

**PORT COMMISSION REGULAR SESSION MEETING
WEDNESDAY, JANUARY 12, 2022, 5:30 P.M. VIA VIDEO CONFERENCE**

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**
 - **February 10-12, 2022: 2022 SDAO Annual Conference-Virtual**
 - **February 16, 2022: Port Commission Regular Session Meeting**
- F. ACTION ITEMS**
 - 1. November 10, 2021, Regular Session Meeting Minutes
 - 2. December 3, 2021, Special Session Meeting Minutes
 - 3. December 15, 2021, Regular Session Meeting Minutes
 - 4. December 2021 Financial Reports Treasurer Coburn
 - 5. Marina Fire Recovery Committee: Appoint 2 Commissioners
 - 6. Dog River Pipeline Replacement Project-Pipe Storage Site Lease: Request to reduce or waive monthly rate of \$5,000.00
- G. REPORTS**
 - 1. Concessionaire The Dalles Marina, LLC: Q2/FY 21-22 Report Owner-Operator Macnab
 - 2. Staff Report Executive Director Klaas
 - 3. Committee Reports
 - Community Outreach Team: The committee was on holiday in November & December and will be resuming this month. Tentative dates for Washington, D.C. visit are March 21-25, 2022
 - Urban Renewal Commissioner Coburn
 - Chamber of Commerce Commissioner Griffith
 - Dufur Commissioner Wallace
 - Wasco County Economic Development 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**

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 12, 2022

Subject: F-1.) **NOVEMBER 10, 2021, REGULAR SESSION MEETING MINUTES**

➤ November 10, 2021, Regular Session Meeting Minutes

Staff Recommendation: **Approve November 10, 2021, Regular Session Meeting Minutes as presented**

PORT OF THE DALLES COMMISSION
Regular Session Meeting Minutes
Wednesday, November 10, 2021, 7:00 p.m.
Northern Wasco County People's Utility District, 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; Bill Dick, Attorney

GUESTS Dr. Marta Cronin, President, Columbia Gorge Community College

PLEDGE OF ALLEGIANCE President Weast

AGENDA CORRECTIONS/ADDITIONS None

PUBLIC COMMENT OR QUESTION None

COMMUNITY PARTNER UPDATE Dr. Marta Cronin, President, Columbia Gorge Community College

UPCOMING MEETINGS/EVENTS As included in meeting packet

ACTION ITEMS

1. **October 13, 2021, Regular Session Meeting Minutes** *were Approved by Consensus*
2. **October 2021 Financial Summary: Income & Expenses** *were Approved by Consensus*
3. **Information Security Policy** *moved, seconded, passed*
*Short discussion reference how much staff time the policy would take to implement

REPORTS

1. *Staff Report* Executive Director Klaas Stands as included in meeting packet
2. *Committee Reports* Short updates were given
 - *Community Outreach Team* ED Klaas
 - *Urban Renewal* Commissioner Coburn
 - *Chamber of Commerce* Commissioner Griffith
 - *Dufur* Commissioner Wallace

REGULAR SESSION ADJOURNED & EXECUTIVE SESSION COMMENCED

EXECUTIVE SESSION ADJOURNED & REGULAR SESSION RESUMED

NO ACTION REQUIRED FROM EXECUTIVE SESSION

COMMISSION CALL Brief comments were made

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:36 p.m.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED: January 12, 2022

Prepared by: Jennifer Toepke, Executive Assistant

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 12, 2022

Subject: **F-2.) DECEMBER 3, 2021, REGULAR SESSION MEETING MINUTES**

➤ December 3, 2021, Regular Session Meeting Minutes

Staff Recommendation: **Approve December 3, 2021, Regular Session Meeting Minutes
as presented**

PORT OF THE DALLES COMMISSION
Special Session Meeting Minutes
Friday, December 3, 2021, 11:00 a.m.
Video Meeting via Zoom

The Special Session Meeting of the Port Commissioners was called to order by President Greg Weast at 11:00 a.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

GUESTS Amanda Taskey, CPA, Friend & Reagan, P.C.

PLEDGE OF ALLEGIANCE President Weast

AGENDA CORRECTIONS/ADDITIONS None

FINANCIAL REPORT PRESENTATION FISCAL YEAR 2020/2021 Amanda Taskey, CPA, Friend & Reagan, P.C.
Presented & Reviewed: Cash on hand; Profit & Loss Statements: General Fund up \$200,000.00; Port Development Fund down \$1.5 million due to loan to Columbia Gorge Community College; Marina Fund up by bank interest only.; Expenditures stayed well under budget, within 2.2%; Subsequent Events: Note about Marina Fire on 07-03-2021; Misc. Income: PUD Easement; V & G, LLC Penalty; Gorge 2020 Reimbursements from County & City; Oregon Minimum Standard Letter, only comment: incorrect historical data in the Marina Fund.

ACTION ITEMS

1. **Resolution #21-008 Authorizing a Budget Transfer between Categories, Making Appropriations, Authorizing Expenditures for Fiscal Year 2021/2022** M/R. Wallace, S/J. Willer, Motion Approved Unanimously

COMMISSION CALL

Commissioner Wallace Demonstration of electric Tractor, Ford F-150 and Volkswagen at Wasco Electric Cooperative; Dufur planning meeting for housing – need water/wastewater treatment plant before any new housing can move forward; Commissioner Griffith Thanks to Staff for their efforts this year!; Commissioner Willer Incredible to come within 2% of our budget!

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 11:07 a.m.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED: January 12, 2022

Prepared by: Jennifer Toepke, Executive Assistant



RESOLUTION NO. 21-008

A RESOLUTION AUTHORIZING A TRANSFER OF A BUDGETED AMOUNT BETWEEN CATEGORIES OF THE PORT OF THE DALLES ADOPTED BUDGET, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR 2021-2022

WHEREAS, ORS 294.463 allows transfers of appropriations to be made between approved categories within a fund.

WHEREAS, \$20,017.22 is requested from General Operating Contingency in the Port Development Fund to Debt Service in the Port Development Fund, to pay off in full the North Chenoweth Industrial Park Improvements, Business Oregon Loan.

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

Section 1. Authorizing Budget Transfer. The Port Commission hereby authorizes the following transfer of funds between budgeted categories in the Port Development Fund:

<u>PORT DEVELOPMENT FUND</u>	<u>ADOPTED BUDGETED</u>	<u>APPROPRIATION TRANSFER</u>	<u>REVISED BUDGET</u>
From General Operating Contingency	\$200,000.00	(\$20,017.22)	\$179,982.78
To Debt Service	\$136,560.00	\$20,017.22	\$156,577.22

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 Fiscal Year 2021-2022 Audit Report.

PASSED, APPROVED AND ADOPTED BY THE PORT COMMISSION THIS 3RD DAY OF DECEMBER 2021

SIGNED:


Greg Weast, President
Board of Commissioners

ATTEST:


David A. Griffith, Secretary
Board of Commissioners

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 12, 2022

Subject: **F-3.) DECEMBER 15, 2021, REGULAR SESSION MEETING MINUTES**

➤ December 15, 2021, Regular Session Meeting Minutes

Staff Recommendation: **Approve December 15, 2021, Regular Session Meeting Minutes
as presented**

PORT OF THE DALLES COMMISSION
Regular Session Meeting Minutes
Wednesday, December 15, 2021, 6:00 p.m.
Port Office, The Dalles, Oregon

The Regular Session Meeting of the Port Commissioners was called to order by President Greg Weast at 6:00 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; Bill Dick, Attorney

GUESTS Jim Klaas; Chad Klaas; Skyler Coburn; Eric & Angie Macnab; Nancy Dick; _____ Dick; Carolyn Wood; Terry Cobb, Cobblestone Catering; Mike, Cobblestone Catering

PLEDGE OF ALLEGIANCE President Weast

AGENDA CORRECTIONS/ADDITIONS None

PUBLIC COMMENT OR QUESTION None

UPCOMING MEETINGS/EVENTS As included in meeting packet

ACTION ITEMS

1. **October 2021 Financial Reports** *were Approved by Consensus*
2. **November 2021 Financial Reports** *were Approved by Consensus*

REPORTS

1. *Staff Report* Executive Director Klaas Stands as included in meeting packet

COMMISSION CALL None

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 6:02 p.m.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED: January 12, 2022

Prepared by: Jennifer Toepke, Executive Assistant

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 12, 2022

Subject: **F-4.) DECEMBER 2021 FINANCIAL REPORTS**

➤ December 2021 Financial Reports

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

Local Government Investment Pool

➤ Interest Rate 0.45% (Average Annualized Yield)

General Fund

➤ **Income**

- Whiting-Turner-Property Tax Reimbursement on Leased Lot: \$5,210.52

➤ **Expenses**

- Chinook Plumbing-Winterized Backflows: \$300.00
- Cousins Restaurant-Port Commission November Meeting Dinner: \$206.06
- Oregon Government Ethics Commission-Annual Dues: \$439.06
- Columbia Gorge Fire Equipment-Fire Extinguishers Annual Service: \$215.00
- Chad Klaas-Temporary/Seasonal Work: \$714.02
- Cobblestone Catering-Port Commission December Meeting Dinner: \$718.73
- Northern Wasco County Parks & Recreation-Paint Launch Ramp Restroom Floors: \$150.00
- Oregon Equipment-Older Heat Pump Parts Replacement: \$515.00

Port Development Fund

➤ **Income**

- Nothing unusual

➤ **Expenses**

- Business Oregon-Final Loan Payment North Chenoweth Industrial Park Improvements: \$156,577.22

Marina Fund

➤ **Income**

- Nothing unusual

➤ **Expenses**

- Nothing unusual

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

Cash Basis

Type	Num	Name	Paid Amount
CSB Checking			
General Checking			
Check	EFT	Ameritas	-47.60
Deposit			5,210.52
Liability Check	EFTPS	United States Treasury	-1,620.74
Liability Check	ACH	Oregon Department of R...	-414.00
Liability Check	EFTPS	United States Treasury	-1,737.60
Liability Check	ACH	Oregon Department of R...	-445.00
Liability Check	ACH	Oregon Department of R...	-44.32
Liability Check	EFTPS	United States Treasury	-1,681.28
Liability Check	ACH	Oregon Department of R...	-24.68
Liability Check	ACH	Oregon Department of R...	-430.00
Transfer			100,000.00
Bill Pmt -Check	24672	Bohns Printing	-14.47
Bill Pmt -Check	24673	Chinook Plumbing	-300.00
Bill Pmt -Check	24674	Columbia River Affordabl...	-430.00
Bill Pmt -Check	24675	Cousins Restaurant	-206.06
Bill Pmt -Check	24676	Elias Lawn Maintenance	-720.00
Bill Pmt -Check	24677	Government Ethics Com...	-439.06
Bill Pmt -Check	24678	SDIS	-4,555.56
Bill Pmt -Check	24679	Streamline	-75.00
Paycheck	24684	Andrea L. Klaas	-3,394.97
Bill Pmt -Check	24680	City Of The Dalles.	-207.48
Bill Pmt -Check	24681	Columbia Gorge Fire Eq...	-215.00
Bill Pmt -Check	24682	PUD	-276.92
Bill Pmt -Check	24683	The Dalles Disposal	-223.29
Paycheck	24685	Jennifer Toepke	-2,161.32
Paycheck	24686	Chad Klaas.	-714.02
Liability Check	EFT	Pers	-461.56
Liability Check	EFT	Professional Benefit Ser...	-366.95
Liability Check	ACH	Oregon Department of R...	-460.00
Liability Check	EFTPS	United States Treasury	-1,912.36
Deposit			740.00
Liability Check	EFT	Oregon Department of R...	-8.00
Liability Check	EFT	Oregon Department of R...	-4.57
Liability Check	EFT	United States Treasury	-4.64
Check	EFT	Verizon	-101.47
Liability Check	EFT	Pers	-422.64
Liability Check	EFT	Pers	-436.18
Liability Check	EFT	Pers	-448.87
Bill Pmt -Check	24687	Cardmember Services	-1,027.95
Bill Pmt -Check	24688	Cobble Stone Catering L...	-718.73
Bill Pmt -Check	24689	Dick, Dick & Corey, LLP	-440.70
Bill Pmt -Check	24690	Gorge Networks	-163.76
Bill Pmt -Check	24691	Jennifer Toepke.	-734.56
Bill Pmt -Check	24692	Northern Wasco County ...	-150.00
Bill Pmt -Check	24693	Oregon Equipment	-515.00
Bill Pmt -Check	24694	Simply Clean LLC	-285.00
Paycheck	24695	Andrea L. Klaas	-3,395.32
Paycheck	24696	Jennifer Toepke	-3,661.46
Liability Check	EFT	Pers	-599.71
Liability Check	EFT	Professional Benefit Ser...	-443.40
Liability Check	EFT	United States Treasury	-2,452.28
Liability Check	EFT	Oregon Department of R...	-652.75
Total General Checking			65,704.29
Marina Checking			
Total Marina Checking			
Port Develop. Checking			
Bill Pmt -Check	23297	Business Oregon	-156,577.22
Bill Pmt -Check	23298	Davis Wright Tremaine ...	-6,207.00
Deposit			759.07
Bill Pmt -Check	23299	Davis Wright Tremaine ...	-5,707.50
Total Port Develop. Checking			-167,732.65
CSB Checking - Other			

Port of The Dalles
Account QuickReport
As of December 31, 2021

Cash Basis

<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
Deposit			0.00
Total CSB Checking - Other			0.00
Total CSB Checking			-102,028.36
TOTAL			-102,028.36

PORT OF THE DALLES-GENERAL FUND
Profit & Loss Budget vs. Actual-GF-Summary

Cash Basis

July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Other Income	7,577.38	2,000.00	378.9%
Launch Ramp/Transient Moorage	1,025.00	3,000.00	34.2%
Loan Repayments	90,035.25	90,621.00	99.4%
Grants	0.00	20,000.00	0.0%
Leased Land and Facilities	4,585.00	15,000.00	30.6%
Previously Levied Taxes	5,933.53	5,000.00	118.7%
Transfer from Other Fund			
Port Development Fund	200,000.00		
Transfer from Other Fund - Other	0.00	200,000.00	0.0%
Total Transfer from Other Fund	200,000.00	200,000.00	100.0%
Beginning Fund Balance	0.00	972,081.00	0.0%
Interest from Cash in Bank	3,879.10	5,832.00	66.5%
Begining Fund Balance	0.00	0.00	0.0%
Interest From Earnings	690.55		
Property Tax	348,504.58	348,654.00	100.0%
Total Income	662,230.39	1,662,188.00	39.8%
Gross Profit	662,230.39	1,662,188.00	39.8%
Expense			
Transfer to Other Funds/Conting			
General Operating Contingency	0.00	100,000.00	0.0%
Transfer to Other Funds	500,000.00	500,000.00	100.0%
Total Transfer to Other Funds/Conting	500,000.00	600,000.00	83.3%
Capital Outlay	37,304.00	75,000.00	49.7%
Personal Services-	132,269.65	320,075.00	41.3%
Material and Services	66,788.83	236,000.00	28.3%
Total Expense	736,362.48	1,231,075.00	59.8%
Net Ordinary Income	-74,132.09	431,113.00	-17.2%
Net Income	-74,132.09	431,113.00	-17.2%

PORT OF THE DALLES-PORT DEVELOPMENT FUND
Profit & Loss Budget vs. Actual-PDF-Summary

Cash Basis

July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Other Income	135,479.44	5,000,000.00	2.7%
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 Cash in Bank	3,887.04		
Interest From Earnings	0.00	18,718.00	0.0%
Interest From Contracts			
V&G	655.77		
Interest From Contracts - Other	0.00	4,500.00	0.0%
Total Interest From Contracts	655.77	4,500.00	14.6%
Land Sales			
V&G	3,928.65		
Land Sales - Other	0.00	800,000.00	0.0%
Total Land Sales	3,928.65	800,000.00	0.5%
Total Income	<u>183,260.90</u>	<u>12,482,150.00</u>	<u>1.5%</u>
Gross Profit	183,260.90	12,482,150.00	1.5%
Expense			
Debt Service			
Debt Service	136,560.00	136,560.00	100.0%
Total Debt Service	136,560.00	136,560.00	100.0%
Special Payment	0.00	4,300,000.00	0.0%
Transfer to Other Funds/Conting	220,017.22	400,000.00	55.0%
Capital Outlay	0.00	7,000,000.00	0.0%
Material and Services	44,818.00	260,000.00	17.2%
Total Expense	<u>401,395.22</u>	<u>12,096,560.00</u>	<u>3.3%</u>
Net Ordinary Income	<u>-218,134.32</u>	<u>385,590.00</u>	<u>-56.6%</u>
Net Income	<u>-218,134.32</u>	<u>385,590.00</u>	<u>-56.6%</u>

PORT OF THE DALLES-MARINA FUND
Profit & Loss Budget vs. Actual-MF-Summary

Cash Basis

July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Other Resources			
Fire Emergency	862,640.71		
Total Other Resources	862,640.71		
Beginning Fund Balance	0.00	54,412.00	0.0%
Interest from Cash in Bank	127.29	326.00	39.0%
Interest From Earnings	0.00	0.00	0.0%
Total Income	862,768.00	54,738.00	1,576.2%
Gross Profit	862,768.00	54,738.00	1,576.2%
Expense	730,845.69	0.00	100.0%
Net Ordinary Income	131,922.31	54,738.00	241.0%
Other Income/Expense			
Other Expense			
OTHER EXPENSES	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	<u>131,922.31</u>	<u>54,738.00</u>	<u>241.0%</u>

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 12, 2022

Subject: **F-5.) MARINA FIRE RECOVERY COMMITTEE: APPOINT 2 COMMISSIONERS**

➤ Marina Fire Recovery Committee: Appoint 2 Commissioners

Staff Recommendation: **Appoint 2 Commissioners to Marina Fire Recovery Committee as presented**

Background

- Review final standing post cleanup and disposal of section of marina and docks damaged by 07-03-2021 fire.
- Actively work on options to rebuild/reconfigure said section of marina and docks, including outlining possible funding sources to aid in that endeavor.

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 12, 2022

Subject: **F-6.) DOG RIVER PIPELINE REPLACEMENT PROJECT-PIPE STORAGE SITE LEASE: REQUEST TO REDUCE OR WAIVE MONTHLY RATE OF \$5,000.00**

➤ Dog River Pipeline Replacement Project-Pipe Storage Site Lease: Request to reduce or waive monthly rate of \$5,000.00 for Tax Lot 2N 13E 21 C 1000

Staff Recommendation: **Approve request to waive or lower \$5,000.00 per month rate for pipe storage site lease for the Dog River Pipeline Replacement Project as presented**

Background

Tax Lot 2N 13E 21 C 1000 [Lot 10, Port of The Dalles](#)

See following letter from City of The Dalles; with request excerpt being: "With this letter, the City is both expressing its appreciation and gratitude for the Port's support over the years for this critical water infrastructure project and asking for continued support. As stated, the City very much appreciates the opportunity to utilize Port property for the temporary storage of pipe for a period of May through November 2022. The City is also asking the Port to consider reducing, or waiving, the proposed monthly lease rate of \$5,000 per month for use of this parcel for this critical community water system project. A lowered or waived lease rate would benefit all water customers in the community as a contribution to the completion of the Dog River Pipeline replacement project."



CITY OF THE DALLES
Department of Public Works
1215 West First Street
The Dalles, Oregon 97058

December 16, 2021

Board of Commissioners
Port of The Dalles
3636 Klindt Drive
The Dalles, OR 97058

SUBJECT: Pipe Storage Site Temporary Lease

Dear President Weast and Honorable Commissioners:

As you are aware, City of The Dalles is currently in the implementation phases of the Dog River Pipeline Replacement Project, a project that has literally been decades in the making. The project is currently progressing from the 50% to 90% level of design and is scheduled to bid for construction in the early Spring of 2022 with construction anticipated to occur in 2022 and 2023. To expedite construction of the project, the City is planning to pre-purchase the pipe and fittings for the first year of construction. This pre-purchase is intended to avoid the weeks/months of delay that would occur if the selected construction contractor purchased the pipe after its contract was awarded.

For this plan to work, the City will need to secure use of a level site, 1.5 to 2 acres in size, to store the pipe. The City very much appreciates the offer of using some of the Port's property, Tax Lot 2N 13E 21 C 1000, to store 13,500 feet of 30-inch diameter HDPE pipe. This equates to 30 truckloads of pipe in 50-foot lengths. The site is ideal for the City's purposes because it is large enough, level, truck-accessible and fenced.

The City is very appreciative of the support for this project that it has received from the Port over the years. That support has significantly helped in obtaining over \$5 million in grants and low-interest loans for the project so far. The City will soon be requesting additional funding support from state and federal sources as current project cost estimates are exceeding available funding levels. The City is also planning to defer some water system projects and allocate available American Rescue Plan Act (ARPA) to help make up some of the shortfall.

In the Port's Letters of Support for the City's Dog River Pipeline funding applications that have been submitted over the years, it has correctly stated that the Port and City are strong partners in local economic development efforts, and that the Dog River Pipeline Replacement project is important to the community's existing businesses as well as efforts to recruit new businesses. Recent examples of the City's contribution to new business development efforts include providing half of the funding for the new \$2 million Port Industrial Water Main and securing private funding for the other half, providing for the installation of upsized water and sewer pipes in the reconstructed Chenoweth Creek Bridge, and

upsizing sanitary sewer lines in West 1st and West 2nd Streets (over \$2.5 million completed to date) to accommodate increased wastewater flows from Port Industrial Areas. The enhancements in these City utility systems have made development and redevelopment of the Chenoweth Business Park and aluminum smelter site possible.

Tel: (541) 506-2008

danderson@ci.the-dalles.or.us

Fax: (541) 296-4346

With this letter, the City is both expressing its appreciation and gratitude for the Port's support over the years for this critical water infrastructure project and asking for continued support. As stated, the City very much appreciates the opportunity to utilize Port property for the temporary storage of pipe for a period of May through November 2022. The City is also asking the Port to consider reducing, or waiving, the proposed monthly lease rate of \$5,000 per month for use of this parcel for this critical community water system project. A lowered or waived lease rate would benefit all water customers in the community as a contribution to the completion of the Dog River Pipeline replacement project.

In closing, the City of The Dalles thanks you for your consideration of this request.

Respectfully submitted,

Dave Anderson

Dave Anderson

Public Works Director

City of The Dalles

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 12, 2022

Subject: **G-1.) THE DALLES MARINA, LLC: Q2/FY 2021-2022 REPORT**

Following submitted by The Dalles Marina, LLC Owner-Operator Macnab

Meeting Date: **January 12, 2022**

Subject: **Marina Report for October-December 2021**

Items completed this quarter:

- Yacht Club is currently closed due to frozen pipes
- There are currently 8-10 Boathouses that are needing floats. Divers are currently so busy that we are on a waiting list to get people out.
- Winterized the Marina
 - Pulled up hoses
 - Insulated the main
 - Blew out the top of the dock water system
- Insurance Was paid for the next fiscal year of 2022
- I started working with Elias contracting last year to snow plow and shovel. They have been doing that again this year and are plowing the Port side of the parking lot also.

Projects in Progress:

- Working on Grant for the Gas Pumps for guest moorage
- Will be doing landscaping at the Marina weather permitted
 - Rock
 - Bark dust
 - Plants
 - Trees and shrubs trimmed
- Updating Website
- Preparing for tax season
- I have been working with a company to install Charging Stations at the Marina. I will meet with Andrea to go over this and then if she feels good about it, it will be presented at the next meeting.
 - They would pay a lease to have the charging stations at the Parking lot
 - They would install all the power and equipment at their expense
 - They would pay the monthly expenses and maintenance on the pedestals
 - This would provide Charging stations for cars and trucks. Primarily it would also offer vehicles that are towing to be able to charge with a boat or trailer on the back of their vehicle

What's going on at the Marina:

-

- 2 Boathouse for sale at the Marina. It is currently located on A and C finger.
- 1 Boathouse sold on A finger
- Due to weather we are having water breaks and boathouse issues due to heavy snow load
- Not many meeting at the Yacht Club due to the Holidays. They did a small Christmas Party in December.

Overall it has been a quiet winter. We had a break in at the Marina with three break-ins on B finger. Eric was able to investigate and find the person responsible. This person is homeless and still has not been caught. Overall there has been minimal people this winter at the Marina. Winters are usually pretty quiet, except the weather.

The Dalles Marina
Profit & Loss
 January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
Key Deposit	25.00
Late Fee Income	210.79
Moorage Fee	106,704.08
Open Moorage Fee	4,737.32
Utilities Income	
Electrical Fee	15.00
Garbage Fee	50.00
Water Fee	15.00
	80.00
Total Utilities Income	80.00
Yacht Club Fees	-1,592.53
	110,164.66
Total Income	110,164.66
Expense	
Accounting Fees	695.00
Automobile Expense	1,324.32
Background Checks	511.93
Bank Service Charge	18.12
Contracted Services	
Algae	500.00
Water	3,659.71
Contracted Services - Other	9,974.79
	14,134.50
Total Contracted Services	14,134.50
Credit Card Fee	0.10
Dues, Fees and Subscription	300.00
Insurance Expense	
Liability	5,662.08
	5,662.08
Total Insurance Expense	5,662.08
Keys Expense	450.00
Landscaping and Groundskeeping	1,800.00
Maintenance and Supplies	
Asset for Port	
Landscaping	3,069.35
	3,069.35
Total Asset for Port	3,069.35
Winter	239.71
Maintenance and Supplies - Other	4,501.59
	7,810.65
Total Maintenance and Supplies	7,810.65
Meals and Entertainment	119.45
Office Supplies	3,487.17
Professional Fees	
Legal Fees	12,052.47
Website	190.00
	12,242.47
Total Professional Fees	12,242.47
Rent Expense	12,609.18
Repairs and Maintenance	
Parking Lot	1,864.90
Repairs and Maintenance - Other	6,628.17
	8,493.07
Total Repairs and Maintenance	8,493.07

The Dalles Marina
Profit & Loss
January through December 2021

	<u>Jan - Dec 21</u>
Utilities	
Electricity	3,450.71
Garbage	3,848.39
Internet	660.00
Water	13,797.30
	<hr/>
Total Utilities	21,756.40
	<hr/>
Total Expense	91,414.44
	<hr/>
Net Ordinary Income	18,750.22
	<hr/>
Other Income/Expense	
Other Income	
Interest Income	0.24
Other Income	285.00
	<hr/>
Total Other Income	285.24
	<hr/>
Other Expense	
Donations	36.95
	<hr/>
Total Other Expense	36.95
	<hr/>
Net Other Income	248.29
	<hr/>
Net Income	18,998.51
	<hr/> <hr/>

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 12, 2022

Subject: **G-2.) STAFF REPORT**
Executive Director Klaas

Update: Fire at The Dalles Marina

- The final accounting for the fire cleanup is in. There will be a Special Meeting scheduled later this month to move an additional \$200,000.00 from the General Fund to the Marina Fund to cover the balance; this will be added to the current loan of \$500,000.00, bringing that total to \$700,000.00.
- The Port is working with the attorney group that was engaged by Special Districts to begin recouping Port costs for the cleanup from the affected property owners. The conversation that is happening now is, should reimbursement be requested from the individual insurance companies now, then rebate back to them their share of any Federal funds that the Port is able to get, or wait until there is a final accounting and then recoup the outstanding costs that were not covered by the Oil Spill Liability Trust Fund (OSLTF).
- Port Staff met with a representative from the US Environmental Protection Agency (USEPA) to talk about the best ways to submit the OSLTF claim. He was able to share with us an example of a successful claim. We are following that format and will be getting our claim in later this month; prior to submittal it will be reviewed by both the EPA as well as the attorney group.
- With the formation of the Marina Fire Recovery Committee, we will begin actively working on options to rebuild/reconfigure the damaged section of the marina and docks and start to outline funding sources to aid in that endeavor.

Columbia River Gorge Commission (CRGC)

- No specific update this month on attorney actions.
- The Port, County, and City need to decide if they want to add funds to this effort. Collectively we have exhausted the initial \$150,000.00 committed to this work. The Port will be talking with Elaine Albrich of Davis, Wright, Tremaine, to get an estimated cost for her and her teams time to complete the current discussions with the Gorge Commission and then the 3 parties will need to decide if we want to continue on.

Port of The Dalles Marina

- The Launch Ramp restrooms closed for the winter season on November 1, 2021 and were replaced by two portable toilets. The water was turned off to the restrooms and transient guest moorage and winterized.
- The project deadline for the grant received from the Oregon State Marine Board (OSMB) for the launch ramp restroom sewer repair, has been extended from January 31, 2022, to July 1, 2022, to allow for more time to finish the project. Although Roto-Rooter is ready to do the repair – in the winter there is basically little to no asphalt available in the area, so the repair sites would be left exposed, hence postponing the work until late winter/early spring.

- Snow removal for the Marina parking lot, launch ramp and transient guest moorage is contracted to a local family-run small business.
- Although winter is in full swing, there have still been a few fishing boats out on the river most every day, but just a boat or two mooring overnight in the transient guest moorage in the last month.

Brownfield Coalition Update

- Properties currently in the queue for the program:
 - 419 East 7th Street
 - 209 East 2nd Street
 - 401-407 East 2nd Street
 - Jones Auto Wrecking Yard
 - 116 East 2nd Street: Floor plan reuse design
 - 1200 Kelly Avenue: Reuse planning
 - 205 Washington Street: Reuse planning

Tree Cut on Port Property along Riverfront Trail

- A second cost estimate for rehabilitation of this site is being obtained; inclement weather has delayed it being finalized.
- Additional update if available will be provided in Executive Session.

General

- Port Staff met with a local business looking for expansion opportunities. They are interested in the 5-acre site on River Trail Way to build a new facility; this was a very preliminary meeting.
- Port Staff are lending their wetland expertise to the County as they look at redevelopment possibilities on the rodeo grounds/golf course site.
- The US Forest Service (USFS) is considering implementing permits, with allotted times, to drive the Scenic Highway near Multnomah Falls to alleviate congestion.
- The 2022 SDAO Annual Conference that was scheduled to be held in person in Eugene, Oregon from February 9-13, 2022, has been changed to virtual due to the uptick of Covid-19 cases. The sessions will now be held via video conference, staff will be in touch to register interested Commissioners.

Possible Projects in 2022

- EV charging stations at marina
- Launch Ramp improvements (estimated cost \$4.1 million)
- D Finger Dock replacement (estimated cost \$500,000)
- Continue to look for land for redevelopment
- Urban growth boundary expansion
- Center for Rural Innovation: The Dalles Technology Center
- Dufur Rural Innovation Hub