

**PORT COMMISSION REGULAR SESSION MEETING-VIRTUAL
APRIL 14, 2021, 5:30 P.M.**

AGENDA

- A. ROLL CALL** Executive Assistant Toepke
- B. PLEDGE OF ALLEGIANCE** Commissioner Weast
- C. AGENDA CORRECTIONS OR ADDITIONS** Executive Director Klaas
- D. PUBLIC COMMENT OR QUESTION**
- E. COMMUNITY PARTNER UPDATE** David Rasmussen, Airport Manager
Columbia Gorge Regional Airport
- F. REAL ESTATE** V & G Update: Kristi Timmons, LPM, MVProperty Management
- G. UPCOMING MEETINGS/EVENTS**
- April 16, 2021, 10:00 a.m.: KODL Radio Coffee Break with Executive Director Klaas
 - April 21, 2021, 6:00 p.m.: **Port of The Dalles 2021-2022 Budget Committee Meeting-Virtual**
 - May 12, 2021, 7:00 p.m.: **Port Commission Regular Session Meeting & Public Budget Hearing at Dufur School, Dufur**
 - May 18, 2021: Special District Election [Candidates on the Ballot](#)
- H. ACTION ITEMS**
1. March 10, 2021 Regular Session Meeting Minutes
 2. March 2021 Financial Reports Commissioner Coburn
 3. Capital Outlay-Building Improvement: Port Office Building Windows
 4. Port of The Dalles By-Laws Amendment
 5. Resolution No. 21-001 Extending Workers' Compensation Coverage to Volunteers of Port of The Dalles
- I. REPORTS**
1. The Dalles Marina, LLC: Q3/FY 2020-2021 Report Owner-Operator Macnab
 2. Staff Report Executive Director Klaas
 3. RARE Report Land Use Strategist & Policy Analyst Shank-Root
 4. Committee Reports
 - Community Outreach Team Commissioner Weast/Executive Director Klaas
 - Wasco County Economic Development Commissioner Courtney

- Urban Renewal Commissioner Coburn
- Dufur Commissioner Wallace
- Chamber of Commerce Commissioner Griffith

J. EXECUTIVE SESSION *as allowed by ORS 192.660(2)(e) Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(h) Conferring with Legal Counsel regarding litigation. *Media representatives are instructed not to report or disclose matters discussed in Executive Session*

K. ACTION REQUIRED FROM EXECUTIVE SESSION

L. COMMISSION CALL

PORT OF THE DALLES AGENDA ITEM

Meeting Date: April 14, 2021

Subject: **H-1.) MARCH 10, 2021 REGULAR SESSION MEETING MINUTES**

➤ March 10, 2021 Regular Session Meeting Minutes

Staff Recommendation: **Approve March 10, 2021 Regular Session Meeting Minutes
as presented**

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Session Meeting Minutes
Wednesday, March 10, 2021

The Regular Session Meeting of the Port Commissioners was called to order by President Greg Weast at 5:30 p.m. **The meeting was held via the video conferencing platform Zoom; attendees joined via computer or called in via telephone*

ROLL CALL Executive Assistant Toepke

Commission Greg Weast, Mike Courtney, Staci Coburn, Robert Wallace, David Griffith

Staff Andrea Klaas, Executive Director; Jennifer Toepke, Executive Assistant; Anna Shank-Root, Land Use Strategist & Policy Analyst; Bill Dick, Attorney; Angie Macnab, Contracted Bookkeeper

Guests Kristi Timmons, Licensed Property Manager, MVProperty Management; Dr. John Willer, Jack Hay

PLEDGE OF ALLEGIANCE President Weast

AGENDA CORRECTIONS/ADDITIONS None

PUBLIC COMMENT OR QUESTION None

REAL ESTATE V & G Update: Kristi Timmons, Licensed Property Manager, MVProperty Management
Occupancy expected by Friday, March 19th – for rent sign is up!

UPCOMING MEETINGS/EVENTS As included in Meeting Packet

ACTION ITEMS

1. **February 10, 2021 Regular Session Meeting Minutes** were Approved by Consensus
2. **February 2021 Financial Reports** were Approved by Consensus
3. **Approval request of preliminary site and building design for 3761 Klindt Drive, The Dalles** M/M. Courtney S/S. Coburn, Motion Approved Unanimously

REPORTS

1. **Staff Report** Executive Director Klaas Stands as included in the Meeting Packet. Commissioner Coburn queried about the right of way – ED Klaas explained that the landscaping strip is the responsibility of the landowner. There tend to be 3 landowners that are not meeting this responsibility. If need the Port can hire a landscaper and have them do the needed work and then bill the landowner accordingly. Commissioner Coburn also inquired the status of the new website and the need for modernization.
2. **RARE Report** Land Use Strategist and Policy Analyst Shank-Root Stands as included in the meeting packet.
3. **Committee Reports**
 - **Community Outreach Team** Commissioner Weast & Executive Director Klaas Currently scheduling video conference meetings with Washington D.C. this month. Earmarks may be coming back, so that is exciting.
 - **Wasco County Economic Development** Commissioner Courtney Tonya Brimmer is representing Dufur. Reports are available from the last meeting, I can email them to anyone that would like them.
 - **Urban Renewal** Commissioner Coburn Staff will be moving forward for a cost analysis for the Tony's Town & Country Building – it may be better to put something new there. (Commissioner Weast added that perhaps they should look in the basement – there may be things there that make the building of historic value.)
 - **Dufur** Commissioner Wallace We heard from Mayor Keys last month regarding the wastewater issue. In the next six months they should be going out to bid for the new system. Dufur Parks are renovating the swimming pool. I think it is the oldest public pool in the State of Oregon – they are doing very needed repairs. The Dufur School is working on the capital improvement bond approved by the residents. The Bus

- Barn will be completed soon. There are two big funds: the Ranger Pride Education Foundation and the Jerry Walker Foundation. I collected PPE from the Port and distributed it to the businesses in Dufur. I have a meeting coming up with Nate from Regional Solutions – he wants to discuss what the community of Dufur needs – this is not necessarily Port related but thought it good to mention.
- Chamber of Commerce Commissioner Griffith The PPE program is still in place. March 19th is the next pickup day. They suggest they should pickup for the next 6 months. The Cherry Festival will be postponed again this year. But they are holding activities all about Cherries in July. There are efforts regarding Tourism going on. Explore The Dalles will be part of a new tourist site - apparently in a new TV contract - and working with the fishing industry - and advertising in the Midwest. Our local restaurants are open again. All looks good again in the future locally.

REGULAR SESSION ADJOURNED AT 6:04 P.M. & EXECUTIVE SESSION COMMENCED AT 6:05 P.M.

EXECUTIVE SESSION ADJOURNED AT 6:35 P.M. & REGULAR SESSION RESUMED AT 6:36 P.M.

ACTION REQUIRED FROM EXECUTIVE SESSION None

COMMISSION CALL

1. Commissioner Griffith Vaccines – I have had no. 1 and now I am waiting for no. 2.
2. Commissioner Courtney Thanks to Anna for the legwork she is doing. The Craig building is for sale – the hospital has moved out.
3. Commissioner Wallace Exciting thing happening with Google!
4. Commissioner Coburn Appreciated Andrea including the Strategic Doing in the Staff Report – thank you for sharing.
5. Commissioner Weast We need to make sure that we keep that in our sites and do it a step at a time. Thank you for being professionals and making our part easy.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 6:38 p.m.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED: April 14, 2021

Prepared by: Jennifer Toepke, Executive Assistant

PORT OF THE DALLES AGENDA ITEM

Meeting Date: April 14, 2021

Subject: **H-2.) MARCH 2021 FINANCIAL REPORTS**

➤ March 2021 Financial Reports

Staff Recommendation: **Approve March 2021 Financial Reports as presented**

Local Government Investment Pool

➤ Interest Rate 0.60% (Average Annualized Yield)

General Fund

➤ Income

- Nothing uncommon

➤ Expenses

- Jordan & Chelsa Landscaping-Spring landscaping cleanup, pruning, fertilizing, repair lawn & irrigation controller maintenance/replacement: \$4,560.00 (Progress Billing)
- Tyler Barnes-Port website hosting fee. Pro-rated for 6 months while we switch over the website to Streamline: \$408.00
- Columbia River Affordable Portables-Portable Potties at the Marina Launch Ramp. This may be reimbursed by COVID relief dollars or Oregon State Marine Board Launch Reamp Maintenance grant dollars: \$814.00
- TWGW Inc (NAPA)-Oil & oil filter for Port truck: \$36.03

Port Development Fund

➤ Income

- Nothing uncommon

➤ Expenses

- Kiwi Fence Contractors-Gate & fencing into Courtney Park, home of the future dog park, along Riverfront Trail-Materials: \$1,859.30 (Progress Billing)
- University of Oregon-RARE: \$5,875.00
- Davis Wright Tremaine LLP: \$1,155.00

Marina Fund

➤ No uncommon Income or Expenses

Fiscal Impact

➤ None

Port of The Dalles
Account QuickReport
 As of March 31, 2021

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Transfer			Funds Transfer	60,000.00
Liability Check	EFT	Oregon Department...	0504064-4	-430.00
Liability Check	EFT	United States Treas...	93-6001833	-1,681.24
Paycheck	24426	Andrea L. Klaas		-3,395.93
Paycheck	24427	Jennifer Toepke		-1,875.54
Bill Pmt -Check	24429	Andrea Klaas		-8.12
Bill Pmt -Check	24430	Bohns Printing		-35.73
Bill Pmt -Check	24431	City Of The Dalles.		-156.94
Bill Pmt -Check	24432	Columbia River Affo...		-354.00
Bill Pmt -Check	24433	Hattenhauer Energy...		-97.22
Bill Pmt -Check	24434	Jennifer Toepke.		-88.73
Bill Pmt -Check	24435	Jordan Chelsa	landscaping	-4,560.00
Bill Pmt -Check	24436	PUD		-451.73
Bill Pmt -Check	24437	Sawyers Ace Hard...		-5.99
Bill Pmt -Check	24438	SDIS		-4,385.11
Bill Pmt -Check	24439	The Dalles Disposal		-153.69
Bill Pmt -Check	24440	Tyler Barnes		-408.00
Check	EFT	Verizon		-94.44
Deposit			Deposit	1,014.50
Check	EFT	Pers		-4,753.04
Paycheck	24441	Andrea L. Klaas		-3,395.93
Paycheck	24443	Jennifer Toepke		-2,029.12
Paycheck	24442	Gerald L. Rundell		-689.25
Liability Check	EFT	Oregon Department...	0504064-4	-507.00
Liability Check	EFT	United States Treas...	93-6001833	-1,958.50
Bill Pmt -Check	24444	Angie Wilson		-505.25
Bill Pmt -Check	24445	Cascade Vegetatio...		-150.00
Bill Pmt -Check	24446	Columbia River Affo...		-814.00
Bill Pmt -Check	24447	Dick, Dick & Corey, ...		-200.00
Bill Pmt -Check	24448	Gorge Networks		-164.48
Bill Pmt -Check	24449	Home Depot Credit ...		-65.83
Bill Pmt -Check	24450	TWGW Inc.		-36.03
Transfer			Funds Transfer	50,000.00
General Journal	AW		to reclassify payroll to g...	-4,602.39
General Journal	AW		to reclassify payroll to g...	4,602.39
Total General Checking				77,563.66
Marina Checking				
Total Marina Checking				
Port Develop. Checking				
Deposit			Deposit	759.07
Bill Pmt -Check	23277	Anna Shank-Root		-14.79
Bill Pmt -Check	23278	Kiwi Fence Contract...		-1,859.30
Bill Pmt -Check	23279	University Of Oregon		-5,875.00
Bill Pmt -Check	23280	Davis Wright Trema...		-1,155.00
Bill Pmt -Check	23281	Dick, Dick & Corey, ...		-750.00
Total Port Develop. Checking				-8,895.02
Total CSB Checking				68,668.64
TOTAL				68,668.64

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-SUMMARY
 July 2020 through March 2021

	Jul '20 - Ma...	Budget	% of Budget
Ordinary Income/Expense			
Income			
Contracted Services Income	0.00	100,000.00	0.0%
Grants	16,624.43		
Begining Fund Balance	0.00	1,236,755.00	0.0%
Or. St. Marine Board Grant	0.00	5,000.00	0.0%
Transient Moorage	2,175.00	2,000.00	108.8%
Map Grant	8,300.00	9,800.00	84.7%
Interest From Earnings	7,846.44		
Prior Yr Property Tax	271.93	5,000.00	5.4%
Interest From Contracts	0.00	24,735.00	0.0%
Misc. Income	14,044.83	2,000.00	702.2%
lease-land/Facility	29,909.32	15,000.00	199.4%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
City Of Dufur Water System Loan	0.00		
Marina Loan	0.00	11,621.00	0.0%
Property Tax	351,291.03	331,186.00	106.1%
Total Income	<u>430,462.98</u>	<u>1,764,247.00</u>	<u>24.4%</u>
Gross Profit	430,462.98	1,764,247.00	24.4%
Expense			
PERSONAL SERVICES-	207,822.31	260,200.00	79.9%
MATERIAL AND SERVICES-	94,732.67	283,000.00	33.5%
CAPITAL OUTLAYS-	22,908.00	45,000.00	50.9%
Total Expense	<u>325,462.98</u>	<u>588,200.00</u>	<u>55.3%</u>
Net Ordinary Income	105,000.00	1,176,047.00	8.9%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	150,000.00	0.0%
Total Other Income	0.00	150,000.00	0.0%
Other Expense			
Transfer to Other Funds	0.00	500,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	0.00	550,000.00	0.0%
Net Other Income	0.00	-400,000.00	0.0%
Net Income	<u><u>105,000.00</u></u>	<u><u>776,047.00</u></u>	<u><u>13.5%</u></u>

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-Summary
 July 2020 through March 2021

	Jul '20 - Mar...	Budget	% of Budget
Ordinary Income/Expense			
Income			
Donations	62,535.48		
Begining Fund Balance	0.00	3,152,414.00	0.0%
Interest From Earnings	21,033.37	63,048.00	33.4%
Interest From Contracts	2,898.57	5,000.00	58.0%
matching grants	0.00	500,000.00	0.0%
Misc. Income	91,175.14		
Land Sales	3,933.06	800,000.00	0.5%
City Of Dufur Water System Loan	39,310.00	39,310.00	100.0%
Total Income	220,885.62	4,559,772.00	4.8%
Gross Profit	220,885.62	4,559,772.00	4.8%
Expense			
MATERIAL AND SERVICES-	111,472.10	190,000.00	58.7%
CAPITAL OUTLAYS-	1,859.30	2,000,000.00	0.1%
Total Expense	113,331.40	2,190,000.00	5.2%
Net Ordinary Income	107,554.22	2,369,772.00	4.5%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	500,000.00	0.0%
Total Other Income	0.00	500,000.00	0.0%
Other Expense			
Partnership Project	0.00	1,000,000.00	0.0%
Special Payments	0.00	1,300,000.00	0.0%
Transfer to Other Funds	0.00	150,000.00	0.0%
Other Debt Service	152,676.15	152,676.00	100.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	152,676.15	2,652,676.00	5.8%
Net Other Income	-152,676.15	-2,152,676.00	7.1%
Net Income	-45,121.93	217,096.00	-20.8%

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Cash Basis

Port of The Dalles-MARINA
Profit & Loss Budget vs. Actual-SUMMARY
July 2020 through March 2021

	<u>Jul '20 - M...</u>	<u>Budget</u>	<u>% of Bud...</u>
Ordinary Income/Expense			
Income			
Partnership Repayment	0.00	50,000.00	0.0%
Begining Fund Balance	0.00	53,998.00	0.0%
Interest From Earnings	298.10	1,080.00	27.6%
Total Income	<u>298.10</u>	<u>105,078.00</u>	<u>0.3%</u>
Gross Profit	298.10	105,078.00	0.3%
Expense			
CAPITAL OUTLAYS-			
Partnership Projects	0.00	50,000.00	0.0%
Total CAPITAL OUTLAYS-	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
Net Ordinary Income	<u>298.10</u>	<u>55,078.00</u>	<u>0.5%</u>
Net Income	<u><u>298.10</u></u>	<u><u>55,078.00</u></u>	<u><u>0.5%</u></u>

PORT OF THE DALLES AGENDA ITEM

Meeting Date: April 14, 2021

Subject: **H-3.) CAPITAL OUTLAY-BUILDING IMPROVEMENT
PORT OFFICE BUILDING WINDOWS**

➤ Capital Outlay-Building Improvement: Port Office Building Windows: Vinyl or Wood?

Staff Recommendation: **To Replace Port Office Building Windows with Vinyl or Wood
as presented**

Vinyl

➤ [Vinyl Windows-Milgard Style Line Series](#)

Cost: \$25,000.00

Wood

➤ [Wood Windows-Windsor Windows & Doors](#) & [Wood Windows-Pinnacle Windsor Windows & Doors](#)

Cost: \$55,000.00

PORT OF THE DALLES AGENDA ITEM

Meeting Date: April 14, 2021

Subject: H-4.) PORT OF THE DALLES BY-LAWS AMENDMENT

➤ Port of The Dalles By-Laws

Staff Recommendation: Approve amended Port of The Dalles By-Laws as presented

PORT OF THE DALLES

BY-LAWS

ARTICLE I AS AMENDED (10/5/1936, VOL.1, PG.227, 11/10/2010)

MEETING PLACE The principle office and place of business of the Board of Commissioners will be in the offices of the Port of The Dalles, Wasco County, Oregon, but meetings of the Board of Commissioners for the transaction of business may be held at such other places as the Board may from time to time determine; and the books, records and files of the Board will be kept at the principle office and place of business.

ARTICLE II AS AMENDED (2/13/1991, VOL 3, PG. 204, 11/10/2010)

MEETINGS The Board of Commissioners will hold one regular meeting each calendar month; such regular meeting will be held and called to order at- the time and location specified in the regular meeting notice in accordance with ORS 192, Public Meeting Law requirements; such regular meeting will be held on the Second Wednesday after the first day of the month. Said meetings may be changed, postponed, or cancelled from time to time as may be deemed necessary by the Board of Commissioners. Special meetings may be held at any other time on the call of the president or any other two members of the Board of Commissioners. Notice of any special meeting will be- given in accordance with ORS 192, Public Meeting Law requirements.

ARTICLE III

QUORUM Three members of the Board of Commissioners shall constitute a quorum for the transaction of business at any regular meeting and at any special meeting provided notice of such special meeting shall have been regularly given. A majority of those present at any meeting of the Board of Commissioners shall be sufficient to pass any measure properly before such meeting.

ARTICLE IV AS AMENDED (2/10/1941, VOL. 2 PG. 141) & 6/13/1977,
VOL. 12 PG. 24, 11/10/2010)

ELECTION OF OFFICERS The election of officers of the Board of Commissioners shall be held annually at the first regular meeting in July. The Election of Officers shall be added to the July Agenda as item "C" following the Pledge of Allegiance; the officers- are elected for a period of one year, or until their respective successors are elected and qualified. The Officers, as required by ORS 777- are, President, Vice-President, Secretary and Treasurer. The Port also elects an Assistant Secretary/Treasurer.

DUTIES

- The President will preside at all meetings
- The Vice President will perform the duties of President when the President is unavailable to preside.
- The Secretary will preside if neither the President nor the Vice-President is present.

The duties of all Officers will be consistent with ORS 777.

ARTICLE V

SEAL The corporate seal of the Port of The Dalles will be a circular seal with the name "Port of The Dalles" and "Wasco County, Oregon" around the border, and the words "Incorporated 1933" through the center of the seal.

ARTICLE VI

AMENDMENTS These By-Laws may be altered or amended by the Board of Commissioners by a majority vote at any regular meeting thereof, or they may be altered or amended at any special meeting by a majority vote when the full Board is in attendance.

ARTICLE VII AS AMENDED (11/14/1960, VOL 6 PG. 36, 11/10/2010, 04/14/2021)

ORDER OF BUSINESS The order of business at all meetings of the Board will be:

- A. Roll Call
- B. Pledge of Allegiance
- C. Agenda Corrections or Additions
- D. ~~Port Calendar~~ Public Comment or Question
- E. ~~Visitor's Business~~ for items not on the Agenda Community Partner Update
- F. ~~Meeting Minutes~~ Upcoming Meetings/Events
- G. ~~Financials~~ Action Items
- H. ~~Staff Reports~~
- I. Executive Session as allowed by ORS 192.660 (2)(e)(f)(h)(i)
- J. Action Required from Executive Session
- K. Commission Call

We hereby certify that these By-Laws are a true and correct copy of said By-Laws as adopted by The Port of The Dalles this ~~10th day of November, 2010~~ 14th day of April, 2021.

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~~D.M. Courtney~~Greg Weast, President

~~Kristi McCavie~~Staci Coburn, Treasurer

~~Kenneth Farmer~~D.M. Courtney, Vice President

~~Robert McFadden~~David Griffith, Asst.
Sec./Treas.

~~Rod Runyon~~Robert Wallace, Secretary

PORT OF THE DALLES AGENDA ITEM

Meeting Date: April 14, 2021

Subject: **H-5.) RESOLUTION NO. 21-001 EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF PORT OF THE DALLES**

- Resolution No. 21-001 Extending Workers' Compensation Coverage to Volunteers of Port of The Dalles & 2021 SDIS Board and Volunteer Election Form

Staff Recommendation: **Approve Resolution No. 21-011 Extending Workers' Compensation Coverage to Volunteers of Port of The Dalles, including indicating classes of volunteer workers which it is applicable to as presented**

RESOLUTION NO. 21-001

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF PORT OF THE DALLES

WHEREAS, the above district elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers as indicated below (checked "Applicable") and listed on the attached Volunteer Election Form(s).

Board Members Applicable Not Applicable

Public Officials on unpaid boards will be covered only for administrative and clerical functions while performing their authorized duties as elected officials.

Public Safety Volunteers Applicable Not Applicable

Public Safety Volunteers are covered at the assumed monthly wage indicated on the attached Volunteer Election Form(s).

Other Volunteers Applicable Not Applicable

Non-public safety volunteers and board members volunteering for duties other than administration and clerical functions will use the attached Volunteer Election Form(s) to keep track of their hours and have their assumed payroll reported in the correct Class Code for all their types of work using Oregon minimum wage.

A roster of active board members and volunteers will be kept monthly for reporting purposes and submitted to SDAO quarterly or more frequently upon request.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Port of The Dalles to provide workers' compensation coverage as indicated above.

PASSED AND APPROVED BY THE PORT COMMISSION THIS 14TH DAY OF APRIL 2021

SIGNED:

ATTEST:

Greg Weast, President
Board of Commissioners

Robert Wallace, Secretary
Board of Commissioners

Board and Volunteer Election Form

District Name: _____

Board Members listed for Class Code 8742B will be covered only for administrative and clerical functions at board/committee meetings. If board members are performing functions other than administrative or clerical duties they must also be listed on the Volunteer Roster and payroll must be reported in the Other Volunteers section to be eligible for coverage.

Unpaid Board of Directors					
Column (1) x Column (2) x Column (3) = Column (4)					
Class Code	Job Duty	(1) No. of Board Members	(2) No. of Meetings Annually	(3) Reimbursement per Meeting (\$40 minimum)	(4) Total Estimated Assumed Payroll (\$2,400 minimum)
8742B	Board of Directors				

Public Safety Volunteers listed for Class Code 8411 use an assumed monthly wage of no less than \$800 per volunteer per month (regardless if one day or 31 days are volunteered) for contribution payment and calculation of benefits. This assumed monthly wage may be increased at the district's discretion in increments of \$100, up to a maximum of \$2,400.

Public Safety Volunteers				
Column (1) x Column (2) = Column (3)				
Class Code	Job Duty	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage (\$800 min.)	(3) Total Estimated Assumed Payroll
8411	Ambulance Driver			
8411	Ambulance Technician			
8411	Crime Prevention Unit			
8411	Sheriff			
8411	Emergency Medical Technician			
8411	Explorer Scout			
8411	Fire Chief/Asst. Fire Chief			
8411	Firefighter			
8411	Police Officer			
8411	Police Reserve			
8411	Probation Officer			
8411	Search and Rescue			
8411	Sheriff's Posse			
8411	Quick Response			
8411JF	Junior Firefighter (Cadet)			
8411A	Support, Non-Firefighting: # Vol _____ x # Hrs _____ x # Months _____ x Hourly Wage _____ =			

*Estimate the number of volunteer months for each position and enter the total on the appropriate line in Column (1). Some volunteers are not active every month, i.e., one volunteer firefighter may be active five months out of the year, two volunteer firefighters may be active 12 months out of the year, and five volunteer firefighters may be active only one month out of the year. Thus, the number of volunteer firefighter months would be 34.

Board and Volunteer Election Form

District Name: _____

Other Volunteers listed for all Class Codes other than Board Member (8742B) and Public Safety Volunteers (8411) use an assumed payroll computed at Oregon minimum wage using actual hours worked and reported in the appropriate Class Code with a "V" added to the end.

SDAO's ability to provide workers' compensation coverage for volunteers is directly related to each entity's ability to keep verifiable records of the names and hours worked by participants. Claims adjusters will verify coverage at the time a claim is filed.

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
0042V	Landscaping - V					
0050V	Grove Caretaking Operations - V					
0106V	Tree Pruning, Spraying - V					
0113V	Fish Hatchery and Drivers - V					
0124V	Tree Planting - V					
0251V	Irrigation Works - V					
2702V	Forest Fire Fighting Special Employee - Doctor - V					
4361V	Photography - V					
4511V	Analytical Chemist - V					
5183V	Plumbing - V					
5403V	Carpentry NOC - V					
5445V	Wallboard Install w/in Bldg - V					
5474V	Painting - V					
5479V	Insulation Work NOC & Drivers - V					
5506V	Street and Road Construction – Paving/Repaving/Drivers- V					
5507V	Street and Road Construction-Subsurface Work- V					
5606V	Contractor/Executive Supervisor - V					
5645V	Window/Door Installer - V					
6217V	Excavation NOC - V					
6229V	Irrigation Systems Construction - V					
6306V	Sewer Construction - V					
6319V	Gas & Water Main Construction - V					
6400V	Metal Fence Erection - V					
6834V	Boat Building and Repair - V					
6836V	Marina - V					

Board and Volunteer Election Form

District Name: _____

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
6876V	Divers – V					
7024V	Vessels NOC (If Any) - V					
7090V	Boat Livery/Boats Under 15 Tons - V					
7153JV	Railroad Operations (If Any) – V					
7335JV	Dredging (If Any) – V					
7360V	Freighthandler NOC – V					
7370V	Drivers/Attendants - V					
7380V	Chauffeurs and Helpers NOC - V					
7382V	Bus Company and Drivers - V					
7403V	Aircraft Operation - V					
7520V	Waterworks Operations - V					
7539V	Electric Power - V					
7580V	Sewage Plant Operations - V					
7610V	Radio or TV Broadcasting - V					
7720V	Police Officers- V					
8006V	Store - Dry Goods - V					
8010V	Wholesale and Retail Stores - V					
8017V	Store - Retail - V					
8018V	Wholesale NOC - V					
8227V	Municipal Maintenance Yard - V					
8232V	Lumber Yard - V					
8385V	Bus Company - Garage - V					
8601V	Engineer or Architect - V					
8720V	Insurance Inspection & Valuation - V					
8742V	Director/Sales/Collectors - V					
8810V	Clerical Office Employee - V					
8820V	Attorney - V					
8824V	Nursing Home Health Care - V					
8825V	Nursing Home Food Service - V					
8826V	Nursing Home Other Services - V					
8832V	Clinic - V					
8833V	Hospital - Professional EE's - V					

Board and Volunteer Election Form

District Name: _____

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
8835V	Nursing – V					
8868V	School Professional Employee - V					
9014V	Buildings Operation by Contractor- V					
9015V	Buildings Operation by Owner- V					
9016V	Kiddie Ride Operators - V					
9040V	Hospital - All Others - V					
9052V	Rooming House/Boarding House - V					
9061V	Club NOC- V					
9063V	YMCA/YWCA - All Employees - V					
9064V	Child Day Camp - V					
9079V	Restaurant NOC - V					
9101V	School -All Other Employees - V					
9102V	Park NOC – All Employees – V					
9154V	Theatre Employees NOC - V					
9182V	Athletic Team - Operation - V					
9220V	Cemetery Operations - V					
9349V	School Cafeteria/Kitchen EE's - V					
9366V	Hospital - Cafeteria - V					
9402V	Street and Sewer Cleaning - V					
9410V	Municipal County Employee NOC - V					
9516V	Radio, TV, Video & Audio Equip. - V					
9519V	TV/Radio Install and Repair - V					

PORT OF THE DALLES AGENDA ITEM

Meeting Date: April 14, 2021

Subject: **I-1. THE DALLES MARINA, LLC: Q3/FY 2020-2021 REPORT**

Executive Director Klaas

The report and financials following this coversheet represent the third reporting quarter for The Dalles Marina, LLC (TDM, LLC). It is important to remember that TDM, LLC operates on the same fiscal calendar as the Port of The Dalles and they receive most of their income in June/July when the leases are paid for the year.

Total Income:	\$125,888.98
Total Expenses:	\$ 55,317.56
Net Income:	\$ 71,248.88

Over the last year TDM, LLC and the Port of The Dalles have attempted to coordinate contracted services at the boat basin. An example is in TDM, LLC report regarding snow shoveling. TDM, LLC contracted to have the private side shoveled, and by recommendation of TDM, LLC, the Port used the same contractor to have the Guest Moorage shoveled. Other examples over the years were: parking lot striping, treating the boat basin to control algae, testing fire extinguishers, and back flow testing. These are separately contracted services and accordingly receive separate billings. Whenever practicable we will coordinate work to reduce costs.

The Port and TDM, LLC met to do the end-of-the tally on payments owed to the Port and those owed to TDM, LLC. In the agreement there is a schedule that outlines how certain costs are allocated between the two entities because there are some areas of operation that are difficult to physically separate. Two examples of these are the property insurance that the Port pays for, and the parking lot lighting that TDM, LLC pays for.

The Port and TDM, LLC met to review suggested changes to the Port of The Dalles Marina Rules and Regulations. TDM, LLC will be providing Port staff with some language about watercraft needing to be moved out of their moorage space's one time per month in the summer (this will ensure seaworthy boats are in the marina). Other changes: photos of watercraft showing current registration will need to be included with the lease renewal; bill of sale or proof of sales contract will need to be submitted to TDM, LLC when ownership changes hands; enforcement provisions for the no wake zone; requirement that all boathouses have a boathouse number prominently displayed. Staff will make these changes and present them to the Port Commission at the May Port Commission Regular Session Meeting. The Port of The Dalles Marina Rules and Regulations are the guidelines that TDM, LLC uses and enforces.

This next month Port staff will be updating the current concessionaire agreement, presenting the updates to TDM, LLC, and then to the Port Commission for approval at the May Port Commission Regular Session Meeting. There are several items that are no longer relevant, or things that have changed and need to be updated since the agreement was first written. Some examples that need to be updated: dates, tangible property list, costs for services, etc. and then there are other items that need to be removed, like the Port assuming liability for the 1970 Corsair (it was removed from the marina several years ago).

Items completed this quarter:

- Snow Removal for the Marina and guest Moorage
- Did our quarterly check for water leaks- No Leaks
- Major leak on the sewer tank causing shutoff at the Marina. We had Devco and a diver out to fix the problem, which was a break in the line on A finger

Projects in Progress:

- Bike Racks at the Marina
- Leveling docks scheduled for May
- De winterizing the Marina
- Landscaping and preparing for summer
- Preparing for summer activities at the Yacht Club
- Problems with the fuel tank on the boat and working with Mechanic to try to fix in the water since there is no trailer to put the boat on.

Whats going on at the Marina:

- Yacht Club is fully open to all tenants. Internet is set up and all appliances are in.
- Dubber Zorza Boathouse on A Finger is completed on the outside
- Greg Cummings boathouse is completed on C Finger.
- Marina is completely full and waiting list for Boats.
- 2 Boathouses for sale at the Marina

My Current lease is up for renewal at the Marina. My attorney and I submitted for a renewal as stated on the current contract that we have the option to renew under that contract back in October 2020.

The Dalles Marina
Profit & Loss
 July 2020 through March 2021

	Jul '20 - Mar 21
Ordinary Income/Expense	
Income	
Key Deposit	677.09
Late Fee Income	140.00
Moorage Fee	91,549.91
Open Moorage Fee	16,055.63
Utilities Income	
Electrical Fee	247.22
Sewer Fee	7,606.23
Water Fee	8,160.17
	16,013.62
Total Utilities Income	16,013.62
Yacht Club Fees	1,452.73
	125,888.98
Total Income	125,888.98
Expense	
Automobile Expense	56.93
Background Checks	512.00
Bank Service Charge	2.50
Contracted Services	
Water	3,598.21
Contracted Services - Other	3,823.00
	7,421.21
Total Contracted Services	7,421.21
development and communications	1,000.00
Dues, Fees and Subscription	647.00
Insurance Expense	
Liability	4,981.78
	4,981.78
Total Insurance Expense	4,981.78
Keys Expense	450.00
Landscaping and Groundskeeping	5,728.00
Maintenance and Supplies	6,015.08
Meals and Entertainment	481.85
Office Supplies	398.68
Professional Fees	
legal Fees	7,949.50
Website	190.00
	8,139.50
Total Professional Fees	8,139.50
Property Tax	1,400.10
Repairs and Maintenance	2,419.99
Utilities	
Electricity	2,690.69
Garbage	2,038.28
Internet	660.00
Water	10,273.97
	15,662.94
Total Utilities	15,662.94
Total Expense	55,317.56
Net Ordinary Income	70,571.42

The Dalles Marina
Profit & Loss
July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>
Other Income/Expense	
Other Income	
Interest Income	49.03
Other Income	628.43
Total Other Income	<u>677.46</u>
Net Other Income	<u>677.46</u>
Net Income	<u><u>71,248.88</u></u>

PORT OF THE DALLES AGENDA ITEM

Meeting Date: April 14, 2021

Subject: **I-2. STAFF REPORT**
Executive Director Klaas

Columbia River Gorge Commission

- Strategist Shank-Root is working with Davis Wright Tremaine, LLP on background information about the urban growth boundary discussion and the Columbia River Gorge Commission. This will be part of the findings that are presented to the court of appeals.

COVID-19 Pandemic

- The office is still closed to the public.
- All Port staff have the ability to work from home, and we continually assess the situation to decide the safest option.
- The Port submitted a letter of support to SDAO asking that the State of Oregon set aside some of the new recovery funds specifically to help Special Districts.
- All meetings are still virtual, and the State has indicated that there will be no in-person meetings until this fall (September is the date currently), but like all things COVID, this is subject to change.
- On the jobs front, the unemployment rate for Wasco County was 7.5% in February, compared to 4.5% in February 2020 (9,590 jobs in February 2021 compared to 10,020 jobs in February 2020). Growth has occurred in manufacturing (+10 jobs), transportation (+10 jobs), information (+10 jobs), business services (+10 jobs), health (+10 jobs), education (+20 jobs), local Gov't (+10 jobs)

Port of The Dalles Marina

- The restrooms are still closed based on OHA guidelines, with port-a-potties taking their place. We are increasing the emptying schedule to three times per week to try to keep up with usage. We are also monitoring the garbage usage and may be increasing that collection schedule as well.
- The Port will be budgeting for Northern Wasco County Parks and Recreation to do the restroom maintenance in the upcoming year. Parks Executive Director Baker believes that OHA will be offering guidance to re-open restrooms this summer.
- Cascade Vegetation has sprayed for weeds along launch ramp, jetty, and parking lot.
- Pikeminnow fishermen are making their reservations and will start arriving on May 1st for the season.
- Payment for power usage in guest moorage is going mobile this summer. Boaters will be able to make payments via Venmo or similar, so they do not need to write a check or have cash to pay for this service.

The Dalles Community Outreach Team (COT)

The COT has been meeting with DC legislative staff and departments.

Highlights

- We continue to hear that Congressionally directed spending (earmarks) has support in the House, maybe not so much in the Senate, but discussions are happening around this topic.
- Rural broadband and increased infrastructure spending are on the table. This may help fund the East Cascades Interconnection feasibility study and additional broadband build out. There are also some bills moving through the legislature around telecom resiliency.
- It appears there are a variety of funding/grant options for community college programs.
- OR/WA legislators have all signed on a letter of support for the CGCC aviation tech program funding request.
- Payment In Lieu of Taxes (PILT), and Secure Rural School (SRS) payments have been reauthorized for two years and at a slightly higher rate than in the past. These Federal dollars are payments to Counties to fill in the financial gap created when Federal Forest land timber harvests were reduced. There are also discussions about forest fire fuels reduction happening right now. Oregon has 2.5 million acres of forest that need to be treated and already have approval, but the projects need funding.
- We may be able to use COVID funds for forest fuels reduction training.
- Senator Merkley is now the Chair of the Interior Committee, a move from Agriculture. According to his staff he made this decision so that he would have the ability to include his language in bills presented to the committee since he is writing the bills.
- The Economic Development Administration has set aside \$3 billion to be focused on travel and tourism.

Center on Rural Innovation (CORI) www.ruralinnovation.us

- MCEDD and the Port are partnering with Google and the Center on Rural Innovation to do some economic development planning and opportunity analysis in The Dalles and Wasco County. Google is paying for the work to be done and MCEDD and the Port will be the Community partners on the ground. The focus of the study will be on technology job opportunities and entrepreneurship.

General

- Spring landscaping improvements and cleanup are on-going.
- A request for proposal for auditing services has been sent out and posted on the SDAO website. Responses are due back by April 30th, and staff will bring forward a recommendation to the May 12th Port Commission Regular Session Meeting.
- The Port's website is moving from its current host to Streamline, a company that caters to Special Districts and ensures online compliance. The migration will be happening over the course of a month or so, EA Toepke is working on this process.
- EA Toepke previously met with The Dalles City Police at the abandoned houseless encampment in Courtney Park (Port property between the City Dock and The Dalles Marina) to discuss a clean-up plan. The General Services Department of the City of The Dalles will be managing the clean-up

with volunteer citizens that are required to complete community service. This has proven to take longer to accomplish than the Port had hoped, as it requires a minimum of a 5-person crew to handle the removal and clean-up. Once done, EA Toepke will be talking with a member from Kiwanis about possible ways the club could help with on-going brush clean up in that area. Additionally, Kiwi Contractors started the work of installing a new gate/fence to said property on April 9th, to hopefully deter further encampments being established.

- ED Klaas met with Kristi Chapman and Yvonne Phippen-Wakefield because they are interested in cleaning up the vegetation along the Riverfront Trail across from their properties. They are working on a proposal to present to the Port Commission on how the work could be done. They will be working with the Wasco County Soil and Water Conservation District on this. The SWCD has indicated that now is not the time to do the work due to nesting birds, it should be a fall project.



PORT OF THE DALLES AGENDA ITEM

Meeting Date: April 14, 2021

Subject: **I-3. RARE REPORT**
Land Use Strategist & Policy Analyst Shank-Root

General

- The Port submitted a grant application to the Travel Oregon Competitive and Recovery Grants Program on suggestion from Travel Oregon Grant Staff for funding to update infrastructure and signage at The Dalles Marina Launch Ramp and Transient Guest Moorage.
- Strategist Shank-Root has been working with Davis Wright Tremaine, LLP to draft a Statement of Facts to support their work on the Appeal of the Columbia River Gorge Commission's Management Plan.
- The Core Group of the Brownfields Coalition met on April 6th to discuss feedback on the website, outreach strategies and project priorities for moving forward. Strategist Shank-Root will be working with MCEDD to set project priorities and begin public outreach to local partner organizations and business owners.

Economic Impact Analysis

- Staff has been researching and discussing Economic Modeling Software options to undertake this project.
- On April 7th, Strategist Shank-Root met with Regional Economist Dallas Fridley with the State of Oregon Employment Department to discuss data availability and project support resources.
- ED Klaas and Strategist Shank-Root viewed a demonstration from IMPLAN, one modeling option, on April 7th.

Real Estate

- The Port submitted a request for archaeological review to the State Historic Preservation Office (SHPO) on March 17th regarding tax lot C 2600. SHPO has 30 days to respond to the submission, after which time the Port is free to proceed with development plans provided there is no suspicion of unusual or historic artifacts. The 30 days expires on April 17th, at which time Staff will proceed with obtaining estimates for the cost of developing the ground.