



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday, **February 18, 2024, 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 *(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
- 3) Public Comment
- 4) Commissioner Comments and Sub-Committee Reports
- 5) Executive Director Report
- 6) Business Action Items
 - a. Review of Applications to Port's Economic Development Grant Program
 - 1) Bike the Gorge \$17,297
 - 2) Leaven from Heaven \$7,561
 - 3) Wa Na Pa, LLC \$49,930
 - b. Review Cowlitz Indian Tribe Request for Toll Waiver
 - c. Approve FY25-26 Budget Schedule
- 7) 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
- 8) Consider Items Referred from the Executive Session
- 9) Adjourn

IMPORTANT DATES

Monday, March 10

Cascade Locks City Council Meeting

Tuesday, March 18

Port Commission Meeting

Wednesday, March 20

MCEDD Board Meeting

Monday, March 24

Cascade Locks City Council Meeting

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Ratification of Bills January 17, 2025 - February 13, 2025

Date	Name	Item	Paid Amount
1/31/2025	Worldpay	Merchant Fees (Merchant Fees)	\$ 183.35
1/29/2025	Oregon Department of Revenue	Taxes	\$ 11,281.08
1/30/2025	United States Treasury	Taxes	\$ 287.30
1/31/2025	Molo, Inc	Merchant Fees (Merchant Fees)	\$ 337.05
1/21/2025	Amazon Capital Services	BOG Supplies, Office Expenses, Maint	\$ 2,091.00
1/21/2025	Bulldog Welding & Specialties, LLC	Contracted Services	\$ 300.00
1/21/2025	Century Link	Telephone (Bridge)	\$ 33.91
1/21/2025	Coburn Electric	Warming Shelter Project	\$ 2,061.68
1/21/2025	Dennis Snyder Jr. Contractors	Building Repair & Maintenance	\$ 900.00
1/21/2025	FNBO 5		\$ 84.58
1/21/2025	FNBO 7		\$ 204.29
1/21/2025	FNBO 8		\$ 427.38
1/21/2025	Foley & Quigley PLC	Legal Services	\$ 1,145.50
1/21/2025	Mahr Strategies	Government Relations	\$ 6,000.00
1/21/2025	Mid-Columbia Economic Development Dist.	Contracted Services (EDG Group)	\$ 300.00
1/21/2025	ONSITE Supply House	Landscape Supplies	\$ 425.86
1/21/2025	Oregon Department of Transportation	Local Agreement 24433 PLN	\$ 11,784.86
1/21/2025	pFriem Family Brewers	Flex 5 Building Improvements	\$ 412,137.50
1/21/2025	Sierra Springs	Office Supplies	\$ 94.41
1/21/2025	Signaling System Solutions	Fire Suppression System	\$ 731.50
1/21/2025	SST/Security Systems Technology	Equipment Repair	\$ 651.00
1/21/2025	Staples Business Advantage	Office Supplies	\$ 46.53
1/21/2025	The Port of Hood River	Electronic Tolling Service	\$ 6,917.82
1/21/2025	Wind River Publishing	Advertising	\$ 247.95
1/21/2025	ERS	Equipment Repair	\$ 2,994.75
1/21/2025	FNBO 2		\$ 1,405.48
1/23/2025	Elyzabeth Nagode	Campground Manager	\$ 733.33
1/23/2025	Cascade Locks Parent Teacher Organization	Poinsettia Promotion	\$ 1,320.00
1/30/2025	Century Link	Telecommunications	\$ 63.25
1/30/2025	City - Cascade Locks	Planning Services July and August 202	\$ 6,309.93
1/30/2025		Utility Bill	\$ 13,951.29
1/30/2025	Delta Dental of Oregon	Insurance Benefit	\$ 523.17
1/30/2025	Hurley Engineering Co	Sewer Pump Repairs March and August	\$ 6,598.00
1/30/2025	Jones Boys Electric and Construction	Ixtapa building mini split	\$ 350.00
1/30/2025	Merina+Co	Financial Services	\$ 12,600.00
1/30/2025	Mid Columbia Overhead Door	Service Flex 1, Suite 2	\$ 1,500.00
1/30/2025	Print It	Service Flex 1, Suite 2	\$ 240.00
1/30/2025	Skamania Co Chamber of Commerce	Annual Banquet	\$ 700.00
1/30/2025	SST/Security Systems Technology	Building Repair & Maint.	\$ 185.00
1/30/2025	Staples Business Advantage	Office Supplies	\$ 168.70
1/30/2025	Tenneson Engineering	LGGP BOG Restrooms	\$ 3,380.93
2/3/2025	Coburn Electric	Warming Shelter Project	\$ 2,601.76
2/3/2025	Columbia Ace Hardware	Electrical Supplies	\$ 513.07
2/3/2025	Elyzabeth Nagode	Campground Manager	\$ 733.33
2/3/2025	FNBO 1	Admin/Operations	\$ 390.98
2/3/2025	FNBO 3	Admin/Operations	\$ 518.86
2/3/2025	FNBO 4	Admin/Operations	\$ 1,466.00
2/3/2025	FNBO 7	Admin/Operations	\$ 593.24
2/3/2025	FNBO 8	Admin/Operations	\$ 252.03
2/3/2025	Genevieve Scholl	Expense reimbursement	\$ 130.80
2/3/2025	Joanne Wallace	Expense reimbursement	\$ 208.69
2/3/2025	Keriane Stocker	Expense reimbursement	\$ 137.08
2/4/2025	Alfonso Barron	Expense reimbursement	\$ 100.00

2/4/2025	John Blackwell	Expense reimbursement	\$	100.00
2/4/2025	Jeanetta Blue	Expense reimbursement	\$	100.00
2/4/2025	Parker Nelson	Expense reimbursement	\$	100.00
2/3/2025	Mid-Columbia Economic Development Dist.	Economic Development Grant Fund	\$	165,000.00
2/3/2025	Neal Creek Sanitation LLC	Portable sanitation	\$	126.00
2/3/2025	Pacer Propane	Vehicle and heating fuel	\$	82.00
2/3/2025	RADCOMP Technologies	IT Hardware	\$	6,481.00
2/3/2025	Signaling System Solutions	Flex 5	\$	700.00
2/3/2025	Special Districts Insurance Services	Employee Health Insurance	\$	5,639.59
2/4/2025	Suttell & Hammer, P.S.	Employee Wage Garnishment	\$	516.24
2/4/2025	City - Cascade Locks	Flex 6 Engineering	\$	500.00
2/4/2025	Columbia Gorge News	Advertising - Locks Venue	\$	176.10
2/4/2025	Hood River Garbage Service Inc	Utility Bill	\$	749.11
2/4/2025	Merina+Co	Financial Services	\$	16,175.00
2/4/2025	Neal Creek Sanitation LLC	Portable sanitation	\$	126.00
2/4/2025	Oregon Department of Transportation	Fuel	\$	310.02
2/4/2025	Pacer Propane	Vehicle and heating fuel	\$	70.00
2/4/2025	RADCOMP Technologies	IT Services	\$	4,027.13
2/4/2025	Ricoh USA, Inc.	Printer	\$	269.62
2/4/2025	Uline	Safety Supplies	\$	240.39
1/31/2025	Molo, Inc	Merchant Fees (Merchant Fees)	\$	156.26
		TOTAL	\$	720,988.68

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: FEBRUARY 18, 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 February 18, 2025 meeting, the three applications received through February 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.

Application Summary: Bike the Gorge

Grant Amount Requested: \$17,297

Project Summary: Purchase of a bike lane sweeper and its use to clear bike lanes and paths twice per month through 2025. Development of biking guides and a marketing campaign to promote bicycle tourism. Hosting a community ride in Fall 2025 to promote the state trail's year-round rideability.

Years in Business: 2 years

MCEDD Staff Suggested Score: 40 out of 45 points

Attachments: Scoring sheet, application, budget, 13 letters of support

Application Summary: Leaven from Heaven

Grant Request: \$7,561

Project Summary: Make home kitchen improvements (larger bread oven and sink) and secure domestic kitchen baking license to be able to sell sourdough bread and other bakery products within Cascade Locks. Other businesses in Cascade Locks will be able to sell the products as a result of the upgrade.

Years in Business: 1 year

MCEDD Staff Score: 29 out of 45

Attachments: Scoring sheet, application, budget and 3 letters of support

Application Summary: Wa Na Pa, LLC

Grant Request: \$49,930

Project Summary: Complete internal (plumbing, insulation) and external (exterior lights, security cameras, turf, deck, porch cover) improvements to an existing short-term rental in the downtown area on Wa Na Pa.

Years in Business: 2 years in April 2025 (ineligible for a large grant until then)

MCEDD Staff Score: 21 out of 45

Attachments: Scoring sheet, application, budget and 3 letters of support

Recommendation:

Review the enclosed materials for the three grant applications and determine which to fund.

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: Bike the Gorge

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	40 out of 45
Additional Comments/ Questions	<p>Letters of support show appropriate trail owner entities have been engaged and good community support.</p> <p>Have they thought about ongoing sweeper maintenance expenses? Given that the sweeper is a fairly new product, will it indeed work reliably and in an ongoing way as the project intends? How long has it been used in the other cities mentioned?</p> <p>If awarded, a copy of their organizational documents and proof of insurance should be submitted.</p>

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GRANT PROPOSAL SCORING SHEET

Applicant: Leaven from Heaven

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	29 out of 45
Additional Comments	Suggest connecting applicant with the Small Business Development Center for additional support. If awarded, a copy of their organizational documents and proof of insurance should be submitted.

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GRANT PROPOSAL SCORING SHEET

Applicant: Wa Na Pa, LLC

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

Total Score	21 out of 45
Additional Comments	If awarded, a copy of their organizational documents and proof of insurance should be submitted

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PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: GENEVIEVE SCHOLL, DEPUTY EXECUTIVE DIRECTOR

SUBJECT: COWLITZ TRIBE REQUEST FOR TOLL WAIVER

DATE: FEBRUARY 18, 2025

Introduction:

On February 3, Port management team met with Cowlitz Indian Tribe leadership, including Tribal Chairman William B. Iyall, P.E. at their invitation to discuss their request for the Port to grant a toll waiver for Cowlitz Indian Tribe members.

While the Cowlitz Indian Tribe never signed a treaty with the U.S. Government, they received federal recognition in 2000 (see attached) and are also recognized by the state of Washington. Members of the Cowlitz Indian Tribe reside in Cascade Locks and have asked tribal leadership to make this request on their behalf.

Commission direction is sought on whether it would like staff to prepare a Resolution waiving tolls for members of the Cowlitz Indian Tribe for approval at the March 18 meeting.

RECOMMENDATION: Discussion.

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Indian Affairs - Office of Public Affairs

Media Contact: Nedra Darling, OPA-IA Phone: 202-208-3710

For Immediate Release: February 14, 2000

[Print PDF](#)

Surrounded by more than 35 Cowlitz Indians from the State of Washington, Assistant Secretary - Indian Affairs Kevin Gover today signed the final determination to federally acknowledge their tribe. With 1,482 members, the tribe is located in southwestern Washington state. Historically its villages ranged a distance of 60 miles from the source to the mouth of the Cowlitz River, with an important center at the well-known landmark of the Cowlitz Indian Mission.

The tribe submitted a request for Federal acknowledgment to the Bureau of Indian Affairs on September 17, 1975. After the Federal Acknowledgment Project was established in 1978, the CIT's petition was transferred to it for evaluation under the Federal acknowledgment regulations (25 CFR Part 83).

Today, the Cowlitz Indian Tribe is an amalgamated group, combining descendants of the Salishspeaking Lower Cowlitz Indians and the Sahaptin-speaking Upper Cowlitz, or Taidnapam, Indians. Its representatives took part in the Chehalis River Treaty negotiations with Governor Isaac Ingalls Stephens in 1855, but refused to sign the proposed treaty because the Cowlitz Indians did not consent to be transferred away from their traditional territory to a federally established reservation. During the Indian War of 1855-1856, many of the Cowlitz supported the American troops. In subsequent years, agents of the Office of Indian Affairs recorded the tribe's members on census and other records, but the tribe continued to refuse placement on a reservation. Between 1855 and the end of the 19th century, such chiefs as Kiskox, Henry Cheholtz, Atwin Stockum, and Captain Peter were well-known leaders.

In 1904, the surviving traditional chiefs, in cooperation with younger members of the tribe, began the process of filing a claim against the Federal government for compensation for the taking of its land. This claim was finally resolved by an Indian Claims Commission judgment award in 1973. This award has not yet been disbursed, awaiting determination of the tribe's acknowledgment status.

In 1910, the tribe reorganized itself with elected officers and a board of directors. In 1919, Bureau of Indian Affairs special agent Charles F. Roblin wrote:

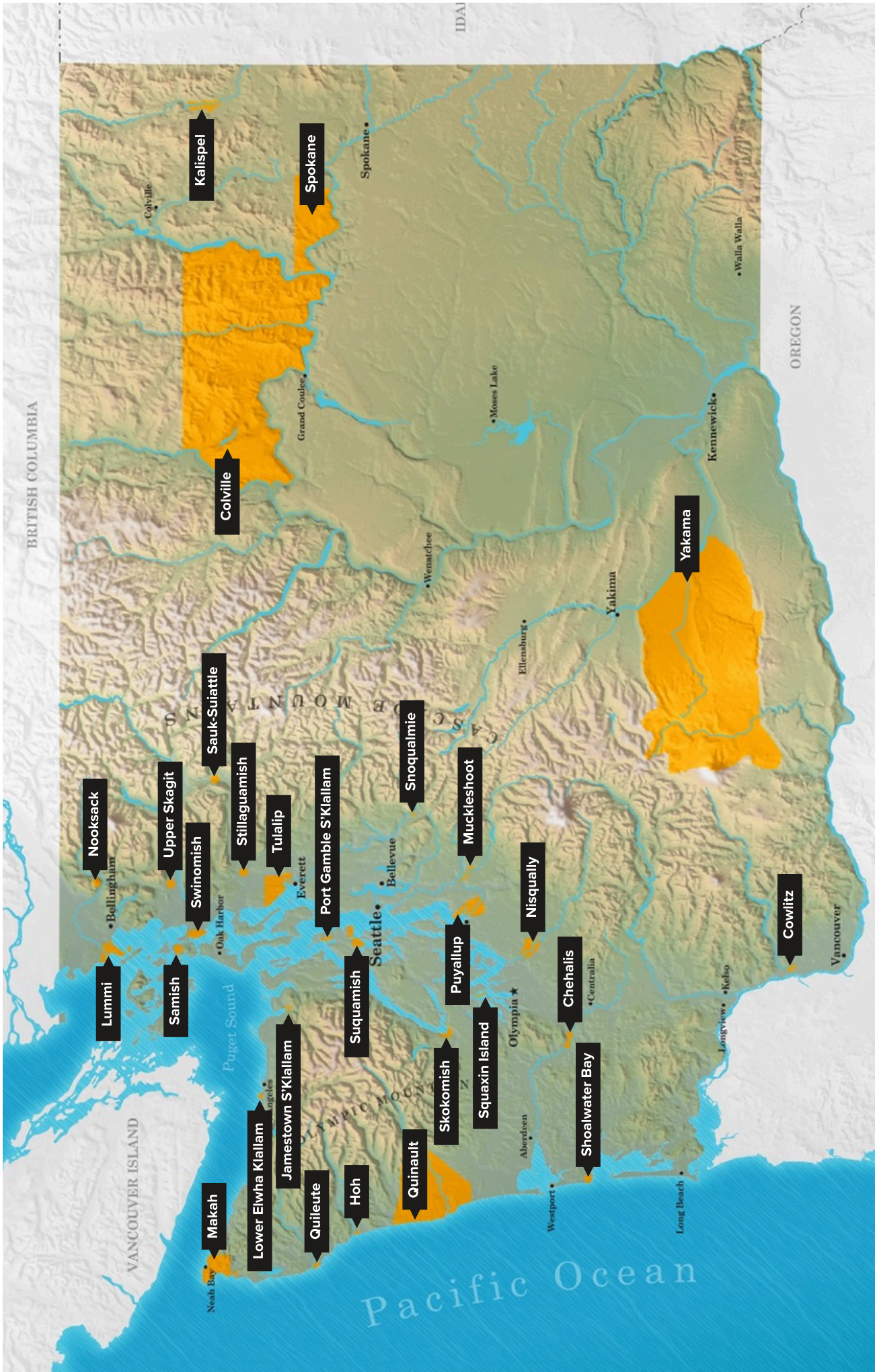
The Cowlitz tribe was a powerful tribe, . . . They were independent, fearless and aggressive; and they refused to subordinate themselves to the white man by entering into a treaty with him. Their descendants have the same qualities which placed their ancestors in the position of leaders. They have been progressive and industrious, and there are very few of the present representatives of the tribe who are not in good circumstances. They have homesteaded lands, made good homes, raised families much above the average, are in good standing in the communities in which they live.

For many years after the structure was formalized in 1912, the chairman was chosen alternately from descendants of the Lower Cowlitz and descendants of the Upper Cowlitz. Through time, it has been called the Cowlitz Tribal Organization, the Cowlitz Tribe of Indians, and, since 1973, the Cowlitz Indian

Tribe.

The tribe received a positive proposed finding in 1997, which today's final determination upholds. The decision becomes effective in 90 days providing there is no appeal filed before the Interior Board of Indian Appeals (IBIA).

<https://www.bia.gov/as-ia/opa/online-press-release/final-determination-recognition-cowlitz-indian-tribe>



BRITISH COLUMBIA

IDAHO

OREGON

Nooksack

Upper Skagit

Swinomish

Sauk-Suiattle

Stillaguamish

Tulalip

Port Gamble S'Klallam

Suquamish

Snoqualmie

Puyallup

Muckleshoot

Skokomish

Nisqually

Squaxin Island

Chehalis

Shoalwater Bay

Cowlitz

Lummi

Samish

Makah

Lower Elwha Klallam

Jamestown S'Klallam

Quileute

Hoh

Quinault

Westport

Long Beach

Vancouver

Pacific Ocean

VANCOUVER ISLAND

Puget Sound

Seattle

Bellevue

Olympia

Aberdeen

Centralia

Kobco

Longview

Yakima

Ellensburg

Moses Lake

Wenatchee

Grand Coulee

Colville

Spokane

Spokane

Walla Walla

Kennewick

Colville

Noah Bay

Angels

Bellingham

Oak Harbor

Everett

Yakima

Ellensburg

Moses Lake

Wenatchee

Grand Coulee

Colville

Spokane

Walla Walla

Kennewick

Noah Bay

Angels

Bellingham

Oak Harbor

Everett

Yakima

Ellensburg

Moses Lake

Wenatchee

Grand Coulee

Colville

Spokane

Walla Walla

Kennewick

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PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

SUBJECT: FY 2025-26 BUDGET SCHEDULE

DATE: FEBRUARY 18, 2025

Introduction:

The proposed Fiscal Year 2025-2026 Budget Schedule has been developed to guide the budgeting process, ensuring timely review, public engagement, and compliance with regulatory requirements. The schedule outlines key milestones, including budget committee meetings, public notices, hearings, and final adoption.

Approving this schedule will provide a clear framework for staff, the Budget Committee, and the public to follow as we prepare the upcoming fiscal year budget.

RECOMMENDATION: Motion to approve the Fiscal Year 2025-2026 Budget Schedule as presented.

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PORT OF CASCADE LOCKS 2025-2026 BUDGET SCHEDULE

February 20, 2025	Port Commissioners adopt 2025-2026 Budget schedule and priorities. Port Commissioners appoint the Budget Officer.
February 20, 2025	Port Commissioners appoint new Budget Committee members.
March 19, 2025	Budget Officer provides Budget orientation/training to new Budget Committee. Budget Officer confirms Budget Committee's meeting schedule to be published and distributed to the public.
April 15, 2025	Budget Officer files a copy of the Budget documents in the Administration office and makes Budget documents available for public inspection.
April 16, 2025	Budget Officer publishes " Notice of budget committee meeting(s) " in Hood River news (no more than 30 days before or less than 5) and posts the schedule of Budget Committee meetings on the Port's website. (Send to paper 4/11/2025).
April 22, 2025 - 6 pm	Budget Committee meeting - Public comment heard. Budget Committee approves Fiscal year 2025-2026 budget (Meeting 1).
April 29, 2025 - 6 pm May 13, 2025 - 6 pm	Budget Committee meeting - Public comment heard. Budget Committee approves Fiscal year 2025-2026 budget (Optional Meeting 2 & 3).
May 28, 2025	Budget Officer publishes " <i>Notice of Budget Hearing and Financial Summary</i> " (LB1). Send to paper 5/23/2025 .
June 3, 2025 – 6 pm	Port Commission Public hearing on proposed budget, enacts resolutions to adopt fiscal year Budget for 2025-2026, make appropriations, and imposes and categorizes taxes and approves supplemental Budget.
June 30, 2025	Budget Officer submits tax certification and Budget documents to the county assessor by July 15 th .