



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **February 20, 2024, 6 PM**

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

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

MINUTES

- 1) Commission meeting called to order 6:00 PM
 - a. Pledge of Allegiance
 - b. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute
 - iii. Commissioner Nance (excused)
 - iv. Commissioner Peterson
 - v. Commissioner Thweatt
 - vi. Members of the Staff and Other Support – ED Jeremiah Blue; DED Genevieve Scholl; Secretary Keriane Stocker; Operations Manager Parker Nelson; Accounting Specialist Melissa Warren
 - vii. Members of the Public – Chris Matlock
 - c. Modifications, Additions and Changes to the Agenda
 - i. GM Blue requested to shift Item 4c) Approve Fire Department Rescue Equipment, not to exceed \$3,500 to before Item 3) Consent Agenda
- 2) Executive Session under ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection and (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
 - a. Recess from Regular Session, into Executive Session at 6:03 pm
 - b. Recess out of Executive Session, into Regular Session at 6:40 pm

VP KLUTE MADE A MOTION TO DELEGATE THE EXECUTIVE DIRECTOR TO CONTINUE WORK WITH ATTORNEYS TO PROCEED WITH THE PENDING STATE LITIGATION; C THWEATT SECONDED; Passed Unanimously

- 4) Business Action Items
 - c. Approve Fire Department Rescue Equipment, not to exceed \$3,500
 - i. Funds have been allotted to support the fire department. Fire Chief Logan is requesting the Port assist in purchasing rescue equipment for the fire department that can be used in river rescues. The Port is also working with the Hood River County Sheriff Office on acquiring a jet ski for this season, and potentially a boat for next season. The Port has left a boat slip open in the marina for it. Chief Logan explains that the purchase he is requesting is to replace life jackets that are approaching their end-of-use date, as well as the accessories that are required to go along with them.

VP KLUTE MADE A MOTION TO APPROVE FIRE DEPARTMENT RESCUE EQUIPMENT, NOT TO EXCEED \$3,500; C PETERSON SECONDED; Passed Unanimously

- 3) Consent Agenda (**Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may take a motion to remove any items from the Consent Agenda for individual discussion).
 - a. Approval of minutes for Commission Meeting from January 16, 2024
 - b. Ratification of bills in the amount of \$196,824.72
 - c. Approval of payroll for both 1-19-24 and 2-2-24 in the amount of \$75,368.74
 - d. Approval of 2024-2025 Budget Schedule and appoint Matt Apken as Budget Officer
- 4) Business Action Items
 - a. Approve LGGP Grant Agreement for BOG Trailhead Restrooms Project, in the amount of \$152,228.08
 - i. DED Scholl made a correction to the action needed to be taken and the amount stated on the agenda. She explained that there are actually two (2) items being presented to the Commission. One, to "Approve Grant Agreement with Oregon Parks and Recreation Department Local Government Grant Program in the Amount of \$158,228." And two, to "Authorize purchase of Rainier Model Prefabricated Restroom and Shower unit from CXTinc upon receipt of Notice to Proceed from Oregon Parks and Recreation Department in the Amount of \$149,108.08."

The Port was awarded the Oregon Parks and Recreation Department ("OPRD")'s Local Government Grant which will be used to fund the Bridge of the Gods Trailhead Restroom Project. The Commission's approval is needed as well as the authorization to purchase the prefabricated restrooms. There is a buffer in the budget for potential cost increases. The grant requires a \$40,000 match, which will be reimbursed at 80% upon expense submission. An additional grant application was submitted to a regional organization for \$19,000 to potentially cover half of the match requirement.

C THWEATT MADE A MOTION TO APPROVE THE LGGP GRANT AGREEMENT FOR THE BRIDGE OF THE GODS TRAILHEAD RESTROOMS PROJECT, IN THE AMOUNT OF \$158,228; VP KLUTE SECONDED; Passed Unanimously

VP KLUTE MADE A MOTION TO AUTHORIZE THE PURCHASE OF A RAINIER MODEL PREFABRICATED RESTROOM AND SHOWER UNIT FROM CXTINC UPON RECEIPT OF NOTICE TO PROCEED FROM OREGON PARKS AND RECREATION DEPARTMENT IN THE AMOUNT OF \$149,108.08; C THWEATT SECONDED; Passed Unanimously

- b. Approve Landlord Consent and Waiver Form for Landmass Wines
 - i. Landmass, one of our tenants, is applying for a small business loan from Silicon Valley Bank ("SVB"). As a part of their application requirements, SVB has requested a "Landlord Lien Waiver and Consent to Removal of Personal Property" form from the Port. While this puts the Port in a second position for claiming the equipment if Landmass defaults, it has been long-standing language within our leases but nothing the Port has ever executed on. Landmass has a proven track record of on-time payments and good communication. He commented that they have been fantastic tenants for the Port and would want to see them grow.

VP KLUTE MADE A MOTION TO APPROVE THE LANDLORD LIEN WAIVER AND CONSENT TO REMOVAL OF PERSONAL PROPERTY" FOR LANDMASS WINES; C THWEATT SECONDED; Passed Unanimously

- 5) Executive Director Report
 - a. A report was distributed at the meeting

ED Blue commented that C Peterson had brought to his attention that the SeaTow Foundation. C Peterson stated that Sea Tow Foundation will be opening their grant window in November 2024. The foundation provides life jacket loaner stations and is the provider of the life vest station at the Port of Hood River. He added that Sea Tow is holding a remote conference. The fee to attend is \$30. The Commission made a general agreement electing C Peterson to attend the conference.

ED Blue also mentioned that Pacific Northwest Waterways Association ("PNWA")'s Mission to Washington is coming up. Originally, the Port was not planning to attend this year, however, it could be a good opportunity for Mahr to continue building relations with the legislators. He received a consensus to send Mahr to Washington, DC for the convention.

6) Commissioner Comments

- a.** VP Klute announced that the museum will be reopening on March 1st
- b.** C Thweatt commented that, even though she knew that it would be a slow process, she is happy that she is beginning to see changes from the Commissioner requests being fulfilled.
- c.** C Peterson expressed his thanks to ED Blue, DED Scholl, OM Nelson and Accounting Specialist Warren for all their help. He mentioned that Gorges Beer Co will be reopening after the water damage incident, on March 1st, as well.
- d.** P Lorang reminded that the MorganCPS training on city planning is on March 16th.

7) Adjournment 7:24 pm

C PETERSON MADE A MOTION TO ADJOURN; VP KLUTE SECONDED; Passed Unanimously

Port of Cascade Locks:

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Approved

Prepared by: Keriane Stocker