



PUBLIC MEETING: Port Commission Business Meeting

DATE: Tuesday **August 6, 2024, 6 PM**

LOCATION: Cascade Locks City Hall 140 Wa Na Pa St, Cascade Locks, OR 97014

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

AGENDA

- 1) Commission meeting called to order
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Modifications, Additions and Changes to the Agenda
- 2) Executive Session under ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions; (2)(f) To consider information or records that are exempt by law from public inspection; and (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Final actions or decisions on these matters will be made during the Regular Session.
- 3) Business Action Items
 - a. Consider Items Referred from the Executive Session
 - b. Consider Port Economic Development Grant Program FY 24-25 – Genevieve Scholl
- 4) Discussions
 - a. Meeting Minutes – Jeremiah Blue
- 5) Executive Director Report
- 6) Commissioner Comments and Sub-Committee Reports
- 7) Adjournment

IMPORTANT DATES

Tuesday, August 6, 2024

Port Committee Meeting

Thursday, August 8, 2024

PNWA Happy Hour

Friday-Saturday, August 16-17, 2024

PCT DAYS

Tuesday, August 20, 2024

Port Committee Meeting

Thursday, August 22, 2024

BOGCC Advisory Committee Meeting

PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

SUBJECT: MEETING MINUTES

DATE: AUGUST 6, 2024

Introduction:

Currently, the production of written minutes for all official meetings is a time-consuming process that diverts valuable resources from other critical tasks. Depending upon the number and length of meetings, the Administrative Assistant dedicates a significant portion of their time, up to three days weekly, to transcribing, proofreading, and preparing meeting minutes for Commission approval.

Staff has explored transitioning from the current comprehensive meeting minutes to Motion-only format as the official record. Motion-only minutes are a streamlined approach to documenting meeting proceedings, focusing solely on capturing official actions taken and providing a clear and concise record of official decisions. This shift aligns with Port policies and continues to comply with ORS 192.650, the Public Record Law.

Video recordings of commission meetings will still be made available for public viewing, providing a comprehensive, efficient, and transparent alternative. For those requiring a more detailed written account, a public records request can be submitted in accordance with Port public records policy.

Attached are:

1. ORS 192.650
2. Excerpt of Section 3.7 Minutes from the Port Commission Duties and Responsibilities Policy Manual
3. Two (2) versions of written minutes from the April 2, 2024 Commission meeting. One copy is the original version of the minutes that was approved. The other copy is written in the Motions-only format.

Recommendation:

Discussion.

ORS 192.650

Recording or written minutes required

(1)

The governing body of a public body shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

(a)

All members of the governing body present;

(b)

All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;

(c)

The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;

(d)

The substance of any discussion on any matter; **and**

(e)

Subject to [ORS 192.311 \(Definitions for ORS 192.311 to 192.478\)](#) to [192.478 \(Exemption for Judicial Department\)](#) relating to public records, a reference to any document discussed at the meeting.

(2)

Minutes of executive sessions shall be kept in accordance with subsection (1) of this section. However, the minutes of a hearing held under [ORS 332.061 \(Hearing to expel minor students or to examine confidential records\)](#) shall contain only the material not excluded under [ORS 332.061 \(Hearing to expel minor students or to examine confidential records\)](#) (2). Instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law. If the disclosure of certain material is inconsistent with the purpose for which a meeting

under [ORS 192.660 \(Executive sessions permitted on certain matters\)](#) is authorized to be held, that material may be excluded from disclosure. However, excluded materials are authorized to be examined privately by a court in any legal action and the court shall determine their admissibility.

(3)

A reference in minutes or a recording to a document discussed at a meeting of a governing body of a public body does not affect the status of the document under [ORS 192.311 \(Definitions for ORS 192.311 to 192.478\)](#) to [192.478 \(Exemption for Judicial Department\)](#).

(4)

A public body may charge a person a fee under [ORS 192.324 \(Copies or inspection of public records\)](#) for the preparation of a transcript from a recording. [1973 c.172 §5; 1975 c.664 §1; 1979 c.644 §4; 1999 c.59 §44; 2003 c.803 §14]

Port of Cascade Locks - Commission Duties and Responsibilities Policy Manual

3.7 Minutes

Written minutes shall be taken at every meeting of the Commission. Minutes do not need to be a verbatim transcript of the proceedings but should accurately reflect the matters discussed and views of the participants. The Commission Secretary is responsible for ensuring that accurate minutes are transcribed and distributed to Commissioners and available to the public within a reasonable time after the meeting. The Secretary shall also keep official copies of properly authenticated minutes, in chronological order, on file with the Port in conformance with applicable public records requirements.

Tape or video recordings of meetings are not required, but may be utilized at the Commission's discretion, and will be subject to the same retention requirement. Minutes of an executive session will be kept in the form of written minutes, and such minutes are generally not considered public records. Executive session minutes shall be labeled and stored separately from public meeting minutes to avoid inadvertent disclosure.

Meeting minutes shall comply with ORS 192.650 and, at minimum, contain the following:

- A. Name of Commissioners and staff present
- B. All motions, resolutions, orders, measures, and ordinances proposed and their disposition
- C. The result of any votes, including the names of each Commissioner and how they voted;
- D. The substance of the discussion on any matter, and
- E. Reference to any document discussed at 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.



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **April 2, 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 6:01 PM
 - a. Pledge of Allegiance
 - b. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute
 - iii. Commissioner Nance
 - iv. Commissioner Peterson
 - v. Commissioner Thweatt (excused)
 - vi. Members of the Staff and Other Support – Executive Director Jeremiah Blue; Deputy Executive Director Genevieve Scholl; Secretary Keriane Stocker; Operations Manager Parker Nelson; Accounting Specialist Melissa Warren
 - vii. Members of the Public – Ted Dodd, Cascade Locks Trail Steward – NW Trail Alliance Flora Gibson, Chris Matlock
 - c. Modifications, Additions and Changes to the Agenda
- 2) Special Presentations and Reports by outside resources, staff and Government Officials
 - a. easyCLIMB Improvements and New Trail Construction Progress Update – Ted Dodd, NW Trail Alliance
 - i. ED Blue introduced Tedd Dodd of NW Trail Alliance. Dodd presented a quick overview of Northwest Trail Alliance (NWTa), explaining that they are a volunteer organization that builds and maintains mountain bike trails. They have been working in Cascade Locks for over fifteen (15) years and are currently building a portion of the new Cascade Locks Trail. The NWTa also requested funding for \$14,385, to help cover the cost of construction for Phase Two of easyCLIMB. They believe that the new trail will attract more visitors to Cascade Locks and help to boost the local economy.

DED Scholl emphasized the importance of acknowledging the partnership between the Port and NWTa. NWTa has maintained every trail that they have built for the Port via volunteers. The Port has not had to budget any expenditures thus far, or Port staff. And there are no added responsibilities to approve these projects. The Port should always consider long-term maintenance and NWTa has done a huge service alleviating that from the Port.

C Nance inquired about available funding. DED Scholl noted that if the Commission wishes, staff will investigate grant opportunities.
- 3) Discussions
 - a. Letter of Support for Special District Grant Accessibility Act (HR 7525) – Dan Mahr
 - i. Mahr explained that HR 7525 would establish specific definition of “Special District”, at the federal level. Then, it would implement that definition with individual agencies.

Ports are well represented and recognized within the federal agencies, but not all special districts have that luxury. The bill would create a level playing field.

The Commission gave a consensus to support the letter.

- 4) Executive Session under ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions, ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection and ORS 192.660 (2)(h) Legal counsel regarding litigation or likely litigation to be filed
 - a. Recess from Regular Session, into Executive Session at 6:20 PM
 - b. Recess out of Executive Session, into Regular Session at 7:46 PM
 - c. No action was taken as a result of Executive Session
- 5) Business Action Items
 - a. Consider Intergovernmental Agreement Between City and Port
 - i. ED Blue provided an overview of the intergovernmental agreement (IGA). The previous IGA between the City and Port that came in front of the Commission was based on the prior commission's intention to bring a larger scale project into the business park. Since then, staff at the City and Port revised the draft agreement, ensuring that it fulfills all of the EDA grant requirements and was reviewed by the Brooks. ED Blue noted that the Port will invest \$110,000 that will go directly to the City to help them finish the project they started. The IGA will be a legally binding agreement between the City and the Port, guaranteeing that the Port's intended function of providing power for economic development in the Business Park will continue for twenty (20) years.

VP KLUTE MADE A MOTION TO APPROVE THE INTERGOVERNMENTAL AGREEMENT AS PRESENTED; C PETERSON SECONDED; Passed Unanimously

- b. Adopt Charge for Bridge of the Gods Centennial Celebration Advisory Committee
 - i. ED reported that during the last meeting, the creation of a Bridge of the Gods Centennial Celebration Advisory Committee was discussed and received a general approval from the Commission. P Lorang commented that John Stipan was very excited about the idea. VP Klute added that she had spoken to him and he would love to be on the subcommittee.

VP KLUTE MADE A MOTION TO ESTABLISH THE BRIDGE OF THE GODS CENTENNIAL CELEBRATION ADVISORY COMMITTEE CHARGE AND APPOINT TWO (2) COMMISSIONERS AS MEMBERS, INCLUDING HERSELF; C PETERSON SECONDED; Passed Unanimously

- ii. C Peterson was selected to fulfill the second Commission position.
- c. Approve Updated Pricing for Campground
 - i. ED Blue noted that the staff has taken the Commission's feedback from the previous meeting and is now presenting a final report for consideration.

C PETERSON MADE A MOTION TO INCREASE THE CAMPGROUND RATES FOR SITES 2–12 TO \$51 AND SITES 13–15 TO \$41, SHOWERS TO \$10 FOR HIKERS AND BIKERS AND CGRA CAMPSITES TO \$25; C NANCE SECONDED; OM Nelson reminded that there was an inclusion of a \$7.00 processing fee for all first night stays; **C PETERSON MODIFIED THE MOTION TO INCLUDE A \$7.00 PROCESSING FEE FOR ALL FIRST NIGHT STAYS AND IMPLEMENT A YEARLY INCREASE OF 5%, TO BE REVIEWED AND APPROVED BY THE COMMISSION ANNUALLY; C NANCE SECONDED THE AMENDMENT;** DED Scholl asked to clarify the section of motion regarding showers. C Peterson mentioned a \$10 fee per shower. Staff is proposing that the hiker/biker rate be \$10 and include a shower so it's \$10 for both the camping and the shower. C Peterson agreed that that is what he meant. DED Scholl also inquired about the Commission's position on considering a

holiday upcharge. **C PETERSON MADE A MOTION TO AMEND THE PREVIOUS MOTION TO INCLUDE A HOLIDAY SURCHARGE OF \$10; C NANCE SECONDED; Passed 3-1 (P LORANG – AYE; VP KLUTE – NAY; C NANCE – AYE; C PETERSON – AYE)**

6) Executive Director Report

- a. ED Blue turned the maintenance portion of the report over to OM Nelson to give details on the repair on the Thunder Island pedestrian bridge.

DED Scholl gave a status update on the Port's grants. She is currently awaiting the decision on the \$19,000 grant request from Experience Gorge Mt. Hood. She informed the Commission that at the next meeting, staff will be asking for permission to potentially pursue two (2) applications to the Oregon Emergency Management Office's Resilience Hubs and Networks Grant Program.

ED Blue mentioned that Staff had the opportunity to meet with Bree Irish, Field Representative for Senator Ron Wyden. They gave her a tour of the Port and showed her the different projects that the Port is involved in.

ED Blue also informed the Commission that DED Scholl has been working extensively to update the Employee Handbook. Staff will be presenting a draft copy for the Commission to review in the next couple of months. It is currently with Human Resource consultants, HR Answers and will then be sent to legal review.

ED Blue notified the Commission that they have heard back from the City regarding the concern with the smell from the wastewater treatment facility. The City has resolved not to operate the digester during Landmass Wines' showcase event, as that is the cause of the smell. In the long-term, there are costs associated with doing so and the City will work to better understand what those costs will involve.

7) Commissioner Comments

- a. VP Klute first inquired about the missing Public Comment section on the agenda. ED Blue explained that staff was testing a two-part meeting structure. The first meeting of the month would focus on presentations and discussions. This would allow for comprehensive information sharing and thorough explanation of business items. The second meeting, would then be dedicated to taking action on the discussed business items. Given this structure, they felt that public comment would be most productive during the action meetings, where decisions would be made. VP Klute informed that the Museum's annual prom fundraiser will be postponed to next February. And October 5th is the Magical Mystery Tour.
- b. C Nance commented that he noticed that the advertising sign for Flex 6 still has Anne Medenbach featured. He also noticed that the sign for Flex 1 is outdated as well. C Nance mentioned that easyCLIMB is getting busier and over the Easter weekend, someone held a Easter egg hunt party but there were many eggs left over and trash left.
- c. C Peterson expressed his gratitude to the Port staff for moving and pivoting with all the different challenges that they have had on short notice. C Peterson thanked NWTAs as well as the new Budget Committee members, George, Brian and Shelley.
- d. P Lorang commented that he enjoyed meeting Bree Irish and feels positive about the relationship the Port will build with her.

8) Adjournment 8:30 pm

Port of Cascade Locks:

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Approved

Prepared by: Keriane Stocker



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **April 2, 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) **Video Location:** <https://www.youtube.com/watch?v=libpUqkwah4>
- 2) Commission meeting called to order 6:01 PM
- 3) Roll Call
 - a. President Lorang
 - b. Vice-President Klute
 - c. Commissioner Nance
 - d. Commissioner Peterson
 - e. Commissioner Thweatt (excused)
 - f. Members of the Staff and Other Support – Executive Director Jeremiah Blue; Deputy Executive Director Genevieve Scholl; Secretary Keriane Stocker; Operations Manager Parker Nelson; Accounting Specialist Melissa Warren
 - g. Members of the Public – Ted Dodd, Cascade Locks Trail Steward – NW Trail Alliance Flora Gibson, Chris Matlock
- 4) Business Action Items
 - a. Consider Intergovernmental Agreement Between City and Port

MOTION: **To approve the Intergovernmental Agreement as presented.**
MOVE: Carrie Klute
SECOND: Rob Peterson
DISCUSSION: After the presentation, there were questions and comments from the Commission.
VOTE: **Aye:** Brad Lorang, Carrie Klute, Albert Nance, and Rob Peterson
 Absent: Pam Thweatt
 MOTION CARRIED

VIDEO TIMESTAMP: 00:41:28 – 00:41:57
 - b. Adopt Charge for Bridge of the Gods Centennial Celebration Advisory Committee

MOTION: **To establish the Bridge of the Gods Centennial Celebration Advisory Committee Charge and appoint two (2) Commissioners as members.**
MOVE: Carrie Klute
SECOND: Rob Peterson
DISCUSSION: VP Klute and C Peterson was selected as the second Commission position.
VOTE: **Aye:** Brad Lorang, Carrie Klute, Albert Nance, and Rob Peterson
 Absent: Pam Thweatt
 MOTION CARRIED

VIDEO TIMESTAMP: 00:45:14 – 00:45:40
 - c. Approve Updated Pricing for Campground

MOTION: **To increase the campground rates for sites 2–12 to \$51 and sites 13–**

15 to \$41; showers to \$10 for hikers and bikers and CGRA campsites to \$25.

MOVE: Rob Peterson

SECONDED: Albert Nance

DISCUSSION: ED Blue noted that the staff has taken the Commission's feedback from the previous meeting and is now presenting a final report for consideration.

AMENDMENT: **To include a \$7.00 processing fee for all first night stays and implement a yearly increase of 5%, to be reviewed and approved by the Commission annually.**

SECOND AMENDMENT: **To amend the previous motion to include a holiday surcharge of \$10.**

MOVE: Rob Peterson

SECONDED: Albert Nance

DISCUSSION: DED Scholl asked to clarify the section of motion regarding showers. C Peterson mentioned a \$10 fee per shower. Staff is proposing that the hiker/biker rate be \$10 and include a shower so it's \$10 for both the camping and the shower. C Peterson agreed that that is what he meant. DED Scholl also inquired about the Commission's position on considering a holiday upcharge

VOTE: **Aye:** Brad Lorang, Albert Nance, and Rob Peterson

Nay: Carrie Klute

Absent: Pam Thweatt

MOTION CARRIED

VIDEO TIMESTAMP: 00:54:02 – 1:00:57

5) Adjournment 8:30 pm

Port of Cascade Locks:

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Approved

Prepared by: Keriane Stocker