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

PORT COMMISSION MEETING WEDNESDAY, SEPTEMBER 11, 2024, 5:30 P.M. PORT OF THE DALLES ADMINISTRATIVE OFFICE

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL Executive Assistant Toepke
- C. PLEDGE OF ALLEGIANCE
- D. AGENDA CORRECTIONS OR ADDITIONS Executive Assistant Toepke
- E. PUBLIC COMMENT OR QUESTION 3-minute limit per person per subject
- F. EXECUTIVE SESSION Pursuant to <u>ORS 192.660(2)(e)</u> To conduct deliberations with persons designated by the governing body to negotiate real property transactions *Media representatives are instructed not to report or disclose matters discussed in Executive Session
- G. ACTION REQUIRED FROM EXECUTIVE SESSION
- H. ACTION ITEMS
 - 1. Establish Port Dock Committee Commissioner Willer
 - 2. August 14, 2024, Regular Session Meeting Minutes
 - 3. August 2024 Financial Reports Commissioner Coburn
- I. REPORTS
 - 1. Director's Report Executive Director Klaas
 - 2. The Dalles Community Outreach Team <u>Commissioner Weast</u>
 - 3. Columbia Gateway Urban Renewal Agency Board Commissioner Coburn
 - 4. Wasco County Economic Development Commission Executive Assistant Toepke
 - 5. Dufur Commissioner Wallace
- J. UPCOMING MEETINGS/EVENTS
 - September 9-12, 2024: The Dalles Community Outreach Team: Washington, D.C. Trip
 - September 26, 2024: Oregon Public Ports Association (OPPA) Welcoming Reception & Dinner
 - October 9, 2024: Port Commission Meeting at Dufur City Hall, Dufur, Oregon
- K. EXECUTIVE SESSION Pursuant to <u>ORS 192.660(2)(e)</u> To conduct deliberations with persons designated by the governing body to negotiate real property transactions, and <u>ORS 192.660(2)(h)</u> To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed *Media representatives are instructed not to report or disclose matters discussed in Executive Session
- L. ACTION REQUIRED FROM EXECUTIVE SESSION
- M. COMMISSION CALL
- N. ADJOURN

MEETING DATE

September 11, 2024

ACTION ITEM H-1.)

Establish Port Dock Committee Commissioner Willer









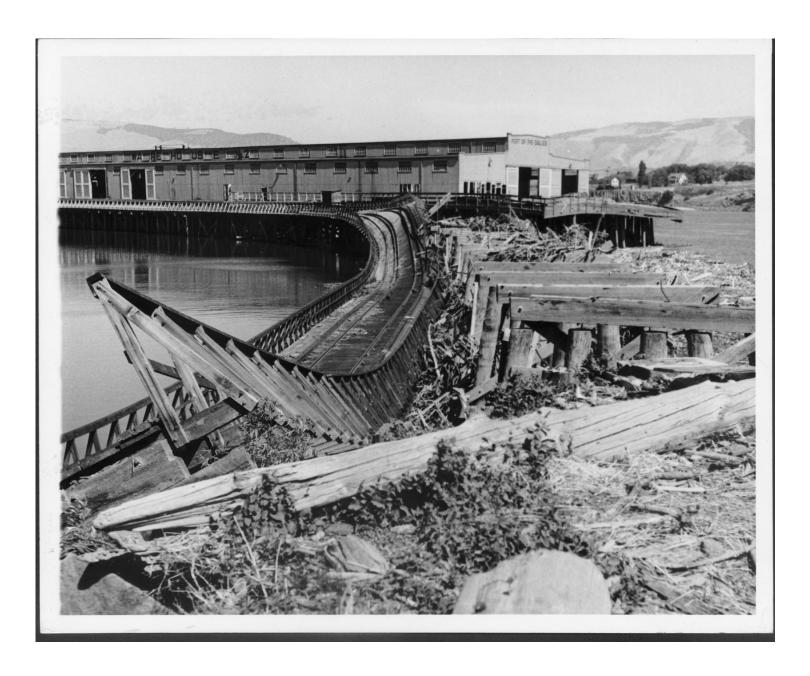
Port of The Dalles Ocean Terminal, The World's newest Seaport.

Distance from Vancouver, 93 mi. Size of each of two transit sheds, 93x460ft, size of pier
120x1180ft. The porthas under construction, an oil wharf, (Terminal 2) designed to accommodate ocean tankers, all to serve the vast Inland Empire.





Columbia River flood at The Dalles June 1,1948



MEETING DATE September 11, 2024

ACTION ITEM H-2.) August 14, 2024, Regular Session Meeting Minutes

STAFF RECOMMENDATION Approve August 14, 2024, Regular Session Meeting Minutes as presented

PORT OF THE DALLES COMMISSION

Regular Session Meeting Minutes Wednesday, August 14, 2024, 5:30 p.m. Port of The Dalles Administrative Office, The Dalles, Oregon

The Regular Session Meeting of the Port Commissioners was called to order by <u>President Wallace</u> at 5:30 p.m.

ROLL CALL Executive Assistant Toepke

- COMMISSION Robert Wallace, President; Greg Weast, Vice-President; Staci Coburn, Treasurer; John Willer, Secretary;
 Mary Hanlon, Assistant Secretary/Treasurer
- o STAFF Andrea Klaas, Executive Director; Jennifer Toepke, Executive Assistant; Bill Dick, Attorney, Dick, Dick & Corey
- o GUESTS Tonya Brumley, Community Affairs Manager, Columbia Gorge, NW Natural

PLEDGE OF ALLEGIANCE Commissioner Hanlon

AGENDA ADDITIONS Agenda Item I. Presentations & Discussions: 2. Update on Boathouse B-1 at The Dalles Marina and 3. Executive Director Andrea Klaas's 25th Employment Anniversary at Port of The Dalles

PUBLIC COMMENT OR QUESTION None

REGULAR SESSION ADJOURNED AT 5:35 P.M. & EXECUTIVE SESSION COMMENCED AT 5:35 P.M.

EXECUTIVE SESSION as allowed by ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions *Media representatives are instructed not to report or disclose matters discussed in Executive Session

EXECUTIVE SESSION ADJOURNED AT 6:59 P.M. & REGULAR SESSION RESUMED AT 7:00 P.M.

*Commissioner Weast left the Port Commission Meeting during the Executive Session at 6:20 p.m., due to an emergency.

ACTION FROM EXECUTIVE SESSION: Port Legal Counsel & Staff directed to finalize sale of parcel with a fixed sales price of \$16,000.00; confirm date when buyer will have required replat completed, and assign earnest money in the amount of \$5,000.00, to be non-refundable but applicable to the sales price upon buyer signing the sales contract M/S. Coburn, S/J. Willer; Motion passed unanimously by four Commissioners *Commissioner Weast not present to vote

ACTION ITEMS

- 1. Climate Protection Program Presentation Tonya Brumley, Community Affairs Manager, Columbia Gorge, NW Natural Stands as included in meeting packet, plus highlights and handout: Climate Protection Program developed by DEQ in 2020. Putting together CCP, a response of this directive, which is designed to achieve reduction of emissions. It will affect any industry dealing with natural gas. There is a formal public comment period open through August 30th in case the board wishes to make any comments. CCI's will go to a third party, a non-profit organization and they will figure out how to use the funds. This will go in process in January, but the problem is that it is not ready. 14% increase to 39%, no cap on the program, unique to Oregon. DEQ's price per ton of carbon is the most expensive price in the whole nation. \$122-129 per ton. 4.5% of the fees will go to DEQ. The nonprofit group has not been picked yet. The minute you buy the CCI, the emissions are now gone. NW Natural does not contest the program, it is not in line with how it is being implemented. In the State of Oregon there are 22 companies that are excessive users, they have a special program -- nothing comes back to the community. No action to be taken
- 2. Brokerage Commission Policy Reaffirmed; Stand as presented
- 3. July 10, 2024, Regular Session Meeting Minutes Stand as presented
- 4. July 2024 Financial Reports Stand as presented

PRESENTATION & DISCUSSION ITEM

- 1. <u>Port By-Laws</u> Reviewed and actioned to accept as presented M/J. Willer, S/S. Coburn; Motion passed unanimously *Commissioner Weast not present to vote
- 2. <u>Update on Boathouse B-1 at The Dalles Marina</u> A contractor checked the boathouse on behalf of The Dalles Marina, LLC (the Port's Concessionaire), all the logs are rotten. According to Angie Macnab's (The Dalles Marina, LLC) attorney, the lease will no longer be in affect and the boathouse should be removed as per The Dalles Marina Rules and Regulations which state that a boathouse must be seaworthy, and in the tenant moorage lease, there is a surrender clause. The Commission concurs with the Angie Macnab's decision to remove the boathouse as per The Dalles Marina Rules & Regulations and the tenant's moorage lease, and further directs Port Staff to send a letter of support to Angie Macnab, The Dalles Marina, LLC.

3. Executive Director Andrea Klaas's 25th Employment Anniversary at Port of The Dalles Commissioner Wallace expressed how very lucky the Port is to have Executive Director Klaas and extended that by way of highlighting Executive Director Klaas's role as a mentor in the community; continuing to say that Executive Director Klaas is the Port's, and everyone's, connector. Commissioner Coburn thanked Executive Director Klaas for her great service to the Port and to The Dalles in general, stating that all you must do is ask anyone at City of The Dalles or Wasco County, and they will express their respect for Executive Director Klaas. Commissioners' Willer & Hanlon echoed the same.

REPORTS

- 1. Director's Report Executive Director Klaas Stands as presented, adding: The Port now has the domain www.portofthedalles.gov (as opposed to www.portofthedalles.com), which is one of the cybersecurity items that came out of the certification course that Executive Director Klaas complete. One of the benefits of having a .gov domain, is that it opens the Port up to certain grant opportunities.; Wasco County Emergency Services is adding The Dalles Marina Public Boat Launch Ramp to their list of emergency locations.; and the Riverfront Trail Poplar Project paperwork is underway, currently the access agreement and liability insurance.
- 2. The Dalles Community Outreach Team Executive Director Klaas The travel team is getting ready to go back to Washington, D.C. The Port's asks are industrial land and the public boat launch ramp; we're asking for letters of support from legislators, which then can be used as support when applying for grants, then back again to Washington, D.C. in September, to hopefully backfill money from the Federal Government. The travel team is Andrea Klaas, Greg Weast, Scott Hege, Darcy Long & Dan Spatz.
- 3. Columbia Gateway Urban Renewal Agency Board <u>Commissioner Coburn</u> Last month the Board approved the 2024 Urban Renewal Updated Plan. Dan Spatz kept everyone on task, and we got the plan updated. There is no final decision, the Board is still working through where we are at, we did all agree, that a request for an expression of interest for the Tony's Building would be good, just to see what ideas are out there. Anyone can have an idea they don't have to have all the funding, but it does need to be a well thought out plan. The preference is to get it back on the tax rolls to ensure there is some benefit there.
- 4. Wasco County Economic Development Commission <u>Executive Assistant Toepke</u> No meeting, no report; the next meeting is in September and will be held in Shaniko; the Commission will be touring the Young Life complex at the Washington Family Ranch, as well as having an introduction and tour in Antelope from the new owner of the RV Park and Cafe.
- 5. Dufur <u>Commissioner Wallace</u> The annual Threshing Bee went well and the Waso County Fair is this week. The City of Dufur is moving forward with the wastewater ponds. The article on the School-Based Health Center is in the packet; thanks to staff for including it. They are doing an open house this month, it's been a long and hard project so it's good to see it completed. Wy'East is cohosting an event September 18-20th: Making Energy Work. 100 people from throughout the State should be in attendance. September 18th is a Tour of The Dalles Dam and then out to the Dufur School as we've converted everything to heat pumps to be energy efficient; September 19th will be a full conference day and September 20th we will be visiting a wind farm.

UPCOMING MEETINGS/EVENTS Stand as included in meeting packet.

REGULAR SESSION ADJOURNED AT 7:47 P.M. & EXECUTIVE SESSION COMMENCED AT 7:48 P.M.

EXECUTIVE SESSION as allowed by ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions, and ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. *Media representatives are instructed not to report or disclose matters discussed in Executive Session None

EXECUTIVE SESSION ADJOURNED AT 8:38 P.M. & REGULAR SESSION RESUMED AT 8:38 P.M.

ACTION FROM EXECUTIVE SESSION Port Staff given direction to enforce a building moratorium on new boathouses being built at The Dalles Marina (The Dalles Marina Rules and Regulations will be amended to include the building moratorium and presented to the Commission for their approval) and inquire with the Port's insurance company in regards to allowing open flame (or not) at The Dalles Marina.

COMMISSION CALL None

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PC	ORT COMMISSION, the meeting adjourned at 8:42 p.m.
PORT OF THE DALLES:	ATTEST:
Robert Wallace, President	John Willer, Secretary
Board of Commissioners	Board of Commissioners

DATE APPROVED: September 11, 2024 Prepared by: Executive Assistant Toepke

MEETING DATE September 11, 2024

ACTION ITEM H-3.) August 2024 Financial Reports Commissioner Coburn

STAFF RECOMMENDATION Approve <u>August 2024 Financial Reports</u> as presented

Notable

- Savings
- o Oregon State Treasury Short Term Fund: 5.30%
- o First Interstate Bank Money Market: 5.30%
- Uncommon Fund Activity
 - o General Fund
 - Income
 - None
 - Expense
 - Bob's Glass Inc., Final payment on Marina Launch Ramp Restrooms doors and frames: \$3,246.74
 - Chinook Plumbing Inc, Backflow annual testing: \$375.00
 - Dick, Dick & Corey LLP, The Dalles Marina 4th Amendment to Concession Agreement: \$1,349.55
 - Gary Denney, Down payment on Port Administrative Office carpet and vinyl installation in basement and stairs: \$4,884.49
 - SAIF Corporation, Workers' Comp Insurance: \$343.73
 - Sergios Construction, Final payment for painting the Port Administrative Office: \$4,425.00
 - SSS Freedom, Contribution for docking cleats at The Dalles Marina Guest Moorage: \$250.00
 - Columbia River Affordable Portables LLC, Portable toilet(s) rental at The Dalles Marina: \$891.00
 - Mastercard: Amazon-Meeting Owl 3 & TV Wall Mount: \$1,025.96; SAIF Corporation, Workers' Comp Insurance: \$665.64; Airline ticket to Orlando, Florida for University of Oklahoma, Economic Development Institute Course: \$506.20
 - o Marina Fund
 - Income
 - None
 - Expense
 - None
 - o Port Development Fund
 - Income
 - None
 - Expense
 - Mastercard, Airline ticket to Washington, D.C. for The Dalles Community Outreach Team trip: \$536.19

PORT OF THE DALLES Balance Sheet by Class As of August 31, 2024

	General Fund	Marina Fund	Port Development Fund	Unclassified	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
FIB Checking					
General Fund	5,568.81	0.00	0.00	0.00	5,568.81
Marina Fund	0.00	1,275.11	0.00	0.00	1,275.11
Port Development Fund	0.00	0.00	7,801.76	0.00	7,801.76
Total FIB Checking	5,568.81	1,275.11	7,801.76	0.00	14,645.68
FIB Money Market					
General Fund	90,990.96	0.00	0.00	0.00	90,990.96
Marina Fund	0.00	1,020.55	0.00	0.00	1,020.55
Port Development Fund	0.00	0.00	100,953.33	0.00	100,953.33
Total FIB Money Market	90,990.96	1,020.55	100,953.33	0.00	192,964.84
LGIP					
General	1,791,434.06	0.00	0.00	0.00	1,791,434.06
Marina	0.00	199,497.02	0.00	0.00	199,497.02
Port Development	0.00	0.00	4,266,401.81	0.00	4,266,401.81
Total LGIP	1,791,434.06	199,497.02	4,266,401.81	0.00	6,257,332.89
Petty Cash	66.28	28.48	55.24	0.00	150.00
Total Checking/Savings	1,888,060.11	201,821.16	4,375,212.14	0.00	6,465,093.41
Total Current Assets	1,888,060.11	201,821.16	4,375,212.14	0.00	6,465,093.41
TOTAL ASSETS	1,888,060.11	201,821.16	4,375,212.14	0.00	6,465,093.41
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Credit Cards					
Mastercard-2556	122.77	0.00	0.00	0.00	122.77
Total Credit Cards	122.77	0.00	0.00	0.00	122.77
Other Current Liabilities					
Payroll Liabilities	231.03	0.00	0.00	0.00	231.03
Total Other Current Liabilities	231.03	0.00	0.00	0.00	231.03
Total Current Liabilities	353.80	0.00	0.00	0.00	353.80

PORT OF THE DALLES Balance Sheet by Class

As of August 31, 2024

	General Fund	Marina Fund	Port Development Fund	Unclassified	TOTAL
Total Liabilities	353.80	0.00	0.00	0.00	353.80
Equity					
Unrestricted Net Assets	1,920,016.29	200,036.33	4,336,400.88	0.00	6,456,453.50
Net Income	-32,309.98	1,784.83	38,811.26	0.00	8,286.11
Total Equity	1,887,706.31	201,821.16	4,375,212.14	0.00	6,464,739.61
TOTAL LIABILITIES & EQUITY	1,888,060.11	201,821.16	4,375,212.14	0.00	6,465,093.41

PORT OF THE DALLES

<u>Profit & Loss Budget vs. Actual-GENERAL FUND</u> August 2024

	Aug 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	0.00	0.0%
Interest from Earnings	8,534.34	0.00	100.0%
Other Resources			
Grants	0.00	0.00	0.0%
Launch Ramp & Transient Moorage	160.00	0.00	100.0%
Leased Land & Facilities	21,785.00	0.00	100.0%
Loan Repayments			
Marina Fund			
Interest	0.00	0.00	0.0%
Principal	0.00	0.00	0.0%
Total Marina Fund	0.00	0.00	0.0%
Total Loan Repayments	0.00	0.00	0.0%
Other Income	27.27	0.00	100.0%
Total Other Resources	21,972.27	0.00	100.0%
Previously Levied Taxes	1,207.94	0.00	100.0%
Property Taxes	0.00	0.00	0.0%
Transfer from Other Funds	0.00	0.00	0.0%
Total Income	31,714.55	0.00	100.0%
Gross Profit	31,714.55	0.00	100.0%
Expense			
Capital Outlay	8,311.23	0.00	100.0%
Material & Services	14,646.09	0.00	100.0%
Personal Services	23,296.79	0.00	100.0%
Transfers & Contingency	0.00	0.00	0.0%
Total Expense	46,254.11	0.00	100.0%
Net Ordinary Income	-14,539.56	0.00	100.0%
et Income	-14,539.56	0.00	100.0%

PORT OF THE DALLES Profit & Loss Budget vs. Actual-MARINA FUND August 2024

	Aug 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	0.00	0.0%
Interest from Earnings	896.13	0.00	100.0%
Other Resources			
Fire Emergency	0.00	0.00	0.0%
Total Other Resources	0.00	0.00	0.0%
Total Income	896.13	0.00	100.0%
Gross Profit	896.13	0.00	100.0%
Expense			
Capital Outlay	0.00	0.00	0.0%
Debt Service	0.00	0.00	0.0%
Transfers & Contingency	0.00	0.00	0.0%
Total Expense	0.00	0.00	0.0%
Net Ordinary Income	896.13	0.00	100.0%
Net Income	896.13	0.00	100.0%

PORT OF THE DALLES

<u>Profit & Loss Budget vs. Actual-PORT DEVELOPMENT FUND</u> August 2024

	Aug 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	0.00	0.0%
Interest from Earnings	19,507.66	0.00	100.0%
Other Resources			
Grants	0.00	0.00	0.0%
Land Sales & Contract Interest			
V&G			
Interest	285.93		
Principal	474.07		
Total V&G	760.00		
Land Sales & Contract Interest - Other	0.00	0.00	0.0%
Total Land Sales & Contract Interest	760.00	0.00	100.0%
Other Income	0.00	0.00	0.0%
Total Other Resources	760.00	0.00	100.0%
Transfer from Other Funds	0.00	0.00	0.0%
Total Income	20,267.66	0.00	100.0%
Gross Profit	20,267.66	0.00	100.0%
Expense			
Capital Outlay	0.00	0.00	0.0%
Material & Services	0.00	0.00	0.0%
Special Payments	0.00	0.00	0.0%
Transfers & Contingency	0.00	0.00	0.0%
Total Expense	0.00	0.00	0.0%
Net Ordinary Income	20,267.66	0.00	100.0%
et Income	20,267.66	0.00	100.0%

MEETING DATE September 11, 2024

REPORT ITEM I-1.) Director's Report Executive Director Klaas

Office

- Port Staff continue to address recovery from the water in the Port Administrative Office Basement (boardroom), but we are in the home stretch:
 - o Carpet installation is completed, and new vinyl was laid in the bathroom.
 - o The estimate to install a new fire rated door leading upstairs was just received: \$3,321.80
 - o The bathroom door will get new handles installed with an "occupied" indicator on the outside.
- Executive Director Klaas and John Hartman from Mid-Columbia Economic Development District (MCEDD) met with Mike Guzman from the Center on Rural Innovation (CORI) to talk about a variety of projects that CORI is working on and to see how The Dalles may be able to take advantage of some of the initiatives around supporting new and emerging technologies in our region, including how to better connect investors to small businesses, how to help small businesses network outside of The Dalles/Columbia Gorge, what is needed to build a tech hub workspace, etc. Independence Oregon has been successful incubating emerging companies so we may be reaching out to them to learn from their experience. Some highlights from the meeting:
 - o **Cybersecurity training** CISCO cybersecurity is offering an up-skilling opportunity on Mighty Networks. This is a self-paced, 15-hour course that is an introduction to cybersecurity. Here is a link to the <u>program flier</u>.
 - o **Inventorying Employer Tech Job Demand -** Mike Guzman provided us with a survey to inventory tech jobs from employers in the community to help inform the skills demand and how it might match up to tech training programs.
 - o **Youth Coding League** This is a reminder about the <u>Youth Coding League</u> that more and more of our communities are trying to take advantage of in their communities. The goal is to connect youth to have fun interactions with tech from an earlier age.
 - o Other State Border Communities We talked about the challenges of being a border community, especially when it comes to program funding. Mike said there are a few communities in the CORI network that are facing similar challenges and may some helpful ideas.
- Commissioner Coburn and Executive Director Klaas met with Dan Spatz, Economic Development Officer, City of The Dalles, to get an update on the Columbia Gateway Urban Renewal Agency proposal to extend the Urban Renewal term. The decision to extend the term will be made by The Dalles City Council, but they will be looking for input from all the taxing districts. The biggest project Urban Renewal would like to complete will be renovating 1st Street including fixing sidewalks, installing new water and sewer lines and adding a bike lane to the train track side of the road. Dan Spatz is developing a full list of possible projects as part of a future Port Commission discussion about this, and we will need to give our recommendation to Commissioner Coburn at the October Port meeting.
- Northern Wasco County Parks and Recreation District were able to identify the vandals that were chalking property and leaving hateful messages on Parks & Port properties. The couple are Marilyn and Jeffrey Clifford. These two people have been trespassed from all Parks and Recreation properties, as well as all Port properties.
- V&G, LLC delivered their earnest money to the Port and an access agreement has been issued by the Port to V&G, LLC so their contractor can begin work on the outside patio.
- Annika Baumgarten finished her Quartermaster project in The Dalles Marina Guest Moorage; photos of the project follow this report.
- The Dalles Area Chamber of Commerce (The Chamber) had approached the Port about installing two kayak rental kiosks, one at Klindt Cove Park, and one at The Dalles Marina. Port Staff asked The Chamber to talk to Scott Baker, Executive Director, Northern Wasco County Parks & Recreation District (Parks & Rec) to make sure he was okay with the idea. What we learned is that Parks & Rec has a potential concessionaire to rent kayaks and e-bikes next summer (location: Riverfront Park), so was not in favor of a competing business located at these locations. The agreement that The Chamber (and Port) are being asked to enter would require a 5-year commitment. The Port will be meeting with The Chamber and Parks & Rec later this month to see how we might be able to work together.
- This vendor concept also got Port Staff thinking about better utilization of the parking area at The Dalles Marina and wondered if it would be a good location for food/coffee trucks, e-bike rentals, etc. and what infrastructure might be needed. Other Ports have summer vendors on their waterfront, maybe a first step.
- The Riverfront Trail Poplar Project has gone out to bid.
- The Dalles Community Outreach Team (COT) is leaving for Washington, D.C. on Saturday, September 7th, and has a full schedule of meetings Monday-Wednesday.

The Dalles Marina

• Update from The Dalles Marina, LLC, concerning Boathouse B-1: The owners have removed what they want from the boathouse. Intrepid Construction has provided insurance to The Dalles Marina, LLC, naming both Port of The Dalles and The Dalles Marina, LLC as additional insureds. The construction company will be bringing in a floating garbage can and setting up booms around the boathouse to contain debris. They are planning on starting the boathouse removal on Monday, September 9, 2024, and will have 5 people working on the project, estimating they will be done by the end of the week. The contractor has been instructed to contact the Port if they plan to use the public boat launch ramp to move equipment and/or material.

In progress







Finished product



