



Dedicated to supporting the creation, retention, expansion, and recruitment of businesses and jobs that will enhance the economy of the Port District.

PORT COMMISSION MEETING
WEXECUTIVE DIRECTORNESDAY, NOVEMBER 8, 2023, 7:00 P.M.
PORT ADMINISTRATIVE OFFICE

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL Executive Director Klaas
- C. PLEDGE OF ALLEGIANCE
- D. AGENDA CORRECTIONS OR ADDITIONS Executive Director Klaas
- E. PUBLIC COMMENT OR QUESTION 3-minute limit per person per subject.
*The Commission does not respond to nor discuss issues raised during public comment.
- F. ACTION ITEMS
 - 1. The Partners Group as insurance Broker of Record
- G. REPORTS
 - 1. Director's Report Executive Director Klaas
 - 2. The Dalles Community Outreach Team Commissioner Weast
 - 3. Columbia Gateway Urban Renewal Agency Board Commissioner Coburn
 - 4. Wasco County Economic Development Commission Executive Assistant Toepke
 - 5. Dufur Commissioner Wallace
- H. UPCOMING MEETINGS/EVENTS
 - November 17, 2023: KODL Radio
 - December 6, 2023: Port Commission Meeting & Christmas Party!
 - January 10, 2023: Port Commission Meeting
 - February 7-11, 2023: SDAO 2024 Annual Conference
 - February 21, 2023: Port Commission Meeting
- I. EXECUTIVE SESSION Pursuant to ORS 192.660(2)(e) Real Property Transactions & 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
- J. ACTION REQUIRED FROM EXECUTIVE SESSION
- K. COMMISSION CALL
- L. ADJOURN

PORT OF THE DALLES AGENDA ITEM

MEETING DATE	November 8, 2023
ACTION ITEM F-1.)	The Partners Group as insurance Broker of Record
STAFF RECOMMENDATION	Direct Executive Director to sign Broker of Record Letter to appoint The Partners Group as the Port's insurance agent.

BACKGROUND

The Port of The Dalles purchases its property, liability, and health insurance from Special District Insurance Services (SDIS) as part of the special district insurance pool. In the past the Port has also purchased its Workers' Compensation Insurance from SDIS as well, but that has now moved to the State Accident Insurance Fund (SAIF). For the Port to participate in the insurance pool we need to have a Broker of Record. Our Broker of Record was Courtney Insurance for many years, then Stratton Insurance more recently when Courtney Insurance sold its book of public sector business to Stratton Insurance. At both Courtney Insurance and Stratton Insurance we worked with agents that specialized in public sector entities.

Recently, Port staff learned that Stratton Insurance had been sold to Highstreet Insurance and that our longtime public sector insurance agent is no longer with the company. Highstreet Insurance has assigned an agent specializing in commercial agribusiness to handle the Port's insurance needs.

Due to the unique nature of Ports, as a government and special district, and the beneficial relationship with Special Districts Insurance Services, Port staff feel that it is very important to have a Broker of Record that understands and specializes in public sector insurance needs and requirements. Staff are recommending that the Port move its insurance business to Tom Belusko of The Partners Group.

Mr. Belusko has an extensive background working with public sector businesses, has worked with Special District Insurance Services, and currently sits on the SAIF board; his biography follows.

The Partners Group (TPG) is one of the largest independently owned and Pacific Northwest-based insurance consultancy firms in Oregon, with offices located in (Tigard, Bend), Washington (Renton), and Idaho (Boise). In addition, we have employees located throughout our operational footprint that work remotely. TPG is unique compared to others in the market in that our firm is principally owned by employee shareholders who support the serious insurance and risk management work undertaken by our company. TPG specializes in many aspects of insurance and risk financing such as employee benefits, commercial insurance, retirement plan consulting, total absence management, and healthcare analytics. We also uniquely have staff dedicated to claims management and loss control efforts.

As part of the TPG mission, Tom BeLusko is the Commercial Insurance Public Entity Practice Leader. Besides being a proud alum of the University of Portland, Tom is a Certified Insurance Counselor (CIC) and holds an Associate In Underwriting (AU). Before joining The Partners Group, for 25 years Mr. BeLusko owned and managed his own insurance firm that specialized in insuring public entities and private universities. Tom also spent two years honing his skills within the public entity sector working for CIS (CityCounty Insurance Services) in the loss control and underwriting departments. Further, Tom is supported at TPG by a commercial account manager by the name of Crystal Woods, CIS, ACSR. Tom and Crystal have worked together for nearly 17 years on cities, counties, special districts, and private higher education and our teamwork will show when servicing your needs.

An even further distinction for Tom representing public entities is his former experience as a Forest Grove, Oregon City Councilor. Not only has Tom helped manage and insure risk, his perspective on how to protect elected, staff, and organizations in the public entity space is unique and nearly non-matched within this state.

Tom is also honored to have served on SAIF's Agent Advisory Council for many years, including a 6-year stint as chair of this committee. Tom's background in Oregon workers' compensation is distinctive, having been involved in multiple facets of the industry including claims management, underwriting, time loss management (light duty), and customer service. While at CIS, Tom helped transition the CIS self-insured trust to SAIF and collaborated with SDAO/SDIS on their workers' compensation trust also transitioning to SAIF.

TPG is proud to be an Oregon-based, independent firm, serving Oregon's public entities. With deep personal team experience, combined with the resources of TPG, it is my contention that the Port of the Dalles will receive the utmost in high quality representation to the insurance market, including the extremely valuable SDAO Special Districts Insurance Services Trust.

MEETING DATE November 8, 2023

REPORTS ITEM G-1.) Director's Report Executive Director Klaas

Projects

- A water delivery company is looking for a location to park their water trucks.
- State Lead: Lithium battery manufacturer. 1 million square foot facility; 200-300 employees (did not respond)

Office

- Executive Director Klaas did the monthly radio talk shows on KIHHR and KODL. Commissioner Weast joined Executive Director Klaas on the KODL show.
- Executive Director Klaas hosted an Eagle Scout Board of Review after work hours for Logan Baumgarten.
- Port staff met with Tom Belusko of The Partners Group, LLC.
- Executive Director Klaas met with Executive Director Kline of Northern Wasco County Peoples Utility District (PUD) to discuss current and future projects.
- Executive Director Klaas and Executive Assistant Toepke met with Executive Director Baker of Northern Wasco County Parks and Recreation, and his new Assistant Director, Todd Wheeler.
- Strategic Business Plan Update comments/edits are being compiled with a final version coming to the Commission in December.
- FYE June 30, 2023, audit work is underway with RTO & Company (previously Friend & Reagan)

The Dalles Marina

- Commissioners Coburn and Hanlon met with Port Staff and began discussions related to the marina concessionaire agreement and ideas for future goals and objectives of the marina.
- Port staff contacted the Oregon State Marine Board (OSMB) looking for best practice for marina design and management reference material. A book "Marina and Small Craft Harbors 2nd Edition" was recommended; Port staff is trying to source a copy.
- Executive Director Klaas will be setting up one-on-one meetings with Commissioners to gather ideas and feedback on what they would like to see as objectives for the marina as it relates to the Port.
- On October 30, 2023, some of the public area facilities of the marina were closed for the season: Water shut off to the Transient Guest Moorage and Boat Launch Ramp Restrooms; Pumpout/Dump Station winterized and closed; Restrooms winterized and closed (although the restrooms are heated, so they could technically remain open in the winter, unfortunately there is a severe problem with people setting up camp in the restrooms; the Port does not have staff to handle daily evictions, nor the cleanup necessary after, neither does NWC Parks & Recreation or The Dalles Police.) The Transient Guest Moorage remains open through the winter for boats to tie up - power is available - just no water. Snow removal is provided by a local small business that the Port contracts; it is important to stay on top of immediate removal, so that the Boat Launch Ramp is accessible in case of an emergency on the river.
- There continues to be people overnight camping in their vehicles at the marina parking lot – usually at least one per week; The Dalles Police dispatch is a great help, and/or Officer Macnab, in responding to the Port's requests to trespass said campers. There has also been an uptick in abandoned vehicles (for several days at a time), but once Port staff tags the vehicle to be towed, in most cases it is removed.
- Get 'Er Done, one of the local small businesses that the Port contracts for a variety of tasks, continues to monitor the Marina Park (the Port's stretch of riverfront property between the marina and Lewis and Clark Festival Park) for encampments; thankfully since the big cleanup in September, it has remained free of campers.

Brownfield Coalition Update

- The coalition supported funding for an Analysis of Brownfields Cleanup Alternatives (ABCA) for the Chenoweth Middle School but needed to get Environmental Protection Administration (EPA) approval prior to final approval of the expenditure as this type of work was outside the scope of the Brownfields funding grant. EPA approved the request, so the work can occur. This is good news because the City of The Dalles has applied for a Brownfield clean up grant to help remove regulated building materials from the school (i.e., lead paint, asbestos, etc.), but needed the ABCA. With the approval to do the ABCA, the Chenoweth Middle School is one step closer to being repurposed to a childcare facility.

The Dalles Community Outreach Team

- Commissioner Weast and Executive Director Klaas attended the monthly meeting. Attendees discussed and suggested improvements to the Community Enhancement Program book, and the presentations that are given during meetings. There was some discussion about having someone with graphic design experience develop templates for the book: 1) to make it easier to compile, and 2) for consistency.
- The City of The Dalles has a new Executive Assistant to the City Manager, Abigail (Abby) Jara. Abby has taken the place of Amie Ell (who took the position of City Clerk) and will be acting as meeting staff for the COT.
- Dan Mahr, Senator Merkley's field representative for this region, has resigned from Senator Merkley's Office and stepped out on his own.

Other

- Commissioner Coburn, Executive Director Klaas and Executive Assistant Toepke, attended Mid-Columbia Economic Development District's 2023 Columbia Gorge Economic Symposium Summary in Cascade Locks. Find the symposium presentations posted here [Symposium - Mid-Columbia Economic Development District \(mcedd.org\)](https://mcedd.org) The keynote speaker this year was Futurist Steve Brown, speaking about "Navigating the Generative AI Revolution: A survival guide for leaders in the Era of Intelligence"; though Mr. Brown does not share his presentation slides, there are links to his website(s) which include useful resources and references.
- Executive Assistant Toepke is going to Austin, Texas to attend her first course in a series with the Economic Development Institute at the College of Professional and Continuing Studies, University of Oklahoma, in conjunction with the International Economic Development Council (IEDC). Executive Director Klaas has completed this program, as have previous Port employees as appropriate.

PORT OF THE DALLES AGENDA ITEM

MEETING DATE October 11, 2023

REPORTS ITEM G-4.) Wasco County Economic Development Commission Executive Assistant Toepke

The Wasco County Economic Development Commission (EDC) is currently holding meetings in cities throughout the county to compile the Wasco County Community Enhancement Project (CEP) Priorities List for 2024.

The 2024 Process and Timeline looks like this:

- Local project prioritization meetings are being held throughout the county in October and November to discuss key economic development related projects from each community.
- The top three to five projects from each community will be identified and prioritized through discussion at the local meetings and then shared with the EDC.
- The EDC will meet on December 7, 2023, to develop a countywide, prioritized project list for 2024 based on the information gathered from the local project meetings.
- The Wasco County Board of County Commissioners provides input and can revise the EDC's recommended list and then acknowledges the CEP list in early 2024. After this step, the list is provided for inclusion in Mid-Columbia Economic Development District's Comprehensive Economic Development Strategy and regional prioritization.

Find the result from the prioritization meetings that were held in Dufur and The Dalles following (this is a draft, a work in progress).

- Dufur
 1. Dufur School-Based Health Center (Dufur School District #29)
 2. Fifteenmile Managed Underground Water Storage (Wasco County Soil & Water Conservation District)
 3. Dufur Rural Innovation (DRI) Hub (Wy'East Resource Conservation and Development)
 4. Drinking Water System Improvements (City of Dufur)
 5. Ambulance Replacement (City of Dufur, Dufur Fire)
 - Unranked Projects presented in alphabetical order.
 - City Park Improvements (Dufur Recreation District)
 - Dufur Streetscape improvements (City of Dufur)
 - Dufur Wastewater System Improvements (City of Dufur)
 - Fish monitoring and irrigation loss incentives (Wasco County Soil & Water Conservation District)
 - Ranger TECH CTE Program (Dufur School District #29)
 - School Seismic Renovation (Dufur School District #29)
- The Dalles
 1. Aviation Maintenance Training Hangar and Business Park Infrastructure (Columbia Gorge Community College, City of The Dalles, Klickitat County)
 2. Marina Dock Replacement – Planning/Design (Port of The Dalles)
 3. Columbia Gorge Early Learning Center (Columbia Gorge ESD)
 4. Chenoweth Affordable Housing Development (Columbia Cascade Housing Corporation, Northwest Housing Association)
 5. Sorosis Park Redevelopment (Northern Wasco County Park and Recreation District)
 6. Westside Area Plan (City of The Dalles)
 7. Colocation space + Cascadia Resiliency feasibility study (Q-Life)
 8. Tooley Well Replacement (Tooley Water District)
 9. Land Acquisition Fund (Port of The Dalles)
 10. Greenspace Athletic Lighting (The Dalles Booster Club)
 - Unranked Projects presented in alphabetical order.
 - Columbia Gorge Discovery Center Improvements (Columbia Gorge Discovery Center)
 - Crow Creek Dam Expansion (City of The Dalles)
 - Federal Street Plaza (City of The Dalles)
 - Getchel Building Repairs (City of The Dalles)
 - Kramer Field Complex (Wasco County)
 - Marina Dock Replacement – Construction: \$5 million (Port of The Dalles)
 - New Hospital Campus: in feasibility stage (Adventist Health)

- RV Park Revival and Improvements: \$400,000 initially, total estimated cost \$5 million (Wasco County)
- Safe Routes to School (City of The Dalles)
- The Dalles Finished Water Transmission Lines Replacement: \$15 million (City of The Dalles)
- The Dalles Wayfinding Collaboration (City of The Dalles)