



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday, **October 20, 2026, 6:00 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) Consent Agenda (***)Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may make a motion to remove any items from the Consent Agenda for individual discussion)
 - a. Approval of Minutes from the September 15, 2025 Regular Session
 - b. Ratification of Bills from September 10, 2026 to October 7, 2026 in the amount of \$606,784.60
 - c. Approval of payrolls for September 18, 2026 in the amount of \$41,964.97 and for October 2, 2026 in the amount of \$42,551.98
- 3) Discussion
 - a. Bridge of the Gods Update – David McCurry, Parsons Transportation
- 4) Business Action Items
 - a. Adopt Resolution 2026-5 Authorizing Application for Grant
 - b. Adopt Resolution 2026-6 Approving Updates to the Port of Cascade Locks Commission Duties & Responsibilities Policy Manual
- 5) Adjournment

IMPORTANT DATES

Wednesday–Saturday, October 21—24, 2026

Oregon Outdoor Recreation Summit

Monday, October 26, 2026

Representative Dexter Visit

Sunday–Wednesday, November 8–11, 2026

OHI Conference & Expo

Tuesday, November 17, 2026

Port Commission Meeting

Thursday, November 26, 2026

Office Closed – Thanksgiving Day

MINUTES

- 1) Commission meeting called to order at 6:07 PM
 - a. Pledge of Allegiance
 - b. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute
 - iii. Commissioner Nance
 - iv. Commissioner Gann
 - v. Commissioner Dodd (joined via Zoom at 6:08 PM)
 - 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; David McCurry, Sr. Program Director – Parsons Transportation; Austin Dennis, Sr. Bridge Engineer – Parsons Transportation; Dan Mahr, Gov’t Affairs Consultant – Mahr Strategies
 - vii. Members of the Public – Cindy Fessler, Cascade Locks; Mark Fessler, Cascade Locks; Ed Basta, Cascade Locks; Cathy Basta, Cascade Locks; via Zoom – Chris Matlock
 - c. Modifications, Additions, and Changes to the Agenda
ED Blue requested the removal of Business Action Item 7a as the necessary meeting materials were not yet finalized./
- 2) Consent Agenda
 - a. Approval of minutes for the August 18, 2026 Regular Session
 - b. Ratification of bills from August 11, 2026 – September 9, 2026 in the amount of \$296,859.86
 - c. Approval of payroll for for August 19 – September 4, 2026 in the amount of \$81,726.15

MOTION: To approve the consent agenda
MOVE: Travis Gann
SECOND: Albert Nance
VOTE: **Aye:** Carrie Klute, Albert Nance, Travis Gann, and Ted Dodd
Absent: Brad Lorang

VIDEO TIMESTAMP: **00:01:05**
- 3) Public Comment (Speakers may be limited to three (3) minutes)
Cindy Fessler, a resident of Cascade Locks, addressed the Port Commission to request open dialogue, a designated Port contact, and ongoing collaboration regarding vegetation management on 18.35 acres of Port property. Fessler highlighted severe wildfire risks — referencing data from Forest Service personnel and Fire Chief Logan on local fire history — along with severely obstructed river views caused by overgrown, non-native trees. Citing an existing 2007 Wetlands and Riparian Permit, residents of Riverview Drive requested the Port's guidance and assistance with regular annual maintenance to prevent fires and establish clear property care protocols. The Commission directed ED Blue to evaluate the request and

present actionable options on a future agenda after investigating city riparian ordinances, railroad access and liability, community and environmental impacts, and updated fire risk data.

4) Reports and Presentations

a. BOG Seismic, Safety & Preservation Studies Project Report

Parsons reported that the Bridge of the Gods is in good condition for its age, with no major unexpected issues found. Some Oregon-approach components may have about 18 years of service life remaining without repairs, while other bridge sections have much longer estimates. ED Blue proposed a separate work session to decide fund allocation options for pedestrian safety, joint repairs, and electrical rehabilitation, before the October meeting. A work session was scheduled for October 6 at 6 PM.

b. BOG Centennial Celebration Update

5) Commissioner Comments and Sub-Committee Reports

6) Executive Director Report

7) Business Action Items

a. Approve Contract with AKS Engineering for Permitting & Design Services for RV Park Development Project

8) Adjourn 8:58 PM

Port of Cascade Locks

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Approved
Prepared by Keriane Stocker

PORT OF CASCADE LOCKS

Bills and Payments
September 10-October 7, 2026

Date	Transaction type	Memo/Description	Amount
BISHOP SANITATION INC			
09/21/2026	Bill	Portable toilets BOG Centennial Celebration	1,120.00
09/25/2026	Bill Payment (Check)		-1,120.00
Oregon Made Creative Foundation			
09/15/2026	Bill Payment (Check)		-350.00
08/24/2026	Bill	Rush Order - Oregon Film Trail Signage	350.00
Western Display Fireworks			
08/24/2026	Bill	2nd Installment, BOG Centennial Fireworks	2,500.00
09/21/2026	Bill Payment (Check)		-2,500.00
Staples Business Advantage			
09/18/2026	Bill Payment (Check)		-62.54
08/29/2026	Bill	Bank bag tags	62.54
Andrew Endres			
09/24/2026	Bill Payment (Check)		-220.00
09/02/2026	Bill	BOG Centennial Stage Lighting	220.00
KOIN			
09/22/2026	Bill Payment (Check)		-75.00
08/31/2026	Bill	BOG Centennial Advertising	75.00
Columbia Ace Hardware			
08/04/2026	Bill	Supplies and Small Tools - August	492.32
09/10/2026	Bill Payment (Check)		-492.32
Elyzabeth Lauryl Nagode			
09/03/2026	Bill	Campground Mgmt Svcs August 2026	743.11
09/10/2026	Bill Payment (Check)		-743.11
Parsons Transportation Group INC.			
09/11/2026	Bill Payment (Check)		-387,085.98
04/21/2026	Bill	Bridge Studies Project - Invoice #16	121,713.68
06/04/2026	Bill	Bridge Studies Project - Invoice #17	95,094.24
07/21/2026	Bill	Bridge Studies Project - Invoice #19	90,698.55
08/20/2026	Bill	Bridge Studies Project - Invoice #20	79,579.51
08/11/2026	Bill	Bridge Studies Project - Invoice #14A	15,219.00
09/24/2026	Bill Payment (Check)		-15,219.00
City of Cascade Locks			
09/14/2026	Bill Payment (Check)		-624.81
09/14/2026	Bill	395 NW Portage Rd (Pavillion)	624.81
09/14/2026	Bill	100 SW Harvey Rd	350.90
09/14/2026	Bill Payment (Check)		-350.90
09/14/2026	Bill	299 NW Portage Rd - Office	148.68
09/14/2026	Bill Payment (Check)		-148.68
09/14/2026	Bill Payment (Check)		-60.70
09/14/2026	Bill	160 NE Herman Creek Ln (House Panel)	60.70
09/14/2026	Bill	295 NW Portage Rd (Marina)	230.44
09/14/2026	Bill Payment (Check)		-230.44

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Bills and Payments
September 10-October 7, 2026

Date	Transaction type	Memo/Description	Amount
09/14/2026	Bill	180 NE Herman Creek Ln Ste 101	93.58
09/14/2026	Bill Payment (Check)		-93.58
09/14/2026	Bill	421 NW Portage Rd - RV/Campground Bathrooms	195.91
09/14/2026	Bill Payment (Check)		-195.91
09/14/2026	Bill	180 NE Herman Creek Ln (Water)	797.79
09/14/2026	Bill Payment (Check)		-797.79
09/14/2026	Bill Payment (Check)		-595.39
09/14/2026	Bill	Portage Rd NE Corner of RV/Camp Ground	595.39
09/14/2026	Bill	417 NW Portage Rd. - Museum	364.71
09/14/2026	Bill Payment (Check)		-364.71
09/14/2026	Bill	Port Park Elec	58.85
09/14/2026	Bill Payment (Check)		-58.85
09/14/2026	Bill Payment (Check)		-440.12
09/14/2026	Bill	742 SW WaNaPa St - Toll Booth	440.12
09/14/2026	Bill	VC Parking Lot Control	102.58
09/14/2026	Bill Payment (Check)		-102.58
09/14/2026	Bill	503 NW Portage Rd	172.95
09/14/2026	Bill Payment (Check)		-172.95
09/14/2026	Bill Payment (Check)		-278.03
09/14/2026	Bill	443 NW Portage Rd	278.03
09/14/2026	Bill	Irrigation Pump	700.44
09/14/2026	Bill Payment (Check)		-700.44
09/14/2026	Bill Payment (Check)		-1,273.63
09/14/2026	Bill	427 NW Portage Rd (Admin)	1,273.63
09/14/2026	Bill Payment (Check)		-398.00
09/14/2026	Bill	401 NW Portage Rd	398.00
09/14/2026	Bill	180 NE Herman Creek Ln Ste 104B	46.45
09/14/2026	Bill Payment (Check)		-46.45
09/14/2026	Bill	Columbia Gorge Way Lot #2 Irrigation	219.70
09/14/2026	Bill Payment (Check)		-219.70
09/14/2026	Bill Payment (Check)		-61.19
09/14/2026	Bill	180 NE Herman Creek Ln (House Panel)	61.19
09/14/2026	Bill Payment (Check)		-48.26
09/14/2026	Bill	180 NE Herman Creek Ln (House Panel)	48.26
09/09/2026	Bill	1/2 total cost of Wireless Microphone System for Council Chamber	3,350.00
09/24/2026	Bill Payment (Check)		-3,350.00
Delta Dental of Oregon			
09/09/2026	Bill	Unpaid balance due - error correction	453.28
09/15/2026	Bill Payment (Check)		-453.28
Dennis V Snyder Jr			
09/25/2026	Bill Payment (Check)		-850.00
09/03/2026	Bill	Mow property east of fire hall	850.00
Jones Boys Electric and Construction			
09/02/2026	Bill	Service call to troubleshoot bridge receptacles	475.00

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September 10-October 7, 2026

Date	Transaction type	Memo/Description	Amount
09/15/2026	Bill Payment (Check)		-475.00
09/11/2026	Bill	Service call for electrical work at the light pole and RV park.	400.00
09/16/2026	Bill Payment (Check)		-400.00
PERS			
09/15/2026	Bill	PERS	8,861.31
09/15/2026	Bill Payment (Check)		-8,861.31
09/19/2026	Bill Payment (Check)		-529.78
09/19/2026	Bill	PERS	529.78
Business Oregon			
09/11/2026	Bill	Loan 649-17-01	108,857.98
09/16/2026	Bill Payment (Check)		-108,857.98
Merina+Co			
09/16/2026	Bill Payment (Check)		-4,736.25
08/31/2026	Bill	Financial Services May - August	4,736.25
Amazon Capital Services			
09/17/2026	Bill Payment (Check)		-521.52
09/01/2026	Bill	Office supplies	371.70
08/01/2026	Bill	Office supplies	149.82
MBO Cleaning			
09/15/2026	Bill	Office Cleaning Janitorial Service	323.36
09/17/2026	Bill Payment (Check)		-323.36
Pauly Rogers and Co PC			
09/04/2026	Bill	Audit - FYE 06/30/2024 - Progress Bill	14,300.00
09/17/2026	Bill Payment (Check)		-14,300.00
Ricoh USA, Inc.			
09/01/2026	Bill	Admin - Copier	329.75
09/17/2026	Bill Payment (Check)		-329.75
Hood River Garbage Service Inc			
09/16/2026	Bill Payment (Credit Card)		-1,492.64
09/01/2025	Bill	August 2026 Garbage Service	1,492.64
09/28/2026	Bill Payment (Credit Card)		-963.11
09/01/2026	Bill	August 2026 Garbage Service	963.11
Alfonso Barron			
09/16/2026	Bill	Cell phone reimbursement	100.00
09/17/2026	Bill Payment (Check)		-100.00
Genevieve L Scholl			
09/16/2026	Bill	Cell phone reimbursement	100.00
09/17/2026	Bill Payment (Check)		-100.00
Jeanetta Blue			
09/17/2026	Bill Payment (Check)		-100.00
09/16/2026	Bill	Cell phone reimbursement	100.00
John Blackwell			
09/17/2026	Bill Payment (Check)		-100.00
09/16/2026	Bill	Cell Phone Reimbursement	100.00

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September 10-October 7, 2026

Date	Transaction type	Memo/Description	Amount
Keriane Stocker			
09/17/2026	Bill Payment (Check)		-100.00
09/16/2026	Bill	Cell phone reimbursement	100.00
Pacific Northwest Waterway Assoc.			
09/15/2026	Bill	2026 Annual Convention Registration	1,960.00
10/06/2026	Bill Payment (Check)		-1,960.00
Parker Nelson			
09/16/2026	Bill	Cell Phone Reimbursement	100.00
09/17/2026	Bill Payment (Check)		-100.00
Primo Brands			
09/28/2026	Bill Payment (Check)		-275.75
09/16/2026	Bill	Drinking water delivery Toll Booth, Maintenance, Admin	275.75
Steven Hammrich			
09/17/2026	Bill Payment (Check)		-100.00
09/16/2026	Bill	Cell phone reimbursement	100.00
Paul Lanquist			
09/17/2026	Bill Payment (Check)		-500.00
09/17/2026	Bill	Bridge of the Gods Centennial Guest Appearance	500.00
Bill.com Monthly Fee			
09/23/2026	Bill	Monthly subscription	132.57
09/23/2026	Bill Payment (Check)		-132.57
AT&T Mobility			
09/24/2026	Bill Payment (Check)		-44.73
09/05/2026	Bill	AT&T Cradlepoint	44.73
Century Link			
09/24/2026	Bill Payment (Check)		-34.29
09/06/2026	Bill	CenturyLink Service to 541-374-8471	34.29
Jonathan Thompson			
09/22/2026	Bill	BOG Centennial Audio system Setup, Operation, and Strike	500.00
09/24/2026	Bill Payment (Check)		-500.00
Joseph Schlick			
09/21/2026	Bill	BOG Centennial Music Performance	400.00
09/24/2026	Bill Payment (Check)		-400.00
Julie Mayfield			
09/24/2026	Bill Payment (Check)		-400.00
09/21/2026	Bill	Julie & the Astronauts performance, BOG Centennial	400.00
Mahr Strategies			
09/18/2026	Bill	August 2026 Government Affairs	6,000.00
09/24/2026	Bill Payment (Check)		-6,000.00
Outdoor Viewfinder LLC			
09/24/2026	Bill Payment (Check)		-10,422.68
09/22/2026	Bill	BOG Centennial Planning Final Billing	10,422.68
Skamania Co Chamber of Commerce			
10/02/2026	Bill Payment (Check)		-750.00

PORT OF CASCADE LOCKS

Bills and Payments
September 10-October 7, 2026

Date	Transaction type	Memo/Description	Amount
10/12/2026	Bill	Annual membership renewal	750.00
Oregonian Media Group (Dept. 77571)			
08/31/2026	Bill	BOG Centennial Print and Online Advertising	3,000.00
09/23/2026	Bill Payment (Credit Card)		-3,000.00
Worldpay-Vantiv-IQ			
09/23/2026	Bill Payment (Check)		-11,220.29
08/23/2026	Bill	Merchant Fees	11,220.29
Gorge Enterprises Ilc			
08/27/2026	Bill	Painting Services House 1 (Museum)	4,110.00
09/29/2026	Bill Payment (Check)		-8,220.00
08/26/2026	Bill	Painting Services House 2 Deposit	4,110.00
Print It			
09/29/2026	Bill Payment (Check)		-48.00
09/17/2026	Bill	Name Tags and Name Plates	48.00
Signaling System Solutions			
09/23/2026	Bill	Service call for panic alarms	601.25
09/29/2026	Bill Payment (Check)		-601.25

TOTAL \$606,784.60



BRIDGE OF GODS UPDATE

Bridge of the Gods Safety, Seismic, & Preservation Studies Project

David McCurry, PE | Sr. Program Director | Project Manager
Port Commission Meeting, Tuesday, October 20, 2026



SUCCESS!

- ✓ \$4 million got us here
- ✓ Findings are encouraging
- ✓ \$2 million left to spend



SUCCESS!

- ✓ Got more than expected
- ✓ Good stewards of state funds
- ✓ Uncovered good news
- ✓ Preservation is needed
- ✓ Improvements within reach

AGENDA

1. Where We Were
2. What We Have Now
3. Next Steps

1

Where We Were

WHERE WE WERE

- Regular maintenance/repairs
- No Main Span drawings
- No complete analysis of the bridge
- Biennial (2-year) bridge inspections
- Load Rating (2013) → legal load limits
- Emergency repairs (2013, 2021)
- 15-Year Bridge Plan (2022)
- Annual maintenance spending
- Assumptions on risks (earthquakes, vessel allision, pier scour, service life)

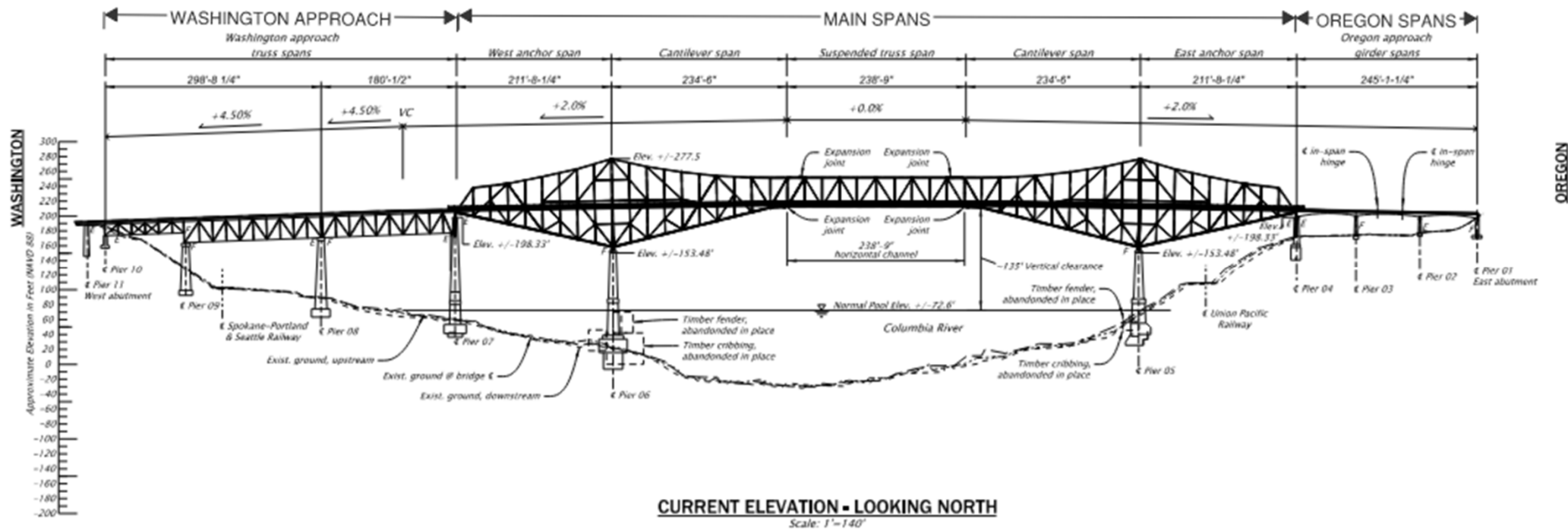




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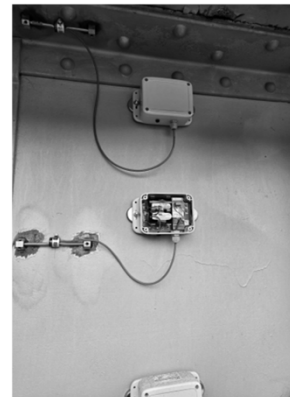
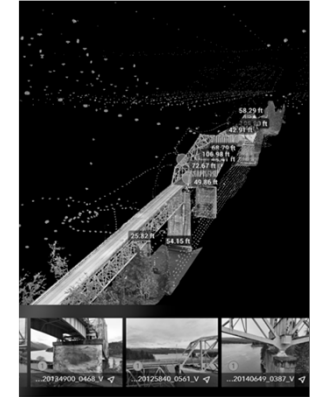
What We Have Now

WHAT WE HAVE NOW



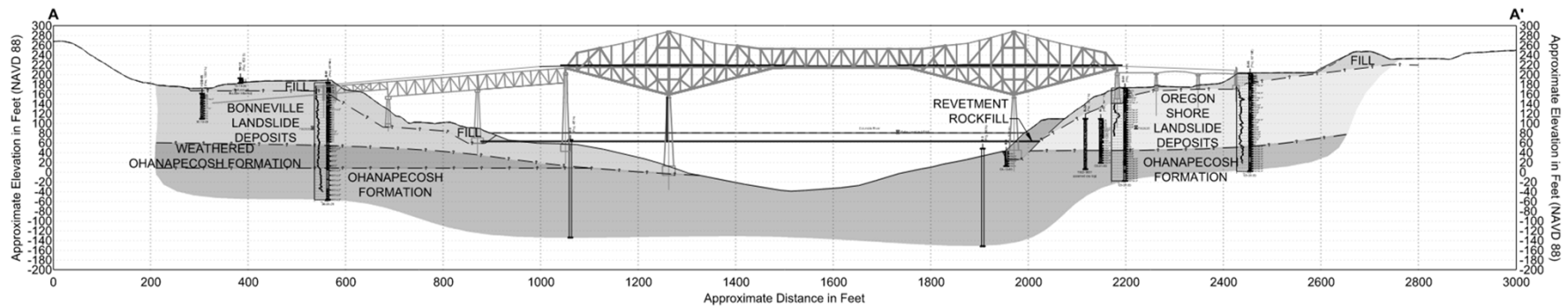
WHAT WE HAVE NOW

- ✓ Deeper dive hands-on inspections
- ✓ Recreated Main Span drawings
- ✓ Digital twin structural model
- ✓ Structural analyses complete
- ✓ Land survey & right-of-way
- ✓ 3D digital inspection bridge model
- ✓ Database of high-resolution images
- ✓ Review of ODOT load rating calculations
- ✓ Underwater inspection & assessment
- ✓ Structural Health Monitoring in place



WHAT WE HAVE NOW

- ✓ Geotechnical/geologic hazards assessment (landslides, liquefaction)
- ✓ Foundation soils assessment
- ✓ Identify Seismic Vulnerability & Retrofit Solutions – improvements within reach



WHAT WE HAVE NOW

✓ Active Transportation Condition Assessment

- ✓ Ped/Bike/Trails @ Wa Na Pa
- ✓ Ped/Bike/Trails @ SR14
- ✓ Ped/Bike/Trails on Bridge

✓ Roadway/Civil/Traffic Condition Assessment

✓ Bridge Lighting & Electrical Assessment





THE CURRENT \$6M OREGON-FUNDED PROJECT

**Allowed us the
opportunity to
“go slow, to go
fast.”**

WHAT WE HAVE NOW

3 FOCUS
AREAS



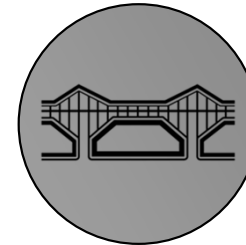
PEDESTRIAN SAFETY

- Identified opportunities for improvements
- Assessment of electrical conditions
- Concept lighting analysis & strategy
- Clear direction on needed improvements
- Prepared for next steps



SEISMIC ASSESSMENT

- Documented geological seismic hazards
- Calculated seismic performance
- Preliminary retrofit designs
- Prepared for a larger conversation about next steps



PRESERVATION PLANNING

- Thorough understanding of preservation needs
- Understanding of active loading conditions
- Understanding of vessel impact risk
- Understanding Service Life
- Draft Bridge Preservation Plan



WHAT WE HAVE NOW

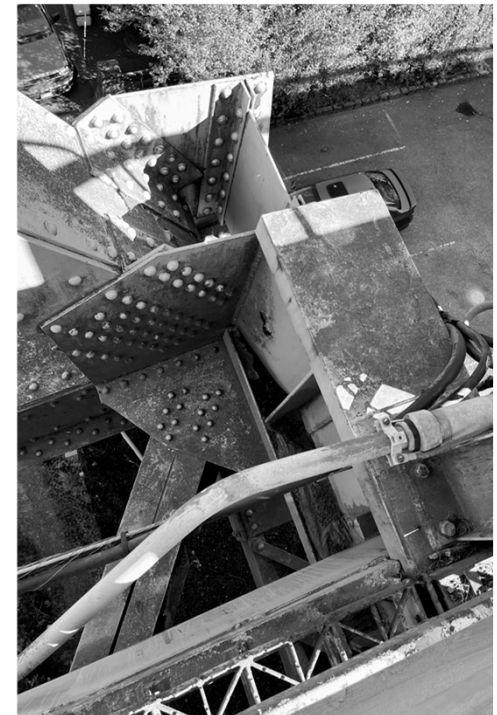
The Bridge of the Gods:

- Outlived its anticipated service life
- Is expected to have a longer service life (*but needs ongoing inspection and preservation*)
- Less vulnerable to earthquake hazards than anticipated (*but has some vulnerability*)
- Less risk from vessel impacts than anticipated (*but has some vulnerability*)
- Fewer overweight vehicles appear to be crossing than anticipated
- Is experiencing observable aging and wear on the bridge deck, joints, and railing



WHAT WE HAVE NOW

- ✓ Joint Repairs – “shovel ready”
- ✓ Base Electrical Rehabilitation – “shovel ready” by end of year
 - ✓ 60% Progress Plans
 - ✓ Site Inspections
- ✓ Bridge User Safety Improvements (BUSI)
 - ✓ Draft Analysis In Progress
 - ✓ Alternatives on the Bridge
 - ✓ Alternatives to the Bridge
 - ✓ Thru interchange @ Wa Na Pa
 - ✓ Pathways from Wa Na Pa to the Bridge
 - ✓ Thru interchange @ SR14 (future task)
 - ✓ Completing “Alternatives Analysis” comparison





3

Next Steps

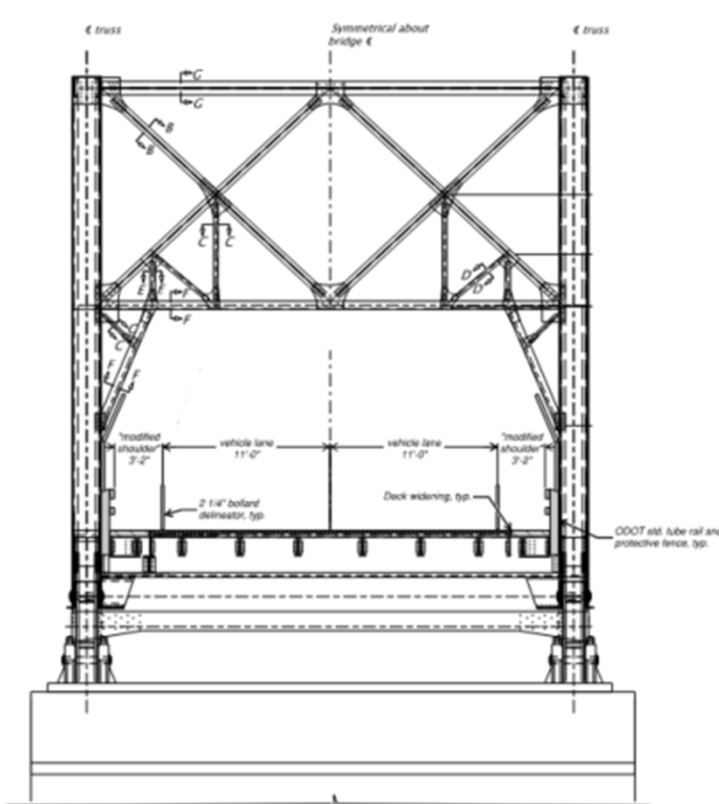
NEXT STEPS

- **Construct Joint Repair:** bid advertisement
- **Construct Base Electrical Rehabilitation:**
 - Either as part of a future BUSI project (if expensive)
 - Or, as a stand-alone project – shared Port and ODOT project budgets (if budget allows)
- **Complete the Bridge Preservation Plan**
- **Continue to monitor the Bridge**
- **Conduct targeted specialized inspections**
- **Advance the Bridge User Safety Improvement Project with remaining funds**
 - Advance design
 - Set up for future funding
 - Build cost and schedules



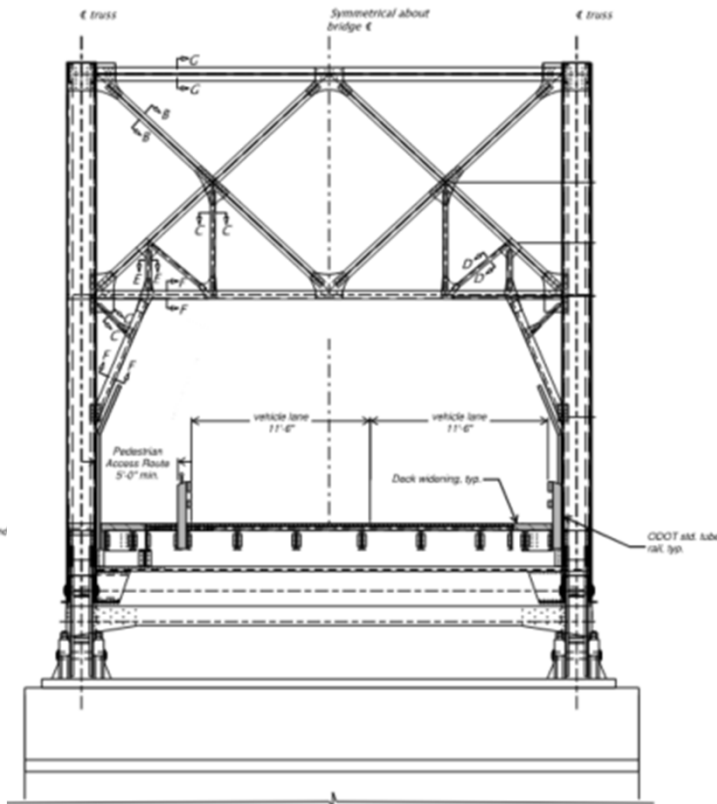
BRIDGE USER SAFETY IMPROVEMENTS

DRAFT ON-BRIDGE ALTERNATIVES



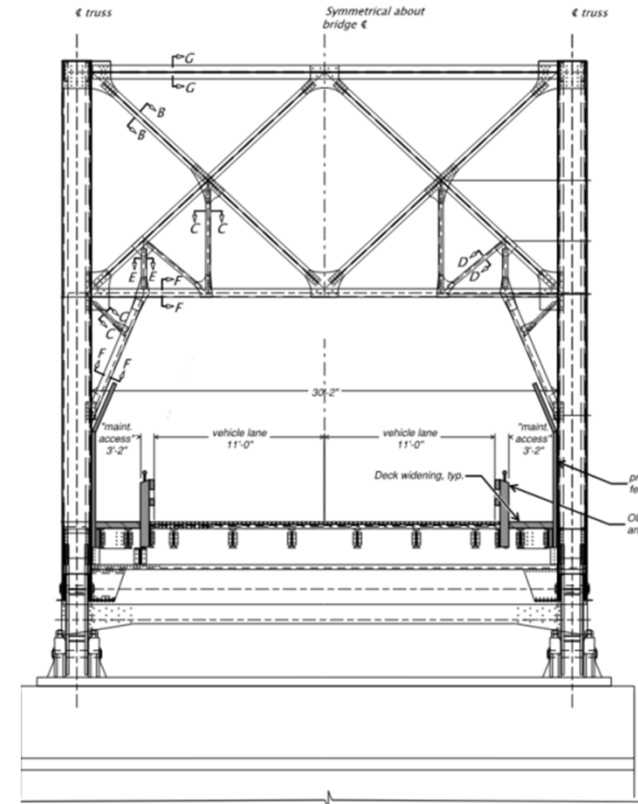
A

SECTION A-A
Scale: 1/8" = 1'



B

SECTION A-A
Scale: 1/8" = 1'



C

SECTION A-A
Scale: 1/8" = 1'

PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: GENEVIEVE SCHOLL, DEPUTY EXECUTIVE DIRECTOR

**SUBJECT: LAND AND WATER CONSERVATION FUND GRANT
APPLICATION — RV PARK AND CAMPGROUND DEVELOPMENT;
RESOLUTION NO. 2026-5**

DATE: OCTOBER 20, 2026

BACKGROUND:

The Oregon Parks and Recreation Department (OPRD) is accepting applications for the 2026–2027 cycle of the federal Land and Water Conservation Fund (LWCF) grant program, with applications due November 16, 2026. LWCF provides grants of up to 50 percent of project cost for the acquisition and development of public outdoor recreation areas. Staff propose that the Port apply for \$2,000,000 toward construction of the new Port of Cascade Locks RV Park and Campground, with a Port match of \$2,200,000, for a total project cost of \$4,200,000. Darrin Eckman of AKS Engineering will be providing support for the application with project budget, Site Map and LWCF Boundary map preparation, state agency coordination and permitting.

LWCF REQUIREMENTS AND TIMELINE:

Accepting LWCF funds carries a permanent obligation. Under Section 6(f)(3) of the LWCF Act, all land inside the project's LWCF boundary must remain in public outdoor recreation use in perpetuity, and may not be converted to another use without National Park Service approval and replacement with land of equal value and usefulness. A notice to that effect would be recorded against the property at project completion. The facility must also be open to the general public on an equitable basis, and fees charged to nonresidents may not exceed twice those charged to residents. The LWCF boundary will be the 16.5-acre project area, described by metes and bounds within Tax Lot 302; staff may also pursue a partition so that the project area becomes a separate lot, with the partition line following the LWCF boundary. If the application

advances, staff will present the project to the Oregon Outdoor Recreation Committee in early spring 2027, and the Oregon Parks Commission is expected to approve awards in April 2027. No construction may begin before OPRD issues a Notice to Proceed, which is anticipated no earlier than fall 2027.

RESOLUTION NO. 2026-5:

OPRD requires a resolution of the governing body authorizing the application and committing the local match. Resolution No. 2026-5 authorizes submittal of the \$2,000,000 LWCF application; commits \$2,200,000 in Port funds as match, available if the grant is awarded; commits the Port to fund ongoing operations and maintenance of the facility; formally acknowledges the perpetual public recreation obligation for the 16.5-acre LWCF boundary; directs staff to pursue a partition of Tax Lot 302 consistent with that boundary; and delegates authority to Jeremiah Blue, Executive Director, to sign the application and related documents.

RECOMMENDATION:

Motion to adopt Resolution No. 2026-5, authorizing the Port of Cascade Locks to apply for Land and Water Conservation Fund assistance from the Oregon Parks and Recreation Department for the development of the Port of Cascade Locks RV Park and Campground, committing local matching funds, and delegating authority to sign the application.

**PORT OF CASCADE LOCKS
HOOD RIVER COUNTY, OREGON**

RESOLUTION NO. 2026-5

**A RESOLUTION AUTHORIZING THE PORT OF CASCADE LOCKS TO
APPLY FOR LAND AND WATER CONSERVATION FUND ASSISTANCE
FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE
DEVELOPMENT OF THE PORT OF CASCADE LOCKS RV PARK AND
CAMPGROUND, COMMITTING LOCAL MATCHING FUNDS, AND
DELEGATING AUTHORITY TO SIGN THE APPLICATION**

WHEREAS, the Oregon Parks and Recreation Department (OPRD) is accepting applications for the federal Land and Water Conservation Fund (LWCF) Grant Program for the 2026–2027 grant cycle, with applications due November 16, 2026; and

WHEREAS, the Port of Cascade Locks desires to participate in this grant program to the greatest extent possible as a means of providing needed public outdoor recreation facilities for residents of Cascade Locks and visitors to the Columbia River Gorge; and

WHEREAS, the Board of Commissioners and staff of the Port of Cascade Locks have identified the development of a new public RV park and campground on Port-owned property as a high priority need, as reflected in the Port’s Real Estate Investment Plan (December 2025), the campground feasibility study prepared by Campground Consulting Group LLC (January 2026), and the public open house held on April 7, 2026; and

WHEREAS, the proposed project is located within the city limits and urban growth boundary of the City of Cascade Locks, on an approximately 16.5-acre portion of Port-owned property identified as Township 2N, Range 8E, Section 5, Tax Lot 302, Hood River County, Oregon, which the Port owns in fee simple; and

WHEREAS, the LWCF project boundary will be described by metes and bounds on the LWCF boundary map submitted with the grant application, and the Port has applied or will apply to the City of Cascade Locks for a partition to establish the 16.5-acre project area as a separate legal lot, with the partition line to follow the LWCF project boundary; and

WHEREAS, the project includes construction of 109 camp sites including a mix of back-in and pull-through RV sites with full hookups, yurts, tent sites, restroom and shower facilities, a communal picnic shelter and fire pit, a pet rest area, a day-use parking area for members of the public who are not camping, trail connections to the EasyCLIMB trail with access to the CLIMB trail network and the Historic Columbia River Highway State Trail, public access to Government Cove for swimming, paddling, fishing, and wildlife viewing, internal camp roads, utility

connections, accessible routes and facilities, and associated support facilities, with the facility to be open to the general public on an equitable, non-discriminatory basis; and

WHEREAS, the total estimated project cost is \$4,200,000, of which the Port of Cascade Locks will request \$2,000,000 in LWCF grant assistance and will provide \$2,200,000 in local matching funds; and

WHEREAS, the Port of Cascade Locks has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the Port of Cascade Locks will dedicate adequate funding for ongoing operations and maintenance of this public outdoor recreation facility should the grant funds be awarded; and

WHEREAS, the Board of Commissioners understands that, under Section 6(f)(3) of the Land and Water Conservation Fund Act (54 U.S.C. 200305(f)(3)), all property within the LWCF project boundary must be retained and maintained for public outdoor recreation use in perpetuity, and may not be converted to other uses without the approval of the National Park Service and the substitution of replacement property of at least equal fair market value and reasonably equivalent usefulness and location;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF CASCADE LOCKS AS FOLLOWS:

- Section 1:** The Board of Commissioners supports and authorizes the submittal of a grant application to the Oregon Parks and Recreation Department for Land and Water Conservation Fund assistance in the amount of \$2,000,000 for the development of the Port of Cascade Locks RV Park and Campground.
- Section 2:** The Port of Cascade Locks commits \$2,200,000 in local matching funds toward the total project cost of \$4,200,000, to be provided from Port funds and made available should the grant be awarded.
- Section 3:** The Port of Cascade Locks commits to dedicate adequate funding for the ongoing operation and maintenance of the facility for public outdoor recreation use.
- Section 4:** The Board of Commissioners acknowledges and accepts the perpetual obligation under Section 6(f)(3) of the Land and Water Conservation Fund Act that all property within the LWCF project boundary, consisting of approximately 16.5 acres as depicted on the LWCF boundary map, be retained and maintained for public outdoor recreation use in perpetuity, and that this obligation will continue to apply to that property following any partition of Tax Lot 302.

Section 5: The Board of Commissioners directs staff to pursue a partition of Tax Lot 302 that is consistent with the LWCF project boundary.

Section 6: The Board of Commissioners delegates authority to Jeremiah Blue, Executive Director, to sign the grant application and any related documents, and to act on behalf of the Port of Cascade Locks in all matters pertaining to the application.

Section 7: This Resolution shall be effective following its adoption by the Board of Commissioners.

PASSED AND ADOPTED by the Board of Commissioners of the Port of Cascade Locks this 20th day of October, 2026.

Brad Lorang, President, Board of Commissioners

ATTEST:

Albert Nance, Secretary, Board of Commissioners

PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT: ADOPT RESOLUTION NO. 2026-6: A RESOLUTION APPROVING
UPDATES TO SECTION 3, COMMISSION MEETINGS, AND
SECTION 4, COMMITTEES, OF THE PORT OF CASCADE LOCKS
COMMISSION DUTIES AND RESPONSIBILITIES POLICY MANUAL**

DATE: OCTOBER 20, 2026

INTRODUCTION

To consider and adopt Resolution No. 2026-6, formally updating Section 3 (Commission Meetings) and Section 4 (Committees) of the Port of Cascade Locks Commission Duties and Responsibilities Policy Manual. These updates align Port governance policies with current operational practices, update board meeting workflows and minute-keeping procedures under Oregon Public Meetings Law (ORS 192.650), clarify committee management authority, and satisfy requirements for credit under the Special Districts Association of Oregon (SDAO) / Special Districts Insurance Services (SDIS) Best Practices Program.

BACKGROUND

The Commission Duties and Responsibilities Policy Manual establishes standard operating procedures for the Board of Commissioners and guides the conduct of Port business. Following a staff and legal review, revisions were identified to modernize Section 3 and Section 4 as follows:

1. Title & Administrative Alignment: Replaces obsolete references to "General Manager" with "Executive Director" throughout Section 3 and Section 4 to reflect current position titles.
2. Meeting Schedule Adjustment: Updates the regular meeting schedule provision from twice per month to once per month in accordance with ORS 777.140.

3. Agenda Structure Update: Modernizes the formal meeting agenda outline (Section 3.3) to match current meeting formatting.
4. Minutes & Recording Official Record (ORS 192.650): Revises Section 3.7 to designate official audio/video recordings as the primary full-substance record of Commission meetings, while authorizing written minutes to be produced as streamlined motion-only minutes.
5. Committee Activation & Suspension Authority: Updates Section 4.1 to explicitly state that the Commission may activate or suspend standing or ad hoc committees as needed to support Port objectives.

Additionally, updating these sections ensures the Port remains fully compliant with the SDAO/SDIS Best Practices Program, eligible for annual insurance premium discounts and program credit.

RECOMMENDED ACTION

Motion to adopt Resolution No. 2026-6, a resolution approving updates to Section 3 (Commission Meetings) and Section 4 (Committees) of the Port of Cascade Locks Commission Duties and Responsibilities Policy Manual.

**PORT OF CASCADE LOCKS
HOOD RIVER COUNTY, OREGON
RESOLUTION NO. 2026-6**

**A RESOLUTION APPROVING UPDATES TO SECTION 3, COMMISSION
MEETINGS, AND SECTION 4, COMMITTEES, OF THE PORT OF CASCADE LOCKS
COMMISSION DUTIES AND RESPONSIBILITIES POLICY MANUAL**

WHEREAS, the Port of Cascade Locks Commission Duties and Responsibilities Policy Manual (the “Manual”) identifies the duties and responsibilities of the Commissioners of the Port of Cascade Locks and establishes policies governing the conduct of Commission business; and

WHEREAS, Section 3 of the Manual, Commission Meetings, establishes the Commission’s policies on required meetings, public notice, agendas, meeting packets, executive sessions, special and emergency meetings, minutes, procedural rules, order and decorum, public comment, and virtual attendance, in accordance with ORS 777.140 and Oregon Public Meetings Law, ORS 192.610 to 192.690; and

WHEREAS, the Board of Commissioners and staff have reviewed Section 3 and Section 4 and recommend the following updates: (1) replacing references to “General Manager” with “Executive Director” to reflect the Port’s current position title; (2) revising the regular meeting schedule from twice per month to once per month; (3) updating the structure of the meeting agenda; (4) revising the minutes procedure so that a digital audio or video recording may be designated as the official record of a meeting, with written minutes prepared as motion-only minutes; and (5) updating Section 4 to clarify that the Commission may activate or suspend committees as needed; and

WHEREAS, adoption of the updates to Section 3 and Section 4 is a requirement for credit through the Special Districts Association of Oregon (SDAO) and Special Districts Insurance Services (SDIS) Best Practices program; and

WHEREAS, the Board of Commissioners finds that approving the updates to Section 3 and Section 4 is in the best interest of the Port and the public it serves;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF CASCADE LOCKS AS FOLLOWS:

Section 1: The Board of Commissioners approves the updates to Section 3, Commission Meetings, and Section 4, Committees (including the addition of language providing that the Commission may activate or suspend committees as needed), of the Port of Cascade Locks Commission Duties and Responsibilities Policy Manual, as presented at the October 20, 2026 meeting and attached to this Resolution as Exhibit A.

Section 2: The updated Section 3 and Section 4 shall be incorporated into the Manual and shall supersede the prior versions of Section 3 and Section 4.

Section 3: The Board of Commissioners directs the Executive Director to maintain the updated Manual on file, to make it available to the public, and to provide documentation of this action to SDAO/SDIS for purposes of Best Practices program credit.

Section 4: This Resolution shall be effective following its adoption by the Board of Commissioners.

PASSED AND ADOPTED by the Board of Commissioners of the Port of Cascade Locks this 20th day of October, 2026.

Brad Lorang, President, Board of Commissioners

ATTEST:

Albert Nance, Secretary, Board of Commissioners



PORT OF CASCADE LOCKS

PORT COMMISSION DUTIES AND RESPONSIBILITIES POLICY MANUAL

Adopted by the Port Commission on: October 20, 2026

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SECTION 1: OVERVIEW

It is the policy of the Port of Cascade Locks (the Port) that the Port Commission (the Commission) exercise those powers granted to it, and to carry out those duties assigned to it by law, in a manner that best meets the needs of the Port, its customers, and Port residents.

This Manual identifies the duties and responsibilities of Commission Members (Commissioners) of the Port of Cascade Locks. A Commissioner's signature on the Acknowledgment and Agreement to Comply page of this manual (pg. 26) constitutes the Commissioner's agreement to comply with the Commission policies as stated herein.

This Manual supersedes and replaces the previous Port Commission Meeting and Operating Procedures as initially adopted by the Port Commission on February 2, 2023.

SECTION 2: THE COMMISSION

2.1 Members of the Commission

The Commission of the Port of Cascade Locks shall be comprised of five (5) Commissioners, who are duly elected public officials generally serving a term of four (4) years. Each Commissioner is charged with serving the best interests of the Port and will exercise and carry out the powers and authority granted by the Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for Port of Cascade Locks, ORS Chapter 777.

Each Commissioner shall serve an equal role on the Commission, and the Commission shall operate as a whole. Commissioners have no individual authority except that expressly delegated by the Commission.

2.2 Oath of Office

Before assuming office, each Commissioner shall take an oath of office. The oath should be administered in a public meeting and signed by the Commissioner. Language of the oath shall be substantially similar to the following:

"I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of Commissioner of the Port of Cascade Locks to the best of my abilities; that I will abide by the rules, regulations, and policies of the Port of Cascade Locks; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America."

2.3 Commission Officers

The Commission shall elect annually, from among its members, officers as prescribed by the Principal Act of Port of Cascade Locks. Such election shall require formal approval by a majority of the Commission. These officers shall include President, Vice-President, Secretary, and

Treasurer, who shall hold their offices until the next election of officers. Officers shall have the general powers and duties outlined below:

President – The President of the Commission shall preside at Commission meetings and shall confer with the Port Executive Director on preparation of the meeting agenda. The President is charged with conducting meetings, preserving order, and enforcing this Commission Policy Manual and other Port policies as established by the Commission. The President may call special meetings according to Oregon Public Meetings Law and shall sign official Port documents on behalf of the Commission when authorized to do so by a majority of the Commission. The President should also, when authorized to do so by a majority of the Commission, be the source of contact for the Port’s general counsel attorney on behalf of the Port. The President has the same right as other members of the Commission to move, second, debate, and vote.

Vice-President – In the President’s absence, the Commission Vice-President shall act as President Pro Tempore, and shall have the powers and duties of the President of the Commission as prescribed by this Commission Policy Manual and other Port policies.

Secretary – The Commission Secretary shall be responsible for ensuring that accurate minutes of Commission proceedings are kept, transcribed, and distributed to each Commissioner in a timely manner as required by Oregon law. The Secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the Port’s records permanently. Responsibilities associated with meeting minutes may be delegated to a staff member by majority vote of the Commission, but in such a case are still under the supervision and responsibility of the Commission Secretary. In the absence of both the Commission President and Vice-President, the Secretary may act as President Pro Tempore.

Treasurer – The Commission Treasurer shall ensure that accurate accounting and financial records are maintained by the Port, and that applicable requirements of Oregon’s Local Budget Law are followed. The Treasurer should provide regular financial updates to the Commission, as the Commission deems appropriate. Responsibilities associated with accounting and financial records may be delegated to a staff member by majority vote of the Commission, but in such a case are still under the supervision and responsibility of the Commission Treasurer.

2.4 Vacancies

As provided by ORS 777.165 and ORS 198.320, any vacancy occurring on the Commission shall be filled by appointment to be decided by majority vote of the Commission. The Commission shall advertise the vacancy, solicit letters of interest in the position, interview interested parties, and select an individual to fill the vacant position.

If there are three or more vacant positions on the Commission, if there is not a quorum available to consider an appointment to the Commission, or if the Commission cannot agree on an appointment, the Board of County Commissioners for Hood River County will appoint a replacement. The appointed replacement shall serve until the next regular election of Commissioners.

As provided by ORS 777.135, if a Commissioner is absent from four or more consecutive regularly scheduled meetings of the Commission, the Commission may declare the Commission position vacant. The Commission may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

2.5 Commissioner Conduct

- A. Representative of the Port: If a Commissioner appears before another governmental agency or organization to give a statement on an issue relevant to the Port, that member must state whether the statement reflects personal opinion, is the official position of the Port, or both. Additionally, if the Commissioner is representing the Port, such representation shall be approved by a majority of the Commission and the Commissioner shall support and advocate for the official Port position on the issue.
- B. Governing Port: The Commission shall not, to the extent possible, involve itself in the day-to-day operations of the Port. Without prior approval by a majority of the Commission, no Commissioner may interfere with or engage in Port operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the Port Executive Director.
- C. Assignment of Operational Duties. If the Commission sees a need for an exception and asks a Commissioner to become involved in Port operations, the Commission will clearly state *in writing* the Commission's objectives, the assigned Commissioner's operational duties or functions, and the duration of the assignment. The Commission shall consult with the Port Executive Director and review said assignment prior to assuming said duties.

Commissioner conduct and expectations are more fully outlined in Section 6 (Ethics).

2.6 Commissioner Assignments

At least annually, the Commission will review the various organizations with whom the Port has relationships. Commissioners may volunteer for assignments to the entities based on areas of interest or the Commission President may assign Commissioners to serve as a liaison to specific entities. Assignment of a Commissioner to serve as a formal representative of the Port shall require formal approval by a majority of the Commission.

SECTION 3: COMMISSION MEETINGS

3.1 Required Meetings

As required by ORS 777.140, the Port Commission shall meet at least once per month, in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. Regular meetings will be open to the public. Commissioners' attendance at meetings is expected. At minimum, a quorum of the Commission shall discuss, deliberate, and take action as appropriate on all agenda items. No decision shall be made without a quorum of the Commission present. Three Commissioners shall constitute a quorum.

The Commission typically meets at least once per month; usually, the third Tuesdays of the month, and other dates as established by the Commission. Special meetings may be called as approved by the Commission and as allowed under statute. Formal actions by the Commission may be made at any meeting of the Commission.

3.2 Notice

Public notice for all meetings of the Port, including executive sessions, shall be provided in the following manner:

- A. Notice of regular meetings shall be provided at least four (4) calendar days prior to the meeting. Notice of any special meeting shall comply with the applicable provisions of Section 3.6.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting.
- C. Public notice of Commission meetings shall include at least two (2) of the following:
 - 1. Physical posting of written notice at a community bulletin board at the Cascade Locks Post Office,
 - 2. Publication on the Port's website,
 - 3. Publication on the Port's Facebook or other social media page,
 - 4. Email notification to any distribution list maintained by the Port of individuals who have requested to be notified, including members of the media.
- D. The proposed agenda for meetings will be available at the Port's website and shall include access to minutes of past meetings once minutes have been approved by the Commission, as well as reports and supporting materials provided to the Commission as part of a previous meeting agenda.

3.3 Agenda

The Commission President, in coordination with the Port Executive Director, shall prepare an agenda for each regular Commission meeting, special meeting, and executive session. If the Commission President delegates responsibility to prepare the agenda to another Commissioner or staff member, the Commission President shall review and approve the final agenda. The agenda shall specify all matters scheduled to come before the Commission at the meeting, under the following headings:

1. Call to order
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Modifications to the Agenda
2. Consent Agenda
3. Public Comments
4. Reports & Presentations
5. Discussion Items
6. Commissioner Comments and Sub-Committee Reports
7. Executive Director's Report
 - a. Financial Report
 - b. Informational Updates
8. Commission Action Items
 - a. Old Business
 - b. New Business
9. Adjournment

Commissioners may request items to be placed on an agenda through the Commission President, or individual responsible for preparing the agenda. Agenda suggestions by Commissioners should be made at least five days in advance of meeting.

Commissioners should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a Commissioner may also move to add an item to the agenda at the beginning of a meeting, subject to Commission approval. If approved by the Commission, items added to agenda will be considered as the last item under New Business.

The Commission may place certain items on a Consent Agenda and approve them as one action. Any Commissioner may request to remove an item from the Consent Agenda for discussion, modification, and individual approval.

3.4 Meeting Packets

The Commission has directed the Port Executive Director to provide a meeting packet, including the agenda and any attachments thereto, the Executive Director's report, and financial reports, to be made available to Commissioners and to the public at least four (4) days before each regular Commission meeting. If this schedule cannot be met, the Port Executive Director should consult with the Commission President to advise them of the delay and inform the Commission of the updated schedule for packet distribution.

Meeting packets shall generally be sent to Commissioners electronically; Commissioners requesting printed (hard-copy) packets will arrange for pickup at the Port's office or a Commissioner may request the Port Executive Director bring a copy to the Commission meeting. Commissioners are expected to bring their electronic or printed copy of the meeting packet to each Commission meeting.

3.5 Executive Sessions

The Commission may convene an executive session only for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular Commission meetings and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency Commission meeting provided proper notice has been given. The Commission may also call a separate meeting that is exclusively an executive session. The Commission can also go into executive session if the need arises during a regular, special, or emergency meeting, provided that the presiding officer must announce the statutory authority for the executive session before going into executive session.

Executive sessions are closed to the public, but the media cannot be excluded from an executive session, with the exception of sessions regarding labor negotiations or regarding litigation to which the media representative or the media outlet is a party. The presiding officer should, however, instruct members of the media present in executive session not to report or disclose matters discussed at the session. The presiding officer should also instruct members of the media present in executive session not to record the executive session. If such instructions are not given, the media may disclose the discussion. The Commission may, at its sole discretion, invite persons not part of the Commission to attend executive sessions. The Commission should limit staff who are invited to attend executive sessions to the extent practicable.

Final action, decisions, and Commission action shall not be made in executive sessions.

3.6 Special and Emergency Meetings

- A. Special Meetings: If a need arises to address, deliberate, or take action on a given topic and cannot wait until the next regular Commission meeting, the Commission may convene a special meeting to address the issue. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.
- B. Emergency Meetings: The Commission may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the Commission. Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional Port business.

3.7 Minutes

Written minutes or digital audio/video recordings shall be taken at every meeting of the Commission in conformance with ORS 192.650. The Commission Secretary is responsible for ensuring that accurate written minutes and official recordings are archived in chronological order and retained in compliance with state public records laws and retention schedules.

- A. Official Meeting Record: Where a digital audio or video recording of a meeting is designated as the official record of the proceedings, written minutes shall be prepared as motion-only minutes. Motion-only written minutes are not required to contain a verbatim transcript or detailed narrative of discussion, provided that the full audio or video recording is maintained and made accessible to the public alongside the written record within a reasonable time following the meeting.
- B. Required Content of Written Minutes
At a minimum, written meeting minutes shall contain:
 - 1. Members of the Commission and key staff present;
 - 2. All motions, resolutions, orders, measures, and ordinances proposed and their disposition;
 - 3. The result of all votes, including how each individual Commissioner voted;
 - 4. A brief reference to the substance of matters discussed or a timestamp reference to the official recording; and
 - 5. Reference to any public document discussed or presented during the meeting.

Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, Commissioners may propose corrections or additions so that a corrected copy may be issued to the Commission and public prior to the next meeting for Commission approval. The Commission must authorize any changes to the meeting minutes.

3.8 Procedural Rules

To ensure focused and efficient meetings, the Commission will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the Commission will use Robert's Rules of Order to guide such procedures.

A. Motions - General

1. All Commissioners have the right to make motions, discuss questions and vote on any issue before the Commission.
2. Commissioner motions will be clearly and concisely stated. The President will state the name of the Commissioners making the motion and the second.
3. The President will repeat the motion prior to a Commission vote.
4. Motions for withdrawal of a motion, agenda order, roll call vote, or point of order do not require a second.
5. Motions requiring a second and not receiving such will die.
6. Discussion of a motion is open to all Commissioners wishing to address it. A member must be recognized by the President prior to speaking on the motion.
7. The President may ask for a voice vote, but a roll call vote will be taken on all decisions that are not unanimous. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The clerk will maintain a record of the votes.
8. The President will announce the results of any vote. Commissioners may explain their votes but must do so succinctly.

B. Approval: A motion passes if approved by a majority of the Commission. Votes taken when less than all Commissioners vote shall require approval by a quorum of the Commission, regardless of the number of Commissioners voting.

C. Ties: A motion receiving a tie vote fails.

D. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the Commission.

E. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.

F. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.

- G. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
- H. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each Commissioner who wishes it should have one opportunity to speak before the motion is called. Once called, the presiding officer will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.
- I. Reconsideration: When a motion has been decided, a Commissioner who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
- J. Adjournment and Recess: Any meeting of the Commission may be continued or adjourned with a motion and majority vote of the Commissioners present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a Commissioner, a short recess may be taken during a Commission meeting.
- K. Control of Meeting: The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

3.9 Order and Decorum

Commissioners will assist the Commission President in preserving order and decorum during Commission meetings and will not delay or interrupt proceedings. Commissioners will comply with any ruling of the President or Commission, and the following rules will be observed to maintain order and decorum during meetings:

- A. Commissioners will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
- B. Any Commissioner desiring to be heard will request to the President to be heard. Commissioners will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine their remarks to the subject under consideration.
- C. When speaking on behalf of the Commission or Port, Commissioners will represent the Commission's official position, not their own personal opinion.
- D. Commissioners will be open and candid and should be succinct in stating their views. Commissioners should focus on a single issue or topic and any one time and allow one another to finish speaking without interruption.

- E. Commission discussions are to focus on Port issues; Commissioners should avoid becoming involved with non-Port issues that are not relevant to the current discussion.
- F. Commissioners should keep discussions moving and adhere to established time limits on discussions.
- G. Commissioners will refrain from criticizing or berating each other, staff, or members of the public.

3.10 Public Participation & Public Comment

To help foster an atmosphere of cooperation and transparency, and to better serve the interests of the community, it is the policy of Port of Cascade Locks to allow public comment at all open Commission meetings, under the following structure:

- A. Public testimony sign-up forms will be available at each regular Commission meeting. The Commission will provide audience time at the beginning of each regular meeting, according to the agenda (see Section 3.3, Item 3, Public Comment). During this time members of the public may speak to the Commission about Port items that are not already included on the agenda. Once recognized by the Commission President, members are encouraged to begin their comments to the Commission by stating their name and indicating if they are a property owner or resident within the Port district. The Commission may set time limits for the duration of comments by an individual, may request that individuals and groups with similar comments or issues choose a spokesperson to present joint remarks, and may set time limits for the duration of comments on a similar topic or issue.
- B. Commissioners should generally not respond to comments made during Public Comments except to ask clarifying questions. Any public requests for Commission action will be referred to staff for review before being placed on the agenda for a future Commission meeting.
- C. The Port is under no obligation to take public comment on any agenda item under discussion but may choose to do so at the discretion of the Commission. The Commission may also limit duration or subject matter at the Commission's discretion.

3.11 Virtual Attendance

In-person public meetings of the Port Commission shall also allow for remote attendance by any member of the public who wishes to attend in such a manner. In order to comply with this regulation, the Port will accommodate remote/virtual attendance as follows:

- A. The Commission shall designate the Port Executive Director or other such staff person as deemed appropriate to oversee requests for remote accommodation.
- B. Meeting notices will include an instruction that directs any person wishing to attend the meeting by virtual means to contact the Port (and will include a phone number and/or

email at which to do so) at least 48 hours before the scheduled meeting. The Port manager or delegatee will monitor the requests.

- C. If a request is received, the requestor will be provided with the appropriate link, virtual meeting invite, etc.
- D. Requests for remote attendance received with less than 48 hours' notice may be accommodated at the discretion of the Port, and a reasonable effort will be made to accommodate such requests.
- E. If remote attendance requests have been received, the Commission will delegate a Commissioner or staff attendee responsible to set up the device at the meeting (laptop, desktop computer, etc., with functional camera, speakers, and microphone), start the virtual meeting, monitor any remote attendees, technical issues, etc., and end the feed upon adjournment of the Commission meeting.
- F. The presiding officer will have the same authority for control of the meeting for virtual attendees as addressed in Section 3.8.
- G. Virtual attendees will have the same opportunity as in-person attendees for public comment, if requested. The delegatee in charge of monitoring the remote aspect of the meeting shall, upon starting the virtual meeting, receive any requests for Public Comment. Virtual attendees who wish to provide public comments will be added to the public testimony sign-up form. Once recognized by the Commission President, virtual attendees are encouraged to begin their comments to the Commission by stating their name and indicating if they are a property owner or resident within the Port district.

SECTION 4: COMMITTEES

4.1 General

- A. The Commission may approve the creation of committees as needed to support the Commission and Port on various matters. The policies set forth in this Manual apply to all committees established to advise the Commission and subcommittees of the Commission. Committees, task forces, and other work groups established by the Executive Director do not fall under these procedures.
- B. Committees and individual committee members have no authority to represent the Port's official position on any matter except by express and explicit written approval of the Commission.
- C. The types of committees established by the Commission include:
 - 1. Commission Subcommittees. These committees consist exclusively of existing Commission members and may be formed to support the Commission's work on topics such as finances and human resources. Commission subcommittees 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.
2. Commission Advisory Committees. These committees are intended to make recommendations to the Commission on specific topics of interest. Members may include Commission representatives and members of the public with demonstrated interest or knowledge related to the scope and purpose of the advisory committee. Standing advisory committees are identified in Section 4.2 below. Each advisory committee shall have a Commission-approved charge that defines the purpose, scope, and membership of the committee. Advisory committees shall be established and organized as follows:
- Role: Provide recommendations to the Commission on specific topics as defined in committee charge.
 - Membership: Consists of one or more existing Commissioners and members of the public representing designated interests or expertise. Members are appointed by the Commission, subject to the committee charge.
 - Term: Commission representatives are subject to reappointment annually by the Commission. Terms of public representatives are as designated in the committee charge.
 - Committee Officers: Typically includes a chair to be appointed by the advisory committee members. Other offices and the appointment process for such offices, if any, are to be determined by the Commission through the committee charge.
 - Meetings: Meetings will be conducted as public meetings, including public notice and posting of agendas. Executive sessions may be allowed subject to ORS 192.660. Minutes shall be taken of all advisory committee meetings.

- Decisions: Decisions regarding recommendations to the Commission shall be made by majority vote of the advisory committee members.
 - Support: The Commission may request the Port Executive Director provide Port staff to serve in an ex-officio, non-voting role, and to provide staff as needed to support the advisory committee.
3. Task Forces. These committees are intended to be advisory to the Port Executive Director and may include members with demonstrated interest or knowledge related to the scope and purpose of the task force. Task forces shall be established by the Port Executive Director in consultation with the Commission and organized as follows:
- Role: Advisory to the Port Executive Director.
 - Membership: As defined by the Port Executive Director in consultation with the Commission.
 - Term: At the discretion of the Port Executive Director.
 - Committee Officers: There are no formal officers.
 - Meetings: As scheduled by the Port Executive Director.
 - Decisions: A task force is not empowered to take formal action. Recommendations to the Port Executive Director shall be made by consensus of the task force members.
 - Support: Staff provides support as directed by the Port Executive Director.
- D. The Commission may activate or suspend committees as needed.

4.2 Standing Commission Advisory Committees

The Commission has established the following standing advisory committees to advise the Commission on defined topics:

- A. Bridge of the Gods: This committee serves as a vital communication and feedback channel for the Bridge of the Gods Seismic Resilience and Preservation Project. The committee will ensure its members are comprehensively informed of the project's progress, facilitate discussion, and gather valuable insights from key stakeholders.
- B. Budget: This statutory committee meets seasonally to review, refine, and approve the Port's annual operating budget, capital projects spending, and financial forecast before final adoption by the Commission.
- C. Sternwheeler: This committee advises the Commission on activities and contracts related to the operation and maintenance of the sternwheeler and on capital improvements to the sternwheeler and associated facilities.
- D. Economic Development Sub-Committee (EDSC): This committee advises the Commission on potential new projects and economic development opportunities, and this committee monitors existing projects.

- E. Joint Workgroup for Economic Development (JWGED): This committee is a joint committee of the City and the Port, with additional seats for community members, and other organizations, such as community college, school district, and non-profit organizations. The purpose of this committee is to share information and discuss issues as they relate to economic development.
- F. Marine Park Committee: This committee monitors issues affecting the Marine Park and makes recommendations to the Commission.

Additional details describing the specific objectives, positions, appointment process, and staffing for each standing advisory committee will be established in a “Committee Charge” to be approved by the Commission.

4.3 Ad Hoc Advisory Committees

The Commission may create ad hoc advisory committees as needed to assess the needs of the Port, evaluate existing programs and/or facilities, recommend long-range goals and plans, or any other needs as determined by the Commission. Any ad hoc advisory -committees formed will follow the organization and procedures as set forth in Section 4.1 of this Manual, will operate for such time as determined by the Commission to accomplish the assigned purpose, and may be discharged after their recommendations to the Commission or at any other time at the discretion of the Commission.

SECTION 5: ADMINISTRATION

5.1 Delegation

The primary responsibility of the Commission is to make policy-level decisions for the Port, and to hire, evaluate, and manage the Port’s Executive Director. Administrative authority for the daily operations of the Port and the management of all Port personnel shall be delegated to the Port Executive Director to the extent reasonably possible. No individual Commissioner may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the Port unless expressly authorized by the Commission. No individual Commissioner may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the Commission.

If any Commissioner should be delegated by the Commission to exercise any administrative authority for the Port, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration. The Commission shall consult with the Port Executive Director and review the delegation of administrative authority prior to the Commissioner exercising said authority.

Any Commission communications relative to Port business will be directed to the Commission President, who will then communicate the question, request, or concern to the Port Executive Director.

5.2 Management

The Commission shall be responsible for the following oversight and administrative duties:

A. Port Executive Director

1. Hire the Port Executive Director.
2. Define the duties and responsibilities of the Port Executive Director.
3. Approve the Executive Director's compensation plan, including form and amount of salary, benefits, bonuses, vacation, travel, and other compensation.
4. Evaluate the Port Executive Director's performance at least annually.
5. Approve programs for management development.
6. Provide advice and consultation to management on matters within the purview of the Commission's responsibilities.
7. With the assistance of legal counsel, engage in any necessary disciplinary action as relates to the Port Executive Director, up to and including termination.

B. Financial

1. Monitor the finances of the Port and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
2. Act as the Local Contract Review Board for the Port.
3. Approve contracts for professional services required by and for the Commission, and any other contracts binding the Port.
4. Approve the form and amount of compensation and reimbursement for Commissioners as set forth in Section 5.3.
5. Approve specific important projects.
6. Review and approve the annual budget.
7. Review and approve any employee benefit plans.
8. Select the Port's independent municipal auditor and receive the annual audit findings.

C. Port Plans and Objectives

1. Become familiar with and abide by all laws and policies governing the operation of the Port.
2. Approve any significant departure from established plans or policy.
3. Review and approve major changes in the Port's organization or structure.
4. Develop and approve long-range plan of growth and development for the Port.
5. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.

6. Receive, discuss and take action on committee or other planning body recommendations.
 7. Pass Port resolutions and adopt ordinances.
- D. Compliance and Legal
1. Select legal counsel for the Port.
 2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a Commissioner without the concurrence of the Commission. Before requesting research or other action by legal counsel, the Commission should, if appropriate, consult with the Port Executive Director to determine if the request or action can be accomplished cost-effectively. Outside a Commission meeting, the Commission should make requests of legal counsel through the Port Executive Director, with the exception of issues related to performance of the Port Executive Director.
 3. Ensure that the Port is in compliance with all federal, state, and local laws.

5.3 Professional Services and Consultants

- A. Legal Counsel. The Commission shall select general or other legal counsel for the Port. Legal counsel shall advise the Commission on specific legal matters. Requests for legal counsel by individual Commissioners shall be subject to approval or consensus of the Commission. The Commission President and Executive Director are authorized to consult with the Port's legal counsel on matters related to Port issues. The Port Executive Director shall not consult with the Port's legal counsel on matters related to the hiring, termination, or performance of the Port Executive Director.
- B. Auditor. The Commission shall select the auditor for the Port. This selection will be done in a manner to allow the auditor to prepare the annual audit and render an opinion as required by law. The Port Executive Director shall fully cooperate with the Port's auditor and provide access to all requested documents and records as required to support the auditor. The auditor shall make recommendations to the Commission, in coordination with the Port Executive Director, concerning the Port's accounting records, procedures, and related activities.
- C. Other Professional Services. Unless otherwise directed by the Commission, professional service providers, including but not limited to consulting engineers, planners, lobbyists, and other professionals, will report to the Port Executive Director in consultation with the Commission. The Port Executive Director will schedule and coordinate the professional service providers to consult with and brief the Commission as needed to allow for efficient delivery of the consultants' services and assure timely information updates to the Commission.

5.4 Commissioner Expenses and Compensation

- A. Compensation. At this time, the Commission does not authorize Commissioner compensation for performance of duties by individual Commissioners in service to the Commission. In the future, the Commission may consider Commissioner compensation pursuant to ORS 198.190 and other applicable state law by passage of a resolution establishing Commissioner compensation. Future compensation of Commissioners shall apply to Commissions empaneled after approval of the resolution for Commissioner compensation.
- B. Reimbursement. Commissioners will be reimbursed for authorized expenses incurred in the service of the Commission. Reimbursable expenses pertain only to the Commissioner and do not include the spouse, children, other relatives, or companions. Reimbursable expenses include:
1. Transportation (e.g., mileage, rental car, air fare, transit, parking, and other reasonable transportation expenses)
 2. Lodging
 3. Meals
 4. Registration fees for conferences, conventions, and seminars, and
 5. Other actual and necessary expenses related to the official business of the Commissioner as the Commission deems appropriate.

Commissioners should exercise good judgment so as to avoid unnecessary Port expenses and should not undertake any Commission business that will generate reimbursable expenses without the express approval of the Commission.

Commissioners will be reimbursed for actual costs of eligible expenses. Mileage will be reimbursed at the mileage rate published by the Internal Revenue Service in effect at the time the expense was incurred. Expenses are subject to review by the Commission. Eligible and reasonable expenses will be reimbursed upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses.

SECTION 6: ETHICS

Commissioners are considered public officials and public representatives of the Port and will conform to the expected high standards of ethical conduct, including but not limited to the following expectations as outlined in this Section.

6.1 Governing Statutes

Commissioners will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. Liability for violation of Oregon's Ethics Laws for Public Officials is personal to the public official. It is not covered by the Port's liability coverage, and the costs of investigation, defense, and any penalty issue are the responsibility of the Commissioner.

6.2 Conflicts of Interest

Commissioners are strictly prohibited from using a position in public office for private financial gain. Commissioners must give public notice of any actual or potential conflict of interest at a public Commission meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the Commission could result in financial gain or avoidance of financial loss to the Commissioner, a relative of the Commissioner, or a business with which the Commissioner or a relative of the Commissioner is associated. A potential conflict must be disclosed, but the Commissioner may still participate in the discussion and vote on the issue.
- B. Actual Conflict of Interest: Exists when a decision by the Commission will result in a financial gain or avoidance of financial loss to the Commissioner, a relative of the Commissioner, or a business with which the Commissioner or a relative of the Commissioner is associated. An actual conflict must be disclosed, and the Commissioner may not participate in discussion of the matter or vote on the issue.

6.3 Prohibited Actions

In representing the best interests of the Port and its constituents, and in avoidance of pursuing individual agendas, Commissioners will refrain from:

- C. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
- D. Promoting or advocating for promotion of Commissioner's relatives, clients, or employees of Commissioner's business interests without making appropriate disclosures.
- E. Seeking employment of relatives with the Port without making appropriate disclosures.
- F. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the Port.

- G. Taking an action that benefit special interest groups at the expense of the Port as a whole.
- H. Any other action or request for preferential treatment that places the interests of the Commissioner, a Commissioner's relatives, associates, co-workers, clients or friends above the best interests of the Port.

SECTION 7: COMMUNICATIONS

7.1 Communications with the Media

Any official position or comment by the Commission to any media representative or media outlet shall be provided or authorized by the Commission President or the Commission President's designee. Any other communication with the media by Commissioners shall be considered unauthorized and shall not represent the official position of the Port.

It is appropriate for the Port Executive Director to issue public information and media updates pertaining to the Port's routine and operational matters, and to issue public information that is consistent with previously established Commission positions and policies. To the extent practicable, the Port Executive Director shall coordinate with the Commission President, the President's designee, or the full Commission before issuing such public communications.

7.2 Communication with Staff

The Commission will respect the separation between policymaking and administration as outlined in Section 5.1 (Delegation) by observing the following communication policies with respect to Port staff:

- A. The Commission will work with the Port staff as a team in the spirit of mutual respect and support. This policy does not inhibit or preclude incidental communications between Commissioners and Port staff.
- B. Outside of Commission meetings, Commissioners will not attempt to influence a Port employee or the Port Executive Director, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. It is appropriate for Commissioners to discuss such matters with staff outside of Commission meetings in a manner that is not coercive directive, or instructive toward a specific outcome.

- C. Commissioners will consult with the Port Executive Director when initiating individual contact with Port staff to allow the Port Executive Director to designate staff to respond to such requests so as not to influence staff decisions or recommendations, interfere with staff performance and priorities, undermine the Port Executive Director's authority, or prevent the Commission as a whole from receiving information.
- D. Commissioner concerns regarding staff matters, including but not limited to staff performance and/or staff actions, will be directed to the Port Executive Director. Commissioners will avoid directing criticism to staff, either at a public meeting or through other communication. Commissioners will be professional and mindful of the role and responsibility of staff members.
- E. Any written materials or information requested of staff by Commissioners will be submitted to the entire Commission and include a notation stating who requested the information.
- F. The Commission President will refer comments or questions regarding Port personnel or administration to the Port Executive Director. The Port Executive Director may, at their discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

7.3 Confidentiality

- A. Commissioners will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the Port position is not compromised. No mention of the information read or heard should be made to anyone other than the Commissioners, Port Executive Director, or legal counsel.
- B. All public statements, information, or media releases relating to a confidential matter will be handled by the Port Executive Director, legal counsel, or a Commissioner designated by the Commission.
- C. Unless required by law, no Commissioner may make public or otherwise disclose the discussions or information obtained in executive session to any person who was not part of the executive session.

SECTION 8: BUDGET

8.1 Governing Statutes and the Budget Process

The Commission will be responsible for reviewing and approving the annual budget. The process for preparing and approving the Port's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Commissioners will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of

Revenue. The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the Port's budget process is summarized as follows:

- A. The Commission appoints a budget officer (ORS 294.331)
- B. The Commission appoints a budget committee consisting of all Commissioners plus an equal number of electors of the Port (ORS 294.414).
- C. Vacancies on the budget committee shall be filled by appointment following the process outlined in Section 2.4 of this Manual, including advertising the vacancy, soliciting letters of interest, and appointment by a majority of the Commission.
- D. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the Port's fiscal policy or financial position, and a proposed budget to present to the budget committee.
- E. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
- F. The budget committee meets, and the budget officer delivers the budget message. The committee will meet thereafter as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
- G. The budget committee considers the budget and any comments made by the public and makes any changes. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and the amount or rate of any relevant tax. The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
- H. The budget committee schedules a hearing, and the budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
- I. The Commission will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
- J. The Commission adopts the budget, makes appropriations, imposes, and categorizes taxes. The Commission may make changes to the approved budget before it is adopted. (ORS 294.456)
- K. The Commission certifies taxes to the county assessor.

Upon submission of the budget to the Commission, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the Commission directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public Officials and are subject to conflict-of-interest disclosure and other ethics requirements.

SECTION 9: COMMISSIONER DEVELOPMENT AND TRAINING

9.1 General

Commissioners are encouraged to attend relevant educational and professional conferences, seminars, and other training programs that pertain to issues relevant to the Port and as related to Commissioners' roles and assignments. Examples of such training includes SDAO Board and Management Training and training related to financial oversight of public agencies, grants and funding strategies, state and federal legislative matters, and similar topics.

In addition, all Commissioners will read and be familiar with:

- A. The Oregon Ethics Guide for Public Officials.
- B. The Local Budgeting Manual published by the Oregon Department of Revenue.
- C. The Commission Duties and Responsibilities Policy Manual.

Any proposed training or attendance at a conference or training event requiring a registration fee or travel-related expenses to be paid by the Port must be authorized by the Commission.