



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **July 18, 2023, 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
  - d.** Declarations of Potential Conflicts of Interest
- 2)** Commission Interview – [Page 4](#)
- 3)** Appointment of Position #4 and Position #5
- 4)** Swearing in Ceremony of Newly-Appointed Commissioners – Secretary Keriane Stocker
- 5)** Public Comment (Speakers may be limited to three (3) minutes)
- 6)** Presentations
  - a.** Legislative Update – Mark Johnson
- 7)** 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 July 6, 2023 and for Special Commission Meeting July 11, 2023 – [Page 5](#)
  - b.** Ratification of bills in the amount of \$51,531.59 – [Page 10](#)
  - c.** Approval of payroll for 07/05/2023 in the amount of \$42,542.45
- 8)** General Manager Report
- 9)** Commissioner and Sub-Committee Reports
- 10)** Business Action Items
  - a.** Approval to Add and Remove Bank Signers to Umpqua Bank Account
  - b.** Consideration of Final Resolution of Protest for Sternwheeler Concession Agreement Filed by AWI (\*\*\*)Commission intends to meet in executive session under ORS192.660(2)(f) and ORS.192.660(2)(h) as a part of its consideration of this item)
- 11)** Executive Session under ORS.192.660(2)(f) and ORS 192.660 (2)(h) Legal Counsel regarding Litigation or likely Litigation to be Filed
- 12)** Adjournment

July 6, 2023

## PORT OF CASCADE LOCKS

427 PORTAGE ROAD | CASCADE LOCKS, OR 97014

DEAR PORT COMMISSONERS:

My name is Pamela Thweatt, and this letter is a request for consideration for one of the two open commissioner positions. I have lived in Cascade Locks closing in on two years now, and I am proud to claim it as my forever home. While the pull factor was beauty and outdoor recreation, I have found that the community is what makes this city so special. I am fully invested in the future of our city and can find no greater service than to represent the community as a voice in the Port Commission.

I am currently employed by Maul Foster & Alongi, Inc. as a project administrator. Included is a professional resume providing previous and current experience. I work from home but periodically travel to The Dalles and Portland, as needed. A few areas I excel in are big picture thinking, discovering the right questions, learning, and diplomacy. I am very active in the community - volunteering for events, supporting local businesses, attending City and Port meetings, and I currently reside on the Tourism Committee.

I am so grateful for everything you all do. My affection for this city has been validated by community action. The current state of Cascade Locks is so exciting. I would consider it an honor and privilege to sit with this team of decision makers. I have a very broad skillset based on experience in various industries and believe I would complement the talents represented in this Commission.

Thank you for taking the time to read this letter and for spending time with considered candidates in the next meeting. As Port Commissioners, we have the obligation to represent our community with humility, honesty, integrity, and curiosity. I believe together, as a team, we can make informed decisions that benefit our community as a whole. I look forward to our conversation.

Sincerely,



PAMELA THWEATT

Rob Peterson  
1246 SE Windsong Dr  
Cascade Locks, OR 97014

July 7th, 2023

Port of Cascade Locks  
P.O. Box 308  
Cascade Locks, OR 97014

Dear Port of Cascade Locks Commissioners & Staff,

I am writing my letter of interest for the vacant Port Commissioner position. As a dedicated citizen and committed member of the Cascade Locks community for the past five years, I am excited about the opportunity to further serve my community through this role.

I am currently employed remotely as a data analyst for a major web hosting company. I have also co-founded a local non-profit, the Gorge Canoe Club, and manage the Cascade Locks Neighborhood Info Facebook page, keeping residents connected and informed about our community. My professional and volunteer experiences have solidified my passion for transparent and engaging governance that listens to and incorporates community feedback.

I believe my expertise in data analysis, combined with my MBA, would provide a unique and valuable perspective for this position. These skills enable me to effectively interpret financial and economic data, ensuring responsible fiscal decisions that benefit both the Port and the larger community.

Furthermore, I have extensive local knowledge of the City, the Port, volunteer trail organizations, and the Pacific Crest Trail Association. This knowledge, gained through my over three years of volunteer service as a member of the Economic Development and Budget committees for the Port of Cascade Locks, equips me well to navigate the unique landscape of our area.

My overall focus for the Port would be to promote healthy economics, fostering growth while preserving the character and natural beauty of Cascade Locks. I am committed to contributing services and programs that benefit our local residents and enhance the experience of tourists visiting our beautiful city.

Thank you for considering my application. I am excited about the potential opportunity to serve as a Port Commissioner, and I am confident that I can make meaningful contributions to our vibrant community through this role.

Sincerely,

Rob Peterson

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## **PORT COMMISSION INTERVIEW QUESTIONS**

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1. What do you see as the most pressing issues or potential decisions currently facing the Port?
2. Moving forward, what do you believe are some things the Port could do better?
3. Are there any ideas for future development that you believe the Port Commission should consider?
4. Tell me why you want to be on the Port Commission and what makes you a good fit?
5. Tell me in your words what you think the Port does as a special district?
6. Can you please share a bit of your personal vision for the community of Cascade Locks?
7. What experience do you have working for, or with, a government entity?
8. As a commissioner for the Port, there are difficult questions and stances one must take and stand behind, can you give an example of handling a difficult situation and standing behind that decision?
9. What do you think are the central tenets to a healthy Port of Cascade Locks?



PUBLIC MEETING: Port Commission Meeting

DATE: Thursday **July 6, 2023, 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. VP Lorang
    - ii. Commissioner Nance
    - iii. Commissioner Klute
    - iv. Members of the Staff and Other Support – GM Jeremiah Blue, Secretary Keriane Stocker, Accountant Chuck Mosher, Accounting Specialist Melissa Warren, Attorney Tommy Brooks, Government Relations Consultant Mark Johnson
    - v. Members of the Public – Denise E. Baker, Brenda Cramblett, Janice Crane, Representative Jeff Helfrich, Barrett Lamont, Martha Lamont Caroline Lipps, Chris Matlock, Rob Peterson, Cathy (Fallon-)Weeg; Zoom Attendees – Nikki Adler, Diane Amoth, Hallie Ballou, Brittany Berge, Jeanetta Blue, Jackson Conner, Paul Cosgrove – AWI Counsel, Christ Matlock, Butch Miller Councilor Cascade Locks, Sally Moore, Gary Munkhoff, Rob Peterson, Pam T, Charles Weldon, Owen Zerfing, Pioneer News; the following with no last name given: Eric, Leesa, and two attendees anonymous as iPhone.
  - c. Modifications, Additions and Changes to the Agenda
    - i. GM Blue requests to modify Business Action Item a, to include Jess Groves, Joeinne Caldwell and Olga Kaganova in the removal list of bank signers.
  - d. Declarations of Potential Conflicts of Interest
- 2) Swearing in Ceremony of Newly-Elected Commissioners – Keriane Stocker
  - a. Ceremony was performed prior to the meeting starting.
- 3) Public Comment (Speakers may be limited to three (3) minutes)
  - a. Caroline Lipps of Cascade Locks
  - b. Denise E. Baker from Cascade Locks
  - c. Cathy Fallon, Mayor of the City of Cascade Locks
- 4) Legislative Update – Mark Johnson
  - a. Johnson gives an update to the Commission regarding the loss of funding for the Bridge of the Gods in House Bill 3622. C Nance asks for confirmation that there will not be any movement until February. Johnson concurs. C Nance inquires if there is anything that can be done in the meantime. Johnson replies that advocacy would be crucial. Johnson reports on the Cascade Locks Trail System. He reports on research that he did on how long the \$2.2 million in lottery bond funds that the Port was awarded in the 2019 session, was available for. He was able to confirm with DAS (Department of Administrative Services) that the Port has until March of 2025. He reminds the Commission that this money is to construct buildings and upgrade and expand infrastructure in the Port of Cascade Locks business park.
- 5) Election of Port Commission Officers

**C KLUTE MAKES A MOTION TO NOMINATE BRAD LORANG AS THE PRESIDENT; C NANCE SECONDS; Passed Unanimously**

**P LORANG MAKES A MOTION TO APPOINT CARRIE KLUTE AS VICE PRESIDENT; C NANCE SECONDS; Passed Unanimously**

- a. Commission debates on whether to wait to appoint the Secretary and Treasurer for the new commissioners to come on board. Brooks advises that since the Port rules say that they should have all four positions filled, they can temporarily appoint someone and then they can concede later.

**VP KLUTE MAKES A MOTION THAT ALBERT NANCE BE TEMPORARY SECRETARY AND TREASURER UNTIL WE HAVE NEWLY-APPOINTED COMMISSIONERS; P LORANG SECONDS; Passed Unanimously**

- 6) Appointment of Commissioners to Sub-Committees
  - a. VP Lorang suggests tabling the Appointment of Commissioners to Sub-Committee until vacant positions are filled.
  - b. GM Blue also states that the Port typically has a commissioner that sits on the board for the Museum as well as one that represents us on the Energy Council, thus those two positions will need to be added to the list.
- 7) 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 June 1, 2023 and June 15, 2023, minutes for Special Commission Meeting from June 26, 2023 as well as for minutes for Budget Meeting from May 17, 2023, May 25, 2023 and May 30, 2023
  - b. Ratification of bills in the amount of \$974,055.70
  - c. Approval of payroll for 06/20/2023 in the amount of \$50,109.51

**C NANCE MOVES TO PASS THE CONSENT AGENDA; VP KLUTE SECONDS; Passed Unanimously**

- 8) General Manager Report
  - a. GM notes heavy traffic during the holiday, there is still a vacant toll-taker position at the bridge and backups were not super long but they did occur. He reports on the update of the Marina pump-out station and the Emerging Opportunity Grant. P Lorang asks where the Port is on the JettyLight contract and the protest period as it relates to that. GM Blue replies that he is finalizing deal points with them and there is nothing that affects the deal points that the Commission has discussed. He is mostly working with Brooks to make sure that the language fits with what he is happy with and what their attorney is happy with. Brooks adds that the protest period goes until 4:30 pm, tomorrow. P Lorang asks to confirm that the GM has control over the process of the protest and any potential protests. GM Blue confirms that in the previous motion, he was given the responsibility. P Lorang asks if it would be less legally of a problem if the Commission was also involved in determining the next steps if there is a protest. Brooks replies that there is a real risk evaluation, the Procurement Rules as it is right now, states that the General Manager is the purchasing agent which would involve with things like protests, that is the authority that the Commission delegated to the General Manager. Brooks re-summarizes that the Procurement Rules will control (the process) and right now the Procurement Rules say that the GM will resolve the protest. VP Klute checks whether the Port will have extra time to review if a protest comes up right before the deadline. Brooks answers that there is no prescribed timeframe for resolving the conflict. P Lorang then asks, in the meanwhile, if any contract is on hold, as far as being able to operate the Sternwheeler or get any of that in motion. Brooks replies that right now, the

Commission's motion was to have the General Manager sign the contract after resolving any protests.

**9) Commissioner Reports**

- a. VP Klute inquires about the status of Flex 6 and states that it should be the Commission's priority. GM Blue informs that he has had a couple of folks look at in the last few days. He also reminds the Commission that the Port currently still has a MOU in place with RoundHouse for that particular building. VP Klute asks whether that still applicable as [the MOU] said they would be occupied by April and that has fallen through. GM Blue replies that can be discussed in Executive Session.

**10) Business Action Items**

- a. Approval to Update Bank Signers for Umpqua Bank: Remove Jess Groves, Joeinne Caldwell, Dean Bump and John Stipan as bank signers, add Newly-Elect Commissioner Carrie Klute and Newly-Elect Commissioner Albert Nance and add the Port General Manager as bank signers
  - i. GM Blue advises making two motions, one to remove signers and one to add signers.

**C NANCE MAKES A MOTION TO REMOVE JESS GROVES, JOEINNE CALDWELL, DEAN BUMP, JOHN STIPAN AND OLGA KAGANOVA AS BANK SIGNERS; VP KLUTE SECONDS; Passed Unanimously**

**VP KLUTE MOVES TO APPROVE CARRIE KLUTE, ALBERT NANCE AND THE PORT GENERAL MANAGER AS BANK SIGNERS; C NANCE SECONDS; Passed Unanimously**

- b. Determination of Future Commission Meeting Date
  - i. Discussion leads to a general agreement to decide on Tuesdays. GM Blue informs that would place the next Commission Meeting on July 18<sup>th</sup> and the following one after that on August 1<sup>st</sup>.
  - ii. VP Klute notes that the two empty (Commission) seats should be filled. She knows that the Port posted on the website that they are collecting Letters of Interest but wants to make sure that it is made known, publicly and for them to set a date when they want to review those, as the sooner the positions are filled, the better. GM Blue agrees and states that the Commission policy is that the Port advertise for it, take the Letters of Interest, the Commission interviews those candidates then at the next meeting, the Commission will make a motion to appoint.

**VP KLUTE TO CHANGE OUR MEETING DATES, SAME TIME, SAME PLACE BUT FIRST AND THIRD TUESDAY OF EVERY MONTH; C NANCE SECONDS; Passed Unanimously**

- c. Approval to Upload Video Recordings to YouTube
  - i. GM states that this action item does not need a motion but just a general consensus to approve uploading the (Commission Meeting) videos onto Port's YouTube channel.

**11) Other**

- a. Representative Jeff Helfrich addresses the Commission and gives them an update on more of the Legislature.

**12) Executive Session under ORS.192.660(2)(e) Real Property Negotiations, ORS.192.660(2)(f) Discussion of exempt public records and ORS.192.660(2)(h) Legal counsel regarding litigation or litigation likely to be filed**

- a. Recess from Regular Session, into Executive Session at 7:22 pm
- b. Recess out of Executive Session, into Regular Session at 8:32 pm

**VP KLUTE MOVES THAT WE MODIFY THE COMMISSION'S EARLIER MOTION OF JUNE 29<sup>TH</sup> AND DIRECT THE GENERAL MANAGER TO CONSULT WITH THE COMMISSION AS PART OF, AND PRIOR TO, MAKING**

**A FINAL RESOLUTION OF ANY PROTESTS OF THE COMMISSION'S AUTHORIZATION OF THE CONCESSION AGREEMENT WITH JETTYLIGHT FOR OPERATION OF THE STERNWHEELER. I FURTHER MOVE THAT WE REAFFIRM THE PORTION OF THE COMMISSION'S PRIOR MOTION THAT REQUIRES THE RESOLUTION OF ANY PROTESTS PRIOR TO EXECUTING THE AGREEMENT; C NANCE SECONDS; Passed Unanimously**

**13) Adjournment 8:35 pm**

Port of Cascade Locks

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Port Commission President  
Brad Lorang

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Port Commission Secretary/Treasurer  
Albert Nance

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Date Signed

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Date Signed





PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **July 11, 2023, 5 PM**

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

## MINUTES

- 1) Commission meeting called to order 5:00 PM
  - a. Pledge of Allegiance
  - b. Roll Call
    - i. President Lorang
    - ii. Vice-President Klute
    - iii. Commissioner Nance
    - iv. Members of the Staff and Other Support – GM Jeremiah Blue, Secretary Keriane Stocker, Accountant Chuck Mosher, Attorney Tommy Brooks, Government Relations Consultant Mark Johnson
    - v. Members of the Public – Nikki Adler, Paul Cosgrove – AWI Counsel, Chris Matlock, Butch Miller, Gary Munkhoff, and attendees with no last names: Morgan, iPhone
  - c. Modifications, Additions and Changes to the Agenda
  - d. Declarations of Potential Conflicts of Interest
- 2) Business Action Items
  - a. Confer with General Manager regarding Procurement Protests
- 3) Executive Session under ORS 192.660(2)(e) Real Property Negotiations and ORS 192.660(2)(f) Discussion of Exempt Public Records
  - a. Recess from Regular Session, into Executive Session at 5:07 pm
  - b. Recess out of Executive Session, into Regular Session at 6:29 pm
    - i. P Lorang states that no decision was made during Executive Session but will entertain a motion.

**VP KLUTE MOVES TO DIRECT THE GENERAL MANAGER TO PREPARE A FINAL RESOLUTION OF THE PROCUREMENT PROCESS FOR CONSIDERATION AND APPROVAL BY THE COMMISSION; C NANCE SECONDS; Passed Unanimously**

- 4) Adjournment 6:30 pm

Port of Cascade Locks

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Port Commission President  
Brad Lorang

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Port Commission Secretary/Treasurer  
Albert Nance

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Date Signed

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Date Signed

Port of Cascade Locks

Bill List

From 7-1-2023

To 7/14/2023

Cable Huston	Legal Fees	12,979.00
CM & WO Sheppard Inc	Maint Supplies	1,627.16
Columbia Hardware	Maint Supplies	81.81
Hood River Supply	Fuel	81.83
Joanne Willace	Expenses Report	81.16
Oregon Department of Revenue	Payroll Taxes	4,838.73
PARC Resources, LLC	Preparation of grants to local govts	3,096.00
SAIF Corporation	Workman's Comp	11,037.41
Signaling System Solutions	Alarm monitoring for Flex 2 & 4	1,300.00
Staples Business Advantage	Supplies	142.39
United States Treasury	Payroll Taxes	9,666.10
Western Display Fireworks	Fireworks Show 2023	6,600.00
	<b>TOTAL</b>	<u><u>\$ 51,531.59</u></u>

