

PORT COMMISSION REGULAR SESSION MEETING-MAY 12, 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. OPEN PUBLIC BUDGET HEARING For the budget for fiscal year 2021-2022 as approved by the Port of The Dalles Budget Committee

E. PUBLIC COMMENT OR QUESTION

F. COMMUNITY PARTNER UPDATE Jessica Metta, Executive Director
Mid-Columbia Economic Development District

G. UPCOMING MEETINGS/EVENTS

- May 18, 2021: Special District Election
- May 21, 2021, 10:00 a.m.: KODL Radio Coffee Break with Executive Director Klaas remote
- **June 9, 2021, 5:30 p.m.: Port Commission Regular Session Meeting**

H. REPORTS

1. Staff Report Executive Director Klaas
2. RARE Report Land Use Strategist & Policy Analyst Shank-Root
3. 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

I. CLOSE PUBLIC BUDGET HEARING

J. ACTION ITEMS

1. April 14, 2021 Regular Session Meeting Minutes
2. April 21, 2021 Budget Committee Meeting Minutes
3. April 2021 Financial Reports Commissioner Coburn

4. Resolution No. 21-002 Authorizing Budget Transfers, Making Appropriations, Authorizing Expenditures for Fiscal Year 2020-2021
5. Resolution No. 21-003 Adopting the Budget, Making Appropriations, Imposing the Tax, Categorizing the Tax for Fiscal Year 2021-2022
6. Work Plan Fiscal Year 2021-2022
7. Municipal Auditing Services Selection from RFP Received
8. Capital Outlay-Building Improvement: Port Office Building Windows-Vinyl or Wood UPDATE
9. The Dalles Marina Second Amendment to Concession Agreement
10. The Dalles Marina Rules and Regulations-Amendment 05-12-2021
11. Site Plan Approval Request for 3735 Klindt Drive, The Dalles
12. Sign Design Approval Request for 4330 River Trail Way, The Dalles

K. 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*

L. ACTION REQUIRED FROM EXECUTIVE SESSION

M. COMMISSION CALL

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: **H-1. STAFF REPORT**
Executive Director Klaas

Columbia River Gorge Commission

- The new Oregon Governor appointed Commissioner is Dr. Ashley Thompson [Dr. Ashley Thompson | Columbia River Gorge Commission](#)

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 continues to support SDAO in their efforts to secure some of the Federal COVID relief money to assist Special Districts. Right now, Counties and Cities are inline to receive millions of dollars, but there is no direct allocation for Special Districts.
- On the jobs front, the unemployment rate continues to drop. Wasco County moves down from 7.5% unemployment in February to 7.0% in March. Growth has occurred in education, leisure and hospitality, accommodation and food services, and local government. These are trending with the reduced restrictions that are allowing tourism related businesses to reopen.
- North Central Public Health District Update: In Wasco County 40% of adults have been vaccinated – this runs comparable to the State’s rate of 42%. The FDA is expected to authorize the Pfizer vaccination for 12-15 years of age.

Port of The Dalles Marina

- Through the efforts of Strategist Shank-Root, the Port received a \$45,230.00 grant from Travel Oregon to improve way finding from the Marina to downtown and do some infrastructure improvements to the launch ramp area.
- 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 needed.
- The boat waste pumpout station was de-winterized and opened for the season on April 15th.
- The Pikeminnow Season began on May 1st and the fisherman have arrived – 7 boats are moored in the Transient Guest Moorage. The Northern Pikeminnow Sport-Reward Fishery Station is set up in its usual spot on the East end of the parking lot, and as always, the Port had a garbage dumpster delivered for their use.
- Payment for power usage in Transient Guest Moorage is going mobile this summer. Boaters will be able to make payments on the Port’s new website, so they will not need to write a check or have cash to pay for this service.

The Dalles Community Outreach Team (COT)

- The final virtual 'Washington D.C.' meeting was on April 15th with the office of Senator Murray. Her Washington staffers were on the call and they will be good contacts for us. The National Scenic Area funding is on everyone's radar and seems to finally have the support it needs to bring the \$2 million to the region.
- ED Klaas has been chairing the COT for a few years and will hopefully be turning over that role to Commissioner Hege, with Dr. Cronin on deck. The Port will continue to support the effort of the group by producing the Washington D.C. Project and Priority books (Community Enhancement Program Book) and scheduling.

General

- Spring landscaping improvements and cleanup are on-going. Some of the irrigation lines are being replaced and the watering circles around the trees enlarged, sprinkler heads are being replaced and adjusted, and an irrigation survey has been done so that we are not over watering.
- Port Staff did a 'The Dalles Tour' and visited the Discovery Center Museum, The Dalles Golf and Country Club, and Eagle Overlook. Normally these excursions would have happened as soon as new staff joins the Port, but like many things, this was delayed by a few months.
- ED Klaas and Strategist Shank-Root met with Dallas Fridley, State of Oregon Regional Economist, and his team to discuss options for producing an economic impact report for the Port of The Dalles. One of the tasks on Strategist Shank-Root's list is to use publicly available data to generate a report that shows the impact that the Port of The Dalles has had on the local (and maybe regional) economy. Step one is finding the data sources, which Mr. Fridley is helping with. Step two will be looking at the data and seeing what conclusions we can make from it. This first report will help set a baseline and create a methodology for updates so we can compare apples to apples in the coming years.
- The Brownfield's redevelopment project is in a holding pattern for a month while we wait for the City Council to give their nod of approval to move ahead. Once the green light is given, the Port, Wasco Economic Development Commission, and the City, are ready to move ahead with outreach and begin conversations with property owners.
- Mid-Columbia Economic Development District hosted the second meeting as part of the Columbia River Gorge Regional Economic Development Strategy (CEDS) update. Items of interest: Annual wages in Wasco County = \$511 million, 50% of the County is under Federal or State ownership (Land in Skamania County WA under Federal ownership = 88%), Wasco County has lost 330 jobs over the last five years. This is attributed to the closing of Kah-Nee-Tah Resort and Casino, loss of leisure related businesses and a reduction in manufacturing jobs in the County. In Wasco County, 62% of the homes are owner occupied. Nationally, the fertility rate is dropping. In Wasco County, our population is increasing due to people moving into the area.
- The Port's website is currently being migrated to its new location with Streamline, a company that caters to Special Districts and ensures online compliance. Streamline has recently added a payment module to their service, so this will be utilized to receive the Transient Guest Moorage online payments. EA Toepke expects Streamline to have the new website live by the next Port Commission meeting in June.

- The abandoned houseless encampment on Port property between The Dalles Marina and the City Dock has been completely removed thanks to the General Services Department of the City of The Dalles, specifically to Maintenance Worker Terry Harkrader. To deter further encampments from being established, the Port contracted Kiwi Contractors to install a new gate/fence at the entrance to the property from the Riverfront Trail.
- EA Toepke is nearing to complete the SDAO Academy, with a most recent webinar being on Diversity & Inclusion. Additionally, she attended the Northwest Leadership Seminar which presented "Adapting to Change & Overcoming Adversity in 2021"

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: **H-2. RARE REPORT**
Land Use Strategist & Policy Analyst Shank-Root

General

- The Port has been awarded \$45,230.00 in Grant Money for Marina Improvements by Travel Oregon. Strategist Shank-Root and EA Toepke will be managing the first steps of the project, including Wi-Fi installation, development of wayfinding signage, parking lot and launch ramp improvements in the coming months.
- Public engagement activities are on hold in the Brownfields Grant Project until the City Council approves grant activities. Outreach should resume after the next Core Brownfields Coalition meeting at the end of May.
- ED Klaas and Strategist Shank-Root met with a team of economists at the Oregon Employment Department to discuss their contribution to the Economic Impact Analysis. Their team is beginning preliminary work to identify Port Area businesses and their impact on the region.
- Strategist Shank-Root has updated the online listings for Port properties on Oregon Prospector, the web platform for Business Oregon.
- Strategist Shank-Root continues to partner with Davis Wright Tremaine LLP on legal documents to support the appeal to the CRGC's Management Plan (Gorge 2020).
- The Wasco County Commission voted to incorporate the rules and regulations established by the Gorge 2020 Management Plan into its Land Use and Development Ordinance (LUDO) at their May 5th meeting.

Real Estate

- The deadline for Oregon State Historic Preservation Office (SHPO) to review archaeological artifacts on tax lot C 2600 in the Columbia Gorge Industrial Park has expired. The Port can proceed with caution to obtain development estimates.
- The Archaeologist for the Confederated Tribes of the Warm Springs Reservation of Oregon has reviewed the proposed site and has indicated that it is of importance to the Tribes; he has requested to remain informed as the project develops.

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: **J-1.) APRIL 14, 2021 REGULAR SESSION MEETING MINUTES**

➤ April 14, 2021 Regular Session Meeting Minutes

Staff Recommendation: **Approve April 14, 2021 Regular Session Meeting Minutes
as presented**

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Session Meeting Minutes
Wednesday, April 14, 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 Port Bookkeeper & Owner-Operator, The Dalles Marina, LLC; Eric Macnab, Owner-Operator, The Dalles Marina, LLC

Guests David Rasmussen, Airport Manager, Columbia Gorge Regional Airport; Kristi Timmons, Licensed Property Manager, MVProperty Management; Dr. John Willer; Marcus Swift

PLEDGE OF ALLEGIANCE President Weast

AGENDA CORRECTIONS/ADDITIONS None

PUBLIC COMMENT OR QUESTION None

COMMUNITY PARTNER UPDATE Dave Rasmussen, Airport Manager, Columbia Gorge Regional Airport

In 2020 the North Apron rehab was completed. This summer the design and engineering of the South Apron will be done, with construction taking place in 2022-2023. The Airport's next Master Plan update will be in 2025. Much of the previous master plan has been completed, we are looking forward to the next one. TacAero has completed 3 new hangars – now they will work on refurbishing their old hangar. The airport completed a survey with CSISA in conjunction with WASHDOT – which reflects everything that the airport has done to make it more resilient, gearing towards a Cascadia event. The airport is in a particularly good strategic location due to river, roads, pavement, emergency generator, water well, etc. The College's hangar should be under construction soon. We are applying for an EDA grant in partnership with Klickitat County. In Summer 2020 the airport bought two fuel tanks – making for a jet fuel capacity of over 40,000 tons. There are 40 people on the waiting list for hangars – we need money to build more hangars, T-hangers specifically – bulk hangar space and private T-hangar space. We have a lot of space, so plenty of room for development. The airport has great support from the City and County – and the community. Funding sources are needed in order to meet the potential of the airport, business park, and hangars.

REAL ESTATE V & G Update: Kristi Timmons, Licensed Property Manager, MVProperty Management

Occupancy was received the 1st week of April; the letter was forwarded to Executive Director Klaas. The property is being shown 2-3 times per week, we foresee it being leased very soon. Now that occupancy has been met, Commissioner Weast suggested that V & G Updates are no longer needed – the Commission agreed and gave positive feedback to Mrs. Timmons for her efforts.

UPCOMING MEETINGS/EVENTS As included in Meeting Packet, except for correcting that the Port Commission Meeting in Dufur should read June, not May.

ACTION ITEMS

1. **March 10, 2021 Regular Session Meeting Minutes** were Approved by Consensus
2. **March 2021 Financial Reports** were Approved by Consensus
3. **Capital Outlay-Building Improvement: Port Office Building Windows** "Staff directed to talk to NWC PUD reference an energy rebate & request an updated quote if applicable."

4. **Port of The Dalles By-Laws Amendment “*with correction of spelling of principle to principal*” M/M. Courtney S/S. Coburn, Motion Approved Unanimously**
5. **Resolution No. 21-001 Extending Workers’ Compensation Coverage to Volunteers of Port of The Dalles M/M. Courtney S/R. Wallace, Motion Approved Unanimously**

REPORTS

1. *The Dalles Marina, LLC, Q1/2021 Report* Owner-Operator Macnab as included in the Meeting Packet, plus Commissioner Wallace inquired as to the status of the Concessionaire Agreement – ED Klaas said that changes have been made to the agreement and will be sent to Owner-Operator Macnab for review.
2. *Staff Report* Executive Director Klaas Stands as included in the Meeting Packet.
3. *RARE Report* Land Use Strategist and Policy Analyst Shank-Root Stands as included in the meeting packet, plus The City of The Dalles voted to incorporate The Dalles Buildable Inventory Report in their plan.
4. *Committee Reports*
 - *Community Outreach Team* Commissioner Weast & Executive Director Klaas We continue to hold our Washington D.C. meetings virtually – we have Senator Murray’s Staff later this week, the Department of Education and Rep Herrera-Beutler’s Staff were yesterday. Hopefully, earmarks are coming back! There is a lot of money coming to cities and counties – so much so that people are having a hard time figuring out how to spend it – from The American Rescue Plan Act. Senator Merkley is on the interior appropriations committee, so we should get the National Scenic Area \$2 million.
 - *Wasco County Economic Development* Commissioner Courtney I sent out the meeting minutes – did everyone read them?
 - *Urban Renewal* Commissioner Coburn We directed Staff to proceed with gathering information with what we will call ‘raising the Tony’s building’ downtown. The costs will be extensive – more to come on exactly how much. The result will be a sizable lot for a new building.
 - *Dufur* Commissioner Wallace Dufur has a community outbreak of COVID. The School was shut down on Monday – hoping to bring back high school students next week or the week after. Dufur’s Football Team ended being undefeated this year – the year of COVID! The big project in Dufur remains to be the wastewater system – they are in a situation with the DEQ, so they need to get it done ASAP. Port Staff visited Dufur and we had a nice walk about town and had some great conversations about possible development in Dufur.
 - *Chamber of Commerce* Commissioner Griffith Your lucky – the Chamber did not meet in March. My report is brief. Lisa will be on Zoom on Wednesday’s between 7:00-8:00 a.m. to talk about business. The Chamber is also starting something called the Token Wall – think tourism – visit the Chamber’s website to see it.

REGULAR SESSION ADJOURNED AT 6:37 P.M. & EXECUTIVE SESSION COMMENCED AT 6:38 P.M.

EXECUTIVE SESSION ADJOURNED AT 7:04 P.M. & REGULAR SESSION RESUMED AT 7:05 P.M.

ACTION REQUIRED FROM EXECUTIVE SESSION None

COMMISSION CALL

1. Commissioner Weast Apologies for making a mess of this meeting!
2. Commissioner Courtney Nothing to add
3. Commissioner Griffith Shout out to Anna Shank-Root for her real estate help
4. Commissioner Wallace I really enjoyed the Dirt Hugger tour – it is cool to have them in a good location in our community. I appreciate the Staff’s coming out to Dufur for a visit.
5. Commissioner Coburn Dirt Hugger was a great tour. I wrote an email to my team at work about what happens to our pears! I appreciate everyone – thank you for your time and effort and keeping the ball rolling at the Port.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 7:08 p.m.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED: May 12, 2021

Prepared by: Jennifer Toepke, Executive Assistant

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: **J-2.) APRIL 21, 2021 BUDGET COMMITTEE MEETING MINUTES**

➤ April 21, 2021 Budget Committee Meeting Minutes

Staff Recommendation: **Approve April 21, 2021 Budget Committee Meeting Minutes
as presented**

Fiscal Impact: None

PORT OF THE DALLES BUDGET COMMITTEE MEETING
“Virtual” Meeting Minutes
April 21, 2021

The Meeting of the Port of The Dalles Budget Committee was called to order by President Greg Weast at 6:00 p.m. *The meeting was held via the video conferencing platform Zoom; attendees joined via computer or called in via telephone

ROLL CALL

Budget Committee: Greg Weast, Mike Courtney, Staci Coburn, Robert Wallace, David Griffith, John Amery, Ryan Besette, Steve Kramer, Dr. John Willer
Budget Committee Absent: Jana Webb
Staff: Andrea Klaas, Executive Director & Budget Officer; Jennifer Toepke, Executive Assistant

CALL FOR NOMINATIONS

President Weast opened the nominations for Budget Committee Chairman & Budget Committee Secretary and made a motion to nominate **Port Commissioner Mike Courtney as Chairman and Port Commissioner Staci Coburn as Secretary. By a unanimous vote Commissioner Courtney was elected Chairman and Commissioner Coburn was elected Secretary of the FY 2021/2022 Port of The Dalles Budget Committee.**

BUDGET MESSAGE: The Budget Message was presented by Budget Officer Andrea Klaas, including a slide show presentation about Port business, the work plan, historical budget references, and current budget details.

BUDGET DISCUSSION: Budget Officer Klaas answered questions and clarified points about the Annual Budget for FY 2021-2022.

Specific points highlighted:

A proposed change to the General Fund, Resources, Line 8. Loan Repayments to be \$90,621.00, as the City of The Dalles may want to repay their loan in full.

An increase was made to Port Development Fund Resources Line 5 Grants & Line 8 Other Income, anticipating an increase in funding sources due to the American Rescue Plan Act of 2021.

As all Personal Services expenses were previously moved to the General Fund, a Line 27 Transfer to Other Funds from Port Development Fund Requirements is made to cover Personal Services that Port Development is benefiting from, but not paying for.

BUDGET APPROVAL: Motion to accept the FY 2021-2022 Port of The Dalles Budget as developed by Budget Officer Klaas, M/G. Weast, S/S. Kramer with a friendly adjustment to the General Fund, Resources, Line 8. Loan Repayments to be \$90,621.00. Motion approved unanimously.

TAX RATE APPROVAL: Motion to approve the tax rate of \$0.2007/\$1,000 for FY 2021/2022 as recommended by Budget Officer Klaas, M/G. Weast, S/R. Wallace. Motion approved unanimously.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT OF THE DALLES BUDGET COMMITTEE, the meeting adjourned at 6:33 p.m.

BUDGET COMMITTEE:

Mike Courtney, Chairman

BUDGET COMMITTEE:

Staci Coburn, Secretary

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: J-3.) APRIL 2021 FINANCIAL REPORTS

➤ April 2021 Financial Reports

Staff Recommendation: Approve April 2021 Financial Reports as presented

Local Government Investment Pool

➤ Interest Rate 0.60% (Average Annualized Yield)

General Fund

➤ Income

○ Marina Loan Annual Repayment: \$11,621.18

➤ Expenses

○ Cascade Vegetation Management: Weed Spraying/POTD Property \$3,020.00

○ Elias Lawn Maintenance: Snow Removal/Transient Guest Moorage \$125.00

○ ISU-The Stratton Agency: Surety Bond Annual Renewal \$185.00

○ Jordan & Chelsa Landscaping: Continued Spring landscaping cleanup & maintenance-
Tree Trimming & Irrigation Blockage \$2,630.00 (Progress Billing)

○ Two Dogs Plumbing: Tied in new water meter set from City of The Dalles (main waterline
to Port office) \$425.00

Port Development Fund

➤ Income

○ Nothing uncommon

➤ Expenses

○ Davis Wright Tremaine LLP: \$5,503.93

○ Kiwi Fence Contractors: Gate & fencing on Port Property west of The Dalles
Marina-Labor: \$1,372.00 (Progress Billing)

Marina Fund

➤ No uncommon Income or Expenses

Fiscal Impact

➤ None

Port of The Dalles
Account QuickReport
 As of April 30, 2021

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Check	EFT	Brokers National Lif...		-47.60
Bill Pmt -Check	24451	Cardmember Servic...		-394.54
Bill Pmt -Check	24452	Cascade Vegetatio...		-3,020.00
Check	EFT	Ameritas		-47.60
Bill Pmt -Check	24453	Bohns Printing		-35.90
Bill Pmt -Check	24454	City Of The Dalles.		-156.94
Bill Pmt -Check	24455	Columbia Gorge Ne...		-60.00
Bill Pmt -Check	24456	Elias Lawn Mainten...		-125.00
Bill Pmt -Check	24457	H2Oregon		-7.00
Bill Pmt -Check	24458	Hattenhauer Energy...		-75.79
Bill Pmt -Check	24459	Home Depot Credit ...		-263.24
Bill Pmt -Check	24460	ISU-The Stratton A...		-185.00
Bill Pmt -Check	24461	Jordan Chelsa	landscaping	-2,630.00
Bill Pmt -Check	24462	PUD		-289.07
Bill Pmt -Check	24463	Sawyers Ace Hard...		-198.28
Bill Pmt -Check	24464	SDIS		-4,385.11
Bill Pmt -Check	24465	The Dalles Disposal		-153.69
Bill Pmt -Check	24466	Wasco County Lan...		-50.00
Paycheck	24467	Andrea L. Klaas		-3,395.95
Paycheck	24468	Jennifer Toepke		-1,875.53
Liability Check	EFT	Oregon Department...	0504064-4	-430.00
Liability Check	EFT	United States Treas...	93-6001833	-1,681.22
Check	EFT	Verizon		-94.48
Deposit			Deposit	16,424.18
Liability Check	EFT	Pers	02501	-2,459.70
Bill Pmt -Check	24469	Angie Wilson		-402.50
Bill Pmt -Check	24470	Cardmember Servic...		-685.66
Bill Pmt -Check	24471	Columbia River Affo...		-110.00
Bill Pmt -Check	24472	Dick, Dick & Corey, ...		-395.00
Bill Pmt -Check	24473	Gorge Networks		-164.83
Bill Pmt -Check	24474	Hattenhauer Energy...		-44.49
Bill Pmt -Check	24475	Two Dogs Plumbing...	main waterline to office	-425.00
Bill Pmt -Check	24476	Columbia River Affo...		-10.00
Paycheck	24477	Andrea L. Klaas		-3,395.93
Paycheck	24479	Jennifer Toepke		-1,904.02
Paycheck	24478	Gerald L. Rundell		-689.25
Liability Check	EFT	Oregon Department...	0504064-4	-494.00
Liability Check	EFT	United States Treas...	93-6001833	-1,910.44
Liability Check	EFT	Oregon Department...	00504064-4	-67.52
General Journal	AW		to reclassify payroll to g...	-4,540.82
General Journal	AW		to reclassify payroll to g...	4,540.82
Total General Checking				-16,336.10
Marina Checking				
Total Marina Checking				
Port Develop. Checking				
Deposit			Deposit	759.07
Bill Pmt -Check	23282	Davis Wright Trema...		-5,503.93
Bill Pmt -Check	23283	Dick, Dick & Corey, ...		-196.50
Bill Pmt -Check	23284	Kiwi Fence Contract...		-1,372.00
Total Port Develop. Checking				-6,313.36
Total CSB Checking				-22,649.46
TOTAL				-22,649.46

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

	Jul '20 - Apr ...	Budget	% of Budget
Ordinary Income/Expense			
Income			
Contracted Services Income	0.00	100,000.00	0.0%
Grants	16,624.43		
Beginning Fund Balance	0.00	1,236,755.00	0.0%
Or. St. Marine Board Grant	0.00	5,000.00	0.0%
Transient Moorage	2,505.00	2,000.00	125.3%
Map Grant	8,300.00	9,800.00	84.7%
Interest From Earnings	7,920.34		
Prior Yr Property Tax	640.61	5,000.00	12.8%
Interest From Contracts	0.00	24,735.00	0.0%
Misc. Income	15,032.83	2,000.00	751.6%
lease-land/Facility	33,394.32	15,000.00	222.6%
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	11,621.18	11,621.00	100.0%
Property Tax	352,784.47	331,186.00	106.5%
Total Income	<u>448,823.18</u>	<u>1,764,247.00</u>	<u>25.4%</u>
Gross Profit	448,823.18	1,764,247.00	25.4%
Expense			
PERSONAL SERVICES-	229,511.04	260,200.00	88.2%
MATERIAL AND SERVICES-	104,709.18	283,000.00	37.0%
CAPITAL OUTLAYS-	22,908.00	45,000.00	50.9%
Total Expense	<u>357,128.22</u>	<u>588,200.00</u>	<u>60.7%</u>
Net Ordinary Income	91,694.96	1,176,047.00	7.8%
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>91,694.96</u></u>	<u><u>776,047.00</u></u>	<u><u>11.8%</u></u>

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

	Jul '20 - Apr 21	Budget	% of B...
Ordinary Income/Expense			
Income			
Donations	62,535.48		
Begining Fund Balance	0.00	3,152,414.00	0.0%
Interest From Earnings	23,226.69	63,048.00	36.8%
Interest From Contracts	3,252.94	5,000.00	65.1%
matching grants	0.00	500,000.00	0.0%
Misc. Income	91,175.14		
Land Sales	4,337.76	800,000.00	0.5%
City Of Dufur Water System Loan	39,310.00	39,310.00	100.0%
Total Income	<u>223,838.01</u>	<u>4,559,772.00</u>	<u>4.9%</u>
Gross Profit	223,838.01	4,559,772.00	4.9%
Expense			
MATERIAL AND SERVICES-	117,172.53	190,000.00	61.7%
CAPITAL OUTLAYS-	3,231.30	2,000,000.00	0.2%
Total Expense	<u>120,403.83</u>	<u>2,190,000.00</u>	<u>5.5%</u>
Net Ordinary Income	103,434.18	2,369,772.00	4.4%
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	<u>152,676.15</u>	<u>2,652,676.00</u>	<u>5.8%</u>
Net Other Income	-152,676.15	-2,152,676.00	7.1%
Net Income	<u><u>-49,241.97</u></u>	<u><u>217,096.00</u></u>	<u><u>-22.7%</u></u>

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

	<u>Jul '2...</u>	<u>Budget</u>	<u>% of ...</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	<u>322.82</u>	<u>1,080.00</u>	<u>29.9%</u>
Total Income	<u>322.82</u>	<u>105,078.00</u>	<u>0.3%</u>
Gross Profit	322.82	105,078.00	0.3%
Expense			
CAPITAL OUTLAYS-			
Partnership Projects	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
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>322.82</u>	<u>55,078.00</u>	<u>0.6%</u>
Net Income	<u>322.82</u>	<u>55,078.00</u>	<u>0.6%</u>

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: **J-4.) RESOLUTION NO. 21-002 AUTHORIZING BUDGET TRANSFERS, MAKING APPROPRIATIONS, AUTHORIZING EXPENDITURES FOR FISCAL YEAR 2020-2021**

➤ Resolution No. 21-002 Authorizing Budget Transfers, Making Appropriations, Authorizing Expenditures for fiscal year 2020-2021

Staff Recommendation: **Approve Resolution No. 21-002 Authorizing Budget Transfers, Making Appropriations, Authorizing Expenditures for Fiscal Year 2020-2021 as presented**



A RESOLUTION AUTHORIZING A TRANSFER)
 OF A BUDGETED AMOUNT BETWEEN)
 CATEGORIES OF THE PORT OF THE DALLES) RESOLUTION NO. 2021-002
 ADOPTED BUDGET, MAKING APPROPRIATIONS)
 AND AUTHORIZING EXPENDITURES FOR)
 THE FISCAL YEAR ENDING JUNE 30, 2021)

WHEREAS, during the budget year certain funds may experience expenditures above approved category limits; and

WHEREAS, Oregon Budget Law recognizes these events and allows for transferring of funds between approved category limits within and between funds; and

WHEREAS, \$20,000 is requested from Contingency in the General Fund to Personal Services; and

WHEREAS, \$30,000 is requested from Contingency in the General Fund to Capital Outlay.

NOW, THEREFORE, BE IT RESOLVED BY THE PORT OF THE DALLES COMMISSION AS FOLLOWS:

Section 1. Authorizing Budget Transfers. The Port Commission hereby authorizes the following transfers of funds between budgeted categories:

GENERAL FUND	BUDGETED	RESOURCES	
		NEEDED	REALLOCATED
from Contingency to	\$50,000	\$20,000	-\$20,000
Personal Services	\$260,200	\$280,200	+\$20,000
from Contingency to	\$50,000	\$30,000	-\$30,000
Capital Outlay	\$45,000	\$75,000	+\$30,000

Section 2. Effective Date. This Resolution shall become effective upon adoption by the Port Commission and shall remain in effect until receipt and acceptance of the FY 2020/2021 audit report.

PASSED, APPROVED AND ADOPTED BY THE PORT COMMISSION THIS 12TH DAY OF MAY 2021

Voting Yes, Commissioners: _____
 Voting No, Commissioners: _____
 Absent, Commissioners: _____
 Abstaining, Commissioners: _____

PORT OF THE DALLES:

SIGNED:

 Greg Weast, President
 Board of Commissioners

ATTEST:

 Robert Wallace, Secretary
 Board of Commissioners

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: **J-5.) RESOLUTION NO. 21-003 ADOPTING THE BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX, CATEGORIZING THE TAX FOR FISCAL YEAR 2021-2022**

➤ Resolution No. 21-003 Adopting the Budget, Making Appropriations, Imposing the Tax, Categorizing the Tax for Fiscal Year 2021-2022

Staff Recommendation: **Approve Resolution No. 21-003 Adopting the Budget, Making Appropriations, Imposing the Tax, Categorizing the Tax for fiscal year 2021-2022 as presented**

RESOLUTION No. 2021-003

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Commissioners of the Port of The Dalles hereby adopts the budget for fiscal year 2021-2022 in the total amount of \$14,199,077.48 This budget is now on file at 3636 Klindt Drive in The Dalles, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021, for the following purposes:

General Fund		Port Development Fund	
<u>Organizational Unit or Program:</u>		<u>Organizational Unit or Program:</u>	
Administration	\$ 611,075.00	Economic Development and Marketing	\$ 7,260,000.00
<u>Not Allocated to Organizational Unit or Program:</u>		<u>Not Allocated to Organizational Unit or Program:</u>	
Transfers Out	\$ 500,000.00	Debt Service	\$ 136,559.72
Contingency	\$ 100,000.00	Special Payments	\$ 4,300,000.00
		Transfers Out	\$ 200,000.00
		Contingency	\$ 200,000.00
Total	\$ 1,211,075.00	Total	\$ 12,096,559.72
		Marina Fund	
		<u>Organizational Unit or Program:</u>	
		Marina Operations	0.00
		Total	0.00
		Total APPROPRIATIONS, All Funds	\$ 13,307,634.72
		Total Unappropriated and Reserve Amounts, All Funds	\$ 891,442.76
		TOTAL ADOPTED BUDGET	\$ 14,199,077.48

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 2021-2022 upon the assessed value of all taxable property within the district:

At the rate of \$ 0.2007 per \$1000 of assessed value for permanent rate tax;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....\$ 0.2007/\$1,000

The above resolutions were approved and declared adopted on this 12th day of May, 2021.

Greg Weast, President

Mike Courtney, Vice-President

Robert Wallace, Secretary

Staci Coburn, Treasurer

David Griffith, Assistant Secretary/Treasurer

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: **J-6.) WORK PLAN FISCAL YEAR 2021-2022**

➤ Work Plan fiscal year 2021-2022

Staff Recommendation: **Approve Work Plan fiscal year 2021-2022 as presented**

4/16/21				Target Date(s)
★★★★★		COVID Response		
★★★★	2.1	Contact all Port area businesses	Contact Port area businesses to check on business health, work force, anything else.	June, July, August
★★★★	2.2	Assist with business expansion, retention	Partners: Main Street, City of The Dalles, Wasco EDC, Small Business Development Center; WorkSourceOR; Rural ag support	on-going
★★★★	3.2	Look at purchasing/investing in real estate	Evaluate on a case-by-case basis; Port's investment should be recouped over time. Port Real Estate committee. Deal of the month.	Port real estate committee convened monthly
★★★★	3.3	Explore opportunities in Dufur	Infrastructure projects? Development projects? Business recruitment projects?	on-going
★★★	2.5	CORI partnership with Wasco EDC	Wasco EDC and the Port of The Dalles are partnering with Google and Rural Innovation to work on community wide economic development planning, specifically in the technology sector. www.ruralinnovation.us	June 2021 - November 2021
★★★	3.9	Brownfields partnership with City and Wasco EDC	(added 01/2021): RARE planner to oversee. Community outreach / project identification in partnership with Wasco EDC and the City of The Dalles	May 2021 - May 2024
★★★	5.7	Cross train executive assistant on QB		Start: May 2021
★★	1.2	Invite area economic development partners to The Dalles	On-going: include State and Federal legislators	Evaluate feasibility in September 2021
★★	1.3	Continue to update all marketing material	On-going: website; inquiry response material; informational cut sheets and property information, Outreach team book	Review and update February & August, or as land supply changes
★★	1.3	Continue to update all marketing material	Website	reviewed for updates June, Oct, Jan, April
★★	1.7	Host Wasco County Special Districts brown bag lunch qtrly	Invite district managers. Set aside 1 hour to discuss operations, best practices, collaboration, etc.	July '21, Oct '21, Jan '22, April '22
★★	3.1	Identify potential private sector partners	On-going: Identify building and land owners that the Port could partner with; identify financial partners	
★★	4.1	Look for partnership/support opportunities	With City or MCEDD	
★★	5.1	Update Policies per SDAO recommendations	Review for updates	Review for changes in February 2022
★★	5.2	Community Outreach Team Support	Produce team book; Schedule DC meetings	Feb/March & Aug/Sept
★	1.4	Develop a presentation; schedule service club talks to keep community informed about Port	On-going: Lions, ORDEQ, Regional Solutions, Infrastructure Finance Authority, Kiwanis, Rotary, City of The Dalles, Wasco County, School Board,.....	Schedule annually
★	1.5	Community Special Districts Day/Open house		Late Spring 2022
★	1.6	Host regional Ports meeting annually	Arlington, Rufus, Klickitat, Hood River, Cascade Locks, Skamania	September 2021
★	2.3	Respond to State Leads	On-going: Respond in a timely manner when appropriate	
★	2.4	Evaluate emerging business opportunities for our region	On-going: look at trends and see if there are opportunities	
★	3.4	Support UGB expansion through CRGC Management Plan Update process	On-going with City and County. RARE Planner to assist.	
★	3.5	Work with Randy Munsen to move batch plant up to rock pit.	Federal issues-invite Federal legislators/staff for a walking tour to see the problem/solution	
	6.2	Work with OSMB on funding to update launch ramp		
	6.5	Riverfront Trail ??		
		Moved off the 2021/22 work plan		
	1.1	Develop marketing partnerships	with Airport	Move to 2023 Per Dave Rasmussen

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: **J-7.) MUNICIPAL AUDITING SERVICES SELECTION FROM RFP RECEIVED**

➤ Friend & Reagan, P.C. proposal to serve as independent auditors for Port of The Dalles

Staff Recommendation: **In response to RFP for Municipal Auditing Services, to accept proposal from Friend & Reagan, P.C. to serve as independent auditors for Port of The Dalles as submitted**



April 26, 2021

Executive Director, Andrea Klass
Port of The Dalles
3636 Klindt Drive
The Dalles, OR 97058

Dear Andrea & Port Commission,

We are pleased to submit our proposal to continue serving as the independent auditors for Port of The Dalles. We are confident that, in addition to providing technical expertise, we also offer the highest level of personal attention and service. We look forward to the opportunity to continue working with the Port.

We believe the knowledge and experience of Friend & Reagan, PC in serving state and local governments in Oregon, and the strong working relationship we maintain with our clients cannot be matched by any other firm. We differentiate ourselves from our peers in the following ways:

- Oregon Local Government – Our proposed audit team has experience auditing Oregon Special districts including your Port financial statements. Consequently, our Friend & Reagan professionals are very familiar with the Port's unique functions and attributes which allows us to provide the highest quality of service.
- Responsiveness – We pride ourselves in responding to the needs of our clients and meeting their deadlines. We have the capacity and flexibility to commit to your schedule for finalizing your audit and ensuring that you meet the requirements of the Oregon Secretary of State and Division of Audits.

We would be very pleased to continue serving as Port of The Dalles independent auditors. We would also like to help you meet the continuing challenges of local government.

We would welcome the opportunity to meet and further discuss our proposal and qualifications as needed. Please contact Nathan Reagan at 541-296-2000 or nate@friendreagan.cpa.

Sincerely,

Nathan Reagan, CPA

Shareholder

Proposal - Port of The Dalles – June 30, 2021

a) Brief overview of Friend & Reagan, PC and Experience conducting municipal audits

Friend & Reagan was originally formed in 1946 as a partnership between Leonard Bailey and John Will, and has been actively engaged in governmental auditing since its inception. We are the largest certified public accounting firm in the Columbia River Gorge, and serve clients in Wasco, Hood River, Gilliam, Sherman, and Wheeler counties, as well as clients in the Pacific NW and around the world. We currently provide independent audit or-review services to 19 local municipal governments, many of whom have been our clients for 20 years or more. Our current clients include several special districts, cities, counties, and school districts.

The goal of our Government Practice is to help governments improve their financial processes and strategies so that they can in turn achieve their goal of improving the lives of their citizens. We know of no other local firm that can match the quality of our governmental auditing experience. Our commitment to government began when Friend & Reagan was established. Since then, the current partners Carol Friend & Nathan Reagan have viewed service to governments as significant to the overall success of our firm. Today, the governmental sector is an industry that has been specifically identified for our continued growth in professional services. Accordingly, all professionals, from entry-level accountants to shareholders are trained to understand the issues and meet the needs of state and local governmental entities.

b) References – 10 Governmental Clients

1. Northern Wasco County School District #21
2. Sherman County
3. Wasco County School District #29
4. Northern Wasco Parks & Recreation District
5. Mid-Columbia Fire & Rescue District
6. Mosier Community School
7. Sherman County Health District
8. Chenoweth Water
9. The Dalles Irrigation District
10. Hood River County Soil & Water

c) Eligibility to perform Municipal Audits

Friend & Reagan is properly licensed within Oregon to practice as a public accounting firm. Friend & Reagan employs 5 Certified Professional Accountants who dedicate the majority of their time outside of tax season to serving government clients, allowing us to respond swiftly and effectively to your evolving needs. All of these professionals are licensed municipal auditors in the state of Oregon and meet the continuing education requirements of the Oregon State Board of Accountancy.

Please see attachment # 1, 2, & 3 from the Oregon Board of Accountancy at end of report.

Friend & Reagan undergoes a peer review every three years and the most recent peer review is available at the AICPA's website or by request. We are also members of the Governmental Audit Quality Control center of the AICPA, and participate in all required educational activities to continue that membership.

d) Fee Proposal

Note: Our contract over the last 3 years had a maximum of \$16,500 and none of those years did our fee reach \$15,000.

Our proposed fees to AUDIT the Port of The Dalles financial statements are not-to-exceed the following:

June 30, 2021:	\$ 11,500
June 30, 2022:	\$ 11,750
June 30, 2023:	\$ 12,000
June 30, 2024:	\$ 12,250
June 30, 2025:	\$ 12,500

Our proposed fees to PREPARE the District's financial statements are not-to-exceed the following:

June 30, 2021:	\$ 3,000
June 30, 2022:	\$ 3,000
June 30, 2023:	\$ 3,000
June 30, 2024:	\$ 3,000
June 30, 2025:	\$ 3,000

The above fees are all-inclusive and are based on the assumption that the Port will provide all requested documents, workpapers, schedules and account analyses in a timely manner. These fees also assume that Friend & Reagan will assist the Port in preparing the basic financial statements, footnote disclosures, and all supplementary information. We anticipate routine consultations and requests throughout the year and typically absorb those consultations without additional billings. All-inclusive means all expenses, mileage, telephone, etc. We will not perform any additional work until discussed and approved with the Executive Director.

<u>Classification</u>	<u>Rate Per Hour</u>
Partner	\$135
Senior Accountant	105
Staff Accountant	85

e) Staff assigned to audit

Our team is available to complete your audit on time every year as done in the past! We can assure the Port that our Audit team below will be a part of this firm for many years. Turnover in our firm CPA’s has generally been thru retirement.

Audit Partner:

Nathan Reagan, CPA – Graduate of Boise State University – BA in Accounting
 Nate has 23 years of public accounting and municipal audit experience and is a licensed municipal auditor in the state of Oregon. He is passionate about audit quality, and serving our municipal audit clients. Currently, Nate is the audit partner for Sherman County, Northern Wasco Parks & Recreation District, Port of The Dalles, Mid-Columbia Fire & Rescue, Dufur Park & Recreation District and Chenoweth Water PUD, all special districts in the state of Oregon. He also audits one nonpublic Oregon entity Hood River Electric Cooperative. Nate’s continuing education includes more than 80 hours over the last two years specific to governmental auditing. Oregon CPA License #9480 & Municipal License #1288

****Nate’s participation on the engagement as supervisor involves conducting the overall engagement plan and risk assessment of the financial statements and communication with Audit Management. He is then responsible for working with staff on each engagement section for guidance and ultimate review and acceptance. Sections include but are not limited to planning, general procedures, budget, cash, revenue, grants, expense, payroll, fixed assets, debt and the overall financial statement.**

Audit Staff:

Amanda Taskey, CPA – Graduate of Linfield College – BS in Accounting ~ Summa Cum Laude
 Amanda has 11 years of public accounting and municipal audit experience. She has been the lead auditor on several of our special district audits and is quick and efficient in her work. Amanda also has more than 80 hours of continuing education in governmental auditing over the last two years and is a licensed municipal auditor in the state of Oregon.

****Amanda is the proposed staff member for the Port of The Dalles audit.**

AJ Olson, CPA – Graduate of University of Oregon – BS in Accounting
 AJ has 7 years of public accounting and municipal audit experience. He has been the lead auditor on several of our special district audits and is quick and efficient in his work. AJ has more than 80 hours of continuing education in governmental auditing over the last two years and is a licensed municipal auditor in the state of Oregon.

Carolyn Rohde, CPA – Graduate of University of Oregon– BS in Accounting
 Carolyn has 25+ years of public accounting and municipal audit experience. She has been the lead auditor on several of our special district audits and is quick and efficient in her work. Carolyn also has more than 80 hours of continuing education in governmental auditing over the last two years and is a licensed municipal auditor in the state of Oregon.

Angelo Sampson, Graduate from Southern Oregon University – BS in Accounting
 Angelo has one year of public accounting and municipal audit experience. He has participated on parts of each audit our firm performs and is working thru the process of becoming a municipal auditor in Oregon. He has passed the first 3 sections of the CPA exam and will complete the last section this month to become another CPA on our team.

****Angelo is planned to assist on the audit for the Port of The Dalles, as in the prior year.**

Audit Partner – Carol Friend – Graduate of Portland State University – BS in Accounting
 Carol has 22 years of public accounting and municipal audit experience and is a licensed municipal auditor in the state of Oregon. She is the firm’s quality control partner and is passionate about audit quality, and serving our municipal audit

clients. Carol's continuing education includes more than 80 hours over the last two years specific to governmental auditing.

**Carol is planned to assist in the final partner review of the audit for the Port of The Dalles, same as in prior years.

f) References and contact information

Northern Wasco Parks & Recreation District

Scope: Financial Statement Audit

Dates: 1990's to present and continuing

Contact: Scott Baker scottb@nwprd.org

541-296-9533

Sherman County

Scope: Financial Statement Audits

Dates: 1980's to present and continuing

Contact: Debbie Hayden debbih@co.sherman.or.us

541-565-3623

g) Not included in proposal with ok from Andrea:

- Procedures to Transmit Audit Adjustments
- Outline of a typical audit
- Example of a previous audit

Nate Reagan

Attachment # 1

From: Nate Reagan
Sent: Thursday, April 22, 2021 3:42 PM
To: Nate Reagan
Subject: FW: Firm #92 Information

From: RIOS Ashlie M * BOA <Ashlie.M.Rios@oregon.gov>
Sent: Thursday, April 22, 2021 7:59 AM
To: Nate Reagan <nate@friendreagan.cpa>
Subject: RE: Firm #92 Information

Good Morning Nathan,

Your firm's registration with the Board of Accountancy allows your firm to perform audits. Your dual licensure, CPA and Municipal Auditor, license would allow you to perform municipal audits. Your permit card should have both licensed #'s listed. If not, you can verify your CPA license and firm registration information on our website here, <https://www.oregon.gov/BOA/Pages/Licensee-Lookup.aspx>. You can verify your Municipal Auditor license information here, <https://www.oregon.gov/BOA/Pages/Municipal-Auditors.aspx>.

Thank you,

Ashlie Rios

Licensing Program Specialist
Oregon Board of Accountancy, Direct: 503-378-2268

How are we doing? Take a moment to let us know, take our [customer service survey](#).



Follow us on twitter: [@oregon_boa](#)



Connect with us on Facebook: [Oregon Board of Accountancy](#)

From: Nate Reagan <nate@friendreagan.cpa>
Sent: Wednesday, April 21, 2021 3:12 PM
To: RIOS Ashlie M * BOA <Ashlie.M.Rios@oregon.gov>
Subject: _\|/_ Potentially Risky URL in Email - Click Carefully _\|/_ Firm #92 Information

Hi Ashlie

We are working on an audit proposal for a governmental audit. It has been requested for us to provide proof that our firm is certified to conduct municipal audits by the Board of Accountancy.

Thanks

Nathan R. Reagan, CPA

305 East 5th - The Dalles, Oregon 97058
Telephone: 541-296-2000 Ext 217 Facsimile: 541-296-5636
nate@friendreagan.cpa ~ www.friendreagan.cpa

Please note the change in email address from .com to .CPA



FRIEND & REAGAN, P.C.
Certified Public Accountants

Attachment # 2

OREGON BOARD OF ACCOUNTANCY 96201

Certified Public Accountant Municipal Auditor Lic # 9480
Expires: 6/30/2022
Muni # 1288

NATHAN R. REAGAN
FRIEND & REAGAN PC CPAS
305 E 5TH ST
THE DALLES, OR 97058



Firm Information

Firm Number 92
 Name FRIEND & REAGAN PC CPAS
 Address 305 EAST 5TH ST
 THE DALLES, OR 97058
 Status ACTIVE
 Type PC
 Date License Granted 2/20/1986
 Expires 12/31/2021
 Managing Partner Carol Friend
 Disciplinary NO

Licensees

Bradford, Gary F
 Friend, Carol D
 Olson, Alec John
 Reagan, Nathan R
 Rohde, Carolyn J
 Taskey, Amanda Rae

Expires

6/30/2022
 6/30/2021
 6/30/2021
 6/30/2022
 6/30/2021
 6/30/2021

Status

ACTIVE
 ACTIVE
 ACTIVE
 ACTIVE
 ACTIVE
 ACTIVE



Municipal Auditor's

① Renewing license by June 30, 2021.

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: J-8.) CAPITAL OUTLAY-BUILDING IMPROVEMENT: PORT OFFICE BUILDING WINDOWS-VINYL OR WOOD UPDATE

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

Staff Recommendation: **To Choose Vinyl or Wood to replace Port Office Building Windows with as presented**

Northern Wasco County PUD's Commercial Energy Efficiency Rebate: If the U-Factor/U-Value is 0.30 or below, a rebate of \$9.00 per square foot (window, pane to pane) for vinyl or wood windows will be applied

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

*The Port has not yet received updated quote(s)

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: **J-9.) THE DALLES MARINA SECOND AMENDMENT TO CONCESSION AGREEMENT**

➤ Second Amendment to Concession Agreement, The Dalles Marina

Staff Recommendation: **Approve the Second Amendment to Concession Agreement, The Dalles Marina as presented**

Following is the current First Amendment to Concession Agreement-The Dalles Marina, with a term of July 1, 2018 – June 30, 2021, between the Port and The Dalles Marina, LLC; and the proposed Second Amendment to Concession Agreement-The Dalles Marina, for the term of July 1, 2021 – June 30, 2024, between the Port and The Dalles Marina, LLC.

FIRST AMENDMENT TO CONCESSION AGREEMENT
(The Dalles Marina)

THIS FIRST AMENDMENT TO CONCESSION AGREEMENT (the "Amendment") is made and entered into as of May 15, 2018, by and between Port of The Dalles, a municipal corporation in the State of Oregon (the "Port") and The Dalles Marina, LLC (the "Concessionaire").

RECITALS

WHEREAS, Port and Concessionaire did enter into that certain Concession Agreement dated December 12, 2016, (the "Agreement") pursuant to which Concessionaire began operating the concession of The Dalles Marina as identified, defined and as more particularly described in the Agreement; and

WHEREAS, Port and Concessionaire both desire to modify the existing Agreement as herein provided in this Amendment.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged hereby, the parties mutually agree as follows:

1. Modification of Extension Options. Paragraph 3.2 of Article 3 as originally set forth in the Agreement is deleted in its entirety and replaced with the following:

"3.2 Extension Options. If Concessionaire is not in default under the terms of this Concession Agreement, Concessionaire will have options for up to two (2) subsequent renewal terms of three (3) years each in duration, as renewal extension terms of this Concession Agreement (Extension Terms)."

2. First Extension Term Acknowledged. The parties agree that Concessionaire has given appropriate and satisfactory notice of its exercise of the first extension term available to it under the Agreement as amended by this Amendment so that at the expiration of the initial term of the Agreement on June 30, 2018, the Concessionaire will continue as the Concessionaire by agreement of the parties as to the first extension term, which will commence on July 1, 2018 and will otherwise expire on June 30, 2021, unless otherwise extended at that time as provided in the Agreement.

3. Paragraph 2.3 Deleted. The parties agree that the 1970 Corsair boat was removed from the Marina successfully during the initial term of the Agreement. Paragraph 2.3 of Article 2 of the Agreement is no longer needed and is therefore deleted from the Agreement by this Amendment.

4. Reaffirmation of Terms. Except as expressly modified herein by this Amendment, all of the terms, covenants and provisions of the Agreement are hereby confirmed and ratified and shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed as of the date first above written.

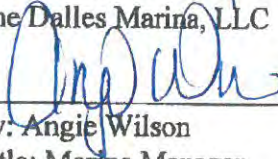
PORT



By: Andrea Klaas
Title: Executive Director
Address: 3636 Klindt Drive
The Dalles, OR 97058

Date: May 15, 2018

CONCESSIONAIRE
The Dalles Marina, LLC



By: Angie Wilson
Title: Marina Manager
Address: P. O. Box 252
The Dalles, OR 97058

Date: May 15, 2018

SECOND AMENDMENT TO CONCESSION AGREEMENT
(The Dalles Marina)

THIS SECOND AMENDMENT TO CONCESSION AGREEMENT (the "Amendment") is made and entered into as of May 12, 2021, by and between Port of The Dalles, a municipal corporation in the State of Oregon (the "Port") and The Dalles Marina, LLC (the "Concessionaire").

RECITALS

WHEREAS, Port and Concessionaire did enter into that certain Concession Agreement dated December 12, 2016, (the "Agreement") pursuant to which Concessionaire began operating the concession of The Dalles Marina as identified, defined and as more particularly described in the Agreement; and

WHEREAS, Port and Concessionaire did modify the Agreement by the terms and provisions set out in the First Amendment to Concession Agreement dated May 15, 2018; and

WHEREAS, Port and Concessionaire both desire to further modify the existing Agreement as previously modified as herein provided in this Second Amendment.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged hereby, the parties mutually agree as follows:

1. Modification of Boat and Boathouse Insurance paragraph. Paragraph 15.3 of Article 15 as originally set forth in the Agreement is amended to read as follows:

"15.3 Boat and Boathouse Insurance. The Dalles Marina LLC will require that all boats and boathouses moored in the Port of The Dalles Marina have adequate insurance that name the Port of The Dalles as additional insured. Those limits are \$500,000 liability and \$500,000 pollution. These insurance limits may be adjusted by the Port of The Dalles."

2. Second Extension Term Acknowledged. The parties agree that Concessionaire has given appropriate and satisfactory notice of its exercise of the second extension term available to it by reason of the Agreement as amended so that at the expiration of the first extension term of the Agreement as amended, on June 30, 2021, the Concessionaire will continue as the Concessionaire by agreement of the parties as to the second extension term, which will commence on July 1, 2021 and will expire on June 30, 2024.

3. Reaffirmation of Terms. Except as expressly modified by the First Amendment referenced above and by this Second Amendment, all of the terms, covenants and provisions of the Agreement are hereby confirmed and ratified and shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Second Amendment to be executed

as of the date first above written.

PORT

CONCESSIONAIRE
The Dalles Marina, LLC

By: Andrea Klaas
Title: Executive Director
Address: 3636 Klindt Drive
The Dalles, OR 97058

By: Angie Wilson
Title: Marina Manager
Address: P. O. Box 252
The Dalles, OR 97058

Date: May ____, 2021

Date: May ____, 2021

Draft

PORT OF THE DALLES AGENDA ITEM

Meeting Date: May 12, 2021

Subject: **J-10.) THE DALLES MARINA RULES & REGULATIONS-AMENDMENT
05-12-2021**

➤ The Dalles Marina Rules & Regulations-Amendment 05-12-2021

Staff Recommendation: **Approve The Dalles Marina Rules & Regulations-Amendment 05-12-2021 as presented**



MARINA RULES & REGULATIONS

Amended & Adopted ~~January 8, 2020~~ May 12, 2021

Formatted: Font color: Red

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 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 11:00PM and 7:00AM.
 - iii. Construction activities are prohibited between the hours of 8:00PM and 7:00AM
 - f. Sanitary facilities or any hazardous materials will not be discharged into the Marina. 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 cost of proper disposal will be assessed.
 - h. Pets: All pets in the Marina are required to be always on a leash while on Port owned docks. Pet owners shall immediately cleanup and dispose of all animal waste to proper disposal containers. Placing this material in the waters of the State of Oregon is prohib-

ited. 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 be always 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 and/or watercraft liability insurance with the minimum limit of \$500,000.00, as determined by the Port Commission.
 - iii. Current copy of boathouse and/or watercraft pollution liability insurance with the minimum limit of \$300,000.00, as determined by the Port Commission.
 - iv. Copy of current watercraft registration.
 - v. Current photo of watercraft
 - vi. Proof of residency
- c. Only tenants that have passed a background screening shall be issued a key.

Formatted: Font color: Black

3. Annually:

- a. Leases will be issued annually.
- b. Marina tenants will provide a current copy of boathouse and/or watercraft liability insurance with the minimum limits of \$500,000.00, as determined by the Port Commission.

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

- c. ~~Marina tenants will provide a current copy of boathouse and/or watercraft p~~ollution
~~liability i~~nsurance with the minimum limits of \$500,000.00, as determined by the Port
Commission.
- d. Photo of watercraft showing c~~urrent~~ watercraft registration on it.
- e. To demonstrate seaworthiness, at least once during June-August, watercraft must be
moved out of its slip and back, using its own power.

- Formatted: Font color: Red
- Formatted: Font color: Red
- Formatted: Font color: Red
- Formatted: Font color: Red, Strikethrough
- Formatted: Font color: Red
- Formatted: Font color: Red
- Formatted: Font color: Red
- Formatted: Font color: Red, Strikethrough
- Formatted: Font color: Red
- Formatted: No underline, Font color: Text 1

4. Watercraft

- a. Watercraft **MAY NOT** be used as principal ~~residences;~~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.
 - b-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 safe
~~shall be in~~ seaworthy condition and not constitute a safety, fire or health hazard or pre-
sent a risk of sinking. The Port, or its designee, may ask the Tenant to demonstrate the
seaworthiness of their watercraft at any time. The watercrafts 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 de-
signee, 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 own-
er’s expense upon receipt of written request from the Port, or its designee. If a water-
craft owner has been requested to remove their watercraft from the Marina but is una-
vailable 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. ~~they shall be removed from the Marina at the owner’s ex-~~
~~pense.~~

Formatted

- 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 ~~watercraft~~watercrafts shall be moored to the Port's dock in a secure manner. This system must protect the Port's dock system and surrounding boathouses and/or watercraft.

5. Boathouses

a. 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.

~~a.~~

b. 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.

c. 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.

d. Tenants may not live in the boathouse on the leased space. They may not use the boathouse on the leased space as a residence.

e. Boathouses must be of a dimension, size, design, and color satisfactory to the Port, or its designee.

f. All boathouses number's must be posted in a visible location on the boathouse.

~~e.~~

g. All boathouses shall maintain a minimum of 12" of freeboard in a uniform manner to ensure there is limited stress on the docks.

g.h. All ~~boathouse~~boathouses shall be connected to the Port's dock in a secure manner. This system must protect the Port's dock system and surrounding boathouses and/or watercraft. Connections shall provide a minimum 6" clearance between the Port owned 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~~designee, approval.

h.i. Boathouses with functioning kitchen and/or bathroom facilities are required to hook-up to the Port's sewer system.

h.j. 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, ~~window sills~~windowsills, doors, roofs, etc., exhibiting a cracking or peeling condition.
- ii. Roof on the boathouse 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 Port 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.
- ~~j~~.k. 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 let to the boathouse lessee.
- ~~k~~.l. 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.
- ~~l~~.m. 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.

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 ~~fire places~~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 Marina. It is illegal to discharge gray water into Oregon waterways.
- k. All fireworks, including sparklers, are **STRICTLY PROHIBITED** from use on Port Property.

Formatted: No underline, Font color: Text 1

Formatted: Font color: Text 1

Formatted: No underline, Font color: Text 1

Formatted: Font color: Text 1

7. Emergencies:

a. ~~For emergency services to aid in the case of an emergency, all boathouses are required to post their boathouse number in a visible location.~~

~~a.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.

~~b.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.

~~e.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.

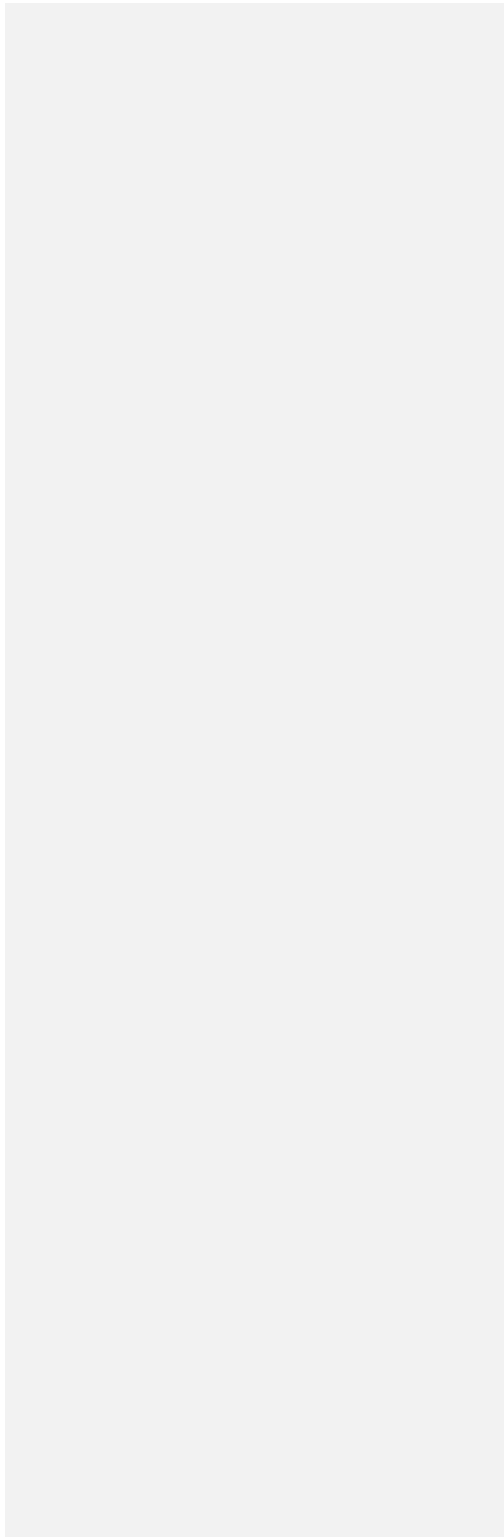
8. All Marina Rules and Regulations are enacted, reviewed, and revised from time to time by the Port of The Dalles Commission. The Marina Rules and Regulations have been expressly adopted:

- 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;~~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~~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.

10. Whenever ~~reasonable~~reasonably practicable, updates and revisions of these Marina Rules and Regulations, which may be revised from time to time by the Port Commission, shall be delivered or mailed to the tenants and/or lessees within the Marina.

Formatted: Font color: Black
Formatted: Indent: Left: 1", No bullets or numbering, Tab stops: 0.8", Left



PORT OF THE DALLES AGENDA ITEM

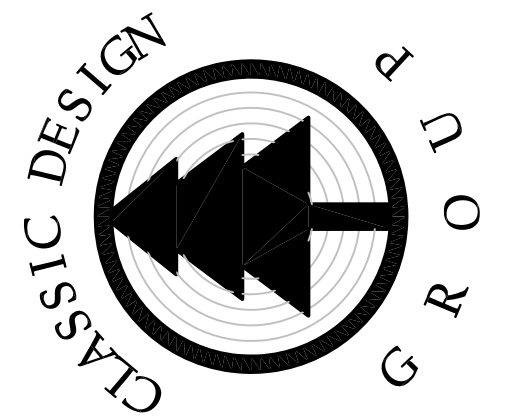
Meeting Date: May 12, 2021

Subject: **J-11.) SITE PLAN APPROVAL REQUEST FOR 3735 KLINDT DRIVE,
THE DALLES**

➤ Site Plan Approval Request for 3735 Klindt Drive, The Dalles

Staff Recommendation: **Approve Site Plan Request for 3735 Klindt Drive, The Dalles as
presented**

NOTES:
1) ALL UTILITIES ARE AS-BUILT.



Classic Design Group

2724 East 12th Street
The Dalles, OR 97058
E-Mail: Kandy@ClassicDesignGroup.com

PLAN NAME:

**Pepin Enterprises
TD Mixed Use**

3735 Klindt Drive
The Dalles, OR 97058

AREA TABULATIONS
MAIN LEVEL: 1,976 S.F.
UPPER FLOOR LIVING: 1,926 S.F.
TOTAL: 3,902 S.F.
OPEN DECK AREA: 192 S.F.

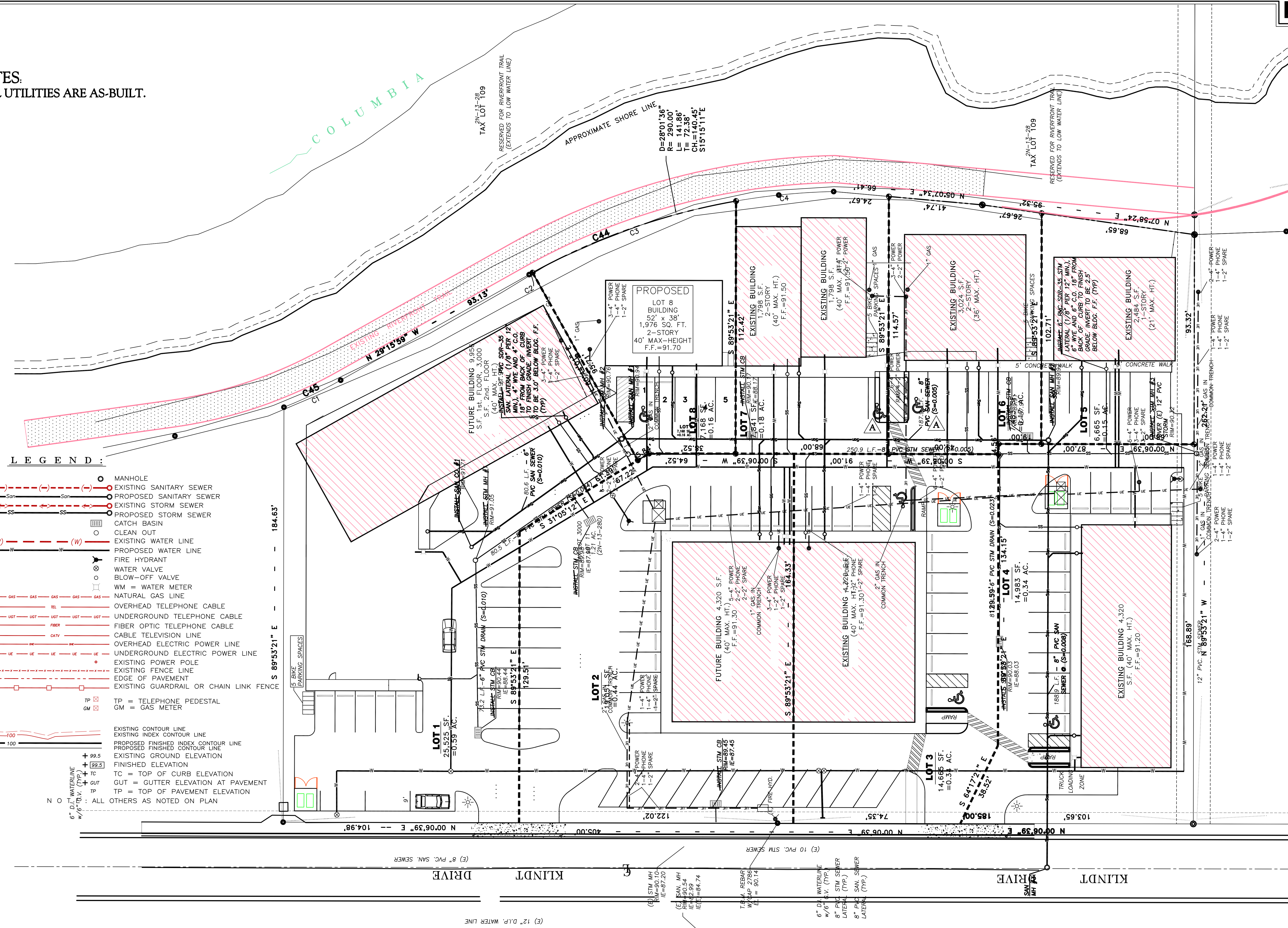
LANDSCAPE AREA: 2,657 S.F.
HARDSCAPE AREA: 2,535 S.F.
BUILDING AREA: 1,976 S.F.
LOT AREA: 7,168 S.F.
LANDSCAPE %: 37.0%
HARDSCAPE %: 35.4%
BUILDING %: 27.6%

SHEET DESCRIPTION:
PLAN: SUBDIVISION

DATE: April 8, 2021

A1.1

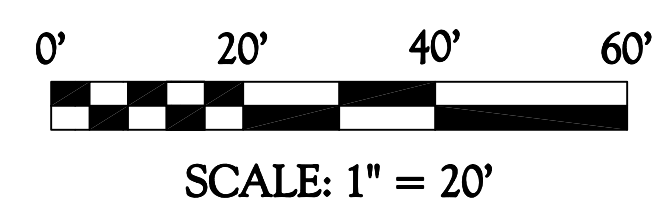
SCALE: 1" = 20'-0"

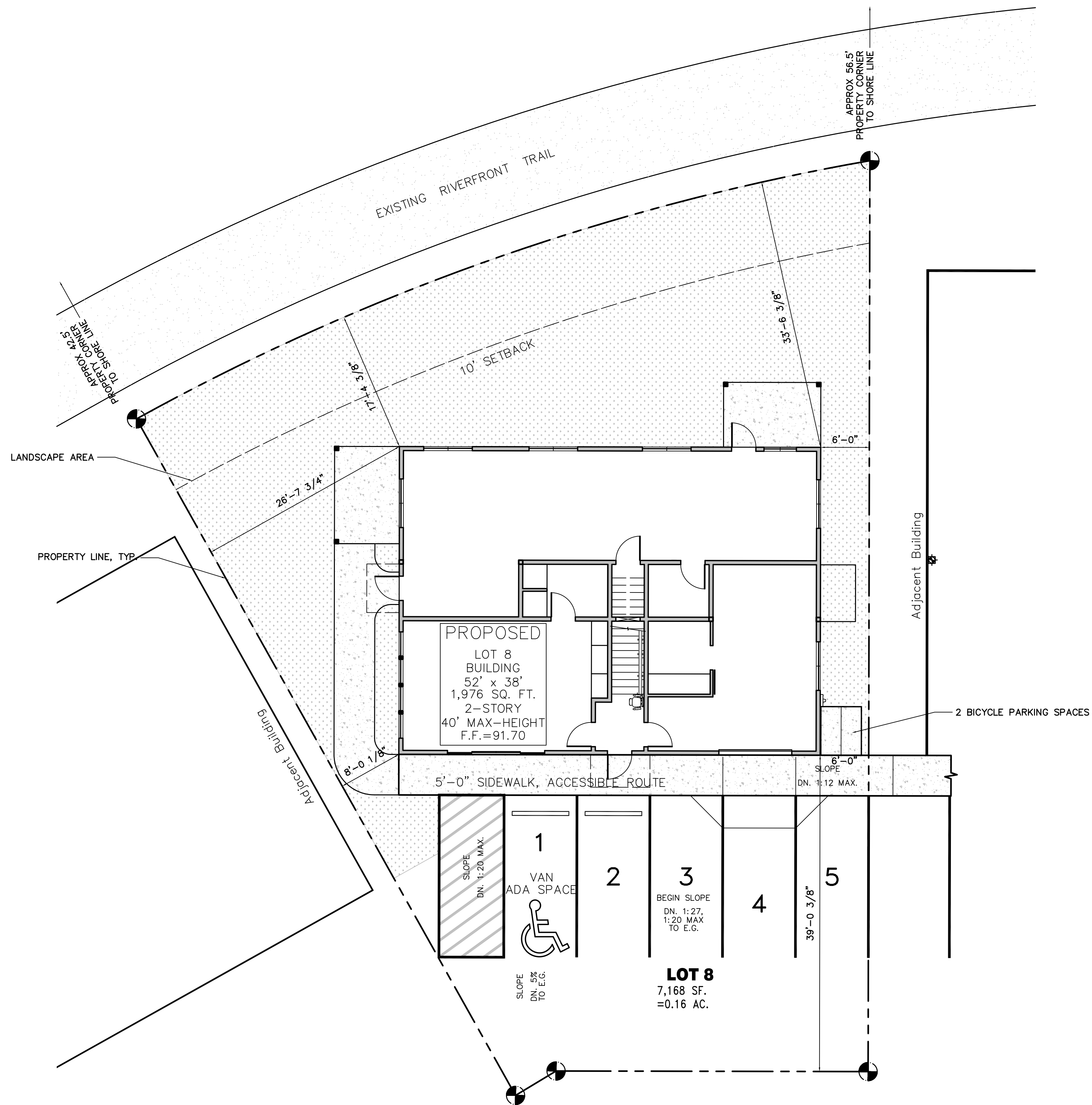


LEGEND :

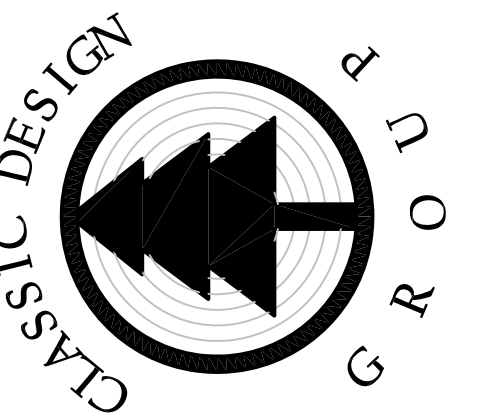
- MANHOLE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- CATCH BASIN
- CLEAN OUT
- EXISTING WATER LINE
- PROPOSED WATER LINE
- FIRE HYDRANT
- WATER VALVE
- BLOW-OFF VALVE
- WM = WATER METER
- NATURAL GAS LINE
- OVERHEAD TELEPHONE CABLE
- UNDERGROUND TELEPHONE CABLE
- FIBER OPTIC TELEPHONE CABLE
- CABLE TELEVISION LINE
- OVERHEAD ELECTRIC POWER LINE
- UNDERGROUND ELECTRIC POWER LINE
- EXISTING POWER POLE
- EXISTING FENCE LINE
- EDGE OF PAVEMENT
- EXISTING GUARDRAIL OR CHAIN LINK FENCE
- TP = TELEPHONE PEDESTAL
- GM = GAS METER
- EXISTING CONTOUR LINE
- EXISTING INDEX CONTOUR LINE
- PROPOSED FINISHED INDEX CONTOUR LINE
- PROPOSED FINISHED CONTOUR LINE
- EXISTING GROUND ELEVATION
- FINISHED ELEVATION
- TC = TOP OF CURB ELEVATION
- GUT = GUTTER ELEVATION AT PAVEMENT
- TP = TOP OF PAVEMENT ELEVATION
- ALL OTHERS AS NOTED ON PLAN

PLAN : SUBDIVISION





NOTES:
 1) SEE SHEET A1.1 FOR UTILITY LOCATIONS



Classic Design Group
 2724 East 12th Street
 The Dalles, OR 97058
 Phone: 541.296-8213
 E-Mail: Kandy@ClassicDesignGroup.com

PLAN NAME:

Pepin Enterprises
TD Mixed Use
 3735 Klindt Drive
 The Dalles, OR 97058

AREA TABULATIONS
 MAIN LEVEL: 1,976 S.F.
 UPPER FLOOR LIVING: 1,926 S.F.
 TOTAL: 3,902 S.F.
 OPEN DECK AREA: 192 S.F.

LANDSCAPE AREA: 2,657 S.F.
 HARDSCAPE AREA: 2,535 S.F.
 BUILDING AREA: 1,976 S.F.
 LOT AREA: 7,168 S.F.
 LANDSCAPE %: 37.0%
 HARDSCAPE %: 35.4%
 BUILDING %: 27.6%

SHEET DESCRIPTION:

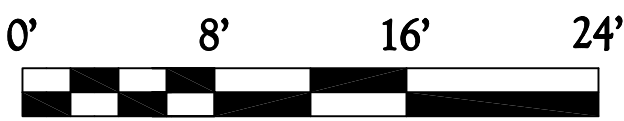
PLAN: SITE

DATE: April 8, 2021

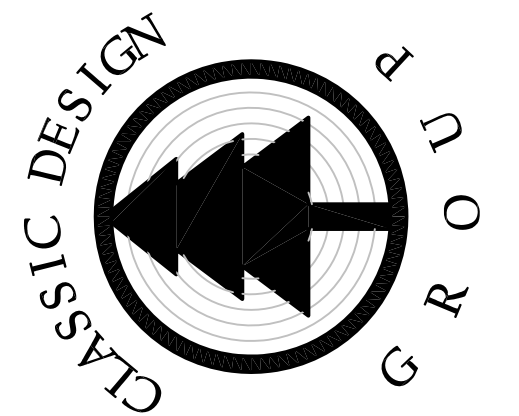
A1.2
 SCALE: 1/8"=1'-0"



PLAN : SITE



SCALE: 1/8" = 1'-0"



Classic Design Group

2724 East 12th Street
The Dalles, OR 97058
Phone: 541.296-8213
E-Mail: Kandy@ClassicDesignGroup.com

PLAN NAME:

**Pepin Enterprises
TD Mixed Use**

3735 Klindt Drive
The Dalles, OR 97058

AREA TABULATIONS
MAIN LEVEL: 1,976 S.F.
UPPER FLOOR LIVING: 1,926 S.F.
TOTAL: 3,902 S.F.
OPEN DECK AREA: 192 S.F.

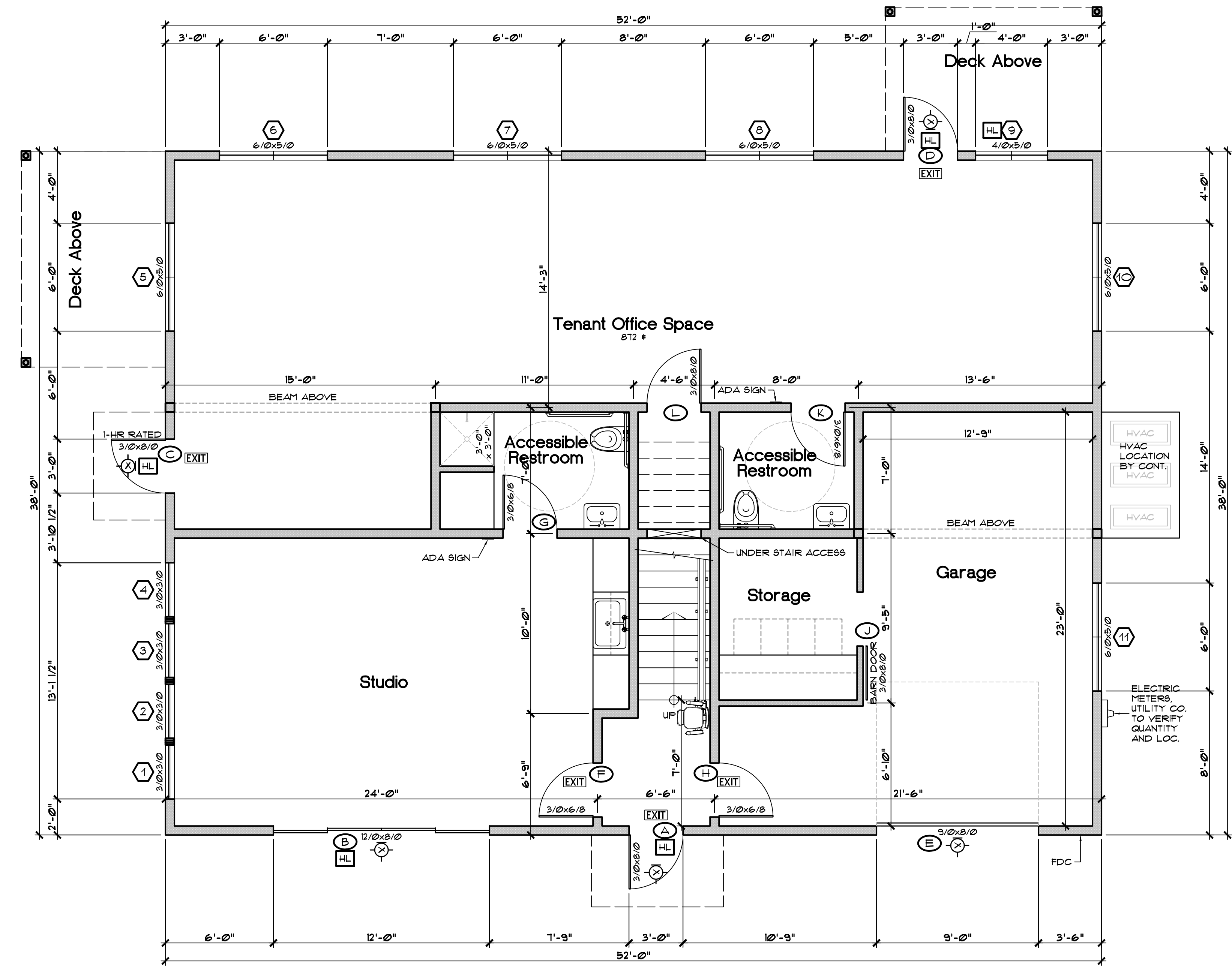
LANDSCAPE AREA: 2,657 S.F.
HARDSCAPE AREA: 2,535 S.F.
BUILDING AREA: 1,976 S.F.
LOT AREA: 7,168 S.F.
LANDSCAPE %: 37.0%
HARDSCAPE %: 35.4%
BUILDING %: 27.6%

SHEET DESCRIPTION:
PLAN: MAIN LEVEL

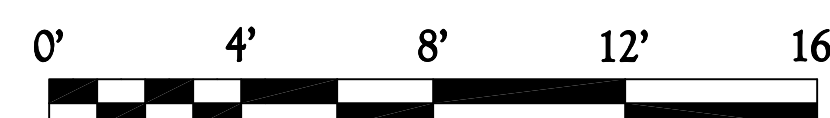
DATE: April 8, 2021

A 2

SCALE: 1/4" = 1'-0"



PLAN : MAIN LEVEL



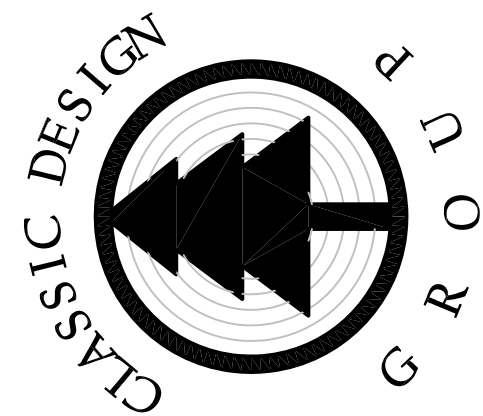
SCALE: 1/4" = 1'-0"

NOTES:

- RE: STRUCTURAL SHEETS FOR ANCHOR BOLTS, HOLD-DOWN HARDWARE AND LATERAL SYSTEM PLAN.
- RE: PROJECT MANUAL-PART II FOR STRUCTURAL MEMBER CALCULATIONS.
- LIGHTING DESIGN, BY OTHERS, NOT INCLUDED ON THIS PLAN.
- FALL PROTECTION DEVICES ARE NOT NECESSARY SINCE ALL OPERABLE WINDOWS HAVE SILL HEIGHTS GREATER THAN 24" FROM FINISHED FLOOR.
- BATHROOM FLOORS TO BE FINISHED WITH SHEET VINYL AND RUBBER BASE MOLDING MEETING 2019 OBCS SECTION 1210.
- BATHROOM WALLS TO BE FINISHED WITH WATERPROOF EPOXY PAINT MEETING 2019 OBCS SECTION 1210.
- FIRE EXTINGUISHERS TO BE LOCATED ACCORDING TO FIRE MARSHAL.
- REFER TO COMCHECK COMPLIANCE CERTIFICATE REPORT, LOCATED IN THE PROJECT MANUAL, FOR SPECIFIC PROJECT REQUIREMENTS.

LEGEND:

- HAZARDOUS LOCATION REQUIRING SAFETY GLAZING PER CODE SECTION R308
- KITCHEN EXHAUST FAN VENTED TO OUTSIDE W/ MIN. OF 150 CFM
- RECESSED EXHAUST FAN/LIGHT VENTED TO OUTSIDE W/ MIN 80 CFM
- RECESSED EXHAUST FAN VENTED TO OUTSIDE, MECH. CONTRACTOR TO SIZE
- SMOKE/CO2 DETECTOR, CEILING MOUNT, INSTALL PER CODE
- WALL-MOUNTED EXTERIOR LED DOWNLIGHT
- WALL-MOUNTED, LIGHTED EXIT SIGN W/ BATTERY B/U
- WALL-MOUNTED, EGRESS ILLUMINATION W/ BATTERY B/U
- SCHEMATIC EXIT PATH W/ DIRECTION OF TRAVEL



Classic Design Group

2724 East 12th Street
The Dalles, OR 97058
Phone: 541.296-8213
E-Mail: Kandy@ClassicDesignGroup.com

PLAN NAME:

**Pepin Enterprises
TD Mixed Use**

3735 Klindt Drive
The Dalles, OR 97058

AREA TABULATIONS
MAIN LEVEL: 1,976 S.F.
UPPER FLOOR LIVING: 1,926 S.F.
TOTAL: 3,902 S.F.
OPEN DECK AREA: 192 S.F.

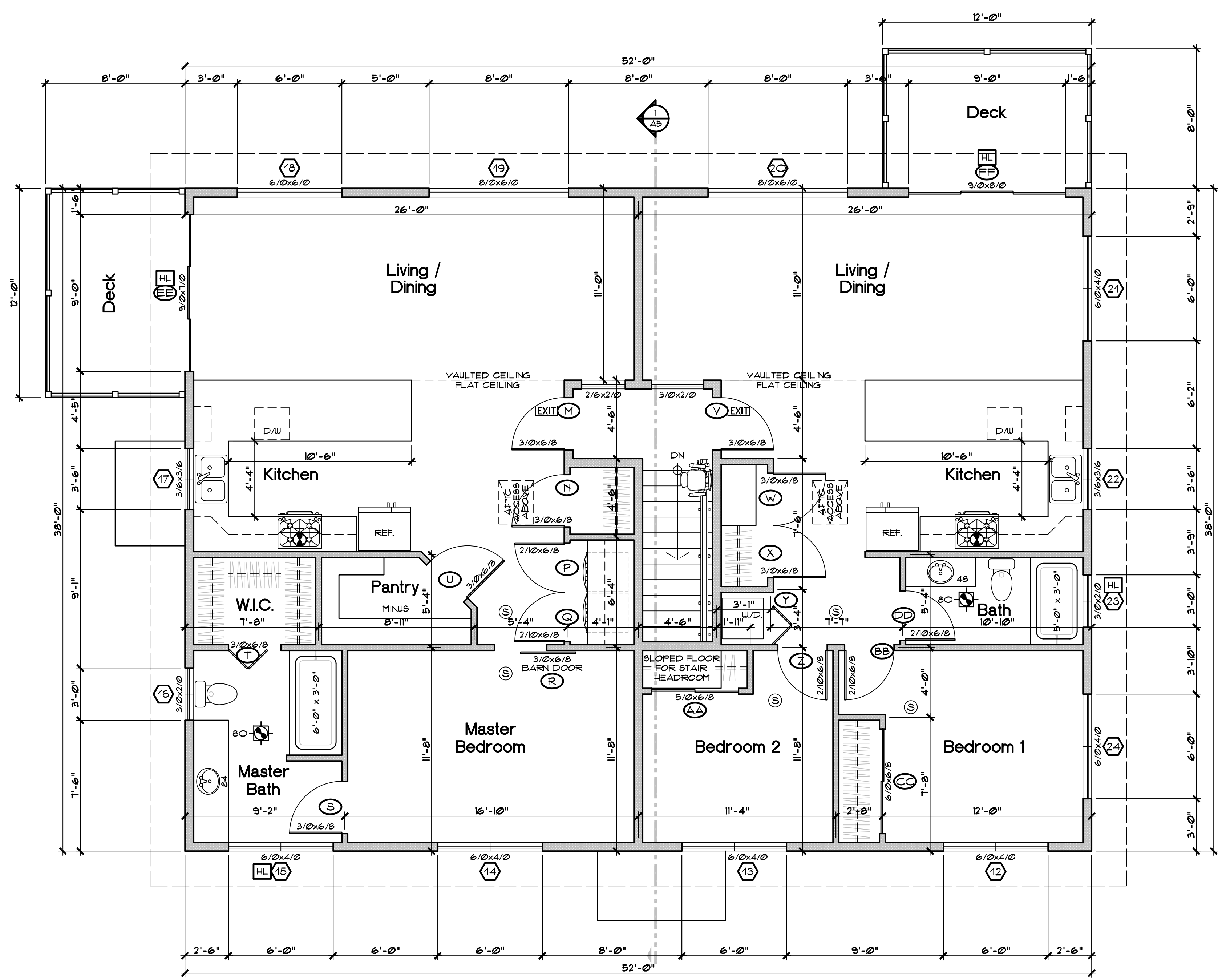
LANDSCAPE AREA: 2,657 S.F.
HARDSCAPE AREA: 2,535 S.F.
BUILDING AREA: 1,976 S.F.
LOT AREA: 7,168 S.F.
LANDSCAPE %: 37.0%
HARDSCAPE %: 35.4%
BUILDING %: 27.6%

SHEET DESCRIPTION:
PLAN: UPPER LEVEL
WINDOW & DOOR

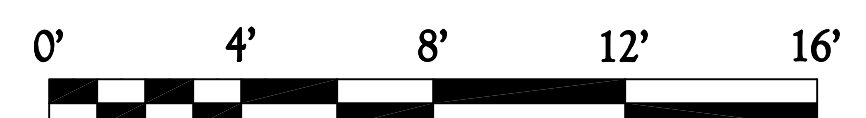
DATE: April 8, 2021

A 3

SCALE: 1/4" = 1'-0"



PLAN : UPPER LEVEL



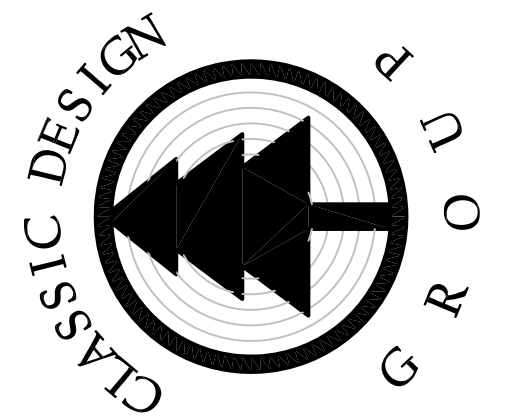
SCALE: 1/4" = 1'-0"

NOTES:

- RE: STRUCTURAL SHEETS FOR ANCHOR BOLTS, HOLD-DOWN HARDWARE AND LATERAL SYSTEM PLAN.
- RE: PROJECT MANUAL-PART II FOR STRUCTURAL MEMBER CALCULATIONS.
- LIGHTING DESIGN, BY OTHERS, NOT INCLUDED ON THIS PLAN.
- FALL PROTECTION DEVICES ARE NOT NECESSARY SINCE ALL OPERABLE WINDOWS HAVE SILL HEIGHTS GREATER THAN 24" FROM FINISHED FLOOR.
- BATHROOM FLOORS TO BE FINISHED WITH SHEET VINYL AND RUBBER BASE MOULDING MEETING 2019 OBCS SECTION 1210.
- BATHROOM WALLS TO BE FINISHED WITH WATERPROOF EPOXY PAINT MEETING 2019 OBCS SECTION 1210.
- FIRE EXTINGUISHERS TO BE LOCATED ACCORDING TO FIRE MARSHAL.
- REFER TO COMCHECK COMPLIANCE CERTIFICATE REPORT, LOCATED IN THE PROJECT MANUAL, FOR SPECIFIC PROJECT REQUIREMENTS.

LEGEND:

- HAZARDOUS LOCATION REQUIRING SAFETY GLAZING PER CODE SECTION R308
- KITCHEN EXHAUST FAN VENTED TO OUTSIDE W/ MIN OF 150 CFM
- RECESSED EXHAUST FAN/LIGHT VENTED TO OUTSIDE W/ MIN 80 CFM
- RECESSED EXHAUST FAN VENTED TO OUTSIDE, MECH. CONTRACTOR TO SIZE
- SMOKE/CO2 DETECTOR, CEILING MOUNT, INSTALL PER CODE
- WALL-MOUNTED EXTERIOR LED DOWNLIGHT
- WALL-MOUNTED, LIGHTED EXIT SIGN W/ BATTERY B/U
- WALL-MOUNTED, EGRESS ILLUMINATION W/ BATTERY B/U
- SCHEMATIC EXIT PATH W/ DIRECTION OF TRAVEL



Classic Design Group

2724 East 12th Street
The Dalles, OR 97058
Phone: 541.296-8213
E-Mail: Kandy@ClassicDesignGroup.com

PLAN NAME:

Pepin Enterprises
TD Mixed Use
3735 Klindt Drive
The Dalles, OR 97058

AREA TABULATIONS

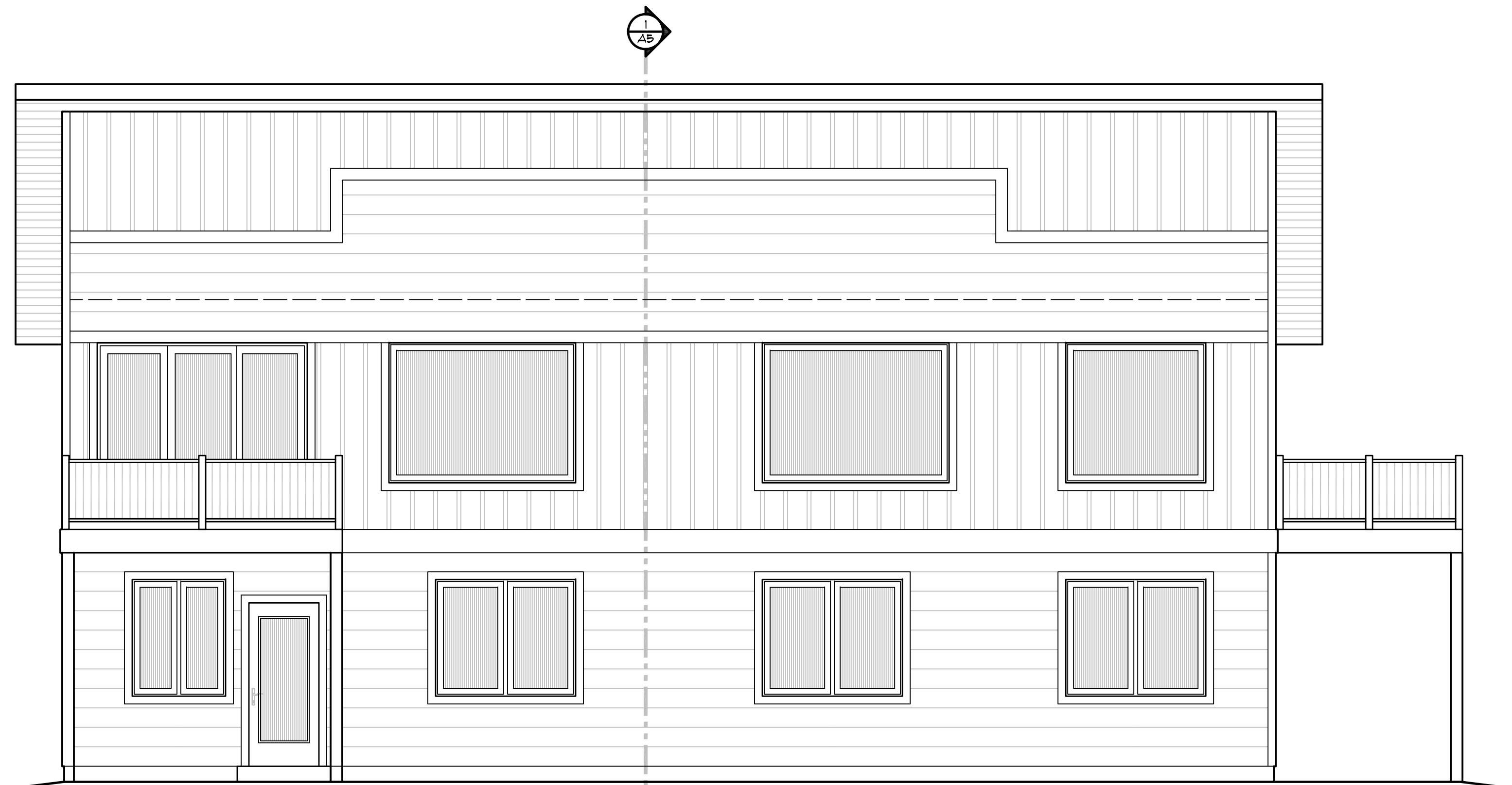
MAIN LEVEL:	1,976 S.F.
UPPER FLOOR LIVING:	1,926 S.F.
TOTAL:	3,902 S.F.
OPEN DECK AREA:	192 S.F.

LANDSCAPE AREA:	2,657 S.F.
HARDSCAPE AREA:	2,535 S.F.
BUILDING AREA:	1,976 S.F.
LOT AREA:	7,168 S.F.
LANDSCAPE %:	37.0%
HARDSCAPE %:	35.4%
BUILDING %:	27.6%

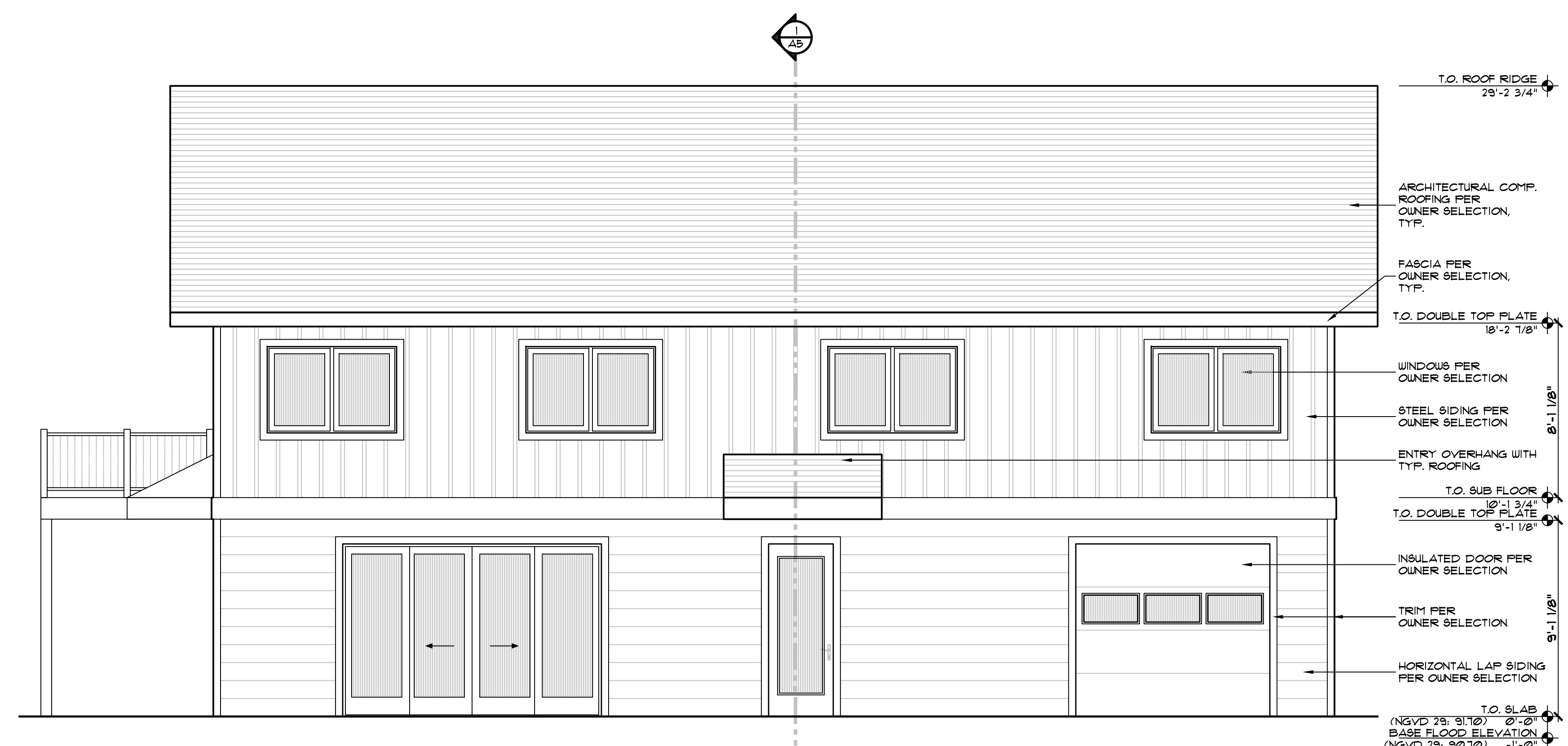
SHEET DESCRIPTION:
ELEVATIONS : EXTERIOR

DATE: April 8, 2021

A 4
SCALE: 1/4" = 1'-0"



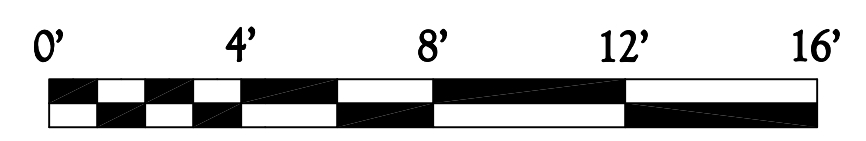
EAST ELEVATION



WEST ELEVATION

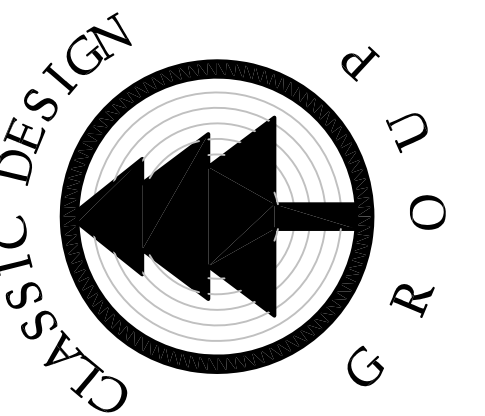
- T.O. ROOF RIDGE
25'-2 3/4"
- ARCHITECTURAL COMP.
ROOFING PER
OWNER SELECTION,
TYP.
- FASCIA PER
OWNER SELECTION,
TYP.
- T.O. DOUBLE TOP PLATE
18'-2 1/8"
- WINDOWS PER
OWNER SELECTION
- STEEL SIDING PER
OWNER SELECTION
- ENTRY OVERHANG WITH
TYP. ROOFING
- T.O. SUB FLOOR
0'-1 3/4"
- T.O. DOUBLE TOP PLATE
9'-1 1/8"
- INSULATED DOOR PER
OWNER SELECTION
- TRIM PER
OWNER SELECTION
- HORIZONTAL LAP SIDING
PER OWNER SELECTION
- T.O. SLAB
(NGVD 29: 91.10) 0'-0"
- BASE FLOOD ELEVATION
(NGVD 29: 90.10) -1'-0"

ELEVATIONS : EXTERIOR



SCALE: 1/4" = 1'-0"

52064



Classic Design Group
 2724 East 12th Street
 The Dalles, OR 97058
 Phone: 541.296-8213
 E-Mail: Kandy@ClassicDesignGroup.com

PLAN NAME:

Pepin Enterprises
TD Mixed Use
 3735 Klindt Drive
 The Dalles, OR 97058

AREA TABULATIONS

MAIN LEVEL:	1,976 S.F.
UPPER FLOOR LIVING:	1,926 S.F.
TOTAL:	3,902 S.F.
OPEN DECK AREA:	192 S.F.
LANDSCAPE AREA: 2,657 S.F.	
HARDSCAPE AREA: 2,535 S.F.	
BUILDING AREA: 1,976 S.F.	
LOT AREA: 7,168 S.F.	
LANDSCAPE %:	37.0%
HARDSCAPE %:	35.4%
BUILDING %:	27.6%

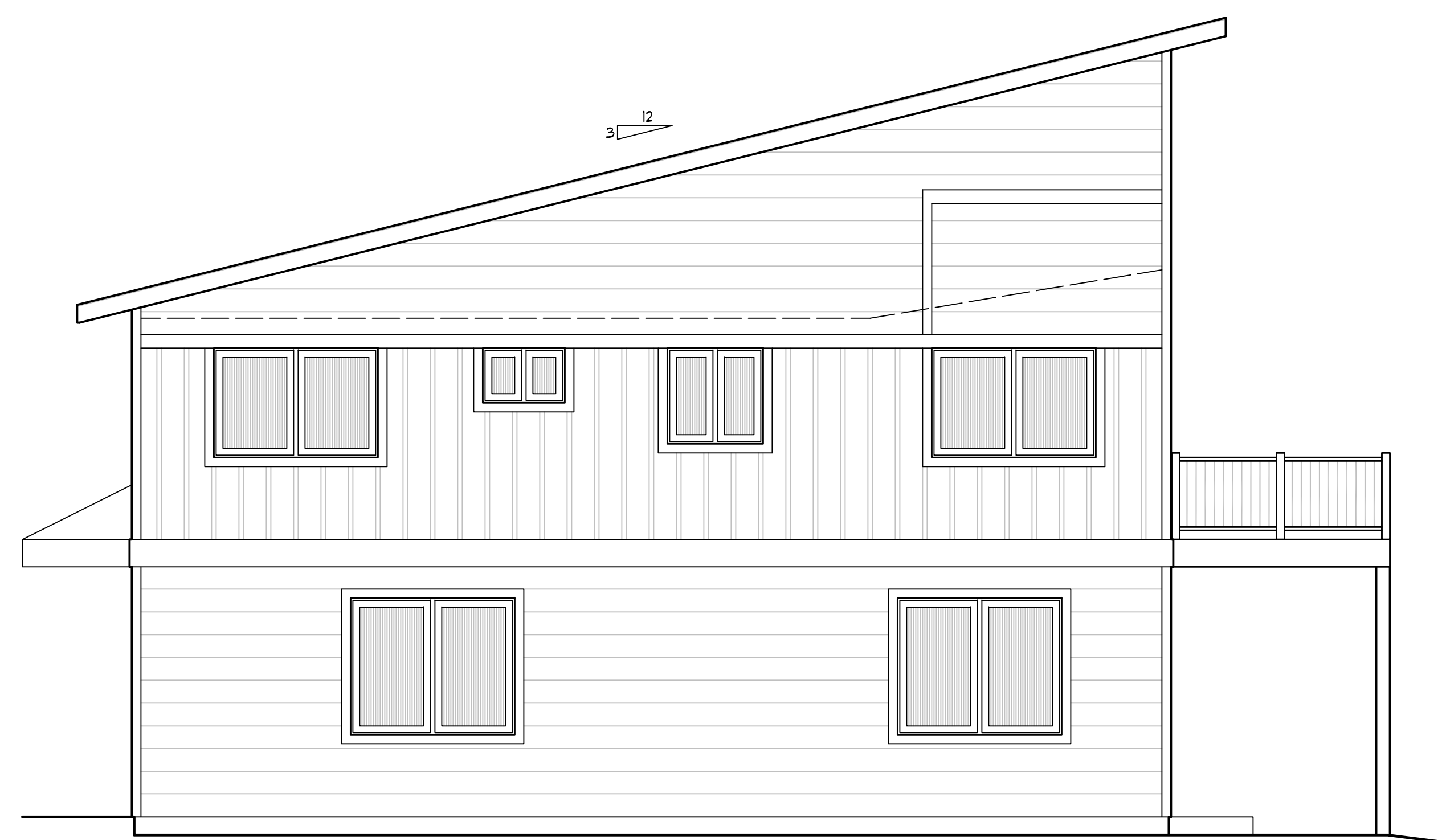
SHEET DESCRIPTION:
 ELEVATIONS : EXTERIOR
 SECTIONS : BUILDING

DATE: April 8, 2021

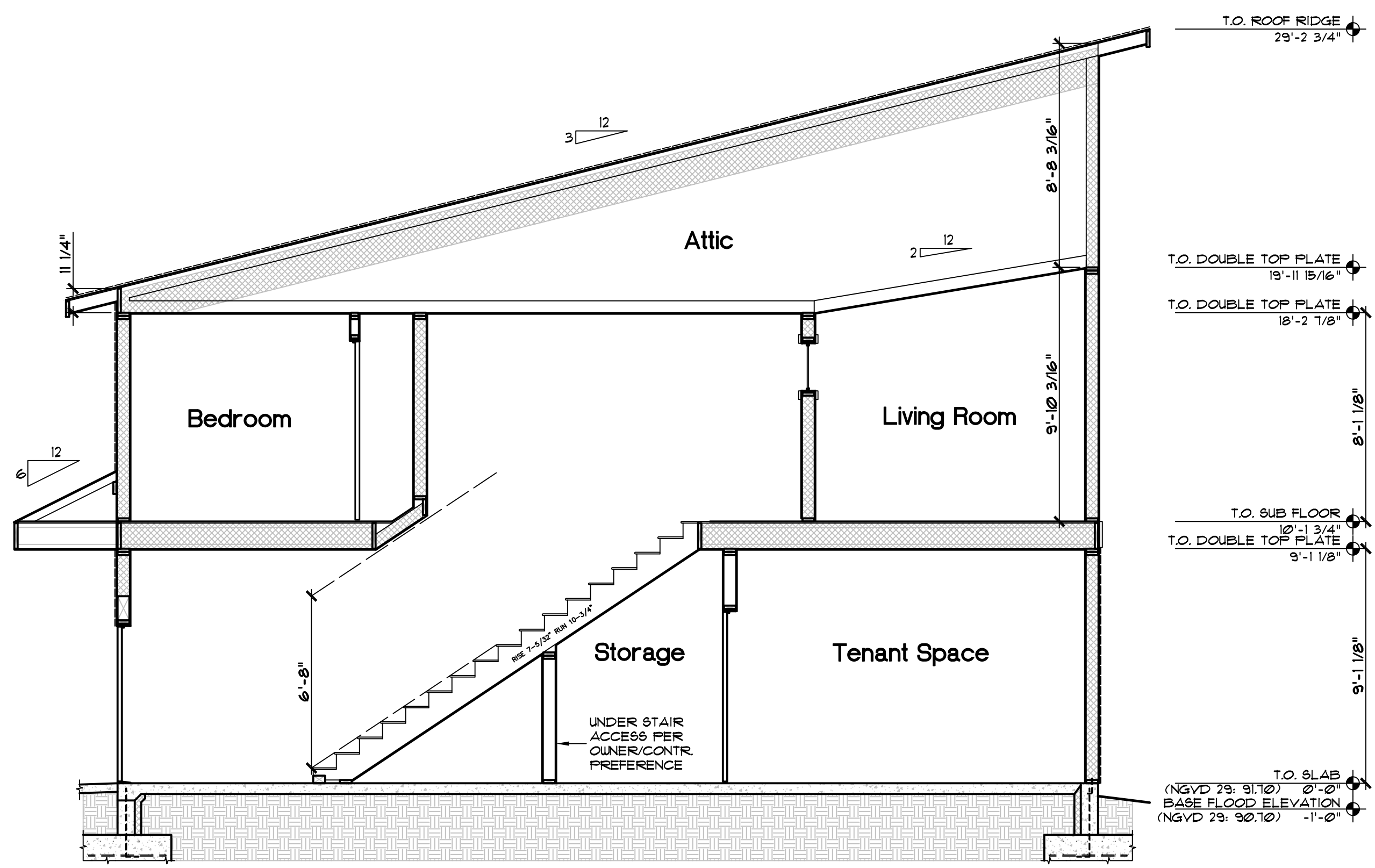
A5
 SCALE: 1/4" = 1'-0"



NORTH ELEVATION

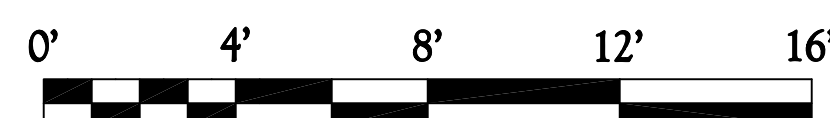


SOUTH ELEVATION



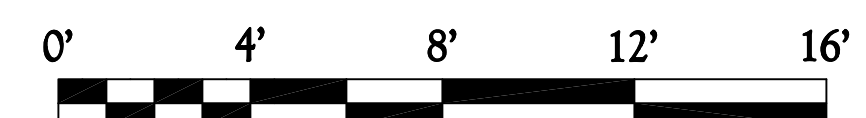
BUILDING SECTION
 1/4" = 1'-0" (1/A5)

SECTIONS : BUILDING

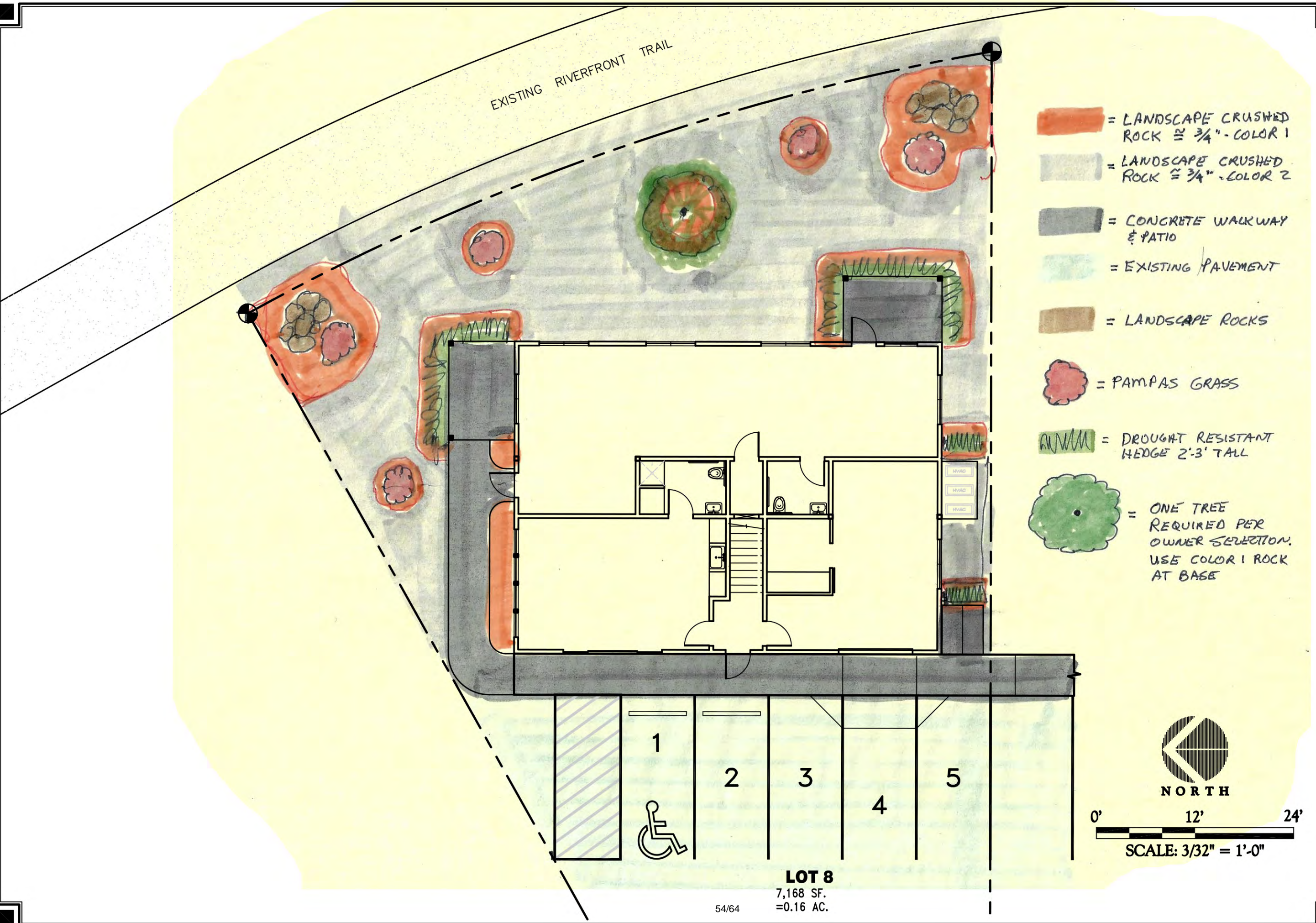


SCALE: 1/4" = 1'-0"

ELEVATIONS : EXTERIOR



SCALE: 1/4" = 1'-0"



- = LANDSCAPE CRUSHED ROCK $\approx 3/4"$ - COLOR 1
- = LANDSCAPE CRUSHED ROCK $\approx 3/4"$ - COLOR 2
- = CONCRETE WALKWAY & PATIO
- = EXISTING PAVEMENT
- = LANDSCAPE ROCKS
- = PAMPAS GRASS
- = DROUGHT RESISTANT HEDGE 2'-3' TALL
- = ONE TREE REQUIRED PER OWNER SELECTION. USE COLOR 1 ROCK AT BASE



Classic Design Group
 2724 East 12th Street
 The Dalles, OR 97058
 Phone: 541.296-8213
 E-Mail: Randy@ClassicDesignGroup.com

**Pepin Enterprises
 TD Mixed Use**
 3735 Klindt Drive
 The Dalles, OR 97058

AREA TABULATIONS

MAIN LEVEL:	1,976 S.F.
UPPER FLOOR LIVING:	1,926 S.F.
TOTAL:	3,902 S.F.
OPEN DECK AREA:	192 S.F.

LANDSCAPE AREA:	2,657 S.F.
HARDSCAPE AREA:	2,535 S.F.
BUILDING AREA:	1,976 S.F.
LOT AREA:	7,168 S.F.
LANDSCAPE %:	37.0%
HARDSCAPE %:	35.4%
BUILDING %:	27.6%

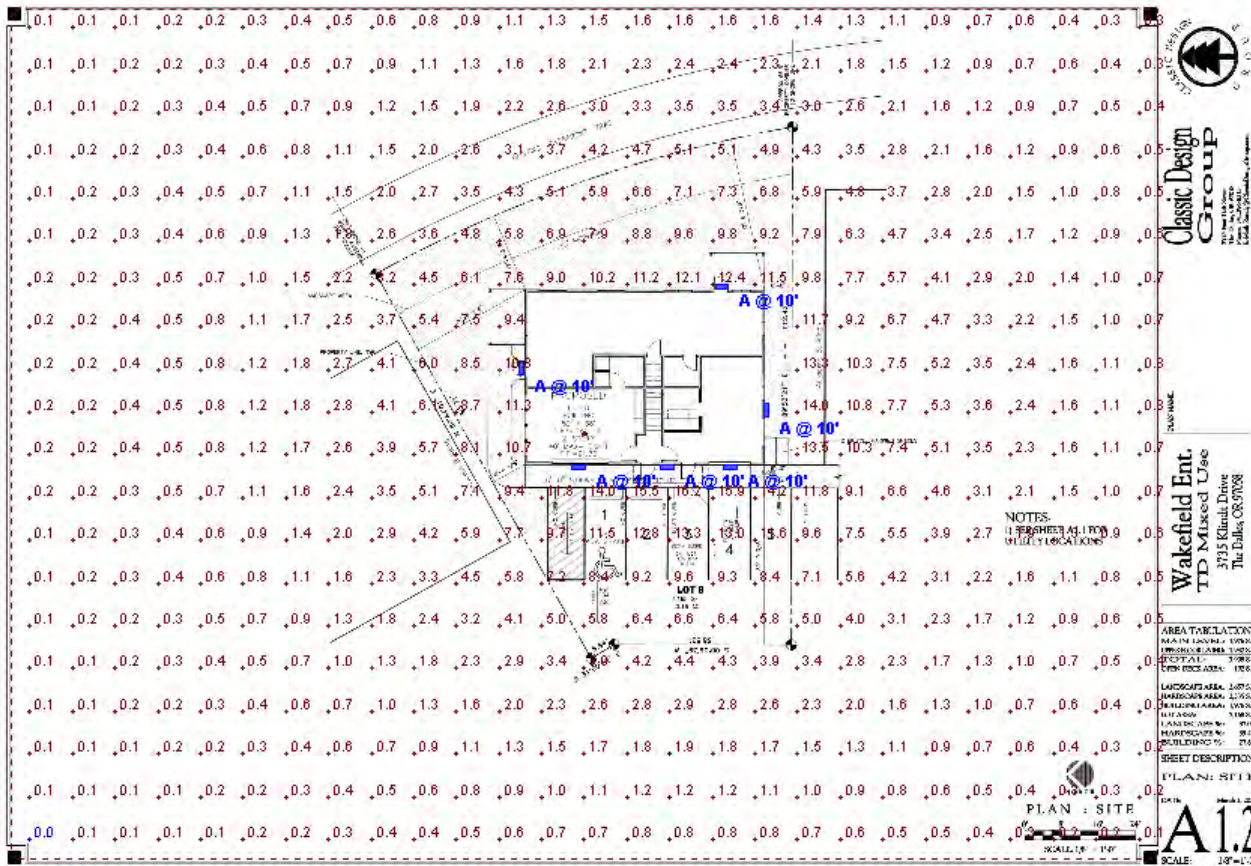
SHEET DESCRIPTION:
 PLAN: SITE LANDSCAPE

DATE: April 8, 2021

L 1
 SCALE: 3/32" = 1'-0"



Wakefield Exterior Photometric



Wakefield Photometric

Schedule																	
Symbol	Label	Image	QTY	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Filename	Lumens per Lamp	Lumen Multiplier	LLF	Wattage	Efficiency	Distribution	Polar Plot	Notes
	A		6	Lithonia Lighting	OLWX1 LED 13W 40K DDB	13W 4000K LED WALL PACK	LED	1	OLWX1_LED_13 W_40K_DDB.jes	1260	1	1	14	100%	TYPE VS, BUG RATING: B1 - U0 - G0		

Designer

Date
04/02/2021

Scale
Not to Scale
Drawing No.

Summary

ELEVATION CERTIFICATE

Important: Follow the instructions on pages 1-9.

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION				FOR INSURANCE COMPANY USE	
A1. Building Owner's Name Yvonne Pepin-Wakefield				Policy Number:	
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 3735 Klindt Drive				Company NAIC Number:	
City The Dalles		State Oregon		ZIP Code 97058	
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.) Tax Lot 02N-13E-28DB 800, Lot 8 of the Riverfront Business Park					
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) <u>Commercial ground floor, residential upper floor</u>					
A5. Latitude/Longitude: Lat. <u>45-37-39.9</u> Long. <u>121-11-50.4</u> Horizontal Datum: <input type="checkbox"/> NAD 1927 <input checked="" type="checkbox"/> NAD 1983					
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.					
A7. Building Diagram Number <u>1A</u>					
A8. For a building with a crawlspace or enclosure(s):					
a) Square footage of crawlspace or enclosure(s) _____ sq ft					
b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____					
c) Total net area of flood openings in A8.b _____ sq in					
d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
A9. For a building with an attached garage:					
a) Square footage of attached garage _____ sq ft					
b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade _____					
c) Total net area of flood openings in A9.b _____ sq in					
d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP Community Name & Community Number Wasco County, Oregon 410229 B			B2. County Name Wasco		B3. State Oregon
B4. Map/Panel Number 410229 06	B5. Suffix B	B6. FIRM Index Date	B7. FIRM Panel Effective/ Revised Date 09-24-1984	B8. Flood Zone(s) A	B9. Base Flood Elevation(s) (Zone AO, use Base Flood Depth) 90.7
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9: <input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input checked="" type="checkbox"/> Other/Source: <u>Calculated from FEMA web based flood plain map</u>					
B11. Indicate elevation datum used for BFE in Item B9: <input checked="" type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Designation Date: _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 3735 Klindt Drive			Policy Number:
City The Dalles	State Oregon	ZIP Code 97058	Company NAIC Number

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: Construction Drawings* Building Under Construction* Finished Construction
*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO.
Complete Items C2.a–h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.
Benchmark Utilized: _____ Vertical Datum: _____

Indicate elevation datum used for the elevations in items a) through h) below.
 NGVD 1929 NAVD 1988 Other/Source: _____

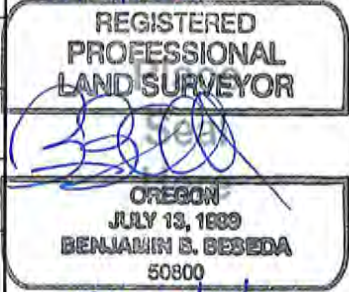

Datum used for building elevations must be the same as that used for the BFE.

		Check the measurement used.
a) Top of bottom floor (including basement, crawlspace, or enclosure floor)	91.7	<input checked="" type="checkbox"/> feet <input type="checkbox"/> meters
b) Top of the next higher floor	101.9	<input checked="" type="checkbox"/> feet <input type="checkbox"/> meters
c) Bottom of the lowest horizontal structural member (V Zones only)	N/A	<input type="checkbox"/> feet <input type="checkbox"/> meters
d) Attached garage (top of slab)	91.7	<input checked="" type="checkbox"/> feet <input type="checkbox"/> meters
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments)	91.0	<input checked="" type="checkbox"/> feet <input type="checkbox"/> meters
f) Lowest adjacent (finished) grade next to building (LAG)	91.0	<input checked="" type="checkbox"/> feet <input type="checkbox"/> meters
g) Highest adjacent (finished) grade next to building (HAG)	91.7	<input checked="" type="checkbox"/> feet <input type="checkbox"/> meters
h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support	N/A	<input type="checkbox"/> feet <input type="checkbox"/> meters

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Were latitude and longitude in Section A provided by a licensed land surveyor? Yes No Check here if attachments.

Certifier's Name Benjamin B. Beseda	License Number 50800 OR PLS	03/19/2021 REGISTERED PROFESSIONAL LAND SURVEYOR  Exp. 12/31/2021	
Title President			
Company Name Tenneson Engineering Corporation			
Address 3775 Crates Way			
City The Dalles	State Oregon	ZIP Code 97058	
Signature 	Date 03/19/2021	Telephone (541) 296-9177	Ext. N/A

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including type of equipment and location, per C2(e), if applicable)

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 3735 Klindt Drive			Policy Number:
City The Dalles	State Oregon	ZIP Code 97058	Company NAIC Number

**SECTION E – BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED)
FOR ZONE AO AND ZONE A (WITHOUT BFE)**

For Zones AO and A (without BFE), complete Items E1–E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1–E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

- E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).
- a) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ feet meters above or below the HAG.
 - b) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ feet meters above or below the LAG.
- E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is _____ feet meters above or below the HAG.
- E3. Attached garage (top of slab) is _____ feet meters above or below the HAG.
- E4. Top of platform of machinery and/or equipment servicing the building is _____ feet meters above or below the HAG.
- E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? Yes No Unknown. The local official must certify this information in Section G.

SECTION F – PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.

Property Owner or Owner's Authorized Representative's Name

Address _____ City _____ State _____ ZIP Code _____

Signature _____ Date _____ Telephone _____

Comments

Check here if attachments.

ELEVATION CERTIFICATE

BUILDING PHOTOGRAPHS

See Instructions for Item A6.

OMB No. 1660-0008
Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 3735 Klindt Drive			Policy Number:
City The Dalles	State Oregon	ZIP Code 97058	Company NAIC Number

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A6. Identify all photographs with date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8. If submitting more photographs than will fit on this page, use the Continuation Page.

Photo One

Photo One Caption Photos to be provided on post construction elevation certificate Clear Photo One

Photo Two

Photo Two Caption Clear Photo Two

ELEVATION CERTIFICATE

BUILDING PHOTOGRAPHS

Continuation Page

OMB No. 1660-0008
Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 3735 Klindt Drive			Policy Number:
City The Dalles	State Oregon	ZIP Code 97058	Company NAIC Number

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8.

Photo Three

Photo Three

Photo Three Caption

Clear Photo Three

Photo Four

Photo Four

Photo Four Caption

Clear Photo Four

PORT OF THE DALLES AGENDA ITEM

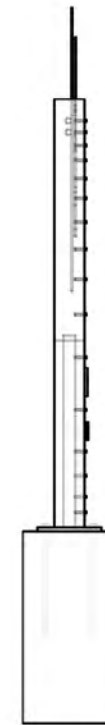
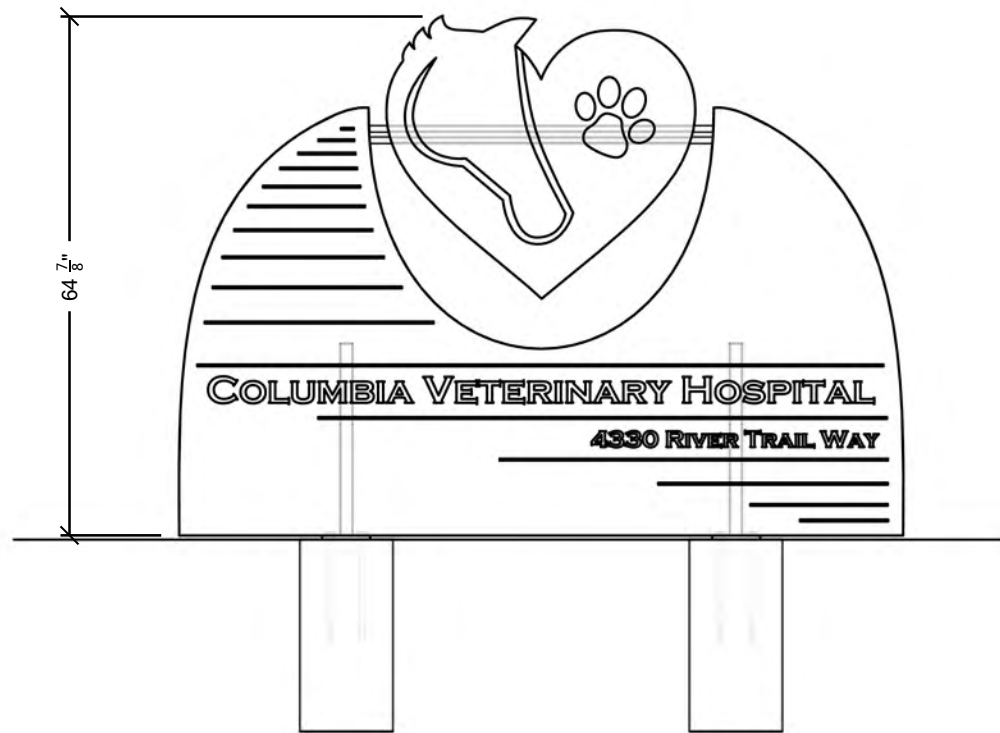
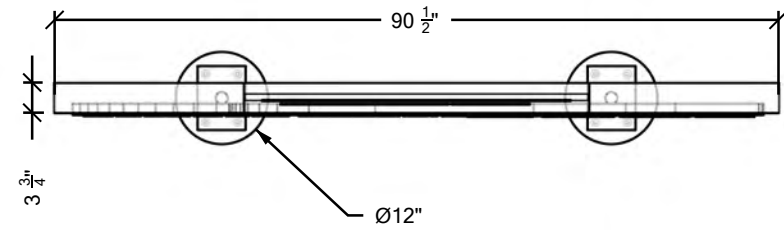
Meeting Date: May 12, 2021

Subject: **J-12.) SIGN DESIGN APPROVAL REQUEST FOR 4330 RIVER TRAIL WAY,
THE DALLES**

- Sign Design Approval Request for 4330 River Trail Way, The Dalles (Columbia Veterinary Hospital)

Staff Recommendation: **Approve Sign Design Request for 4330 River Trail Way, The Dalles as presented**

From Columbia Veterinary Hospital: The sign would be mounted at the driveway base (east side as you approach) and would be far enough off the road that it will not interfere with snow removal or large utility trucks, etc.



CAST CONCRETE SIGN
WITH METAL LETTERING

Three Thirty Three
333

1451 Barker Rd
Hood River, OR 97031
925.209.6677
www.three30three.us

Notes/Approvals:

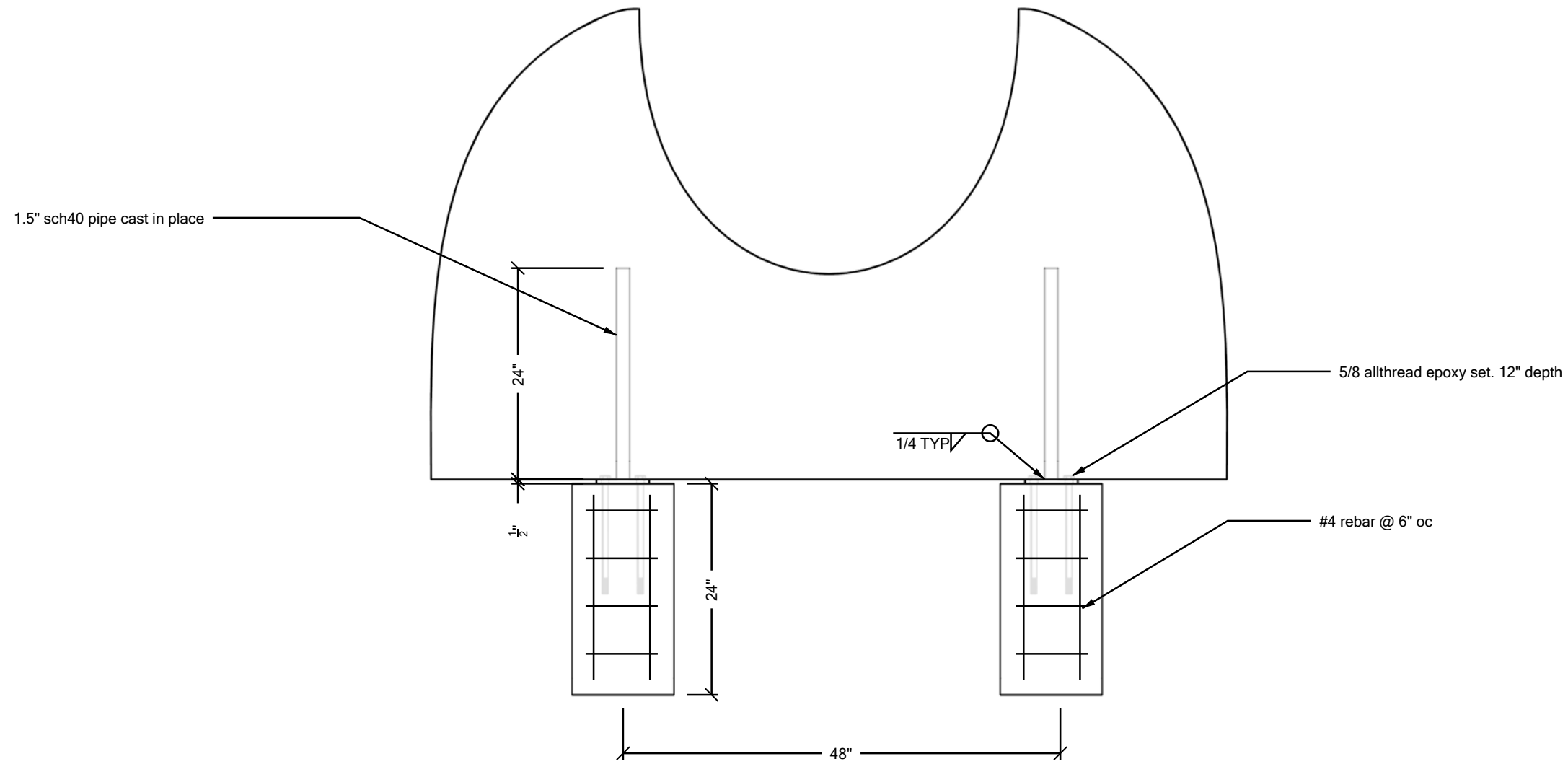
CVH
The Dalles, OR

Date:
2021 May 03

Drawn By:
Whit Poor

Drawing Title:
Overall

S0.1



Notes/Approvals:

CVH
The Dalles, OR

Date:
2021 May 03

Drawn By:
Whit Poor

Drawing Title:
Engineering

S0.2