr provided a background on the City of Cascade Locks' request for funds. The City of Cascade Locks is seeking a State of Oregon Transportation and Growth Management Planning Grants program ("TGM") grant to fund an update of their outdated 2001 Transportation System Plan ("TSP"). Port staff have drafted a letter supporting the city's grant application for consideration.

C PETERSON MOVED TO APPROVE THE LETTER SUPPORTING THE CITY OF CASCADE LOCKS' REQUEST TO THE STATE OF OREGON'S TRANSPORTATION AND GROWTH MANAGEMENT PLANNING GRANTS PROGRAM FOR \$250,000; VP KLUTE SECONDED; Passed Unanimously

b. Election of Port Commission Officers

- i. ED Blue reported that the Port Commission Duties & Responsibilities Policy Manual requires the annual election of officers.

VP KLUTE MADE A MOTION TO LEAVE EVERYTHING AS IS FOR 24-25, WITH BRAD (P LORANG) AS PRESIDENT, CARRIE (VP KLUTE) AS VICE-PRESIDENT, ALBERT (C NANCE) AS SECRETARY, AND ROB (C PETERSON) AS TREASURER; C THWEATT SECONDED; Passed Unanimously

c. Appointment of Commissioner Committee Assignments

- i. ED Blue reported that each Port Commissioner has the opportunity to serve as the Commission's representative on various internal and external committees and organizations. ED Blue noted that most assignments are two (2) year terms and have not expired yet, however they all have different anniversary dates, leading to inconsistent appointment times. ED Blue would like to reappoint assignments so that they are all renewed annually on the same date for efficiency.

VP KLUTE MADE A MOTION TO KEEP ROB PETERSON AND PAM THWEATT ON THE FINANCE COMMISSION COMMITTEE; P LORANG SECONDED; Passed Unanimously

C THWEATT MADE A MOTION TO KEEP CARRIE KLUTE ON THE MUSEUM BOARD FOR YEAR 24-25 AND 25-26; C PETERSON SECONDED; Passed Unanimously

C PETERSON MADE A MOTION TO KEEP PAM THWEATT ON THE ENERGY COUNCIL FOR YEAR 24-25, 25-26; VP KLUTE SECONDED; Passed Unanimously

C THWEATT MADE A MOTION TO APPOINT BRAD LORANG TO THE MCEDD BOARD; VP KLUTE SECONDED; Passed Unanimously

- 6) Executive Session under ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property and ORS.192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation

likely to be filed. Final actions or decisions on these matters will be made during the Regular Session.

- a. Recess from Regular Session, into Executive Session at 6:58 PM
- b. Recess out of Executive Session, into Regular Session at 7:39 PM
- c. No action was taken as a result of Executive Session

7) Executive Director Report

- a. A written report was distributed at the meeting.
- b. DED Scholl noted that the closeout report for the ARPA Grant was accepted.

8) Commissioner Comments and Sub-committee Reports

- a. VP Klute reported that there is a museum meeting board meeting on Friday the 19th. They have set October 12th as the date for a murder mystery auction fundraiser. VP Klute informed that there is also a Bridge of the Gods Centennial Celebration ("BOGCC") Advisory Meeting on Monday, July 22nd. VP Klute also requested an updated developer map of Business Park.
- b. C Thweatt informed the Hood River County Energy Council ("HRCEC") met and discussed how to fund the project management position. C Thweatt reflected on a busy week as she attended the Fourth of July celebration, the Museum's Pony Party, and volunteered at the Gorge Downwind Champs. C Thweatt reminded that PCT DAYS will be occurring next month.
- c. C Peterson also mentioned attending the Fourth of July celebration. Additionally, he reported that Gorge Canoe Club wrapped up their fundraiser at the Gorge Downwind Champs festival. C Peterson added that the City of Cascade Locks Downtown Revitalization will be having an open house at Thunder Island Brewing on July 24th.
- d. P Lorang reported that he was very pleased when he attended the Fourth of July celebration and the Pony Party, elaborating that it was nice to see so many from the community.

9) Adjournment 8:05 pm

Port of Cascade Locks

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Signed

Date Signed

Prepared by Keriane Stocker