



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

PORT COMMISSION REGULAR SESSION MEETING
WEDNESDAY, SEPTEMBER 13, 2023, 4:30 P.M.
DUFUR HIGH SCHOOL, DUFUR, OREGON

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL Executive Assistant Toepke
- 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. August 2023 Financial Reports Commissioner Coburn
- G. REPORTS
 - 1. Director's Report Executive Director Klaas
 - 2. The Dalles Community Outreach Team Executive Director Klaas
 - 3. Columbia Gateway Urban Renewal Agency Board Commissioner Coburn
- H. COMMUNITY PARTNER UPDATES & INTRODUCTIONS
 - Jack Henderson, Superintendent, Dufur School District
 - Merle Keys, Mayor & Kathy Bostick, City Recorder, City of Dufur
 - Ann Ferguson, Secretary/Treasurer, Dufur Recreation District
 - Elaine Albrich, Wasco County Appointed Commissioner, Columbia River Gorge Commission
- I. UPCOMING MEETINGS/EVENTS
 - September 15, 2023: KODL Radio
 - October 9, 2023: KIHR Radio
 - October 11, 2023: Tour of The Dalles Marina
 - October 11, 2023: Port Commission Meeting
- J. COMMISSION CALL
- K. ADJOURN

TOUR OF DUFUR COMMUNITY

PORT OF THE DALLES AGENDA ITEM

MEETING DATE September 13, 2023

ACTION ITEM F-1.) August 2023 Financial Reports Executive Assistant Toepke

STAFF RECOMMENDATION Approve August 2023 Financial Reports as presented

Notable

- Savings
 - The Oregon State Treasury Short Term Fund Rate yielded 4.30%, with a bump at months end to 4.42%. First Interstate Bank Money Market Account produced 4.20%. Accordingly, \$1,392,621.86 was transferred from First Interstate Bank Money Market to the Oregon State Treasury Local Government Investment Pool.

- Checking
 - Umpqua Checking Account funds were deposited into First Interstate Checking Account by fund (except for \$5,000.00 retained in the General Fund, kept for incidentals, if necessary, prior to closing the account):
 - ❖ General Fund: \$24,546.46
 - ❖ Marina Fund: \$6,275.29
 - ❖ Port Development Fund: \$5,278.37

- Uncommon Fund Activity
 - General Fund
 - ❖ Income
 - New lease income (monthly): \$3,125.00
 - ❖ Expense
 - Annual Backflow (5) Testing: \$325.00
 - Landscaping Sprinkler Repair: \$650.00
 - Marina Fund
 - ❖ Expense
 - Legal Counsel (Fire): \$202.00
 - Port Development Fund
 - ❖ Expense
 - Vegetation removal at Butterfly Park: \$275.00

Cash Basis

PORT OF THE DALLES
Balance Sheet by Class
As of August 31, 2023

	General Fund	Marina Fund	Port Development Fund	Unclassified	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	5,000.00	0.00	0.00	0.00	5,000.00
Total CSB Checking	5,000.00	0.00	0.00	0.00	5,000.00
FIB Checking					
General Fund	1,793.73	0.00	0.00	0.00	1,793.73
Marina Fund	0.00	5,494.54	0.00	0.00	5,494.54
Port Development Fund	0.00	0.00	30,125.34	0.00	30,125.34
Total FIB Checking	1,793.73	5,494.54	30,125.34	0.00	37,413.61
FIB Money Market					
Port Development Fund	0.00	0.00	52,532.88	0.00	52,532.88
Total FIB Money Market	0.00	0.00	52,532.88	0.00	52,532.88
LGIP					
General	1,343,582.10	0.00	0.00	0.00	1,343,582.10
Marina	0.00	250,506.72	0.00	0.00	250,506.72
Port Development	0.00	0.00	3,776,289.69	0.00	3,776,289.69
Total LGIP	1,343,582.10	250,506.72	3,776,289.69	0.00	5,370,378.51
Petty Cash	66.28	28.48	55.24	0.00	150.00
Total Checking/Savings	1,350,442.11	256,029.74	3,859,003.15	0.00	5,465,475.00
Total Current Assets	1,350,442.11	256,029.74	3,859,003.15	0.00	5,465,475.00
TOTAL ASSETS	1,350,442.11	256,029.74	3,859,003.15	0.00	5,465,475.00
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Credit Cards					
Mastercard-2556	877.19	0.00	0.00	0.00	877.19
Total Credit Cards	877.19	0.00	0.00	0.00	877.19
Other Current Liabilities					
Payroll Liabilities	195.33	0.00	0.00	0.00	195.33
Total Other Current Liabilities	195.33	0.00	0.00	0.00	195.33
Total Current Liabilities	1,072.52	0.00	0.00	0.00	1,072.52
Total Liabilities	1,072.52	0.00	0.00	0.00	1,072.52
Equity					
Unrestricted Net Assets	1,385,051.00	254,837.72	3,832,821.27	0.00	5,472,709.99
Net Income	-35,681.41	1,192.02	26,181.88	0.00	-8,307.51
Total Equity	1,349,369.59	256,029.74	3,859,003.15	0.00	5,464,402.48
TOTAL LIABILITIES & EQUITY	1,350,442.11	256,029.74	3,859,003.15	0.00	5,465,475.00

PORT OF THE DALLES
Profit & Loss Budget vs. Actual-GENERAL FUND
July through August 2023

	Jul - Aug 23	Budget	% of Budget
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	1,096,994.00	0.0%
Interest from Earnings	11,024.48	32,910.00	33.5%
Other Resources			
Grants	0.00	4,000,000.00	0.0%
Launch Ramp & Transient Moorage	400.00	3,000.00	13.33%
Leased Land & Facilities	18,925.00	60,000.00	31.54%
Loan Repayments			
Marina Fund	0.00	84,466.00	0.0%
Total Loan Repayments	0.00	84,466.00	0.0%
Other Income	0.00	15,000.00	0.0%
Total Other Resources	19,325.00	4,162,466.00	0.46%
Previously Levied Taxes	2,088.16	5,000.00	41.76%
Property Taxes	1,762.19	430,251.00	0.41%
Transfer from Other Funds			
Port Development Fund	0.00	200,000.00	0.0%
Transfer from Other Funds - Other	0.00	808,068.00	0.0%
Total Transfer from Other Funds	0.00	1,008,068.00	0.0%
Total Income	34,199.83	6,735,689.00	0.51%
Gross Profit	34,199.83	6,735,689.00	0.51%
Expense			
Capital Outlay	174.91	4,050,000.00	0.0%
Material & Services	23,863.98	296,000.00	8.06%
Personal Services	45,842.35	400,000.00	11.46%
Transfers & Contingency	0.00	1,400,000.00	0.0%
Total Expense	69,881.24	6,146,000.00	1.14%
Net Ordinary Income	-35,681.41	589,689.00	-6.05%
Net Income	-35,681.41	589,689.00	-6.05%

PORT OF THE DALLES
Profit & Loss Budget vs. Actual-MARINA FUND
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	337,157.00	0.0%
Interest from Earnings	1,972.77	10,115.00	19.5%
Other Resources			
Fire Emergency	0.00	1,500,000.00	0.0%
Total Other Resources	<u>0.00</u>	<u>1,500,000.00</u>	<u>0.0%</u>
Total Income	<u>1,972.77</u>	<u>1,847,272.00</u>	<u>0.11%</u>
Gross Profit	1,972.77	1,847,272.00	0.11%
Expense			
Capital Outlay	780.75	900,000.00	0.09%
Debt Service	0.00	84,466.00	0.0%
Transfers & Contingency	0.00	808,068.00	0.0%
Total Expense	<u>780.75</u>	<u>1,792,534.00</u>	<u>0.04%</u>
Net Ordinary Income	<u>1,192.02</u>	<u>54,738.00</u>	<u>2.18%</u>
Net Income	<u><u>1,192.02</u></u>	<u><u>54,738.00</u></u>	<u><u>2.18%</u></u>

Profit & Loss Budget vs. Actual-PORT DEVELOPMENT FUND

July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	2,089,343.00	0.0%
Interest from Earnings	26,334.91	62,680.00	42.02%
Other Resources			
Grants	0.00	4,000,000.00	0.0%
Land Sales & Contract Interest			
V&G			
Interest	617.11		
Principal	902.89		
Total V&G	<u>1,520.00</u>		
Land Sales & Contract Interest - Other	<u>0.00</u>	<u>2,500,000.00</u>	<u>0.0%</u>
Total Land Sales & Contract Interest	<u>1,520.00</u>	<u>2,500,000.00</u>	<u>0.06%</u>
Loan Repayments			
CGCC	0.00	464,014.00	0.0%
City of Dufur	<u>0.00</u>	<u>42,225.00</u>	<u>0.0%</u>
Total Loan Repayments	<u>0.00</u>	<u>506,239.00</u>	<u>0.0%</u>
Other Income	<u>34.36</u>	<u>4,000,000.00</u>	<u>0.0%</u>
Total Other Resources	<u>1,554.36</u>	<u>11,006,239.00</u>	<u>0.01%</u>
Transfer from Other Funds			
General Fund	<u>0.00</u>	<u>1,300,000.00</u>	<u>0.0%</u>
Total Transfer from Other Funds	<u>0.00</u>	<u>1,300,000.00</u>	<u>0.0%</u>
Total Income	<u>27,889.27</u>	<u>14,458,262.00</u>	<u>0.19%</u>
Gross Profit	<u>27,889.27</u>	<u>14,458,262.00</u>	<u>0.19%</u>
Expense			
Capital Outlay	0.00	9,000,000.00	0.0%
Material & Services	1,707.39	405,000.00	0.42%
Special Payments	0.00	2,000,000.00	0.0%
Transfers & Contingency	<u>0.00</u>	<u>400,000.00</u>	<u>0.0%</u>
Total Expense	<u>1,707.39</u>	<u>11,805,000.00</u>	<u>0.01%</u>
Net Ordinary Income	<u>26,181.88</u>	<u>2,653,262.00</u>	<u>0.99%</u>
Net Income	<u><u>26,181.88</u></u>	<u><u>2,653,262.00</u></u>	<u><u>0.99%</u></u>

PORT OF THE DALLES AGENDA ITEM

MEETING DATE September 13, 2023

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

Projects

- Power Engineers has vacated lots 1, 2 and Tract B.
- Whiting Turner is interested in leasing lots 1 and 2 for parking.
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Office

- Executive Director Klaas met with City Manager Matthew Klebes for their monthly meeting.
- Executive Director Klaas did the monthly radio talk shows on KHR and KODL.
- The Bi-State recreational meetings are still convening to discuss issues throughout the Gorge. This was first started during the Eagle Creek Fire, then continued through COVID. Many other agencies, local, state, and Federal are experiencing the same costly issues that the Port of The Dalles is dealing with. Primarily garbage and refuse clean-up, vandalism, and abandoned vehicle removal. On a positive note, an additional section of the Hwy 30 bike trail has been completed.
- Executive Director Klaas reviewed final project accounting for Business Oregon Innovation Council as part of the audit committee.
- Executive Director Klaas met with PUD Manager Roger Kline for their monthly meeting.
- Executive Director Klaas and Executive Assistant Toepke compiled Commission and Staff comments regarding the Draft Strategic Business Plan Update and relayed those comments to Points Consulting in preparation for the presentation on August 30th.
- Executive Director Klaas participated on the interview panel for the Business Oregon Regional Development Officer that will be stepping into Michael Held's previous role; five candidates were interviewed.
- Executive Assistant Toepke attended the Chamber's Community Affairs presentation by Kate Franko, Public Affairs and Community Relations for Google.
- Executive Director Klaas is working with Maul, Foster and Alongi on an easement for the water discharge line from the Google facility that is currently under construction.
- Executive Assistant Toepke addressed several abandoned vehicle, homeless camp and trash complaints, working with Get 'er Done to get the sites cleaned up and a local tow company to have the vehicles removed.
- Executive Director Klaas had a meeting with FORTH Mobility/Whit Jamieson, to talk about ways for Wasco County/Wasco County communities to collaborate to bring electric vehicle charging to not just downtown The Dalles, but to the smaller communities that could benefit from this infrastructure as well. The companies that install the systems are looking for a return on investment, which typically leads them to populated areas, and skirting past low population/traffic areas. Commissioner Wallace and Executive Director Klaas have been participating in stakeholders' meetings facilitated by FORTH on this issue.
- Executive Assistant Toepke worked with The Dalles Area Chamber of Commerce, President Lisa Farquharson to have the restrooms open for the Northwest Bass Tournament early in the morning. A past issue has been the fishermen arrive early (4-5:00 a.m.) and the launch ramp restrooms are not yet opened, that was resolved for this event.
- Executive Director Klaas met with John Lehman of Meadow Outdoor Advertising. An issue has arisen related to how the City is now interpreting where billboards can be located. Simplistically, in the past it was X number of billboards per mile, measured linearly. The new interpretation is X number of billboards within a mile measured radially. This change effectively renders all the Meadow's billboards in The Dalles out of compliance.
- Executive Director Klaas participated in the Brownfield's Coalition team meeting.
- Executive Director Klaas met with Mayor Rich Mays to discuss ways the Port and City can continue to work together.
- Executive Director Klaas is participating as a committee member of the Rule-making Advisory Committee for the Department of State Lands re-write of the wetland's rules (OAP 141-089). There are a series of meetings that are taking place over the next few months. When there are technical questions related to vegetation and wildlife, Shilah Olson, District Manager at the Wasco County Soil and Water Conservation District, has been very helpful.

The Dalles Marina

- The Port has requested a dock rebuild bid from Bellingham Marine that would only accommodate boat moorage, no boathouses, to get a comparison on the cost. It is estimated to be done by the end of September.
- The Dallas Marina, LLC called to let Port staff know that they are receiving calls from boathouse owners in Hood River who are looking for space to move boathouses to; currently there is no space available in The Dalles Marina for this.
- Uncruise Adventures started its season on the river; they are deep water anchoring in front of the marina - then shuttling their guests into the launch ramp by zodiac. Lindblad Expeditions will send their first vessel at the end of the month.

- One of the launch ramp restrooms was briefly out of order again due to an overflowing urinal.
- The 5-mph speed limit sign that was at the entrance of the marina was stolen; it has been replaced.
- The Port of The Dalles River Mile 190 sign that is located at the end of the jetty was found to be erected from its location and turned upside down. Before installing it again, it will be painted and refurbished.
- The Oregon State Marine Board's Maintenance Assistance Grant (MAG) Program for July 1, 2021-June 30, 2023, is being finalized by Executive Assistant Toepke.

Brownfield Coalition Update

- The next event for this group will take place on September 12, 2023, from 4-6:00 p.m. at The Dalles City Hall. As part of the grant that was received for the work that was done, there needs to be a community meeting to share the outcomes of the projects. As part of this outreach, the Brownfield Coalition will have tours of some of the properties that participated.

The Dalles Community Outreach Team

- Washington, D.C. Trip Dates: September 18-21, 2023
- The travel team currently is Greg Weast, Andrea Klaas, Rich Mays & Darcy Long from City of The Dalles, Lisa Farquharson from The Dalles Area Chamber of Commerce, and Scott Hege, Wasco County. Cindy Gentry from NWPUD will be joining the group on Monday before she heads off to a utility conference.
- Executive Assistant Toepke has finalized the scheduled meetings for the trip and the City picked up the production of the book that contains the projects and policies that the group will be discussing in D.C. The Chamber is providing chocolate covered cherries! Of note, the group is planning on meeting with Congressman Blumenauer's office as his district abuts Wasco County to the north, and with Congresswoman Chavez-DeRemer's office as her district abuts Wasco County to the south.
- Projects:
 - Columbia Gorge Community College Workforce Training- Columbia Gorge Community College
 - Columbia Gorge Early Learning Center - Columbia Gorge Community College
 - Port of The Dalles Industrial Land Acquisition - Port of The Dalles
 - Port of The Dalles Launch Ramp Upgrade - Port of The Dalles
 - Q-Life Collocation Facility for Disaster Recovery - Q-Life
 - Wasco County Kramer Field Athletic Field Redevelopment Project - Wasco County
- Policies
 - Federal Forest Fire Fuels Reduction for Improved Watershed Management - City of The Dalles
 - Payment In Lieu of Taxes (PILT) and Secure Rural Schools (SRS) - Wasco County
 - U.S. Economic Development Administration Support - Mid Columbia Economic Development District