

**PORT COMMISSION REGULAR SESSION MEETING
WEDNESDAY, AUGUST 11, 2021, 7:00 P.M.**

AGENDA

A. ROLL CALL Executive Assistant Toepke

B. PLEDGE OF ALLEGIANCE Commissioner Weast

C. AGENDA CORRECTIONS OR ADDITIONS Executive Director Klaas

D. PUBLIC COMMENT OR QUESTION

E. UPCOMING MEETINGS/EVENTS

- August 13, 2021, 10:00 a.m.: KODL Radio Coffee Break with Executive Director Klaas
- August 18, 2021, 8:30 a.m.: SDAO Board of Directors & Management Staff Training, Port of Morrow
- **September 8, 2021, 7:00 p.m.: Port Commission Regular Session Meeting**

F. ACTION ITEMS

1. July 14, 2021 Regular Session Meeting Minutes
2. July 2021 Financial Reports
3. 3rd Amendment to The Dalles Marina Concession Agreement

G. REPORTS

1. Staff Report Executive Director Klaas
2. Committee Reports
 - Community Outreach Team Commissioner Weast
 - Urban Renewal Commissioner Coburn
 - Chamber of Commerce Commissioner Griffith
 - Dufur Commissioner Wallace
 - Wasco County Economic Development TBC: Executive Assistant Toepke

H. 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*

I. ACTION REQUIRED FROM EXECUTIVE SESSION

J. COMMISSION CALL

PORT OF THE DALLES AGENDA ITEM

Meeting Date: August 11, 2021

Subject: **F-1.) JULY 14, 2021 REGULAR SESSION MEETING MINUTES**

➤ July 14, 2021 Regular Session Meeting Minutes

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

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Session Meeting Minutes
Wednesday, July 14, 2021
Port of The Dalles Office, The Dalles, Oregon

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

ROLL CALL Executive Assistant Toepke

COMMISSION Greg Weast, Robert Wallace, Staci Coburn, David Griffith, John Willer

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

GUESTS Scott Baker, Executive Director, Northern Wasco County Parks & Recreation

PLEDGE OF ALLEGIANCE President Weast

AGENDA CORRECTIONS/ADDITIONS None

OATH OF OFFICE Attorney William Dick Commissioner Position 1 Robert Wallace
 Commissioner Position 3 John Willer

ELECTION OF OFFICERS

President: Commissioner Greg Weast, M/R. Wallace S/S. Coburn, Motion Approved Unanimously

Vice-President: Commissioner Wallace, M/S. Coburn S/D. Griffith, Motion Approved Unanimously

Secretary: Commissioner David Griffith, M/S. Coburn S/R. Wallace, Motion Approved Unanimously

Treasurer: Commissioner Staci Coburn, M/R. Wallace, S/D. Griffith, Motion Approved Unanimously

Assistant Secretary/Treasurer: Commissioner John Willer

PUBLIC COMMENT OR QUESTION None

COMMUNITY PARTNER UPDATES Scott Baker, Executive Director, Northern Wasco County Parks & Recreation

- Parks received an ODOT Bike and Pedestrian Grant for \$2.6 million to construct the Mill Creek Greenway, a spur of the Riverfront Trail. Their application was the highest scoring in the State. The trail is intended to be 3 miles long – to link the West side of town – kids will have a safe way to get to the swimming pool.
- A large part of the community does not use the swimming pool due to barriers like cost and transportation. The Park’s has scholarships for families in need. LINK provides free transportation.
- Sorosis Park: Park’s received advise from 3 arborists – they all said the trees had to come down. 485 in 2021; 110 in 2020; 155 in 2019. The intent is to make Sorosis Park better than it was. Robust public outreach is happening this summer to hear what the community wants the park to look like. It is not possible to do it alone – they are asking for help from the City, County, plus grants – and Federal funds opportunities. The fundraising goal is \$1.1 million – the \$100k is for the extra’s.
- Commissioner Coburn thanked ED Baker for his hard work on funding and success.
- Commissioner Griffith asked if there is any traction for a Dog Park? ED Baker explained that when John Chavers approached the Park’s Board, he was saying the Dog Park would be on Port Property – so the Parks Board did not move forward with their planned Dog Park. Now that The Dalles Mainstreet is no longer pursuing a Dog Park – Parks & Rec will probably be looking into a Dog Park but first there is a ton of deferred maintenance to be accomplished and the skate park project was never completed – so these will be addressed first.

UPCOMING MEETINGS/EVENTS As included in meeting packet, plus Commissioner Weast “nominated” newly sworn in Commissioner Willer to join Executive Director Klaas on KODL Coffee Break

ACTION ITEMS

1. **June 9, 2021, Regular Session Meeting Minutes** *were Approved by Consensus*
2. **June 2021 Financial Reports** *were Approved by Consensus*
3. **Nominate Executive Assistant Toepke to Wasco County Economic Development** *M/G. Weast, S/D. Griffith, Motion Approved Unanimously*
4. **Update Columbia Bank Account Signers: Remove past Commissioner Mike Courtney & add Commissioner John Willer** *were Approved by Consensus*

REPORTS

1. *The Dalles Marina, LLC: Q4/FY 2020/2021 Report* **Owner-Operator Macnab**
2. *Staff Report* **Executive Director Klaas** Stands as included in meeting packet, plus: The Columbia River Gorge Commission Management Plan was put in place, but that does not mean that it cannot be modified. If there is a change in conditions, it would be opened and changed. For example, it says there is X acres available for business, if/when the Google Gorgeous Project starts, we’d need to remove land from that – so going back to expand the Urban Growth Boundary. What is needed are predictable steps forward – whether its 100 or 20 steps – there needs to be a straightforward process.
3. *RARE Report* **Land Use Strategist and Policy Analyst Shank-Root** Stands as included in meeting packet
4. *Committee Reports*
 - *Community Outreach Team* **Commissioner Weast** It looks like the team trip to Washington D.C. may happen in September – Congressman Bentz is ready to meet in person.
 - *Wasco County Economic Development* No Port representation until EA Toepke is accepted on committee
 - *Urban Renewal* **Commissioner Coburn** There was no meeting in July
 - *Dufur* **Commissioner Wallace** Thank you to everyone for visiting Dufur last month. We need to have another meeting there so Commissioner Coburn can join and see the new revamped Dufur. There are several fires in the area – large and small. 35-40 days ahead of the season. It’s cooked some cherries right on the tree’s and killed some fish locally and throughout the region.
 - **Griffith** All about Cherries in the month of July (provided meeting attendees with a handout). The Chamber keeps growing and networking. Executive Director Klaas will be the speaker for the Chamber’s Government session.

REGULAR SESSION ADJOURNED AT 7:54 P.M. & EXECUTIVE SESSION COMMENCED AT 7:55 P.M.

EXECUTIVE SESSION ADJOURNED AT 8:10 P.M. & REGULAR SESSION RESUMED AT 8:11 P.M.

COMMISSION CALL

1. **Commissioner Griffith** Thanked Andrea & Angie for what they did at the Marina [related to the fire].
2. **Commissioner Wallace** Doesn’t know if there is an emergency preparedness plan – but staff did great, all very organized.
3. **Commissioner Coburn** Thanked staff for work at Marina. Told a story reference a guest inquiring about the city & river – proves that the wayfinding signage will be quite useful!
4. **Commissioner Willer** Glad to be here – looks forward to rebuilding the Marina for bigger and better, to make it safer and better.
5. **Commissioner Weast** Agrees with what all Commissioners said about the Marina – was out of town and found that when he suggested something it was already done. Real Estate Committee – Robert Wallace to replace former Commissioner Courtney.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:19 p.m.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

David Griffith, Secretary
Board of Commissioners

DATE APPROVED: August 11, 2021

Prepared by: Jennifer Toepke, Executive Assistant

PORT OF THE DALLES AGENDA ITEM

Meeting Date: August 11, 2021

Subject: F-2.) JULY 2021 FINANCIAL REPORTS

➤ July 2021 Financial Reports

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

Local Government Investment Pool

➤ Interest Rate 0.60% (Average Annualized Yield)

General Fund

➤ Income

○ City of The Dalles-Airport Loan Final Payment: \$90,035.25

➤ Expenses

○ Nothing unusual

Port Development Fund

➤ Income

○ City of Dufur-Water System Loan Repayment: \$39,310.00

➤ Expenses

○ Nothing unusual

Marina Fund

➤ No Unusual Income and No Expenses

Fiscal Impact

➤ No impact

**Port of The Dalles
Account QuickReport
As of July 31, 2021**

Cash Basis

Type	Num	Name	Memo	Original Amount	Paid Amount
CSB Checking					
General Checking					
Transfer			Funds Transfer	40,000.00	40,000.00
Liability Check	eft	Oregon Department. .	00504064-4	-66.25	-66.25
Paycheck	24551	Jennifer Toepke		-2,434.01	-2,434.01
Paycheck	24550	Andrea L Klaas		-3,894.47	-3,894.47
Liability Check	EFT	Oregon Department...	0504064-4	-562.00	-562.00
Liability Check	EFT	United States Treas ...	93-6001833	-2,213.58	-2,213.58
Liability Check	EFT	Pers	02501	-537.88	-537.88
Bill Pmt -Check	24552	Sohns Printing		-44.15	-44.15
Bill Pmt -Check	24553	City Of The Dalles.		-451.40	-451.40
Bill Pmt -Check	24554	Columbia River Affo ...		-770.00	-770.00
Bill Pmt -Check	24555	H2Oregon		-38.00	-38.00
Bill Pmt -Check	24556	Hattenhauer Energy ...		-52.10	-52.10
Bill Pmt -Check	24557	PUD		-175.35	-175.35
Bill Pmt -Check	24558	Sawyers Ace Hard ...		-4.58	-4.58
Bill Pmt -Check	24559	SDIS		-4,555.56	-4,555.56
Bill Pmt -Check	24560	Simply Clean LLC		-187.50	-187.50
Bill Pmt -Check	24561	Streamline		-75.00	-75.00
Bill Pmt -Check	24562	The Dalles Disposal		-324.12	-324.12
Bill Pmt -Check	23289	Davis Wright Trema ...		-4,003.00	-4,003.00
Paycheck	24564	Gerald L Rundell		-689.25	-689.25
Paycheck	24565	Jennifer Toepke		-1,875.54	-1,875.54
Paycheck	24563	Andrea L Klaas		-3,395.94	-3,395.94
Deposit			Deposit	93,790.25	93,790.25
Check	EFT	Ameritas		-47.60	-47.60
Total General Checking					107,392.97
Marina Checking					
Total Marina Checking					
Port Develop. Checking					
Deposit			Deposit	55,271.59	55,271.59
Total Port Develop. Checking					55,271.59
Total CSB Checking					162,664.56
TOTAL					162,664.56

**Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-SUMMARY**

July 2021

Cash Basis

	Jul 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
Other Income	470.85	2,000.00	23.5%
Launch Ramp/Transient Moorage	270.00	3,000.00	9.0%
Loan Repayments	90,035.25	90,621.00	99.4%
Grants	0.00	20,000.00	0.0%
Leased Land and Facilities	3,485.00	15,000.00	23.2%
Previously Levied Taxes	493.79	5,000.00	9.9%
Transfer from Other Fund	0.00	200,000.00	0.0%
Beginning Fund Balance	0.00	972,081.00	0.0%
Interest from Cash in Bank	746.62	5,832.00	12.8%
Total Income	97,132.66	1,313,534.00	7.4%
Gross Profit	97,132.66	1,313,534.00	7.4%
Expense			
Transfer to Other Funds/Conting	0.00	600,000.00	0.0%
Capital Outlay	0.00	75,000.00	0.0%
Personal Services-	21,925.25	320,075.00	6.9%
Material and Services	2,122.25	216,000.00	1.0%
Total Expense	24,047.50	1,211,075.00	2.0%
Net Ordinary Income	73,085.16	102,459.00	71.3%
Net Income	73,085.16	102,459.00	71.3%

**Port of The Dalles-PORT DEVELOPMENT
Profit & Loss Budget vs. Actual-SUMMARY**

July 2021

Cash Basis

	Jul21	Budget	% of Budget
Ordinary Income/Expense			
Income			
Other Income	15,961.59	5,000,000.00	0.3%
Special Payments-City of Dufur	0.00	0.00	0.0%
Loan Repayments	39,310.00	39,310.00	100.0%
Grants	0.00	3,000,000.00	0.0%
Transfer from Other Fund	0.00	500,000.00	0.0%
Beginning Fund Balance	0.00	3,119,622.00	0.0%
Interest From Earnings	0.00	18,718.00	0.0%
Interest From Contracts	0.00	4,500.00	0.0%
Land Sales	0.00	800,000.00	0.0%
Total Income	56,081.08	12,482,150.00	0.4%
Gross Profit	56,081.08	12,482,150.00	0.4%
Expense			
Debt Service	0.00	136,560.00	0.0%
Special Payment	0.00	4,300,000.00	0.0%
Transfer to Other Funds/Conting	0.00	400,000.00	0.0%
Capital Outlay	0.00	7,000,000.00	0.0%
Material and Services	4,003.00	260,000.00	1.5%
Total Expense	4,003.00	12,096,560.00	0.0%
Net Ordinary Income	52,078.08	385,590.00	13.5%
Net Income	52,078.08	385,590.00	13.5%

**Port of The Dalles-MARINA
Profit & Loss Budget vs. Actual-SUMMARY**

July 2021

Cash Basis

	Jul 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	54,412.00	0.0%
Interest from Cash in Bank	25.08	326.00	7.7%
Interest From Earnings	0.00	0.00	0.0%
Total Income	<u>25.08</u>	<u>54,738.00</u>	<u>0.0%</u>
Gross Profit	25.08	54,738.00	0.0%
Expense			
Transfer to Other Funds & Debt	0.00	0.00	0.0%
Capital Outlay	0.00	0.00	0.0%
Personal Services-	0.00	0.00	0.0%
Material and Services	0.00	0.00	0.0%
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Ordinary Income	25.08	54,738.00	0.0%
Other Income/Expense			
Other Expense			
OTHER EXPENSES	0.00	0.00	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	0.00	0.00	0.0%
Net Income	<u>25.08</u>	<u>54,738.00</u>	<u>0.0%</u>

PORT OF THE DALLES AGENDA ITEM

Meeting Date: August 11, 2021

Subject: **F-3.) 3rd AMENDMENT TO THE DALLES MARINA CONCESSION AGREEMENT**

➤ 3rd Amendment to The Dalles Marina Concession Agreement

Staff Recommendation: **Approve 3rd Amendment to The Dalles Marina Concession Agreement as presented**

Fiscal Impact: None

THIRD AMENDMENT TO CONCESSION AGREEMENT

(The Dalles Marina)

THIS THIRD AMENDMENT TO CONCESSION AGREEMENT (the "Amendment") is made and entered into as of July 1, 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 Second Amendment to Concession Agreement dated May 12, 2021; and

WHEREAS, Port and Concessionaire both desire to further modify the existing Agreement as previously modified as herein provided in this Third 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 Article 4.4 Common-Area Maintenance Revenue Payment Provisions.

Under the "Common Areas and Cost Allocation" table

- a. Remove: Launch Ramp Lighting (2 200 HPS lights) Port \$20.20
- b. Add: Wi-Fi for 5 security camera's Port \$206.25/year

2. Reaffirmation of Terms. Except as expressly modified by the First Amendment and Second Amendment referenced above and by this Third Amendment, all 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
Port of The Dalles

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: August _____, 2021

Date: August _____, 2021

PORT OF THE DALLES AGENDA ITEM

Meeting Date: August 11, 2021

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

Update: Fire at The Dalles Marina

- It has now been just over one month ago that the fire occurred.
- The Port and The Dalles Marina, LLC have been working very closely together as a team.
- The fire investigators released the fire scene back to the Port on July 29th. The Port will receive the Mid-Columbia Fire and Rescue report as soon as it is finalized.
- Tim Bauer (SDIS property insurance adjuster) and Mike Hackbart (SDIS liability insurance adjuster) are both working on the case for the Port. They have put all affected property owners' insurance companies on notice and named them as part of the Port's claim. Port Attorney Bill Dick will be talking to SDIS as well, and if an Executive Session is warranted for his update, it has been noticed.
- US Ecology is still on-site. As was mentioned last month, this will remain the case until the four boats that sank have been removed from the river. Some of these boat owners have indicated that they do not want to wait until the boathouse salvage begins, so there may be some action on this front soon.
- The Port has begun the application process for a claim to the Federal Pollution Trust Fund to help cover the cost of the oil and fuel spill associated with the fire.
- Regarding the boathouse salvage - a complicated process that the Port and others are working through. Eight owners, three insurance agents, two insurance companies, and no one really wants to take the lead. The Port is exploring options on how to get this moving.
- The Port and SDIS are talking to marine engineers and trying to get on their schedule to come do an evaluation of the condition of the D Finger. It is apparently and extraordinarily, a busy year for these experts, so they do not have much free time.

Columbia River Gorge Commission (CRGC)

- The County, Port, and respective attorneys, had a conversation with CRGC staff to talk about a path forward. The details are being worked out, but what will be tried first is this: answering two questions, 1) the management plan now requires that communities with bridges take into account the available land located in the adjoining state before they can ask for an expansion of their urban growth boundary, and 2) how can the 50 acre cap for expansion be adjusted?

Port of The Dalles Marina

- The 5 boats that were displaced by the fire are still berthed in Transient Guest Moorage. They were given one-month free moorage but will be charged starting this month. The Dalles Marina, LLC is working on making moorage space available for them to move back into.

- The restrooms are open; as in years past, the Port is contracting with Northern Wasco County Parks and Recreation for cleaning and maintenance. Prior to their opening, a deep disinfection cleaning was done to the bathrooms, entryway & utility room, by the same company that cleans the Port Office.
- With the opening of the restrooms, new bark was spread in the landscaping and the benches and railings were stained/painted. To complete the rest stop, one of the wayfinding signs under the Travel Oregon Grant will be installed on the eastern side of the building – the second wayfinding sign will be erected on the western end of the Marina at the beginning of the Riverfront Trail.
- Also under the Travel Oregon Grant: the parking lot and launch ramp will be crack sealed and the parking lot restriped, the week of August 16th.
- The Port continues to work with The Dalles Yacht Club on a way that they could offer reciprocal clubhouse privileges to boating guests in the Transient Guest Moorage.
- Pikeminnow fishing season is still underway, though the counting station has moved over to Riverfront Park where there is more shade.

The Dalles Community Outreach Team (COT)

- There was no monthly meeting in July, the next scheduled meeting is August 27th.
- The COT has been planning to travel to Washington, D.C. in September but with the increase in COVID Delta Variant cases, this is being reconsidered. So far, we have only had the office of Congressman Cliff Bentz confirm the possibility of an in-person meeting.

General

- The Brownfields project team has recommended two sites to the Environmental Protection Agency for remediation work, and a third has just been submitted to us. The grant total is \$600,000. Each project is estimated to cost between \$10,000-\$20,000 depending on the scope of the work, so we will still have a lot of capacity to get projects done. The projects can range from phase I and II environmental studies to hazardous building materials survey, to developing a site cleanup plan.
- Mid-Columbia Economic Development District (MCEDD) hosted the fifth meeting as part of the Columbia River Gorge Regional Economic Development Strategy (CEDDS) update talking about the regional goals that include resilient infrastructure, strong businesses, regional collaboration, and a robust workforce.
- Center of Rural Innovation (CORI) team continues to meet. We are starting the work that could lead to an Economic Development Administration grant proposal that would support scalable tech projects. Things that we are talking about now: developing co-working spaces (currently the Foley in The Dalles and Maupin Works in Maupin are filling this niche); access to digital jobs; digital workforce; entrepreneurs and mentorship; access to capital; and how to build an inclusive tech culture. Maupin Works is having an open house on September 25th.
- ED Klaas met with Dennis Knox, President and Chief Executive Officer, Mid-Columbia Medical Center, and David Warden, Executive Director, Mid-Columbia Health Foundation, to talk about economic development and ways that MCMC can work with the Port and the community.
- Fiscal Year 2020-2021 Audit has begun. This is a multi-month process culminating with an audit presentation to the Port Commission.

- The new website is up and running and as always it remains to be a work in progress as time allows. EA Toepke will be in touch with each Commissioner to inquire whether their biography needs updating.
- Bookkeeping has now transitioned to in-house with EA Toepke taking over that role. Angie Wilson is on speed dial to help guide us through this transition!