



PUBLIC MEETING: Port Commission Business Meeting

DATE: Tuesday **September 17, 2024, 6 PM**

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

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

## AGENDA

- 1) Commission meeting called to order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Modifications, Additions and Changes to the Agenda
- 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 make a motion to remove any items from the Consent Agenda for individual discussion).
  - a. Approval of minutes for Commission Meeting on July 16, 2024, August 6, 2024, and September 3, 2024 – **Page 2**
  - b. Ratification of bills in the amount of \$269,505.08 – **Page 10**
  - c. Approval of payroll for August 20, 2024 in the amount of \$45,269.56 and for September 4, 2024 in the amount of \$45,071.56
- 4) Special Presentation and Reports by outside resources, staff, and Government Officials
  - a. Letter of Intent – Landmass Wines, Melaney Schmidt and Malia Myers – **Page 12**
- 5) Business Action Items
  - a. Add and Remove Bank Signers to Umpqua Bank Account – **Page 16**
  - b. Approve Port Economic Development Grant Program FY 24-25 – **Page 17**
- 6) Executive Session under ORS 192.660 (2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed
- 7) Executive Director Report
- 8) Commission Comments
- 9) Adjournment

## IMPORTANT DATES

**Thursday, September 18, 2024**

Port Commission Special Meeting

**Tuesday & Wednesday, September 24-25, 2024**

Oregon Infrastructure Summit

**Tuesday, October 1, 2024**

Port Commission Meeting

**October 1-3, 2024**

PNWA Annual Convention

**Tuesday, October 15, 2024**

Port Commission Meeting



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **July 16, 2024, 6 PM**

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

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

## MINUTES

- 1) Commission meeting called to order 6:00 PM
  - a. Pledge of Allegiance
  - b. Roll Call
    - i. President Lorang
    - ii. Vice-President Klute
    - iii. Commissioner Nance (excused)
    - iv. Commissioner Peterson
    - v. Commissioner Thweatt
    - vi. Members of the Staff and Other Support – Executive Director Jeremiah Blue; Deputy Executive Director Genevieve Scholl; Administrative Specialist Keriane Stocker; Operations Manager Parker Nelson; Accounting Specialist Melissa Warren
    - vii. Members of the Public – David Sneitzer; (via Zoom) Denise Emmerling-Baker; Flora Gibson; Chris Matlock; iPhone
  - c. Modifications, Additions and Changes to the Agenda
- 2) Public Comment (Speakers may be limited to three (3) minutes)
  - a. David Sneitzer addressed the Commission regarding the restrooms that used to be available to the Marina tenants to use.
- 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 June 18, 2024 and July 2, 2024
  - b. Ratification of bills in the amount of \$143,286.27
  - c. Approval of payroll for June 18, 2024 in the amount of \$38,085.74 and for July 3, 2024 in the amount of \$47,738.54
- 4) Discussions
  - a. Upcoming Commission Training and Conferences

ED Blue reported that the newly adopted SBP set an emphasis on providing annual training about Port operations, initiatives, and programs for new and current Commission members to continue growing internal knowledge and expertise of the Port, as well as enabling Port Commissioners to attend conferences, meetings, and other events focused on strengthening the Port's networks, partnerships, and professional development. Staff provided an outline of potential training and conferences for the 2024-25 Fiscal Year for the Commission to consider.

CM Peterson expressed an interest in attending SDAO Risk Training. VP Klute expressed an interest in attending PNWA Annual Convention.

**C PETERSON MADE A MOTION TO APPROVE THE TRAINING AND CONFERENCE SCHEDULE AS STATED; VP KLUTE SECONDED; Passed Unanimously**

- b. Port Economic Development Grant Program FY 24-25

- i. Based on the Commission's previous discussion, Director Scholl presented proposed guidelines and rules for the Port's new \$150,000 grant program, designed to support projects aligning with the Port's strategic goals and economic development objectives. The proposal outlined two (2) separate grant programs for small and large organizations operating within the Port district. Staff sought Commission approval on the eligibility criteria and rules, and authorization to issue a call for applications. Additionally, Staff recommended forming a Grant Evaluation Committee to oversee the program's implementation, including developing the application award distribution process, and recruiting committee members.

**TABLED UNTIL C NANCE IS AVAILABLE AND LEGAL REVIEW CAN PROVIDE INPUT.**

**5) Business Action Items**

**a. Approve Letter of Support for City of Cascade Locks Grant Request**

- i. Mahr provided a background on the City of Cascade Locks' request for funds. The City of Cascade Locks is seeking a State of Oregon Transportation and Growth Management Planning Grants program ("TGM") grant to fund an update of their outdated 2001 Transportation System Plan ("TSP"). Port staff have drafted a letter supporting the city's grant application for consideration.

**C PETERSON MOVED TO APPROVE THE LETTER SUPPORTING THE CITY OF CASCADE LOCKS' REQUEST TO THE STATE OF OREGON'S TRANSPORTATION AND GROWTH MANAGEMENT PLANNING GRANTS PROGRAM FOR \$250,000; VP KLUTE SECONDED; Passed Unanimously**

**b. Election of Port Commission Officers**

- i. ED Blue reported that the Port Commission Duties & Responsibilities Policy Manual requires the annual election of officers.

**VP KLUTE MADE A MOTION TO LEAVE EVERYTHING AS IS FOR 24-25, WITH BRAD (P LORANG) AS PRESIDENT, CARRIE (VP KLUTE) AS VICE-PRESIDENT, ALBERT (C NANCE) AS SECRETARY, AND ROB (C PETERSON) AS TREASURER; C THWEATT SECONDED; Passed Unanimously**

**c. Appointment of Commissioner Committee Assignments**

- i. ED Blue reported that each Port Commissioner has the opportunity to serve as the Commission's representative on various internal and external committees and organizations. ED Blue noted that most assignments are two (2) year terms and have not expired yet, however they all have different anniversary dates, leading to inconsistent appointment times. ED Blue would like to reappoint assignments so that they are all renewed annually on the same date for efficiency.

**VP KLUTE MADE A MOTION TO KEEP ROB PETERSON AND PAM THWEATT ON THE FINANCE COMMISSION COMMITTEE; P LORANG SECONDED; Passed Unanimously**

**C THWEATT MADE A MOTION TO KEEP CARRIE KLUTE ON THE MUSEUM BOARD FOR YEAR 24-25 AND 25-26; C PETERSON SECONDED; Passed Unanimously**

**C PETERSON MADE A MOTION TO KEEP PAM THWEATT ON THE ENERGY COUNCIL FOR YEAR 24-25, 25-26; VP KLUTE SECONDED; Passed Unanimously**

**C THWEATT MADE A MOTION TO APPOINT BRAD LORANG TO THE MCEDD BOARD; VP KLUTE SECONDED; Passed Unanimously**

- 6) Executive Session under ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property and ORS.192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation

likely to be filed. Final actions or decisions on these matters will be made during the Regular Session.

- a. Recess from Regular Session, into Executive Session at 6:58 PM
- b. Recess out of Executive Session, into Regular Session at 7:39 PM
- c. No action was taken as a result of Executive Session

**7) Executive Director Report**

- a. A written report was distributed at the meeting.
- b. DED Scholl noted that the closeout report for the ARPA Grant was accepted.

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

- a. VP Klute reported that there is a museum meeting board meeting on Friday the 19<sup>th</sup>. They have set October 12<sup>th</sup> as the date for a murder mystery auction fundraiser. VP Klute informed that there is also a Bridge of the Gods Centennial Celebration ("BOGCC") Advisory Meeting on Monday, July 22<sup>nd</sup>. VP Klute also requested an updated developer map of Business Park.
- b. C Thweatt informed the Hood River County Energy Council ("HRCEC") met and discussed how to fund the project management position. C Thweatt reflected on a busy week as she attended the Fourth of July celebration, the Museum's Pony Party, and volunteered at the Gorge Downwind Champs. C Thweatt reminded that PCT DAYS will be occurring next month.
- c. C Peterson also mentioned attending the Fourth of July celebration. Additionally, he reported that Gorge Canoe Club wrapped up their fundraiser at the Gorge Downwind Champs festival. C Peterson added that the City of Cascade Locks Downtown Revitalization will be having an open house at Thunder Island Brewing on July 24<sup>th</sup>.
- d. P Lorang reported that he was very pleased when he attended the Fourth of July celebration and the Pony Party, elaborating that it was nice to see so many from the community.

**9) Adjournment 8:05 pm**

Port of Cascade Locks

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Port Commission President  
Brad Lorang

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Port Commission Secretary  
Albert Nance

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Date Signed

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Date Signed

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Prepared by Keriane Stocker



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **August 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

**Video Location:** [https://www.youtube.com/watch?v=utCKaoME\\_eQ](https://www.youtube.com/watch?v=utCKaoME_eQ)

- 1) Commission meeting called to order 6:01 PM
  - a. 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; Administrative Specialist Keriane Stocker; Operations Manager Parker Nelson; Tommy Brooks, Attorney; Mark Knudson, SDAO Senior Consultant
    - vii. Members of the Public – (via Zoom) Denise Emmerling-Baker; iPhone
- 2) Executive Session under ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions; ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection; and (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Final actions or decisions on these matters will be made during the Regular Session.
  - a. Recess from Regular Session, into Executive Session at 6:04 PM
  - b. Recess out of Executive Session, into Regular Session at 7:23 PM with the intent to return to Executive Session
- 3) Business Action Items
  - a. Consider Items Referred from the Executive Session

**MOTION:**               **To approve the executive director performance evaluation for 2023-2024 with noted edits**

**MOVE:**                   Albert Nance

**SECOND:**               Pam Thweatt

**DISCUSSION:** Knudson noted that after completing the review, the Commission requested two (2) changes to the information provided. The first change is on the list of goals that have given the ED Blue on a goal for the next year. Goal "0" will be added to the list and will be to establish a process for defining and prioritizing the goals and that ED Blue should report back to the Commission with a proposal and work plan for completing goals. The second change requested is to the criteria that the Commission will use for evaluation of ED Blue's performance next year. The change will be to provide effective and efficient administration of Port programs and implementation of the strategic business plan. Apart from those two (2) changes, the goals and the criteria for next year's performance will remain the same.

**VOTE:**                   **Aye:** Brad Lorang, Albert Nance, Rob Peterson, Pam Thweatt

**Absent:** Carrie Klute

**MOTION CARRIED**

**VIDEO TIMESTAMP:** 00:12:28 – 00:12:53

- 2) The Commission returned to Executive Session under ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions; ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection; and (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Final actions or decisions on these matters will be made during the Regular Session.
  - a. Recess from Regular Session, into Executive Session at 7:34 PM
  - b. Recess out of Executive Session, into Regular Session at 8:40 PM
  - c. No action was taken as a result of Executive Session
- 3) Business Action Items
  - b. Consider Port Economic Development Grant Program FY 24-25 – Genevieve Scholl
- 4) Discussion
  - a. Meeting Minutes – Jeremiah Blue
    - i. A general consensus from the Commission was received for the transition to motions-only minutes
- 5) Adjournment 9:04 pm

Port of Cascade Locks

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Port Commission President  
Brad Lorang

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Port Commission Secretary  
Albert Nance

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Date Approved

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Prepared by Keriane Stocker



PUBLIC MEETING: Port Commission Meeting

DATE: Tuesday **September 3, 2024, 6 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/1RZQEQ-oXRU>

- 1) Commission meeting called to order 6:00 PM
  - a. Roll Call
    - i. President Lorang
    - ii. Vice-President Klute
    - iii. Commissioner Nance
    - iv. Commissioner Peterson (via Zoom)
    - v. Members of the Staff and Other Support – Executive Director Jeremiah Blue; Deputy Executive Director Genevieve Scholl; Administrative Specialist Keriane Stocker; Operations Manager Parker Nelson; Dan Mahr, Government Affairs Consultant
    - vi. Members of the Public – Ted Dodd, Cascade Locks; Kristen Meira, ACL Director of Government Affairs; Charlie Robertson, ACL Chief Executive Director; Ian Tolleson, ACL Government Affairs Manager – Pacific Northwest; via Zoom – Denise Emmerling-Baker; Hawk Hatcher; Pam T; OhnGahd; Amanda; iPhone
  - b. Modifications, Additions and Changes to the Agenda
    - i. Add Item 5c) Approve the Intergovernmental Agreement between Mid-Columbia Economic Development District and the Port of Cascade Locks

### 2) Public Interview

**MOTION:** **To appoint Ted Dodd to be in Position #5 as a Port Commissioner**  
**MOVE:** Carrie Klute  
**SECOND:** Albert Nance  
**DISCUSSION:** Dodd was asked a series of questions from the Commission  
**VOTE:** **Aye:** Brad Lorang, Carrie Klute, Albert Nance, and Rob Peterson  
**VIDEO TIMESTAMP:** 00:37:54 – 00:38:23

### 3) Business Action Items

- a. Approve Letter of Support for Gorge Transit Grant Applications

**MOTION:** **To approve the letters of support for the Gorge Transit grant applications**  
**MOVE:** Albert Nance  
**SECOND:** Carrie Klute  
**DISCUSSION:** Mahr outlined MCEDD’s efforts to coordinate a regional transit Strategy. They are requesting letters of support to assist transit agencies in securing grant funding for various projects, including those relevant to Cascade Locks.  
**VOTE:** **Aye:** Brad Lorang, Carrie Klute, Albert Nance, and Rob Peterson  
**Abstain:** Ted Dodd  
**VIDEO TIMESTAMP:** 1:01:20 – 1:02:05

- b. Approve Letter of Support for KiddieCity Grant Application to the Childcare Infrastructure Fund

**MOTION:** **To approve the letter of support for KiddieCity grant application to the Childcare Infrastructure Fund**

**MOVE:** Albert Nance

**SECOND:** Carrie Klute

**DISCUSSION:** Mahr presented that KiddieCity is seeking a letter of support from the Port of Cascade Locks \$100,000 from the Oregon Childcare Infrastructure Fund to construct and renovate a new childcare facility at Cascade Locks Elementary School, which would create forty (40) new childcare slots in the area.

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

**Abstain:** Ted Dodd

**VIDEO TIMESTAMP:** 1:07:15 – 1:07:45

- c. Approve the Intergovernmental Agreement between Mid-Columbia Economic Development District and the Port of Cascade Locks

**MOTION:** **To approve the Intergovernmental Agreement with Mid-Columbia Economic Development District and Port of Cascade Locks for the Administration of the Port's FY 2024-25 Economic Development Grant Program**

**MOVE:** Carrie Klute

**SECOND:** Albert Nance

**DISCUSSION:** DED Scholl presented an IGA between MCEDD and the Port, in which MCEDD will administer the Port's Economic Development Grant Program, provide services such as application review, grant agreement creation, and fund distribution, while the Port will provide necessary materials and funding.

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

**Abstain:** Ted Dodd

**VIDEO TIMESTAMP:** 1:20:36 – 1:21:21

#### 4) Adjournment 8:17 pm

Port of Cascade Locks

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Port Commission President  
Brad Lorang

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Port Commission Secretary  
Albert Nance



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Date Approved

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Prepared by Keriane Stocker

Port of Cascade Locks

From 8-14-2024

To 9/12/2024

AKS Engineering & Forestry	Engineering Services	1,575.00
Alfonso Barron	Expense Report	100.00
Amazon Capital Services	Supplies	448.38
AT&T Mobility	Phone Service	44.12
Bio-Med Testing Service	Services	45.00
Blue Mountain Networks	Phone Service	914.98
Cable Huston	Legal Services	6,009.35
Camp's Lumber	Maint Supplies	168.30
Century Link	Phone Services	221.23
City - Cascade Locks	Planning Services & Utilities	14,290.57
Coburn Electric	Replace North Navigation Light on BOG	2,816.46
Columbia Ace Hardware	Maint Supplies	1,425.84
Dennis Snyder Jr. Contractors	Work for Flex 6	1,117.50
Durham & Bates	Bridge Insurance	37,673.60
Elyzabeth Nagode	Camphost	743.33
Visa 1	Nextiva, Room, Annual Above, Maint Supplies	4,414.41
Visa 2	QB, BOG Grant, Meals	598.04
Visa 3	Hotel Room, Flowers, E Bike,	2,080.26
Visa 4	QB, Grant Watch, Flybook, Maint Supplies	1,074.93
Genevieve Scholl	Expense Report	200.00
Hood River Supply	Maint Supplies	250.26
Jeanetta Blue	Expenses Report	392.50
Joanne Willace	Expenses Report	195.99
John Blackwell	Expense Report	100.00
Jones Boys Electric and Construction	Electrical Services	2,877.74
Keriane Stocker	Expenses Report	100.00
Mediamerica	Oregon Business Ad	3,030.00
Melissa Warren	Expenses Report	206.30
Merina+Co	Accounting Services	8,101.70
Michael-Alan Mechanical	VC Mini Split at VC	5,600.00
MCEDD	Dues	3,833.00
Moda Health	Dental Insurance	701.64
NAPA Gorge Auto Parts	Maint Supplies	131.91
Neal Creek Sanitation	Portable sanitation	2,190.00
ONSITE Supply House	Maint Supplies	1,129.78
Oregon Department of Revenue	Payroll Taxes	10,694.03
Pauly, Rogers & Co, P.C.	Audit 21-22	10,000.00
PERS	PERS	16,148.78
Print It	Name Plates	28.00
Ptarmigan Ptrails	RTP Grant	75,424.78

Port of Cascade Locks

From 8-14-2024

To 9/12/2024

RADCOMP Technologies	IT Services	97.99
Retail Point of Sales	Software Updates & Card Readers	1,551.00
Richard Hallman Photo	Photography Services for Marketing and Promotion	2,500.00
Santander Bank	Truck Payment	8,618.00
Sierra Springs	Water & Monthly Rental	204.82
Special Dist Ass'n of Oregon	Medical Insurance	9,266.00
Staples Business Advantage	Office Supplies	313.66
The Port of Hood River	BreezeBy Tolls	9,439.30
Todd Mohr	Expense Report	229.00
United States Treasury	Payroll Taxes	19,714.74
Veritiv	Restroom Supplies	472.86
	<b>TOTAL</b>	<b>\$ 269,505.08</b>



## **Executive Summary and Winery Build: Letter of Intent**

### **Who is Landmass:**

We are Melaney Schmidt and Malia Myers, partners in business and in life, and we make expressive and boutique wines in the heart of the Columbia River Gorge, Oregon. With a focus on sparkling wine, our passion is to showcase the varied regions in Oregon that grow sparkling-specific varietals primarily from the Willamette Valley and the Columbia Gorge. Repeatedly breaking convention, our approach to the business completely defies the traditional understanding of what wine business can be and who can be doing it and in doing so we've built an inviting and dynamic community for wine-lovers of all kinds here in Oregon and beyond.

**Melaney Schmidt** *Winemaker/Owner* has over 15 years of experience in the hospitality industry from managing bars and restaurants to wine buying and beverage management. Making the switch to wine production she completed her winemaking degree at Chemeketa Community College in Salem, OR.

**Malia Myers** *Operations/Owner* has six years of experience in beverage manufacturing and production as well as two years experience in wine production and distribution prior to starting Landmass.

### **Where is Landmass:**

Our portfolio consists of wines made with grapes from Oregon and Washington primarily grown in the Willamette Valley and from the Columbia Gorge. Our production space is situated in the heart of the Columbia River Gorge in Cascade Locks, OR. This strategic positioning allows access to both these notable regions. We currently produce our wine in a 3500 sqft facility dedicated solely to Landmass Wine production.

### **Sales Outlets:**

Currently, our sales are 35% Direct To Consumer, 55% to Wholesale Accounts, 10% to Distribution Partners. Our notable and major accounts include New Seasons, Whole Foods, and nationally renowned restaurants along with a myriad of wine shops, wine bars, restaurants across four states: Oregon, Washington, and California.

***Number of Wine Club Members: 172 (up 50% each year since we started a club in 2020)***

#### ***Unique Markets Selling Landmass Wines:***

*Portland Metro and Surrounding, PNW Coast, Washington including Seattle, major metro centers of California, including San Francisco, Los Angeles, and San Diego.*

#### ***Projected Markets Selling Landmass Wines by 2025:***

*In addition to above list: Texas, Georgia, and New York*

### **Growth Strategy:**

We have incredible relationships with our retail accounts who are happy to promote us to their customers and once customers have heard of us and tried our wines, word of mouth has spread to our immense advantage. Our social media showcases our business in an authentic way and our customers have really identified and latched onto our story. So far, growth has been organic and very successful.

### **Financial Position:**

We are self-funded with two owners to our business: Melaney and Malia. We have an incredible banking relationship with our bank SVB and over the course of five years of intense growth, we have not accrued any significant debt and grown from 200 case production to 5000 case production.

## Business Planning and Phases: 4 Phase Business Plan

### Phase 1: Establishment: COMPLETE 2018-2020

In this first phase of business, we established ourselves as a brand with a clear focus and a target consumer.

**Goals:** Introduce ourselves as a wine brand with a focus on sparkling wine. Turn practice into performance in winemaking, capture an audience.

**Outcome:** Launched Landmass Wines in June 2018, secured space in shared winemaking facility, secured first grape contracts, secured placements of wine in retail accounts.

### Phase 2: Autonomy: COMPLETE 2021-2023

Due to the demand of our product and the ongoing spatial restrictions, we needed to become autonomous and self-reliant with our own space and equipment .

**Goals:** Own our own equipment so that we can control the quality of our wine, control the needs of production, and get ready to significantly grow the operation.

**Outcome:** We secured our production facility in Cascade Locks. With the minimum tenant improvements to the electricity and plumbing, and the early stages of equipment acquisitions, we have slowly outfitted our winery.

### Phase 3: Growth: *IN PROGRESS* 2023-2025

We have completed the prior phases while at the same time growing our production, however this phase completely emphasizes growth. This entails big equipment purchases, cost of goods expense and more exposure of the brand leading to more outlets. With a reputation as judicious and agreeable grape buyers, we have grape growers wanting to grow our contracts and we require additional tank space and equipment to accept these increases. Folks on both ends of the business want us to grow our production: suppliers and consumers which is a great position to be in.

**Goals:** Increase production from 70 tons to 100 tons (4200 cases to 6000 cases). Increase distribution markets from three to eight. Increase wine club membership and events.

**Needs:** Equipment and Employees

**Future Outcome:** A strong **national** brand with a quality product based out of the center of the Columbia River Gorge. An emphasis on the product made with local ingredients (a showcase of what Oregon and specifically the Gorge has to offer), a product produced by women, minority, LGBTQ+ business owners (a showcase of business diversity within the Gorge), and Landmass as the frontrunner for a growing and burgeoning wine category for Oregon: sparkling wine.

### Phase 4: Permanence: *PLANNING* 2025 - Future

We have built this brand from scratch and once we've established our brand, grown our brand to our targeted level, we'd like to focus on *permanence*.

**Goals:** Own the land on which we build a winery and tasting experience in the Gorge. Our production at this point should be between 7,000 and 10,000 cases.

**Needs:** Production and equipment growth to reach desired case production. Permanent Winemaking Facility.  
*Please see Page 3 for Phase 4 Project Overview.*

**Future Outcome:** Landmass Wines is the frontrunner for Columbia Gorge Sparkling Wine. Nationally recognized with a welcoming space for the public to visit. Our successful operation will support the local businesses that we work with (grapegrowers, equipment services, tasting room employees, cellar production employees, bottling work, construction services). We will invite visitors from the US and the Globe to experience the abundance of the Gorge, the beauty, and the friendliness of its people.

## Phase 4 - Project Overview: *PLANNING*

### Goals + Vision:

The Landmass brand is located in the heart of the Gorge, thus the heart, soul, rhythm, and feeling must reflect and be informed by the wonderful 'landmass' that is the Gorge. There absolutely has to be an emphasis on the natural environment in our development. We wish our permanent home to be integrated into the landscape and not to disrupt it. We wish it to add and not subtract with extreme consideration to the directions of the wind, the height of the trees, the lean of the grasses, the location of the osprey nests, and the backdrop of the Cascades. We want to emphasize access to the public footpaths leading to and around Blackberry Beach with plenty of viewpoints from the winery to see the water and the mountains. Working in harmony with our preferred architecture firm whose main past projects include National Park visitor centers, we will create a winery whose intent is to absorb and reflect the natural surroundings so that visitors and locals can take in and savor the heart of the Gorge.

### Scope:

Permanent Custom Winery and Tasting Room built in Cascade Locks, off of Industrial Park Way. The idea is to have a 10,000-case capacity winery with a full tasting room and events area that can host chefs dinners, weddings, and private parties.

### Features:

- ~6500 sqft Winemaking Space + "Crush Pad" (Outdoor work space)
- ~2000 sqft Temperature Controlled Barrel Room
- ~2000 sqft Cased Good Storage
- ~2000 sqft Tasting Room Indoor/Outdoor Combined Event Space

### Needs:

- 5-10 acres of raw land connected to city utilities for the build
- Appropriate Zoning for intended use.
- Access to, or land allotment for, a parking lot for 50+ vehicles

### Big Picture, Surrounding Development Possibilities

- **Bus Stop for the Cat Bus or other Gorge/Waterfall Touring**
  - This would allow people to park cars at the winery and enjoy tours through the gorge, or hop on a bus to main street Cascade Locks. This should alleviate traffic and parking needs both in downtown cascade locks and at the waterfalls (especially with the increased parking fees at Multnomah for example).
- **Bike Tour hub**
  - We think a space for bike tourism would be super successful in this area
- **Like-minded surrounding development includes:**
  - General Store
  - Lodging
  - Adventure store (like Next Adventure)
  - Spa/Recreation (like the Society Hotel in Bingen)

### ***Public Benefit of Phase 4 of our Business Plan***

Since the birth of our business, we've been working tirelessly to make the best possible product we can, keep up with and grow the demand, and build and foster community. Those three prongs to our business interact with each other, feed each other, and make up the success of our business. This is truly why we've felt like we've been voted second best in Oregon Wine (via the Willamette Week) in 2024 because we're making a product that connects with people. Our best marketing is our loyal and enthusiastic consumers. As our business increases, so do the opportunities for those connected to our business such as in employment opportunities, local growers and farmers, supply chain companies, and our varied local services; the tide rises for us all.

We feel at this point we need to work towards a home for all this special hospitality and all this burgeoning enterprise. Any passionate winemaker can make great wine but we bring a particular community aspect to our brand that separates us from our peers. We consistently invite others to revel in the fruits of the Pacific Northwest region and because of this, it's time to build a permanent home to expand that community. What better place to do it than in the heart of the Gorge.

### ***Closing Remarks***

*We represent a minute and uncommon genre of wine business professionals in Oregon and specifically within the Columbia River Gorge in that we are both women in the industry and solely control and operate it day-to-day. Melaney was the first of her family to graduate from college, and has since gained three degrees, and Malia is second generation Filipino and biracial. Together we are the only LGBTQ+ winemaking couple known in Oregon. Proving success in an otherwise homogenous environment has rallied a loving and loyal community of wine lovers and consumers who have allowed us to grow and spread that love, appreciation and acceptance beyond the local community to other corners of the country and outside of the US as well, including to Japan and Korea.*

*Where Landmass goes, the Gorge goes with.*

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## PORT COMMISSION REPORT

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**TO:** PORT COMMISSION

**FROM:** JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL TO ADD AND REMOVE BANK SIGNERS TO UMPQUA BANK ACCOUNT**

**DATE:** SEPTEMBER 17, 2024

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**Introduction:**

Staff has requested to update the list of authorized signers on the Port's bank account. This is a necessary procedure to ensure that only authorized individuals have the authority to sign checks and make other financial transactions on behalf of the Port.

**Recommendation:**

It is recommended to remove Pam Thweatt as a bank signer and add Ted Dodd. Umpqua Bank requires separate actions to add and remove.

**Commission Options:**

1. First motion: Approve to remove Pam Thweatt as a bank signer.  
Second motion: Approve to add Ted Dodd as a bank signer.
2. Do not approve



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## PORT COMMISSION REPORT

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**TO:** PORT COMMISSION

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

**SUBJECT: PORT ECONOMIC DEVELOPMENT GRANT PROGRAM FY 24-25**

**DATE:** SEPTEMBER 17, 2024

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**Introduction:**

During its August 6 meeting, the Commission held a discussion in Executive Session under ORS.192.660(2)(f) to consult with general counsel regarding finalization of the Port's Economic Development Grant Program guidelines, rules, procedures and administration. The Commission took no action as a result of the discussion. During its September 3 regular session, the Commission approved an IGA with the Mid-Columbia Economic Development District (MCEDD) authorizing a services agreement for administration of the grant program.

Final approval of the grant program guidelines, application and reporting forms, scoring details, and a template grant agreement remain to be reviewed and approved before the program can launch its first cycle.

Staff recommends Commission approval of the attached program guidelines at this time. The draft application form, scoring matrix, and a template grant agreement will be presented at the next meeting for approval.

**RECOMMENDATION:**

Approve the 2024-25 Port Funded Grants program guidelines, priorities, and eligibility criteria.



## FY 2024-25 Cascade Locks Economic Development Grant Program

The Port of Cascade Locks has established a grant making program (“Program”) designed to foster economic development within the port district. The Port’s mission is to, through partnerships, care for our community, and preservation of the Bridge of the Gods, be an engine for economic growth, recreation, and tourism within the Columbia River Gorge. This new Program is based on the Port’s desire to strengthen community partners and foster collaborative efforts to achieve the goals and objectives of the Port’s 2024-2029 Strategic Business Plan.

The Program is not a vehicle for charitable giving by the Port, and project funding eligibility is determined by its alignment with and tangible benefit to the Port’s goals and objectives. (Please see General Eligibility Criteria & Rules section below).

For the fiscal year 2024-25, the Port has established a Small Grants Program, for grant awards up to \$10,000, and a Large Grants Program with a maximum award limit of \$50,000. Each program has different eligibility criteria, project priorities, and reporting requirements as described below. In this fiscal year, the Port will award up to a total of \$150,000.

### GENERAL ELIGIBILITY CRITERIA & RULES

The Port will accept applications from non-profit 501(c)3 organizations, businesses, and government entities located and operating within the Port district boundaries. To be eligible, a project must be in alignment with the Goals & Objectives of the Port’s [FY 2024-2029 Strategic Business Plan](#) and demonstrate measurable positive influence on the Port’s ability to achieve the goals and objectives of the Plan.

Non-qualifying organizations include churches and religious organizations, individual schools and community sports teams, and political activities such as ballot measures. Direct overhead costs, regular operating expenses and salaries are ineligible for funding. To be eligible, an applicant must have a state and federal tax ID and be in good standing with the State of Oregon Corporate Division and have no bankruptcy or other financial obligation defaults or judgements that remain unresolved or have occurred in the past five years.

The following types of projects are eligible to apply:

- Planning and program development, including studies and permitting costs.
- Marketing and special events production and promotion.
- Capital construction and improvement projects.
- Recreation and tourism infrastructure, amenities, and services improvements.
- Public safety, emergency response, hazard mitigation, and resilience planning.

Grant recipients will be required to maintain, and make available upon request, accurate and up to date budget and project progress reports throughout the duration of the grant agreement. All grant recipients will be required to submit a written progress report six months after the award date, and a written final report with a full accounting of project budget expenditures according to their Grant Agreement. Large Grant recipients must present their final report to the Port Commission during an open public meeting.

To be eligible for future funding, an applicant must have successfully completed their project and had their final report submitted on time and approved by the Port. Any awarded funds that remain unexpended by the end of the Grant Agreement project completion deadline must be returned to the Port within 30 days of the deadline date.

### **FY 2024-25 PRIORITIES**

Each year that the grant program is authorized, the Port Commission will establish priorities for the program and encourage eligible applicants to seek funding in support of projects that can show tangible benefit or impacts on those priorities.

For this year, those priorities are:

- Downtown Revitalization
- Enhanced Tourism and Recreation
- Public safety

Projects that are awarded funding in the 2024-25 fiscal year should be complete by December 31, 2025.

### **SMALL GRANTS PROGRAM ELIGIBILITY & REQUIREMENTS**

The Small Grants Program will make awards up to \$10,000 to new and established entities that meet the General Eligibility requirements.

Applicants will submit a project budget and will be required to provide a minimum 20% match, which can be either a cash match or in-kind match of labor and/or materials.

Applicant entities that have been in existence and operating for less than three years will be required to provide a copy of their charter documents, proof of insurance, Oregon Certificate of Existence, and other documentation that illustrates the applicant is fully operational and ready to proceed with a high likelihood of successful completion of their project within the grant period. Applicants may optionally provide a copy of their current business plan.

If awarded, 50% of the grant will be disbursed at the time of notification of award, and the remaining 50% will be awarded on a reimbursement basis. Any awarded funds that remain unexpended by the end of the Grant Agreement project completion deadline must be returned to the Port within 30 days of the deadline date.

## **LARGE GRANTS PROGRAM ELIGIBILITY & REQUIREMENTS**

The Large Grants Program will make awards from \$10,000 to \$50,000 to established entities that meet the General Eligibility requirements.

Applicants will submit a project budget and will be required to provide a minimum 20% cash match.

Applicant entities must have been in existence and fully operational for at least 2 years and be able to illustrate that they are ready to proceed with a high likelihood of successful completion of their project within the grant period.

If awarded, grant monies will be disbursed on a reimbursement basis, at a rate of 80% of approved project expenditures. Any awarded funds that remain unexpended by the end of the Grant Agreement project completion deadline must be returned to the Port within 30 days of the deadline date.

Applicants to the Large Grant Program will be required to provide at least three (3) letters in support of their project from Cascade Locks residents, businesses, non-profit organizations, or government entities.