

**PORT COMMISSION REGULAR SESSION MEETING  
WEDNESDAY, FEBRUARY 16, 2022, 5:30 P.M. VIA VIDEO CONFERENCE**

**AGENDA**

- A. ROLL CALL** Executive Assistant Toepke
- B. PLEDGE OF ALLEGIANCE** Commissioner Weast
- C. OPEN PUBLIC HEARING: SUPPLEMENTAL BUDGET FISCAL YEAR 2021/2022**
- D. AGENDA CORRECTIONS OR ADDITIONS** Executive Director Klaas
- E. PUBLIC COMMENT OR QUESTION**
- F. UPCOMING MEETINGS/EVENTS**
- February 21, 2022: Presidents Day – Office Closed
  - February 22, 2022, 12:00 p.m.: Spooky’s Pizza: Executive Director Klaas Guest Speaker at The Dalles Lions Club Meeting
  - March 14, 2022, 8:30 a.m.: KIHR Radio with Executive Director Klaas
  - **March 16, 2022: Port Commission Regular Session Meeting**
- G. DISCUSSION ITEMS**
1. 2022 SDAO Annual Conference Recap
  2. Electric Vehicle Charging Station at The Dalles Marina
- H. 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 EDC Executive Assistant Toepke  
*Did not meet in February, next meeting in March*
- I. CLOSE PUBLIC HEARING: SUPPLEMENTAL BUDGET FISCAL YEAR 2021/2022**

**J. ACTION ITEMS**

1. January 12, 2022, Regular Session Meeting Minutes
2. January 2022 Financial Reports Treasurer Coburn
3. Dog River Pipeline Replacement Project-Pipe Storage Site Lease: Request to reduce or waive monthly rate of \$5,000.00
4. Correction to Resolution No. 21-006 Adopting a Supplemental Budget for Fiscal Year 2021/2022
5. Resolution No. 22-001 Declaring an Emergency and Authorizing Receipt of Grants, Borrowing and Expending Moneys, not included in the Budget for Fiscal Year 2021/2022
6. Resolution No. 22-002 Authorizing Transfer of Funds Between Categories and Adopting a Supplemental Budget for Fiscal Year 2021/2022
7. Resolution No. 22-003 Authorizing an Increase to the Interfund Loan from the General Fund to Marina Fund

**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	February 16, 2022
ITEM G-2.)	Electric Vehicle Charging Station at The Dalles Marina
STAFF RECOMMENDATION	N/A

### **Question: Should the Port pursue options for electric vehicle charging in the Marina parking lot?**

#### **Background**

- Late last Fall, Commissioner Weast suggested the possibility of an electric vehicle charging station at the Marina as a way for the Port to help combat climate change.
- Angie Macnab, Owner/Operator of The Dalles Marina, LLC, has been talking to a number of electric vehicle charging companies in her role as Finance Director for the City of The Dalles. Because of that experience she believes that electric vehicle charging would be a nice amenity at the Marina. Currently she has a conversation going with a company that serves one specific vehicle brand to see what type of service/agreement they are offering.

To become better educated, Port Staff have reached out to Northern Wasco PUD, FORTH Mobility, and Oregon State Marine Board to develop an understanding what the Port's options might (or might not) be.

- *First, do we have adequate electric supply at the Marina?*

Northern Wasco PUD believes the current electric service in the Marina will be able to handle additional loads, but the question that will need to be answered is if the chargers require 3-phase power. This is available in the Marina, but it is located on the boathouse side, as opposed to being near the restrooms where the most logical place for a charging station would be.

- *Second, to Oregon State Marine Board. What might be the consequence of installing chargers in the parking lot which could remove boater parking?*

The answer was, it would depend on how many spaces and where they were located. Because the Port relies on Oregon State Marine Board funding to operate the restrooms and do basic maintenance at the launch ramp, it is not advisable to jeopardize those funds. Port Staff also learned that there are electric boat users who could potentially be looking for a location to recharge their motors' batteries.

- *Third, what type of charging system would be best in the Marina?*

This is one of the harder questions to answer right now. Several companies have developed level 3 chargers for their specific vehicles, and then there are chargers that have a broader vehicle reach. Additionally, several vehicle companies are developing electric commercial fleets and the Marina parking lot could be a very convenient location.

Finally, the PUD put staff in touch with EV Chargeworks. This company is an engineering firm dedicated to helping businesses ask the right questions, ensure compliance, and negotiate the right chargers for the location. If the Port chooses to work with them, they will help with technology scouting and offer general guidance. Staff has asked for a proposal from them and if received in time will present it at the meeting; their hourly rate is \$154.00. One comment that they made during the initial discussion was that most companies could install a level 2 type charger that would work with a multitude of vehicles alongside the proprietary chargers. In the information that they sent to the Port, they mention that they *"would envision acting on your behalf as the owners representative to ensure: The right questions and requirements are posed; clear coordination and expectations among the Port, EV charging company, and the PUD; and an outcome that meets and exceeds goals of the Port to leverage this opportunity both as a positive transformation for the waterfront area and to secure ongoing revenue to improve the budget outlook for the Port."*

## PORT OF THE DALLES AGENDA ITEM

MEETING DATE February 16, 2022

ITEM H-1.) Staff Report  
Executive Director Klaas

STAFF RECOMMENDATION N/A

### Real Estate Committee

- The Real Estate Committee met and had a good discussion about what the direction should be for this group, and what outcomes they are looking for. It was noted that several properties that the Port expressed interest in last year were subsequently purchased by the private sector and are now under redevelopment. The group also talked about the Brownfields' projects that are under way and got a better understanding of where the current Urban Renewal District boundaries are located. The group felt that the Port should continue to look for real estate opportunities, but that also these opportunities could be for future projects 5, 10, 20 years down the road. Port Staff will be setting up meetings over the next few months with local property owners to discuss their future plans and see if there are any opportunities for the Port to consider; eleven properties/owners were identified. In doing research on the Urban Renewal District, a comment was made that there are a few out-of-the-area property owners, which creates challenges when trying to talk to them about building renovations and energy improvements. The impression is that these property owners are okay with the status quo, so the challenge is how do we bring them to the table to discuss property renovation/redevelopment; no answers to this yet.

### Marina Fire Update

- Special Districts' subrogation attorney is working on behalf of Special Districts and the Port in attempt to collect insurance from all parties and at the same time Jordan Ramis PC attorneys are sending out claim letters to all property owners. We believe that we have received final billing and are now parsing out cleanup costs versus disposal costs, since there are different paths to recouping our expenditures.

### Chenoweth Creek Restoration

- Earlier this year Wasco County Soil and Water Conservation district received funds from Hydro NW related to the DEQ the fine that they received. Oregon allows companies that are fined to invest a portion of the fine into projects in the community that will improve water or air quality. The Soil and Water Conservation project is a restoration strategy at the mouth of Chenoweth Creek. They will be removing invasive plants and then replanting with native trees and plants. The work is expected to begin soon, and staff will be organizing a tour for Port Commissioners with a Soil and Water Conservation expert as a guide. It's an exciting project and all are happy to keep some of the DEQ fine in the community to better Chenoweth Creek!

- The project description:
  - Restore natural riparian vegetative communities, including removing invasive species and planting native vegetation. Wasco County SWCD and The Dalles Area Watershed Council propose to treat invasive plant species within an approximately 10-acre area along lower Chenoweth Creek and plant native trees, shrubs, and grasses in their place. Invasive species to be removed include Himalayan Blackberry, Rush Skeleton weed, Bull Thistle, Tree of Heaven, Perennial Pepper weed and Russian Olive. Native species to be planted include willows, cottonwood, blue elder, currant, ponderosa pine, alder, oak, and buffalo berry. These plants are adapted to the local climate and rainfall zone and will be planted within the floodplain where their roots will have access to subsurface moisture. No water will be diverted from Chenoweth Creek and no groundwater will be pumped for supplemental irrigation. In addition, Vis Pore mats will be used to facilitate plant survival. One Vis Pore mat provides 9 square feet of weed-free soil and retains water and minerals that weeds usually take. The mats are UV stabilized with carbon black for three years of weed control.
  - Approximately 800 trees & shrubs will be planted, and native grass will be seeded on any critically disturbed areas. We also propose to place large wood and/or install 13-15 Beaver Dam Analogs (BDA's), which are man-made in-water structures designed to mimic the form and function of a natural beaver dam. Finally, we propose to install a series of interpretive signs relating to conservation along Riverfront Trail where it follows Chenoweth Creek, as this is a highly visible area with a lot of public interest and access. The property is owned by the Port of The Dalles, who have authorized completion of this SEP and are enthusiastic about this opportunity.

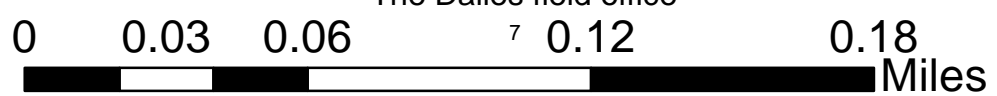


# Invasive plant removal

Legend  
 Invasive weeds



Prepared Scott Susi  
The Dalles field office



**PORT OF THE DALLES AGENDA ITEM**

**MEETING DATE** February 16, 2022

**ITEM J-1.)** January 12, 2022, Regular Session Meeting Minutes

**STAFF RECOMMENDATION** Approve January 12, 2021, Regular Session Meeting Minutes  
as presented



**PORT OF THE DALLES COMMISSION**  
**Regular Session Meeting Minutes**  
**Wednesday, January 12, 2022, 5:30 p.m.**  
**Video Meeting via Zoom**

The Regular Session Meeting of the Port Commissioners was called to order by President Greg Weast at 5:31 p.m.

**ROLL CALL** Executive Assistant Toepke

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

**STAFF** Jennifer Toepke, Executive Assistant; Bill Dick, Attorney **ABSENT** Andrea Klaas, Executive Director

**GUESTS** Angie Wilson, The Dalles Marina, LLC; Dave Anderson, Public Works Department Director, City of The Dalles; Mike Courtney, Past Port Commissioner

**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. **November 10, 2021, Regular Session Meeting Minutes** *were Approved by Consensus*
2. **December 3, 2021, Special Session Meeting Minutes** *were Approved by Consensus*
3. **December 15, 2021, Regular Session Meeting Minutes** *were Approved by Consensus*
4. **December 2021 Financial Reports** *were Approved by Consensus*
5. **Marina Fire Recovery Committee:** *Commissioners Greg Weast & Staci Coburn were appointed unanimously*
6. **Dog River Pipeline Replacement Project-Pipe Storage Site Lease: Request to reduce or waive monthly rate of \$5,000.00** *Commission unanimously agreed to lease The City of The Dalles a lot, the monthly rate will be decided at the February 16, 2022 Port Commission Regular Session Meeting*

**REPORTS**

1. *Concessionaire The Dalles Marina, LLC: Q2/FY 21-22 Report* Owner-Operator Macnab Stands as included in the meeting packet
2. *Staff Report* Executive Director Klaas Stands as included in meeting packet
3. *Committee Reports*
  - *Community Outreach Team* Commissioner Weast 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 The committee did not meet in January.
  - *The Dalles Area Chamber of Commerce* Commissioner Griffith Awards Banquet will be held virtually
  - *Dufur* Commissioner Wallace The City is planning for the new wastewater system to be completed by the end of December 2022
  - *Wasco County Economic Development Committee* EA Toepke The committee did not meet in January.

**REGULAR SESSION ADJOURNED AT 6:05 P.M. & EXECUTIVE SESSION COMMENCED AT 6:06 P.M.**

**EXECUTIVE SESSION ADJOURNED AT 6:51 P.M. & REGULAR SESSION RESUMED AT 6:52 P.M.**

**COMMISSION CALL**

- Continued appreciation and thanks to staff for a job well done.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 6:54 p.m.**

**PORT OF THE DALLES:**

**ATTEST:**

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Greg Weast, President  
Board of Commissioners

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David A. Griffith, Secretary  
Board of Commissioners

DATE APPROVED: February 16, 2022

Prepared by: Jennifer Toepke, Executive Assistant

## PORT OF THE DALLES AGENDA ITEM

MEETING DATE February 16, 2022

ITEM J-2.) January 2022 Financial Reports

STAFF RECOMMENDATION Approve January 2022 Financial Reports as presented

### Local Government Investment Pool

- Interest Rate 0.45% (Average Annualized Yield)

### General Fund

- Income
  - State of Oregon-Business Oregon Office Rent: \$1,200.00
  - Meadow Outdoor Advertising-Annual Rent 2021: \$2,763.00
- Expenses
  - Elias Lawn Maintenance-Snow Removal at Marina & Office: \$1,400.00
  - Friend & Reagan, P.C.-Final Audit FY 20/21 Payment: \$1,000.00
  - NWC Parks & Recreation District-Launch Ramp Restroom Cleaning & Maintenance: \$1,650.00
  - Number Works Bookkeeping LLC-Bookkeeping Consulting Services: \$450.00
  - Northwest River Partners-Annual Donation: \$625.00
  - Rod Huante-Houseless Encampment Cleanup: \$510.00
  - SDIS-Annual Property & Liability Insurance: \$15,136.00

### Port Development Fund

- Income
  - Nothing unusual
- Expenses
  - Friend & Reagan, P.C.-Final Audit FY 20/21 Payment: \$1,000.00
  - Larson/Wynn, INC.-Holiday spot on KODL: \$150.00

### Marina Fund

- Income
  - Nothing unusual
- Expenses
  - Associated Underwater Services-Marina Fire Cleanup & Disposal: \$119,327.34

**Port of The Dalles  
Account QuickReport  
As of January 31, 2022**

Cash Basis

Type	Num	Name	Paid Amount
<b>CSB Checking</b>			
<b>General Checking</b>			
Check	EFT	Ameritas	-47.60
Bill Pmt -Check	24697	Andrea Klaas	-155.76
Bill Pmt -Check	24698	Bohns Printing	-15.82
Bill Pmt -Check	24699	City Of The Dalles.	-156.94
Bill Pmt -Check	24700	Columbia River Affordabl...	-430.00
Bill Pmt -Check	24701	Elias Lawn Maintenance	-1,400.00
Bill Pmt -Check	24702	Friend & Reagan, P.C.	-1,000.00
Bill Pmt -Check	24703	H2Oregon	-13.50
Bill Pmt -Check	24704	Jennifer Toepke.	-170.32
Bill Pmt -Check	24705	Northern Wasco County ...	-1,650.00
Bill Pmt -Check	24706	Number Works Bookkee...	-450.00
Bill Pmt -Check	24707	PUD	-306.18
Bill Pmt -Check	24708	Sawyers Ace Hardware	-23.97
Bill Pmt -Check	24709	SDIS	-4,555.56
Paycheck	24710	Andrea L. Klaas	-3,411.48
Paycheck	24711	Jennifer Toepke	-1,899.90
Bill Pmt -Check	24712	Simply Clean LLC	-187.50
Bill Pmt -Check	24713	Streamline	-75.00
Deposit			4,063.00
Liability Check	EFT	Pers	-437.87
Liability Check	EFT	Professional Benefit Ser...	-353.85
Check	EFT	Verizon	-101.33
Liability Check	EFTPS	United States Treasury	-1,670.58
Liability Check	EFT	Oregon Department of R...	-428.00
Liability Check	EFTPS	United States Treasury	-125.99
Liability Check	ACH	Oregon Department of R...	-14.00
Liability Check	ACH	Oregon Department of R...	-44.74
Transfer			50,000.00
Paycheck	24714	Andrea L. Klaas	-3,411.27
Paycheck	24715	Jennifer Toepke	-1,881.68
Bill Pmt -Check	24716	Cardmember Services	-808.92
Bill Pmt -Check	24717	Gorge Networks	-163.76
Bill Pmt -Check	24718	Northwest River Partners	-625.00
Bill Pmt -Check	24719	Rod Huante	-510.00
Bill Pmt -Check	24720	SDIS	-15,136.00
Bill Pmt -Check	24721	The Dalles Disposal	-169.98
Liability Check	EFT	Pers	-436.18
Liability Check	EFT	Professional Benefit Ser...	-352.91
Liability Check	EFT	Oregon Department of R...	-425.00
Liability Check	EFT	United States Treasury	-1,663.24
Total General Checking			9,353.17
<b>Marina Checking</b>			
Bill Pmt -Check	23837	Associated Underwater ...	-119,327.34
Total Marina Checking			-119,327.34
<b>Port Develop. Checking</b>			
Bill Pmt -Check	23300	Friend & Reagan, P.C.	-1,000.00
Deposit			759.07
Bill Pmt -Check	23301	Cardmember Services	-682.40
Bill Pmt -Check	23302	Larson/Wynn, INC.	-150.00
Total Port Develop. Checking			-1,073.33
<b>CSB Checking - Other</b>			
Total CSB Checking - Other			-111,047.50
Total CSB Checking			-111,047.50
<b>TOTAL</b>			<b>-111,047.50</b>

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

Cash Basis

July 2021 through January 2022

	<u>Jul '21 - J...</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Beginning Fund Balance	0.00	972,081.00	0.0%
Other Income	9,168.93	2,000.00	458.4%
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	8,648.00	15,000.00	57.7%
Previously Levied Taxes	6,214.63	5,000.00	124.3%
Transfer from Other Fund	200,000.00	200,000.00	100.0%
<b>Expense</b>			
Interest from Cash in Bank	4,418.25	5,832.00	75.8%
Interest From Earnings	728.47		
Property Tax	352,033.85	348,654.00	101.0%
<b>Total Income</b>	<u>672,272.38</u>	<u>1,662,188.00</u>	<u>40.4%</u>
<b>Gross Profit</b>	672,272.38	1,662,188.00	40.4%
<b>Expense</b>	<u>780,818.23</u>	<u>1,231,075.00</u>	<u>63.4%</u>
<b>Net Ordinary Income</b>	<u>-108,545.85</u>	<u>431,113.00</u>	<u>-25.2%</u>
<b>Net Income</b>	<u><b>-108,545.85</b></u>	<u><b>431,113.00</b></u>	<u><b>-25.2%</b></u>

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

Cash Basis

July 2021 through January 2022

	<u>Jul '21 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Beginning Fund Balance</b>	0.00	3,119,622.00	0.0%
<b>Other Income</b>	135,479.44	5,000,000.00	2.7%
<b>Special Payments-City of Dufur</b>	0.00	0.00	0.0%
<b>Loan Repayments</b>	39,310.00	39,310.00	100.0%
<b>Grants</b>	0.00	3,000,000.00	0.0%
<b>Transfer from Other Fund</b>	0.00	500,000.00	0.0%
<b>Interest from Cash in Bank</b>	4,430.16		
<b>Interest From Earnings</b>	0.00	18,718.00	0.0%
<b>Interest From Contracts</b>	655.77	4,500.00	14.6%
<b>Land Sales</b>	4,687.72	800,000.00	0.6%
<b>Total Income</b>	<u>184,563.09</u>	<u>12,482,150.00</u>	<u>1.5%</u>
<b>Gross Profit</b>	184,563.09	12,482,150.00	1.5%
<b>Expense</b>	403,132.62	12,096,560.00	3.3%
<b>Net Ordinary Income</b>	<u>-218,569.53</u>	<u>385,590.00</u>	<u>-56.7%</u>
<b>Net Income</b>	<u><b>-218,569.53</b></u>	<u><b>385,590.00</b></u>	<u><b>-56.7%</b></u>

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

Cash Basis

July 2021 through January 2022

	<u>Jul '21 - Jan...</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Beginning Fund Balance</b>	0.00	54,412.00	0.0%
<b>Other Resources</b>			
<b>Fire Emergency</b>	<u>862,640.71</u>		
<b>Total Other Resources</b>	862,640.71		
<b>Interest from Cash in Bank</b>	146.45	326.00	44.9%
<b>Interest From Earnings</b>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Income</b>	<u>862,787.16</u>	<u>54,738.00</u>	<u>1,576.2%</u>
<b>Gross Profit</b>	862,787.16	54,738.00	1,576.2%
<b>Expense</b>	<u>850,173.03</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Ordinary Income</b>	12,614.13	54,738.00	23.0%
<b>Other Income/Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Net Income</b>	<u><u>12,614.13</u></u>	<u><u>54,738.00</u></u>	<u><u>23.0%</u></u>

## PORT OF THE DALLES AGENDA ITEM

**MEETING DATE**

February 16, 2022

**ITEM J-3.)**

Dog River Pipeline Replacement Project-Pipe Storage Site Lease:  
Request to reduce or waive monthly rate of \$5,000.00 of Tax Lot 2N  
13E 21 C 1000 [Lot 10, Port of The Dalles](#)

**STAFF RECOMMENDATION**

Approve request to waive or lower \$5,000.00 per month rate for pipe storage site lease from March 1-November 30, 2022, for the Dog River Pipeline Replacement Project as presented

- 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

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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 1<sup>st</sup> and West 2<sup>nd</sup> 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.

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Tel: (541) 506-2008

[danderson@ci.the-dalles.or.us](mailto: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**

February 16, 2022

**ITEM J-4.)**

Correction to Resolution No. 21-006 Adopting a Supplemental Budget for Fiscal Year 2021/2022

**STAFF RECOMMENDATION**

Approve Correction to Resolution No. 21-006 Adopting a Supplemental Budget for Fiscal Year 2021/2022 as presented

- In Resolution 21-006 adopted September 15, 2021, the Revised Total Fund Resources were reflected as \$1,162,189, this has been corrected to \$1,662,189; and the Revised Total Fund Requirements were reflected as \$1,162,189, this has also been corrected to \$1,662,189.

**RESOLUTION NO. 21-006**
**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2021/2022, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES, FROM THE PORT OF THE DALLES GENERAL FUND TO THE MARINA FUND ADOPTED BUDGET**

**WHEREAS**, ORS 294.471 allows for a supplemental budget if an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning, and;

**WHEREAS**, a pressing necessity creates a need for prompt action, and;

**WHEREAS**, the supplemental budget will change the fund’s expenditure by more than 10%; therefore a public notice was published on September 8, 2021 for a supplemental budget hearing on September 15, 2021, and;

**WHEREAS**, the Marina Fund does not have sufficient resources to pay for expenditures from the unforeseen occurrence of a fire at the marina on July 3, 2021, and;

**WHEREAS**, the General Fund made an Interfund Loan (Resolution No. 21-005) to the Marina Fund for expenditures from the unforeseen occurrence of a fire at the marina.

**NOW, THEREFORE, BE IT RESOLVED THAT THE PORT OF THE DALLES COMMISSION:**

**1. Adopt the Supplemental Budget.** The Port Commission hereby adopts the Supplemental Budget for FY 2021/2022, increasing revenues and making appropriations as follows in the Summary of Supplemental Budget Line-Item Detail:

<u>Fund</u>	<u>Resource</u>	<u>Amount</u>	<u>Requirement</u>	<u>Amount</u>
General	Beginning Cash on Hand	\$500,000	Transfer to Other Funds	\$500,000
<b><u>Revised Total Fund Resources</u></b>		<b>\$1,662,189</b>	<b><u>Revised Total Fund Requirements</u></b> <b>\$1,662,189</b>	

\*To provide an Interfund Loan (Transfer Out) to the Marina Fund for expenditures incurred from the unforeseen fire at the marina.

<u>Fund</u>	<u>Resource</u>	<u>Amount</u>	<u>Requirement</u>	<u>Amount</u>
Marina	Fire Emergency	\$500,000	Capital Outlays/Fire Emer.	\$500,000
<b><u>Revised Total Fund Resources</u></b>		<b>\$554,738</b>	<b><u>Revised Total Fund Requirements</u></b> <b>\$554,738</b>	

\*To receive an Interfund Loan (Transfer In) from the General Fund for expenditures incurred from the unforeseen fire at the marina.

\*Under Resources add a line item under category Other Resources: Fire Emergency to receive the Transfer In. Under Requirements, add a line item under category Capital Outlays: Fire Emergency

**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 15<sup>TH</sup> DAY OF SEPTEMBER 2021. CORRECTED: PASSED, APPROVED AND ADOPTED BY THE PORT COMMISSION THIS 16<sup>TH</sup> DAY OF FEBRUARY 2022.**

**SIGNED:**

**ATTEST:**

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**Greg Weast, President  
Board of Commissioners**

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**David A. Griffith, Secretary  
Board of Commissioners**

**PORT OF THE DALLES AGENDA ITEM**

**MEETING DATE** February 16, 2022

**ITEM J-5.)** Resolution No. 22-001 Declaring an Emergency and Authorizing Receipt of Grants, Borrowing and Expending Moneys, not included in the Budget for Fiscal Year 2021/2022

**STAFF RECOMMENDATION** Approve Resolution No. 22-001 Declaring an Emergency and Authorizing Receipt of Grants, Borrowing and Expending Moneys, not included in the Budget for Fiscal Year 2021/2022 as presented

**RESOLUTION NO. 22-001****A RESOLUTION AUTHORIZING PORT OF THE DALLES TO RECEIVE GRANTS, BORROW AND EXPEND MONEYS, TO RESPOND TO AN EMERGENCY**

**WHEREAS, ORS 294.481 (1)** As necessary to respond to a an emergency situation, the governing body of a municipal corporation may: **(a)** Adopt an ordinance or resolution authorizing the municipal corporation to receive grants or borrow moneys not included in the budget of the municipal corporation for the current year or current budget period; and **(b)** Make appropriations for estimated expenditures out of any source of available funds, including unappropriated fund balances, by ordinance or resolution in the same manner as provided in **ORS 294.463 (Transfers of appropriations within fund or between funds) (1)**, or by supplemental budget as provided in **ORS 294.471 (Supplemental budget in certain cases) (3)** or **294.473 (Procedure when supplemental budget changes estimated expenditures by more than 10 percent)**

**WHEREAS**, the unforeseen occurrence of a fire at the marina on July 3, 2021, is the emergency.

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

- 1. Declaration of an emergency due to the unforeseen occurrence of a fire at the marina on July 3, 2021.** The Port Commission hereby authorizes the receipt of grants, borrowing and expending moneys, not included in the budget for Fiscal Year 2021/2022.
- 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 16<sup>TH</sup> DAY OF FEBRUARY 2022**

**SIGNED:**

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**Greg Weast, President  
Board of Commissioners**

**ATTEST:**

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**David A. Griffith, Secretary  
Board of Commissioners**

**PORT OF THE DALLES AGENDA ITEM**

**MEETING DATE** February 16, 2022

**ITEM J-6.)** RESOLUTION NO. 22-002 AUTHORIZING TRANSFER OF FUNDS BETWEEN CATEGORIES AND ADOPTING SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2021/2022

**STAFF RECOMMENDATION** Approve Resolution No. 22-002 Authorizing Transfer of Funds between Categories and Adopting Supplemental Budget for Fiscal Year 2021/2022 as presented



**RESOLUTION NO. 22-002**

**A RESOLUTION AUTHORIZING A TRANSFER OF FUNDS BETWEEN CATEGORIES IN THE GENERAL FUND, ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2021/2022, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES, FROM THE PORT OF THE DALLES GENERAL FUND TO THE MARINA FUND ADOPTED BUDGET**

**WHEREAS**, ORS 294.463 allows for transfers of appropriations within funds or between funds, and;

ORS 294.471 allows for a supplemental budget if an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning, and;

**WHEREAS**, a pressing necessity creates a need for prompt action, and;

**WHEREAS**, the supplemental budget will change the fund’s expenditure by more than 10%; therefore a public notice was published on February 9, 2022 for a supplemental budget hearing on February 16, 2022, and;

**WHEREAS**, \$300,000 is requested from the General Fund’s Unappropriated Ending Fund Balance to Transfers to Other Funds in the General Fund, and;

**WHEREAS**, as the Marina Fund does not have sufficient resources to pay for expenditures from the unforeseen occurrence of a fire at the marina on July 3, 2021, and;

**WHEREAS**, the General Fund made an Interfund Loan (Resolution No. 21-005) to the Marina Fund for expenditures from the unforeseen occurrence of a fire at the marina, which will be increased by a \$300,000 Transfer to Other Funds from the General Fund to the Marina Fund, Fire Emergency, and reflected in Resolution No. 22-003

**NOW, THEREFORE, BE IT RESOLVED THAT THE PORT OF THE DALLES COMMISSION:**

**1. Authorizing Budget Transfers.** The Port Commission hereby authorizes the following transfer of funds between line item/categories in the General Fund:

<u>General Fund</u>	<u>Budgeted</u>	<u>Resource Needed</u>	<u>Reallocated</u>	
From: *UEFB	\$451,114	\$151,114	-\$300,000	
To: Transfer to Other Funds	\$500,000	\$800,000	+\$300,000	
				<u>New Total General Fund Expenditures</u>
				<u>\$1,511,075</u>
				<u>Total General Fund Requirements – no change</u>
				<u>\$1,662,189</u>

\*Unappropriated Ending Fund Balance

2. **Adopt the Supplemental Budget.** The Port Commission hereby adopts the Supplemental Budget for FY 2021/2022, increasing revenues and making appropriations as follows in the Summary of Supplemental Budget Line-Item Detail:

<u>Fund</u>	<u>Resource</u>	<u>Amount</u>	<u>Requirement</u>	<u>Amount</u>
Marina	Fire Emergency	\$800,000	Capital Outlays/Fire Emer.	\$800,000
<b><u>Revised Total Fund Resources</u></b>		<b>\$854,738</b>	<b><u>Revised Total Fund Requirements</u></b>	<b>\$854,738</b>

\*To receive an increase to the Interfund Loan (Transfer to Other Funds from the General Fund) that was made in September 2021, for expenditures incurred from the unforeseen fire at the marina in July 2021, to be reflected in Resolution No. 22-003.

3. **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 16<sup>TH</sup> DAY OF FEBRUARY 2022**

**SIGNED:**

**ATTEST:**

\_\_\_\_\_  
**Greg Weast, President**  
**Board of Commissioners**

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**David A. Griffith, Secretary**  
**Board of Commissioners**

**PORT OF THE DALLES AGENDA ITEM**

**MEETING DATE** February 16, 2022

**ITEM J-7.)** Resolution No. 22-003 Authorizing an Increase to the Interfund Loan from the General Fund to the Marina Fund

**STAFF RECOMMENDATION** Approve Resolution No. 22-001 Declaring an Emergency and Authorizing Receipt of Grants, Borrowing and Expending Moneys, not included in the Budget for Fiscal Year 2021/2022 as presented

**RESOLUTION NO. 22-003**

**A RESOLUTION AUTHORIZING AN INCREASE TO THE INTERFUND LOAN OF \$500,000.00 TO \$800,000.00 FROM THE GENERAL FUND TO THE MARINA FUND, TO PROVIDE FINANCING FOR EXPENDITURES INCURRED FROM THE UNFORESEEN OCCURRENCE OF A FIRE AT THE DALLES MARINA ON JULY 3, 2021**

**WHEREAS**, ORS 294.468 allows municipal corporations to loan money from one fund to another for the purpose of capital loans, and;

**WHEREAS**, an interfund loan is a capital loan, it must be repaid within ten (10) years of its authorization, and;

**WHEREAS**, the capital loan shall bear interest at an annual rate equal to the rate of return on moneys invested in the investment pool under ORS 294.805 immediately prior to the adoption of the resolution authorizing the loan; or such other rate as the governing body may determine, and;

**WHEREAS**, the Port of The Dalles Marina Fund does not have sufficient resources to pay for expenditures from the unforeseen occurrence of a fire at the marina on July 3, 2021, and;

**WHEREAS**, the General Fund has funds available to loan to the Marina Fund for expenditures incurred from the fire at the marina from the Transfer to Other Funds category/line item.

**NOW, THEREFORE, BE IT RESOLVED THAT THE PORT OF THE DALLES COMMISSION** authorizes an increase of \$300,000.00 to the Interfund Loan, transferring from the General Fund to the Marina Fund, making the adjusted total of the Interfund Loan \$800,000.00, to be repaid annually at 1% interest for 10 years, with the final payment due in 2031, as follows:

<b>Loan Date:</b>	09/15/2021	<b>Payment Interval:</b>	Annually
<b>Principal:</b>	\$800,000.00	<b>No. of Payments:</b>	10
<b>Interest Rate:</b>	1.00%	<b>Payment:</b>	\$84,465.66

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Payment</b>	<b>Balance</b>
09/15/22	\$76,465.66	\$8,000.00	\$84,465.66	\$723,534.34
09/15/23	\$77,230.32	\$7,235.34	\$84,465.66	\$646,304.02
09/15/24	\$78,002.62	\$6,463.04	\$84,465.66	\$568,301.40
09/15/25	\$78,782.65	\$5,683.01	\$84,465.66	\$489,518.75
09/15/26	\$79,570.47	\$4,895.19	\$84,465.66	\$409,948.28
09/15/27	\$80,366.18	\$4,099.48	\$84,465.66	\$329,582.10
09/15/28	\$81,169.84	\$3,295.82	\$84,465.66	\$248,412.26
09/15/29	\$81,981.54	\$2,484.12	\$84,465.66	\$166,430.72
09/15/30	\$82,801.35	\$1,664.31	\$84,465.66	\$83,629.37
<u>09/15/31</u>	<u>\$83,629.37</u>	<u>\$836.29</u>	<u>\$84,465.66</u>	<u>\$0.00</u>
<b>Total</b>	<b>\$800,000.00</b>	<b>\$44,656.60</b>	<b>\$844,656.60</b>	<b>\$0.00</b>



**PASSED, APPROVED AND ADOPTED BY THE PORT COMMISSION THIS 16<sup>TH</sup> DAY OF FEBRUARY 2022**

**SIGNED:**

**ATTEST:**

\_\_\_\_\_  
**Greg Weast, President  
Board of Commissioners**

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**David A. Griffith, Secretary  
Board of Commissioners**