



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, APRIL 12, 2023, 7:00 P.M. AT PORT ADMINISTRATIVE OFFICE

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
- F. ACTION ITEMS
 - 1. March 15, 2023, Regular Session Meeting Minutes
 - 2. March 2023 Financial Reports Treasurer Coburn
 - 3. The Dalles Marina Rules & Regulations, to include Exhibit A Requirements for Building a Boathouse
 - 4. Proposal for existing lawn removal and replacement at Port Administrative Office
- G. REPORTS
 - 1. The Dalles Marina, LLC Q3/FY 2022-2023 Concessionaire Report Owner/Operator Angie Macnab
 - 2. Director's Report Executive Director Klaas
 - 3. Strategic Business Plan Update Report Executive Director Klaas
 - o Points Consulting meeting with Port Staff on 04-11-2023; verbal update will be given as appropriate
 - 4. Committee Reports: The Dalles Community Outreach Team, Columbia Gateway Urban Renewal Agency Board, The Dalles Area Chamber of Commerce Board, Dufur, Wasco County Economic Development Commission
- H. 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
- I. ACTION REQUIRED FROM EXECUTIVE SESSION
- J. UPCOMING MEETINGS/EVENTS
 - April 14, 2023: KODL Coffee Break
 - April 19, 2023: Budget Committee Meeting
 - May 10, 2023: Port Commission Meeting & Public Budget Hearing FY 2023/2024
- K. COMMISSION CALL
- L. ADJOURN

PORT OF THE DALLES AGENDA ITEM

MEETING DATE April 12, 2023

ACTION ITEM F-1.) March 15, 2023, Regular Session Meeting Minutes

STAFF RECOMMENDATION Approve March 15, 2023, Regular Session Meeting Minutes as presented

PORT OF THE DALLES COMMISSION
Regular Session Meeting Minutes
Wednesday, March 15, 2023, 7:00 p.m.
Port Administrative Office, The Dalles, Oregon

The Regular Session Meeting of the Port Commissioners was called to order by President Greg Weast at 7:00 p.m.

ROLL CALL Executive Assistant Toepke

- COMMISSION Greg Weast, President; Robert Wallace, Vice-President; Staci Coburn, Treasure; David Griffith, Secretary
 - ABSENT John Willer, Assistant Secretary/Treasurer
- STAFF Andrea Klaas, Executive Director; Jennifer Toepke, Executive Assistant; Bill Dick, Attorney, Dick, Dick & Corey
- GUESTS Angie Macnab, The Dalles Marina, LLC; Mike Kasinger, Boathouse Owner/Tenant, The Dalles Marina
- MEDIA Alana Lackner, Columbia Gorge News

PLEDGE OF ALLEGIANCE President Weast

AGENDA CORRECTIONS/ADDITIONS None

PUBLIC COMMENT OR QUESTION None

REGULAR SESSION ADJOURNED AT 7:02 P.M. & EXECUTIVE SESSION COMMENCED AT 7:02 P.M.

EXECUTIVE SESSION as allowed by 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

EXECUTIVE SESSION ADJOURNED AT 8:00 P.M. & REGULAR SESSION RESUMED AT 8:01 P.M.

ACTION REQUIRED FROM EXECUTIVE SESSION *None*

DISCUSSION ITEM The Dalles Marina, LLC Owner/Operator Macnab

1. Marina Requirements for Building a Boathouse: *Main discussion concerning numbers 4, 12, & 17; consensus to accept requirements as is, with clarification to be made to numbers 4, 12, & 17.*
2. Amendment to Marina Rules and Regulations *Stands as presented.*

ACTION ITEMS

1. February 15, 2023, Regular Session Meeting Minutes *Stands as presented.*
2. February 2023 Financial Reports Treasurer Coburn *Stands as presented.*
3. Appoint Nathanael Stice to the Budget Committee, Position #3, for a 3-year term expiring 06/30/2025 M/R. Wallace, S/G. Weast, *Motion Approved Unanimously*
4. Appoint Allen Weast to the Budget Committee, Position #4, for a 3-year term expiring 06/30/2025 M/R. Wallace, S/S. Coburn, *Motion Approved Unanimously*

REPORTS

1. Director's Report Executive Director Klaas *Stands as presented, plus the addition that Request For Proposals for Banking Services were received from: Umpqua Bank, Washington Federal, and WaFd*
2. Strategic Business Plan Update Report Executive Director Klaas
3. Committee Reports:
 - The Dalles Community Outreach Team *The travel team leaves for Washington, D.C. soon, should be interesting to meet with some representatives.*
 - Columbia Gateway Urban Renewal Agency Board *Urban Renewal met in February. General business: approved financial statements and reviewed the audit.*
 - The Dalles Area Chamber of Commerce Board *The Chamber was at the Sports Show in Portland. The Cherry Festival is next month!*
 - Dufur *The School got a grant from a state agency, it's for cool clean air, creating areas for folks to go inside when there is wildfire smoke. It fits well at the school, as the Red Cross typically evacuates to the school. We have a car share program with Northern Wasco County PUD for an electric car, a Chevrolet Bolt. Hopefully the community will use it on a regular basis. There is no update available for the City Water and Wastewater. Fifteen Mile will run water tomorrow – it's an extremely innovative project—the first phase is testing the infiltration, cleaning sediments out of the water. Azure Market is looking really nice, they are still aiming to open on April 1st.*

- Wasco County Economic Development Commission *The EDC did meet, in Mosier, however in the interest of time, the report will be given at April's meeting.*

REGULAR SESSION ADJOURNED AT 8:55 P.M. & EXECUTIVE SESSION COMMENCED AT 8:55 P.M.

EXECUTIVE SESSION as allowed by ORS 192.660(2)(e) Real Property Transactions and 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

EXECUTIVE SESSION ADJOURNED AT 9:00 P.M. & REGULAR SESSION RESUMED AT 9:00 P.M.

ACTION REQUIRED FROM EXECUTIVE SESSION None

UPCOMING MEETINGS/EVENTS Stands as included in packet.

COMMISSION CALL Appreciation all around: to Angie MacNab for the work put into the Boathouse Building Requirements; to Executive Director Klaas for the business visit to Dufur to explore possible opportunities; and to Staff in general.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:02 p.m.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED: April 12, 2023

Prepared by: Jennifer Toepke, Executive Assistant/Bookkeeper

PORT OF THE DALLES AGENDA ITEM

MEETING DATE April 12, 2023

ACTION ITEM F-2.) March 2023 Financial Reports Treasurer Coburn

STAFF RECOMMENDATION Approve March 2023 Financial Reports as presented

Notable

- The Oregon Short Term Fund Rate remains steady at 3.75%
- Fund activity
 - General Fund
 - Expense: Landscaping, tree trimming and spring clean-up \$7,566.75
 - Marina Fund
 - Income: Property insurance reimbursement for power pedestals damaged in Marina Fire on 08-02-2022 \$8,506.02
 - Port Development Fund
 - Nothing unusual

Cash Basis

PORT OF THE DALLES

Balance Sheet by Class

As of March 31, 2023

	<u>General Fund</u>	<u>Marina Fund</u>	<u>Port Development Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
ASSETS					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	47,238.79	0.00	0.00	0.00	47,238.79
Marina Checking	0.00	81,679.29	0.00	0.00	81,679.29
Port Development Checking	0.00	0.00	8,465.59	0.00	8,465.59
Total CSB Checking	<u>47,238.79</u>	<u>81,679.29</u>	<u>8,465.59</u>	<u>0.00</u>	<u>137,383.67</u>
LGIP					
General	1,149,688.96	0.00	0.00	0.00	1,149,688.96
Marina	0.00	255,449.06	0.00	0.00	255,449.06
Port Development	0.00	0.00	2,080,821.91	0.00	2,080,821.91
Total LGIP	<u>1,149,688.96</u>	<u>255,449.06</u>	<u>2,080,821.91</u>	<u>0.00</u>	<u>3,485,959.93</u>
Petty Cash	66.28	28.48	55.24	0.00	150.00
Total Checking/Savings	<u>1,196,994.03</u>	<u>337,156.83</u>	<u>2,089,342.74</u>	<u>0.00</u>	<u>3,623,493.60</u>
Total Current Assets	<u>1,196,994.03</u>	<u>337,156.83</u>	<u>2,089,342.74</u>	<u>0.00</u>	<u>3,623,493.60</u>
TOTAL ASSETS	<u><u>1,196,994.03</u></u>	<u><u>337,156.83</u></u>	<u><u>2,089,342.74</u></u>	<u><u>0.00</u></u>	<u><u>3,623,493.60</u></u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Credit Cards					
Visa-1429	167.68	0.00	-167.68	0.00	0.00
Total Credit Cards	<u>167.68</u>	<u>0.00</u>	<u>-167.68</u>	<u>0.00</u>	<u>0.00</u>
Other Current Liabilities					
Payroll Liabilities	1,848.98	0.00	0.00	0.00	1,848.98
Total Other Current Liabilities	<u>1,848.98</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,848.98</u>
Total Current Liabilities	<u>2,016.66</u>	<u>0.00</u>	<u>-167.68</u>	<u>0.00</u>	<u>1,848.98</u>
Total Liabilities	<u>2,016.66</u>	<u>0.00</u>	<u>-167.68</u>	<u>0.00</u>	<u>1,848.98</u>
Equity					
Unrestricted Net Assets	1,013,207.41	323,705.29	1,963,459.45	0.00	3,300,372.15
Net Income	181,769.96	13,451.54	126,050.97	0.00	321,272.47
Total Equity	<u>1,194,977.37</u>	<u>337,156.83</u>	<u>2,089,510.42</u>	<u>0.00</u>	<u>3,621,644.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,196,994.03</u></u>	<u><u>337,156.83</u></u>	<u><u>2,089,342.74</u></u>	<u><u>0.00</u></u>	<u><u>3,623,493.60</u></u>

PORT OF THE DALLES
Profit & Loss Budget vs. Actual-GENERAL FUND
 July 2022 through March 2023

	<u>Jul '22 - Mar 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	924,904.00	0.0%
Interest from Earnings	22,602.61	5,549.00	407.33%
Other Resources			
Grants	0.00	4,000,000.00	0.0%
Launch Ramp & Transient Moorage	1,376.00	3,000.00	45.87%
Leased Land & Facilities	53,006.80	95,000.00	55.8%
Loan Repayments	0.00	12,000.00	0.0%
Other Income	17,945.14	2,000.00	897.26%
Total Other Resources	<u>72,327.94</u>	<u>4,112,000.00</u>	<u>1.76%</u>
Previously Levied Taxes	4,748.61	5,000.00	94.97%
Property Taxes	434,957.68	357,666.00	121.61%
Transfer from Other Funds	0.00	200,000.00	0.0%
Total Income	<u>534,636.84</u>	<u>5,605,119.00</u>	<u>9.54%</u>
Gross Profit	<u>534,636.84</u>	<u>5,605,119.00</u>	<u>9.54%</u>
Expense			
Capital Outlay	70.02	4,050,000.00	0.0%
Material & Services	129,623.42	216,000.00	60.01%
Personal Services	223,173.44	330,000.00	67.63%
Transfers & Contingency	0.00	600,000.00	0.0%
Total Expense	<u>352,866.88</u>	<u>5,196,000.00</u>	<u>6.79%</u>
Net Ordinary Income	<u>181,769.96</u>	<u>409,119.00</u>	<u>44.43%</u>
Net Income	<u>181,769.96</u>	<u>409,119.00</u>	<u>44.43%</u>

PORT OF THE DALLES
Profit & Loss Budget vs. Actual-MARINA FUND
 July 2022 through March 2023

	<u>Jul '22 - Mar 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	127,956.00	0.0%
Interest from Earnings	4,945.52	768.00	643.95%
Other Resources			
Fire Emergency	8,506.02	1,500,000.00	0.57%
Total Other Resources	<u>8,506.02</u>	<u>1,500,000.00</u>	<u>0.57%</u>
Total Income	<u>13,451.54</u>	<u>1,628,724.00</u>	<u>0.83%</u>
Gross Profit	13,451.54	1,628,724.00	0.83%
Expense			
Capital Outlay	0.00	300,000.00	0.0%
Debt Service	0.00	800,000.00	0.0%
Transfers & Contingency	0.00	473,986.00	0.0%
Total Expense	<u>0.00</u>	<u>1,573,986.00</u>	<u>0.0%</u>
Net Ordinary Income	<u>13,451.54</u>	<u>54,738.00</u>	<u>24.57%</u>
Net Income	<u><u>13,451.54</u></u>	<u><u>54,738.00</u></u>	<u><u>24.57%</u></u>

PORT OF THE DALLES
Profit & Loss Budget vs. Actual-PORT DEVELOPMENT FUND
 July 2022 through March 2023

	Jul '22 - Mar 23	Budget	% of Budget
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	1,433,744.00	0.0%
Interest from Earnings	39,127.66	8,602.00	454.87%
Other Resources			
Grants	0.00	4,000,000.00	0.0%
Land Sales & Contract Interest			
V&G			
Interest	2,909.30		
Principal	3,929.77		
Total V&G	6,839.07		
Land Sales & Contract Interest - Other	0.00	1,505,000.00	0.0%
Total Land Sales & Contract Interest	6,839.07	1,505,000.00	0.45%
Loan Repayments			
CGCC			
Interest	3,684.80		
Principal	105,280.10		
CGCC - Other	0.00	539,310.00	0.0%
Total CGCC	108,964.90	539,310.00	20.21%
City of Dufur	0.00	39,310.00	0.0%
Total Loan Repayments	108,964.90	578,620.00	18.83%
Other Income	1,363.54	5,000,000.00	0.03%
Total Other Resources	117,167.51	11,083,620.00	1.06%
Transfer from Other Funds	0.00	500,000.00	0.0%
Total Income	156,295.17	13,025,966.00	1.2%
Gross Profit	156,295.17	13,025,966.00	1.2%
Expense			
Capital Outlay	0.00	8,500,000.00	0.0%
Material & Services	30,244.20	390,500.00	7.75%
Special Payments	0.00	3,000,000.00	0.0%
Transfers & Contingency	0.00	400,000.00	0.0%
Total Expense	30,244.20	12,290,500.00	0.25%
Net Ordinary Income	126,050.97	735,466.00	17.14%
Net Income	126,050.97	735,466.00	17.14%

PORT OF THE DALLES AGENDA ITEM

MEETING DATE April 12, 2023

ACTION ITEM F-3.) The Dalles Marina Rules & Regulations, to include Exhibit A Requirements for Building a Boathouse

STAFF RECOMMENDATION Adopt The Dalles Marina Rules & Regulations, to include Exhibit A Requirements for Building a Boathouse as presented

The Dalles Marina Rules & Regulations

April 12, 2023

1. General Provisions

- a. When a boathouse or watercraft enters the Marina, it immediately comes under the jurisdiction of the Port, or its designee, and shall be berthed or anchored only where authorized.
- b. All new boathouses and watercraft to be placed by lessees in rented spaces or slips must be approved by the Port, or its designee, before being moored.
- c. A Tenant's guest is the full responsibility of the host tenant. The host shall meet all guests at the locked gate to let them in. A tenant may not open the locked gate for another tenant's guest. TENANTS SHALL ACCOMPANY GUESTS AT ALL TIMES.
- d. Disorderly conduct or the violation of Oregon laws by lessee, his/her guests or invitees shall be the cause for their immediate removal from the Marina and termination of their lease.
- e. As defined by City of The Dalles General Ordinance 93-1175:
 - i. Tenants shall not create or assist in creating or permit the continuance of unreasonable noise.
 - ii. Using or operating sound-amplifying devices (radio, stereo, loudspeakers, etc.) are prohibited between the hours of 11:00 p.m. and 7:00 a.m.
 - iii. Construction activities are prohibited between the hours of 8:00 p.m. and 7:00 a.m.
- f. Sanitary facilities or any hazardous materials will not be discharged into the boat basin. It is illegal to discharge gray water into Oregon waterways.
- g. Dumpsters
 - i. Household garbage and recycling generated in the Marina shall be deposited in containers supplied for that purpose.
 - ii. Boathouse clean-up and other construction debris SHALL NOT BE PLACED in, or alongside, the Marina garbage and recycling containers. If this occurs a fine of \$65.00/hour, plus the cost of proper disposal will be assessed.
- h. Pets: All pets in the Marina are required to be always on a leash while on the docks. Pet owners shall immediately clean up and dispose of all animal waste to proper disposal containers. Placing this material in the waters of the State of Oregon is prohibited. Tenants and/or their guests violating this rule will not be allowed to bring pets into the Marina for the balance of their lease term and could lose their lease.
- i. Persons under the age of 12
 - i. Must always be accompanied by a responsible adult, regardless of whether such persons are identified as a family member of or guest of a Tenant.
 - ii. Must always wear a life jacket while in the Marina.
- j. Parking
 - i. Tenants shall park vehicles in the parking lot adjacent to the Marina.
 - ii. No vehicle shall be in the parking lot for more than 72 hours.
 - iii. Neither the Port, nor its designee, are liable for any theft or damage.
- k. Any boathouse or watercraft that sinks in the Marina shall be removed by the owner at his or her expense.
- l. No space lease for boathouse, boat, or any other mooring space at The Dalles Marina may be subleased by tenant to any third party.
- m. The Port, or its designee, and/or the management, operator and/or concessionaire of The Dalles Marina, may issue a "trespass notice" to any person in the Marina for reasons it or they deem sufficient, they would be subject to arrest for trespass, and this would be true even if a tenant desires for the person so noticed to be present in the Marina.

2. All New Marina Tenants

- a. All new Marina tenants (boathouse or open moorage) shall pass security screening criteria prior to an initial lease agreement being issued.
- b. All new Marina tenants shall provide proof of the following before lease agreement being authorized:

- i. Boathouse and/or watercraft ownership: a copy of the sales contract or bill of sale and title.
 - ii. Current copy of boathouse liability insurance with the minimum limit of \$500,000.00, as determined by the Port Commission and to include both Port of The Dalles and The Dalles Marina, LLC listed as additional insured.
 - iii. Current copy of watercraft pollution liability insurance with the minimum limit of \$500,000.00, as determined by the Port Commission and to include both Port of The Dalles and The Dalles Marina, LLC listed as additional insured.
 - iv. If Marina tenant owns a boathouse and watercraft, it is required to have both liability and pollution liability insurance, as stated above in 2. (b.)(ii.) and 2.(b.)(iii.)
 - v. Copy of current watercraft registration.
 - vi. Current photo of watercraft
 - vii. Proof of residency
- c. Only tenants that have passed a background screening shall be issued a key.

3. Annually:

- a. Leases will be issued annually.
- b. Marina tenants will provide a current copy of boathouse liability insurance with the minimum limit of \$500,000.00, as determined by the Port Commission and to include both Port of The Dalles and The Dalles Marina, LLC listed as additional insured.
- c. Marina tenants will provide a current copy of watercraft pollution liability insurance with the minimum limit of \$500,000.00, as determined by the Port Commission and to include both Port of The Dalles and The Dalles Marina, LLC listed as additional insured.
- d. If Marina tenant owns a boathouse and watercraft, it is required to have both liability and pollution liability insurance, as stated above in 2.(b.)(ii.) and 2.(b.)(iii.)
- e. Photo of watercraft showing current registration on it.
- f. To demonstrate seaworthiness, at least once between June-August, watercraft must be moved out of its slip and back, using its own power.

4. Watercraft

- a. Watercraft MAY NOT be used as principal residences as defined by ORS 09.100 and further defined by ORS 830.700. Overnight stays are limited as follows:
 - i. June 1 – August 31: No more than 45 consecutive overnight stays at any one time.
 - ii. September 1 – May 30: No more than 14 stays in a one-month period.
- b. Watercraft within the Marina must be operated at a speed so as not to create a wake.
 - i. Reported violators will be given one verbal warning to adhere to an appropriate speed; a written notice will be issued for a second reported violation; and report of a third violation will be met with legal action.
- c. Watercraft in the Marina shall be operated according to United States Coast Guard Rules and Regulations.
- d. Watercraft may not be moored to, outside of, or off, the space let to boathouse.
- e. Watercraft engine and bilge maintenance will comply with the following:
 - i. Always use absorbent bilge pads or socks to soak up oil and fuel.
 - ii. Recycle and/or dispose of petroleum products properly.
 - iii. DO NOT DISPOSE OF ANY FUELS OR USED OIL in the Marina dumpsters.
 - iv. Oil filters are to be thoroughly drained and disposed of properly.
 - v. DO NOT DISCHARGE BILGE WATER if there is a sheen to it.
- f. Watercraft moored in the Marina must always be operable and maintained in a seaworthy condition and not constitute a safety, fire, or health hazard, or present a risk of sinking. The Port, or its designee, may ask the Tenant to demonstrate the seaworthiness of their watercraft at any time. The watercraft's hull, keel, decking, cabin, and mast must be structurally sound and free from dry rot or other similar defects or deficiencies. If the watercraft does not comply with these conditions, the Tenant must immediately remove their watercraft from the Marina for repair. If the Port, or its designee, is of the opinion that the watercraft is hazardous to Marina property or facilities, other watercraft, or persons, it will be denied permission to remain on Marina property and be required by the Port, or its designee, to be removed from

the Marina at the owner's expense upon receipt of written request from the Port, or its designee. If a watercraft owner has been requested to remove their watercraft from the Marina but is unavailable to do so or refuses to act upon such request, the Port, or its designee, has the right to cause removal of the watercraft from the Marina at the owner's expense, and to terminate the moorage lease.

- g. Watercraft are required to store sewage in holding tanks and dispose of property at the pump-out station.
- h. Watercraft are prohibited from discharging any municipal solid waste while moored in the Marina.
- i. All watercrafts shall be moored to the dock in a secure manner. This system must protect the dock system and surrounding boathouses and/or watercraft.

5. Boathouses

- a. Boathouses **MAY NOT** be used as principal residences as defined by ORS 09.100 and further defined by ORS 830.700. Overnight stays are limited as follows:
 - i. June 1 – August 31: No more than 45 consecutive overnight stays at any one time.
 - ii. September 1 – May 30: No more than 14 stays in a one-month period
- b. A boathouse is a covered structure on floats used for the protected moorage of a boat. A boathouse is essentially a garage for a boat. A boathouse is not a houseboat or floating home and is not to be used as such within the Marina.
- c. Boathouses located on leased spaces within the Marina are for personal recreational use only, of approved boat owners only. No commercial use may be made of any boathouse located within the Marina.
- d. The Marina is zoned "CR", a Recreational Commercial District within the local zoning law (City of The Dalles). Dwellings are prohibited in this zone under the circumstances existing in the Marina.
- e. Tenants may not live in the boathouse on the leased space. They may not use the boathouse on the leased space as a residence.
- f. Boathouses must be of a dimension, size, design, and color satisfactory to the Port, or its designee.
- g. All boathouse numbers must be posted in a visible location on the front of the boathouse.
- h. All boathouses shall maintain a minimum of 12" of freeboard in a uniform manner to ensure there is limited stress on the docks.
- i. All boathouses shall be connected to the Port's dock in a secure manner. This system must protect the dock system and surrounding boathouses and/or watercraft. Connections shall provide a minimum 6" clearance between the dock and the lessee's boathouse to allow space for maintenance work on the docks and utilities. This space can be left open or provide a hinged, removable cover that will provide the required clearance. All mooring connections and revisions to existing systems must have prior Port, or its designee, approval.
- j. Boathouses with functioning kitchen and/or bathroom facilities are required to hook up to the Marina's sewer system.
- k. Boathouses are required to be regularly maintained and repaired so that the outward appearance and structural condition of all boathouses are of a first-rate, top-quality condition. The following conditions, although not meant to be totally inclusive, are illustrative of violations within the meaning of this rule:
 - i. Paint on boathouse siding, decking, windowsills, doors, roofs, etc., exhibiting a cracking or peeling condition.
 - ii. The roof on the boathouse is not securely affixed to the boathouse structure.
 - iii. Absence of siding on boathouse frame including sides, front (that portion most immediately adjacent to and secured to the dock system) and gables when the design of the boathouse structure would be aesthetically enhanced by the addition of siding (in this latter regard, as in all the Marina rules and regulations, e.g., rule 34 here, the Port Commission is final arbitrator over what constitutes "aesthetic enhancement").
 - iv. Rain gutters and other designed parts of the boathouse which are not securely affixed and functioning.
 - v. Removal of vegetation from floats.
 - vi. All Boathouses will be equipped with smoke detectors on the inside of the boathouse; a minimum of one smoke detector per floor.
 - vii. A fire extinguisher (minimum of 2a-10bc) is required to be mounted on the outside of the boathouse.

- l. Debris, materials, or accessories shall not be stored or otherwise allowed to accumulate outside, whether on or off the space let to the boathouse lessee. Supplies shall not be stored outside boathouses, whether on or off the space leased to the boathouse lessee.
- m. Any modifications to a boathouse must be approved in writing by the Port, or its designee, prior to any work being done.
 - i. If an unapproved modification is constructed, and it is determined by the Port, or its designee, that the modification is negatively impacting the marina, the docks, or neighbors, the lease will be terminated.
- n. Boathouses shall be in seaworthy condition and not constitute a safety, fire or health hazard or they shall be removed from the Marina at the owner's expense.
- o. The permission to build a boathouse in the Marina must be approved in writing by the Port, or its designee. Refer to Exhibit A Requirements for Building a Boathouse at The Dalles Marina

6. Prohibited

- a. **SWIMMING IS PROHIBITED** in all areas of the Marina.
- b. Boathouses and/or watercraft not marked or identified as required by law will not be permitted within the Marina.
- c. No alteration of slip size, boathouse space or any Port owned components will be permitted.
- d. No additional moorage cleats or tie-ups to be added to the docks in the open moorage areas. If additional cleats are needed, they shall be installed and maintained by the Port, or its designee.
- e. Tenants shall not install or construct any lockers, chests, cabinets, steps, ramps, or similar structure on Port owned facilities.
- f. Watercraft may not be moored to, outside of, or off, the space let to boathouse.
- g. Watercraft are prohibited from discharging any municipal solid waste while moored in the Marina.
- h. Wood-burning stoves, wood-burning fireplaces and all open burning is prohibited in the Marina. This includes any open flame fire pits.
- i. No fishing will be permitted in a manner endangering individuals or impeding the movement of watercraft within the Marina.
- j. Sanitary facilities or any hazardous materials will not be discharged into the boat basin. It is illegal to discharge gray water into Oregon waterways.
- k. All fireworks, including sparklers, are **STRICTLY PROHIBITED** on Port Property.
- l. Smoking is not allowed anywhere in the Marina.

7. Emergencies:

- a. For emergency services to aid in the case of an emergency, all boathouses are required to post their boathouse number on the front of the boathouse in a visible location.
- b. The Port, or its designee, has the right to require inspection of any boathouse and/or watercraft in the Marina to ensure seaworthiness and adherence to safety, fire, and health requirements, at the owner's expense.
- c. In case of an emergency requiring immediate action and/or repairs to lessee's boathouse or watercraft, to protect Port's property or the property of other Marina lessees, the Port, or its designee, shall have the right to perform said emergency actions and/or repairs and charge all costs to lessee.
- d. The Port, or its designee, is not responsible for any loss or damage to boathouse or watercraft in the Marina. Each owner will be held responsible for damage which he/she may cause to other boathouses or watercraft in the Marina or for damage to any Port structure.

8. All Marina Rules and Regulations are enacted, reviewed, and revised regularly by the Port of The Dalles Commission. The Marina Rules and Regulations have been expressly adopted:

- a. To provide for the orderly and safe use by the public of the Marina and the parking areas and other Port property adjacent to it.
- b. To provide for the maintenance and improvement of the visual and aesthetic appearance of the Marina and surrounding Port properties near it (including boathouses and watercraft moored in it).
- c. To provide for the protection of the Port's improvements and properties within the Marina and on Port

properties nearby.

- d. To provide and protect the general use and enjoyment of the space and slip rentals within the Marina for the benefit of Port Marina tenants and/or lessees within the Marina; and
- e. To provide for the benefit of the public, regarding safety, health, and welfare within the Marina and on the Port's properties nearby.

9. In construing the meaning of any of the Marina Rules and Regulations herein, or of any clause, phrase, provision, or portion thereof, the lessee or tenants within the Marina, and the public using same, are bound by the final determination of the Port of The Dalles Commission regarding any such construction, interpretation or meaning.

Exhibit A
Requirements for Building a Boathouse at The Dalles Marina

1. An 18 inch wide walkway shall be on both sides of the boathouse running perpendicular to the dock; roof eaves shall not extend beyond the walkway.
2. At least one smoke detector is required on the inside of the boathouse.
3. A fire extinguisher with a minimum size of 2a-10bc, is required to be mounted on the outside of the boathouse and is the responsibility of the owner to have it serviced annually by a licensed company.
4. A clear space of at least 5 feet is required between adjacent structures measured horizontally from walkway to walkway.
5. All exterior doors shall be 1 3/4 inches thick with a solid fire-rated core.
6. A boat well is required with a minimum size of 9 by 20 feet.
7. Log Flotation: Logs shall be free of bark and sound. Logs shall be securely framed with cross beams to resist flotation and differential movement. The clear distance between logs shall not exceed 20 inches. Cross beams shall be no smaller than 4 inches by 8 inches (6 inches by 10 inches is preferred); and must be pressure treated lumber. Cross beams shall be 48 inches apart at the center or less. Zinc coated or galvanized steel pins/spikes/bolts must be used to attach cross beams to logs, no less than 5/8 inches by 20 inches long; 2 at outboard logs and 1 on in-board logs.
8. Roofing material must be metal.
9. Siding material must be metal. It is permitted to trim out windows with wood.
10. The owner must hire an electrician from the list of approved electricians found with the Port's designee, to do all electrical work.
11. The owner is required to have a licensed and bonded electrician and plumber tie into the water, sewer and electrical system(s) of the Marina.
12. Sanitation: Every mooring site which is intended for, or which is occupied by, a floating structure containing toilet, bathing, laundry, kitchen, or any other sanitary facilities, shall be provided with an approved connection for potable water and sewage disposal. The boathouse must use a ProFlo PF93015 preassembled sewage pump kit with a minimum of a 1/2 hp motor, and it must connect to the Marina sewer system using quick disconnect connections.
13. The boathouse structure shall be single story only. The maximum height of the boathouse is not to exceed 17 feet and is required to have a 4:12 pitch roof. When possible, load bearing walls should align over cross beams or the center of the line of logs.
14. Insurance: A Course of Construction or Construction insurance policy, is required during construction to cover the boathouse build plus potential cleanup should a catastrophic event take place. The insurance coverage is required to be: \$1 million aggregate and \$1 million pollution.
15. Debris must be picked up out of the water immediately and disposed of appropriately; construction debris shall not be disposed of in the marina trash containers. Applicable fines explained here: 1. General Provisions, g. Dumpsters, ii.

16. Construction Area: Keep docks clear and a minimum of 18 inches of safe walking distance if material is on the dock. Keep all tripping hazards clear from the dock. No material or equipment are allowed to be stored on the dock. A hard containment boom is required to be placed in the water around the construction area to keep debris contained.
17. Once plans are approved, the owner has six months to complete the outside project, from foundation to having the boathouse framed in, with siding and roof complete. Failure to do so could result in the loss of the lease and the current structure would need to be removed from the Marina at the owner's expense.
18. System Development Charge's will need to be paid at the beginning of the lease before the start of the building project.

PORT OF THE DALLES AGENDA ITEM

MEETING DATE	April 12, 2023
ACTION ITEM F-4.)	Proposal for existing lawn removal and replacement at Port Administrative Office
STAFF RECOMMENDATION	Approve <u>Proposal for existing lawn removal and replacement at Port Administrative Office</u> as presented

Banded & Insured
License # 8723



SPRING
2023

PROPOSAL SUBMITTED FOR:
EXISTING LAWN REMOVAL AND REPLACEMENT
PORT OF THE DALLES
3636 KLINDT DR.
THE DALLES, OR. 97058
MARCH 7, 2023

WE AGREE TO PROVIDE THE FOLLOWING SERVICE AND MATERIALS ON BEHALF OF THE
CLIENT AND PROJECT IDENTIFIED ABOVE.

REMOVE APPROX. 2900 SQ. FT. EXISTING LAWN AND EXPORT.
INSTALL 125 FT. STEEL EDGING PER DESIGN.
PREPARE SITE FOR NEW INSTALL, TO INCLUDE COMPOST, FERTILIZER, SOIL.
ROTILL SITE AND SET FINAL GRADE.
INSTALL APPROX. 2900 SQ.FT. PERENNIAL RYE SOD.
TOPDRESS BORDERS WITH WALK ON BARK.

WE AGREE TO FURNISH THE MATERIAL AND LABOR COMPLETE AND IN ACCORDANCE
WITH THE ABOVE SPECIFICATINS FOR THE SUM OF

ELEVEN THOUSAND SEVEN HUNDRED SIXTY DOLLARS (\$ 11,760.00)

PAYMENT TO BE MADE AS FOLLOWS: \$ 5000.00 AT COMMENCEMENT, BALANCE DUE ON
COMPLETION AND FINAL INVOICE.
ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED ANY ALTERATION OR DEVIATION
FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE AN EXTRA CHARGE OVER
AND ABOVE THE ESTIMATE.
ALL AGREEMENTS CONTINGENT UPON GROUND STRUCTURES BEYOND OUR CONTROL.

AUTHORIZED SIGNATURE:

L C B 2111 FRONT STREET NE STE 2-101 SALEM,OR 97301 (503) 986-6561
LIC# 8989

5852 HWY 30 W. THE DALLES, OR 97058
TEL. 541 - 296 - 6583 CELL... 702 - 355 - 5599

PORT OF THE DALLES AGENDA ITEM

MEETING DATE

April 12, 2023

REPORTS ITEM G-1.)

The Dalles Marina, LLC Q3/FY 2022-2023 Concessionaire Report Owner/Operator Angie Macnab

Following report submitted by The Dalles Marina, LLC

Meeting Date: **April 12, 2023**

Subject: **Marina Report for January-March 2023**

Items completed this quarter:

- Updated Marina Rules and Regulations
- Created Boathouse building rules and regulations
- Worked with attorney on litigation issues. 1 issue has been resolved
- Met with PUD regarding replacing/repairing electricity on B Finger
- New insurance company for the Dalles Marina for Liability Policy

Projects in Progress:

- Turn top of the dock water back on
- Ordered fire pumps (2) for the marina to go on the boat
- Paint gates and tie downs at the Marina
- Ordered new signs for replacement of old signs
- Ordered new dog poop station for replacement of old faded out one
- Attorney updating lease to include where legal issues will be handled
- Meeting with PUD on the power pedestals to make sure everything is good to reconnect
- Cleanup from winter for landscape and blowing parking lot
- Building a Book library that will be place on the Marina office
- Getting ready to bill out customers that will go out at the beginning of May
- Re measure all footprints of Boathouses

What's going on at the Marina:

- 2 Boathouse have sold at the Marina. They are currently located on B and C finger.
- 2 Boathouses for sale on B finger
- I have sent out several notices to Marina tenants regarding upkeep of boats and boathouses to follow Marina/Port Rules and continuing to follow up with them.
- B Finger rebuild

The Dalles Marina
Profit & Loss
 July 2022 through March 2023

	Jul '22 - Mar 23
Ordinary Income/Expense	
Income	
Key Deposit	-50.00
Moorage Fee	105,326.43
Open Moorage Fee	8,021.40
	113,297.83
Total Income	
Expense	
Accounting Fees	750.00
Automobile Expense	61.70
Background Checks	32.00
Bank Service Charge	70.03
Contracted Services	
Algae	1,300.00
	1,300.00
Total Contracted Services	
Credit Card Fee	6,809.64
Insurance Expense	
Liability	1,993.92
	1,993.92
Total Insurance Expense	
Keys Expense	0.00
Landscaping and Groundskeeping	2,730.00
Maintenance and Supplies	
Asset for Port	
Security System	654.00
Asset for Port - Other	3,811.85
	4,465.85
Total Asset for Port	
Winter	740.00
Maintenance and Supplies - Other	521.15
	5,727.00
Total Maintenance and Supplies	
Marina Clean up	40,177.78
Meals and Entertainment	112.29
Office Supplies	2,726.31
Professional Fees	
legal Fees	7,948.00
Website	380.00
	8,328.00
Total Professional Fees	
Repairs and Maintenance	2,464.14
Utilities	
Electricity	2,372.39
Garbage	3,115.93
Internet	660.00
Water	10,846.15
	16,994.47
Total Utilities	
Total Expense	90,277.28
Net Ordinary Income	23,020.55
Net Income	23,020.55

MEETING DATE April 12, 2023

REPORTS ITEM G-2.) Director's Report Executive Director Klaas

The Dalles Marina

- Marina Rules and Regulations, plus Requirements for Building a Boathouse, were updated, reformatted, and cleaned up. A final version was sent to The Dalles Marina, LLC for review.
- Power pedestals have been ordered and insurance has reimbursed the Port for this cost. These are custom built, and we are awaiting a delivery date.
- The Launch Ramp Restrooms and the water and Boat Pumpout/Dump Station in the Transient Guest Moorage opened 2 weeks early this year.
- The Launch Ramp has been busy with fishermen this spring and bird watching groups.
- Pikeminnow Fisherman will begin arriving at the beginning of May.
- The parking lot continues to attract derelict vehicles which the Port addresses as quickly as possible.

Wasco Innovators Initiative (WII)

Some exciting things are happening based on the work that has been done up to now. The core Center for Rural Innovation (CORI) group is planning a business pitch competition for June 14, 2023, taking place at the Granada Theater.

- Planning Details (tentative)
 - June 14, 2023, from 5:30-8:00 p.m. at Granada Theater
 - Schedule: network and cocktail hour 5:30-6:30 p.m.; pitch event 6:30-7:30 p.m.; judging and awards 7:30-8:00 p.m.
 - Three judges
 - 5-7 entrepreneurs to pitch
 - Each entrepreneur has 10 minutes to pitch, including a 7-minute pitch and 3 minutes for questions – pitches should include slide deck; slide decks should be 10 slides or less
 - Training with Oregon Startup Center on May 31, 2023, from 4:00-7:00 p.m.
 - Official launch with information by April 15, 2023
- Prize Dollars
 - Planning team prize goal \$10,000.00, with prize levels at \$5,000.00, \$3,500.00 and \$1,000.00, with additional \$500.00 for the audience favorite
- Training
 - Oregon Startup Center would like to host training one week before the event
 - Small Business Development Center (SBDC) will also provide pitch deck assistance, business planning, pitch training, etc.
 - The next event is May 3, 2023, 5:30-7:30 p.m. Location TBD. The speakers are two local companies that are working together on the design and production of an innovative coffee roaster, Michael Barthmus of Sivetz Roasting, and Chris Parks of AAA Metal Fabrication.

Brownfield Coalition Update

- Mid-Columbia Economic Development District (MCEDD) and Wasco County Economic Development Commission (EDC) have applied for an additional \$1 million from the Environmental Protection Agency (EPA) to continue with Brownfield work.

Community Outreach Team (COT)

- Washington, D.C. Outreach Trip: March 25-30, 2023
- Traveling Team: Greg Weast, Commission President, Port of The Dalles; Andrea Klaas, Executive Director, Port of The Dalles; Scott Hege, Vice-Chair, Wasco County Commission; Dan Spatz, Director, Capital Projects and Community Relations, Columbia Gorge Community College (CGCC); and Darcy Long, City Councilor, City of The Dalles City Council
- Projects looking for funding: Aviation Maintenance Technician Training, Columbia Gorge Career-Tech Jobs, Port of The Dalles Industrial Land Acquisition, Q-Life Collocation Facility for Disaster Recovery, Wasco County Kramer Field Redevelopment
- Policy Issues: Bi-State Brownfield Coalition Assessment Grant, Columbia Gorge Early Learning Center, Federal Forest Fire Fuels Reduction for Improved Watershed Management, Payment in Lieu of Taxes and Secure Rural Schools, US Economic Development Administration (EDA) Support
- [The Dalles Community Outreach Team Community Enhancement Program March 2023](#)

- The COT met with:
 - National Association of Counties
 - Annie McColaugh, Governor Kotek's Washington, D.C. Staff person
 - 4 Senate Offices: Ron Wyden (OR), Jeff Merkley (OR), Patty Murray (WA), Maria Cantwell (WA)
 - 4 House Offices: Cliff Bentz (OR), Lori Chavez-DeRemer (OR), Dan Newhouse (WA), Maria Gluesenkamp-Perez (WA)
- Highlights:
 - Economic Development Reauthorization is stalled.
 - There is a workforce development Jobs Act that will likely go through. It has bipartisan and bicameral support.
 - There is a push for regional technology hubs that Counties will be able to sponsor.
 - \$1 billion has been set aside for brownfields, education, workforce, and access to affordable health care.
 - There is an energy package being discussed which includes permitting and permitting reforms for renewables.
 - There is a lawsuit filed against the U.S. Forest Service (USFS) related to dropping fire retardant during the fire season without a clean water permit in place. The suit is out of California and if there is no action, fire retardant will be allowed to be used this fire season. A house bill (HR1586) has been introduced to allow the USFS to use fire retardant without the need to get a clean water permit. The COT was able to talk to our legislators about the importance of this bill and asked for their support.
 - Congresswoman Gluesenkamp-Perez (Skamania County, WA) is aligned with Wasco County on agriculture, childcare and natural resources. To that end, she has introduced a house bill (HR1450) that would keep the receipts from tree harvest in the Good Neighbor Forest Program in the counties where the trees were cut from. The Outreach Team also carried this bill forward to our other delegation members.
 - This year's farm bill is about \$1.5 trillion. Of that, \$1.1 trillion is for SNAP benefits, with the \$400,000,000.00 balance to be used for the many other programs that the Farm Bill pays for.
 - The Port received some guidance related to our ask for \$3 million for industrial land acquisition and Executive Director Klaas amended our application accordingly.
 - Wasco County/Q-Life will be talking to Oregon Emergency Management (OEM) to get support for the Collocation Facility.
 - Childcare has a lot of support, but no specific resources currently.
 - Secure Rural Schools (SRS) is funded for the next 2 years, thanks to Senators Wyden and Merkley. Payment in Lieu of Taxes (PILT) is up for reauthorization, but there is a lot of support from the Western state's legislators.
 - Buzz words from this trip: Climate smart, precision agriculture, resiliency, cascade event, agriculture technology, permitting reform, equity in the process.

Other

- Executive Director Klaas joined Mark Bailey on KHR and Al Wynn on the KODL Coffee Break.
- Executive Director Klaas testified to the Oregon Ways and Means in support of the proposed Business Oregon Budget.
- Oregon Public Ports Legislative committee continues to meet. There has been some good news out of the legislature. Some bills that Ports did not support did not make it through committee and others that we are supporting are moving on.
 - Some highlights:
 - Support: extension of the Enterprise Zone program
 - Support: limit standing in land use appeals to those persons living within 25 miles
 - Support: raises minimum contract price at which prevailing wage applies from \$50,000.00 to \$100,000.00 and then increases that limit by the regional CPI
 - Support: Industrial site readiness program and appropriates funds to support this program
 - Support (passed): exemption for required disclosures of records related to cybersecurity plans, devices, systems and coverage.
 - Support: Establishes Task Force on Abandoned and Derelict Vessels. Directs task force to examine issues related to seizing and disposing of abandoned vessels and derelict vessels and appropriates funds.
 - Oppose: Requires person who owns, operates, or controls high energy use facility to ensure that greenhouse gas emissions associated with electricity used by high energy use facility are reduced to 60 percent below baseline emissions levels by 2027, 80 percent below baseline emissions levels by 2030, 90 percent below baseline emissions levels by 2035 and 100 percent below baseline emissions levels by 2040. Requires person to provide annual report to Department of Environmental Quality (DEQ) to demonstrate compliance. Imposes civil penalty of \$12,000.00 per megawatt-hour in violation for each day of violation.