



PUBLIC MEETING: Port Commission Meeting

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

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

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

AGENDA

- 1) Commission meeting called to order
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Modifications, Additions and Changes to the Agenda
- 2) Consent Agenda (***)Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may make a motion to remove any items from the Consent Agenda for individual discussion)
 - a. Approval of minutes for Commission Meeting from November 19, 2024, December 3, 2024, and January 7, 2025 – **Page 2**
 - b. Ratification of bills in the amount of \$661,451.36 – **Page 10**
 - c. Approval of payroll for December in the amount of \$122,676.76 and for the month of January in the amount of \$76,450.06
- 3) Public Comment (Speakers may be limited to three (3) minutes)
- 4) Special Presentations and Reports by Outside Resources, Staff, and Government Officials
 - a. JettyLight Update – Jim Andrews – **Page 14**
 - b. Bridge of the Gods Update – David McCurry – **Page 28**
- 5) Commissioner Comments and Sub-Committee Reports
- 6) Executive Director Report
- 7) Executive Session under ORS 192.660 (2) Final actions or decisions on these matters will be made during the Regular Session
- 8) Business Action Items
 - a. Consider Items Referred from the Executive Session
 - b. Consider Proposed Modification to Commission Meeting Schedule – **Page 35**
 - c. Consider Resolution 2025-1 – **Page 37**
- 9) Adjournment

IMPORTANT DATES

Saturday, January 25, 2025

Hood River County Town Hall Meet & Greet

Tuesday, February 4, 2025

Port Commission Meeting

Tuesday, February 18, 2025

Port Commission Meeting



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday, **November 19, 2024, 6:00 PM**

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

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

MINUTES

Video Location: <https://youtu.be/Sw3KUsIXvss>

- 1) Commission meeting called to order at
 - a. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute
 - iii. Commissioner Nance
 - iv. Commissioner Peterson
 - v. Commissioner Dodd
 - vi. Members of the Staff and Other Support – Executive Director Jeremiah Blue; Deputy Executive Director Genevieve Scholl; Administrative Specialist Keriane Stocker; Operations Manager Parker Nelson; Accounting Administrator Melissa Warren; Senior Program Director - Transportation David McCurry, Parsons, Inc.
 - vii. Members of the Public – Tom Cramblett; Tim Heuker; via Zoom – Denise Emmerling-Baker; Chris Matlock; Pam T; iPhone
 - b. Modifications, Additions, and Changes to the Agenda
 - i. ED Blue informed that there was a correction to the submitted Bill List. The packet in-hand is incorrect; however, the version online has been updated. ED Blue also requested to add a section after Commissioner Comments for guest speaker.
- 2) Consent Agenda (***) Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may make a motion to remove any items from the Consent Agenda for individual discussion)
 - a. Approval of minutes for Commission Meeting from October 21, 2024
 - b. Ratification of bills in the amount of \$557,744.98
 - c. Approval of payroll for October 20, 2024 in the amount of \$43,559.03 and for November 5, 2024 in the amount of \$45,177.83
- 3) Executive Director Report
- 4) Commissioner Comments and Sub-Committee Reports
- 5) Executive Session under ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions. Final actions or decisions on these matters will be made during the Regular Session
 - a. Recess from Regular Session, into Executive Session at 6:46 PM
 - b. Recess out of Executive Session, into Regular Session at 7:36 PM
- 6) Business Action Items
 - a. Consider Items Referred from the Executive Session
Not action was taken as a result of Executive Session
 - b. Approve Contract with Parsons Transportation Group for the Owner’s Engineering and Project Management, and Related Services for the Bridge of the Gods Seismic, Safety, & Preservations Studies Project
MOTION: **Approve the contract with Parsons Engineering for the Bridge of the Gods Seismic, Safety, & Preservation Studies Project, authorizing them to proceed with the outlining**

scope of work, subject to final legal review and approval by the Executive Director.

MOVE: Carrie Klute

SECOND: Ted Dodd

DISCUSSION: DED Scholl reported that to enhance the bridge's seismic resilience, long-term maintenance, and safety, the Port seeks to contract with Parsons Engineering as the Owner's Engineer and Project Manager. Following a \$6 million allocation from the State of Oregon in early 2024 for a Seismic Resilience & Preservation Study, this contract will enable thorough engineering studies, cost assessments, and feasibility analyses. The Port now requires Commission approval to formalize this contract with Parsons Engineering, a firm specializing in seismic retrofitting and preservation. SPD McCurry was present to also answer the Commission's questions.

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

VIDEO TIMESTAMP: **1:16:05**

- c. Approve Resolution 2024-4: A Resolution Authorizing the Transfer of Appropriated Funds Within the 2024-2025 General Fund Budget

MOTION: **Approve Resolution No. 2024-4 Authorizing a Budget Transfer in the Amount of \$45,000 from the Contingency of the General Fund to General Operations to fund the Transfer Switch Installation for the Cascade Locks Elementary School Warming Shelter Project.**

MOVE: Albert Nance

SECOND: Carrie Klute

DISCUSSION: DED Scholl reported that the Commission directed staff on November 5, 2024, to fund a transfer switch installation at Cascade Locks Elementary School using contingency funds. Following a site visit with school district personnel, Operations Manager Nelson is updating cost quotes for the project. Staff recommends a \$45,000 budget transfer, with final costs to be reported later.

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

VIDEO TIMESTAMP: **1:28:10**

7) Adjournment

Port of Cascade Locks

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Approved

Prepared by Keriane Stocker



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday, **December 3, 2024, 6:00 PM**

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

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

MINUTES

Video Location: <https://youtu.be/NB1oPvErRis>

- 1) Commission meeting called to order at 6:01 PM
 - a. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute
 - iii. Commissioner Nance
 - iv. Commissioner Peterson
 - v. Commissioner Dodd
 - vi. Members of the Staff and Other Support – Executive Director Jeremiah Blue; Deputy Executive Director Genevieve Scholl; Administrative Specialist Keriane Stocker; Operations Manager Parker Nelson
 - vii. Members of the Public – Christ Bernhardt, C2 Recreations; Jim Andrews, JettyLight; Steve Caputo, JettyLight; via Zoom: Chris Matlock; the following with aliases: Cascade Locks Local; C L
- 2) Special Presentations and Reports by Outside Resources, Staff, and Government Officials
 - a. Cascade Locks Trail Project – Chris Bernhardt, C2 Recreation
 - b. JettyLight Update – Jim Andrew, JettyLight
- 3) Public Comment (Speakers may be limited to three (3) minutes)
- 4) Executive Director Report
- 5) Commissioner Comments and Sub-Committee Reports
- 6) Business Action Items
 - a. Appoint Energy Council Representative

MOTION: To appoint Rob Peterson as the new Port of Cascade Locks representative for the Hood River Energy Council

MOVE: Carrie Klute

SECOND: Ted Dodd

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

VIDEO TIMESTAMP: 1:33:34
- 7) Executive Session under ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection. Final actions or decisions on these matters will be made during the Regular Session
 - a. Recess from Regular Session, into Executive Session at 7:36 PM
 - b. Recess out of Executive Session, into Regular Session at 7:42 PM
- 8) Consider Items Referred from the Executive Session
Not action was taken as a result of Executive Session
- 9) Adjournment

Port of Cascade Locks

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Approved
Prepared by Keriane Stocker



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday, January 7, 2025, 6:00 PM

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

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

MINUTES

Video Location:

- 1) Commission meeting called to order at 6:00
 - a. Roll Call
 - i. President Lorang
 - ii. Vice-President Klute
 - iii. Commissioner Nance
 - iv. Commissioner Peterson (excused)
 - v. Commissioner Dodd (via Zoom)
 - vi. Members of the Staff and Other Support – Executive Director Jeremiah Blue; Deputy Executive Director Genevieve Scholl; Administrative Specialist Keriane Stocker; Operations Manager Parker Nelson; Port Attorney Tommy Brooks
 - vii. Members of the Public –
 - b. Modifications, Additions, and Changes to the Agenda
 - i. ED Blue requests to move Item 7b) Consider Trails Funding for Phase 2 to after Item 2) Public Comment
- 2) Public Comment
- 7) Business Action Item
 - b. Consider Trails Funding for Phase 2

MOTION: To approve NWTa funding request for the Phase 2 portion of the CLIMB trail, utilizing a portion of the funds reimbursed from the OPRD RTP grant award.

MOVE: Carrie Klute

SECOND: Ted Dodd

DISCUSSION: DED Scholl reported that the Oregon Parks and Recreation (“ORPD”) grant for the new CLIMB trail finished under budget. Ptarmigan Trails' final cost was lower than initially quoted, meaning the Port Commission's previously allocated cash match funds are no longer needed. Because of volunteer labor from the Northwest Trail Alliance (“NWTa”) and the US Forest Service, the match requirement was fully met. NWTa has requested funding to complete their portion of the trail. The staff recommends using the previously allocated cash match funds to fulfill NWTa's request, as it supports the same overall project and recognizes NWTa's significant volunteer contributions.

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

VIDEO TIMESTAMP: **00:28:35**
- 3) Commissioner Comments and Sub-Committee Reports
- 4) Executive Director Report

5) Discussion Items

- a. Port Economic Development Grant Applications Open – Genevieve Scholl
- b. Business Oregon Port Planning & Marketing Fund Application – Genevieve Scholl

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

- a. Recess from Regular Session, into Executive Session at 7:52 PM
- b. Recess out of Executive Session, into Regular Session at 8:07 PM

7) Business Action Items

- a. Consider Items Referred from the Executive Session

Not action was taken as a result of Executive Session

- c. Approval of Tenant Improvements for Flex Five – pFriem Brewing Company

MOTION: To approve the tenant improvements for pFriem Brewing Company, LLC, at Flex Five in an amount not to exceed \$550,000, pending legal review of the Fifth Amendment to Lease, and authorize the Executive Director to finalize, execute, and sign the amendment on behalf of the Port.

MOVE: Carrie Klute

SECOND: Albert Nance

DISCUSSION: ED Blue reported that the Port of Cascade Locks and pFriem Brewing Company LLC have a lease agreement where tenant improvements over \$25,000 require landlord consent. pFriem would like to add cold storage costing up to \$550,000. Under the fifth amendment to the lease, the Port will reimburse pFriem for these improvements, recovering the cost plus 6% interest through increased rent over 15 years. Key terms include: pFriem must use reputable contractors and follow all codes; the landlord will reimburse up to \$550,000 upon proof of completion; a 15-year amortization schedule will determine the increased rent; and the cold storage becomes part of the property and cannot be removed without landlord consent.

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

Absent: Rob Peterson

VIDEO TIMESTAMP: **01:50:40**

- d. Adjournment 8:10 PM

Port Commission President
Brad Lorang

Port Commission Secretary
Albert Nance

Date Approved
Prepared by Keriane Stocker

Port of Cascade Locks
Transaction List by Vendor
 November 15, 2024 through January 16, 2025

	Date	Split	Amount
AKS Engineering & Forestry, LLC	11/21/2024	7060 · Contracted Services	245.00
	12/26/2024	7060 · Contracted Services	2,715.00
	12/30/2024	7060 · Contracted Services	7,201.96
Alfonso Barron	12/09/2024	7050 · Utilities and Communication	100.00
	01/07/2025	7050 · Utilities and Communication	100.00
Amazon Capital Services	12/02/2024	5010 · Accounts Payable	40.76
	12/26/2024	-SPLIT-	262.29
AT&T Mobility	11/15/2024	7050 · Utilities and Communication	44.16
	11/15/2024	7050 · Utilities and Communication	386.26
	11/15/2024	7050 · Utilities and Communication	44.16
Blue Mountain Networks	12/01/2024	7050 · Utilities and Communication	935.28
	01/01/2025	7050 · Utilities and Communication	891.30
Bulldog Welding & Specialties, LLC	01/08/2025	7060 · Contracted Services	11,147.50
Business Oregon	12/04/2024	7099 · Debt Service	14,057.54
Cable Huston	12/12/2024	-SPLIT-	7,990.85
	12/12/2024	-SPLIT-	6,139.88
Century Link	11/16/2024	7050 · Utilities and Communication	100.10
	12/26/2024	7050 · Utilities and Communication	33.83
	12/30/2024	-SPLIT-	93.87
	01/07/2025	7050 · Utilities and Communication	33.83
Chinook Plumbing and Heating	11/21/2024	7060 · Contracted Services	8,600.00
City - Cascade Locks	12/02/2024	5010 · Accounts Payable	115,388.38
	12/10/2024	-SPLIT-	7,774.73
	01/02/2025	7050 · Utilities and Communication	10,911.69
CM & WO Sheppard Inc	11/18/2024	7040 · Repairs & Maintenance	125.39
Coburn Electric	12/09/2024	7060 · Contracted Services	2,491.79
	12/09/2024	7060 · Contracted Services	567.00
	12/09/2024	7060 · Contracted Services	1,757.00
Columbia Ace Hardware	11/21/2024	7040 · Repairs & Maintenance	302.79
	01/02/2025	7045 · Supplies and Small Tools	713.71
Columbia Gorge News	12/01/2024	7035 · Dues & Subscriptions	75.00
Delta Dental of Oregon	12/26/2024	7005 · Payroll Taxes & EE Benefits	641.13
Dennis Snyder Jr. Contractors	12/12/2024	7045 · Supplies and Small Tools	126.06
	01/08/2025	-SPLIT-	3,400.00
DEQ	12/03/2024	5010 · Accounts Payable	1,573.52
Durham & Bates Agencies, INC-Trust	01/02/2025	7010 · Insurance	83,445.06
Elyzabeth Nagode	12/06/2024	7060 · Contracted Services	733.33
ERS	11/21/2024	7040 · Repairs & Maintenance	2,664.75

	Date	Split	Amount
FNBO 1	12/09/2024	-SPLIT-	541.34
	01/08/2025	-SPLIT-	423.62
FNBO 2	12/09/2024	-SPLIT-	1,715.63
	12/09/2024	-SPLIT-	1,705.82
FNBO 3	01/08/2025	-SPLIT-	78.15
	12/09/2024	-SPLIT-	1,247.00
FNBO 4	01/08/2025	-SPLIT-	1,883.00
	12/09/2024	-SPLIT-	264.11
FNBO 5	12/09/2024	-SPLIT-	20.00
	12/09/2024	7040 · Repairs & Maintenance	20.00
Genevieve Scholl.	12/03/2024	7050 · Utilities and Communication	100.00
	01/02/2025	-SPLIT-	100.00
Home Depot	01/02/2025	-SPLIT-	636.92
	12/09/2024	7050 · Utilities and Communication	327.88
Hood River Garbage Service Inc	01/07/2025	-SPLIT-	715.36
	11/16/2024	7045 · Supplies and Small Tools	159.97
Hood River Supply	12/03/2024	5010 · Accounts Payable	185.82
	01/07/2025	-SPLIT-	112.85
	12/11/2024	-SPLIT-	203.00
Jeanetta Blue	01/02/2025	-SPLIT-	100.00
	12/30/2024	7080 · Travel and Meetings	93.13
Jeremiah Blue	12/06/2024	-SPLIT-	148.78
	01/02/2025	-SPLIT-	234.04
Joanne Wallace	12/09/2024	7050 · Utilities and Communication	100.00
	01/07/2025	7050 · Utilities and Communication	100.00
John Blackwell	12/12/2024	7040-1 · Repair & Maintenance - other	1,165.50
	12/16/2024	7040-1 · Repair & Maintenance - other	1,266.54
	12/03/2024	-SPLIT-	105.36
Jones Boys Electric and Construction	12/03/2024	5010 · Accounts Payable	105.36
	01/07/2025	-SPLIT-	100.00
	01/07/2025	5010 · Accounts Payable	100.00
Keriane Stocker	12/09/2024	5010 · Accounts Payable	1,625.04
	11/19/2024	7040 · Repairs & Maintenance	517.92
Land Electric LLC	11/19/2024	7040 · Repairs & Maintenance	248.99
	11/26/2024	7040 · Repairs & Maintenance	573.03
	12/16/2024	7040 · Repairs & Maintenance	1,339.94
	12/06/2024	-SPLIT-	6,000.00
Les Schwab Tire Center	12/03/2024	-SPLIT-	116.26
	11/19/2024	5010 · Accounts Payable	15,287.50
Mahr Strategies	12/10/2024	5010 · Accounts Payable	9,934.42
	11/20/2024	-SPLIT-	504.02
Melissa Warren			
Merina+Co			
Moda Health			

	Date	Split	Amount
	01/08/2025	7005 · Payroll Taxes & EE Benefits	641.13
NAPA Gorge Auto Parts			
	11/20/2024	7040 · Repairs & Maintenance	68.07
	11/20/2024	7040 · Repairs & Maintenance	35.67
	11/26/2024	7040 · Repairs & Maintenance	45.97
	01/02/2025	7040 · Repairs & Maintenance	117.90
Neal Creek Forest Products LLC			
	01/07/2025	7045 · Supplies and Small Tools	176.00
Oregon Department of Revenue			
	11/20/2024	-SPLIT-	4,349.40
	12/03/2024	-SPLIT-	794.11
	12/04/2024	20030 · Oregon SIT Payable	258.00
	12/04/2024	20030 · Oregon SIT Payable	2,430.00
Oregon Department of Transportation			
	11/19/2024	5010 · Accounts Payable	675.47
	12/10/2024	7045 · Supplies and Small Tools	594.78
	01/07/2025	5010 · Accounts Payable	246.54
Oregon State Forester			
	12/03/2024	5010 · Accounts Payable	1,246.81
Pacific Northwest Waterway Assoc.			
	01/07/2025	5010 · Accounts Payable	6,142.00
Parker Nelson			
	12/09/2024	7050 · Utilities and Communication	100.00
	01/07/2025	7050 · Utilities and Communication	100.00
Print It			
	12/09/2024	7020 · Office Expenses	24.00
R & S Flagging			
	01/08/2025	7060 · Contracted Services	712.50
RADCOMP Technologies			
	11/19/2024	-SPLIT-	721.00
	11/21/2024	5010 · Accounts Payable	4,345.10
	12/04/2024	-SPLIT-	4,108.62
	01/02/2025	-SPLIT-	3,920.03
Ricoh USA, Inc.			
	12/10/2024	7060 · Contracted Services	210.49
	01/07/2025	7060 · Contracted Services	301.82
Sierra Springs			
	12/26/2024	7020 · Office Expenses	268.71
Special Dist Ass'n of Oregon			
	11/16/2024	-SPLIT-	12,792.14
	11/19/2024	5010 · Accounts Payable	385.14
	11/20/2024	-SPLIT-	11,962.00
	12/03/2024	5010 · Accounts Payable	8,967.00
Special Districts Insurance Services			
	12/09/2024	7010 · Insurance	54.00
	01/07/2025	-SPLIT-	2,047.04
Staples Business Advantage			
	11/19/2024	5010 · Accounts Payable	311.85
	12/09/2024	7020 · Office Expenses	300.27
	12/16/2024	7020 · Office Expenses	40.11
	01/07/2025	7020 · Office Expenses	101.25
TECPRO Solutions			
	01/08/2025	7040 · Repairs & Maintenance	710.00
Ted Dodd			
	12/10/2024	7080 · Travel and Meetings	300.32
Tenneson Engineering			
	11/21/2024	7060 · Contracted Services	4,288.80
The Port of Hood River			
	11/21/2024	5010 · Accounts Payable	8,131.87
	12/10/2024	6020 · BRIDGE TOLLS	7,064.46
Todd Mohr			
	12/09/2024	7050 · Utilities and Communication	100.00

	Date	Split	Amount
	01/07/2025	-SPLIT-	100.00
Troutman Commercial Marine Services, LLC			
	01/08/2025	7060 · Contracted Services	375.00
Twilio Inc			
	12/10/2024	7050 · Utilities and Communication	1.71
Umpqua Bank			
	12/10/2024	7099 · Debt Service	86,566.07
	12/10/2024	5010 · Accounts Payable	86,566.07
United States Treasury			
	11/20/2024	-SPLIT-	9,020.42
	12/04/2024	-SPLIT-	9,494.00
	12/16/2024	-SPLIT-	28,995.78
	01/07/2025	7005 · Payroll Taxes & EE Benefits	1,877.19
Weatherly Printing			
	12/11/2024	7045 · Supplies and Small Tools	143.75
Western Display Fireworks			
	01/02/2025	6090 · Donations	4,000.00
Wireless N WiFi			
	12/04/2024	7030 · IT & Monitoring	79.80
Total			661,451.36



THE STERNWHEELER
CASCADE LOCKS, OR

Cascade Locks, OR Columbia Gorge Sternwheeler 2024 Season

Year-End Report 2024

Distribution:

Client:
Port Commissioners
Executive Director

Port of Cascade Locks



By:

JettyLight LLC President: Jim Andrews
JettyLight LLC Manager: Steve Caputo



Table of Contents

1. OVERVIEW	0
2. CUSTOMER VOLUME IN 2024	0
3. FALL/WINTER OPERATIONS	0
4. REVENUE OPERATIONS	1
5. MAINTENANCE	1
6. HUMAN RESOURCES	2
7. 2025 PLANS & EXPECTATIONS.....	2
8. APPENDIX	3
TRAFFIC	3
EVENT TYPE	4
VESSEL STATUS	4
SAFETY AND RISK MANAGEMENT	4
SAFETY MEETINGS.....	4
INCIDENT REPORTS.....	5
2692s SUBMITTED TO USCG	5
REGULATORY	5
COI	5
835s	5
SECURITY.....	6
MAINTENANCE AND REPAIR	6
WORK ITEMS	6
DRY-DOCKING AND OVERHAUL	8
CONTRACT / CLIENT NOTIFICATION REPORTS.....	9
HUMAN RESOURCES	9
TOTAL PERSONNEL	9
TRAINING AND DRILLS	10
DRILLS	10
MARKETING AND SALES	10
SPECIAL EVENTS	10
GENERAL AND ADMINISTRATION	10

1. Overview

The Year 2024 was JettyLight's second year operating the Sternwheeler Columbia Gorge for the Port of Cascade Locks. The JettyLight team expected this year to start by assisting the shipyard with the scheduled repowering, replacing the Cummins diesel generators with new Caterpillar 9.3 units. Instead, the year kicked off with the extraordinary effort to rescue and repair the vessel after the January 13th storm which parted the Sternwheeler's mooring lines and caused her to drift dead ship into the Cascade Locks navigation lock. JettyLight personnel were fully involved with the vessel recovery, stabilization, scheduling of growth work with JT Marine Shipyard, and assisting with shipyard work. Our marine insurance covered 70% of the extraordinary expenses, and the growth work grew to encompass the complete replacement of the Sternwheeler's heating, cooling, and ventilation (HVAC) system, due to post-incident damage from the prolonged freeze.

Once repairs were complete and the vessel returned to the Gorge, we had a successful string of events from Mother's Day and Father's Day Brunches, a number of special events and private charters, a very successful July 4th, and good operations through July. August was strained and challenged our team to execute strategically. We were unable to capitalize on a few opportunities and performed a management re-rack prior to a moderately successful December in Vancouver.

JettyLight is excited to move beyond the "start-up" phase of Sternwheeler operations and into a steady state, with a comprehensive understanding of the operating environment, a firm foundation for the concept and our returning crew, and a new neighbor incoming to the Marine Park: the Xtapa Mexican Restaurant.

2. Customer Volume in 2024

The Sternwheeler served a total of 17,589 customers between April 26th and December 21st, hosting cruises (1-hour and 2-hour expeditions, sunset cruises, Santa cruises, Bonneville Lock tours, Christmas Ships cruises, brunch cruises, and dinner cruises), private charters, Whiskey Wheelers, and special events like the July 4th Fireworks Float, a Comedy Show, and the Magical History Tour. The total does not include the 35 gift card sales in December. The Sternwheeler operated in Cascade Locks from April 26th until December 2nd, well exceeding its contractually required 100 days of operations. Additional volume detail is provided in the appendix.

3. Fall/Winter Operations

JettyLight performed its contractual obligation to host the Magical History Tour for the Cascade Locks Museum on October 5, 2024. The format was a buffet dinner cruise for approximately 75 guests. There were no items of concern or contention from the Community event.

In September, JettyLight started researching arrangements to shift the Sternwheeler's wintertime berth out of the Gorge and downriver to Vancouver. After months of research and negotiations, JettyLight was able to arrange to reposition the vessel at J.T. Marine Shipyard, the same entity who performed the repower and damage repairs from January 2024. Since the vessel was in proximity to Portland, our team negotiated with the Port of Vancouver to operate passenger cruises for the holiday season between December 5 and December 22.

4. Revenue Operations

Over the course of the operating season, the company netted \$830,860 in ticket sales revenue and \$243,793 via the shipboard point-of-sale system, less \$103,309 in employee tips paid and \$167,040.00 in catered meal expenses (non-Sternwheeler revenue).

This leaves an annual revenue sum of \$804,304

Per the Sternwheeler contract, there is no Annual Investment Contribution for the 2024 year. The Revenue Sharing Payment for 2024 is contractually established as 10% of the \$804,304 revenue sum, or

\$80,430.40

5. Maintenance

JettyLight performed several maintenance and repair items in 2024, starting with the shipyard availability in February and extending through the year. We implemented Helm Operations software subscription to assist JettyLight in scheduling, completing and documenting shipboard maintenance tasking, and an output of performed and deferred maintenance items can be found in the Appendix. JettyLight advance-funded several significant maintenance and repair items this year, and by agreement between JettyLight President and Executive Director for the Port of Cascade Locks, charged those against the Revenue Sharing amount, since we have not yet progressed into the Annual Investment contributions to separately fund Sternwheeler maintenance.

Repair and Maintenance Items of 2024

- Scheduled repowering – no funding impact
- Implemented mooring line life-cycle maintenance program – funded by JettyLight
- Continued with potable water testing program – funded by JettyLight
- Repairs to deck, superstructure, paddlewheel from bridge allision
 - Paint for shipyard: \$9,331.59 (reimbursed by Port of Cascade Locks)
 - Repower Shipyard expense: \$107,942 (reimbursed by Port of Cascade Locks)
 - JettyLight labor in support of repowering: \$33,196 (reimbursed by Port)
 - Initial diagnosis for HVAC System: \$3,555.88 (funded internally by JettyLight)
 - Replacement of hogging cables from bridge allision: \$430 (funded internally)
 - Replacement of HVAC System: \$80,380 (all but \$30,000 reimbursed by insurance)

- Outstanding HVAC/Repair amount: \$30,000.00
- Fuel tank overflow and remediation: \$3,727.08
- HVAC Controller replacement/rewiring: \$1,763.00
- Maintenance and repair for galley equipment (vent fan, dishwasher, electric range, ovens): \$928.33
- Repairs to davit weight-handling system (wire rope, lifting slings, electric winches): \$2,156.44
- Steering System repairs: \$1,778.35
- Bridge Electrical System repairs (low voltage to radar): \$2,576.77
- PA/Sound System repairs (at 95% completion awaiting shipyard personnel availability to finish): estimated at \$3,585.00
- Shipyard Alternate Mooring at JT Marine: estimated at \$36,900.00
 \$10,250 per month for 3.6 months:

The accumulated expense of major maintenance for 2024 is \$83,414.97

which JettyLight proposes to liquidate against the Port's revenue share for 2024.

6. Human Resources

We continue to deliver a world class service to our customers by fielding a team of professionals that was led for all of 2024 by Caden Pond. The accomplishments he and the team achieved were outstanding and the condition of the vessel and our strategic position for 2025 and beyond is a testament to that work. Caden moved on to other opportunities and ensured a smooth transition to the new General Manager, Captain Steve Caputo. We also added a new Sales Manager to the operations, and we upgraded our ticketing software from Tix to Fare Harbor, the market leader in online ticketing systems. We come into 2025 with a great foundation at Captain, Bartender, and Ticket Booth Worker, and with opportunities for growth in Senior Deckhand, Photographer, and Cruise Manager. In 2025, we expect to commence hiring earlier in the spring to access the available talent pool before other seasonal employers exhaust the supply.

7. 2025 Plans & Expectations

- Regular Dockings: JettyLight anticipates regular dockings in Cascade Locks from March 22 to the first week in December. JettyLight tentatively plans to shift the Sternwheeler downriver to Portland/Vancouver on or about December 1, 2025.
- JettyLight has confirmed a private charter customer for a sailing from Rainier, OR to Astoria on September 1st (Labor Day). JettyLight intends to depart the Gorge on August 31 and overnight in the Vancouver area. We will embark the customer on September 1 and remain overnight in Astoria that evening. We will then return upriver to the Gorge by September 3rd. Our team will be performing comprehensive voyage planning and risk assessments for this multi-day operation.
- Major Repairs: JettyLight has a number of significant repair and maintenance work items planned for 2025. Some are held over from 2024 and include renewal of the faded and outdated interior wallpaper, additional HVAC system updates, work in the wheelhouse, to include window frame replacements, navigation electronics modernization, and deck covering replacement. Design issues with the vessel's davit have come to light after the winter of 2024 and the team is working on recommendations for a safer and more compliant arrangement. Additional detail will be submitted in accordance with the Sternwheeler contract before May 1, 2025.
- We are planning to reach out to the operators of the new Xtapa Mexican Restaurant opening in the Marine Park building to brainstorm ways to partner with each other for mutual success. We see the restaurant as a great customer draw to whom we can market – and potentially a food-service partner.

JettyLight expects to return the Sternwheeler to the Gorge on March 22, 2025. The Sternwheeler team is selling tickets for the return trip from Vancouver to Cascade Locks as a commemoration of the history of paddlewheel traffic promoted by the Oregon Steam Navigation Company. The Sternwheeler's first commercial activity back in the Gorge will be expeditions

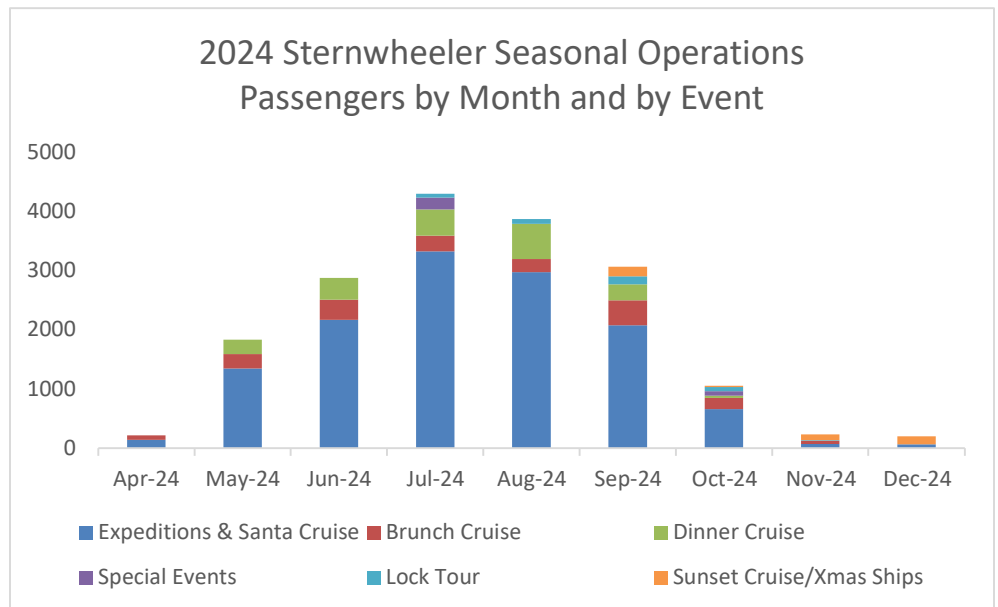
scheduled for March 26th, 2025. JettyLight plans to conduct operating season operations for 3 days per week and eventually expand to 5 days per week by late June. In September, we will revert to 3 days per week. Unless we come to an alternate arrangement, JettyLight will plan to move the Sternwheeler out of the Gorge again next December for the winter.

8. Appendix

Traffic

Overall, in 2024, The Sternwheeler witnessed a rapid growth of customers in every event we have conducted throughout 2024 compared to 2023. Below are the number of passengers for months that the Sternwheeler was operating in 2023 and all months we have operated in 2024 Season.

Month	2024	2023
April	223	N/A
May	1841	N/A
June	2880	N/A
July	4299	N/A
August	3874	642
September	3068	1667
October	977	926
November	230	N/A
December	197	N/A
Total PAX	17589	3235



While the bread-and-butter for the Sternwheeler remains the 1-hour Expedition, we diversified the format this year, with the continuing Dam & Lock Tour, Brunch Cruise and Dinner Cruise from last year, a sprinkling of Whiskey Wheeler events, and a few Private Charters as well. This year we added the 2-hour Expedition format to capture some of the more price-conscious customers who want the evening cruise experience, but do not want to pay the upcharge for the Dinner Cruise price. I expect we will further expand the Dam & Lock Tour and the 2-hour Expedition in 2025. We are also looking to increase our Private Charter capture next year now that awareness has been growing. For the Vancouver winter operations, we conducted 1 private charter, daytime (family-friendly) Sailing with Santa events on December 7, 8, 14, 15 and 21. We conducted nighttime adult-focused Christmas Ships cruises in conjunction with the Columbia River Lighted Boat parades on December 13, 17 and 20. A primary objective for 2025 is to better establish the schedule reliability for Whiskey Wheeler. We see the Whiskey Wheeler as an event focused on the local population of Cascade Locks and a good way for us to give back to the community. Our difficulty in hiring, training and retaining bartenders who fit well with our format and culture detracted from our success in 2024, but we have a great bartender team going into 2025 and we believe those challenges are behind us.

Event Type

The table below shows monthly totals of events of each type along with number of passengers per month for those event types. We were generally pleased with the attendance and number of events for Expeditions, Brunch Cruises and Dam & Lock Tours. We encountered some learning curve experiences regarding Dinner Cruises – in terms of buffet versus plated meal and the relative effort and expense of each type of dinner. Because of the effort and seating arrangements for Dinner Cruises, we had trouble scaling these events much beyond 50 passengers per event which limited the return on effort. We also struggled to schedule and plan for Whiskey Wheelers this year and are implementing solutions to allow us to make the Whiskey Wheeler a more regular and dependable event. For 2025, we also plan to feature at least one Dam & Lock Tour per month with marketing associated with it. Finally, we are going to revise our scheduling presets to ensure we are not reliant on overtime for weekend dinner cruises and brunch cruises, which decrease our profitability on these high price-point events.

	April		May		June		July		August		September		October		November		Total	
	Events	Pax	Events	Pax	Events	Pax	Events	Pax	Events	Pax	Events	Pax	Events	Pax	Events	Pax	Events	Pax
1-Hour Expedition	78	145	100	1347	94	2171	96	3329	99	2974	93	2068	42	470	15	17	621	12521
2-Hour Expedition											4	173	6	210	10	146	21	529
Brunch Cruise	4	78	4	244	5	339	4	261	4	224	6	422	6	189	9	55	43	1812
Dam & Lock Tour							1	65	1	79	1	132	2	70	1	12	6	358
Dinner Cruise			7	246	9	370	9	446	11	545	9	273	1	38			46	1918
Private Charter									1	52	1	0					2	52
Special Event							2	198									2	198
Whiskey Wheeler	1	0	1	4							2	0	3	0			7	4
Grand Total	83	223	112	1841	108	2880	112	4299	116	3874	116	3068	60	977	35	230	748	17392

Vessel Status

Vessel	Status Change To;	Date of change	Reason for Status Change	Corrective Action
Columbia Gorge	Green	-	-	-

Sternwheeler Columbia Gorge held its GREEN status for the entirety of the 2024 season.

Safety and Risk Management

Safety Meetings

Date	Safety Meeting Location	Safety Meeting Topic (s)

15 April 2024	Office	<ul style="list-style-type: none"> Start of Monthly ongoing crew training for Security and Passenger safety
---------------	--------	--

Incident Reports

Date	Incident Location	Description	Possible Claim?
1/13/2024	Pedestrian Bridge	The Sternwheelers breakaway from the Cascade Locks dock, damage to property in the disused navigation locks and on the vessel and subsequent return to the dock resulted in a report to the Coast Guard, a Coast Guard investigation, issuance of CG-835, and an NTSB investigation	Yes - resolved

2692s submitted to USCG

2692 Date	2692 Location	Description	USCG follow-up
1/20/2024	Sec Columbia River	Break away and pedestrian walkway damage	Completed

Other Safety Related Issues: N/A

Regulatory

COI

Vessel	COI Expires	Next Periodic Inspection	Next Hull Exam	Notes / Comments
Columbia Gorge	APR 2028	APR 2025	30 April 2029	

835s

Vessel 835 issued on	Date	Description	Due date	Still open or date closed
Columbia Gorge	1/13/2024	Self reported for damage from break away	N/A	Closed April 2024

Security

Vessel	Last Drill	Next Drill Planned	Last Exercise	Next Exercise Planned
Columbia Gorge	22 April 2024	TBD 2025	22 April 2024	TBD 2025

Other Regulatory Items: None.

Maintenance and Repair

Work Tracking

With the implementation of Helm Operations software, our crew now has a more systematic and well-managed way of ensuring the COLUMBIA GORGE is well maintained and operated. There are countless weaknesses in the old, paper-based maintenance management approach: based on anecdote, harder to adhere to schedule, storage and retention difficulties, recall and reporting challenges, and many others. With the computer-based Helm Operations, the system knows what maintenance and inspection tasks need to be performed and on what frequency, and the system will remind the crew to perform the tasks, will link tasks that are related or reliant on one another, will connect the engineer to training and guidance resources, more easily logs the completion or reminds of overdue tasks, serves as a central repository for task management, and allows us to bring new engineers on board and train them more consistently and to a higher level of proficiency than with static paper logs. Below is a sample report of the Inspection and Maintenance Tasks that our team has completed since we implemented Helm in early November. Next year, in 2025, we will be able to provide the Port with a full-year analysis of the Sternwheeler’s physical condition and the standardized maintenance tasks that we have performed or deferred.

<u>Asset Name</u>	<u>Maintenance Task Checklist Name</u>	<u>Due Date</u>	<u>Completed</u>
M/V Columbia Gorge	Weekly Inspect Batteries	12/29/2024 12:00	Yes
M/V Columbia Gorge	Monthly HVAC Water Filter Screens Cleaning	12/29/2024 12:00	Yes
M/V Columbia Gorge	Weekly Cleaning, Engine Room	12/27/2024 12:00	Yes
M/V Columbia Gorge	Weekly Cleaning, Wheelhouse	12/27/2024 12:00	Yes
M/V Columbia Gorge	Weekly Air Compressor Maintenance	12/23/2024 12:00	Yes
M/V Columbia Gorge	Weekly Inspect Batteries	12/22/2024 12:00	Yes
M/V Columbia Gorge	Weekly Cleaning, Engine Room	12/20/2024 12:00	Yes
M/V Columbia Gorge	Weekly Cleaning, Wheelhouse	12/20/2024 12:00	Yes
M/V Columbia Gorge	Weekly Air Compressor Maintenance	12/16/2024 12:00	Yes
M/V Columbia Gorge	Weekly Inspect Batteries	12/15/2024 12:00	Yes
M/V Columbia Gorge	Weekly Cleaning, Engine Room	12/13/2024 12:00	Yes
M/V Columbia Gorge	Weekly Cleaning, Wheelhouse	12/13/2024 12:00	Yes
M/V Columbia Gorge	Weekly Air Compressor Maintenance	12/9/2024 12:00	Yes
M/V Columbia Gorge	Weekly Inspect Batteries	12/8/2024 12:00	Yes
M/V Columbia Gorge	Weekly Cleaning, Wheelhouse	12/6/2024 12:00	Yes

M/V Columbia Gorge	Weekly Cleaning, Engine Room	12/6/2024 12:00	Yes
M/V Columbia Gorge	Weekly Air Compressor Maintenance	12/2/2024 12:00	Yes
M/V Columbia Gorge	Weekly Inspect Batteries	12/1/2024 12:00	Yes
M/V Columbia Gorge	Monthly HVAC Water Filter Screens Cleaning	11/29/2024 12:00	Yes
M/V Columbia Gorge	Stbd Main Engine - Inspect/Clean Aftercooler Condensate Drain Valve	11/3/2024 23:00	Yes
M/V Columbia Gorge	Port Main Engine - Inspect/Clean Aftercooler Condensate Drain Valve	11/3/2024 23:00	Yes
<u>Asset Name</u>	<u>Inspection Task Checklist Name</u>	<u>Due Date</u>	<u>Completed</u>
M/V Columbia Gorge	Weekly Emergency Light Checks	11/29/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections WILLAMETTE DECK	11/28/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections STARLIGHT DECK	11/28/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections GALLEY	11/27/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections COLUMBIA DECK	11/26/2024 12:00	Yes
M/V Columbia Gorge	Weekly MOB Safety & Rescue Equipment Inspection	11/25/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections ENGINE ROOM	11/25/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections BOILER ROOM	11/25/2024 12:00	Yes
M/V Columbia Gorge	Weekly Lifejacket Inspection	11/25/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections BOILER ROOM	11/18/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections WILLAMETTE DECK	11/21/2024 12:00	Yes
M/V Columbia Gorge	Weekly Emergency Light Checks	11/22/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections STARLIGHT DECK	11/21/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections GALLEY	11/20/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections BOILER ROOM	11/11/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections BOILER ROOM	11/4/2024 12:00	Yes
M/V Columbia Gorge	Weekly MOB Safety & Rescue Equipment Inspection	11/18/2024 12:00	Yes
M/V Columbia Gorge	Weekly MOB Safety & Rescue Equipment Inspection	11/11/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections COLUMBIA DECK	11/19/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections COLUMBIA DECK	11/12/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections STARLIGHT DECK	11/14/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections WILLAMETTE DECK	11/14/2024 12:00	Yes
M/V Columbia Gorge	Weekly Emergency Light Checks	11/15/2024 12:00	Yes
M/V Columbia Gorge	Weekly Lifejacket Inspection	11/18/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections ENGINE ROOM	11/18/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections ENGINE ROOM	11/11/2024 12:00	Yes
M/V Columbia Gorge	Weekly Lifejacket Inspection	11/11/2024 12:00	Yes
M/V Columbia Gorge	Weekly Emergency Light Checks	11/8/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections WILLAMETTE DECK	11/7/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections STARLIGHT DECK	11/7/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections GALLEY	11/13/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections GALLEY	11/6/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections COLUMBIA DECK	11/5/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections ENGINE ROOM	11/4/2024 12:00	Yes
M/V Columbia Gorge	Weekly MOB Safety & Rescue Equipment Inspection	11/4/2024 12:00	Yes

M/V Columbia Gorge	Weekly Lifejacket Inspection	11/4/2024 12:00	Yes
M/V Columbia Gorge	Weekly Emergency Light Checks	11/1/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections STARLIGHT DECK	10/31/2024 12:00	Yes
M/V Columbia Gorge	Weekly Lifejacket Inspection	10/28/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections GALLEY	10/30/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections ENGINE ROOM	10/28/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections COLUMBIA DECK	10/29/2024 12:00	Yes
M/V Columbia Gorge	Weekly MOB Safety & Rescue Equipment Inspection	10/28/2024 12:00	Yes
M/V Columbia Gorge	Weekly Damage Control Inspections BOILER ROOM	10/28/2024 12:00	Yes

Major Work Items

2024

- Repairs from shipyard to davit, repowering of engine room, repair and renewal of HVAC system, repairs to boarding doors, resurfacing of exterior deck covering, painting, superstructure, hull and paddlewheel damage repairs. Also completed repairs and renovation in galley for deck drains, dishwashing unit, oven and range hood system. Ongoing maintenance of bar tap system, sound/PA system.

In Progress

- Preventative maintenance program implemented. Machinery in satisfactory shape.

Planned

- Preventative maintenance program implemented on Sternwheeler Columbia Gorge. Machinery in satisfactory shape. Would like to address deferred refurbishments of interior bulkhead wallpaper, tables and chairs, wheelhouse windows and deck covering, and overdue modernization of navigation electronics, AIS and radar units.

Vessel	Priority (A, B or C)	Description	Internal Job/ Vendor	Planned completion
Columbia Gorge	A	Repair wheelhouse electronics system	Vendor	2025 TBD
Columbia Gorge	B	Renew Wallpaper, Wheelhouse Windows, Wheelhouse Deck, Davit Improvements	Vendor	TBA
Columbia Gorge	C	Refresh paint as needed	Internal	4.30.2024

Dry-docking and Overhaul

Vessel	Next Planned Overhaul	Dry-dock required	Cost responsibility (Client or JettyLight LLC)
Columbia Gorge		01 April 2029	

Other: None

Contract / Client Notification Reports

Itemize Client Notifications provided to the client during the 2024 season.

Date Issued	CN #	Description	Resolved, Unresolved or Info Only

Itemized all CNs where action or resolution is still required

Date Issued	CN #	Description	Reason still pending

Human Resources

Total Personnel

Position Title	# of FT	# of PT	Total
General Manager	1	0	1
Assistant General Manager	1	0	1
Captain	0	3	3
Senior Engineer	1	0	1
Engineer	0	2	2
Deckhand	0	2	2
Bar Manager	0	1	1
Bartender	0	2	2
Cruise Manager		3	3
Ticketing Agent		1	1
Admin Assistant		1	1
TOTAL			19

Personnel Needs (going into 2025 season)

1 Chief Engineer | 2025 2-3 shipboard engineers

2 Senior Deckhand | 2025 1-2 Additional Senior Deckhands
 1-2 Ticket Agents | 2025 1-2 Additional Ticket Agents

Recruiting Activities

2024 – Majority rehires. Referrals from returning employees
 2025 – Implement additional recruiting gateways (ex. Indeed, Monster, ZipRecruiter, online postings; JettyLight)

Training and Drills

Drills

Vessel	Drill	Date
Columbia Gorge	Abandon Ship	21 MAY 2024
Columbia Gorge	Fire	21 MAY 2024
Columbia Gorge	Man Overboard	21 MAY 2024
Columbia Gorge	Security	22 MAY 2024
Columbia Gorge	Man Overboard	05 JUN 2024
Columbia Gorge	Man Overboard	13 JUN 2024
Columbia Gorge	Fire	25 JUL 2024

Marketing and Sales

- New Director of Customer Experience is exceeding expectations in assisting the transition to winter operations, implementing new ticketing system, and helping new General Manager come up to speed.
- Greatly pleased and impressed with new ticketing software. Working to get full integration with an updated website done in January.
- Enthusiastic reception by Visit Vancouver team regarding winter operations in Vancouver.

Special Events

- July 4th Fireworks Float and BBQ Buffet
- Comedy Show
- Christmas Ships operations in Vancouver
- Magical History Tour

General and Administration

Cash handling, ticketing, accounting, crew scheduling, crew training and repair & maintenance systems established and running.

General Manager supports cash reconciliation daily. Major purchasing approvals through Jim Andrews.



PROJECT STATUS REPORT

Bridge of the Gods Safety, Seismic, & Preservation Studies Project

David McCurry, PE | Sr. Program Director | Project Manager
January 22, 2025



AGENDA

1. Project Dashboard – Status Update
2. Project Goals & Scope Refresher
3. Key Challenges & Mitigation
4. Opportunities & Wins
5. Next Steps

PROJECT DASHBOARD

January 22, 2025

1. Schedule update including phases
2. Percent Complete
3. Completion by task
4. Deliverable Progress
5. Financial Summary (1% spent in December)



ADDITIONAL DETAILS TO BE PROVIDED

PROJECT GOALS & SCOPE REFRESHER

Refresher on the “Why” and “What” is in this Project



3 FOCUS
AREAS



PEDESTRIAN SAFETY

- Improve physical safety
- Update and fix lighting
- Address immediate needs
- Support PCT & trail user safety
- Good stewards to locals
- Set Port up for grant opportunity



SEISMIC ASSESSMENT

- Identify detailed seismic hazards
- Bridge seismic performance
- Preliminary retrofit design
- Quantify impacts, costs, time
- Set up for a larger conversation about State (OR & WA) and fed participation



PRESERVATION PLANNING

- Thorough evaluation and planning of bridge needs
- Quantify vehicular impacts to bridge structure life
- Detailed Bridge Preservation Plan
- Detailed costs and schedule with revenue plan



KEY CHALLENGES & MITIGATIONS

PROACTIVE MANAGEMENT APPROACH

Current or Anticipated Challenges	Mitigation Approaches
Seasonal Constraints: Holidays created slow starts, field surveys and inspections are weather-dependent, especially for UAS mapping.	Focused on longer-lead activities. Incorporated flexible scheduling to account for seasonal variations.
Agency Coordination: Aligning requirements with state, local, and federal agencies (OR and WA) could cause future delays.	Established early communication channels with ODOT and WSDOT State Bridge Engineers, and key technical staff.



OPPORTUNITIES & WINS

SUCCESSSES

Active Opportunity	Status & Wins
Leverage large amount of data held by ODOT on Bridge Inspections, Load Rating Analyses, Modeling, Images of Gusset Plates, etc.	Successfully obtained all previous data on the bridge (gigabytes). Using as a starting point for the engineering.
Existing geological and geotechnical data on landslides in the area to reach early conclusions on seismic vulnerability	Existing databases and work being leveraged to identify hazards around the bridge.



NEXT STEPS

KEY UP-AND-COMING ACTIVITIES

Near Priorities	Timeline	Highlights
Electrical Inspection	Feb 5 - 7	Focus on lighting standards
Pedestrian Site Inspection	Feb 10 - 14	Focus on existing pedestrian safety
Seismic Design Criteria Memo	Feb 14 - 17	Critical for OR + WA state “buy in”
Field land & bridge surveys	Feb 17 - 21	Includes drone scanning/images
Structural Health Monitoring	Feb/Mar	Focus on monitoring weights

PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

SUBJECT: PROPOSED REVISION TO COMMISSION MEETING SCHEDULE

DATE: JANUARY 21, 2025

Introduction:

ORS 777.140 requires that the Port Commission hold at least one (1) regular meeting each month on a day designated by the Commission. Additionally, the Commission has the authority to convene special meetings as outlined in its established rules.

The Port Commission Duties & Responsibilities Policy Manual establishes that the Commission shall meet at least twice a month, usually the first and third Thursdays of the month, and other dates as established by the Commission.

The Commission is allowed to amend the rule by a majority of vote at any Commission meeting, provided that the amendment is included in the meeting packet.

Commission meetings were changed to the first and third Tuesdays and approved by Commission action in July 2023.

The Commission currently convenes twice a month. To increase efficiency and minimize the time commitment required of its members, Staff proposes a change to a monthly meeting schedule.

If the Commission is interested in moving to monthly meetings, the Commission may want to be aware that there is the possibility for Special Meetings to increase in frequency to consider more time-sensitive matters or actions.

In a survey of seven (7) ports, there was only one (1) other port that reported holding bi-monthly meetings. This port noted difficulty in filling its agenda at times and was also quite interested in moving to monthly meetings.

The remaining ports shared that once-a-month meetings provided more time for projects to develop and allowed staff to more time to prepare meeting packets. They did not note a drastic increase in special meetings.

Staff is supportive of the idea as significant time is spent preparing the meeting packet.

After the approval, Staff can be directed to bring a report and resolution back to the Commission at its October 8th regular meeting for adoption, to be effective January 1st 2025.

Recommendation:

Based on the benefits and potential considerations outlined in this report, Staff recommends that the Commission consider transitioning to a monthly meeting schedule. If there is interest in meeting only once a month, the Commission should determine the best day of the month for meetings and whether the current meeting start time is sufficient.

Commission Options:

1. To approve that the Commission transition to a monthly meeting schedule, effective January 1, 2025, contingent upon the Commission determining the optimal day of the month for meetings and whether the current meeting start time is sufficient
2. Do not approve
3. Other

PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT: RESOLUTION 2025-1 A RESOLUTION AUTHORIZING THE
TRANSFER OF APPROPRIATED FUNDS WITHIN THE 2024-2025
GENERAL FUND BUDGET**

DATE: JANUARY 21, 2025

Introduction:

On November 19, 2024, the Commission approved \$45,000 for installing a transfer switch to support the warming station. This project is crucial to ensuring reliable power during emergencies.

During excavation, active electrical lines were uncovered, despite a locate being conducted. Fortunately, no injuries occurred, but the discovery of these undocumented lines has forced a revision of the original installation plan. At this time, the reason for the lines not being documented or detected by the locator is unclear.

To mitigate the issue and ensure safety, we recommend transitioning to an above-ground conduit installation for the transfer switch. This solution not only resolves the immediate concern but also offers easier future access for maintenance and inspections.

An additional \$10,000 is required to cover the costs of materials and labor for the above-ground conduit. This increases the total project cost to \$55,000.

Recommendation:

Approve Resolution No. 2025-1 A Resolution Authorizing the Transfer of Appropriated Funds Within the 2024-2025 General Fund Budget.

THE PORT OF CASCADE LOCKS
BOARD OF PORT COMMISSIONERS
CASCADE LOCKS, OREGON

RESOLUTION 2024-5

**A RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATED
FUNDS WITHIN THE 2024-2025 GENERAL FUND BUDGET**

WHEREAS Oregon law allows for contingency transfers of up to 15 percent of a fund appropriations, and;

WHEREAS on November 19, 2024, the Commission previously approved an allocation of \$45,000 from Contingency in the General Fund to General Operations for the establishment of a warming shelter and;

WHEREAS in addition, subsequent assessment of the needs and associated costs has revealed that an additional \$10,000 is necessary to fully realize the project;

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Port of Cascade Locks does hereby authorize the following transfers for the 2024-2025 Budget year:

1. Transfers from contingency to general operations in the amount of \$10,000.

ADOPTED, this 21th day of January 2025.

BY: _____

Brad Lorang, Commission President

BY: _____

Albert Nance, Secretary