

PORT OF THE DALLES COMMISSION
Regular Session Meeting Minutes
Wednesday, July 8, 2026, 5:30 p.m.
Port Administrative Office
3636 Klindt Drive, The Dalles, Oregon

CALL TO ORDER The Regular Session Meeting of the Port Commissioners was called to order by Commission President Coburn at 5:30 p.m.

ROLL CALL Executive Assistant Toepke

- COMMISSION Staci Coburn, President; Greg Weast, Vice-President; Jill Amery, Treasurer; John Willer, Secretary; Ed DeVlaeminck, Assistant Secretary-Treasurer
- STAFF Andrea Klaas, Executive Director; Jennifer Toepke, Executive Assistant/Bookkeeper
- LEGAL Bill Dick, Attorney, Dick, Dick & Corey, LLP
- GUESTS Sheridan McClellan

PLEDGE OF ALLEGIANCE Commissioner Amery

ACTION ITEMS

1. Election of Officers of the Board of Commissioners for Fiscal Year 2026-2027: President; Vice-President; Treasurer; Secretary; Assistant Secretary-Treasurer
 - *Motion to Elect Commissioner Staci Coburn for President for Fiscal Year 2026-2027: M/G. Weast, S/J. Willer, Motion passed unanimously. Voted Yes: S. Coburn, G. Weast, J. Amery, J. Willer, E. DeVlaeminck Voted No: None; Abstained: None*
 - *Motion to Elect/Keep the same Board of Commissioners for Fiscal Year 2026-2027 as follows President Staci Coburn; Vice-President Greg Weast; Treasurer Jill Amery; Secretary John Willer; Assistant Secretary-Treasurer Ed DeVlaeminck: M/J. Willer, S/G. Weast, Motion passed unanimously. Voted Yes: S. Coburn, G. Weast, J. Amery, J. Willer, E. DeVlaeminck Voted No: None; Abstained: None*
2. Confirm/appoint committee and board representations for Fiscal Year 2026-2027
 - *Motion to confirm current committee and board representations for Fiscal Year 2026-2027 as follows The Dalles Community Outreach Team: Executive Director Klaas, Commissioner Coburn, Commissioner Weast; Columbia Gateway Urban Renewal Agency Board: Commissioner Amery; Wasco County Economic Development Commission: Executive Assistant Toepke; Historic Wharf Committee: Commissioner Willer & Commissioner DeVlaeminck: M/J. Willer, S/E. DeVlaeminck, Motion passed unanimously. Voted Yes: S. Coburn, G. Weast, J. Amery, J. Willer, E. DeVlaeminck Voted No: None; Abstained: None*
3. Public Contracting & Purchasing Rules
 - *Motion to adopt the Public Contracting & Purchasing Rules contingent upon legal counsel review, with authority delegated to the Executive Director to make any non-substantive changes and/or corrections and then execute final adoption upon legal counsel approval: M/G. Weast, S/J. Amery, Motion passed unanimously. Voted Yes: S. Coburn, G. Weast, J. Amery, J. Willer, E. DeVlaeminck Voted No: None; Abstained: None*

AGENDA CORRECTIONS OR ADDITIONS None

PUBLIC COMMENT OR QUESTION None

COMMUNITY PARTNER PRESENTATION Sheridan McClellan, Emergency Management Services Manager, Wasco County Sheriff's Office After Commission and Staff introduced themselves, Mr. McClellan shared that he's been in this position at Wasco County since 2019 and that he is a retired Coastguardsman who served 23 years in the U.S. Military, primarily in the Marina Science field with concentration on assessing and responding to environmental disasters. Mr. McClellan went on to highlight the work of Wasco County's Emergency Management Services Department: The Wasco County Emergency Operations Plan was recently finalized, The County contracted a firm to write this plan, as previously City of The Dalles and Wasco County each had their own plan, now there is only one plan for the whole County, including the unincorporated areas. Mr. McClellan thanks Port of The Dalles for its support of the

Wasco County Emergency Operations Plan. He went on to talk about the State of Oregon working on the Cascadia Event, and how he and Executive Director Klaas have been working together to try to establish The Dalles as a hub for barge traffic in the event of an emergency like the Cascadia Event. Because The Dalles has two railroads, Interstate 84, Highway 197, the Columbia River Marine Highway, the Columbia Gorge Regional Airport across the River, etc., it makes it the perfect spot to be a major hub in case of the Cascadia Event or other major emergency. Mr. McClellan went on to show the Commission and Staff the resources on the Wasco County Website, by explaining the Perimeter Map and how it is linked to Everbridge and the State Raptor platform, so if you are signed up to receive Everbridge alerts you will receive a link that takes you to the Perimeter Map through Everbridge. Mr. McClellan closed by saying that he looks forward to a continued working relationship with Port of The Dalles to ensure its Marina continues to be a key part of the Wasco County Emergency Operations Plan. Here are the links for the [Wasco County Emergency Management](#) section of the Wasco County Website which has many excellent resources, including the following two [Wasco County, Oregon-Evacuation Routes and Assistance](#) and [Perimeter Map](#) which a Live Emergency Map of Wasco County

DISCUSSION ITEMS None

CONSENT ITEMS

1. June 10, 2026, Regular Session Meeting Minutes Executive Assistant Toepke
2. By-Laws Executive Assistant Toepke
 - Motion to approve Consent Items as presented: M/G. Weast, S/J. Willer, Motion passed unanimously. Voted Yes: S. Coburn, G. Weast, J. Amery, J. Willer, E. DeVlaeminck Voted No: None; Abstained: None

REPORTS

1. Director's Report Executive Director Klaas Stands as included in meeting packet, plus Executive Director Klaas highlighted the following included in her report: The State lead, work with The Whiting-Turner Contracting Company to ensure they receive the permits needed from City of The Dalles to occupy the Port property they are leasing; NW Natural's construction is nearing an end, when they are finished they will invite POTD for a tour; Reference to the links included to the State of Oregon's Prosperity Report and to the Data Center Committee Meeting; Lastly, President Coburn and Executive Director Klaas will meet to discuss the Strategic Work Session planned – a poll of the Commission showed that Friday is the best day to meet.
2. Financial Report: June 2026 & Fiscal Year 2025-2026 Bookkeeper Toepke Stands as included in meeting packet.
3. The Dalles Community Outreach Team Executive Director Klaas No meeting, no report.
4. Columbia Gateway Urban Renewal Agency Board Commissioner Amery No meeting, no report.
5. Wasco County Economic Development Commission Executive Assistant Toepke No meeting, no report; however Executive Assistant Toepke added that Lisa Farquharson, CEO of The Dalles Area Chamber of Commerce has retired. She was replaced by Lynn Cox; accordingly, CEO Cox will fill the Chamber's seat on the Wasco County Economic Development Commission.

COMMISSION CALL

- Commission President Coburn will not be available to attend August's meeting and hopes that Vice-President Weast will be available to run the meeting in her absence.
- Commission Vice-President Weast expressed it being difficult to have properly read meeting packet material when it is received right before the meeting. Commission President Coburn responded by explaining that concerning the financial reports, it is her preference that the reports are received, even if later than the rest of the meeting packet.
- Commission Secretary Willer said that he appreciated Mr. McClellan's conciseness and brevity while presenting his Community Partner Update.
- Commission Assistant Secretary-Treasurer DeVlaeminck said that he's happy to be here!

ADJOURN There being no further business to come before the Port Commission, *the meeting adjourned at 6:18 p.m.*

PORT OF THE DALLES:



Greg Weast, Vice-President
Board of Commissioners

ATTEST:



John Willer, Secretary
Board of Commissioners

DATE APPROVED: August 12, 2026

Prepared by: Executive Assistant Toepke