



PUBLIC MEETING: Port Commission Action Meeting

DATE: Tuesday **May 21, 2024, 6 PM**

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

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

- 1) Commission meeting called to order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Modifications, Additions and Changes to the Agenda
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 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 May 7, 2024 and Budget Meeting on May 14, 2024 – [Page 2](#)
  - b. Ratification of bills in the amount of \$1,518,646.84 – [Page 7](#)
  - c. Approval of payroll for March 20<sup>th</sup> in the amount of \$36,469.77, for April 4<sup>th</sup> in the amount of \$38,488.09, for April 19<sup>th</sup> in the amount of \$36,637.46, for May 3<sup>rd</sup> in the amount of \$36,273.40, and for May 17<sup>th</sup> in the amount of \$37,379.54
- 4) Special Presentation and Reports by outside resources, staff, and Government Officials
  - a. FY 2023-24 Grant Recipient Reports – [Page 10](#)
  - b. Bridge of the Gods Signage Update – [Page 18](#)
- 5) Open Public Hearing for Approved Budget FY 2024-25
- 6) Business Action Items
  - a. Adopt Resolution 2024-2 – [Page 33](#)
  - b. Approve Employee Handbook Update – [Page 58](#)
  - c. Approve Acceptance of Senate Bill 5701 General Fund Grant – [Page 136](#)
- 7) Executive Director Report
- 8) Commission Comments
- 9) Adjournment

## IMPORTANT DATES

### **Monday, May 27, 2024**

Port Office Closed – Memorial Day

### **Thursday, May 30, 2024**

Captain Tom Celebration Day

### **Tuesday, June 4, 2024**

Port Commission Meeting

### **Tuesday, June 18, 2024**

Port Commission Meeting

### **Tuesday, June 19, 2024**

Port Office Closed – Juneteenth Day

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by contacting the Port of Cascade Locks office at 541-374-8619.*



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **May 7, 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 (excused)
    - iii. Commissioner Nance
    - iv. Commissioner Peterson
    - v. Commissioner Thweatt
    - 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 – Kathy Fitzpatrick – Gorge Translink; Sophie Miller – Skamania County Senior Services Program Manager; (via Zoom) Flora Gibson, Emily Reed – Columbia Gorge Tourism Alliance; iPhone
  - c. Modifications, Additions and Changes to the Agenda
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 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 from Annual Planning Session on March 9th, from Commission Meetings on March 19th, April 2nd, and April 20th, Budget Orientation on March 26th, and Budget Meeting on April 23<sup>rd</sup>

**C NANCE MOTIONED TO APPROVE THE CONSENT AGENDA; C THWEATT SECONDED; Passed Unanimously**

- 4) Special Presentation and Reports by outside resources, staff, and Government Officials
  - a. Columbia Gorge Public Transit Fixed Route Service Update and Toll Waiver Request – Emily Reed, Columbia Gorge Tourism Alliance; Kathy Fitzpatrick, Gorge Translink; and Sophie Miller, Skamania County Senior Services Program Manager
    - i. Reed, Fitzpatrick and Miller presented an update on public transit for Cascade Locks and raised the need for improved public transportation in the Columbia River Gorge, highlighting its importance for supporting the local economy and protecting lands. The solution included increased bus routes however the toll cost going over the Bridge of the Gods would make it unfeasible.

ED Blue confirmed with the Commission that he will get an Memorandum of Understanding (“MOU”) on the next agenda.
  - b. Strategic Business Plan Update
    - i. ED Blue reported that the Strategic Business Plan has made it through staff recommendations and is now moving to Commissioner recommendations. ED

Blue notified the Commission that they will receive the draft when they get home tonight, and to individually give their feedback directly to Moss Adams.

**5) Discussion**

**a. Review Employee Handbook Update**

- i.** DED Scholl first noted that the version that was originally included in the packet had been revised and the current updated draft has been provided, and currently sits in front of each of them. DED Scholl explained that the handbook has not been comprehensively updated since 2008. The revision aims to ensure compliance with current state and federal employment laws, foster a positive work environment, and address HR issues. Key changes included a new social media policy, a potential switch to a “four tens” workweek, clarification on paid leave policies, and updates on required leave for jury duty, military service, and bone marrow donation.

**6) 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) Legal counsel regarding litigation or likely litigation to be filed**

- a.** Recess from Regular Session, into Executive Session at 7:01 PM  
**b.** Recess out of Executive Session, into Regular Session at 7:47 PM  
**c.** No action was taken as a result of Executive Session

**7) Executive Director Report**

- a.** A report was provided at the meeting.

Other highlights included an update on Ixtapa, a mention on Capt. Tom’s work anniversary, and an update on the trail project.

C Nance asked for a follow-up about a citizen witnessing trees being fallen. DED Scholl replied that she checked in with Northwest Trail Alliance (“NWTa”) and the United States Forest Service (“USFS”) and she was not able to ascertain the situation.

DED Scholl also informed the Commission that OM Nelson has been heading the National Hazard Mitigation Plan for the Port. DED Scholl also notified that the staff will soon be pushing out water safety messaging and controls. It is the time of the year when the weather is hot but the water is still really cold.

ED Blue gave a quick Finance update regarding the upcoming budget meeting. Approving the tax rate was overlooked at the April 23<sup>rd</sup> meeting, so on May 14<sup>th</sup> the budget committee will convene to approve the tax rate. ED Blue mentioned that he had deliberated between suggesting not approving the tax rate as the Port receives \$5,000. After receiving a suggestion from DED Scholl, ED Blue is now considering using the tax money to fund something specific and letting the community know what that is.

**8) Commissioner Comments and Sub-Committee Reports**

- a.** C Thweatt expressed her appreciation to Skamania County Transit for their presentation on public transit issues in the Gorge.  
**b.** C Peterson thanked the budget committee for their recent work. C Peterson also mentioned that HR7525, the Special District Grant Accessibility Act, was recently passed.  
**c.** C Nance echoed both C Thweatt and C Peterson in their thanks to Skamania County Transit and the budget committee. C Nance thanked the electrical retrofit team and the hazard mitigation plan team.

- d. P Lorang commented that the rest of the commission reflected his appreciation. P Lorang mentioned that he attended the Merkley Town Hall and met with many other local representatives. P Lorang also commented that he felt that the "Meet the Candidate" night for the candidates running for County Commissioner went well.

9) Adjournment 8:16 pm

Port of Cascade Locks:

---

Port Commission President  
Brad Lorang

---

Port Commission Secretary  
Albert Nance

---

Date Approved

---

Prepared by: Keriane Stocker





PUBLIC MEETING: Port Budget Committee Meeting

DATE: Tuesday **May 15, 2024, 6 PM**

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

## MINUTES

**1) Commission meeting called to order 6:05 PM**

**a. Roll Call**

- i.** President Lorang
- ii.** Vice-President Klute
- iii.** Commissioner Nance
- iv.** Commissioner Peterson
- v.** Commissioner Thweatt
- vi.** Budget Committee President Mohr
- vii.** Committee Member VanWinkle (excused)
- viii.** Committee Member Torres
- ix.** Committee Member Olvera (excused)
- x.** Committee Member Keilty
- xi.** Members of the Staff and Other Support – Executive Director Jeremiah Blue; Secretary Keriane Stocker; Matt Apken – Managing Consultant, Merina+Co
- xii.** Members of the Public

**b. Modifications, Additions and Changes to the Agenda**

**c. Declarations of Potential Conflicts of Interest**

**2) Business Action Items**

**a. Approve Tax Rate**

- i.** ED Blue explained that approval of the tax rate was overlooked at the April 23rd meeting. By law, the committee is required to approve a proposed tax rate. BCP Mohr asked whether it was the same rate as last year. Apken replied that it was.

**C PETERSON MADE A MOTION TO APPROVE THE PROPOSED TAX LEVY OF THE PERMANENT RATE OF 0.0256 PER \$1,000 OF ASSESSED VALUE; VP KLUTE SECONDED; Passed Unanimously**

**3) Public Comment (Speakers may be limited to three (3) minutes)**

**4) Adjournment 6:08 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  
 Bill List  
 From 3/14/2024  
 To 5/16/2024  
 For Two Months

ADT Commercial	Flex 6 Monitoring	1,158.13
Alfonso Barron	Expenses Report	80.00
Amazon Capital Services	Office Supplies	414.28
Bio-Med Testing Service	Drug Testing	45.00
Blue Mountain Networks	Phone Services	1,735.06
Brandsafway Services	Scaffolding for Foot Bridge	18,575.00
Bulldog Welding	Foot Bridge Welding	26,400.00
Business Oregon	Loan X20004 Payment	108,857.98
Cable Huston	Legal Services	18,176.53
Petty Cash	Permit, Toll Refunds, Postage, Toll Assistance	314.79
Century Link	Phone Services	227.18
Cingular	Phone Services	910.22
City - Cascade Locks	Utilities for March & April	20,008.98
City - Cascade Locks	Preapplication Meeting on New Dock	225.00
City - Cascade Locks	Vendor Code Amendment & Work on the Foot Bridge	3,509.36
Coburn Electric	New Lights	3,360.83
Columbia Ace Hardware	Maint Supplies	1,789.78
Columbia Gorge News	Budget Ad	58.50
Contech Services	Repair on Foot Bridge	9,552.00
CXT Incorporated	Sent by wire for Rainer Restroom/Shower Facility	160,328.08
Dennis Snyder Jr. Contractors	Tree Removal by RV Park	4,250.00
Dennis Snyder Jr. Contractors	Asphalt Grinding for Foot Bridge	270.00
Dennis Snyder Jr. Contractors	Rock for business park	2,120.00
Dennis Snyder Jr. Contractors	Repower of the Sternwheeler	1,150.00
Diverse Control Solutions	Repower of the Sternwheeler	22,740.80
Elyzabeth Nagode	Camp Host	980.00
Farr Better Back Flow Testing	Annual Backflow Testing	700.00
FNBO 1	Phones, ACL Dock Permit & Sternwheeler	4,151.62
FNBO 2	PNWA, Wedding Events Ad, Zoom	1,959.98
FNBO 3	Sternwheeler, Air fare for Dan to PNWA	4,594.76
FNBO 4	Dues, Software, Maint Supplies, Office Supplies	4,589.14
Genevieve Scholl	Expense Report	240.87
H.D.Fowler Company	Asphalt for Foot Bridge	724.64
Home Depot	Maint Supplies	558.01
Hood River Garbage	Services	1,430.72
Hood River Sand and Gravel	Concrete for Food Bridge	2,101.50
Hood River Supply	Maint Supplies	82.95
HR Answers	Job Descriptions Update, Salary Surveys, Handbook	1,710.00
Hurley Engineering	Two new pump for the Park	40,492.00
Huser Fire Fighting Equipment	Fire Extinguisher Services	2,876.70

Port of Cascade Locks

Bill List

From 3/14/2024

To 5/16/2024

For Two Months

Jeanetta Blue	Expense Report	174.95
JettlyLight	Wages	33,196.00
Joanne Willace	Expense Report	253.27
Joeline Caldwell	Mileage	63.65
John Blackwell	Expenses Report & Mileage	301.10
Jotspec Paint's	Paint for Sternwheeler	4,637.00
JT Marine	Repower of the Sternwheeler	396,246.03
Keriane Stocker	Expenses Report	128.36
LoopNet	Lease Ads	89.00
Mahr Strategies	Lobbing Services	15,558.69
Melissa Warren	Expense Report	410.05
Merina+Co	Accounting Services	79,215.80
MCEDD	Project Management	300.00
Moda Health	Dental Insurance	1,524.30
Molo	Annual Subscription 3-21-24 to 3-21-25	1,161.80
Morgan CPS Group	Planning Workshop	2,145.70
Moss Adams	2023 Strategic Planning	18,518.12
NAPA	Maint Supplies	397.66
Omega Morgan	Repower of the Sternwheeler	42,025.00
ONSITE Supply House	Maint Supplies	4,212.68
Oregon Department of Revenue	Payroll Taxes	22,925.27
ODOT	Fuel	557.56
Pacific Crest Imprint	Skamania Lodge Magazine	1,656.00
Parker Nelson	Expense Report	363.48
Parsons Transportation Group	Foot Bridge Engineering Services	33,850.40
Pauly, Rogers & Co, P.C.	Audit 20-21	17,000.00
PERS	PERS	31,894.79
RADCOMP Technologies	IT Services	8,586.78
Reed Electric Co	Repower of the Sternwheeler	45,752.14
Ricoh	Copler Lease	901.14
ROTO Rooter	Sewer Line in Flex 4	740.00
Schuepbach Custom Builders	Work on Foot Bridge	8,723.00
Secretary of State	Audit Filling Fees 20-21	250.00
Sierra Springs	Monthly Rental	363.60
Signaling System Solutions	House 1 Service Fire Alarm	1,026.00
Solutions YES	Docuware Support	892.00
Special Dist Ass'n of Oregon	Risk Management Training	50.00
Speclal Dist Ass'n of Oregon	Medical Insurance	18,138.00
Special Dist Ass'n of Oregon	STD-LTD Insurance	727.27
SST/Security Systems Technology	Keys	279.00
Staples Business Advantage	Office Supplies	718.53

Port of Cascade Locks  
Bill List  
From 3/14/2024  
To 5/16/2024  
For Two Months

Target	Landscaping Supplies	1,558.00
Tenneson Engineering	Engineering	2,123.75
The Port of Hood River	BreezeBy & Rental of Boat for Foot Bridge	9,319.83
Todd Mohr	Expenses Report	515.00
Troutman Commercial Marine	Repower of the Sternwheeler	32,040.00
Union Pacific Railroad Co	Annual Lease	13,462.05
United States Treasury	Payroll Taxes	32,985.45
Veritiv	Bathroom Supplies	2,078.46
Vision Electric	Repower of the Sternwheeler	155,159.79
		<hr/>
	<b>TOTAL</b>	<b>\$ 1,518,646.84</b>
		<hr/> <hr/>



---

---

## PORT COMMISSION REPORT

---

---

**TO:** PORT COMMISSION

**FROM:** GENEVIEVE SCHOLL, DEPUTY EXECUTIVE DIRECTOR

**SUBJECT: FY 2023-24 GRANT RECIPIENT REPORTS**

**DATE:** MAY 21, 2024

---

The Hood River Energy Council and the Cascade Locks Historical Museum received grant funding from the Port at the start of this fiscal year. They will each present a report on the projects and programs funded by the grants during the meeting and will be able to answer any Commission questions.

Both have expressed their intent to apply for funding in FY 2024-25 and will be submitting Letters of Intent for their projects during the meeting.

Staff will present a set of recommendations for the FY 2024-25 Community Benefit Initiative (Port Funded Grants) program during the June 4 Commission meeting. Commission direction and action will be sought on the following key aspects of the grant program:

- Applicant and project eligibility criteria.
- Multi-year funding allowance or limitations.
- Annual budget planning process for the fund.
- Program priorities and application scoring criteria, and project tie-in to Port Strategies Business Plan goals.
- Match requirements (cash, in-kind, or no match).
- Application requirements (questions, budget, letters of support).
- Application evaluation process (establish new committee, or by staff report to Commission, or another process).
- Grant reporting requirements.
- Application, approval, and reporting timeline and deadlines.
- Legal considerations.

**Recommendation:**

Informational.

## Memorandum

**To:** Port of Cascade Locks  
**From:** Lindsay McClure, Energy & Project Manager  
**Date:** May 15, 2024  
**Re:** Report on Energy Council FY24 Accomplishments

---

### Request

The Energy Council requests that the Port of Cascade Locks Port Commission review the below update on Energy Council progress in the last fiscal year, with the support of a \$5000 grant from the Port. This work aligns with the Port's goals and objectives by helping the Port maintain and improve its assets and enhancing tourism in the area.

### Energy Plan Implementation Progress in FY2024

In its fifth year, the [Hood River County Energy Council](#) — in partnership with local governing bodies, [Mid-Columbia Economic Development District \(MCEDD\)](#), [Energy Trust of Oregon](#), and others — made significant progress in several key [Hood River County Energy Plan](#) areas. The following are highlights from the work completed by the Energy Council, staff, or partners to support the goals outlined in the Hood River County Energy Plan:

- **Resilient Energy Systems at Critical Facilities:** Hood River County is susceptible to an array of natural hazards that are increasing in frequency and severity. These events commonly correspond with power outages, which amplify threats to health and safety, particularly by disrupting community lifelines. To prepare for these events, the Energy Council is supporting critical facilities in identifying funding opportunities, seeking funding, and constructing resilient on-site energy systems. Significant progress was made on the projects that are listed below.
  - **Cascade Locks City Hall:** The City of Cascade Locks received construction funding from Oregon Department of Energy (ODOE)'s Community Renewable Energy Grant Program (C-REP) for a solar and energy storage microgrid at Cascade Locks City Hall. The proposed system will include at least 50 kW of solar capacity, 120 kWh of battery storage, and a diesel generator. The City is also waiting to hear back from a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) subapplication for the same project which, unlike the ODOE C-REP program, will help with a needed roof replacement and upgrades to the building's electrical. The City also applied for a generator and installation through Oregon Department of Human Services' Resilience Hubs and Networks grant. If successful, the generator will be part of this larger energy resilience project. Energy Council staff is providing project management and led grant writing for all three grants.
  - **Cascade Locks Fire Station:** The City of Cascade Locks applied for planning funding from ODOE C-REP for a solar and energy storage microgrid at the Cascade Locks Fire Station. The planning process would develop a project plan for a solar and storage system that would support the fire station during a grid outage and reduce monthly utility costs. Energy Council staff is providing grant and project management for this project.
  - **Mt. Hood Town Hall:** Hood River County received planning funding from ODOE C-REP to further develop a plan for a resilient solar plus storage system at Mt. Hood Town Hall. This planning effort determined the best size, configuration, and location at the facility for a solar plus storage system. Mayfield Renewables was hired as a consultant to lead this planning effort. The project plan that was developed was the foundation for an ODOE C-REP construction application that was submitted in May for funds to implement the project. Energy Council staff is providing project management and led grant writing for the project.



- **Wy’east Middle School:** New Buildings Institute is leading the Microgrid Opportunities: Vehicles Enhancing Resiliency (MOVER) project at Wy’east Middle School. The project looks to implement a nationally replicable pilot project that uses electric school buses and light duty fleet vehicles as storage for a PV microgrid in order to provide backup power to portions of the school during long-duration power outages. An ODOE C-REP application was submitted to cover portions of the solar and storage system. Energy Council staff led grant writing for the ODOE C-REP application, is supporting two community meetings, and will provide support and resources in other areas as needed.
- **Dee Bridge:** The City of Hood River received construction funding from ODOE C-REP for an in-line hydro system that will harness energy from the City’s water system. The substantial amount of energy expected to be produced by this system would be used to offset energy use in City facilities. The City is leading this project. Energy Council staff supported this project by reviewing and proposing updates to narrative portions to improve the application after the proposal was unsuccessful during round one.
- **Creating Equitable Access:** The Hood River County Energy Council initiated the Creating Equitable Access project to help local families – especially communities of color and households with low-to-moderate incomes – benefit from residential energy efficiency, renewable energy, and energy resilience projects. The project aims to better understand household needs and experiences, help energy assistance service providers access resources, and increase use of existing resources. In the first phase of this project, the Energy Council partnered with The Next Door Inc. and Energy Trust of Oregon to conduct community outreach to learn about energy efficiency and renewable energy needs, perceptions, and barriers, especially among low-to-moderate income households and communities of color in Hood River County. A [summary report](#) from phase one, which outlines recommendations and priorities for future work, is now available. Immediate next steps will focus on identifying additional funding for implementation.
- **County Level Electric Vehicle Infrastructure Planning:** The Energy Council’s transportation and land use subcommittee initiated a project that will develop an electric vehicle charging infrastructure conceptual study for Hood River County. This project emphasizes the benefits of “dig-once” planning and includes collaboration with utilities, fleet operators, local planning offices, and other transportation decision makers. The Energy Council has convened a committee to inform the study. The report, which will demonstrate regional collaboration and data-informed forecasting when appended to grant applications, is expected to be available in June.

### **Funding Overview**

Since 2019, the Energy Council has requested annual financial support from Energy Plan-adopting governing bodies (City of Hood River, Ports of Hood River and Cascade Locks, Hood River County) to support the Energy Council in implementing the Energy Plan. Funding primarily supports the salary of a MCEDD project manager who staffs the Energy Council to help make progress on the goals of the Energy Plan.

This local support has leveraged investments from Business Oregon, Oregon Community Foundation, Energy Trust of Oregon, and Meyer Memorial Foundation as well as significant expertise and capacity from the volunteer members of the Energy Council. The Port of Cascade Locks granted \$5,000 to the Energy Council for its work during FY2023-2024.

The implementation of the Energy Plan is ongoing work that’s supported by yearly contributions from local governing bodies and outside funding. We will continue to align our work with the Port of Cascade Locks’ goals and priority projects, and we will continue to pursue projects that bring



substantial benefits to your constituents. We value this partnership and are grateful for the opportunity to align our work with broader community priorities.

The Energy Council's plan for financial sustainability includes two tactics: continuing the meaningful work that local governing bodies support and leading Energy Plan-aligned projects that include financial support for project management.

The Energy Council will be writing a new work plan in 2025 that will address both tactics. The new work plan will identify projects and funding sources to support each project to make sure we have resources to continue this crucial work.

If the Port is interested in more targeted project management support for the above-mentioned projects, or other projects, the Energy Council is happy to work with Port staff to discuss opportunities for providing the additional capacity needed to move energy projects forward.

Date: May 14, 2024

To: Geneveive Scholl  
Port of Cascade Locks  
427 Portage Road  
Cascade Locks, OR 97014

From: Hood River County Energy Council

RE: Letter of Intent to Submit a Funding Request for Fiscal Year 2024-2025

Geneveive Scholl,

The Hood River County Energy Council is writing to share our intent to request Energy Plan implementation funding to support our operations in the upcoming fiscal year.

### **Background on Energy Council Funding Requests**

Since 2019, the Energy Council has requested annual financial support from governing bodies in Hood River County to support the Energy Council in implementing the Hood River County Energy Plan. This local support has leveraged investments from Business Oregon, Oregon Community Foundation, Energy Trust of Oregon, and Meyer Memorial Foundation as well as significant expertise and capacity from the volunteer members of the Energy Council. The Energy Council is actively applying to open grants for added operational support that will supplement the governing body contributions.

### **FY 2025 Intent to Apply**

**For FY 2025, the Energy Council plans to request level annual funding of \$5,000 from the Port of Cascade Locks.** The Energy Council is making the same request to the Port of Hood River as well as a larger request of \$20,000 to Hood River County and the City of Hood River. These requests will support plan implementation through the following actions:

- **Work plan execution.** The Energy Council and its partners have worked with potential project owners to connect them with resources and help projects move toward shovel-ready status. Continuing this momentum with active project support around implementation will be critical to ensuring Hood River County communities are able to leverage the significant resources available for renewable energy and energy resilience at the state and federal levels.
- **Work plan creation.** The Energy Council's current work plan spans 2022-2025. The Energy Council plans to initiate a new work planning process in early 2025 to have a new work plan drafted and adopted by the end of 2025. The Energy Council's Equity Lens Guiding Questions will be used when identifying and prioritizing projects to ensure our work benefits communities that have been historically, disproportionately, and negatively burdened by energy policy. Additionally, the new work plan will identify project-specific sources of funding, when available, to bolster the Energy Council's financial sustainability.
- **Ensuring sustainability of the Energy Council.** Staff and the Energy Council will continue to seek outside resources to support plan implementation as they are available, but local commitment is critical to meeting its objectives and accessing additional resources. Local commitment also provides the flexibility to meet local needs rather than aligning work with funder priorities.

With this support and as part of its work plan, the Energy Council will also seek to provide technical assistance for projects that are particularly relevant to the Port of Cascade Locks and that help advance your goals and objectives:

- Continuing to support the City of Cascade Locks in implementing grants to fund construction of solar plus storage at Cascade Locks City Hall and planning work at the Cascade Locks Fire Station as well as resilient microgrids at other critical facilities, including identification of other facilities where there is an interest in seeking resources to enhance energy resilience.
- Supporting the Port in pursuing cost- and energy-saving measures at Port-owned facilities.
- Supporting the Port with EV infrastructure planning and implementation to support local tourism if it's of interest.
- Providing outreach activities to spread awareness of energy efficiency and renewable energy resources for residents and business owners in addition to governmental entities.
- Supporting the Port with energy-related Port work plan projects through project development, resource identification, and grant application support. When the updated strategic plan is available, the Energy Council staff will review this document and proactively share areas where there may be opportunities for additional support to complete Port priority efforts.
- Partnering with Energy Trust of Oregon to leverage resources that will become available through a FEMA grant to implement items of interest from the following scope of work:
  - Data collection, validating/correcting existing data sources, and collaborative data analysis to identify gaps in infrastructure and develop a community-specific vulnerability index to be used for energy resilience and other work.
  - Supporting communities in getting a copy of Building Code Effectiveness Grading Schedule (BCEGS) report or completing BCEGS process to increase competitiveness for FEMA project funding.
  - Coordinating with critical facility site owners and third parties on microgrid feasibility studies.
  - Developing a model for pursuing federal funding through direct local government application or public/private partnerships.

Additionally, the Energy Council will continue to work on the projects outlined in the FY2024 Energy Council report that have been central efforts over the past year.

If the Port is interested in more targeted project management support for these or other projects, the Energy Council is happy to work with Port staff to discuss opportunities for providing the additional capacity needed to move energy projects forward.

Please provide any feedback on this request and consider it as part of your annual budgeting process. Energy Council staff is happy to participate as needed to support inclusion.

Sincerely,

Lindsay McClure  
MCEDD Energy & Project Manager, Energy Council staff



Port of Cascade Locks  
Attn: Grant Committee  
PO Box 307  
Cascade Locks, OR 97014

May 17, 2024

Dear Port of Cascade Locks Commission,

I am writing on behalf of the Cascade Locks Historical Museum to express our intent to apply for a grant to secure general operating support. As stewards of the rich history and cultural heritage of Cascade Locks, our museum plays a vital role in preserving and promoting our local heritage. **We need your continued support so that we can continue our contributions to the economic development of our community through heritage tourism, enhanced networking, and collaborative project management.**

The Cascade Locks Historical Museum has evolved into more than just a museum. We have also been the visitor center for many years, and as of August 2023 we have become the destination management organization for Cascade Locks. As the primary contact conduit and referral source between Travel Oregon, our regional tourism partners, Oregon Heritage, and the Oregon Museums Association, our role in the local economy extends beyond the confines of local history information. Providing general operating support to our museum enhances our capacity to network with other historical organizations and tourism entities. By fostering these connections, we can expand the robust network that works collaboratively to promote Cascade Locks as a premier destination for tourism. This interconnected approach helps in sharing resources, marketing initiatives, and developing joint programs that can attract a wider audience.

Providing operating support will enable us to engage in collaborative project management, ensuring that we can undertake significant projects that might otherwise be beyond our reach. **If you want our executive director to be available to support the 100<sup>th</sup> anniversary of the Bridge of the Gods Celebration, expand the outdoor interpretation in the Marine Park, and be on-call for local history questions relevant to Port projects, then her job needs to continue to exist with a level of compensation that allows her family to remain in the area.** The Port's direct investment created this role, and the daily phone calls that we receive demonstrate the need for this specialized skill set of local history knowledge and how to contextualize that content for business applications. While there is increasing demand for this service, it is not always in a revenue-generating capacity. We still require Port support to continue to meet these service needs.

**FRIENDS OF THE CASCADE LOCKS HISTORICAL MUSEUM**

417 SW Portage Road ♦ P.O. Box 321 ♦ Cascade Locks, OR 97014  
541-203-0881 ♦ [www.cascadelocksmuseum.org](http://www.cascadelocksmuseum.org) ♦ Tax ID 46-3180540



The museum is a cornerstone of our community, attracting visitors from near and far who are eager to learn about the area's unique history and more. By investing in our operations, the Port of Cascade Locks can help us sustain and expand our offerings, thereby boosting tourism economic activity. Increased visitor traffic not only benefits the museum but also stimulates local businesses, creating a ripple effect that strengthens the local economy.

In conclusion, your investment in the Cascade Locks Historical Museum is an investment in the economic vitality and cultural richness of our community. We are excited about the potential impact of this grant and are committed to working closely with the Port of Cascade Locks to achieve our shared goals. We appreciate your consideration of our application and look forward to the opportunity to further discuss how we can collaborate to enhance our community's heritage tourism and economic development.

Thank you for your time and continued support.

Sincerely,

Janice Crane  
Executive Director

**FRIENDS OF THE CASCADE LOCKS HISTORICAL MUSEUM**

417 SW Portage Road ♦ P.O. Box 321 ♦ Cascade Locks, OR 97014  
541-203-0881 ♦ [www.cascadelocksmuseum.org](http://www.cascadelocksmuseum.org) ♦ Tax ID 46-3180540

---

---

## **PORT COMMISSION REPORT**

---

---

**TO:** PORT COMMISSION

**FROM:** PARKER NELSON, OPERATIONS MANAGER

**SUBJECT: UPDATE ON BRIDGE OF THE GODS SIGNAGE**

**DATE:** MAY 21, 2024

---

### **Introduction:**

The current Bridge of the Gods sign is aging and in need of replacement. The Port is looking for an option that is both informative and aesthetically pleasing for the millions of visitors who cross the bridge each year.

Staff has reached out to potential companies to design, fabricate, and install a new sign and thus far has received two (2) proposals.

NW Sign Solutions has been serving the Vancouver and Gorge area since 2007. Clients include Tidewater, Stevenson High School, and Indian Creek Golf Course

Security Signs has been providing design, manufacturing, installation and maintenance of signage since 1925. Projects include Providence Park, Next Adventure, The Duck Store, and Tillamook Headquarters.

At this time, this update aims to keep the Commission informed and involved in the updating of the Bridge of the Gods sign. No decision is being requested.

Please inspect all proofs carefully. Approved jobs are printed and installed as presented below. As colors may vary between different displays, please contact us for printed proof and Pantone matching options if this project is color critical. Graphics over 50" in any direction will have seams at installers discretion. Until we receive final approval which must be in print/email and not over the phone, **all installation dates are TENTATIVE**. Once approved, we will confirm a set schedule.

3' x 23'9"

**1**

COLUMBIA GORGE MUSEUM  
**Welcomes You to Stevenson**

 *Welcome to* **CASCADE LOCKS** 

**2**

COLUMBIA GORGE MUSEUM  
*Welcomes You to Stevenson*

 *Welcome to Cascade Locks* 

**3**

COLUMBIA GORGE MUSEUM  
**Welcomes You to Stevenson**

 WELCOME TO **Cascade Locks** 

**4**

COLUMBIA GORGE MUSEUM  
**Welcomes You to Stevenson**

 WELCOME TO **Cascade Locks** 

Computer Rendering - Results may vary.



**NW SIGN SOLUTIONS**

client	Port of Cascade Locks	due	TBD
project	Bridge of the Gods Sign	revision no.	1
date	5.9.2024	job #	24-1268

The concept, design, and plans depicted above are property of NW Sign Solutions, Inc. for the sole purpose of your consideration of whether to purchase sign design, manufacture, and installation by Northwest Sign Solutions, Inc. This design can be purchased for exhibition to other sign manufacturers or designers for a separate fee.





# BRIDGE *of the* GODS



BRIDGE OF THE GODS- CASCADE LOCKS, OR  
CONCEPTUAL - LANDMARK SIGNAGE

APRIL 25, 2024



# GATEWAY SIGN | ELEVATION - OPTION 1



SCALE: 3/16" = 1'-0"



© Copyright 2024 Security Signs, Inc.  
All Rights Reserved.  
Unauthorized use, reproduction, and/or display shall render the infringer liable for up to \$150,000 in Statutory Damages, plus attorney fees and costs, for each infringement, under the U.S. Copyright Act (17 U.S.C. 412 & 504)

BRIDGE OF THE GODS, CASCADE LOCKS, OREGON

Account Manager:  
Joseph Platt

Date:  
04.26.2024

Drawing:  
24- JF359

Sheet:  
21 2 of 11



# GATEWAY SIGN | NIGHT VIEW - OPTION 1



SCALE: 3/16" = 1'-0"



© Copyright 2024 Security Signs, Inc.  
All Rights Reserved.  
Unauthorized use, reproduction, and/or display shall render the infringer liable for up to \$150,000 in Statutory Damages, plus attorney fees and costs, for each infringement, under the U.S. Copyright Act (17 U.S.C. 412 & 504)

BRIDGE OF THE GODS, CASCADE LOCKS, OREGON

Account Manager:  
Joseph Platt

Date:  
04.26.2024

Drawing:  
24- JF359

Sheet:  
22 3 of 11

# GATEWAY SIGN | DETAILS - OPTION 1

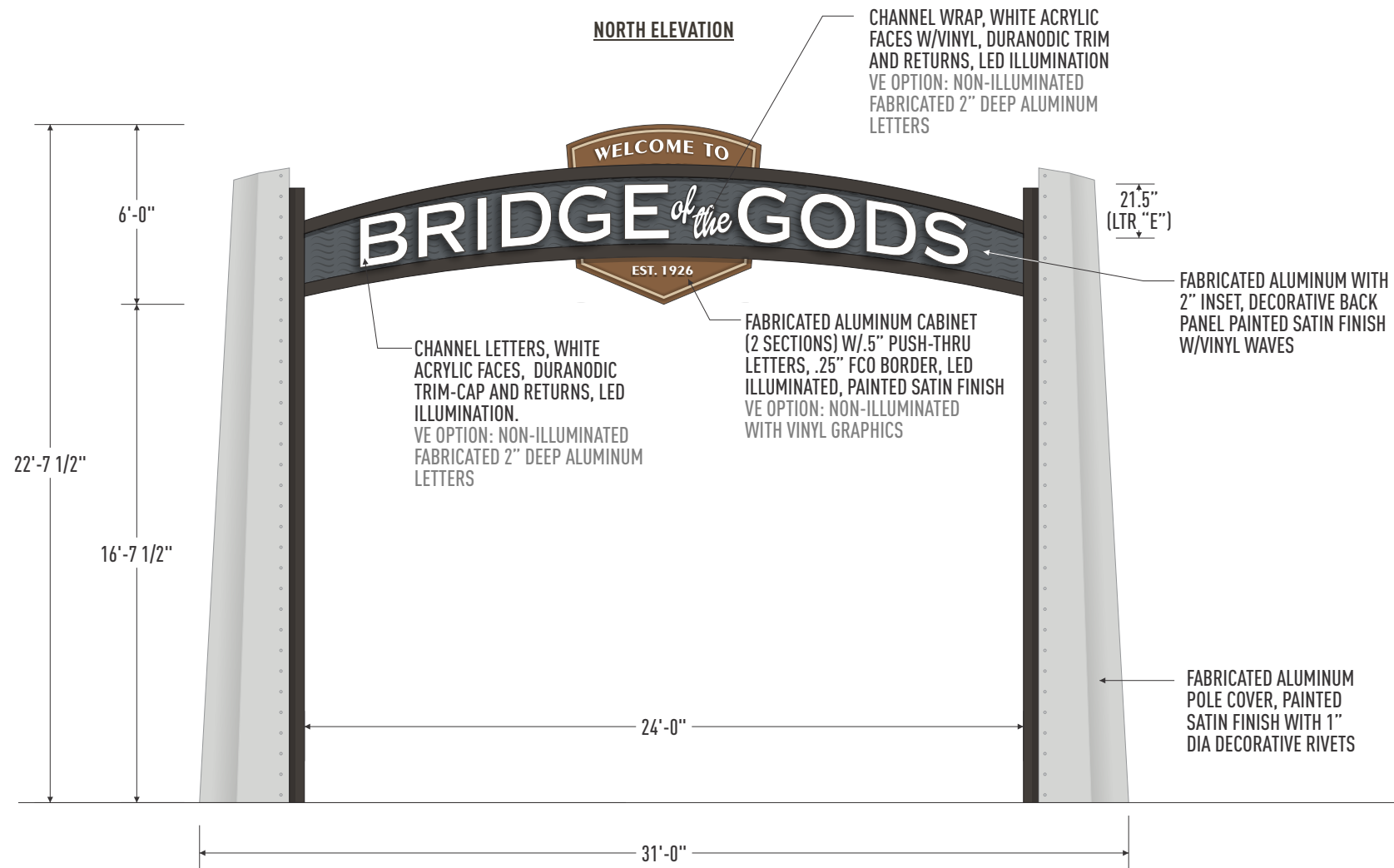
PRELIMINARY DRAWINGS - NOT FOR CONSTRUCTION  
 COMPREHENSIVE SURVEY + ENGINEERING REQUIRED  
 FINAL DESIGN FEATURES SUBJECT TO CHANGE

PLAN VIEW ELEVATION

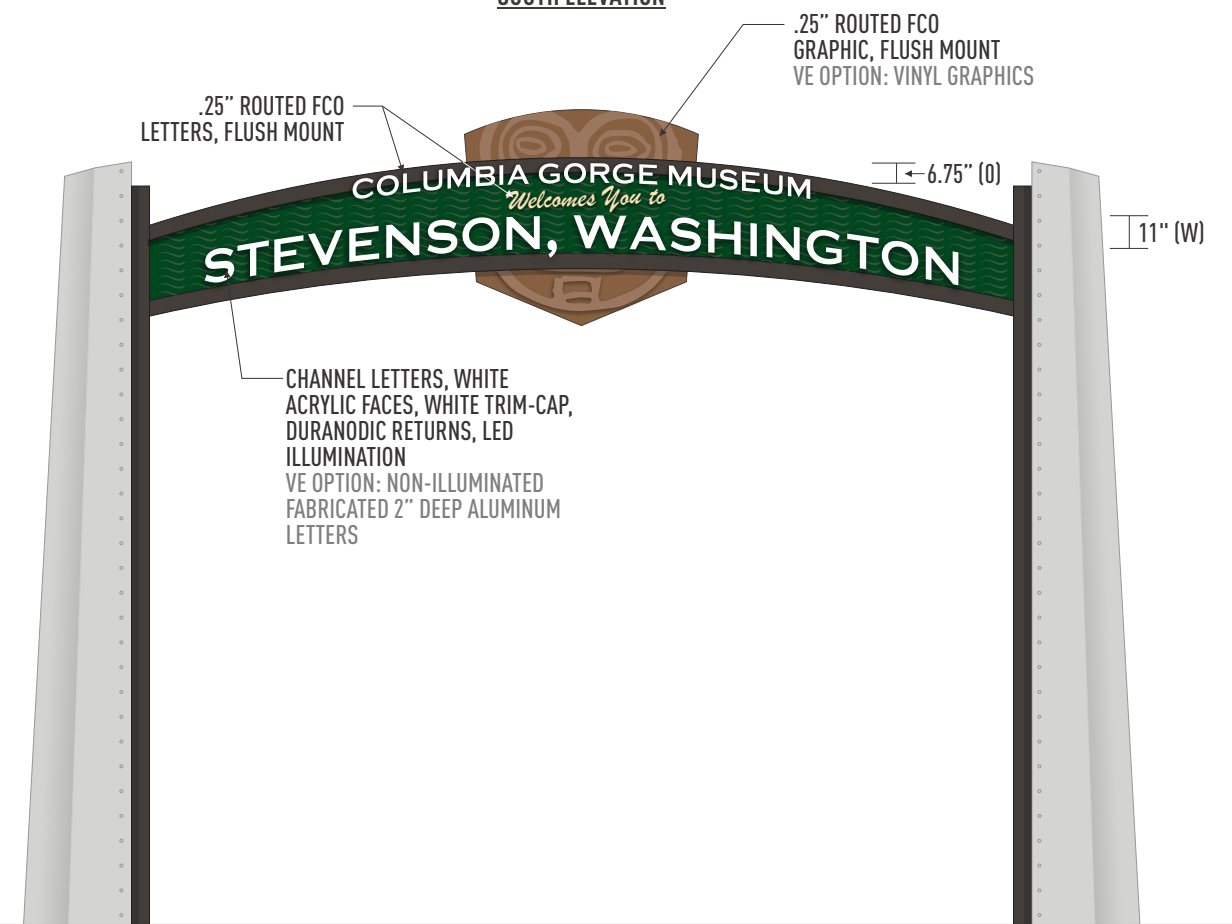


SEE PAGE 11 FOR EXISTING  
 CONDITIONS AND REMOVAL

NORTH ELEVATION



SOUTH ELEVATION



SCALE: 3/16" = 1'-0"



# GATEWAY SIGN | ELEVATION - OPTION 2



SCALE: 3/16" = 1'-0"



© Copyright 2024 Security Signs, Inc.  
All Rights Reserved.  
Unauthorized use, reproduction, and/or display shall render the infringer liable for up to \$150,000 in Statutory Damages, plus attorney fees and costs, for each infringement, under the U.S. Copyright Act (17 U.S.C. 412 & 504)

BRIDGE OF THE GODS, CASCADE LOCKS, OREGON

Account Manager:  
Joseph Platt

Date:  
04.26.2024

Drawing:  
24- JF359

Sheet:  
24 5 of 11



# GATEWAY SIGN | NIGHT VIEW - OPTION 2



SCALE: 3/16" = 1'-0"



© Copyright 2024 Security Signs, Inc.  
All Rights Reserved.  
Unauthorized use, reproduction, and/or display shall render the infringer liable for up to \$150,000 in Statutory Damages, plus attorney fees and costs, for each infringement, under the U.S. Copyright Act (17 U.S.C. 412 & 504)

BRIDGE OF THE GODS, CASCADE LOCKS, OREGON

Account Manager:  
Joseph Platt

Date:  
04.26.2024

Drawing:  
24- JF359

Sheet:  
25 6 of 11

# GATEWAY SIGN | DETAILS - OPTION 2

PRELIMINARY DRAWINGS - NOT FOR CONSTRUCTION  
 COMPREHENSIVE SURVEY + ENGINEERING REQUIRED  
 FINAL DESIGN FEATURES SUBJECT TO CHANGE

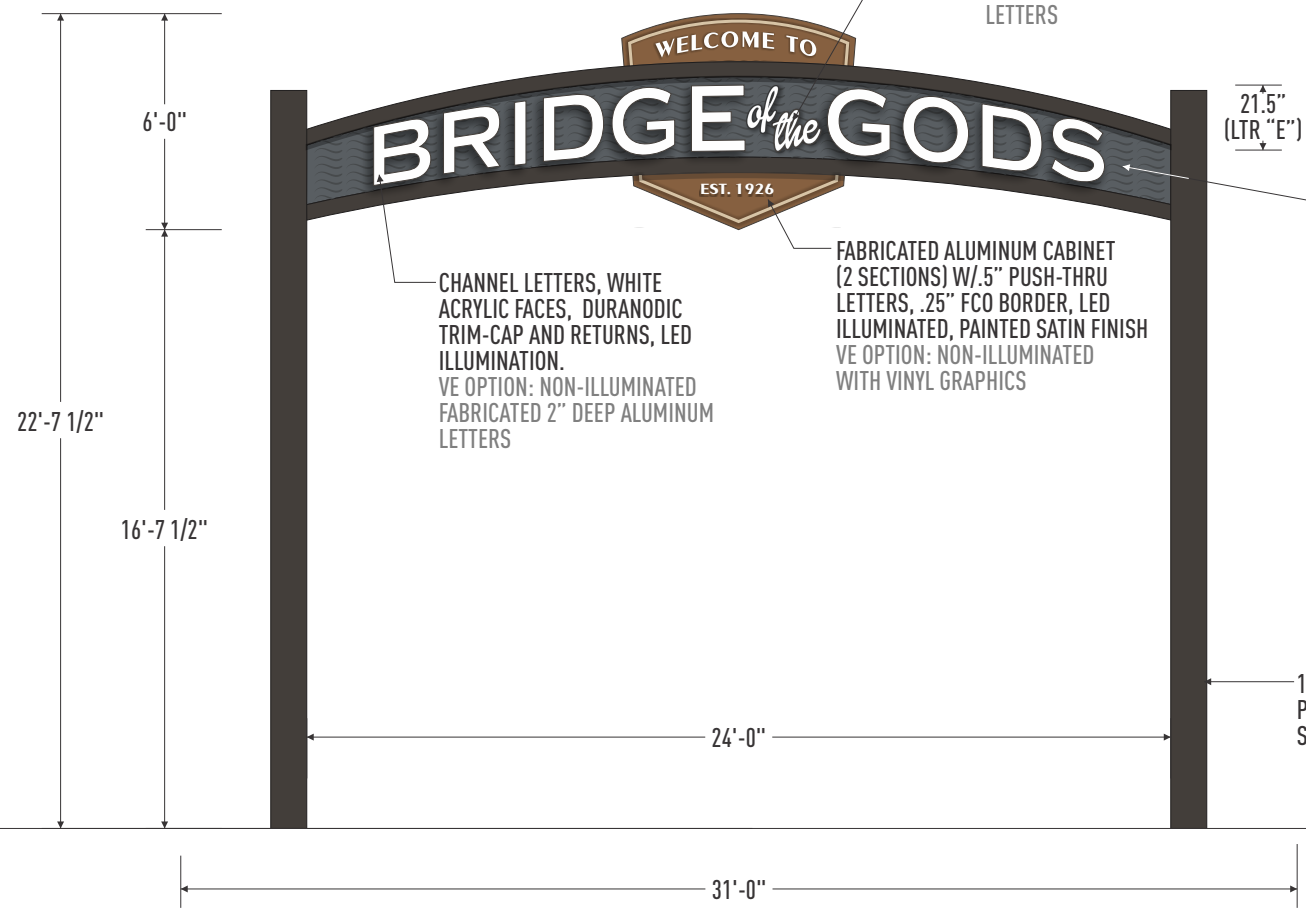
PLAN VIEW ELEVATION



SEE PAGE 11 FOR EXISTING  
 CONDITIONS AND REMOVAL

NORTH ELEVATION

CHANNEL WRAP, WHITE ACRYLIC  
 FACES W/VINYL, DURANODIC TRIM  
 AND RETURNS, LED ILLUMINATION  
 VE OPTION: NON-ILLUMINATED  
 FABRICATED 2" DEEP ALUMINUM  
 LETTERS



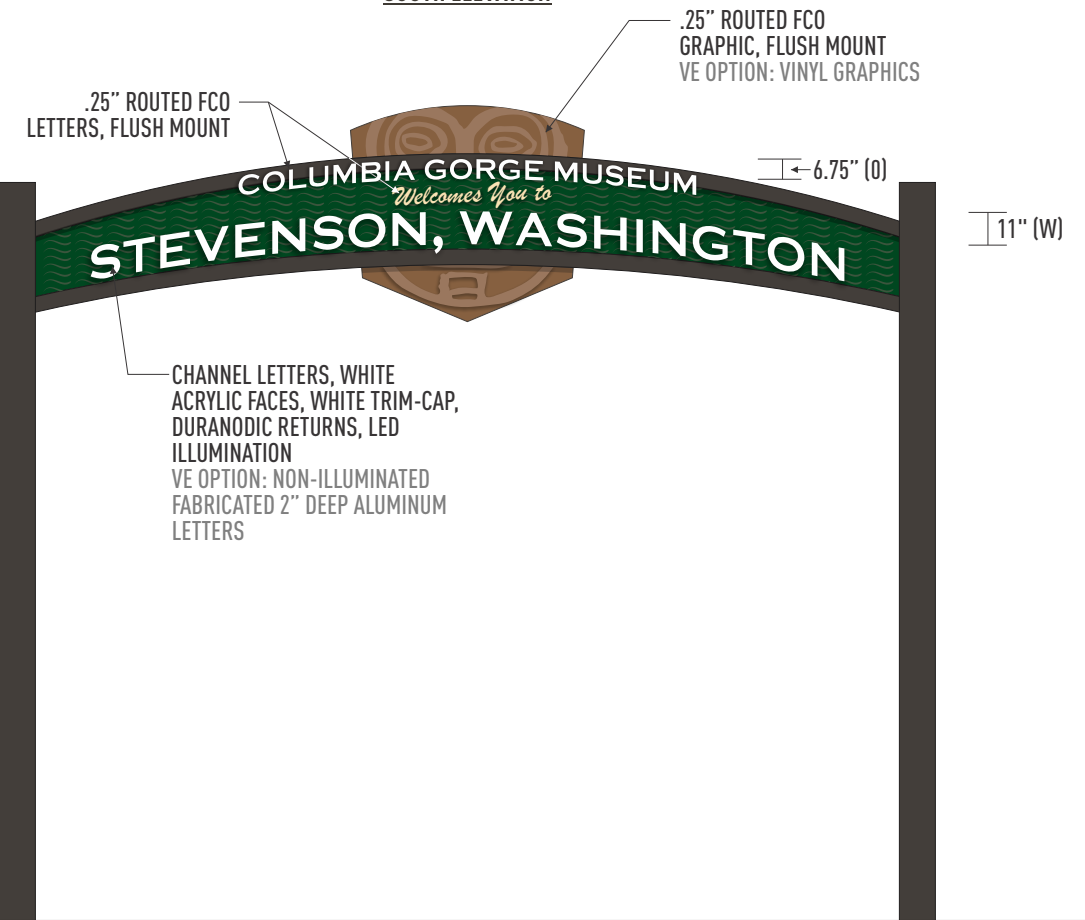
CHANNEL LETTERS, WHITE  
 ACRYLIC FACES, DURANODIC  
 TRIM-CAP AND RETURNS, LED  
 ILLUMINATION.  
 VE OPTION: NON-ILLUMINATED  
 FABRICATED 2" DEEP ALUMINUM  
 LETTERS

FABRICATED ALUMINUM CABINET  
 (2 SECTIONS) W/.5" PUSH-THRU  
 LETTERS, .25" FCO BORDER, LED  
 ILLUMINATED, PAINTED SATIN FINISH  
 VE OPTION: NON-ILLUMINATED  
 WITH VINYL GRAPHICS

FABRICATED ALUMINUM WITH  
 2" INSET, DECORATIVE BACK  
 PANEL PAINTED SATIN FINISH  
 W/VINYL WAVES

12" X 22" ALUMINUM  
 POST COVERS PAINTED  
 SATIN FINISH

SOUTH ELEVATION



.25" ROUTED FCO  
 GRAPHIC, FLUSH MOUNT  
 VE OPTION: VINYL GRAPHICS

.25" ROUTED FCO  
 LETTERS, FLUSH MOUNT

CHANNEL LETTERS, WHITE  
 ACRYLIC FACES, WHITE TRIM-CAP,  
 DURANODIC RETURNS, LED  
 ILLUMINATION  
 VE OPTION: NON-ILLUMINATED  
 FABRICATED 2" DEEP ALUMINUM  
 LETTERS

SCALE: 3/16" = 1'-0"



# GATEWAY SIGN | ELEVATION - OPTION 3



SCALE: 3/16" = 1'-0"



© Copyright 2024 Security Signs, Inc.  
All Rights Reserved.  
Unauthorized use, reproduction, and/or display shall render the infringer liable for up to \$150,000 in Statutory Damages, plus attorney fees and costs, for each infringement, under the U.S. Copyright Act (17 U.S.C. 412 & 504)

BRIDGE OF THE GODS, CASCADE LOCKS, OREGON

Account Manager:  
Joseph Platt

Date:  
04.26.2024

Drawing:  
24- JF359

Sheet:  
27 8 of 11



# GATEWAY SIGN | NIGHT VIEW - OPTION 3



SCALE: 3/16" = 1'-0"



© Copyright 2024 Security Signs, Inc.  
All Rights Reserved.  
Unauthorized use, reproduction, and/or display shall render the infringer liable for up to \$150,000 in Statutory Damages, plus attorney fees and costs, for each infringement, under the U.S. Copyright Act (17 U.S.C. 412 & 504)

BRIDGE OF THE GODS, CASCADE LOCKS, OREGON

Account Manager:  
Joseph Platt

Date:  
04.26.2024

Drawing:  
24- JF359

Sheet:  
28 9 of 11



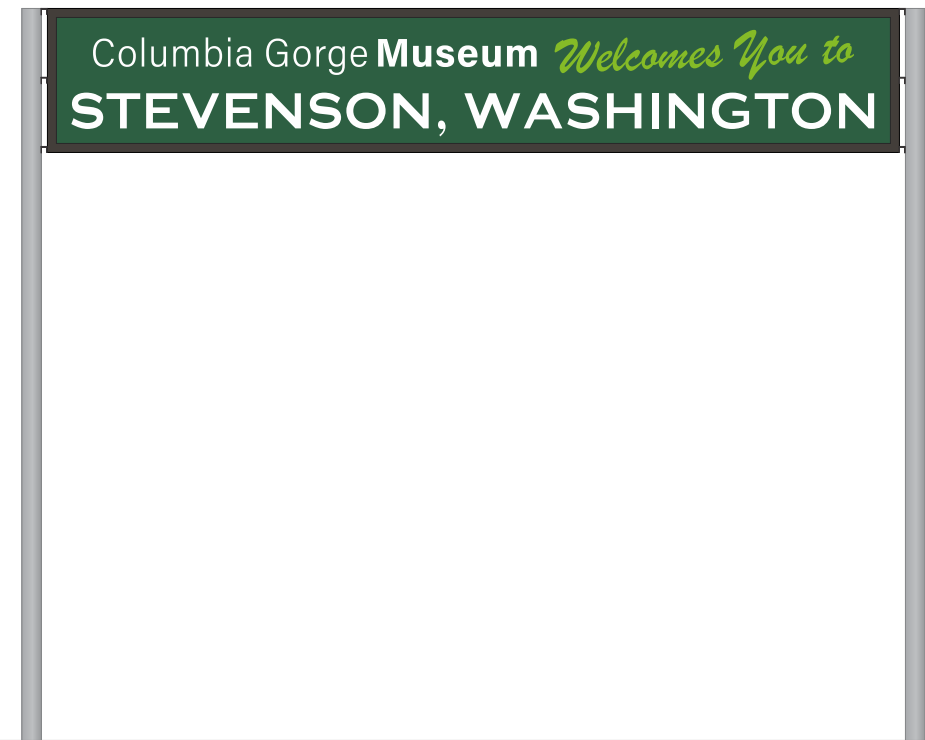
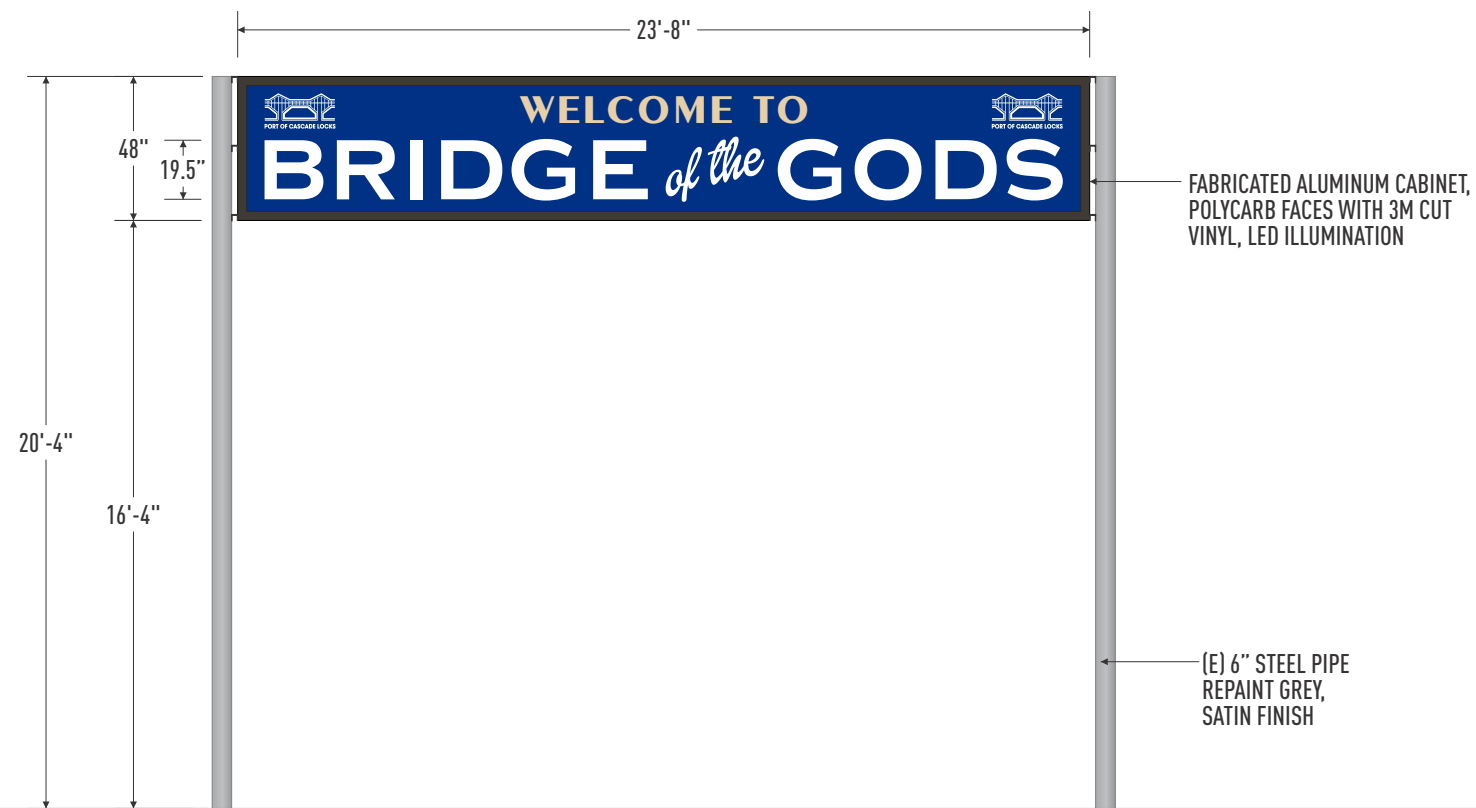
# GATEWAY SIGN | DETAILS - OPTION 3

PRELIMINARY DRAWINGS - NOT FOR CONSTRUCTION  
 COMPREHENSIVE SURVEY + ENGINEERING REQUIRED  
 FINAL DESIGN FEATURES SUBJECT TO CHANGE

SEE PAGE 11 FOR EXISTING  
 CONDITIONS AND REMOVAL

NORTH ELEVATION

SOUTH ELEVATION



SCALE: 3/16" = 1'-0"



# GATEWAY SIGN | REMOVAL

REMOVE & DISPOSE OF EXISTING CABINET

RE-USE EXISTING POSTS IF POSSIBLE ON OPT 1&2. LEAVE & REPAINT FOR OPT 3.



SCALE: 3/16" = 1'-0"



**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Port of Cascade Locks will be held on May 21, 2024 at 6:00 pm at City of Cascade Locks City Hall Cascade Locks, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Port of Cascade Locks Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Port Administration Office, between the hours of 9:00 a.m. and 4:00 p.m or online at [www.portofcascadelocks.org](http://www.portofcascadelocks.org). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Melissa Warren

Telephone: 541-374-2403

Email: [mwarren@portofcascadelocks.org](mailto:mwarren@portofcascadelocks.org)

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	Actual Amount 2022-2023	Adopted Budget This Year 2023-2024	Approved Budget Next Year 2024-2025
Beginning Fund Balance/Net Working Capital	4,614,493	8,589,482	8,784,094
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	4,518,273	5,667,730	4,571,884
Federal, State and All Other Grants, Gifts, Allocations and Donations	1,305,682	8,768,000	2,764,591
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	0	0	0
All Other Resources Except Property Taxes	526,618	177,000	250,000
Property Taxes Estimated to be Received	5,136	4,900	5,349
<b>Total Resources</b>	<b>10,970,202</b>	<b>23,207,112</b>	<b>16,375,918</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	1,312,765	1,812,889	1,607,250
Materials and Services	1,769,605	2,683,851	5,077,223
Capital Outlay	1,453,365	10,629,000	2,845,656
Debt Service	497,321	1,482,553	1,279,661
Interfund Transfers	0	0	0
Contingencies	0	900,000	900,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	5,937,146	5,698,819	4,666,128
<b>Total Requirements</b>	<b>10,970,202</b>	<b>23,207,112</b>	<b>16,375,918</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *</b>			
<b>Name of Organizational Unit or Program FTE for that unit or program</b>			
Admin	1,048,160	1,352,634	1,933,150
FTE	8.00	8.00	6.00
General Operations	563,205	1,528,663	969,650
FTE	1.00	6.00	4.25
MPRA - Other	79,805	0	0
FTE	0.25	0.00	0.00
Toll Bridge	731,176	728,927	793,650
FTE	6.00	6.00	6.00
Commercial Properties	197,927	204,200	241,869
FTE	1.00	0.00	0.25
Campground	30,445	167,450	100,701
FTE	0.10	0.00	0.25
Marina	59,108	73,130	45,815
FTE	0.10	0.00	0.25
Sternwheeler	260,901	533,227	85,000
FTE	4.00	4.50	0.00
MPRA - Events	87,493	87,209	143,100
FTE	0.50	0.50	1.50
MPRA - Parking/Security	16,561	71,300	0
FTE	0.10	1.00	0.00
Port Sponsored Events	0	0	27,538
FTE	0.00	0.00	0.00
Development	1,453,365	9,674,000	5,189,656
FTE	0.00	0.00	0.00
Non-Allocated	497,321	3,087,553	6,845,789
FTE	0.00	0.00	0.00
<b>Total Requirements</b>	<b>5,025,467</b>	<b>17,508,293</b>	<b>16,375,918</b>
<b>Total FTE</b>	<b>21</b>	<b>26</b>	<b>19</b>

<b>STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *</b>			

<b>PROPERTY TAX LEVIES</b>			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved

Permanent Rate Levy (rate limit .0256 per \$1,000)	.0256	.0256	.0256
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$14,630,895	\$0
<b>Total</b>	<b>\$14,630,895</b>	<b>\$0</b>

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.

---

---

## PORT COMMISSION REPORT

---

---

**TO:** PORT COMMISSION

**FROM:** JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT: ADOPT RESOLUTION 2024-2 A RESOLUTION BY THE PORT OF CASCADE LOCKS PORT COMMISSION ADOPTING THE 2024-2025 BUDGET, MAKING APPROPRIATIONS, IMPOSING PROPERTY TAXES FOR THE YEAR 2024-2025 AND ADOPTING CERTAIN POLICIES**

**DATE:** MAY 21, 2024

---

**Introduction:**

The Port of Cascade Locks Budget Committee convened on April 23, 2024 and May 14, 2024 to review and vote on the proposed FY2024-25 budget. Following a comprehensive review and deliberation, the Committee voted to recommend the budget for adoption by the Commission.

The FY2024-25 Budget is now being presented to the Commission for consideration.

**Recommendation:**

Adopt approved FY2024-25 Budget as recommended by the Budget Committee.

**Commission Options:**

1. Move to adopt Resolution 2024-2: A Resolution by the Port of Cascade Locks Port Commission Adopting the 2024-2025 Budget, Making Appropriations, Imposing Property Taxes for the Year 2024-2025 and Adopting Certain Policies
2. Do not move to adopt Resolution 2024-2
3. Other action

**PORT OF CASCADE LOCKS  
CASCADE LOCKS, OREGON**

**RESOLUTION 2024-2**

**A RESOLUTION BY THE PORT OF CASCADE LOCKS PORT COMMISSION  
ADOPTING THE 2024-2025 BUDGET, MAKING APPROPRIATIONS, IMPOSING  
PROPERTY TAXES FOR THE YEAR 2024-2025 AND ADOPTING CERTAIN  
POLICIES**

**BE IT RESOLVED** that the Port Commission of the Port of Cascade Locks hereby adopts the budget for fiscal year 2024-2025 in the total of \$16,375,918 now on file at the Port of Cascade Locks in Cascade Locks, Oregon.

**MAKING APPROPRIATIONS**

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below are hereby appropriated.

Administration	\$ 1,933,150
General Operations	\$ 969,650
Toll Bridge	\$ 793,650
Commercial Properties	\$ 241,869
Campground	\$ 100,701
Marina	\$ 45,815
Sternwheeler	\$ 85,000
MPRA - Events	\$ 143,100
Port Sponsored Events	\$ 27,538
Development	\$ 5,189,656
Debt Service	\$ 1,279,661
Contingency	<u>\$ 900,000</u>
<b>Total Appropriations, All Funds</b>	<b><u>\$11,709,790</u></b>
Reserve for Future Expenditure	\$1,562,622
Unappropriated Ending Fund Balance	<u>\$3,103,506</u>
Total Unappropriated	<u>\$4,666,128</u>
<b>Total Adopted Budget</b>	<b><u>\$16,375,918</u></b>

**IMPOSING THE TAX**

**BE IT RESOLVED** that the following ad valorem property taxes are hereby imposed upon the assessed value of all property within the district for the tax year 2024-2025.

**0.0256 per \$1,000 of assessed value for permanent tax rate.**

**CATEGORIZING THE TAX**

**BE IT RESOLVED** that the following ad valorem property taxes are hereby imposed upon the assessed value of all property within the district for tax year 2024-2025.

Subject to the General Government Limitation                      \$.0256/\$1,000.

**BE IT RESOLVED** that the modified Salary Range and Position Grouping policy be formally incorporated with the adoption of the 2024-2025 Budget and implemented.

**BE IT RESOLVED** that the Port staff is directed to apply and utilize as many grants and grant sources as possible to carry forward the Strategic Business Plan of the Port.

The above Resolution statements were approved and declared adopted on this 21<sup>st</sup> day of May 2024.

BY: \_\_\_\_\_  
Brad Lorang, President

BY: \_\_\_\_\_  
Albert Nance, Secretary

# Port of Cascade Locks Budget for Fiscal Year 2024-25





## Table of Contents

Budget Committee Members.....	2
Staff .....	2
Budget Message.....	3
General Fund.....	5
Administration.....	7
General Operations .....	8
Marine Park and Recreational Areas – Other .....	9
Toll Bridge.....	10
Commercial Properties .....	11
Campground.....	12
Marina .....	13
Sternwheeler.....	14
Marine Park and Recreational Areas - Events .....	15
Marine Park and Recreational Areas - Parking – Security .....	16
Port Sponsored Events .....	17
Development.....	18
Non-Allocated .....	19
Salary Schedule .....	20
Debt Service .....	20

## Budget Committee Members

Citizen Member – Donna Mohr

Citizen Member – Diana Reedy-VanWinkle

Citizen Member – George Torres

Citizen Member – Shelley Olvera

Citizen Member – Brian Keilty

Board President – Brad Lorang

Vice President – Carrie Klute

Secretary – Albert Nance

Treasurer – Rob Peterson

Board Member – Pamela Thweatt

## Staff

Executive Director – Jeremiah Blue

Deputy Executive Director – Genevieve Scholl

Budget Officer – Matt Apken

Accounting Specialist – Melissa Warren

## Budget Message

We are pleased to present the FY 2025 Proposed Budget. The budget is the organization's primary policy tool, reflecting programs and services to be offered to the community for the coming fiscal year, aligned with the estimated resources and costs to complete the work.

Last year, the Port moved away from developing a budget with three funds: the General Fund, the Development Fund, and the Reserve Fund. The way these funds were presented for the budget is not consistent with the way the accounting records are set up, nor how the audited financial statements report the information. We have decided to combine all the funds into the General Fund moving forward. The Development Fund has been added as a department within the General Fund and the Reserve amounts have also been added as a line-item titled "Reserve for Future Expenditure." This year, we have continued to use this new format and have added a new department for Port Sponsored Events.

The budget, as it is proposed, assumes that most existing services will continue at current levels. Important changes in service level line items for FY 2025 include the following:

- Admin added Port Funded Grants. This line-item represents the Port's Community Benefit Initiative, through which it awards small grants to local businesses, non-profits, and municipalities to support planning, programming, construction, and development projects that benefit the Cascade Locks economy. The proposed budget amount of \$260,000 anticipates a \$110,000 award to the City of Cascade Locks to provide a portion of the local match required by the U.S. EDA for the electrical system upgrade project. The remaining \$150,000 would be made available in a competitive grant application and approval process.
- General Operations department has capital outlay of \$137,000. This includes \$85,000 for the Visitors Center building electrical service to Ixtapa Restaurant, \$42,000 for irrigation pumpout system, and \$10,000 for House 3 enhancements.
- The Sternwheeler has \$75,000 in capital outlay for renovations of the Visitors Center building, including the Sternwheeler sales office and public restrooms area.
- For Development there is:
  - Legislative appropriations for \$2.4 million for business development.
  - Bridge strengthening grant for \$2.5 million of the total \$6 million granted by the State of Oregon in 2024. This anticipates expenditure of \$2.5M in FY 24-25, \$2.5 in FY 25-26, and \$1 in FY26-27. It should be noted that the current legislative advocacy plan seeks an additional \$6 million from the Washington legislature during the 2025 session.
  - Bridge of the God Trailhead grant of \$71,473. This is the portion of the \$158,228 LGGP grant awarded in 2024 that will be expended and reimbursed in the next fiscal year, and the \$19,000 Experience Mt. Hood/Gorge grant that provides a portion of the 20% local match requirement.
  - Cascade Locks trail system grant of \$162,183. This is a portion of the \$190,379 total project cost that will occur in the 24-25 fiscal year, 78.5% of these costs will be reimbursed via the RTP grant awarded in 2022.
  - Proposed Business Oregon Port Planning and Marketing Fund Grant of \$50,000 to fund a feasibility study for a priority project in the Strategic Business Plan.

- Oregon State Marine Board Maintenance Assistance Grant in the amount of \$6,000. This grant is awarded on a biennial basis.
- Debt service payments have decreased to \$1,279,661 as follows:
  - Business Park Road Improvements \$17,861.
  - Herman Creek Flex 1 \$56,231.
  - Herman Creek Flex 2 & 4 Draw down interest payment \$227,000 and annual principal and interest payments of \$132,500.
  - Business Park Flex 5 pFriem \$393,300.
  - Business Park Flex 6 \$435,500 annual principal and interest payments.
  - Truck payment \$17,236.
- No reserves will be spent this year.
- Reserves for future expenditures are \$1,562,622.
  - Bridge Reserve \$1,144,122
  - Debt Reserve \$408,500
  - Vehicle Reserve \$10,000
- Unappropriated ending fund balance of \$3,109,091.

An important aspect of municipal operations is comparing your resources without the beginning balance (operating resources) to your operating requirements. This would include personnel, materials, and services, and required debt service. For the proposed budget, operating requirements exceed operating resources by a notable amount of \$581,316. This amount assumes Flex 6 remains empty for this fiscal year. Additionally, this includes \$227,000 in one-time interest payments and \$55,000 in one-time IT projects. Without these one-time requirements, requirements would exceed new resources by \$299,316. If Flex 6 were to be leased, we would increase resources by over \$500,000 and resources would then exceed requirements by over \$200,000. Resolving the vacancy in the Flex 6 building is an important step to resolve the operating deficiency, in addition to other efforts to increase revenues.

The Port operates on a balanced budget where resources including revenues and beginning balance are equal to or are more than total requirements. In the budget presented resources exceed requirements by \$3,109,091.

In closing, the proposed budget has been a team effort, involving participation from all departments in its development. The over-riding approach has been to prioritize long-term financial stability along with near-term efforts to increase operational efficiencies, optimize revenues, and ensure commensurate public benefit in all Port endeavors.

Sincerely,

Jeremiah Blue  
Executive Director

# General Fund

<b>General Fund Summary</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
<b>Beginning Balance</b>	2,680,016	4,614,493	8,589,482	5,937,146	8,784,094	8,784,094
<b>Property Taxes</b>	4,871	5,136	4,900	5,085	5,349	5,349
<b>Bridge Tolls</b>	2,642,860	3,289,497	3,330,000	3,250,000	3,200,000	3,200,000
<b>Leases</b>	1,422,006	908,178	2,025,430	924,591	1,002,300	1,002,300
<b>Rents</b>	123,974	151,005	137,300	156,818	200,915	200,915
<b>Fees</b>	193,540	169,593	175,000	110,308	168,669	168,669
<b>Miscellaneous Revenue</b>	17,259	68,529	45,000	175,827	50,000	50,000
<b>Donations</b>	-	-	-	-	15,000	15,000
<b>Grants &amp; Restricted</b>	294,746	1,305,682	8,768,000	3,024,648	2,749,591	2,749,591
<b>Loan Proceeds</b>	6,351,874	-	-	46,891	-	-
<b>Loan Prepayments</b>	275,000	-	-	-	-	-
<b>Interest Income</b>	47,723	162,869	132,000	232,817	200,000	200,000
<b>Gain (Loss) on Sale of Assets</b>	(281,919)	295,220	-	-	-	-
<b>Transfer In</b>	-	-	-	-	-	-
<b>Total Resources</b>	<b>13,771,950</b>	<b>10,970,202</b>	<b>23,207,112</b>	<b>13,864,131</b>	<b>16,375,918</b>	<b>16,375,918</b>
<b>Requirements</b>						
<b>Salaries and Wages</b>	952,106	968,217	1,235,814	890,982	1,076,750	1,076,750
<b>Payroll Taxes &amp; EE Benefits</b>	266,948	344,548	577,075	344,948	530,500	530,500
<b>Personnel Services</b>	1,219,054	1,312,765	1,812,889	1,235,930	1,607,250	1,607,250
<b>Full Time Equivalent (FTE)</b>	-	-	26	-	19	19

**General Fund Summary**

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
Employee Recognition	-	-	3,500	1,170	8,500	8,500
Insurance	332,632	290,270	474,300	303,493	251,000	251,000
Promotion and Advertising	10,280	10,163	45,800	1,460	49,500	49,500
Office Expenses	10,637	12,643	20,000	16,457	21,000	21,000
IT & Monitoring	66,029	81,283	92,000	87,277	155,450	155,450
Credit Card Fees	-	527	144,441	54,111	55,834	55,834
Bank Fees	-	-	-	-	3,000	3,000
Dues	23,115	61,253	35,120	19,770	24,750	24,750
Repairs & Maintenance	636,401	119,929	426,000	120,092	118,500	118,500
Supplies and Small Tools	111,554	72,889	60,250	46,303	71,500	71,500
Utilities and Communication	119,651	181,595	212,540	151,203	186,720	186,720
Legal Fees	325,120	128,250	325,000	242,772	300,000	300,000
Professional Services	90,950	87,362	-	-	-	-
Contracted Services	167,002	477,557	597,500	792,967	3,372,975	3,378,560
Licenses, Subscriptions & Fees	66,412	106,207	73,200	70,328	34,940	34,940
Community Services	51,622	48,818	53,600	49,262	2,500	2,500
Travel and Meetings	24,748	38,732	57,100	28,714	48,400	48,400
Education	8,030	17,460	21,000	16,177	21,100	21,100
Leases and Rents	12,509	12,442	13,500	-	14,000	14,000
Taxes	4,488	8,496	9,500	6,289	61,469	61,469
Miscellaneous	1,696	13,729	19,500	6,814	10,500	10,500
Port Funded Grants	-	-	-	-	260,000	260,000
<b>Materials &amp; Services</b>	<b>2,062,876</b>	<b>1,769,605</b>	<b>2,683,851</b>	<b>2,014,659</b>	<b>5,071,638</b>	<b>5,077,223</b>
Capital Outlay	1,017,226	1,453,365	10,629,000	1,062,582	2,845,656	2,845,656
	<b>1,017,226</b>	<b>1,453,365</b>	<b>10,629,000</b>	<b>1,062,582</b>	<b>2,845,656</b>	<b>2,845,656</b>
Debt Service	4,858,301	497,321	1,482,553	766,866	1,279,661	1,279,661
	<b>4,858,301</b>	<b>497,321</b>	<b>1,482,553</b>	<b>766,866</b>	<b>1,279,661</b>	<b>1,279,661</b>
Contingency	-	-	900,000	-	900,000	900,000
	<b>-</b>	<b>-</b>	<b>900,000</b>	<b>-</b>	<b>900,000</b>	<b>900,000</b>
Reserve for Future Expenditure	-	-	1,157,300	-	1,562,622	1,562,622
	<b>-</b>	<b>-</b>	<b>1,157,300</b>	<b>-</b>	<b>1,562,622</b>	<b>1,562,622</b>
Unappropriated Ending Fund Balance	-	-	4,541,519	-	3,109,091	3,103,506
	<b>-</b>	<b>-</b>	<b>4,541,519</b>	<b>-</b>	<b>3,109,091</b>	<b>3,103,506</b>
<b>Total Requirements</b>	<b>9,157,457</b>	<b>5,033,056</b>	<b>23,207,112</b>	<b>5,080,037</b>	<b>16,375,918</b>	<b>16,375,918</b>
Resources less Requirements	4,614,493	5,937,146	-	8,784,094	-	-

## Administration

### General Fund: Administration

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
Property Taxes	4,871	5,136	4,900	5,085	5,349	5,349
Leases	58,134	26,590	-	931	300	300
Miscellaneous Revenue	12,418	7,846	30,000	12,044	50,000	50,000
Grants & Restricted	294,746	-	50,000	-	-	-
Loan Proceeds	78,008	-	-	-	-	-
Interest Income	14,291	157,971	132,000	232,817	200,000	200,000
<b>Total Resources</b>	<b>462,468</b>	<b>197,543</b>	<b>216,900</b>	<b>250,877</b>	<b>255,649</b>	<b>255,649</b>
<b>Requirements</b>						
Salaries and Wages	494,521	381,182	465,677	379,649	487,000	487,000
Payroll Taxes & EE Benefits	173,784	163,174	221,257	177,153	224,500	224,500
Personnel Services	668,305	544,356	686,934	556,802	711,500	711,500
Full Time Equivalent (FTE)			8		6	6
Employee Recognition	-	-	3,500	1,170	7,000	7,000
Insurance	45,402	62,948	-	-	-	-
Promotion and Advertising	2,468	118	-	-	20,000	20,000
Office Expenses	7,063	6,458	15,000	14,037	20,000	20,000
IT & Monitoring	60,959	55,678	80,000	73,881	100,000	100,000
Bank Fees	-	-	-	-	3,000	3,000
Dues	22,362	5,348	8,500	18,221	24,750	24,750
Repairs & Maintenance	18,599	-	1,000	-	1,000	1,000
Supplies and Small Tools	77,128	4,854	6,000	733	-	-
Utilities and Communication	77,690	23,582	52,300	20,719	31,600	31,600
Legal Fees	325,120	128,250	325,000	242,772	300,000	300,000
Professional Services	7,028	37,543	-	-	-	-
Contracted Services	90,098	88,775	100,000	124,688	363,360	363,360
Licenses, Subscriptions & Fees	40,560	23,961	8,000	12,279	24,540	24,540
Community Services	-	4,045	-	-	-	-
Travel and Meetings	23,578	29,480	44,400	21,928	44,400	44,400
Education	7,073	15,089	18,000	16,177	18,000	18,000
Leases and Rents	12,447	12,442	-	-	-	-
Miscellaneous	940	5,233	4,000	525	4,000	4,000
Port Funded Grant	-	-	-	-	260,000	260,000
Materials & Services	818,515	503,804	665,700	547,130	1,221,650	1,221,650
<b>Total Requirements</b>	<b>1,486,820</b>	<b>1,048,160</b>	<b>1,352,634</b>	<b>1,103,932</b>	<b>1,933,150</b>	<b>1,933,150</b>
<b>Resources less Requirements</b>	<b>(1,024,352)</b>	<b>(850,617)</b>	<b>(1,135,734)</b>	<b>(853,055)</b>	<b>(1,677,501)</b>	<b>(1,677,501)</b>

## General Operations

<b>General Fund: General Operations</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
Leases	50	409	-	-	-	-
Fees	-	-	-	-	15,000	15,000
Miscellaneous Revenue	152	1,557	15,000	11,464	-	-
Grants & Restricted	-	4,682	-	12,326	-	-
<b>Total Resources</b>	<b>202</b>	<b>6,648</b>	<b>15,000</b>	<b>23,790</b>	<b>15,000</b>	<b>15,000</b>
<b>Requirements</b>						
Salaries and Wages	68,676	157,775	323,337	239,483	264,500	264,500
Payroll Taxes & EE Benefits	2,808	77,181	147,086	94,385	130,000	130,000
Personnel Services	71,484	234,956	470,423	333,868	394,500	394,500
Full Time Equivalent (FTE)			6		4.25	4.25
Employee Recognition	-	-	-	-	500	500
Insurance	430	-	83,000	97,448	100,000	100,000
Promotion and Advertising	-	70	1,000	-	1,000	1,000
Office Expenses	144	1,049	-	409	1,000	1,000
IT & Monitoring	-	5,529	-	3,120	-	-
Credit Card Fees	-	-	-	-	750	750
Dues	-	16,731	20,000	-	-	-
Repairs & Maintenance	-	20,923	287,500	31,394	67,000	67,000
Supplies and Small Tools	325	43,005	21,000	38,869	57,000	57,000
Utilities and Communication	347	71,746	67,640	52,580	68,000	68,000
Contracted Services	44,225	113,775	222,000	68,533	119,000	119,000
Licenses, Subscriptions & Fees	1,560	1,559	-	1,852	2,900	2,900
Community Services	44,317	44,773	53,600	49,262	-	-
Travel and Meetings	546	6,520	10,000	7,091	2,500	2,500
Education	-	2,165	2,000	-	2,500	2,500
Leases and Rents	-	-	13,500	-	14,000	14,000
Miscellaneous	-	404	2,000	300	2,000	2,000
Materials & Services	91,894	328,249	783,240	350,858	438,150	438,150
Capital Outlay	88,008	-	275,000	161,185	137,000	137,000
Capital Outlay	88,008	-	275,000	161,185	137,000	137,000
<b>Total Requirements</b>	<b>251,386</b>	<b>563,205</b>	<b>1,528,663</b>	<b>845,911</b>	<b>969,650</b>	<b>969,650</b>
<b>Resources less Requirements</b>	<b>(251,184)</b>	<b>(556,557)</b>	<b>(1,513,663)</b>	<b>(822,121)</b>	<b>(954,650)</b>	<b>(954,650)</b>



Marine Park and Recreational Areas – Other

<b>General Fund: MPRA - Other</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
Grants & Restricted	-	-	-	-	-	-
<b>Total Resources</b>	-	-	-	-	-	-
<b>Requirements</b>						
Salaries and Wages	10,044	62,233	-	-	-	-
Payroll Taxes & EE Benefits	1,715	11,210	-	-	-	-
Personnel Services Full Time Equivalent (FTE)	11,759	73,443	-	-	-	-
Repairs & Maintenance	-	2,990	-	-	-	-
Supplies and Small Tools	-	1,830	-	-	-	-
Licenses, Subscriptions & Fees	-	300	-	-	-	-
Travel and Meetings	-	1,242	-	-	-	-
Materials & Services	-	6,362	-	-	-	-
<b>Total Requirements</b>	11,759	79,805	-	-	-	-
<b>Resources less Requirements</b>	(11,759)	(79,805)	-	-	-	-

## Toll Bridge

<b>General Fund: Toll Bridge</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
Bridge Tolls	2,642,860	3,289,497	3,330,000	3,250,000	3,200,000	3,200,000
Fees	309	-	-	-	-	-
<b>Total Resources</b>	<b>2,643,169</b>	<b>3,289,497</b>	<b>3,330,000</b>	<b>3,250,000</b>	<b>3,200,000</b>	<b>3,200,000</b>
<b>Requirements</b>						
Salaries and Wages	265,318	247,306	212,507	217,583	187,000	187,000
Payroll Taxes & EE Benefits	72,314	71,377	90,020	59,784	115,000	115,000
Personnel Services	337,632	318,683	302,527	277,367	302,000	302,000
Full Time Equivalent (FTE)			6		6	6
Employee Recognition	-	-	-	-	1,000	1,000
Insurance	250,095	163,570	185,000	152,712	151,000	151,000
Promotion and Advertising	791	-	-	-	1,500	1,500
Office Expenses	2,113	4,462	-	427	-	-
IT & Monitoring	1,170	650	1,500	2,141	42,650	42,650
Credit Card Fees	-	-	59,400	40,084	40,000	40,000
Dues & Subscriptions	595	36,335	500	-	-	-
Repairs & Maintenance	532,711	12,398	45,000	3,579	4,000	4,000
Supplies and Small Tools	12,565	4,881	2,000	2,809	2,000	2,000
Utilities and Communication	5,968	8,094	12,000	6,985	8,000	8,000
Professional Services	26,554	45,939	-	-	-	-
Contracted Services	5,846	88,934	70,000	81,309	239,000	239,000
Licenses, Subscriptions & Fees	991	45,819	50,000	52,060	-	-
Travel and Meetings	516	1,269	-	(259)	1,000	1,000
Education	-	-	-	-	500	500
Miscellaneous	220	142	1,000	59	1,000	1,000
Materials & Services	840,135	412,493	426,400	341,906	491,650	491,650
<b>Total Requirements</b>	<b>1,177,767</b>	<b>731,176</b>	<b>728,927</b>	<b>619,273</b>	<b>793,650</b>	<b>793,650</b>
<b>Resources less Requirements</b>	<b>1,465,402</b>	<b>2,558,321</b>	<b>2,601,073</b>	<b>2,630,727</b>	<b>2,406,350</b>	<b>2,406,350</b>

## Commercial Properties

<b>General Fund: Commercial Properties</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
Leases	1,271,604	802,860	1,487,322	797,660	902,000	902,000
Fees	-	-	-	-	52,919	52,919
Miscellaneous Revenue	3,721	58,656	-	152,319	-	-
Interest Income	33,432	4,898	-	-	-	-
Gain (Loss) on Sale of Assets	(281,919)	295,220	-	-	-	-
<b>Total Resources</b>	<b>1,026,838</b>	<b>1,161,634</b>	<b>1,487,322</b>	<b>949,979</b>	<b>954,919</b>	<b>954,919</b>
<b>Requirements</b>						
Salaries and Wages	45,397	35,894	-	-	16,750	16,750
Payroll Taxes & EE Benefits	7,097	6,949	-	-	8,500	8,500
Personnel Services	52,494	42,843	-	-	25,250	25,250
Full Time Equivalent (FTE)			-	-	0.25	0.25
Insurance	36,316	36,912	40,000	53,333	-	-
Promotion and Advertising	4,380	9,124	23,000	712	23,000	23,000
IT & Monitoring	3,900	6,870	8,000	8,135	8,000	8,000
Dues	158	316	500	-	-	-
Repairs & Maintenance	56,040	50,238	75,000	82,160	40,000	40,000
Supplies and Small Tools	6,085	5,974	8,000	323	8,000	8,000
Utilities and Communication	14,203	37,956	49,200	36,080	54,200	54,200
Professional Services	3,634	3,880	-	-	-	-
Contracted Services	10,507	-	-	13,501	30,000	30,000
Licenses, Subscriptions & Fees	11,503	3,814	-	945	-	-
Education	957	-	-	-	-	-
Leases and Rents	62	-	-	-	-	-
Taxes	-	-	-	-	52,919	52,919
Miscellaneous	336	-	500	-	500	500
Materials & Services	148,081	155,084	204,200	195,189	216,619	216,619
<b>Total Requirements</b>	<b>200,575</b>	<b>197,927</b>	<b>204,200</b>	<b>195,189</b>	<b>241,869</b>	<b>241,869</b>
<b>Resources less Requirements</b>	<b>826,263</b>	<b>963,707</b>	<b>1,283,122</b>	<b>754,790</b>	<b>713,050</b>	<b>713,050</b>

## Campground

<b>General Fund: Campground</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
Rents	-	-	-	-	18,615	18,615
Fees	112,027	94,551	95,000	82,547	95,000	95,000
<b>Total Resources</b>	<b>112,027</b>	<b>94,551</b>	<b>95,000</b>	<b>82,547</b>	<b>113,615</b>	<b>113,615</b>
<b>Requirements</b>						
Salaries and Wages	1,172	388	-	-	16,750	16,750
Payroll Taxes & EE Benefits	116	71	-	-	8,500	8,500
Personnel Services	1,288	459	-	-	25,250	25,250
Full Time Equivalent (FTE)			-		0.25	0.25
Promotion and Advertising	504	-	500	748	1,500	1,500
Office Expenses	591	380	1,000	552	-	-
IT & Monitoring	-	-	-	-	4,800	4,800
Credit Card Fees	-	-	9,500	1,064	5,681	5,681
Dues	-	520	550	-	-	-
Repairs & Maintenance	-	1,192	4,500	-	4,500	4,500
Supplies and Small Tools	388	562	1,000	-	1,500	1,500
Utilities and Communication	8,890	8,891	12,000	12,948	13,920	13,920
Contracted Services	5,339	6,354	11,000	8,936	27,415	33,000
Licenses, Subscriptions & Fees	4,788	3,591	2,400	3,192	1,500	1,500
Taxes	4,488	8,496	9,500	6,289	8,550	8,550
Miscellaneous		-	500	-	500	500
Materials & Services	24,988	29,986	52,450	33,729	69,866	75,451
Capital Outlay	-	-	115,000	-	-	-
Capital Outlay	-	-	115,000	-	-	-
<b>Total Requirements</b>	<b>26,276</b>	<b>30,445</b>	<b>167,450</b>	<b>33,729</b>	<b>95,116</b>	<b>100,701</b>
<b>Resources less Requirements</b>	<b>85,751</b>	<b>64,106</b>	<b>(72,450)</b>	<b>48,818</b>	<b>18,499</b>	<b>12,914</b>

## Marina

<b>General Fund: Marina</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
Rents	53,107	33,253	37,300	38,818	37,300	37,300
Miscellaneous Revenue	968	245	-	-	-	-
<b>Total Resources</b>	<b>54,075</b>	<b>33,498</b>	<b>37,300</b>	<b>38,818</b>	<b>37,300</b>	<b>37,300</b>
<b>Requirements</b>						
Salaries and Wages	856	205	-	-	16,750	16,750
Payroll Taxes & EE Benefits	466	37	-	-	8,500	8,500
Personnel Services	1,322	242	-	-	25,250	25,250
Full Time Equivalent (FTE)			-		0.25	0.25
Payroll Expenses						
Insurance	-	9,446	-	-	-	-
Office Expenses	66	39	-	-	-	-
IT & Monitoring	-	11,906	-	-	-	-
Credit Card Fees	-	-	3,730	1,941	1,865	1,865
Dues	-	1,575	-	1,549	-	-
Repairs & Maintenance	22,695	20,746	3,000	2,959	2,000	2,000
Supplies and Small Tools	4,712	6,541	2,000	2,199	2,000	2,000
Utilities and Communication	8,240	8,378	11,400	9,175	11,000	11,000
Contracted Services	123	152	52,500	-	3,200	3,200
Licenses, Subscriptions & Fees	-	83	-	-	-	-
Miscellaneous	-	-	500	-	500	500
Materials & Services	35,836	58,866	73,130	17,823	20,565	20,565
<b>Total Requirements</b>	<b>37,158</b>	<b>59,108</b>	<b>73,130</b>	<b>17,823</b>	<b>45,815</b>	<b>45,815</b>
<b>Resources less Requirements</b>	<b>16,917</b>	<b>(25,610)</b>	<b>(35,830)</b>	<b>20,995</b>	<b>(8,515)</b>	<b>(8,515)</b>



Sternwheeler

<b>General Fund: Sternwheeler</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
Leases	92,218	78,319	538,108	126,000	100,000	100,000
Miscellaneous Revenue	-	225	-	-	-	-
Grants & Restricted	-	-	-	500,000	-	-
<b>Total Resources</b>	<b>92,218</b>	<b>78,544</b>	<b>538,108</b>	<b>626,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Requirements</b>						
Salaries and Wages	-	24,566	153,326	5,088	-	-
Payroll Taxes & EE Benefits	-	2,493	72,040	1,335	-	-
Personnel Services	-	27,059	225,366	6,423	-	-
Full Time Equivalent (FTE)			4.5		-	-
Insurance	-	17,394	166,300	-	-	-
Promotion and Advertising	-	63	19,000	-	-	-
Office Expenses	-	19	2,000	-	-	-
IT & Monitoring	-	-	2,500	-	-	-
Credit Card Fees	-	-	53,811	-	-	-
Dues & Subscriptions	-	360	5,000	-	-	-
Repairs & Maintenance	2,071	9,307	10,000	-	-	-
Supplies and Small Tools	-	3,427	17,250	125	-	-
Utilities and Communication	-	11,915	8,000	11,516	-	-
Contracted Services	10,142	178,642	2,000	496,000	10,000	10,000
Licenses, Subscriptions & Fees	3,420	12,401	10,000	-	-	-
Travel and Meetings	-	107	2,000	(54)	-	-
Education	-	117	-	-	-	-
Miscellaneous	-	90	10,000	-	-	-
Materials & Services	15,633	233,842	307,861	507,587	10,000	10,000
Capital Outlay	-	-	-	-	75,000	75,000
Capital Outlay	-	-	-	-	75,000	75,000
<b>Total Requirements</b>	<b>15,633</b>	<b>260,901</b>	<b>533,227</b>	<b>514,010</b>	<b>85,000</b>	<b>85,000</b>
<b>Resources less Requirements</b>	<b>76,585</b>	<b>(182,357)</b>	<b>4,881</b>	<b>111,990</b>	<b>15,000</b>	<b>15,000</b>

## Marine Park and Recreational Areas - Events

<b>General Fund: MPRA - Events</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
Rents	70,867	117,752	100,000	118,000	145,000	145,000
Fees	-	-	-	-	5,000	5,000
Grants & Restricted	-	1,000	-	-	-	-
<b>Total Resources</b>	<b>70,867</b>	<b>118,752</b>	<b>100,000</b>	<b>118,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Requirements</b>						
Salaries and Wages	43,743	55,485	45,967	49,179	88,000	88,000
Payroll Taxes & EE Benefits	6,294	11,475	22,842	12,291	35,500	35,500
Personnel Services	50,037	66,960	68,809	61,470	123,500	123,500
Full Time Equivalent (FTE)			0.5		1.5	1.5
Promotion and Advertising	2,137	788	2,300	-	2,500	2,500
Office Expenses	31	140	1,000	1,032	-	-
IT & Monitoring	-	650	-	-	-	-
Credit Card Fees	-	527	10,000	6,765	7,500	7,500
Repairs & Maintenance	-	1,536	-	-	-	-
Supplies and Small Tools	617	159	1,000	-	1,000	1,000
Utilities and Communication	3,008	10,613	-	1,200	-	-
Contracted Services	722	-	-	-	-	-
Licenses, Subscriptions & Fees	-	5,646	2,400	-	6,000	6,000
Community Services	7,305	-	-	-	-	-
Travel and Meetings	54	114	700	8	500	500
Education	-	89	-	-	100	100
Miscellaneous	-	271	1,000	829	2,000	2,000
Materials & Services	13,874	20,533	18,400	9,834	19,600	19,600
<b>Total Requirements</b>	<b>63,911</b>	<b>87,493</b>	<b>87,209</b>	<b>71,304</b>	<b>143,100</b>	<b>143,100</b>
<b>Resources less Requirements</b>	<b>6,956</b>	<b>31,259</b>	<b>12,791</b>	<b>46,696</b>	<b>6,900</b>	<b>6,900</b>

## Marine Park and Recreational Areas - Parking – Security

<b>General Fund: MPRA - Parking - Security</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
Fees	81,204	75,042	80,000	27,761	-	-
<b>Total Resources</b>	<b>81,204</b>	<b>75,042</b>	<b>80,000</b>	<b>27,761</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>						
Salaries and Wages	22,379	3,183	35,000	-	-	-
Payroll Taxes & EE Benefits	2,354	581	23,830	-	-	-
Personnel Services	24,733	3,764	58,830	-	-	-
Full Time Equivalent (FTE)			1			
Insurance	389	-	-	-	-	-
Office Expenses	629	96	1,000	-	-	-
Credit Card Fees	-	-	8,000	4,257	-	-
Dues & Subscriptions	-	68	70	-	-	-
Repairs & Maintenance	4,285	599	-	-	-	-
Supplies and Small Tools	9,734	1,656	2,000	1,245	-	-
Utilities and Communication	1,305	420	-	-	-	-
Professional Services	53,734	-	-	-	-	-
Contracted Services	-	925	-	-	-	-
Licenses, Subscriptions & Fees	3,590	9,033	400	-	-	-
Travel and Meetings	54	-	-	-	-	-
Education	-	-	1,000	-	-	-
Miscellaneous	200	-	-	-	-	-
Materials & Services	73,920	12,797	12,470	5,502	-	-
<b>Total Requirements</b>	<b>98,653</b>	<b>16,561</b>	<b>71,300</b>	<b>5,502</b>	<b>-</b>	<b>-</b>
<b>Resources less Requirements</b>	<b>(17,449)</b>	<b>58,481</b>	<b>8,700</b>	<b>22,259</b>	<b>-</b>	<b>-</b>

## Port Sponsored Events

<b>General Fund: Port Sponsored Events</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
<b>Fees</b>	-	-	-	-	750	750
<b>Donations</b>	-	-	-	-	15,000	15,000
<b>Total Resources</b>	-	-	-	-	15,750	15,750
<b>Requirements</b>						
<b>Salaries and Wages</b>	-	-	-	-	-	-
<b>Payroll Taxes &amp; EE Benefits</b>	-	-	-	-	-	-
<b>Personnel Services</b>	-	-	-	-	-	-
<b>Full Time Equivalent (FTE)</b>	-	-	-	-	-	-
<b>Credit Card Fees</b>	-	-	-	-	38	38
<b>Contracted Services</b>	-	-	-	-	25,000	25,000
<b>Community Services</b>	-	-	-	-	2,500	2,500
<b>Materials &amp; Services</b>	-	-	-	-	27,538	27,538
<b>Total Requirements</b>	-	-	-	-	27,538	27,538
<b>Resources less Requirements</b>	-	-	-	-	(11,788)	(11,788)

## Development

<b>General Fund: Development</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
<b>Resources</b>						
Flex 5 Loan	5,414,000	-	-	-	-	-
Flex 6 loan	859,866	-	-	46,891	-	-
Loan Proceeds	6,273,866	-	-	46,891	-	-
Gorges Beer Land Sale	275,000	-	-	-	-	-
Loan Repayments	275,000	-	-	-	-	-
ARPA	-	1,300,000	-	-	-	-
State Grants	-	-	-	-	86,000	86,000
Legislative Appropriation (lottery funds)	-	-	2,400,000	2,400,000	-	-
Bridge of the Gods Trailhead Grant	-	-	178,000	102,822	-	-
Experience Mt Hood Gorge	-	-	-	9,500	9,500	9,500
Cascade Locks Trail System Grant	-	-	140,000	-	154,091	154,091
Bridge Strengthening Project Grant	-	-	6,000,000	-	2,500,000	2,500,000
Grants	-	1,300,000	8,718,000	2,512,322	2,749,591	2,749,591
<b>Total Resources</b>	<b>6,548,866</b>	<b>1,300,000</b>	<b>8,718,000</b>	<b>2,559,213</b>	<b>2,749,591</b>	<b>2,749,591</b>
<b>Requirements</b>						
Contracted Services	-	-	140,000	-	2,556,000	2,556,000
Materials & Services	-	-	140,000	-	2,556,000	2,556,000
ARPA	-	666,102	956,000	633,898	-	-
Flex 5 Expansion	346,967	787,263	-	-	-	-
LGGP	-	-	-	128,527	71,473	71,473
RTP Grant	-	-	178,000	28,217	162,183	162,183
Bridge Strengthening Project	-	-	6,000,000	-	-	-
Business Park Infrastructure	-	-	2,400,000	-	2,400,000	2,400,000
Flex 6	366,892	-	-	48,309	-	-
Flex 2	28,047	-	-	-	-	-
Flex 4	17,605	-	-	-	-	-
Building & Building Improvements	-	-	-	62,446	-	-
Other	169,707	-	-	-	-	-
Capital Outlay	929,218	1,453,365	9,534,000	901,397	2,633,656	2,633,656
<b>Total Requirements</b>	<b>929,218</b>	<b>1,453,365</b>	<b>9,674,000</b>	<b>901,397</b>	<b>5,189,656</b>	<b>5,189,656</b>
<b>Resources less Requirements</b>	<b>5,619,648</b>	<b>(153,365)</b>	<b>(956,000)</b>	<b>1,657,816</b>	<b>(2,440,065)</b>	<b>(2,440,065)</b>



## Non-Allocated

<b>General Fund: Non-Allocated</b>	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved
Capital Outlay	-	-	705,000	-	-	-
Capital Outlay	-	-	705,000	-	-	-
Debt Service	4,858,301	497,321	1,482,553	766,866	1,279,661	1,279,661
Debt Service	4,858,301	497,321	1,482,553	766,866	1,279,661	1,279,661
Contingency	-	-	900,000	-	900,000	900,000
Contingency	-	-	900,000	-	900,000	900,000
<b>Total Requirements</b>	<b>4,858,301</b>	<b>497,321</b>	<b>3,087,553</b>	<b>766,866</b>	<b>2,179,661</b>	<b>2,179,661</b>
<b>Resources less Requirements</b>	<b>(4,858,301)</b>	<b>(497,321)</b>	<b>(3,087,553)</b>	<b>(766,866)</b>	<b>(2,179,661)</b>	<b>(2,179,661)</b>

# Salary Schedule

Employees, Benefits & Tax Cost for 2024-25  
 CPI 3%

Name	Salary	13.30% or 17.32% PERS		1.45% Medicare	6.20% SS	W/C	1% Fam Leave	5% SUTA	Dental	Medical	Disability	Total
<b>Full Time</b>												
<b>Salary Staff</b>												
Executive Director	\$ 120,942.00	\$ 16,805.00	\$ 1,754.00	\$ 7,498.00	\$ 378.00	\$ 1,209.00	\$ 6,047.00	\$ 500.00	\$ 12,454.80	\$ 400.00	\$ 169,376.88	
Deputy Executive Director	\$ 118,000.00	\$ 15,694.00	\$ 1,711.00	\$ 7,316.00	\$ 378.00	\$ 1,180.00	\$ 5,900.00	\$ 1,053.00	\$ 17,744.88	\$ 400.00	\$ 189,944.80	
Maintenance Manager	\$ 77,908.00	\$ 10,362.00	\$ 1,130.00	\$ 4,830.00	\$ 2,661.00	\$ 779.00	\$ 3,895.00	\$ 710.00	\$ 12,454.80	\$ 400.00	\$ 115,129.80	
Operations Manager	\$ 67,000.00	\$ 8,911.00	\$ 972.00	\$ 4,154.00	\$ 378.00	\$ 670.00	\$ 3,350.00	\$ 500.00	\$ 12,454.80	\$ 400.00	\$ 98,789.80	
Events Manager	\$ 63,000.00	\$ 8,379.00	\$ 972.00	\$ 3,906.00	\$ 378.00	\$ 630.00	\$ 3,150.00	\$ 500.00	\$ 12,454.80	\$ 400.00	\$ 93,789.80	
<b>Total</b>	\$ 446,850.00	\$ 60,151.00	\$ 6,539.00	\$ 27,704.00	\$ 4,173.00	\$ 4,468.00	\$ 22,342.00	\$ 3,263.00	\$ 67,564.08	\$ 2,000.00	\$ 645,054.08	
<b>Hourly Staff</b>												
Toll Collector LS (1560 hours)	\$ 31,200.00	\$ 4,150.00	\$ 452.00	\$ 1,934.00	\$ 802.00	\$ 312.00	\$ 1,560.00	\$ 500.00	\$ 12,454.80	\$ 400.00	\$ 53,764.80	
Toll Collector SP (1560 hours)	\$ 33,734.00	\$ 4,487.00	\$ 489.00	\$ 2,092.00	\$ 802.00	\$ 337.00	\$ 1,687.00	\$ 500.00	\$ 12,454.80	\$ 400.00	\$ 56,982.80	
Maintenance Worker 2	\$ 66,111.00	\$ 8,793.00	\$ 959.00	\$ 4,099.00	\$ 2,661.00	\$ 661.00	\$ 3,306.00	\$ 500.00	\$ 12,454.80	\$ 400.00	\$ 99,944.80	
Maintenance Worker 1	\$ 60,343.00	\$ 8,026.00	\$ 875.00	\$ 3,741.00	\$ 2,661.00	\$ 603.00	\$ 3,17.00	\$ 500.00	\$ 12,454.80	\$ 400.00	\$ 89,920.80	
Maintenance Worker	\$ 44,225.00	\$ 5,882.00	\$ 641.00	\$ 4,742.00	\$ 2,661.00	\$ 442.00	\$ 2,211.00	\$ 500.00	\$ 12,454.80	\$ 400.00	\$ 74,158.80	
Accounting Administrator	\$ 76,952.00	\$ 13,328.00	\$ 1,116.00	\$ 4,771.00	\$ 378.00	\$ 770.00	\$ 3,848.00	\$ 500.00	\$ 12,454.80	\$ 400.00	\$ 114,517.80	
Administrative Assistant	\$ 54,524.00	\$ 7,252.00	\$ 791.00	\$ 3,380.00	\$ 378.00	\$ 545.00	\$ 2,726.00	\$ 1,053.00	\$ 12,454.80	\$ 400.00	\$ 83,503.80	
Accounting Specialist I	\$ 49,440.00	\$ 6,576.00	\$ 717.00	\$ 3,065.00	\$ 378.00	\$ 494.00	\$ 2,472.00	\$ 672.00	\$ 12,454.80	\$ 475.00	\$ 76,743.80	
<b>Total</b>	\$ 416,529.00	\$ 58,494.00	\$ 6,040.00	\$ 27,824.00	\$ 10,171.00	\$ 4,164.00	\$ 18,127.00	\$ 4,728.00	\$ 99,638.40	\$ 3,275.00	\$ 649,537.40	
<b>Part Time</b>												
Toll Collector LS (1560 hours)	\$ 25,500.00	\$ 3,392.00	\$ 370.00	\$ 1,581.00	\$ 684.00	\$ 255.00	\$ 1,275.00	\$ 375.00	\$ 9,341.10	\$ 400.00	\$ 43,173.10	
Toll Collector SP (1560 hours)	\$ 23,447.00	\$ 3,118.00	\$ 340.00	\$ 1,454.00	\$ 684.00	\$ 237.00	\$ 1,172.00	\$ 375.00	\$ 9,341.10	\$ 400.00	\$ 40,568.10	
Toll Collector SH (1040 hours)	\$ 15,632.00	\$ 2,079.00	\$ 227.00	\$ 696.00	\$ 360.00	\$ 156.00	\$ 782.00	\$ 250.00	\$ 6,227.40	\$ 400.00	\$ 26,809.40	
Toll Collector SK (1040 hours)	\$ 15,632.00	\$ 2,079.00	\$ 227.00	\$ 696.00	\$ 360.00	\$ 156.00	\$ 782.00	\$ 250.00	\$ 6,227.40	\$ 400.00	\$ 26,809.40	
Toll Collector DS (520 hours)	\$ 8,112.00	\$ 1,079.00	\$ 118.00	\$ 203.00	\$ 200.00	\$ 81.00	\$ 406.00	\$ -	\$ -	\$ 400.00	\$ 19,894.00	
Seasonal - Collector (1040 hours)	\$ 15,600.00	\$ 2,075.00	\$ 226.00	\$ 697.00	\$ 360.00	\$ 156.00	\$ 780.00	\$ -	\$ -	\$ -	\$ 19,894.00	
Seasonal - Collector (1040 hours)	\$ 15,600.00	\$ 2,075.00	\$ 226.00	\$ 697.00	\$ 360.00	\$ 156.00	\$ 780.00	\$ -	\$ -	\$ -	\$ 19,894.00	
Maintenance TC (1500 hours)	\$ 39,915.00	\$ 5,309.00	\$ 579.00	\$ 2,475.00	\$ 1,331.00	\$ 399.00	\$ 1,996.00	\$ 1,053.00	\$ 6,227.40	\$ 400.00	\$ 59,684.40	
Seasonal - Main (1500 hours)	\$ 25,500.00	\$ -	\$ 370.00	\$ 1,581.00	\$ 1,331.00	\$ 255.00	\$ 1,275.00	\$ -	\$ -	\$ -	\$ 30,312.00	
Seasonal - Events (1500 hours)	\$ 24,750.00	\$ -	\$ 359.00	\$ 1,535.00	\$ 1,331.00	\$ 248.00	\$ 1,238.00	\$ -	\$ -	\$ -	\$ 29,461.00	
Graveyard Differential \$0.30	\$ 1,000.00	\$ 133.00	\$ 15.00	\$ 62.00	\$ 5.00	\$ 10.00	\$ 50.00	\$ -	\$ -	\$ -	\$ 1,275.00	
Swing Differential \$0.15	\$ 1,000.00	\$ 133.00	\$ 15.00	\$ 62.00	\$ 3.00	\$ 10.00	\$ 50.00	\$ -	\$ -	\$ -	\$ 1,273.00	
Port Commission	\$ 211,988.00	\$ -	\$ -	\$ -	\$ 11,739.00	\$ -	\$ 7,009.00	\$ 120.00	\$ 2,303.00	\$ 37,364.40	\$ 2,400.00	\$ 309,752.40
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,218.00
<b>EMPLOYEE TOTAL</b>	\$ 1,075,067.00	\$ 140,117.00	\$ 15,651.00	\$ 67,267.00	\$ 15,014.00	\$ 10,751.00	\$ 51,055.00	\$ 10,291.00	\$ 204,566.88	\$ 7,675.00	\$ 1,604,343.88	

## Debt Service

		<u>7/1/2024</u>	Lender
Estimated	Business Park Road Improvements	\$ 33,209.48	Business Oregon
	Herman Creek Flex #1	\$ 554,427.77	Business Oregon
	Herman Creek Flex #2 & #4	\$ 1,888,000.00	Business Oregon
	Business Park Flex #5 pFriem	\$ 6,042,468.70	Umpqua Bank
	Business Park Flex #6	\$ 6,071,995.35	Business Oregon
	Vehicle 2021 Chevrolet Truck	\$ 40,793.59	Santander Bank
<b>Total Long Term Debt</b>		<b><u>\$ 14,630,894.89</u></b>	

### Fiscal Year Debt Service - Payment Details

	<u>Revenue Fund</u>	<u>Interest</u>	<u>Principal</u>	<u>Total</u>	
	<b><u>Business Park Road Improvements</u></b>				
	12/1/2024	\$ 2,431.89	\$ 15,428.32	\$ 17,860.21	
<b><u>Herman Creek Flex #1</u></b>					
	9/15/2024	\$ 6,185.30	\$ 7,872.24	\$ 14,057.54	
	12/15/2024	\$ 6,098.71	\$ 7,958.83	\$ 14,057.54	
	3/15/2025	\$ 6,011.16	\$ 8,046.38	\$ 14,057.54	
	6/15/2025	\$ 5,922.65	\$ 8,134.89	\$ 14,057.54	
	Debt Service:	\$ 24,217.82	\$ 32,012.34	\$ 56,230.16	
<b><u>Herman Creek Flex #2 &amp; #4</u></b>					
Estimated		7/1/2024	\$ 249,235.49	\$ 11,428.38	\$ 260,663.87
		10/1/2024	\$ 21,459.96	\$ 11,545.52	\$ 33,005.48
		1/1/2025	\$ 21,341.62	\$ 11,663.86	\$ 33,005.48
		4/1/2025	\$ 21,222.06	\$ 11,783.42	\$ 33,005.48
		Estimated Debt Service:	\$ 313,259.13	\$ 46,421.18	\$ 359,680.31
<b><u>Business Park Flex #5 pFriem</u></b>					
	12/15/2024	\$ 86,611.20	\$ -	\$ 86,611.20	
	6/15/2025	\$ 86,611.20	\$ 220,000.00	\$ 306,611.20	
	Debt Service:	\$ 173,222.40	\$ 220,000.00	\$ 393,222.40	
<b><u>Business Park Flex #6 Renewal</u></b>					
	7/1/2024	\$ 39,941.23	\$ 68,916.75	\$ 108,857.98	
	10/1/2024	\$ 39,446.75	\$ 69,411.23	\$ 108,857.98	
	1/1/2025	\$ 38,948.73	\$ 69,909.25	\$ 108,857.98	
	4/1/2025	\$ 38,447.13	\$ 70,410.85	\$ 108,857.98	
	Debt Service:	\$ 156,783.84	\$ 278,648.08	\$ 435,431.92	
<b><u>Vehicle 2021 Chevrolet Truck</u></b>					
	9/1/2024	\$ 899.30	\$ 7,718.70	\$ 8,618.00	
	3/1/2025	\$ 756.21	\$ 7,861.79	\$ 8,618.00	
	Debt Service:	\$ 1,655.51	\$ 15,580.49	\$ 17,236.00	
<b><u>Total Revenue Fund</u></b>		<b><u>\$ 671,570.59</u></b>	<b><u>\$ 608,090.41</u></b>	<b><u>\$ 1,279,661.00</u></b>	

---

---

## PORT COMMISSION REPORT

---

---

**TO:** PORT COMMISSION

**FROM:** GENEVIEVE SCHOLL, DEPUTY EXECUTIVE DIRECTOR

**SUBJECT: EMPLOYEE HANDBOOK UPDATE**

**DATE:** MAY 21, 2024

---

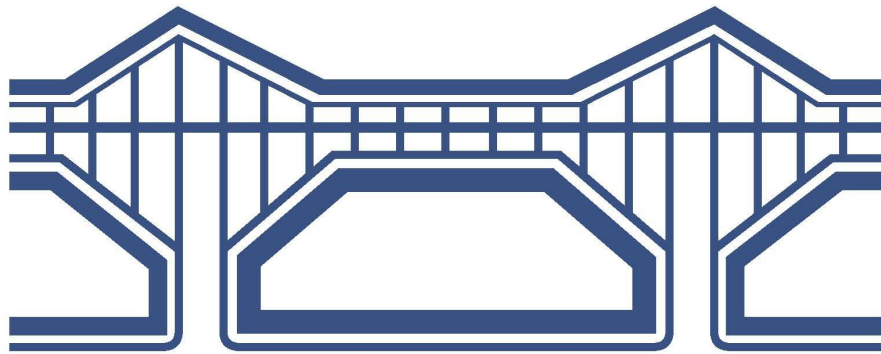
During the May 7 regular session meeting, the Commission reviewed the draft update to the Port's Employee Handbook and staff requested further Commission review and input to the draft. The attached draft includes edits and clarifications received from Commissioners individually through 2:00PM on Friday, May 17.

Staff requests further discussion and approval of the new Handbook, subject to final legal review, with an effective date of July 1, 2024.

**Recommendation:**

Motion to approve Employee Handbook effective July 1, 2024, subject to legal review and approval by the Executive Director.

# PORT OF CASCADE LOCKS EMPLOYEE HANDBOOK



## **PORT OF CASCADE LOCKS**

Adopted date: XXXX, XX, XXXX

Effective Date: XXXX, XX, XXXX





## WELCOME TO THE PORT OF CASCADE LOCKS

We are happy to welcome you to the Port of Cascade Locks! We take pride in selecting people such as you to join our organization, and we truly believe you will be a positive addition to our most important asset – our team of employees. As the main economic development entity for our community, our work is focused on creating a vibrant, resilient, business-friendly environment. Your work is important for the health and security of future generations of Cascade Locks residents. Thank you for joining the team!

The Employee Handbook outlines the Port's personnel policies. The handbook explains the Port's approach to personnel matters and is intended to establish clear expectations and consistent practice. Recognizing that employees are the foundation of any successful organization, our publicly elected Board of Commissioners works to support personnel policies that enable the Port to attract, develop, and retain outstanding staff.

Please review the handbook and feel free to discuss any questions or concerns you may have with any of these policies with your direct supervisor, the Deputy Executive Director (who functions as the lead Human Resources point of contact), or myself.

The Port is committed to encouraging professional development and growth in our staff, holding ourselves to high professional and ethical standards. With an open-door policy, we hope to cultivate a culture of inclusion and innovation. We welcome your ideas and suggestions for ways to improve Port operations and services.

Again, to new employees, welcome aboard. To those current employees receiving an updated handbook, I greatly appreciate your continued service.

Sincerely,

Jeremiah Blue

Executive Director

# TABLE OF CONTENTS

## Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>I</b>
<b>SECTION 1 INTRODUCTION TO THE PORT</b> .....	<b>1</b>
<b>MISSION, VISION, VALUES; COMMUNICATION PRINCIPLES AND ETHICS</b> .....	<b>2</b>
<b>MISSION</b> .....	<b>2</b>
<b>VISION</b> .....	<b>2</b>
<b>VALUES</b> .....	<b>2</b>
<b>CODE OF ETHICS</b> .....	<b>2</b>
<b>PORT DISTRICTS AND PORT OF CASCADE LOCKS HISTORY</b> .....	<b>3</b>
<b>EMPLOYEE HANDBOOK OVERVIEW</b> .....	<b>5</b>
Handbook Scope and Purpose .....	5
Employment Relationship.....	5
Employment Definitions .....	6
Changes in Policy .....	7
<b>SECTION 2 PORT PERSONNEL POLICIES</b> .....	<b>8</b>
<b>ETHICS &amp; PUBLIC OFFICIALS</b> .....	<b>9</b>
<b>GIFTS</b> .....	<b>9</b>
<b>USE OF OFFICIAL POSITION OR OFFICE</b> .....	<b>9</b>
Honoraria .....	10
Financial Interest in Public Contracts.....	11
<b>EQUAL EMPLOYMENT AND NON-DISCRIMINATION</b> .....	<b>11</b>
<b>HARASSMENT, INCLUDING SEXUAL HARASSMENT</b> .....	<b>11</b>
Sexual Harassment.....	12
Bullying & Workplace Violence .....	13
Safety Measures.....	14

Enforcement .....	15
Your Responsibilities .....	16
<b>DISABILITY ACCOMMODATION.....</b>	<b>16</b>
Pregnancy Accommodation Policy.....	17
<b>EMPLOYMENT ELIGIBILITY VERIFICATION .....</b>	<b>17</b>
<b>WHISTLEBLOWER PROTECTION .....</b>	<b>18</b>
Acting in Good Faith.....	19
No Retaliation .....	19
<b>RELIGIOUS ACCOMMODATION .....</b>	<b>19</b>
<b>RECRUITMENT AND HIRING .....</b>	<b>20</b>
Job Postings.....	20
Internal Recruitments .....	20
Employment Applications and Reference Checks .....	20
Pre-employment Background, Credit, and Drug Tests .....	21
Employment Motor Vehicle Record Checks .....	21
Employment of Relatives .....	21
<b>DISPUTE RESOLUTION .....</b>	<b>22</b>
<b>PERSONNEL FILE, PRIVACY AND CONFIDENTIALITY .....</b>	<b>23</b>
Right to Examine Personnel File .....	24
<b>PORT STANDARDS OF CONDUCT AND CORRECTIVE ACTION .....</b>	<b>25</b>
<b>BASIC WORKPLACE RULES SUMMARY.....</b>	<b>25</b>
Workplace Surveillance.....	26
<b>COMMUNICATIONS .....</b>	<b>26</b>
Open Door Policy .....	26
Interpersonal Communications .....	26
Workspace Bulletin Boards & Announcements.....	26
Confidentiality.....	26

Social Media and Networking .....	27
Subpoena and Deposition Response Procedure.....	28
<b>EMPLOYEE PERFORMANCE AND CONDUCT .....</b>	<b>29</b>
Performance Reviews .....	29
<b>STANDARDS OF CONDUCT.....</b>	<b>31</b>
Performance Standards .....	31
Prohibited Conduct .....	31
Off-Duty Conduct .....	32
<b>DRESS CODE.....</b>	<b>32</b>
Political Advocacy and Apparel Policy .....	33
<b>ATTENDANCE.....</b>	<b>34</b>
The Work Week .....	34
Absence Without Notice .....	34
Sick Leave Abuse .....	35
Inclement Weather Attendance .....	35
<b>ALCOHOL AND DRUGS .....</b>	<b>36</b>
Smoking.....	39
<b>DEPARTURE FROM PORT EMPLOYMENT .....</b>	<b>40</b>
At-Will Employment.....	40
Resignation .....	40
Layoff .....	40
Retirement .....	40
Disciplinary Termination .....	40
<b>SECTION 3 COMPENSATION .....</b>	<b>42</b>
<b>COMPENSATION PLAN .....</b>	<b>43</b>
<b>PAY EQUITY .....</b>	<b>43</b>
<b>COMPENSATION GOAL.....</b>	<b>43</b>

Overtime Pay .....	43
Holiday Pay .....	43
Lunch and Rest Periods.....	43
Lactation .....	44
Exceptions to Standard Workday/Workweek .....	44
Telework or Telecommute.....	45
<b>PAY PRACTICES .....</b>	<b>49</b>
Paydays .....	49
Time Recording .....	49
Time Records for Exempt Employees .....	49
Pay Period and Paydays .....	49
Payroll Deductions and Documents.....	50
Dispute Resolution Process for Paycheck Errors .....	50
Paycheck Advances .....	50
Employee Withholding Allowance Certificates (Form W-4) .....	50
Final Paycheck.....	50
<b>EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT.....</b>	<b>51</b>
Expense Reimbursement Procedure and Reports .....	51
Mileage Reimbursement.....	51
Credit Card Payment.....	51
Overnight Travel and Meal Expense Reimbursement .....	51
<b>SECTION 4 PORT BENEFITS AND SERVICES.....</b>	<b>53</b>
<b>INSURANCES .....</b>	<b>54</b>
Medical, Vision & Dental Insurance Overview.....	54
Workers' Compensation .....	56
<b>RETIREMENT.....</b>	<b>56</b>
Public Employees Retirement System (PERS) .....	56
Deferred Compensation.....	56

<b>VACATION AND HOLIDAYS .....</b>	<b>56</b>
Vacation Leave .....	56
Holidays.....	57
Requesting Vacation .....	58
<b>LEAVES OF ABSENCE .....</b>	<b>58</b>
Paid Personal Leave (PPL) .....	58
Family Medical Leave.....	59
Bereavement Leave .....	65
Paid Leave Oregon – Insurance.....	65
Crime Victims’ Leave.....	66
Leave to Donate Bone Marrow.....	66
Jury or Witness Duty.....	66
Volunteer Fire Fighter Leave.....	66
Uniform Services Leave and Re-Employment.....	67
Pregnancy Disability Leave.....	67
Personal Leave .....	67
Changes in Leave Status.....	67
<b>OTHER SERVICES .....</b>	<b>68</b>
Employee Assistance Program (EAP) .....	68
Uniforms and Logo Gear .....	68
Maintenance Department Boots and Rain Gear .....	68
Use of Port Facilities for Social Functions .....	69



SECTION 1  
INTRODUCTION TO THE PORT

## Mission, Vision, Values; Communication Principles and Ethics

### Mission

Through partnerships and preservation of the Bridge of the Gods, the Port is a promoter of economic growth, recreation, and tourism within the Columbia River Gorge.

### Vision

Our vision is that the Port will serve as a dynamic hub for economic development, blending commerce and recreation to enhance the livability of our community. With the Port's support, Cascade Locks will be known as a vibrant, business friendly, and environmentally sustainable city that offers an exceptional quality of life for current and future generations.

### Values

As Port professionals, we are:

#### **Collaborative**

Our community is our greatest strength. We strive to build productive relationships between the Port and our stakeholders—including residents, and city, county, Tribal members, business owners, and regional partners.

#### **Accountable**

We act ethically and transparently. We take responsibility for our actions and communicate intentionally with stakeholders to ensure a culture of openness, accountability, and integrity.

#### **Adaptable**

By embracing innovation and forward thinking, we strive to anticipate the needs of our current community and future generations.

#### **Caring**

We create an environment based on mutual respect, inclusion, and equitable treatment of all people.

#### **Effective**

As stewards of public resources, we make informed data-driven decisions to ensure the organization remains environmentally and financially sustainable now and into the future.

### Code of Ethics

The Port is a Special District, and all of its employees, volunteers, and Commissioners operate under Oregon Revised Statutes Chapter 777 and other state and federal laws. By statute, a port district is a local unit of government whose primary responsibilities are to enhance transportation, promote industrial development, manage recreational facilities, and encourage general economic growth and stability in the district. The Port abides by the ethics rules promulgated by the state

of Oregon. Port employees are expected to conduct business with the best interests of the Port in mind. Employees have the right to engage in activities outside of Port business which are of a private nature and unrelated to Port business that do not conflict with the best interests of the Port. No activity should be undertaken that conflicts with or appears to conflict with their Port responsibilities. A conflict of interest or the appearance of a conflict of interest exists whenever a reasonable and prudent person would believe that the activity in question creates such a conflict.

Examples of conflict of interest include but are not limited to:

- Having a monetary interest directly or indirectly in a contract or transaction for product or services paid for with Port funds.
- Accepting or soliciting any gift, favor, loan, or anything of value, which can reasonably be construed as given for the purpose of obtaining special consideration or influence.

If an employee is given anything of value that could be reasonably construed to create a conflict of interest, the employee must immediately report such activity to the Executive Director. Failure to report a potential conflict of interest will be grounds for disciplinary action up to and including termination. Contact the Deputy Executive Director if you have any questions regarding a possible conflict of interest including outside work.

## Port Districts and Port of Cascade Locks History

A port district is a local unit of government with primary responsibility for stimulating economic development and facilitating maritime shipping, aviation, and commercial interests of the region within the district boundaries.

The people of Oregon's coastal and Columbia River communities have organized themselves into 23 port districts. These districts are engaged in a wide variety of activities from water-borne commerce to managing recreational facilities and promoting industrial development. Ports typically provide an important hub for the economic activities in their region. Port powers are granted by the state legislature under ORS 777. Ports can only perform activities as specifically authorized by state statute.

Five primary types of activities in which port districts are authorized are:

1. Facilitating commerce and shipping
2. Operating or facilitating recreational enterprises
3. Facilitating commercial fishing
4. Encouraging industrial development
5. Channel maintenance

Responsibility for governing the port district resides in a board of five (5) elected commissioners, each of whom must be a registered voter residing within the boundaries of the port. Each commissioner is elected to a four-year term. Elections are held biennially on odd number years, with two (2) commissioners elected in one biennial election and three (3) the next year.

The board is required to meet monthly and may hold special meetings, all of which are held in accordance with public meeting laws. Proceedings of the board must be recorded and are public record available for review by any citizen. The board chooses from its members a president, vice president, secretary, treasurer and may hire staff to carry out day-to-day transactions for the port.

The usual role of a commissioner is to set policy; the responsibility of the administrative staff is to carry out these policies. More specifically, the role of a commissioner will vary from one port district to another. Each district is organized for greatest efficiency handling the tasks required for optimal operations of each district. The organizational structure of the commission board is determined by the commissioners themselves.

Established in 1937, the Port of Cascade Locks played a pivotal role in the Columbia River's navigation history. Initially formed to as a jurisdiction to accomplish Columbia River navigation channel improvements, the Port took ownership of the obsolete Cascade Locks from the U.S. Army Corps of Engineers in 1939, following the construction of Bonneville Dam. Since then, the Port has continuously evolved, launching numerous initiatives and facilities to drive economic development in the region.

The Port district encompasses the charming City of Cascade Locks, nestled along the Columbia River Gorge National Scenic Area, just 45 miles east of Portland and 20 miles west of Hood River. With a population of around 1,500, Cascade Locks offers a vibrant community atmosphere. The unincorporated areas within the district have minimal impact on the overall population size.

Today, the Port of Cascade Locks remains dedicated to fostering economic growth and prosperity in the region. Their commitment to innovation and collaboration ensures a bright future for Cascade Locks and the surrounding communities.

## Employee Handbook Overview

### Handbook Scope and Purpose

This handbook is designed as a guide to the Port’s policies, procedures, and practices relating to employment matters. All Port employees should familiarize themselves with the contents of the handbook and keep a copy for periodic reference and review. Please be sure to ask questions or seek clarification on any part of the handbook or any policy that is unclear to you right away from either your supervisor or the Deputy Executive Director, who functions as your lead Human Resources contact.

The handbook contains only general information and guidelines and is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies and procedures of the Port. The rules and policies apply to everyone employed at the Port and cannot be altered except by resolution of the Port Commission.

The Port reserves the right to revise, supplement, or rescind any policy or portion of the handbook from time to time as it deems necessary, in its sole discretion. The Executive Director may adopt policies and guidelines for the implementation of any of the policies in this handbook. Employees will be notified within 15 days of any changes as they occur and will be provided with written copies of the changes or additions. However, lack of written notice will not make any change in policy of no effect.

Neither this handbook nor any other organizational documents confer any contractual right, either express or implied, to remain in the Port’s employ. Your employment is not for any specific time and may be terminated by the Port, or you may resign, with or without reason or notice at any time. This handbook supersedes all prior versions and any other prior verbal or written provisions, descriptions, agreements or understandings of the Port’s policies, rules, procedures, and benefits addressed within.

In all matters covered by this handbook, including without limitation, working conditions, disciplinary matters, policy formations and compensation, the Port intends to reserve complete discretion except where limited by law. In all disputes, investigations or matters of controversy, Port determination of the facts, made in good faith, will be conclusive. The Port reserves the right to interpret these policies as situations arise and its interpretation, made in good faith, will be conclusive.

All references to the Human Resources Manager are references to the Deputy Executive Director, who functions as the lead contact for personnel matters, or the Executive Director in the absence of the Deputy Executive Director.

### Employment Relationship

As an employee of the Port of Cascade Locks, you are engaged in an “at will” employment relationship. This means that either you or the Port of Cascade Locks may terminate the

employment relationship at any time with or without reason or notice. Your employment with the Port is entered into voluntarily, and you are free to resign at any time and for any reason. Similarly, the Port is free to terminate the employment relationship at any time, for any reason. The Port's at will provision extends to all employees.

### Employment Definitions

The following terms are used to describe the classification of employees, their employment status, and special conditions:

**Exempt Employees.** Employees who are paid on a salary basis and whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and state law. Exempt employees are exempt from overtime pay requirements.

**Non-exempt Employees.** Employees who do not meet FLSA and state exemption criteria. Employees who are non-exempt are paid their regular rate of pay for hours worked up to 40 hours in a work week and a premium of 1.5 times their regular rate of pay for hours worked in excess of 40 hours per work week. Time is managed and recorded in 15-minute increments.

**Full-time Employees.** Employees whose position is scheduled to work 40 hours per week on an ongoing basis (longer than six months).

**Part-time Employees.** An employee who is normally scheduled to work less than 40 hours per week. Regular part-time employees whose budgeted regular schedule calls for 26 to 35 hours per week will be considered a 75% FTE (Full Time Equivalent). Regular part-time employees whose budget regular schedule calls for 18 to 25 hours per week will be considered a 50% FTE. Part-time employees are ineligible for some Port benefits.

**Probationary Employees.** Newly hired employees must serve a six-month probationary period which will include performance evaluations with the immediate supervisor at 30, 60, 90 and 180 days of service.

**Temporary or "Seasonal" Employees.** An employee who is hired for a specified period of time, usually no more than six [6] months. This classification is typically not eligible for benefits, except for those mandated by law.

**On-Call Employees.** An employee who does not have a set schedule and works only when called upon.

**Interns.** Students who are currently enrolled in an accredited school, hired for a limited period of time, usually during the summer. Interns may work a full-time or part-time schedule. Interns are ineligible for Port benefits except for those mandated by law. Interns may be paid by the Port, paid by other entities, or unpaid.

**Employment of Minors.** Generally, Port employees must be 18 years of age or older. Occasionally, the Port may hire students or others who are 16 or 17 years old, but the Executive Director must approve their hire in advance. State law defines work hours and conditions.

**Essential Personnel.** Employees designated as “Essential Personnel” on their position descriptions are required to report to work in emergencies even if the Port Office is closed for inclement weather conditions.

### Changes in Policy

The Employee Handbook functions as an introduction to the Port and as a guide to its overall expectations and policies. The policies described in the handbook are in effect when approved by the Board of Commissioners and supersede all other pre-existing policies and practices, expressed or implied, written or verbal, which may have been issued on subjects covered herein.

The Port reserves the right to make additions, deletions or other changes to the provisions and policies of the Employee Handbook as appropriate, and any changes will become effective upon adoption by the Board of Commissioners or when ordered by the Executive Director.

The Port will try to give employees immediate notice of any changes as is practicable under the circumstances, but lack of notice will not make any change in policy of no effect. In all matters covered by the handbook, including without limitation working conditions, disciplinary matters, policy formations and compensation, the Port intends to reserve complete discretion except where limited by law. In all disputes, investigations, or matters of controversy, Port determination of the facts, made in good faith, will be conclusive. The Port reserves the right to interpret these policies as situations arise and its interpretation, made in good faith, will be conclusive.

If you are uncertain about any policy or procedure, please check with your supervisor and/or the Deputy Executive Director. The information contained in this handbook applies to all employees of the Port. It is presented as a matter of information only, and its contents should not be interpreted as a contract between the Port and any of its employees.



SECTION 2  
PORT PERSONNEL POLICIES

## Ethics & Public Officials

We believe in treating people with respect and adhering to ethical and fair practices. All Public Officials are held accountable to the state's Ethics laws in ORS 244. As an employee of the Port of Cascade Locks, you are a public official. By state law, a public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an "agent." An "agent" means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances. As a Port employee, it is important that you understand the following basic ethics laws governing our work.

### Gifts

During a calendar year, a public official, or a relative or member of the household of the public official, may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50.00 from any single source that could reasonably be known to have a legislative or administrative interest. During a calendar year, a person who has a legislative or administrative interest may not offer to any other public official or a relative or member of the household of the public official any gift or gifts with an aggregate value in excess of \$50.

### Use of Official Position or Office

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office, except for the following:

- Any part of an official compensation package as determined by the public body that the public official serves.
- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.
- An unsolicited award for professional achievement.
- Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.

- Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).
- Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person’s employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120. This section shall be superseded by applicable law to the extent that any aspect of this section is inconsistent with applicable law, or sets a lower standard than applicable law.

### Honoraria

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.

## Financial Interest in Public Contracts

Since a person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized, you are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution. Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

## Equal Employment and Non-Discrimination

The Port is an Equal Opportunity Employer. We believe that every employee has the right to work in an environment free from all forms of unlawful discrimination, harassment, and retaliation. It is the policy of the Port that employment decisions for all prospective and current employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, veteran status, military status, association with members of a protected class, injured worker status, non-supervisory family relationships, age, national origin, creed, marital status, disability, or other characteristics protected under federal, state or local law.

This policy applies to all areas of employment including but not limited to recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs and all other conditions and privileges of employment. Employment and promotional decisions are based upon the ability to meet and exceed essential job duties and not on personal characteristics that are not related to their ability to do their job.

The Port will apply sound recruitment practices that provide all qualified job applicants with the opportunity to apply for and be considered for all positions that open within the Port.

The Port expects that all employees will maintain a working environment that encourages mutual respect, promotes civil and congenial relationships, and is free from all forms of discrimination, harassment, retaliation, and violence. Violations of the Port's standards and policies may result in corrective action, up to and including termination.

## Harassment, Including Sexual Harassment

The Port is committed to providing a workplace where everyone relates and behaves to each other in a courteous, professional, and respectful manner. The Port will not tolerate discrimination, harassment, or retaliation based on race, color, religion, sex, sexual orientation, gender identity or expression, ethnic or national origin, age, creed, marital status, disability, veteran status, military status, retaliation for opposing unlawful employment practices, injured worker status, non-supervisory family relationships, or any other protected class, regardless of whether such conduct is targeted specifically at the employee.

Behavior such as telling ethnic jokes, making slurs, using offensive slang or other derogatory terms denoting a person's identity, speech or accent, or disability, are a non-exhaustive list of examples of prohibited conduct that will not be tolerated by the Port. Employees who violate this policy will be subject to corrective action up to and including termination.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

### Sexual Harassment

Sexual harassment is considered sex discrimination not only because of the sexual nature of the conduct to which the victim is subjected, but also because the harasser treats the victim differently based on the victim's gender. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct perceived by the victim to be of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission or rejection of the conduct by an individual is used as a basis for employment decisions affecting the individual; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

The prohibited conduct may be verbal, written, visual, or physical in nature. More subtle forms of prohibited behavior, such as offensive posters, cartoons, memes, caricatures, comments and jokes, language or innuendoes, hugging, kissing or unwelcome touch of other sorts may also constitute sexual harassment when they create or contribute to a hostile or offensive work environment.

Some examples of harassment, which may violate Port policy, also include:

- Verbal harassment, including language included in emails, such as epithets, derogatory comments or slurs, demeaning, or sexually explicit jokes.
- Physical harassment such as assault, impeding or blocking movement, unwelcome touching or any physical interference with normal work or movement when directed at any individual.
- Visual forms of harassment such as derogatory, offensive, or sexually suggestive posters, cartoons, pictures or drawings displayed in the workplace; or
- Behavioral forms of harassment such as suggestive facial expressions or noises, leering or obscene gestures.

This policy applies to all employees. All employees should report acts of harassment to themselves or to others immediately. No employee who observes or is subjected to an act of sexual or other

harassment shall overlook the act. The Port will not tolerate discrimination, harassment, or retaliation against employees by non-employees.

### Bullying & Workplace Violence

The Port is committed to providing a safe and productive work environment for all employees. Any form of workplace violence committed by or against employees will not be tolerated. Employees are prohibited from making threats or engaging in any kind of bullying or violent behavior.

The following list of behaviors, while not all-inclusive, provides examples of prohibited conduct under this policy:

- **Verbal Bullying:** Slandering, ridiculing, or maligning a person or their family; persistent name calling which is hurtful, insulting, or humiliating; using a person as the focus of jokes; abusive and/or offensive remarks.
- **Physical Bullying:** Intentionally causing physical injury to another person, pushing, shoving, kicking, poking, blocking passage or freedom of movement, assault, or threat of physical assault; damage or vandalism to person's work area or personal property. Any aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- **Gesture Bullying:** Non-verbal threatening gestures, glances that convey threatening messages. Threats to display or use a weapon.
- **Exclusion Bullying (Shunning):** Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative or working well with co-workers may be viewed as bullying.
- **Cyber Bullying:** Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, email, text messaging, chat, memes, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos, or graphics, creating or spreading rumors by email or posted on social media, creating fake profiles, and so on.

Possession of a weapon while on Port property or while otherwise conducting Port business is prohibited. Items required to perform essential duties, such as utility knives, may be carried for that purpose. Personal "pocket" knives are permissible if the blade is 3" or less in length. No firearms, hunting knives or any other items that could reasonably be considered a weapon, either concealable or carried openly, will be permitted on Port property or to be carried while performing Port business.

Employees who are aware of potentially dangerous situations, or who witness or are privy to violent threats or conduct are required to report them immediately to a supervisor or manager. All reports will

be investigated immediately, and confidentiality will be maintained whenever possible. All parties involved in a dangerous situation will be counseled as appropriate, and the results of the investigation will be discussed with them. Additionally, any incidents involving non-employees, vendors, customers, tenants, or others who engage in threats, threatening conduct or violent acts, should be immediately reported to a supervisor or manager. All employees have the right and authority to call 911 and request police response whenever an act of violence is taking place and help is needed.

## Safety Measures

Employees are expected to exercise good judgment and to inform a supervisor or the Human Resources Manager or Executive Director whenever any employee or non-employee exhibits behavior that might lead to a potential danger. Such potentially dangerous behavior may include, but is not limited to:

- Carrying weapons in the workplace or while on Port business.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Sudden deterioration of performance; or
- Irrational or inappropriate behavior.

Employees who are subject to harassment, violence, or threats from a non-employee, including situations of stalking or domestic violence, should notify Port management. Port management will assess the situation and, if appropriate, design a plan or otherwise assist at-risk employees and Port staff to prepare for possible emergency situations. All employees should familiarize themselves with the Port's security systems including the locations of panic buttons and surveillance cameras, authorized key check out/check in procedures, and security patrol officer duties and responsibilities.

The Port encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position.

Harassment, Discrimination, or Retaliation reports should be submitted in writing, either hard copy or via email to your supervisor, the Human Resources Manager, or the Executive Director. The information provided should specifically state the incident(s) of harassment leading to the complaint and any other pertinent information that will assist in the investigative process. All investigations will be conducted in a prompt, thorough, and impartial manner. The person with whom the complaint is filed will take immediate and appropriate action. In all cases, action must include immediate notification of the Human Resources Manager who will institute the investigation. Confidentiality will be maintained to the extent practicable.

A written report will be created documenting the nature of the alleged harassment and the steps taken during the investigation process. At the conclusion of the investigation, the Human Resources Manager will decide on what, if any, immediate, appropriate corrective action should be taken, and the results



communicated to the employee and other parties involved. Appropriate corrective action, up to and including termination, will be taken against any Port employee found to be engaging in, or to have engaged in, discrimination or harassment. If an employee is dissatisfied with the Human Resource Manager's report or decision, they may file an appeal to the Executive Director.

An employee who believes they have been subjected to harassment, if they feel safe doing so and believe that it would not result in escalation, may take affirmative steps to stop the prohibited behavior immediately by telling the alleged harasser to stop their offensive conduct. The employee is not required to take affirmative steps. At any time, the employee may submit a complaint/report of harassment to their supervisor and/or the Human Resources Manager, or to any manager or supervisory employee with whom the person filing the complaint/report feels comfortable. No employee will suffer any retaliation as a result of acting in good faith to bring the prohibited behavior to the Port's attention or to participate in an investigation. Any conduct perceived to be in retaliation for making a claim of harassment should be reported in the same manner as a harassment claim under this policy.

Following receipt of a complaint or concern management will follow up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like to discontinue the follow-up process a request must be submitted in writing to the Executive Director.

### Enforcement

Any employee who, after an investigation is complete, is determined to have engaged in prohibited discrimination, retaliation, or harassment, such as bullying, threatening conduct, sexual harassment, or any inappropriate acts of aggression or violence in the workplace or off-site while conducting Port business, will be subject to corrective action, up to and including termination.

Non-employees engaged in these acts on the Port's premises or directed at employees during the course of conducting Port business, shall be immediately removed from Port property and reported to the proper authorities and supervisors.

Misconduct constituting harassment, discrimination, or retaliation will be attended to promptly and appropriately. Following the conclusion of any investigation, the Port will take appropriate responsive action, up to and including termination. Appropriate responsive action short of termination may include, but is not limited to, required specific training, referral to counseling, and/or corrective action such as verbal or written warning, implementation of corrective action plan and probationary period, reprimand, withholding of a promotion or pay increase, reassignment, or temporary suspension without pay.

False or malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may also result in disciplinary action.

## Your Responsibilities

All employees are responsible for knowing the Port's policy on Harassment, Sexual Harassment, Discrimination, Bullying and Workplace Violence. All department managers and supervisors are responsible for maintaining a workplace free of any form of harassment or discrimination and for enforcing these policies. Annual training on these issues and policies is required. Supervisors will record and certify each employee's attendance in writing and place the written record in the employee's personnel file. In the event of an investigation resulting from a report of violation of any of these policies, all employees are required to cooperate with the investigation upon the request of their supervisor, the Human Resources manager, or the Executive Director.

## Disability Accommodation

The Port endorses and complies with the Americans with Disabilities Act (ADA) and amendments, as well as local and state laws prohibiting discrimination in the employment of persons with disabilities. The Port is committed to ensuring equal opportunity in employment for qualified persons with disabilities. Further, the Port prohibits unlawful discrimination in employment on the basis of disability against applicants and employees with regard to the hiring, promoting, discharge, wages, job training, benefits, or any other terms and conditions of employment.

The Port will attempt to provide reasonable accommodation to the known physical or mental limitations of a qualified applicant and employee, unless doing so would impose an undue hardship on the operation of the Port or present a direct threat of harm to the individual or others.

An applicant or employee may request reasonable accommodation if the applicant/employee believes it is needed to assist in the application process (for new employment, transfers or promotions), to enable performance of the essential functions of the job, and/or to allow for equal access to the benefits and privileges of employment.

Further, an applicant or employee may request reasonable accommodation by speaking with their supervisor and/or by contacting the Human Resources Manager. It helps if the person requesting accommodation explains the request (including what the requestor believes is needed and why). Further, an employee who believes that they are having difficulty meeting the performance requirements of the job due to a physical or mental disability is encouraged to report this to their supervisor or the Human Resources Manager; such a report would be considered a request for reasonable accommodation.

After a request for accommodation has been made, the Port will engage the person requesting the accommodation in the interactive process to determine what, if any, accommodation is needed and would be reasonable. This interactive communication may cover the specific accommodation requested, the precise nature of the problem that is generating the request, how a disability is

prompting a need for an accommodation, and alternative accommodations that may be effective in meeting an individual's needs.

Any medical information provided by or regarding the employee or applicant is maintained as confidential and will be used only to evaluate requests for reasonable accommodation and fitness for duty in an employment position. An applicant or employee is not required to provide medical information related to an accommodation request and would not be subject to discipline for withholding such information; however, the Port notes that relevant medical information may be needed to support an accommodation request and the absence of such information may result in denial of the request.

Whenever the Port requests medical information or a medical examination, the Port will pay for the uninsured cost of the information request or medical examination. To request an accommodation or to discuss concerns or questions about this notice, an applicant or employee should contact their manager, Human Resources representative, or Port Manager.

### Pregnancy Accommodation Policy

The Port will make reasonable accommodations to employees that are experiencing known limitations related to pregnancy, childbirth or a related medical condition, to the extent the accommodation can be made without imposing an undue hardship on the organization. The Port seeks to comply with both the federal Pregnant Workers Fairness Act (PWFA) and any state provisions and rules it is subject to regarding pregnancy-related conditions as well. Possible accommodations may include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

The Port will not take adverse action against an employee for inquiring about, requesting, or using a reasonable accommodation.

### Employment Eligibility Verification

#### I-9 Verification

The Port complies with the Immigration Reform and Control Act of 1986 (IRCA), the Immigration Act of 1990 and any other applicable laws that relate to work eligibility. Specifically, the Port will hire only individuals eligible to work in the United States. Verification documentation is required of all new hires, and employees are expected to inform the Port immediately if their eligibility changes.

After an individual is employed by the Port, the Port may choose (as allowed by law) to use the federal E-Verify program to validate social security numbers, or the Port may use other methods for verifying social security numbers.

An individual must provide appropriate documentation to verify identity and employment eligibility from the lists of appropriate documents on the Form I-9. The Port will not tell a person which documents on the lists need to be presented or indicate a preference in any way. Expired documents are not valid documents for I-9 purposes.

## Whistleblower Protection

The Port's Whistleblower Protection policy implements state law which provides each employee rights and obligations to report to the appropriate person information concerning alleged improper governmental actions and the right to do so free from retaliatory action. Port officials and employees are prohibited from taking retaliatory action against any Port employee because he or she reported in good faith an improper governmental action in accordance with state law.

It is the Port policy to:

- Encourage Port employees to report what they perceive to be "improper governmental actions" taken by Port officers or employees; and,
- Protect Port employees who have reported what they perceive to be improper governmental actions, in accordance with the Port's policies and procedures.

"Improper governmental action" means any action by a local governmental officer or employee undertaken in the performance of the officer's or employee's official duties, whether or not within the scope of the employee's employment that is in violation of any law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety or is a gross waste of public funds.

"Retaliatory action" means; 1) any adverse change in an employee's employment status, or the terms and conditions of employment, including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsubstantiated unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal or any other disciplinary action; or 2) hostile actions by another employee to the employee that were encouraged by a supervisor, manager or official.

"Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

Port employees who become aware of what they perceive to be improper governmental action shall report such action to the Executive Director. If the Executive Director is the subject of the report, then the discussion or report should be made to the President of the Board of Commissioners or, in the President's absence, to any Board member. Except in the case of an emergency, before an employee



provides information of an improper governmental action to a person who is not a public official or a person listed in the Port's policy, the employee shall discuss or provide a written report to the Executive Director. An employee who fails to make a good faith attempt to follow this policy shall be subject to appropriate disciplinary action.

### Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### No Retaliation

The Port will not tolerate discrimination or retaliation against employees who make good faith reports of alleged or perceived violations of applicable laws, rules, or regulations. Any employee who believes that he or she has been subjected to discrimination or retaliation for whistleblowing, or that a violation of this policy has occurred, should immediately contact the Human Resources Office. The Human Resources Manager or designee shall conduct an investigation regarding the complaint maintaining anonymity and confidentiality to the greatest extent possible. Appropriate corrective action will be taken if warranted by the investigation.

### Religious Accommodation

The Port respects the religious beliefs and practices of all employees and will provide, upon request, accommodation for such observances when reasonable accommodation is available that does not create an undue hardship on Port business. An employee whose religious beliefs or practices conflict with their job, work schedule, with Port policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation should submit a request for the accommodation to their immediate supervisor. The request should be in writing and include a description of the religious conflict that exists and the employees' suggested accommodation. The supervisor will ask for clarification if the request is not clear.

Once the request is clear, the supervisor will confer with the Human Resources Manager regarding the request. The supervisor will then meet with the employee to discuss the request and the proposed decision on accommodation request.

- If the accommodation request is granted and the employee accepts the proposed accommodation, the supervisor will implement the decision.
- If the accommodation request is granted but the employee rejects the proposed accommodation, the parties may discuss potential alternative accommodations; if the employee disagrees with the outcome of that discussion, the employee may appeal the decision to the Executive Director.
- If the accommodation request is denied, the employee may appeal the denial to the Executive Director.

## Recruitment and Hiring

### Job Postings

The Port seeks talented and motivated professionals to fill all positions at the Port. Whenever a position becomes available and posted at the Port, the hiring manager will ensure that only persons who are “applicants” (both internal and external) are considered. To be an applicant a person must submit a completed application and must meet the minimum qualifications of the position as defined in the Position Description.

Applicants will be considered for the open position. There may be various stages of consideration; the Port will define the selection process stages prior to posting the position. Also prior to posting, the Port also will describe how it will accord a preference for veterans and disabled veterans.

Current job openings are typically posted on the Port’s website, in local newspapers, and through WorkSource Oregon web listings.

### Internal Recruitments

The Port may issue Notices of Internal Recruitment to advertise job openings in-house. Current employees are encouraged to apply. Only those who meet the minimum qualifications will be deemed applicants who will be considered for the position. Applicants will be evaluated based on knowledge, skills, and abilities. There may be one or more stages in the selection process

### Employment Applications and Reference Checks

Employment applications received by the Port (whether or not completed properly) become the property of the Port and cannot be returned. Misrepresentations, falsifications, or material omissions in any of the information stated in the application may result in the disqualification of the applicant from further consideration for employment or, if the person has already been hired, termination of employment.

It is the Port’s policy to check employment references before extending an offer of employment. Prior to posting the position, the Port will define the point in the selection process where it will conduct reference checks. The Port may request a consumer report from an applicant (most commonly for positions within the Finance Department), but only with the applicant’s written authorization and upon providing the required disclosure of employee’s rights under the Fair Credit Reporting Act. Pursuant to the Fair Credit Reporting Act, if the Port requested and obtained a consumer report from an applicant and decides not to extend an offer of employment, the Human Resources Manager will provide a copy of the report to the applicant as soon as possible before formally notifying the applicant that an employment offer will not be extended. The formal notification must include notice to the applicant explaining how to contact the reporting agency.

Only the Deputy Executive Director or the Executive Director are authorized to respond to employer reference check inquiries regarding current or former employees. Responses to employment reference checks will be limited to dates of employment, position, title, and job location.

### Pre-employment Background, Credit, and Drug Tests

Upon acceptance of a job offer from the Port, an offeree will be required to pass a basic criminal background check. Offerees for sensitive financial positions may also be required to pass a credit history check. Offerees for specific safety and security sensitive positions and those involving operation of heavy machinery will be required to pass a drug test before reporting to duty. Offerees for positions that involve regularly driving Port vehicles will be required to present a 5-year driving record from the DMV before starting work (see below). All these requirements are detailed in each specific job description.

### Employment Motor Vehicle Record Checks

Driving and operating heavy machinery on and near roadways and bridges are among the most hazardous tasks performed by Port employees. Most employees are required to drive at some point while on duty, whether as part of their job duties or to attend an education or training program, an event, or a meeting. To improve employee safety, the Port will conduct a motor vehicle record check as part of the selection process for positions for which driving or heavy machinery operation is an essential function. Prior to posting the position Port will define the point in the selection process where it will conduct the motor vehicle record check. An applicant without an acceptable motor vehicle record will be disqualified from the selection process.

An applicant for whom a motor vehicle record check is required must provide a five (5) year consecutive driving history prior to final selection. An applicant will not be offered employment in positions for which driving or heavy machinery operation is an essential function if the applicant's five-year record does not meet the following standards:

1. No class "A" infraction convictions during the past thirty-six (36) months and no more than one (1) class "A" infraction conviction between the past (36) and (60) months.
2. No more than one (1) class "B" infraction conviction during the past twelve (12) months and no more than two (2) class "B" infraction convictions during the past thirty-six (36) months.
3. No more than two (2) class "C" infraction convictions during the past twelve (12) months and no more than three (3) class "C" infraction convictions during the past thirty-six (36) months.
4. Demonstrated ability to maintain a driver's license without suspension for the past sixty (60) months.
5. No felony or misdemeanor driving convictions within the past sixty (60) months.

### Employment of Relatives

Since the employment of relatives or members of the same household in the same department or in a supervisory relationship can cause conflicts and problems with employee morale, it is the Port's policy that relatives of a current employee may not occupy a position that will be either directly supervised or supervising the relative. For this purpose, "relative" means the spouse, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-

in-law, aunt, uncle, niece, nephew, or stepparent or stepchild of the employee or other the employee's spouse or domestic partner. A domestic partner includes an individual involved in a dating relationship with an employee. This applies to all employees without regard to gender, sexual orientation, or genetic relationship. A member of the household is any person who resides with the employee.

Relatives of a current employee may not occupy a position that will be working directly for, or directly supervising, the relative. Likewise, a domestic partner involved in a dating relationship with a current employee may not occupy a position that will be working directly for, or supervising, the employee. Members of a household should not occupy positions in which one member directly works for or supervises the other. When these situations occur, each situation will be individually evaluated by the Deputy Executive Director or Executive Director.

If a relative relationship (a relative relationship includes dating) is established after employment between employees who are in a reporting situation described above, the employee in the supervisory role is responsible to disclose the existence of the relationship to the Deputy Executive Director and Executive Director.

## Dispute Resolution

Under normal conditions, if you have a non-disciplinary job-related problem or complaint and you are unable to resolve it on a one-to-one personal level, you should discuss the problem or complaint with your supervisor. The Port has an open-door policy that enables all employees, at any time, to seek advice and guidance from the Executive Director and the Deputy Executive Director.

If the discussion with your supervisor does not address your problem or complaint, or resolve the matter to your satisfaction, then the following process can be used:

Within 15 calendar days following your discussion with your supervisor, you may present your written or oral complaint/report to the Deputy Executive Director. If the matter is still not resolved to your satisfaction within 15 calendar days following your discussion with the Deputy Executive Director, you may present your written or oral complaint/report to the Executive Director. The Executive Director will investigate the problem or complaint by undertaking whatever means the Executive Director deems appropriate and will render a decision on the matter. If the matter is still not resolved to your satisfaction, within 15 calendar days following your receipt of the Executive Director's decision, you may appeal the Executive Director's decision in writing to the Board of Commissioners.

Within 30 calendar days, the Board of Commissioners will decide whether they will hear your appeal and advise you of its decision. If the Board of Commissioners decides to review your appeal, it will be heard at the next regularly scheduled Board meeting, unless otherwise provided by the Board. Contact the Deputy Executive Director with any questions you have relating to the proper appeal procedure.

When the issue involves the supervisor or manager with whom you would ordinarily discuss a complaint, you may submit your complaint to the next person in authority, without compromising your appeal rights or fear of retaliatory action. At any time, you may seek the advice and guidance of the Deputy Executive Director or the Executive Director.



This complaint handling procedure does not apply to any disciplinary action or non-action taken by the Port, which action or non-action is within the Port's sole discretion. The above procedure is a non-binding guideline that the Port tries to follow. It does not confer or guarantee to you any rights.

This complaint handling procedure is made available to employees for the purpose of amicably and effectively resolving job-related complaints unrelated to the disciplinary decisions or acts of the Port. The Port will not retaliate against an employee making a report or a complaint under the procedure set forth herein, nor subject any employee to an adverse employment decision based on that employee's good faith report. However, if the Port determines that a report or complaint is and is made under this procedure for the primary purpose of harassing, disparaging, or intimidating another employee, the reporting employee may be subject to discipline, up to and including termination.

The Port takes all complaints/reports seriously and will address them in a manner that it deems appropriate. If an investigation of a complaint/report is deemed necessary, the Port will conduct such investigation as discreetly as possible and practical. The Port will disseminate information relating to the complaint/report on a "need to know" basis only; however, the Port cannot guarantee the confidentiality of any complaint/report.

## Personnel File, Privacy and Confidentiality

The Port of Cascade Locks's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Also, the Port will only collect personal information required to pursue its business operations and comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials.

Medical records are stored separately from other personnel records. They are maintained as confidential consistent with applicable law.

Personal employee information will be considered confidential and shared only as required and only with those who need access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

Port-assigned information, which may include organizational charts, department titles and staff charts, Designated Positions, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the Port to be proprietary company information to be used for internal purposes only. The Port retains

the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to Human Resources or their supervisor. Human Resources has the responsibility to investigate the incident and take or recommend corrective action. The reasonableness of actions taken in these circumstances will be considered. Examples of the release of personal employee information that likely will not be considered a breach include the following:

- Release of partial employee birth dates [*i.e.*, day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates].
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employment anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

#### Right to Examine Personnel File

An employee or former employee may request to view the employee's personnel file or may request a certified copy of the employee's personnel file at any time. The Port must comply with the request within 45 days after receipt of the request. Upon termination, an employee's personnel file will be retained as required by applicable law. The Port may charge an amount to the employee or former employee to recover the actual cost of providing locating, copying, and certifying services.

## PORT STANDARDS OF CONDUCT AND CORRECTIVE ACTION

### Basic Workplace Rules Summary

We expect employees to behave professionally and respectfully and have identified performance expectations designed to help employees meet these workplace standards. The following work rules are not all-inclusive but serve as basic summary guidelines to demonstrate the daily work behaviors considered important to the Port of Cascade Locks.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned to or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor before the workday begins or if that is not possible as soon as it is feasible to contact your immediate supervisor.
2. You are expected to regard your workplace with respect and attention. Port records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy in record keeping.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the Port of Cascade Locks or by outside regulatory bodies.
4. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for co-workers. No breach of professional behavior [abusive language, harassment, personal business during work time, *etc.*] will be condoned.
5. If you are consuming alcohol when representing the Port of Cascade Locks in a business or social capacity, you are expected to comply with the Port's performance expectations and you should regulate your intake accordingly.
6. You are expected to maintain the confidentiality of organization information or customer information in your possession [*i.e.*, personnel information, trade secrets, *etc.*].
7. You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on customers, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate. (The Port will consider religious or disability accommodation requests).

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary instances will be infrequent. It is our aim to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

## Workplace Surveillance

At the Port, we prioritize safety and security for both employees and the workplace. As part of our commitment to maintaining a secure environment, we utilize camera surveillance in certain areas. These cameras are strategically placed to enhance safety, monitor premises, and protect company assets. Clear and visible signage is posted at each entrance to areas under surveillance, ensuring that employees are aware of their presence. We respect your privacy and adhere to all legal requirements regarding surveillance. If you have any questions or concerns, please feel free to reach out to our HR department.

## Communications

### Open Door Policy

The Port of Cascade Locks Open Door Policy is based on the understanding that open, honest communication between managers and employees is a best practice. The Port's managers and supervisors are responsible for maintaining a work environment where employee input presented in good faith is welcomed, and where issues are identified early and shared without fear of retaliation. If you have an issue, complaint, suggestion, or question about your job or working conditions, please raise them first with your immediate supervisor. If you are not satisfied with the response from your supervisor, or if your issue involves your supervisor, please next reach out to the department director. If at that point your concern is still unresolved, request to have the situation reviewed by Deputy Executive Director or the Executive Director.

### Interpersonal Communications

Every employee is entitled to be treated with professionalism and respect by our coworkers. Communications between employees at all levels are required to be courteous, respectful, and professional. When we are talking to or about each other, what we say and how we say it are important.

### Workspace Bulletin Boards & Announcements

The Port has bulletin boards located in the front office, the Maintenance Shop, and at the Toll Booth that are used to help communicate important information related to the Port operations. All items to be posted must be approved in advance by the department supervisor. All employees are responsible for regularly reading the information posted on the bulletin board in their work area.

### Confidentiality

As a public agency, most of our records are public information, but confidentiality is a crucial concern and requirement for all Port customer account and personal information, employee personnel records, employee medical records, Port security and business systems, real estate transactions and development plans, legal correspondence, and other information that should remain confidential.

The Port requires each employee to protect this information by safeguarding it when in use, filing or digitally archiving it properly when not in use, and discussing it only with those who have a legitimate

and authorized basis for access. If you feel uncertain about the information you work with, discuss it with your supervisor immediately.

Additionally, all employees of the Port are to respect the confidential nature of information that may be shared with them by subordinates, peers, and supervisors. The Port cannot guarantee employees that information that they may share will be held in confidence, but this expectation is shared by all employees of the Port.

### Social Media and Networking

Social networking websites and online communities, such as X (Twitter), LinkedIn, Instagram and Facebook are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used to share information about the Port and the Cascade Locks community; employees may also use these systems as a quick communications and networking tool. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use.

When any employee is using Port-provided computers or cell phones or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light. The Port wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws (including copyright) and ethical considerations.

### Posting

#### Business Use

Employees may use social networking websites to conduct organizational business, if such use is authorized by the Executive Director or the Deputy Executive Director prior to posting and complies with the organization's policies. Company logos or other organizational information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

#### Ownership of Social Media Accounts

In the case that a social media account is set up for business purposes, the Port has the right to review, edit, and delete content associated with the account. The Port will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the Port. If an employee separates from the Port, the organization has the right to assume control of this account.

### Monitoring



While the Port does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. Posted information is public information.

### Protection

Social networking sites collect profile information for advertising opportunities and some users utilize posted information for nefarious purposes. Phishing (messages seeking information like usernames or passwords, or that would enable access to personal account), scams, and spamming are some of the downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more spam sent to your e-mail account. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

### Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited, and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

### Subpoena and Deposition Response Procedure

Due to the various aspects of the Port's operations and the nature in which it performs its responsibilities, litigation involving the Port or requiring Port staff to be a witness is rare. In most situations, the involvement of Port personnel is limited to providing and identifying Port records in a lawsuit not involving the Port. The following describes the procedure to be taken by Port personnel if and when they receive a subpoena requiring testimony or document production:

1. Port personnel who receive a subpoena for a deposition or court appearance will notify Port management of the subpoena.
2. The employee will provide a copy of the subpoena to the Executive Director.

3. The Executive Director will contact the Port legal counsel for consultation and direction based upon initial investigation and factfinding.
4. Port legal counsel will then advise the Port on the appropriate course of action to be followed.

If appropriate, Port legal counsel will advise the individual subpoenaed on the nature of the proceedings, the requirements of the subpoena, the proper methods for verifying the need for the Port's personnel testimony and the proper methods for testifying and providing documents. If requested, in some unique cases, Port legal counsel may accompany the Port personnel to the deposition or trial.

## Employee Performance and Conduct

### Performance Reviews

The Port understands and values the contribution of all of its employees. To ensure a meaningful performance evaluation system that helps the Port to monitor the effectiveness of our agency and its operations, all employees will receive annual performance evaluations. The annual evaluation process seeks to ensure that each and every employee has the support necessary to maximize his or her potential and contribution to the effectiveness of the Port.

The objectives of the annual performance review process are to:

- Inform the employee how they are performing against established performance standards.
- Determine how well the managers and supervisors are performing in supporting employees with work performance objectives.
- Foster communication and dialogue.
- Provide a consistent, objective, and fair method for making compensation decisions.
- Identify areas where an employee may need more training.
- Provide a tool for career planning.
- Provide a record of employee performance and contributions.

The Port wants employees to be able to take advantage of professional development opportunities. These help employees to grow professionally and to enhance their performance, which is a value to the Port. Managers are to work with employees to identify those opportunities.

This assistance can include:

- Providing reasonable employee training, including computer software proficiencies.
- Assigning, directing, controlling, and reviewing employee work.
- Assisting employees in identifying and correcting performance deficiencies.
- Objectively evaluating employee performance during the evaluation period.

The performance evaluation process is intended to be participatory, involving your input as much as that of your manager. This helps to ensure that you, as a Port employee, are best enabled to contribute to the success of the Port.

All employees are encouraged to:

- Inquire about your performance from time to time.
- Accept new and additional responsibilities and show initiative.
- Review opportunities for advancement within the Port.
- Ask for assistance in developing a goal-oriented path for advancement.
- Explore all training opportunities available to assist you in improving your skills.

All new year-round employees will serve a minimum 6-month probationary period. The probationary period may be extended at the discretion of the Executive Director. New employees will be evaluated periodically by their immediate supervisor during the probationary period; typically, these evaluations will occur at the 30, 60, 90, and 180 days of service mark.

The first regular performance evaluation is conducted at the completion of six months of service, the second at 12 months of service, then annually thereafter.

Performance reviews serve as one factor in decisions related to employment such as training, job assignments, professional development, promotions, and retention. To meet this goal, the Port currently utilizes an “Employee Performance Evaluation Form” and an “Employee Development Goals Form” to track and document goals, performance and achievements throughout the year. The development form and goal form, along with any employee comments and response materials, will be included in their personnel files. (The Port has the discretion to modify these forms and the performance review process). The Port will strictly guard the confidentiality of employees’ performance evaluations. At the end of your performance review process, you and your supervisor will submit the completed forms to the Executive Director for approval signatures.

At the end of the evaluation, there should be:

- Solid understanding of the past year’s performance, including any differences in performance factor rating and overall rating.
- Direction for the upcoming period.
- Understanding of the new compensation level, if applicable.
- Beginning of the development of next year’s goals.
- Signed annual review by the employee and supervisor.

## Standards of Conduct

To attain the highest standards of performance and conduct from each employee, the Port expects all employees to follow the basic standards of conduct. In accepting a position with the Port, each employee acknowledges and accepts their responsibility for conduct both on and off the job positively reflect on the Port of Cascade Locks. The standards of conduct listed below serve as a basis for selection, evaluation, and corrective action (including termination) of Port employees. This is not meant to be an exhaustive, or all-inclusive list. Each position has a detailed job description and there may be other types of behavior or conduct that form the basis for performance evaluation or are cause for disciplinary action.

### Performance Standards

1. Employee is expected to consistently achieve and maintain the level of knowledge, skill, and ability required by the employee's job classification and assignment.
2. Employee is expected to carry out work tasks and projects with the level of training and supervision appropriate to the job classification and assignment.
3. Employee is expected to exercise appropriate judgement, independent thinking, decision-making, and initiative, including selection of work techniques, procedures, and priorities.
4. Employee should be knowledgeable of and follow all Port policies and procedures at all times.
5. Employee is expected to express disagreements in an appropriate setting and in a manner that is constructive and not disruptive or harmful to Port operations.
6. Employee is expected to maintain the required levels of accuracy and quality in their work.
7. Employee should develop and maintain satisfactory working relationships with others, including the public, as necessary to effectively carry out job responsibilities.
8. Employee is expected to act within their proper authority.
9. Employee must be punctual and maintain the level of presence and dependability that is required in the job assignment.
10. Employee is expected to maintain an acceptable attendance record and follow required procedures for requesting and reporting absences.

### Prohibited Conduct

All of the following are grounds for disciplinary action up to and including immediate termination:

1. Falsification of official records or documents, including employment applications and pre-employment documents, or any misrepresentation of qualifications for employment.
2. Unauthorized absence from duty, including failure to return from leave, or taking unauthorized or excessive breaks while on duty.

3. Insubordination or refusal to obey instructions that pertain to employee's work or Port requirements issued by a supervisor.
4. Harassing or bullying behavior in violation of the Port's policies prohibiting discrimination, harassment, and retaliation, such as use of force, intimidation, abusive language or mannerisms or other conduct that is inappropriate, or the use of profanity or abusive language toward superiors, peers, subordinates, or the general public.
5. Violation of Port rules, ordinances, and policies, including those set forth in this Handbook.
6. Criminal violations that are of such a nature that to continue employment of an employee in their position could constitute negligence on the Port's part.
7. Discrimination or harassment based on any prohibited basis in the exercise of the employee's job responsibilities.
8. Conduct in violation of the Port's Alcohol and Drugs policy.
9. Use of Port property or equipment for personal purposes in violation of Port policies regarding such use.
10. Misuse or abuse of Port or public funds, or theft, or misappropriation of the property of others.
11. Unauthorized disclosure of confidential or privileged information.
12. Actions or conduct that are violations of ethical standards and/or the conflict-of-interest rules.
13. Making false accusations that discredit, embarrass, or abuse supervisors, coworkers, peers, subordinates, the governing body (Commission), or members of the public.
14. Unauthorized destruction of Port property and/or equipment.
15. Carrying firearms or any other dangerous weapon on Port of Cascade Locks premises at any time.

## Off-Duty Conduct

In general, the Port regards the off-duty activities of employees to be their own personal matter. However, there are certain types of off-duty conduct that are of concern because of the potential negative impact on the Port's reputation within the communities we serve. For that reason, employees who either engage in, or are associated with, criminal acts or other conduct the nature of which adversely affects the Port or their own ability to credibly carry out their employment responsibilities, may be subject to corrective action, including termination of employment.

## Dress Code

All Port employees contribute to the work atmosphere and public reputation of the Port of Cascade Locks in the way they present themselves. A professional appearance is essential to make a favorable



impression with Port customers, partners, tenants, and constituents. Good grooming and appropriate dress reflect an employee's personal pride and competence and can inspire customer confidence. The Port is committed to creating a diverse, inclusive, and equitable workplace that values and respects all individuals, regardless of their natural hair texture and hairstyle. The Port recognizes that natural hair is an essential part of self-expression and cultural identity. Furthermore, the Port recognizes that head coverings and certain garments, too, are essential expressions of cultural identity. Discrimination based on these attributes is not acceptable in our organization. Port managers have the discretion to determine appropriateness in employee appearance at the work site. Employees who do not meet a professional standard may be sent home to change clothes. Employees who need to leave work to change clothes must utilize personal time or vacation time, or unpaid time off to do so, with the approval of their supervisor.

A basic rule of appropriate dress is that clothing is neat, clean, and well-suited to the work environment. It is important that office-based employees maintain a business casual level of attire for regular day-to-day activities, and business attire whenever required. Facilities Maintenance crew members are required to dress appropriately for safety in all weather conditions and work site situations. Clothing, jewelry, and hair styles should never create any kind of safety hazard (i.e., loose or dangling articles of clothing or jewelry, unbound long hair should be tied up whenever working with machinery). If you are ever unsure of what is appropriate attire, be sure to check with your immediate supervisor.

The Port makes reasonable accommodation(s) for religious beliefs and practices and for individuals with disabilities. If an employee believes they may need a modification to the dress and grooming requirements as a reasonable accommodation related to religion or disability, the employee is invited to bring this to the attention of their supervisor and/or to Human Resources. The Port will engage the employee in an interactive discussion regarding their accommodation request.

### Political Advocacy and Apparel Policy

Under ORS 260.432, a public employee may not engage in political activities while on the job during working hours. Additionally, no person, including managers, supervisors or elected public officials, may require or attempt to coerce public employees into engaging in any of these political activities. While ORS 260.432 does not restrict the right of a public employee to express personal political views, Port employees should remain aware that our coworkers have differing political views, and every employee has a duty to preserve workplace decorum. The Port values professionalism, mutual respect, and a neutral work environment. To maintain these standards, the Port prohibits political advocacy and the display of political apparel or signage while on duty. The following are specifically prohibited while on duty:

**Political Advocacy:** No public employee will solicit any money, influence, service, or other thing of value to promote or oppose any political committee, candidate, initiative, referendum, recall petition, ballot measure, or public office holder during working hours. However, this policy does not restrict the right of a public employee to express personal political views.

**Apparel Restrictions:** While on the job during working hours, employees are not allowed to wear political hats, pins, buttons, t-shirts, or any other clothing items that promote or oppose political causes, candidates, or committees. A Port uniform or logo apparel may be required depending on your job position. If it is required, a uniform or logo apparel will be supplied to you by the Port.

## Attendance

Employees are expected to report to work as scheduled, on time and prepared to perform their duties. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized Port business.

Employees will be in attendance at their work in accordance with specific department guidelines and schedules as determined by the manager. Punctuality and regular attendance are essential to the effective operation of the Port.

Employees who will be unexpectedly absent from work for any reason or who will not be at work on time must inform their immediate supervisor via both phone call and text, or both email and a text message (2 methods) prior to the start of the employee's shift/workday. Not reporting to work and not contacting your supervisor is known as a "no call/no show" and is a serious matter. One or more instances of no call/no show may result in disciplinary action up to and including termination. A no call/no show lasting three days will be considered job abandonment and may result in termination of employment.

## The Work Week

The Port has adopted a "four tens" work schedule for regular full-time employees to increase efficiency and improve employee morale. The standard workday for is 10 hours and the normal work week is 40 hours, occurring in five consecutive days Monday through Sunday. Regular Part-Time and Seasonal/Temporary employees may have a different weekly schedule depending on coverage needs. Your work schedule will be determined by your manager.

## Absence Without Notice

For the Port to operate effectively, consistent attendance as scheduled is critical. You need to inform your supervisor of your status when you are absent from work due to illness or another cause. Not reporting to work and not contacting your supervisor is known as a "no call/no show" and is a serious matter (see Attendance section). Likewise, employees that are absent with supervisor approval due to short-term illness or injury must contact your supervisor daily while off work.

- **Non-exempt personnel:** If you must leave work for any reason before the end of the day, you must receive supervisory approval.
- **Exempt personnel:** You must notify your supervisor or Human Resources if you leave work for any medical reason or in connection with an intermittent leave under federal or state law (e.g., OFLA intermittent leave).

If you are having difficulties meeting your schedule requirements, please contact your supervisor. Excessive tardiness and/or absenteeism may result in disciplinary action.

The Port may require a physician's release when an employee returns to work following any lengthy absence for medical reasons.

### Sick Leave Abuse

If Port management suspects leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations, and paydays, the Port may require documentation from a healthcare provider. Employees found to have abused sick leave as described here may also be subject to corrective action, up to and including termination.

### Inclement Weather Attendance

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office to the public. Closing the office, however, does not mean that Port operations cease. Positions that are categorized as "essential" in the job description are required to report to duty in all weather conditions according to the direction of the Executive Director.

As a public agency, the Port must be prepared to serve the public as scheduled, regardless of weather conditions. All employees should be prepared to utilize suitable and/or alternative transportation during inclement weather to be able to report to duty. Employees that are authorized by their supervisor to perform their work duties from home should strive to continue their work as usual and ensure that Port operations continue at the optimum possible level during the travel advisory.

For the safety of Port employees who are not able to perform their duties from home, paid time off may be used during times of severe travel advisories for inclement weather. However, specific essential personnel in the Facilities Department are required to report to duty, as described in the job descriptions. Staff will be compensated for the actual time worked in accordance with standard Port payroll policies and procedures. Employees must notify their supervisor as soon as possible before the start of their work shift if they are unable to travel safely to work.

The Executive Director may require some non-essential employees to work during any office closure, work different shifts, or perform job duties outside the scope of the employee's normal job duties until the inclement weather situation has ended. Every employee will receive notification of any closures or changes to the regular work schedule via email, Teams notification, or SMS text message from the Executive Director or their immediate supervisor by 7:00 a.m. each morning of the travel advisory. Each employee should respond accordingly and follow the instructions given for your work shift.

If the Executive Director decides to close the office to the public prior to the start of the business day, the closure will be announced via an organization-wide email from the Executive Director. A closure message will also be recorded on the Port's general voice message line and posted to the Port Facebook page by the Administrative Assistant. It is the responsibility of each employee to check e-mail and text messages for an update if there is any doubt regarding office operations.

- Exempt employees: Federal and state wage and hour laws require an employer to continue an exempt employee's salary in most circumstances where the exempt employee is unable to report for work because of weather (but the employee will be required to use vacation for that missed time). There is an exception where the workplace closes for an entire work week and the exempt employee does not perform any work during that work week.
- Non-exempt employees: Non-exempt employees will not be paid for time away from work due to office closure or other hours that are not worked. However, with supervisory approval, available vacation time or a personal holiday may be used.

## Alcohol and Drugs

The Port is committed to protecting the safety, health and well-being of its employees, the public it serves and all people who come into contact with the Port and the services it provides. Drug and alcohol abuse poses a direct and significant threat to this goal, and to the goal of providing a productive and efficient work environment in which all employees have an opportunity to reach their full potential. Accordingly, the Port is committed to assuring a work environment free from the adverse effects of drugs, alcohol or other impairing substances.

**Definitions:** For purposes of this policy, the following definitions apply.

- The term “intoxicants” means drugs or alcohol.
- The term “drug” for purposes of this policy includes prescription drugs that might affect workplace safety, as well as “illegal” inhalants, “illegal” drugs and “synthetic” drugs.
- “Illegal” for purposes of this policy means any drug, inhalant or substance that: (a) is not legally obtained; (b) is being used, distributed, dispensed, and/or sold unlawfully; and/or (c) is not legal to possess under federal law, state law, or both.
- “Synthetic” for purposes of this policy means any substance that is created, marketed, sold and/or used as an alternative to illegal drugs and that imitates the intoxicating effects of illegal drugs. For purposes of this policy, examples of synthetic drugs include but are not limited to mushrooms, salvia, K2, Spice, N-bombe, and bath salts, among others.
- For purposes of this policy, “under the influence” of alcohol means a test result showing an alcohol concentration of 0.08 or greater and “under the influence” of drugs is any detectable level of drugs present in the individual’s system (based on the results of urinalysis or breathalyzer testing).

The terms “Port’s premises” and “Port’s property” (or “our premises” or “our property”) include all of the Port’s locations, buildings, parking lots, garages, workplaces, structures, vehicles and equipment.

**Prohibited Activity Under this Policy:** The Port therefore strictly prohibits the following activities:

1. Except as expressly noted in this policy, it is a violation of policy for an employee to distribute, manufacture, sell, offer for sale, trade, transfer, use or possess alcohol or drugs in the workplace, on our premises or property, during work time, while representing the Port, or in

any circumstances that we believe might adversely affect operations or safety. (See the discussion of “prescription drugs” below.)

2. It is a violation of policy for anyone to report to work under the influence of intoxicants, to be in this condition while on Port property, or in other circumstances we believe might adversely impair work performance or affect our operations.

**Violations of this Policy:** An employee violating this policy will be subject to discipline up to and including termination. The discipline imposed will depend on the circumstances of the violation. Progressive discipline is not required under this policy and an employee may be terminated for his or her first offense. The Port has the sole right to determine violations and to determine whether or not to offer a last chance agreement to any employee found to have violated this policy.

This policy applies to all Port employees.

**Prescription and Over-the-Counter Medications:** Prescription medications or nonprescription medications are not prohibited when taken in accordance with a lawful prescription, as applicable, and consistent with standard dosage recommendations. Prescription medication means a drug or medication lawfully prescribed under both federal and state law by a physician or other health care provider licensed to prescribe medication for an individual and taken in accordance with the prescription; but specifically excludes, without limitation, medical marijuana, which remains a controlled substance prohibited by federal law.

Employees who are taking a prescription or over-the-counter medication that may impair their ability to perform their duties safely and effectively must do one of two things.

1. The employee may determine from a physician or pharmacist whether or not the substance is capable of impairing job performance. If the physician or pharmacist indicates that it may impair job performance, the employee must report the use of the substance to the employee’s supervisor and/or Human Resources. The Port, through discussion with the employee, will evaluate whether the employee is fit for duty at that time. When necessary to the evaluation, the Port will request a limited amount of relevant medical information related to the work-related effects of the medication.
2. Alternatively, the employee may report any relevant effects of the medication immediately to the employee’s supervisor and/or Human Resources. The employee is not requested or required to report the name of the drug or the condition for which it was prescribed. The Port, through discussion with the employee, will evaluate whether the employee is fit for duty at that time. When necessary to the evaluation, the Port will request a limited amount of relevant medical information related to the work-related effects of the medication.



The Port will assist in arranging a ride home for the employee if the employee appears impaired by the use of prescription and/or over-the-counter medications and such impairment impacts the employee's ability to safely and/or effectively perform his or her duties.

Port employees who are assigned primary on-call duty are expected to immediately respond to a Port on-call request and perform Port business. Assigned primary on-call personnel may not report for duty and conduct Port business when their performance may be impaired due to alcohol or drug use. Accordingly, assigned primary on-call personnel must refrain from using alcohol or drugs while on-call.

**Testing Criteria:** All Port employees shall be subject to reasonable suspicion, post-accident, return to duty and follow-up drug testing, as described below.

**Reasonable Suspicion:** Employees may be subject to a drug and alcohol urinalysis test when there is reasonable suspicion to believe an employee is under the influence of, or impaired by the use of, alcohol or drugs.

- Reasonable suspicion means observable, objective evidence that gives the Port a reasonable basis to suspect that the employee may be impaired or affected by drugs or alcohol in the workplace.
- This observable, objective evidence may include but is not limited to observations of actual use, suspect or bizarre behavior at work, physical symptoms such as bloodshot eyes or an unsteady gait, a pattern of absences or tardies, credible reports from any persons, post-accident testing (see below), or changes in behavior that seem otherwise unexplainable (e.g., loss of productivity or inability to perform normal job duties).
- Where there is reasonable suspicion, the Port may require the employee to submit to appropriate tests, including urinalysis or breath tests, to confirm the existence of such alcohol or prohibited drug substance in his or her system.

Failure to promptly permit such tests upon management's request shall be grounds for disciplinary action, up to and including termination.

**Post-Accident testing:** Following an accident involving a Port vehicle or Port equipment, the driver/operator of such vehicle or equipment is required to submit to an alcohol and drug test when (1) the driver receives a citation under state or local law for a moving traffic violation; (2) an injury or fatality occurs as a result of the accident; (3) the accident results in damage to one or more vehicles or equipment which requires the removal of the vehicle/equipment by towing or otherwise is estimated to exceed \$2,000; or (4) management deems it appropriate under the particular circumstances.

- Testing shall occur as soon as possible, after the accident. An employee required to take a post-accident alcohol test may not use alcohol or drugs before a post-accident test is given.
- An employee who is subject to post- accident testing must remain readily available for such testing and may not take any action to interfere with testing or results of testing.

- Failure to comply with post-accident testing requirements will be grounds for disciplinary action, up to and including termination.

**Return to duty testing:** Employees who have violated this policy, including those who have tested positive on a drug or alcohol test, and who under the Port's disciplinary policy are allowed to return to work, must test negative before they will be returned to duty.

**Follow-up testing:** An employee who is referred for assistance that is related to alcohol misuse and/or use of drugs is subject to unannounced follow-up testing for a period not to exceed 12 months as directed by a substance abuse professional and the Port.

- The number and frequency of follow-up testing will be determined by the substance abuse professional and the Port but will not be more than six tests in the first 12 months following the employee's return to duty.

Failure to promptly permit such tests upon management's request shall be grounds for disciplinary action, up to and including immediate termination.

**Retests:** Employees who test positive for drugs may request a second test of the remaining portion of the split sample within 72 hours of notification of a positive test result by the medical review officer responsible for receiving and interpreting the drug test. These employees will be responsible for the cost of any re-testing.

**Refusals to Test or Cooperate in the Testing Process:** When an employee refuses to submit to testing or to fully cooperate with all testing procedures or requirements, it will be considered to be a violation of this policy that is equal to a positive test and will subject to employee to appropriate discipline up to and including termination.

An employee may believe that there are not grounds for requiring a test. In that circumstance, the employee must still submit to the test, and thereafter may contest the grounds for the test. If the employee informs the MRO of his or her objection at the time of the test, then the results of the test will not be released to the Port until the objection is reviewed by the Port. Further, if the employee informs the Port of his or her objection before the results of the test are conveyed by the MRO to the Port, then the Port will ask the MRO not to release the test results to the Port until the objection is reviewed by the Port.

### Smoking

For reasons of safety, public relations, and other concerns, smoking is prohibited in all Port buildings. Smoking is also prohibited in all Port vehicles. Smoking is allowed in designated areas that are clearly signposted.

## Departure from Port Employment

### At-Will Employment

As an employee of the Port, you are engaged in an “at-will” employment relationship. This means that either you or the Port may terminate employment at any time with or without reason or notice. All grievance and dispute resolution policies are subordinate to the employment at-will policy.

### Resignation

Resignation is a voluntary act by the employee to terminate employment with the Port. If you decide to leave the Port, it is expected that you will give as much notice as possible – preferably a minimum of two weeks prior to your date of departure so that an orderly transition can be made. This process includes turning in any Port property, completing required forms, and having an exit interview. The exit interview with the Executive Director is to document the reasons you are leaving and solicit constructive feedback to improve the Port.

Employees must return all Port of Cascade Locks property including but not limited to phones, computers, credit cards, keys, manuals, vehicles, tools and equipment to their direct supervisor or the Human Resources Manager on or before their last day of work.

Employees who miss three or more consecutive workdays without contacting their supervisor are typically considered to have resigned their employment voluntarily.

### Layoff

A layoff is the termination of an employee due to the elimination of a position. A position may be eliminated as part of a reorganization, single or multiple position elimination or the contracting out of a program or service, lack of work or funding, or other reasons. Layoff is not an alternative to a disciplinary termination or demotion of an employee.

### Retirement

An employee is considered to have voluntarily terminated their employment when they are eligible for and receive a monthly benefit from a qualified retirement plan offered by the Port.

### Disciplinary Termination

Disciplinary termination (or discharge) is the termination of an employee for cause. Only the Executive Director may discharge an employee.

When disciplinary termination is recommended by a department head, manager, or supervisor, the recommendation will be provided in writing to the Human Resources Manager with attachments of all supporting documentation. The final decision to discharge is made by the Executive Director.



SECTION 3  
COMPENSATION



## Compensation Plan

### Pay Equity

The Port strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on the Port's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the Deputy Executive Director to obtain clarification.

### Compensation Goal

The goal of the Port Compensation Plan is to ensure that, to the extent possible, the total compensation package, salaries plus benefits provided to Port employees:

- Recognizes knowledge, skills and responsibilities required.
- Considers physical demands and work environment.
- Is competitive in the appropriate job market(s).
- Is equitable in the governmental industry.
- Ensures equity within the organization.

Established wage or salary ranges for each job description are reviewed periodically, compared to market rates for similar jobs with similar employers in Oregon, and may be adjusted as the Port deems appropriate.

### Overtime Pay

You may be required to work overtime. Prior approval must be obtained from your supervisor before working overtime hours. Managers and supervisors are responsible for ensuring that no unauthorized overtime hours are worked. The Port maintains compliance with the provisions for overtime for non-exempt employees, as outlined in the Fair Labor Standards Act and Oregon state wage and hour laws.

Employees will be compensated at one-and-one-half times (x1.5) their regular rate of pay for hours worked more than forty (40) in a workweek. "Hours worked" does not include time off due to Port holidays, personal holidays, vacation, and sick leave.

### Holiday Pay

Non-exempt employees that work on Port approved holidays and perform off-hours mobilization for emergency response will be compensated at double your regular rate (x2.0).

### Lunch and Rest Periods

All non-exempt employees are entitled to at least a 30-minute unpaid lunch period during their normal workday schedule not later than six hours into their shift. Your supervisor will schedule the assigned

time and length of the lunch period. All non-exempt employees are entitled and required to take two 10-minute breaks, one in the first 5-hour block of your shift and one in the second, as work coverage allows.

Exempt employees should schedule their lunch breaks to accommodate Port business needs.

Toll Collectors may be required to remain at the toll house during their breaks, depending on traffic conditions and coverage. Whenever this occurs, the break is a paid break.

### Lactation

The Port supports the practice and need for employees to express breast milk on its premises upon their return to work from maternity leave.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor or manager should be informed immediately.

The Port will provide a private space with an electrical outlet within the workspace to express breast milk. This space may vary depending on the available empty rooms. Make a plan with your supervisor for this accommodation. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

### Exceptions to Standard Workday/Workweek

**Non-Exempt Employees:** On a case-by-case agreement between the supervisor and the employee, a non-exempt employee may, within the same 40-hour workweek, work more than 10 hours one day and less than 10 hours on a different day(s), netting a zero gain or loss of hours, and no overtime. For example, an employee (with prior supervisor approval) could work 10 hours on Monday, 9 hours on Tuesday, 11 hours on Wednesday, and 10 hours on Thursday without going over or under 40 hours for that workweek. Hours "traded" must be within the same 40-hour workweek to meet federal law. If the hours cannot be "traded" within the same 40-hour workweek, the employee will either have overtime or will have to take vacation or sick leave for the missing hours based upon the reason for having less than 40 hours of paid time in that workweek.

These one-time agreements are not a mechanism for creating ongoing flex scheduling. The needs of the Port and the department determine if and when flexible scheduling is possible and/or available and under what specific unique circumstances it can be authorized.

**Exempt Employees:** Exempt employees work a “professional workweek,” which means they are not bound by a regular standard workday. If the needs of the position require that they arrive early or stay late, or work on weekends, however, they are not compensated with overtime pay. Exempt employees are paid for the work they do, not the hours that they work.

Exempt employees are required to keep exception time reporting whereby time off for sick leave and vacation should be approved beforehand unless unforeseeable situations arise. In the interest and furtherance of public accountability principles, and to ensure that public funds are appropriately allocated and used, the Port will make deductions from an exempt employee’s paid leave banks to offset time missed, as set forth in this policy.

Exempt employees will be required to use paid time for vacation and sick leave absences of 4 hours or more in a 10-hour day; if paid time is not available, an employee’s request for additional leave will be reviewed on a case-by-case basis. Leave bank deductions will not be required for absences of less than 4 hours in a day for up to 12 such leaves of absences per year and not more than 2 such occurrences per month.

\*Port Administration department employees (those working in the Port office building) are restricted to a Monday – Thursday schedule and may not trade work on a Friday for other days.

### Telework or Telecommute

Both telework and telecommute are a flexibility that may be available to some positions within the Port. These are two different arrangements. Telework is the planned practice of regularly working from a non-organization address. This is most typically the employee’s residence but may also involve work out of doors at various work sites. Telecommute is the planned practice of occasional or intermittent work from a non-organization address. This is most typically the employee’s residence.

All telework and telecommute arrangements require the prior approval of your supervisor or manager and the Executive Director and may be changed at the discretion of your manager or supervisor. Telework and telecommute may be permissible for some jobs and not all jobs.

Employees are responsible for ensuring a safe work environment when telecommuting or teleworking. Employees are also responsible to meet the expectation of their job regardless of where the job is done. Supervisors are responsible for monitoring compliance with these types of agreements, relevant policies, performance standards, expectations for work product and productivity, and time accountability.

Any employee who is teleworking or telecommuting must be available during established work hours and provide timely response to email, phone calls, Teams messages, and so on. Absences, including unavailability during work hours, must be pre-approved. Employees must account for all time

worked. Supervisors may consider an employee's request to alter regular work hours in the same way they would evaluate these requests for a person working at an organization address.

An employees' salary, benefits and insurance coverage does not change as a result of teleworking or telecommuting.

Employees are responsible for the utilization of the Port's networks while working remotely in a safe and secure manner as directed by your supervisor.

As mentioned above, these are planned arrangements. Employees and supervisors must work together to determine if an arrangement can be made and the details of the arrangement. All these arrangements are subject to the approval of the Executive Director and may be denied regardless of the supervisor's approval.

#### Information Technology

Teleworking or telecommuting employees are expected to be able to set up a remote office and use both the Port's and their own equipment without direct physical help from the Port. While any equipment supplied by the organization will be maintained by or at the direction of the Port, employees are responsible for the safe and secure transportation of equipment to and from the office.

Employees are expected to have sufficient telephone arrangements to perform their work and to participate in telephone conferences during agreed-upon work hours.

Employees are expected to have sufficient internet access if work assignments require use of Web resources in the performance of their duties while working at a remote worksite.

The Executive Director will determine, with information supplied by the employee and the supervisor, what equipment will be supplied for each telecommuting situation. The employee must sign an inventory of organization property and agree in writing to take appropriate action to protect the inventoried items from damage or theft.

All equipment supplied by the organization will be maintained by or at the direction of the Port. Equipment supplied by the employee will be maintained by the employee. The organization accepts no responsibility for damage or repairs to employee-owned equipment.

All equipment and software supplied by the organization are only for organization business and must comply with the organization's security and maintenance policies and practices. Portable equipment must, at all times, have Port-authorized security measures installed and running.

If the teleworking employee provides equipment, the employee provided equipment must comply with the Port's security and maintenance policies and practices, and any additional safeguards required by the Port.

Employees will notify the organization immediately in the event of a breakdown or other issue with supplied equipment, software, or other materials. Employees will follow the organization's direction regarding any necessary repair, update, replacement, etc.

Upon separation of employment, or discontinuation of a planned arrangement, whichever comes first, all organization property issued to the teleworking employee must be returned.

*All Port records and information stored on any employee's personal electronic equipment is subject to public records requests and discovery, and to review by the organization at any time.*

### Security

Employees are expected to ensure the protection of organization and district information accessible from their home office.

Steps include making sure that:

- All devices have anti-virus software, centrally managed through Port's contract with Radcomp technologies.
- All Wi-Fi, cellular or similar access points are protected with strong passwords or passphrases.
- All Wi-Fi, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
- Login and password information is secure and protected, even from family members.
- Basic network practices are being applied, such as a firewall with appropriate security standards.
- Web-based systems are secure ["https" URL, not just "http"].
- Two factor authentication is enabled and being used, if available.
- All data is saved to the Port's authorized shared network drives or cloud locations (currently this is OneDrive, SharePoint. Similarly, no data is saved or stored on portable machines such as on the C-Drive or Desktop.
- VPN access is only via organization issued devices. No personal devices are connected via VPN.

### Physical Security

Employees are expected to ensure physical office security by taking steps like keeping proprietary material in locked file cabinets and desks, securing doors, windows, hiding devices when not in use, and any other measures appropriate for the job and the environment.

Employees will follow all organization policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential information, paper and electronic, in transit or at the alternate worksite.

When accessing the organization's network from a personal computer, employees are responsible for preventing access to any computer resources or data by non-authorized users. In addition, employees are expected to ensure the remote host is not connected to any other network at the same time, except for personal networks that are under their complete control or under the complete control of the employee.

Performance of illegal activities through the organization network or on organization time by any user is prohibited. The employee bears responsibility for and consequences of misuse of their access.



Radcomp, or another IT contractor for the Port, will confirm that the user's device does not contain any traces of protected, sensitive, organization, or proprietary information and delete any protected, sensitive, organization and/or proprietary data, licensing, and information remaining on the device.

#### [Technology Support](#)

Radcomp, or another IT contractor for the Port, will only provide device support that relates to organization devices and connection.

## Pay Practices

### Paydays

You will be paid twice monthly. Paydays are generally on the 5th and 20th of each month. If a payday falls on a Saturday, Sunday, or banking holiday, paychecks will be distributed on the Friday prior to the established payday. If a payday falls on an organizational holiday, you will receive your check on the last workday prior to the holiday. Paychecks are delivered by direct deposit to employee personal bank accounts. Paycheck “stubs” are delivered to employees on payday. Your paycheck stub includes a statement showing gross earnings, deductions, and net salary.

### Time Recording

Your timecard (currently recorded electronically in our QuickBooks system) is a legal record of the hours you work, and any leave used. Your paycheck is based on the time recorded on your timecard. Federal and state laws require the Port to keep accurate records of time worked for calculation of employee pay and benefits. Each employee is responsible for accurately maintaining a timecard for each pay period, and for submitting their completed timesheet for manager approval by the required date for payroll processing.

Timesheets will contain all information required by your supervisor and the Finance Department and must be signed by the employee certifying the accuracy of all time reported and approved by your supervisor prior to submittal for payroll. The daily time record must reflect the hours worked, vacation and sick leave used, overtime hours worked, compensatory time used when applicable, and any other information deemed necessary by the payroll processor. Your time sheet should include the time of the beginning and end of each work period, including before and after the meal break.

If an error on your timesheet needs to be corrected or time clarified, you should notify your supervisor immediately. You should never allow someone else to make entries on your time record. Willfully falsifying a time record may be grounds for corrective action, up to and including termination.

### Time Records for Exempt Employees

Employees classified as exempt also fill out timecards, but no deduction of pay will be made for hours worked fewer than 40 hours per week, unless authorized by law. However, because the Port does have paid time off, vacation, sick pay benefits programs, if you have earned time in these bank(s), you must use this time first to cover any time off that is less than your normal work week.

### Pay Period and Paydays

The Port payroll period is bi-weekly pay and begins on a Sunday and runs through the second Saturday in a 14-day period. Payday is the Wednesday following the end of a pay period. Time sheets must be submitted by 8:00 a.m. on the Monday morning before the pay date, unless notified by the Finance department of a change in submittal date due to holidays. There are 26 pay periods in a year.

## Payroll Deductions and Documents

The Port makes certain pay deductions from each employee's earnings in accordance with state and federal law. Deductions for state and federal income taxes, social security, and Medicare will be applied to each paycheck. Additional deductions may be authorized by an employee in writing to cover costs of participation in Port provided programs, such as insurance and retirement benefits. If you have any questions regarding your deductions, please contact the Accounting Administrator.

The Employee Withholding Allowance Certificate (W-4) is provided at the time of hire and must be completed and signed by the employee before the start of the first workday. Changes can be made during the year by completing a new W-4 form from the Accounting Administrator's office. A copy will be placed into the employee's personnel file. At the end of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form. Questions can be answered by the Deputy Executive Director or the Accounting Administrator.

## Dispute Resolution Process for Paycheck Errors

If you have any questions regarding your pay or feel a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact Accounts Payable.

## Paycheck Advances

Pay advances are not provided by the organization. Employees are encouraged to find other appropriate resources for any financial difficulties. The Port's insurance package, provided by the Special Districts Association of Oregon, includes an Employee Assistance Program ("EAP") that can provide you with financial counseling and other counseling services at no cost. For more information on the EAP, contact the Deputy Executive Director or review the information included in the SDIS Employee Benefits Program brochure at [2021+SDIS+Benefits+Brochure+Guide+FINAL+VERSION.pdf \(sdao.com\)](https://www.sdao.com/2021+SDIS+Benefits+Brochure+Guide+FINAL+VERSION.pdf).

## Employee Withholding Allowance Certificates (Form W-4)

You are required to submit a completed Employee Withholding Exemption Certificate (W-4) to the Port at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the organization will implement the desired changes by the start of the first payroll period ending on or after the 30th day from the submission date. We encourage employees to seek independent tax advice if they have questions about withholding amounts.

## Final Paycheck

While we request that you give us at least 10 working days' advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

## Employee-Incurred Expenses and Reimbursement

The Port will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by the Executive Director before payment is made.

### Expense Reimbursement Procedure and Reports

Requests for expense and mileage reimbursement must be submitted on a monthly basis to the Accounting Administrator for processing. Supporting documentation, including a completed Port Expense Report form with a full description of the expense, purpose, and budget authority line item, and attached to an itemized receipt showing payment in full must be provided to each request.

Expense reimbursements will not be paid unless and/or until all itemized receipts are provided.

### Mileage Reimbursement

While in the course and scope of duties on behalf of Port employees, with their supervisor's approval, may use their vehicle for business purposes. While driving on behalf of the Port and in the course and scope of duties assigned, liability would accrue to the Port for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Coverage provided by the Port for damages to the employee's own vehicle is secondary to any other collectible coverage. Employees are required to have comprehensive and collision coverage on vehicles used for the Port business.

When you use your own vehicle for Port business, you will be reimbursed for organization-related business travel at the current IRS determined rate per mile.

Mileage reimbursement requests must be submitted using the Port's Expense Reimbursement Form that be signed by you and dated, initialed by your supervisor, and submitted to the Accounting Administrator for processing according to policy. For longer trips, you may be required to submit a route map showing the roundtrip route and mileage for your trip. If you have questions about expense reports and mileage allowances, please ask your supervisor.

### Credit Card Payment

If a Port credit card is provided to you, the employee, all receipts must be provided as they occur to the Accounting Administrator for the credit card reconciliation process. Itemized receipts for all purchases must be provided with a note indicating which card you used, the purpose of the expense, and the budget authority line item for the purchase.

Employees may expense and/or use a company provided credit card, for business related activities or incidental supplies following IRS guidelines.

### Overnight Travel and Meal Expense Reimbursement

If an employee is traveling overnight on a work-related activity, the employee may expense lodging, food, non-alcoholic beverages, and other incidental expenses that are necessary and business related.

### Meal Reimbursement Limits

The Port will not reimburse more than the following amounts for any meal unless approved in advance by the Executive Director.

- Breakfast - \$25.00
- Lunch - \$25.00
- Dinner - \$50.00

### Exceeding meal reimbursement limits

The Port recognizes that there may be certain group meal functions at locations where a conference/training is held where exceeding the meal reimbursement limits may be acceptable. Such situations should be known in advance and prior approval obtained from the Executive Director.

### Alcoholic Beverages

The Port will not pay for alcoholic beverages and such costs should not be submitted for reimbursement.

### Transportation Expense Reimbursement

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental and fuel for such rental.

### Spouse/Guest Expense Reimbursement

The Port will not pay for meals or entertainment of spouses/guest/significant others. While spouses and guests are often welcome to accompany Port staff and/or Commissioners on trips to conferences or other Port business-related events, travel expenses, meals, and entertainment will not be paid for by the Port.

The Port expects its employees to use good judgment and reserves the right to deny an expense if, in the management's belief, it is unreasonable.

SECTION 4  
PORT BENEFITS AND SERVICES



## Insurances

### Medical, Vision & Dental Insurance Overview

#### Health & Vision Insurance Benefit

The Port currently provides health and vision insurance coverage for all employees and their dependents if they are eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the Deputy Executive Director.

#### Eligibility

This benefit is provided for all regular [full time/full- and part-time] employees working more than 30 hours per week. If eligible, you may begin to participate in the plan after you have completed 60 days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of 60 days of employment. Part-time employees working less than 30 hours in a standard work week, temporary, and seasonal employees are generally not eligible to participate in the health insurance plan.

#### Plan Enrollment

Once you are eligible, you may complete enrollment forms available through the Accounting Administrator. If you don't want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

The cost of the monthly premium for enrolled employees and their dependents is shared between the Port and the employee depending on employment status. See the chart below for details:

	<b>100% Employee</b>	<b>75% Employee</b>	<b>50% Employee</b>
<b>Employee</b>	Port pays 100% of premium	Port pays 75% of premium	Port pays 50% of premium
<b>Dependent(s)</b>	Port pays 50% of premium for each dependent	Port pays 37.5% of premium for each dependent	Port pays 25% of premium for each dependent

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Medical information is covered by HIPAA regulations. The Port realizes the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

### Premium Cost

Specific types of coverage and benefit payment schedules are described in the organization's health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the organization will contribute toward your monthly premiums if you are eligible to participate in the plan. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the amount of services our employees require.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. The Port determines the payroll deduction schedule.

### Termination of Coverage

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the health plan coverage extended for a period of time. Eligibility can be lost due to a prolonged absence from work or if certain "qualifying events" occur that would otherwise cause your or a dependent's group health coverage to terminate. Examples of qualifying events are termination of employment, a reduction in hours, divorce or legal separation, entitlement to benefits under Medicare, a dependent child reaching the age of 26, or a leave of absence. You must notify us or the plan when a dependent child loses eligibility or in the event of divorce or legal separation.

You, your spouse, and dependents may continue group health insurance for a certain period of time at your own expense under COBRA. However, continuation does not occur automatically. You and any dependents have 60 days to enroll in the plan, which starts on the later of:

- (a) the date the election notice is received; or
- (b) the date you and any dependent would otherwise lose coverage;

You have 45 days to pay the initial premium. Coverage will be retroactive to the date of the qualifying event. You and any covered dependent will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

### Portability/Conversion of Health Plan

If you've been continuously covered under the Port's group medical insurance policy for at least 180 days and your employment with us ends, you may be eligible to convert to an individual policy with our insurance carrier. You may request this portability coverage before, during, or at the end of the benefit extension period described above. However, you must apply for portability coverage from our insurance carrier within 60 days after your group coverage ends. Please contact the insurance carrier for more information about this coverage.

## Workers' Compensation

The Port carries insurance to cover the cost of work-incurred injury or illness. Benefits help pay for your medical treatment and part of any income you may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. To be assured of maximum coverage, work-related accidents must be reported immediately to your supervisor and to the Deputy Executive Director.

## Retirement

### Public Employees Retirement System (PERS)

The Oregon Public Employees Retirement System ("PERS") covers all employees who are in a PERS qualified position and work at least 600 hours and more than six months in a calendar year. A mandatory PERS payroll deduction of 6% is required of the employee once the employee becomes a member of PERS. The Port also funds the PERS defined benefit of the pension plan which changes every biannum. For more information regarding the Oregon PERS plan, please see the Deputy Director, the Accounting Administrator, or visit the Oregon PERS website at: <https://www.oregon.gov/pers/Pages/index.aspx>.

### Deferred Compensation

Port employees have the option of investing pre-tax dollars in a 457 plan, as prescribed by law, with the Oregon Savings Growth Plan operated by the State of Oregon Retirement Systems Deferred Compensation Program. Contact the Accounting Administrator for information and forms.

## Vacation and Holidays

### Vacation Leave

A paid vacation benefit is provided to eligible employees to allow time away from work for relaxation and recreational purposes.

100%, 75%, and 50% employees accrue vacation at the following rates:

Percentage/Years	100% Employee	75% Employee	50% Employee
1 Year	6.67 hours per month = 10 days/80 hours	5.0 hours per month = 7.5 days/60 hours	3.34 hours per month = 5 days/40 hours
2-5 Years	10.00 hours per month = 15 days/120 hours	7.5 hours per month = 11.25 days/90 hours	5.00 hours per month = 7.5 days/60 hours

<b>6-8 Years</b>	13.33 hours per month = 20 days/160 hours	10.00 hours per month = 15 days/120 hours	6.67 hours per month = 10 days/80 hours
<b>8+ Years</b>	16.67 hours per month = 25 days/200 hours	12.5 per month = 18.75 days/150 hours	8.34 per month = 12.5 days/100 hours
<i>Up to a maximum of 200 total accrued hours</i>			

Continuous service is calculated from the first of the month nearest your date of hire. No accrual occurs while on unpaid leave.

Vacation leave must be scheduled and approved by your supervisor in advance. Extended vacation periods should be requested of your supervisor well in advance to enable department-wide shift scheduling accommodation for your time off. Vacation time may be used in hourly increments of no less than one (1) hour; however, all employees are strongly encouraged to take at least one vacation of five (5) consecutive days each year. Vacations up to two consecutive weeks may be taken at any one time but require supervisor approval. Executive Director approval will be required for vacations over two consecutive weeks.

Employees may accumulate a maximum of two hundred (200) hours of vacation time. Employees with vacation balance above 120 hours at the end of a calendar year have the option to be paid out for up to 40 hours after they have used 80 hours of vacation time. Employees are responsible for monitoring their accruals and scheduling time off as necessary to preserve their accrued vacation leave time.

Any accrued, unused vacation time (up to 200 hours) will be paid in full upon separation; provided that employees voluntarily resigning from their employment with the Port provide the Port at least two weeks written notice of their resignation. Vacation pay is computed at the rate being earned upon separation.

### Holidays

Port employees are eligible for nine (9) paid Port holidays in each calendar year per the following schedule:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (Third Monday in January)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Indigenous People's Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)

- Christmas Day (December 25)

When a Port holiday falls on Sunday, the following Monday will be observed as the holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the holiday. A non-exempt employee working on a holiday will be paid double their regular rate of pay depending on their status. See the chart below for the number of holiday hours for your status.

	<b>100% Employee</b>	<b>75% Employee</b>	<b>50% Employee</b>
<b>Holiday Pay Hours</b>	8 hours	6 hours	4 hours

### Requesting Vacation

All vacation requests must be submitted using the Port Leave Request and must be approved in advance by your immediate supervisor. Upon approval, your supervisor should input the dates of your leave onto the Admin Calendar for coordination and scheduling purposes.

### Leaves of Absence

#### Paid Personal Leave (PPL)

PPL is available to eligible regular full-time and regular part-time employees based on their FTE. PPL begins to accrue with the employee’s first full pay period. PPL accrues for regular full-time employees as follows:

<b>Length of Service</b>	<b>Accrual Rate Per Month</b>	<b>Accrual Rate Per Year</b>
0-3 years	14 hours	21 days (168 hours)
4-7 years	16 hours	24 days (192 hours)
8+ years	18 hours	27 days (216 hours)

PPL accrues for regular full-time and part-time employees only. Temporary or Seasonal employees do not accrue or receive paid PPL.

To take PPL, employees must request and be granted advance approval from their manager. Generally, an employee seeking PPL should give as much advance notice as possible to help with scheduling. An employee can only take PPL in two-week increments or less, unless the employee obtains prior approval from their manager, or unless the leave is due to illness or injury.

Employees are encouraged to use accrued PPL for rest, relaxation, or personal pursuits. In addition, employees may elect to take accrued PPL: (1) for temporary absences due to illnesses or injuries; (2) to care for a child of the employee with a health condition that requires treatment or supervision; or (3) to care for a spouse, parent, parent-in-law, or grandparent of

the employee with a serious health condition or an emergency condition. Exempt employees must take PPL in whole day increments. Non-exempt employees must take PPL in at least one-hour increments.

PPL can accrue up to 200 hours. \*\* Accrued but unused PPL will be paid out upon separation from employment.

Any employee who uses 80 hours of PPL within a calendar year shall be entitled to cash out an additional amount of PPL hours earned during the same calendar year, not to exceed 40 hours total in a single year.

Sick leave accumulated prior to adoption of this employee manual may be carried forward and used (1) for temporary absences due to illnesses or injuries; (2) to care for a child of the employee with a health condition that requires treatment or supervision; or (3) to care for a spouse, parent, parent-in-law, or grandparent of the employee with a serious health condition or an emergency condition. It cannot be converted to cash, or used as holiday or PPL time. Accrued unused sick leave will not be paid out if your employment with the Port ends for any reason.

### Family Medical Leave

This policy intends to comply with applicable law and enables employees to take up to 12 weeks of protected leave in a 12-month period for their own serious condition; for the birth or adoption of a child; for the placement of a foster child; for the care of a child with a non-serious health condition; for the care of a spouse, parent, child, grandparent, grandchild, parent-in-law, same-sex domestic partner, or someone with whom the employee has an “in loco parentis” relationship who has a serious health condition; and for an exigency leave related to a spouse, child or parent of a covered service member who is on active duty or called to active duty. In addition, leave is provided to employees to enable them to take up to 26 weeks of protected leave in a 12-month period for the care of a spouse, child, parent or next of kin of a covered service member or veteran who has a serious injury or illness. An employee must be eligible under the FMLA to receive the defined benefits.

Usually, leave under the federal Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA), run concurrently. There are some situations where this may not be the case. The FMLA/OFLA leave year for purposes of calculating leave, is a rolling (backward) twelve-month year. If you or your family member’s circumstances qualify for FMLA/OFLA protection, hours missed cannot be cause for discipline or retaliation.

### Eligibility

OFLA eligible employees are those who have been employed by the Port for at least 180 calendar days immediately preceding the day on which the leave begins and have worked an



average of 25 hours per week during the 180-day period. If the leave is to care for a newborn child or newly placed adoptive or foster child, the 25 hour per week requirement does not apply. For leave related to a spouse being called to active duty, the employee must have worked an average of 20 or more hours per week for the Port.

FMLA eligible employees are those that have been employed by the Port for at least 12 months (which need not be consecutive) and worked at least 1,250 hours during the 12-month period immediately preceding the leave.

#### Purposes for Family Medical Leave

Employees eligible for family medical leave are entitled to leave in the following circumstances:

- Employee's own serious health condition: When the employee is unable to perform the essential functions of the job because of a serious health condition, including pregnancy-related conditions. In some situations, additional leave may be available for pregnancy-related disability;
- Serious health condition of employee's family member: spouse; parent; parent-in-law; biological, adopted or foster child (of any age); same sex domestic partner; or child or parent of a same-sex domestic partner who has a serious health condition; grandparent; grandchild;
- In the event of the birth or adoption of a child under the age of 18 (including the legal placement of a foster child under the age of 18) within twelve (12) months of the event;
- Non-serious health condition of a child requiring home care ("sick child leave");
- To care for a spouse, parent, child or next of kin who is a covered service member or veteran who has a serious injury or illness incurred or aggravated while on active duty (leave must begin within 5 years of the veteran leaving military service);
- For exigency leave related to a spouse, child or parent of a covered service member who is on active duty or called to active duty.

Parental leave is available to both male and female employees. Parental leave must be used within 12 months of the birth or a newborn or placement of an adopted or foster child.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves:

- Conditions requiring constant or continuing care;
- Inpatient care;
- Critical illness or injuries diagnosed as terminal or that pose an imminent danger of death;
- Permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer's disease, a severe stroke, or terminal stages of a disease;

- Period of incapacity, which is incapacity for more than three consecutive calendar days involving 1) two or more treatments by a health care provider, or 2) one treatment followed by regimen of continuing treatment;
- Absences for pregnancy related disability;
- Absences for prenatal care;
- Absences for chronic conditions;
- Multiple treatments for conditions that if not treated would likely result in incapacity of more than three days.

Serious health conditions are usually not common colds, flu, earaches, upset stomach, routine headaches, sore throat, or routine medical or dental visits. Periods of employee disability resulting from occupational injury or illness will qualify as family medical leave under this policy if the injury or illness is a serious health condition.

An FMLA qualifying exigency is defined by U.S. Department of Labor regulations. The number of weeks available under FMLA to care for a service member is 26 weeks. The 26 weeks must be used in a single 12-month period. If 26 weeks are used for the care of a service member, additional FMLA leave is not available.

#### Amount of Leave Available

Generally, an employee may take a total of 12 weeks of leave per year for any combination of qualifying purposes. For instance, an employee could use 4 weeks of leave for her own serious health condition, 2 weeks for sick child leave, and 6 weeks for the serious health condition of her father.

More than 12 weeks is available under OFLA in two circumstances:

- a. A female employee who takes leave for a pregnancy related disability may take up to an additional 12 weeks for any other OFLA qualifying purpose; and
- b. Any employee who uses a full 12 weeks of parental leave may use up to 12 additional weeks in the same leave year for sick child leave.

Because OFLA has more qualifying circumstances than FMLA, where an eligible employee takes up to 12 weeks leave of OFLA leave for an OFLA purpose not covered by FMLA, the employee may still have up to 12 weeks of FMLA leave available. Otherwise, OFLA requires that family leave be taken concurrently with any leave taken under FMLA.

Except for holidays, all other available paid leave will run concurrently and must be used during family medical leave. Workers' Compensation leave will also run concurrently with family medical leave unless the employee is unable to work because of a compensable disabling injury. However, OFLA leave will automatically begin when the employee refuses a bona fide offer of light duty or modified work.

The per year (12 month) calculation period during which leave is available is measured backward from the date the employee first uses any family medical leave. The leave may be taken in full, intermittent, or reduced time increments. Prior written approval from the employee's Department Head is required for leave taken in intermittent or reduced time increments. Requests for this option are reviewed on a case-by-case basis and granted in the Department Head's discretion. Details of the proposed schedule should be verified by the certifying medical professional. Employees should discuss the need for intermittent leave with the employer. The employer may require updated medical certifications during intermittent leave periods.

#### Leave Notice

If an employee does not request FMLA/OFLA, the Port will designate the leave as FMLA/OFLA after three (3) consecutive workdays missed, due to a qualifying condition. If you miss more than three (3) consecutive days work, you may be required to provide a release from your doctor before returning to work.

In situations where the need for medical leave is foreseeable, employees are expected to give 30 days written notice. You must also complete and deliver the Notice for Family Medical Leave form and the Health Care Provider Certification as soon as possible, but no later than 15 days from the requested leave date. If you are unable to bring this information to the Accounting Administrator, they may complete and submit the necessary paperwork on your behalf, with your permission.

If you are taking family and medical leave to care for a family member with a serious health condition or adoption or placement of a foster child, proof of the relationship may be required.

The employee must make a reasonable effort to schedule treatment for serious health conditions in a manner that does not unduly disrupt the Port's daily operations.

The Port is not required to grant a leave request for sick child leave during the period of time in which another family member is willing and able to care for the sick child. The Port is also not required to grant a leave request to care for a family member with a serious health condition unless:

- a. The family member with the serious health condition is unable to transport their self to a health care provider;
- b. The family member with the serious health condition is unable to care for their own basic medical, hygienic, or nutritional needs or safety;
- c. When the employee is needed to make arrangements for changes in care, such as transfer to a nursing home;

- d. When the employee is providing psychological comfort and reassurance that would be beneficial to the family member with a serious health condition who is receiving inpatient or home care;

Following receipt of the employee's notice and prior to the commencement of leave, unless it is unanticipated or an emergency, the Deputy Executive Director or the Accounting Administrator will provide the employee with notice regarding the designation of OFLA and FMLA qualifying leave, the use of paid leave during family medical leave, and of the employee's rights and responsibilities.

The Port may require the employee to provide periodic reports during leave regarding the employee's status and intent to return to work.

#### [Reporting: Medical Certification and Release](#)

Employees may be required to provide a medical certification from a health care provider in support of a family medical leave request. The certification must be provided prior to the leave if the leave is anticipated or not an emergency, and within 15 days of the request for certification if the leave was not anticipated or is an emergency. In some cases, the Port may require a second opinion, at the Port's expense. Medical certification is not required for parental leave, although an employee may be required to provide documentation of birth, adoption, or foster placement.

If the employee's medical leave is for their own condition, the Port may require a fitness for duty certification, at the Port's expense, prior to returning to work at their former position.

During family medical leave of one month or longer, the employee should call to report their status to their supervisor or the Human Resources Manager at least every 14 days. During shorter family medical leave, the employee should call to report their status on a weekly basis. Employees are expected to immediately report to their supervisor or the Human Resources Manager any change in their need for leave or their intention to return to work.

#### [Benefits During Family Medical Leave](#)

During the time that family medical leave runs concurrently with other paid leave, all accruals, such as vacation, will continue. During the time that family medical leave runs concurrently with any unpaid leave, accruals will terminate. With respect to group health insurance benefits (medical and dental), the Port will continue to pay its share of the employee's insurance premiums while the employee is on family medical leave. During the paid portion of family medical leave, the employee's portion will be deducted from the employee's paycheck; during the unpaid portion of family medical leave, the employee must pay their portion by the first of each calendar month.

The Port is not required to maintain group health insurance coverage during unpaid OFLA leave. However, coverage is available through COBRA. The employee should contact the Deputy Executive Director or the Accounting Administrator regarding the employee's rights and responsibilities to continue coverage.

If an employee returns directly from family medical leave, group health insurance benefits will be reinstated immediately but other benefits will be reinstated at the first of the following month. If the leave exceeds the limit, the employee will be required to meet the eligibility guidelines before coverage is reinstated and pre-existing condition limitations may apply on some of the plans.

#### [Workers' Comp and OFLA](#)

OFLA automatically begins if an employee, who is on workers compensation time loss, refuses an offer of light-duty employment.

#### [Federal Military Family Leave](#)

*Qualifying Exigency Leave for Families of National Guard and Reserves:* The National Defense Authorization Act for 2008 (NDAA) amends FMLA to allow military family members (spouse, son, daughter, or parent) of people who are on, or about to go on active duty, leave entitlement to manage their affairs ("qualifying exigency").

For purposes of qualifying exigency leave, family members of covered military members called to active duty may take leave for one or more of the following qualifying exigencies: (1) to address any issues which arise from the military member learning of a call or order to duty seven or less calendar days prior to deployment; (2) to attend military events or sponsored family support programs; (3) to arrange for alternative childcare or school attendance, attend childcare or school meetings, or provide childcare on an urgent immediate need basis when necessitated by the call to duty; (4) to make or update financial and legal arrangements to address the military member's absence, or to serve as the military member's Representative in obtaining, arranging or appealing military service benefits; (5) to attend counseling (not provided by a health care provider) for oneself, the military member, or child of the military member; (6) to spend time (up to 5 days of leave for each instance) with a military member on temporary rest and recuperation leave; (7) to attend post-deployment activities, and (8) any other events which employer and employee agree arise out of the military member's call to duty, qualify as an exigency, and agree as to the timing and duration of leave.

*Military Caregiver Leave:* The NDAA FMLA amendments also allow up to 26 weeks of unpaid FMLA caregiver leave for a service member who incurs a serious illness or injury in the course of active duty. This leave is called "Service member Family Leave" (SMFL). A caregiver may be the spouse, son, daughter, parent or next of kin (defined as nearest blood relative). For this leave only, a "serious injury or illness" is defined as any injury or illness incurred in the line of duty that "may render the service member medically unfit to perform the duties of the

member's office, grade, rank, or rating." This means that the SMFL serious health condition may not meet the definition of other FMLA serious health condition.

#### Oregon Military Family Leave (OMFLA)

Employees who work an average of 20 hours per week, regardless of how long the employee has worked for the Port, may be eligible for this leave. The OMFLA provides spouses of armed service members with 14 days of unpaid leave each time an employee's spouse is deployed for military service. In order to take this leave, the employee must give notice to the employer within five days of receiving official notice of the spouse's deployment. The 14 days count against the employee's 12-week OFLA allotment for the year; this means the days are included in, not in addition to, the 12 weeks of family leave available under Oregon's Family Leave Act (OFLA). Benefits and Compensation may be continued during OMFLA leave. Upon completion of OMFLA, an employee is eligible to be restored to employment in the position held at the beginning of the leave. No retaliation or discrimination may occur because an employee has requested OMFLA leave.

#### Family Medical Leave Reinstatement

Reinstatement following family medical leave is to the employee's former position, unless the position has been eliminated, in which case the employee may be entitled to reinstatement to an available equivalent job. An employee who gives notice of intent not to return to work will not have reinstatement rights. An employee who fails to return to work at the conclusion of approved family medical leave may be deemed to have voluntarily terminated employment, particularly if the employee's continued absence does not qualify as OFLA leave.

#### Bereavement Leave

In the event of a death in your immediate family, you may take up to five working days, with pay, to handle family affairs and attend the funeral. "Immediate family" is defined as: spouse, domestic partner, children, parents, grandparents, grandchildren, brothers, and sisters of all statuses (in-law, step, foster or adopted), or the death of any person residing with or legally dependent upon the employee. In addition to this paid time, Oregon employers are required to provide seven (7) additional unpaid, protected leave days so that employees can travel or take care of family matters. This is a protected leave for the employee. Within the discretion of the Port, bereavement leave may be combined with sick leave, vacation leave or an unpaid leave of absence.

Funeral leave for non-immediate family not listed above may be granted through the use of sick leave for one day. Any additional days granted must be taken as vacation.

#### Paid Leave Oregon – Insurance

The Port provides a Paid Leave Oregon Insurance plan through Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the



insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

### Crime Victims' Leave

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment, under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings.

Domestic Violence Leave an employee who is a victim of domestic violence, harassment under the public offenses statutes, sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

### Leave to Donate Bone Marrow

Employees working 20 or more hours per week are eligible for this leave.

### Jury or Witness Duty

The Port allows all employees who are called to serve as a witness or jury duty to take the time required to serve. Employees who are summoned for jury duty or who are subpoenaed to appear in court or in deposition should present a copy of the summons or subpoena to your supervisor. Employees who are dismissed from jury duty or are not required to remain in court must report to work during their regular work hours. The Port may pay employees their normal wages during this leave.

### Volunteer Fire Fighter Leave

As part of the Port's service to the local community, the Port supports employees who serve as volunteer firefighters, along these guidelines.

- When called to a possible fire during regular work hours, an employee should inform his or her supervisor and leave work. For the time spent in providing emergency services, the employee will receive from the Port his or her regular compensation.
- When an employee is called to a possible fire before his or her regular college hours, he or she need not come to work. There will be no Port compensation, but the employee can use vacation, personal time accruals, or a leave without pay.
- When an employee is called for non-emergency services beginning before or during his or her regular work hours, the employee may request time off from his or her supervisor, who may approve or not depending on work schedules. There will be no Port compensation, but the employee can use vacation, personal time accruals, or a leave without pay.

Situations not included in these guidelines will be addressed by the supervisor on a case-by-case basis.

### Uniform Services Leave and Re-Employment

The Port upon request will grant leave to members of the reserve components of the Armed Forces of the United States or the State of Oregon, or to an employee who leaves his or her employment with the Port, whether voluntarily or involuntarily, to perform military duty. Such employees will be accorded all rights to which they are entitled under Oregon and federal law and in compliance with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), as may be amended periodically. Any employee requesting leave for military duty will be advised of his/her employment rights and benefits.

Any employee who has been employed by the Port for at least six months is entitled to one paid leave absence for annual active duty for training per military training year, not to exceed fifteen (15) days.

Except as provided for above, the Port will not provide wages or other monetary compensation during an employee's military leave of absence. At the employee's discretion, employee may use accrued vacation, personal holidays, or compensatory time during the absence. The employee may elect to continue health care coverage during the absence and may be subject to paying the cost of such coverage.

### Pregnancy Disability Leave

Female employees not eligible for Family Medical Leave, or who otherwise have exhausted their FMLA, are entitled to an unpaid pregnancy disability leave of absence for the period of actual disability due to pregnancy, childbirth, or related medical conditions; employees seeking leave under this policy should provide written notice of the intended leave dates at least 30 days in advance of the leave or as soon as possible in the case of an emergency.

An employee returning from such leave is entitled to the same job with the same pay, unless the Port's circumstances have so changed as to make it impossible or unreasonable to do so.

### Personal Leave

Under limited circumstances, the Port may grant personal leave of absence of up to 30 days for emergency situations when the employee does not have any other available leave (such as sick leave, vacation, paid personal leave, etc.). Generally, this leave is only for extraordinary circumstances, and approval is at the sole discretion of the Executive Director. During this approved unpaid leave, the employee remains eligible for Port paid insurance benefits, but not other benefits will accrue.

### Changes in Leave Status

A Port employee that accrues both vacation and sick leave may move from one leave status to another depending upon the circumstances taking place during the leave. For example, an employee on vacation leave will be able to go to holiday leave status for a Port defined holiday

and back to vacation leave status. An employee may move from vacation status to sick leave status based upon the circumstances of the events and the approval of their manager. If an employee only accrues sick leave then sick leave taken during a holiday may be offset by the holiday leave.

## Other Services

### Employee Assistance Program (EAP)

The Port provides access for all employees to a comprehensive Employee Assistance Program through our insurer, Special Districts Association of Oregon. Details on how to access the EAP program benefits are available upon request to the Deputy Executive Director. Currently, the Port's EAP includes the following programs:

- Counseling with an EAP Professional (Three counseling sessions at no cost)
- Assistance in location of resources like childcare, eldercare, caregiving
- Legal Consultation and Mediation
- Identity Theft
- Home Ownership and Housing Support
- Coaching
- Pet Parenting Resources
- Wellbeing Tools
- Member Site and Tools

### Uniforms and Logo Gear

The Port may provide uniforms, hats, and name tags to all personnel, not just as a benefit to the employees, but also to identify Port staff to the public. As a representative of the Port, you have a responsibility to represent the Port in a positive and professional manner. Maintenance personnel will also be issued and will utilize Port branded safety equipment, vehicles, tools, and equipment while working in the field.

### Maintenance Department Boots and Rain Gear

Safety of our employees is a key objective of the Port. All employees who work in an environment where injury to the foot could occur must wear appropriate work boots.

Once a year (every 12 calendar months or as needed, but no more than once a year), all Maintenance personnel are authorized to purchase one (1) pair of steel toed or work boots from the vendor of their choosing. The Port has established a maximum dollar amount of \$200.00. This amount includes the basic boot and any upgrade to the boot. Prior to ordering

the boots, the employee must pay any cost more than the authorized amount. If possible, costs within the limit may be billed directly to the Port.

Once every four years, all Maintenance personnel are authorized to purchase one (1) pair of steel-toed or reinforced rubber boots. The Port has established a maximum dollar amount of \$100.00. Prior to ordering the boots, the employee must pay any cost in excess of the authorized amount. Costs within the limit will be billed directly to the Port.

The employee is responsible for providing reasonable care and maintenance for their boots as with all personal protective equipment. If you have questions, please contact your supervisor.

Appropriate rain gear, as well as boot tracks for ice, will be provided to field personnel.

#### Use of Port Facilities for Social Functions

Port employees are encouraged to share in the benefit of the Port's event facilities. Full Time Regular employee may be allowed to host up to one personal event per year with no fee. Arrangements must be made with the Events Manager and are subject to availability and Executive Director approval. Employees are responsible for set up and clean up, including garbage removal, and are liable for any damage that may occur to the facility.

---

---

## PORT COMMISSION REPORT

---

---

**TO:** PORT COMMISSION

**FROM:** JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT: APPROVE ACCEPTANCE OF SENATE BILL 5701 GENERAL FUND GRANT**

**DATE:** MAY 21, 2024

---

**Introduction:**

The Port of Cascade Locks has successfully secured a significant grant under Senate Bill 5701 of the 2024 Regular Session. The State of Oregon's Department of Transportation appropriated \$6,000,000 from the General Fund to fund the Bridge of the Gods Seismic Resilience & Preservation Study project.

This project encompasses engineering analysis, site investigations, project cost estimating, external outreach, and impact analysis aimed at seismic retrofit and preservation actions for the Bridge of the Gods. Furthermore, the project will explore the feasibility of adding a pedestrian and bike pathway to enhance safety on the Pacific Crest Trail crossing of the Columbia River.

Upon acceptance of the grant, staff will proceed with the necessary steps to fulfill the requirements outlined in the grant agreement. This will include coordinating with the State of Oregon's Department of Transportation, initiating the project activities, and ensuring compliance with all relevant regulations and guidelines.

**Recommendation:**

Given the significance of this grant and its alignment with the Port's strategic goals for infrastructure development and community safety, staff is requesting a motion from the Commission to formally accept the Senate Bill 5701 General Fund Grant. Accepting this grant will enable the Port to proceed with the vital Bridge of the Gods Seismic Resilience & Preservation Study project, which will not only enhance the safety and resilience of our infrastructure but also contribute to the well-being of our community and the region as a whole.

**Commission Options:**

1. Move to accept the Senate Bill 5701 General Fund Grant awarded to the Port of Cascade Locks by the State of Oregon's Department of Transportation, totaling \$6,000,000, for the purpose of funding the Bridge of the Gods Seismic Resilience & Preservation Study project, as outlined in the grant agreement
2. Do not accept the Senate Bill 5701 General Fund Grant
3. Other action



## GRANT AGREEMENT

Title: Senate Bill 5701 (2024 Regular Session) General Fund Grant

Agreement Number: 73000-00032486

This grant agreement (“Agreement”) is made by the State of Oregon, acting by and through its Department of Transportation (“ODOT” or “State”), and Port of Cascade Locks (“Recipient”). This Agreement becomes effective only when fully signed and approved as required by applicable law (the “Effective Date”) and, unless earlier terminated, expires on June 30, 2029 (the “Expiration Date”). The period from the Effective Date through the Expiration Date is hereinafter referred to as the “Grant Term.” **Certain terms of the Agreement survive its termination or expiration as set forth in Section 8.K below.**

Pursuant to the Oregon Laws 2024, chapter 114, section 509 (the “Authorization”), the Oregon Legislature appropriated \$6,000,000 from the General Fund for a grant to Recipient to fund the Bridge of the Gods Seismic Resilience & Preservation Study project, which includes engineering analysis, site investigations, project cost estimating, external outreach and impact analysis for a seismic retrofit and other preservation actions for the Bridge of the Gods (the “Project”). The Project studies will also examine the feasibility of the addition of a pedestrian and bike pathway to enhance safety on the Pacific Crest Trail crossing of the Columbia River.

### SECTION 1 – GRANT

ODOT shall provide Recipient, and Recipient shall accept from ODOT, a grant (the “Grant”) in the amount of \$6,000,000.

Conditions Precedent. ODOT’s obligations are subject to the receipt of the following items, in form and substance satisfactory to ODOT and its counsel:

- (1) This Agreement duly signed by an authorized officer of Recipient; and
- (2) Such other certificates, documents, opinions and information as ODOT may reasonably require.

### SECTION 2 – DISBURSEMENT

- A. Full Disbursement. Upon satisfaction of all conditions precedent, ODOT shall disburse the full Grant to Recipient.
- B. Condition to Disbursement. ODOT has no obligation to disburse funds unless, in the reasonable exercise of its administrative discretion, it has sufficient funding, appropriations, limitations, allotments and other expenditure authority to make the disbursement.

### SECTION 3 - USE OF GRANT

- A. Use of Grant Moneys. Recipient shall use the Grant only to fund the Project.
- B. Costs Paid for by Others. Recipient may not use any of the Grant to cover costs to be paid for by another State of Oregon agency or any third party.
- C. Unexpended Grant Moneys. No later than five (5) business days after the Expiration Date, Recipient shall return to ODOT all Grant moneys disbursed to Recipient, and any interest earned by Recipient on the Grant moneys, that remain unexpended on the Expiration Date.

#### SECTION 4 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT

Recipient represents and warrants to ODOT:

A. Organization and Authority.

- (1) Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Agreement, (b) incur and perform its obligations under this Agreement, and (c) receive the Grant funds.
- (2) This Agreement has been authorized by an ordinance, order or resolution of Recipient's governing body.
- (3) This Agreement has been duly executed by Recipient, and when executed by ODOT, is legal, valid and binding, and enforceable in accordance with their terms.

B. Full Disclosure. Recipient has disclosed in writing to ODOT all facts that materially adversely affect its ability to perform all obligations required by this Agreement. Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in this Agreement is true and accurate in all respects.

C. Pending Litigation. Recipient has disclosed in writing to ODOT all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the ability of Recipient to perform all obligations required by this Agreement.

D. No Defaults. No Defaults or Events of Default exist or occur upon authorization, execution or delivery of this Agreement.

E. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Agreement will not: (i) cause a breach of any agreement or instrument to which Recipient is a party; (ii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iii) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient or its properties or operations.

#### SECTION 5 - COVENANTS OF RECIPIENT

Recipient covenants as follows:

A. Notice of Adverse Change. Recipient shall promptly notify ODOT of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient related to the ability of Recipient to perform all obligations required by this Agreement.

B. Compliance with Laws. Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Agreement and Recipient's use of the Grant funds.

C. RESERVED.

D. Books and Records. Recipient shall keep accurate books and records of the uses of the Grant and maintain them according to generally accepted accounting principles.

- E. Inspections; Information. Recipient shall permit ODOT and any party designated by ODOT to inspect and make copies, at any reasonable time, of any accounts, books and records, including, without limitation, its records regarding receipts, disbursements, contracts, investments and any other related matters. Recipient shall supply any related reports and information as ODOT may reasonably require.
- F. Records Maintenance. Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement for a minimum of six years beyond the later of the final and total expenditure or disposition of the Grant. If there are unresolved issues at the end of such period, Recipient shall retain the books, documents, papers and records until the issues are resolved.
- G. Notice of Default. Recipient shall give ODOT prompt written notice of any Default as soon as any senior administrative or financial officer of Recipient becomes aware of its existence or reasonably believes a Default is likely.
- H. Contribution.
- 1) If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
  - 2) With respect to a Third Party Claim for which State is jointly liable with Recipient (or would be if joined in the Third Party Claim ), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
  - 3) With respect to a Third Party Claim for which Recipient is jointly liable with State (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in

such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

## SECTION 6 - DEFAULTS

Any of the following constitutes an "Event of Default":

- A. Any false or misleading representation is made by or on behalf of Recipient, in this Agreement or in any document provided by Recipient related to this Grant.
- B. Recipient fails to perform any obligation required under this Agreement, other than those referred to in subsection A of this section 6, and that failure continues for a period of 10 business days after written notice specifying such failure is given to Recipient by ODOT. ODOT may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

## SECTION 7 - REMEDIES

- A. Remedies. Upon any Event of Default, ODOT may pursue any or all remedies in this Agreement and any other remedies available at law or in equity to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to any one or more of the following:
  - (1) Terminating ODOT's commitment and obligation to make the Grant.
  - (2) Barring Recipient from applying for future awards.
  - (3) Withholding amounts otherwise due to Recipient for application to the payment of amounts due under this Agreement.
  - (4) Requiring repayment of the Grant and all interest earned by Recipient on those Grant funds.
- B. Application of Moneys. Any moneys collected by ODOT pursuant to section 7.A will be applied first, to pay any attorneys' fees and other fees and expenses incurred by ODOT; then, as applicable, to repay any Grant proceeds owed; then, to pay other amounts due and payable under this Agreement, if any.
- C. No Remedy Exclusive; Waiver; Notice. No remedy available to ODOT is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right, power or privilege under this Agreement will preclude any other or further exercise thereof or the exercise of any other such right, power or privilege. ODOT is not required to provide any notice in order to exercise any right or remedy, other than notice required in section 7 of this Agreement.

## SECTION 8 - MISCELLANEOUS

- A. Time is of the Essence. Recipient agrees that time is of the essence under this Agreement.
- B. Relationship of Parties; Successors and Assigns; No Third-Party Beneficiaries.
  - (1) The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.



- G. Amendments, Waivers. This Agreement may not be amended without the prior written consent of ODOT (and when required, the Department of Justice) and Recipient. This Agreement may not be amended in a manner that is not in compliance with the Authorization. No waiver or consent is effective unless in writing and signed by the party against whom such waiver or consent is sought to be enforced. Such waiver or consent will be effective only in the specific instance and for the specific purpose given.
- H. Attorneys' Fees and Other Expenses. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the prevailing party in any dispute arising from this Agreement is entitled to recover its reasonable attorneys' fees and costs at trial and on appeal. Reasonable attorneys' fees cannot exceed the rate charged to ODOT by its attorneys.
- I. Choice of Law; Designation of Forum; Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

- J. Integration. This Agreement (including all exhibits, schedules or attachments, if any) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Agreement.
- K. Survival. The following provisions survive expiration or termination of this Agreement: Sections 3.C., 5.E., 5.F., 5.H., 6, 7, 8.H., 8.I and 8.K.
- L. Execution in Counterparts. This Agreement may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.



Recipient, by its signature below, acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.



**STATE OF OREGON**  
acting by and through its  
Department of Transportation

**RECIPIENT**  
Port of Cascade Locks

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:**

//s// Samuel B. Zeigler on 5/6/24  
\_\_\_\_\_  
Senior Assistant Attorney General