



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday, **March 18, 2025, 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 for Commission Meeting from January 21, 2025 and February 18, 2025 and Annual Planning Session on February 12, 2025 – **Page 2**
 - b. Ratification of bills in the amount of \$281,066.26 – **Page 9**
 - c. Approval of payroll for February 19, 2025 in the amount of \$32,628.72 and March 4, 2025 in the amount of \$32,287.42
- 3) Public Comment (Speakers may be limited to three (3) minutes)
- 4) Special Presentations and Reports by Outside Resources, Staff, and Government Officials
 - a. Bridge of the Gods Update – David McCurry
- 5) Commissioner Comments and Sub-Committee Reports
- 6) Executive Director Report
- 7) Business Action Items
 - a. Consider Port Economic Development Grant Applications – **Page 12**
 - b. Consider Resolution 2025-2 Authorizing Non-Revenue Bridge Passage for Cowlitz Indian Tribe – **Page 20**
 - c. Appoint Budget Officer for FY 2025-26 – **Page 23**
- 8) Executive Session under ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS.192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Final actions or decisions on these matters will be made during the Regular Session
- 9) Consider Items Referred from the Executive Session
- 10) Adjournment

IMPORTANT DATES

Wednesday, March 19, 2025

Port Budget Orientation Meeting

Tuesday, April 15, 2025

Port Commission Meeting

Tuesday, April 22, 2025

Port Budget Meeting

Tuesday, April 29, 2025

Port Budget Meeting



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday, January 21, 2025, 6:00 PM

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

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

MINUTES

Video Location: <https://youtu.be/hG07SbSSSfo>

- 1) Commission meeting called to order at 6:00 PM
 - a. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute
 - iii. Commissioner Nance
 - iv. Commissioner Peterson
 - v. Commissioner Dodd
 - 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; Jim Andrews, JettyLight; Steve Caputo, JettyLight; David McCurry, Parsons Inc.
 - vii. Members of the Public – Denise Emmerling-Baker; Chris Matlock; Pam T; and the following with aliases: Amanda; Anynonymous; C L
 - b. Modifications, Additions, and Changes to the Agenda
 - i. Remove Item 7) Executive Session
- 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 for Commission Meeting from November 19, 2024, December 3, 2024, and January 7, 2025
 - b. Ratification of bills in the amount of \$661,451.36
 - c. Approval of payroll for December in the amount of \$122,676.76 and for the month of January in the amount of \$76,450.06

MOTION: To approve the consent agenda as stated

MOVE: Rob Peterson

SECOND: Ted Dodd

VOTE: **Aye:** Brad Lorang, Carrie Klute, Albert Nance, Rob Peterson, and Ted Dodd

VIDEO TIMESTAMP: 00:01:48
- 3) Public Comment (Speakers may be limited to three (3) minutes)
 - a. Community Member Paul (James) Bright presented the idea of installing a Little Free Library in Marine Park, emphasizing its seasonal use during the PCT season.
 - b. Community Member Denise Emmerling-Baker gave an update for Main Street Cascade Locks, detailing progress on the Building Revitalization Grant criteria and plans to pursue funding for initial startup fees.
- 4) Special Presentations and Reports by Outside Resources, Staff, and Government Officials
 - a. JettyLight Update – Jim Andrews
 - b. Bridge of the Gods Update – David McCurry
- 5) Commissioner Comments and Sub-Committee Reports
- 6) Executive Director Report

7) Executive Session under ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

8) Business Action Items

a. Consider Items Referred from the Executive Session

b. Consider Proposed Modification to Commission Meeting Schedule

MOTION: To accept the proposed modifications to the Commission Meeting schedules starting March 2025, as stated by Jeremiah Blue.

MOVE: Rob Peterson

SECOND: Carrie Klute

DISCUSSION: ED Blue proposed modifying the commission meeting schedule to one meeting per month to streamline operations and focus on key projects. C Nance requests that meeting packets be distributed a day or two earlier than prior to the current distribution schedule.

VOTE: **Aye:** Brad Lorang, Carrie Klute, Albert Nance, Rob Peterson, and Ted Dodd

VIDEO TIMESTAMP: **02:28:39**

c. Consider Resolution 2025-1

MOTION: Accept Resolution No. 2025-1 as stated by Parker (Nelson, Operations Manager)

MOVE: Rob Peterson

SECOND: Ted Dodd

DISCUSSION: OM Nelson reported that the project to install a warming station transfer switch, initially approved for \$45,000, encountered undocumented electrical lines during excavation, necessitating a shift to an above-ground conduit installation for safety and requiring an additional \$10,000, bringing the total cost to \$55,000.

VOTE: **Aye:** Brad Lorang, Carrie Klute, Albert Nance, Rob Peterson, and Ted Dodd

VIDEO TIMESTAMP: **02:36:44**

9) Adjournment: 8:37 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, **February 18, 2025, 6:00 PM**

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

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

MINUTES

Video Location: <https://youtu.be/tLT78tVALOA>

- 1) Commission meeting called to order at 6:05 PM
 - a. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute
 - iii. Commissioner Nance
 - iv. Commissioner Peterson (via Zoom)
 - v. Commissioner Dodd
 - vi. Members of the Staff and Other Support – Executive Director Jeremiah Blue (via Zoom); Deputy Executive Director Genevieve Scholl; Operations Manager Parker Nelson; David McCurry, Sr. Program Director, Parsons Transportation, Inc; Kelly Smith, Managing Director, Citizen Engineers
 - vii. Members of the Public – (via Zoom) Ben Dejarnette; Denise Emmerling-Baker; Chris Matlock; Laura Myers; Rachel Najjar
 - b. Modifications, Additions, and Changes to the Agenda
 - i. ED Blue requested to remove Agenda Item 5) Executive Director Report.

- 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. Ratification of bills in the amount of \$720,988.68

- b. Approval of payroll for February 5, 2024 in the amount of \$38,154.18

MOTION: To approve the Consent Agenda in its entirety.

MOVE: Carrie Klute

SECOND: Ted Dodd

DISCUSSION: VP Klute informed the public that the expenditure encompassed a substantial expenditure for the Flex 5 building addition, in addition to a payment to MCEDD for the Port Economic Development Grant

VOTE: **Aye:** Brad Lorang, Carrie Klute, Albert Nance, Rob Peterson, and Ted Dodd

VIDEO TIMESTAMP: N/A

- 3) Public Comment (Speakers may be limited to three (3) minutes)
 - a. Community Member Denise Emmerling-Baker announced that Main Street Cascade Locks selected a participant for the Oregon Main Street/Oregon Parks and Recreation \$400,000 Building Revitalization Grant. The applicant is aiming to renovate the Old Fire Hall.
- 4) Presentation
 - a. Bridge of the Gods Update – David McCurry, Parsons Transportation, Inc.
- 5) Commissioner Comments and Sub-Committee Reports

6) Executive Director Report

7) Business Action Items

a. Review of Applications to Port's Economic Development Grant Program

i. Bike the Gorge \$17,297

MOTION: To approve this applicant [Bike the Gorge]

MOVE: Albert Nance

SECOND: Ted Dodd

VOTE: **Aye:** Brad Lorang, Carrie Klute, Albert Nance, Rob Peterson, and Ted Dodd

VIDEO TIMESTAMP: N/A

ii. Leaven from Heaven \$7,561

MOTION: To approve [the applicant Leaven from Heaven].

MOVE: Carrie Klute

SECOND: Albert Nance

VOTE: **Aye:** Brad Lorang, Carrie Klute, Albert Nance, Rob Peterson, and Ted Dodd

VIDEO TIMESTAMP: N/A

iii. Wa Na Pa, LLC \$49,930

MOTION: To approve to deny this request

MOVE: Ted Dodd

SECOND: Carrie Klute

VOTE: **Aye:** Brad Lorang, Carrie Klute, Albert Nance, Rob Peterson, and Ted Dodd

VIDEO TIMESTAMP: N/A

b. Review Cowlitz Indian Tribe Request for Toll Waiver

MOTION: To approve [staff to prepare a Resolution waiving tolls for members of the Cowlitz Indian Tribe for approval at the March 18 meeting]

MOVE: Ted Dodd

SECOND: Albert Nance

VOTE: **Aye:** Brad Lorang, Carrie Klute, Albert Nance, Rob Peterson, and Ted Dodd

VIDEO TIMESTAMP: N/A

c. Approve FY25-26 Budget Schedule

MOTION: To approve this [budget] schedule if it is edited to state that February 20 is actually the 18th [and appoint Diana Van Winkle both to the Budget Committee as well as Chairperson]

MOVE: Carrie Klute

SECOND: Albert Nance

VOTE: **Aye:** Brad Lorang, Carrie Klute, Albert Nance, Rob Peterson, and Ted Dodd

VIDEO TIMESTAMP: N/A

8) Executive Session under ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions. Final actions or decisions on these matters will be made during the Regular Session

9) Adjournment 7:30 PM



PUBLIC MEETING: Port Commission Meeting

DATE: Wednesday, **February 12, 2025, 6:00 PM**

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

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

MINUTES

Video Location:

- 1) Commission meeting called to order at 6:10 PM
 - a. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute
 - iii. Commissioner Nance
 - iv. Commissioner Peterson (via Zoom)
 - v. Commissioner Dodd (via Zoom)
 - 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, Parsons Inc.; Dan Mahr, Mahr Strategies
 - vii. Members of the Public
 - b. Modifications, Additions, and Changes to the Agenda
- 2) Presentation
 - a. Letter of Support for City of Cascade Locks to the Joint Committee on Ways and Means – Jordon Bennett
 - i. The Commission reviewed a letter advocating for the City's funding request to the Oregon Joint Committee on Ways and Means for a feasibility study for the construction of a community civic center.
 - b. Archer Mayo
 - i. Seasoned salvage diver Archer Mayo presented a rare view of the Cascade Locks and spoke of his quest to solve the infamous disappearance of the Martins, a Portland family of five who vanished with their family car in the Columbia River Gorge in 1958.
- 3) Discussion

Commission recessed for a break from 6:53 PM to 6:59 PM

 - a. Port of Cascade Locks Five Year Business Plan & Implementation Roadmap
 - i. The Commission reviewed the five-year economic development work plan, which details the strategies and collaborations required for the Port to achieve its objectives and will be used to assess its performance
 - ❖ Maintain Port Assets
 - ❖ Facilitate Economic Development Through Strategic Management of Port-Owned Buildings and Lands
 - ❖ Encourage Economic Development by Supporting Recreation and Tourism

Commission recessed for a break from 8:23 PM to 8:31 PM

 - ❖ Strengthen and Modernize internal Operations
- 4) Adjournment: 10:00 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

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Approved
Prepared by Keriane Stocker

Port of Cascade Locks
Payments Made
February 14 through March 11, 2025

Approval of Bills 2/14/2025 - 3/11/2025

Date	Num	Name	Memo	Split	Amount
02/15/2025	I-5807642	Molo, Inc	Marina - Molo 1st half - February - Inv 5807642	7032 · Merchant Fees	-43.76
02/17/2025	59528	Century Link	Telecommunications	5010 · Accounts Payable	-33.91
02/17/2025	59529	Jones Boys Electric and Construction	Troubleshoot lights on Bridge - conduit repair	5010 · Accounts Payable	-1,215.00
02/17/2025	59530	Neal Creek Sanitation LLC	Port-a-potties	5010 · Accounts Payable	-96.00
02/17/2025	59532	Sierra Springs	Drinking water	5010 · Accounts Payable	-127.86
02/17/2025	59533	Special Districts Insurance Services	Statement Date 02/03/2025	5010 · Accounts Payable	-131,980.00
02/17/2025	59534	Staples Business Advantage	Office/Toll Booth Supplies	5010 · Accounts Payable	-119.75
02/17/2025	59536	The Port of Hood River	Electronic Tolling Services	5010 · Accounts Payable	-7,129.57
02/17/2025	59537	Delta Dental of Oregon	Employee Dental Plan Benefit	5010 · Accounts Payable	-366.91
02/18/2025	59538	Amazon Capital Services	Office/Toll Booth Supplies	5010 · Accounts Payable	-162.99
02/18/2025	59539	Signaling System Solutions	Services to Toll Booth Carbon Monoxide Monitor	5010 · Accounts Payable	-445.00
02/18/2025	59540	Dennis Snyder Jr. Contractors	Pfriem 2 Building	5010 · Accounts Payable	-6,000.00
02/20/2025	59541	Durham & Bates Agencies, INC-Trust	Insurance	5010 · Accounts Payable	-39,449.20
02/20/2025	59542	Jeremiah Blue	Expenses, Jan, Feb 2025	5010 · Accounts Payable	-449.00
02/20/2025	59543	Mahr Strategies	January 2025 Services	5010 · Accounts Payable	-6,000.00
02/24/2025	59544	FNBO 2		5010 · Accounts Payable	-2,245.76
02/26/2025	ACH	Blue Mountain Networks	Internet Services	5010 · Accounts Payable	-893.03
02/26/2025	59545	AT&T Mobility	Telecommunications	5010 · Accounts Payable	-44.16
02/26/2025	59546	Century Link	Telecommunications	5010 · Accounts Payable	-97.08
02/26/2025	59547	FNBO 2		5010 · Accounts Payable	-2,392.08
02/26/2025	59548	FNBO 3		5010 · Accounts Payable	-339.87
02/26/2025	59549	FNBO 5		5010 · Accounts Payable	-1,674.47
02/26/2025	59550	FNBO 6		5010 · Accounts Payable	-843.62
02/26/2025	59551	Genevieve Scholl.	Correction payment 2024 Payroll	5010 · Accounts Payable	-407.83
02/26/2025	59552	Home Depot	Maintenance Shop Supplies	5010 · Accounts Payable	-217.91
02/26/2025	59553	Jones Boys Electric and Construction	Pfriem 2 Building	5010 · Accounts Payable	-992.17
02/26/2025	59554	Keriane Stocker	Correction payment 2024 Payroll	5010 · Accounts Payable	-26.46
02/26/2025	59555	NAPA Gorge Auto Parts	Maintenance Vehicle Supplies	5010 · Accounts Payable	-282.42
02/26/2025	59556	Santander Bank, N.A.	Truck Payment	5010 · Accounts Payable	-8,618.00
02/26/2025	59557	Sheyenne Heuker	Correction payment 2025 Payroll	5010 · Accounts Payable	-74.95
02/26/2025	59558	Staples Business Advantage	Office/Toll Booth Supplies	5010 · Accounts Payable	-36.10
02/26/2025	59559	Todd Mohr	Correction payment 2024 Payroll	5010 · Accounts Payable	-53.51
02/26/2025	59560	Tom Cramblett	Correction payment 2024 Payroll	5010 · Accounts Payable	-19.78
02/28/2025		Worldpay	Merchant Fees - February 2025	7032 · Merchant Fees	-183.35
02/28/2025	I-5892277	Molo, Inc	Marina - Molo 2nd half - February - Inv 5892277	7032 · Merchant Fees	-21.09
02/28/2025	I-25049	Molo, Inc	Marina - Molo Express - February - Inv 25049	7032 · Merchant Fees	-162.40
03/03/2025	59561	Alfonso Barron	Expenses, February 2025	5010 · Accounts Payable	-100.00
03/03/2025	59562	Cable Huston	Legal Services	5010 · Accounts Payable	-6,865.00
03/03/2025	59563	Chinook Plumbing and Heating	Pfriem 2 Building	5010 · Accounts Payable	-958.05
03/03/2025	59564	City - Cascade Locks	Utilities	5010 · Accounts Payable	-11,954.18
03/03/2025	59565	Columbia Ace Hardware	Maintenance Shop Supplies	5010 · Accounts Payable	-174.60
03/03/2025	59566	Daniel Sharp	PERS Withholding Correction 1/3, 1/7, 2/5	5010 · Accounts Payable	-21.94
03/03/2025	59567	Elyzabeth Nagode	Campground Host Contracted Services	5010 · Accounts Payable	-733.33
03/03/2025	59568	Genevieve Scholl.	Expenses, February 2025	5010 · Accounts Payable	-100.00
03/03/2025	59569	Jeanetta Blue	Expenses, February 2025	5010 · Accounts Payable	-100.00
03/03/2025	59570	Joanne Wallace	Expenses, February 2025	5010 · Accounts Payable	-152.92
03/03/2025	59571	John Blackwell	Expenses, February 2025	5010 · Accounts Payable	-100.00
03/03/2025	59572	Keriane Stocker	Expenses, February 2025	5010 · Accounts Payable	-100.00
03/03/2025	59573	NAPA Gorge Auto Parts	Maintenance Vehicle Supplies	5010 · Accounts Payable	-44.75
03/03/2025	59574	Northfork Drywall	Museum Remodel Work	5010 · Accounts Payable	-4,500.00
03/03/2025	59575	Pacer Propane	Incubator Space Tank Rental	5010 · Accounts Payable	-70.00
03/03/2025	59576	Parker Nelson	Expenses, February 2025	5010 · Accounts Payable	-511.22
03/03/2025	59577	Special Districts Insurance Services	Statement Date 03/01/2025	5010 · Accounts Payable	-7,604.10
03/03/2025	59579	United States Treasury	Notice dated 2/24/2025, Employer 93-0503804	5010 · Accounts Payable	-454.38
03/03/2025	59580	City - Cascade Locks	Engineering Services	5010 · Accounts Payable	-13,000.00

Port of Cascade Locks
Payments Made
February 14 through March 11, 2025

03/03/2025	59581	Tenneson Engineering	Engineering Services	5010 · Accounts Payable	-4,704.00
03/06/2025		Gusto	Payroll Software Services	5010 · Accounts Payable	-615.00
03/06/2025	59582	Courtney Stevens	Bridge Coupon Redemption	5010 · Accounts Payable	-13.00
03/06/2025	59583	FNBO 1		5010 · Accounts Payable	-1,321.97
03/06/2025	59584	FNBO 4		5010 · Accounts Payable	-1,993.00
03/06/2025	59585	FNBO 7		5010 · Accounts Payable	-534.17
03/06/2025	59586	Mid-Columbia Economic Development Dist.	Hood River Energy Group Service Agreement	5010 · Accounts Payable	-5,000.00
03/06/2025	59587	Oregon Department of Transportation	Fuel	5010 · Accounts Payable	-383.28
03/06/2025	59588	Parker Nelson	Expenses, January 2025	5010 · Accounts Payable	-435.25
03/06/2025	59589	Paul Lanquist	Deposit for Centennial Celebration Artwork	5010 · Accounts Payable	-1,250.00
03/06/2025	59590	RADCOMP Technologies	IT Support Contracted Service	5010 · Accounts Payable	-4,027.13
					<u><u>-281,066.26</u></u>

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TO: PORT COMMISSION

FROM: JESSICA METTA, EXECUTIVE DIRECTOR, MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

SUBJECT: REVIEW OF APPLICATIONS TO THE PORT'S ECONOMIC DEVELOPMENT GRANT PROGRAM

DATE: March 10, 2025

Introduction:

The Port of Cascade Locks has contracted with Mid-Columbia Economic Development District (MCEDD) to help administer the Port's Economic Development Grant Program. For the March 18, 2025 meeting, the four applications received through March 5, 2025 have been reviewed for eligibility and completeness, and scored for how well they meet the program goals as stated by the Port. The scoring forms attached are MCEDD staff's interpretation and suggested score based on a review of the documents submitted by the applicants. MCEDD has not been in contact with the applicants. It is the Port Commission's decision whether a grant should be awarded.

Presented in Order Received

Application Summary: Cascade Locks Fire and EMS

Grant Amount Requested: \$17,425.99

Project Summary: The project aims to enhance emergency response by adding a second command-style vehicle to the fleet while repurposing the existing rig as a trail response unit for improved access to difficult terrain. Specifically, the grant funds the radios for the new vehicle. The new vehicle will provide staff and volunteers with a more manageable option for incident response when larger emergency vehicles are impractical. Additionally, it will serve as a dedicated command rig for the fire chief, aligning with industry standards and ensuring more efficient coordination during emergency operations. The project aligns with the grant priority area of Public Safety. Stronger public safety aligns with the Strategic Business Plan somewhat tangentially but is needed for many of the goals to be met.

Years in Business: Public Entity

MCEDD Staff Suggested Score: 34 out of 45

Attachment: Scoring Sheet

Application Summary: Landmass Wines

Grant Amount Requested: \$10,000.00

Project Summary: Landmass Winery seeks funding to enhance its indoor and outdoor spaces, creating a more inviting and flexible environment for visitors. The grant will support the purchase

of weatherproof, movable tables and chairs, allowing adaptable layouts based on seasons and events. The improvements will build out a patio area between Flex 1 and 2 to help attract more visitors, extend their stays, and strengthen Cascade Locks' reputation as a hub for wine and beverage tourism. The project aligns with the grant priority area of Enhanced Tourism and Recreation and aligns with the Strategic Business Plan goals of improving Port assets and encouraging economic development by supporting recreation and tourism.

Years in Business: 3.5

MCEDD Staff Suggested Score: 39 out of 45

Attachments: Scoring Sheet

Application Summary: Northwest Trail Alliance

Grant Amount Requested: \$38,365.00

Project Summary: This project will build the EasyCLIMB Skills Area adjacent to the EasyCLIMB Bike Trail to address the lack of a dedicated bike park in Cascade Locks, providing a space for riders of all ages and skill levels to develop confidence and technical abilities. By incorporating progression-focused features such as rocks, logs, drops, and jumps, the Skills Area will offer a safe and engaging environment for skill-building. The project will benefit local recreation and be a tourist destination. Additionally, the Skills Area will serve as an educational hub, encouraging trail stewardship and expanding access to outdoor activities for families and youth. The project aligns with the grant priority area of Enhanced Tourism and Recreation and aligns with the Strategic Business Plan goals of improving Port assets and encouraging economic development by supporting recreation and tourism.

Years in Business: 14

MCEDD Staff Suggested Score: 39 out of 45

Attachments: Scoring Sheet

Application Summary: Kaile'a Coffee Co LLC

Grant Amount Requested: \$50,000.00

Project Summary: This project will transform an underutilized building in Cascade Locks into a permanent home for Kaile'a Coffee Co., allowing it to expand beyond its current mobile setup with a full kitchen and enhanced dining options. The new space will serve as gathering spot for locals and visitors, while also functioning as a community hub for meetups, business meetings, and small events. Additionally, a small market area and two designated food truck hookup stations will support local entrepreneurs and increase dining variety. Situated at the east end of town, the location will help distribute visitors more evenly through town and contribute to Cascade Locks' ongoing revitalization efforts. The project aligns with the grant priority area of Downtown Revitalization and aligns with the Strategic Business Plan goals of supporting downtown revitalization.

Years in Business: 2.5

MCEDD Staff Suggested Score: 37 out of 45

Attachments: Scoring Sheet

Recommendation:

Review the enclosed materials for the four grant applications and determine which to fund. The Port has \$125,142 available in the grant fund after the last two grant approvals.

Commission Options:

1. To approve that the Commission award Port Economic Development grants as requested to entities specified in a motion.
2. Do not approve any grants.
3. Other

GRANT PROPOSAL SCORING SHEET

Applicant: **Cascade Locks Fire and EMS**

CRITERION (Numbers align with grant application questions)				
1. Location and timeline alignment with grant scope, attainability.	3	2	1	0
2. Alignment with program priority(ies) [Downtown Revitalization, Public Safety, Enhanced Tourism & Recreation]	3	2	1	0
3. and 4. Justification for the project (need, problem or challenge being addressed)	3	2	1	0
5. Alignment with and impact on Port's Strategic Business Plan	6	4	1	0
6. Job creation and/or retention generated by the project (Note: Weighted extra to denote importance to Port.)	6	4	1	0
7. Measurable outcomes to gauge success.	3	2	1	0
8. and 9. Port employees/ commissioners involvement		YES	NO	
10. Experience managing a project with similar scale or scope	3	2	1	0
11. Sustainability of project post funding	3	2	1	0
12. Identification and mitigation of potential risks or challenges	3	2	1	0
13. Identification and addressing of environmental impacts (positive or negative)	3	2	1	0
14. Volunteer recruitment and management plan	3	2	1	0
1. Project budget detail and reasonableness	3	2	1	0
2. 20% minimum grant match is provided, if applicable	YES	NO	N/A	
3. In-kind contribution detail and reasonableness, if applicable	3	2	1	0

Total Score	34 out of 45
Additional Comments	If awarded, will need proof of expenses already incurred as match.

GRANT PROPOSAL SCORING SHEET

Applicant: **Landmass Wines**

CRITERION (Numbers align with grant application questions)				
1. Location and timeline alignment with grant scope, attainability.	3	2	1	0
2. Alignment with program priority(ies) [Downtown Revitalization, Public Safety, Enhanced Tourism & Recreation]	3	2	1	0
3. and 4. Justification for the project (need, problem or challenge being addressed)	3	2	1	0
5. Alignment with and impact on Port's Strategic Business Plan	6	4	1	0
6. Job creation and/or retention generated by the project <i>(Note: Weighted extra to denote importance to Port.)</i>	6	4	1	0
7. Measurable outcomes to gauge success.	3	2	1	0
8. and 9. Port employees/ commissioners involvement		YES	NO	
10. Experience managing a project with similar scale or scope	3	2	1	0
11. Sustainability of project post funding	3	2	1	0
12. Identification and mitigation of potential risks or challenges	3	2	1	0
13. Identification and addressing of environmental impacts (positive or negative)	3	2	1	0
14. Volunteer recruitment and management plan	3	2	1	0
1. Project budget detail and reasonableness	3	2	1	0
2. 20% minimum grant match is provided, if applicable	YES	NO	N/A	
3. In-kind contribution detail and reasonableness, if applicable	3	2	1	0

Total Score	39 out of 45
Additional Comments	

GRANT PROPOSAL SCORING SHEET

Applicant: **Northwest Trail Alliance**

CRITERION (Numbers align with grant application questions)				
1. Location and timeline alignment with grant scope, attainability.	3	2	1	0
2. Alignment with program priority(ies) [Downtown Revitalization, Public Safety, Enhanced Tourism & Recreation]	3	2	1	0
3. and 4. Justification for the project (need, problem or challenge being addressed)	3	2	1	0
5. Alignment with and impact on Port's Strategic Business Plan	6	4	1	0
6. Job creation and/or retention generated by the project <i>(Note: Weighted extra to denote importance to Port.)</i>	6	4	1	0
7. Measurable outcomes to gauge success.	3	2	1	0
8. and 9. Port employees/ commissioners involvement	YES*		NO	
10. Experience managing a project with similar scale or scope	3	2	1	0
11. Sustainability of project post funding	3	2	1	0
12. Identification and mitigation of potential risks or challenges	3	2	1	0
13. Identification and addressing of environmental impacts (positive or negative)	3	2	1	0
14. Volunteer recruitment and management plan	3	2	1	0
1. Project budget detail and reasonableness	3	2	1	0
2. 20% minimum grant match is provided, if applicable	YES	NO	N/A	
3. In-kind contribution detail and reasonableness, if applicable	3	2	1	0

Total Score	39 out of 45
Additional Comments	*Commission Ted Dodd is the Cascade Locks lead for NWTa only as a volunteer.

GRANT PROPOSAL SCORING SHEET

Applicant: **Kaile’a Coffee Co LLC**

CRITERION (Numbers align with grant application questions)				
1. Location and timeline alignment with grant scope, attainability.	3	2	1	0
2. Alignment with program priority(ies) [Downtown Revitalization, Public Safety, Enhanced Tourism & Recreation]	3	2	1	0
3. and 4. Justification for the project (need, problem or challenge being addressed)	3	2	1	0
5. Alignment with and impact on Port’s Strategic Business Plan	6	4	1	0
6. Job creation and/or retention generated by the project <i>(Note: Weighted extra to denote importance to Port.)</i>	6	4	1	0
7. Measurable outcomes to gauge success.	3	2	1	0
8. and 9. Port employees/ commissioners involvement		YES	NO	
10. Experience managing a project with similar scale or scope	3	2	1	0
11. Sustainability of project post funding	3	2	1	0
12. Identification and mitigation of potential risks or challenges	3	2	1	0
13. Identification and addressing of environmental impacts (positive or negative)	3	2	1	0
14. Volunteer recruitment and management plan	3	2	1	0
1. Project budget detail and reasonableness	3	2	1	0
2. 20% minimum grant match is provided, if applicable	YES	NO	N/A	
3. In-kind contribution detail and reasonableness, if applicable	3	2	1	0

Total Score	37 out of 45
Additional Comments	Budget has two roll up garage doors- is that correct? Expenses are \$500 less than income in the submitted budget.

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PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT: CONSIDER RESOLUTION 2025-2 AUTHORIZING NON-REVENUE
BRIDGE PASSAGE FOR COWLITZ INDIAN TRIBE**

DATE: MARCH 18, 2025

Introduction:

On February 12, 2025, the Port Commission approved a motion directing staff to draft a resolution waiving the toll for Cowlitz Indian Tribe members.

The resolution is now ready for Commission approval.

Recommendation:

I move to approve Resolution 2025-2 Authorizing Non-Revenue Bridge Passage for the Cowlitz Indian Tribe

**THE PORT OF CASCADE LOCKS
BOARD OF PORT COMMISSIONERS
CASCADE LOCKS, OREGON
RESOLUTION 2025-2
AUTHORIZING NON-REVENUE BRIDGE PASSAGE FOR COWLITZ INDIAN TRIBE**

WHEREAS the Port Commission previously approved policies exempting Enrolled Members and Tribal Government Employees of the Confederated Tribes of the Yakama Nation (“Yakama Nation”), of the Warm Springs Reservation (“Warm Springs Tribes”), of the Nez Perce Tribe (“Nez Perce”), and of the Umatilla Indian Reservation (“CTUIR”) from bridge crossing toll fees on the Bridge of the Gods; and

WHEREAS in addition, the Port Commission desires to extend non-revenue Bridge passage to members and employees of the Cowlitz Indian Tribe;

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Port of Cascade Locks does hereby establish the following:

1. Vehicles with members or employees of the Cowlitz Indian Tribe shall present to the toll booth attendant either a current tribal enrollment card or a tribal government or employee badge.
2. Upon confirmation of either current enrolled membership or tribal government or employment status, the vehicle will not be charged a toll for crossing the Bridge of the Gods.
3. Vehicles not presenting such documentation will be charged the toll and responsible individuals will be subject to enforcement in case of non-payment.

The above Resolution statements were approved and declared adopted on this 18 day of March 2025.

BY: _____
Brad Lorang, President

BY: _____
Albert Nance, Secretary

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PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

SUBJECT: APPOINT BUDGET OFFICER FOR FY 2025-26

DATE: MARCH 18, 2025

Introduction:

Since 2023, Matt Apken of Merina+Co has been contracted with the Port, bringing his expertise in financial oversight, compliance, and accounting principles. He ensures that all necessary financial data is accurately gathered and compiled in accordance with regulatory and accounting standards. As part of this role, he prepares the initial draft of the budget for presentation to the Budget Committee, ensuring financial documentation aligns with required guidelines. He works closely with the Executive Director to ensure that budgetary decisions are accurately reflected and properly accounted for, while also supporting staff in maintaining compliance and financial integrity throughout the budgeting process.

Recommendation:

I move to appoint Matt Apken of Merina+Co as the Budget Officer for the Port of Cascade Locks for the Fiscal Year 2025-2026