

**PORT COMMISSION REGULAR SESSION MEETING-VIRTUAL
DECEMBER 9, 2020 AT 5:30 P.M.**

AGENDA

- A. ROLL CALL** Executive Assistant Jennifer Toepke
- B. PLEDGE OF ALLEGIANCE** Commissioner Greg Weast
- C. AGENDA CORRECTIONS/ADDITIONS** Executive Director Andrea Klaas
- D. PUBLIC COMMENT OR QUESTION**
- E. COMMUNITY PARTNER INTRODUCTION**
Alice Cannon, Community Development Director/Urban Renewal Manager, City of The Dalles
- F. AUDIT REPORT FISCAL YEAR 2019/2020**
Amanda Taskey, CPA, Friend & Reagan, P.C.
- G. UPCOMING MEETINGS/EVENTS**
- December 11, 2020, 10:00 a.m.: KODL Radio Coffee Break with Executive Director Klaas
 - December 14, 2020, 8:30 a.m.: KIHR Radio with Executive Director Klaas
 - **January 13, 2021, 5:30 p.m.: Port Commission Regular Session Meeting-Virtual**
- H. ACTION ITEMS**
1. November 12, 2020 Regular Session Meeting Minutes-Virtual
 2. November 2020 Financial Reports: Commissioner Staci Coburn
 3. Site Plan Approval Request for 3761 Klindt Drive, The Dalles
- I. REPORTS**
1. Staff Report: Executive Director Klaas
 2. RARE Report: Land Use Strategist & Policy Analyst Anna Shank-Root
 3. Committee Reports
 - Community Outreach Team: Commissioner Weast/Executive Director Klaas
 - Wasco County Economic Development: Commissioner Courtney
 - Urban Renewal: Commissioner Coburn
 - Dufur: Commissioner Wallace
 - Chamber of Commerce: Commissioner Griffith

J. 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.*

K. ACTION REQUIRED FROM EXECUTIVE SESSION

L. COMMISSION CALL

PORT OF THE DALLES AGENDA ITEM

Meeting Date: December 9, 2020

Subject: E.) **COMMUNITY PARTNER INTRODUCTION**
Alice Cannon, Community Development Director and
Urban Renewal Manager, City of The Dalles

Alice Cannon joins the City of The Dalles after working in local government administration and planning for over 25 years. Most recently, Alice worked for the Cities of Molalla and Tualatin, she served as Planning Director and Community Development Director. She brings experience managing planning, urban renewal, and economic development programs. Alice holds a Master of Urban & Regional Planning from the University of Colorado at Denver, and a Bachelor of Science degree in Planning, Public Policy and Management from the University of Oregon. Outside the office, Alice enjoys skiing, hiking, road trips with her family, and reading books written by Northwest authors. She looks forward to working in The Dalles community.

PORT OF THE DALLES AGENDA ITEM

Meeting Date: December 9, 2020

Subject: F.) **AUDIT REPORT FISCAL YEAR 2019/2020**
Amanda Taskey, CPA, Friend & Reagan, P.C.

The Audit Report for Fiscal year 2019/2020 was sent to the Port Commission on November 30, 2020.

PORT OF THE DALLES AGENDA ITEM

Meeting Date: December 9, 2020

Subject: **H-1.) REGULAR SESSION MEETING MINUTES-VIRTUAL**

➤ November 12, 2020 Regular Session Meeting Minutes-Virtual

Staff Recommendation: **Approve November 12, 2020 Regular Session Meeting Minutes-Virtual as presented**

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Session Virtual Meeting Minutes
Thursday, November 12, 2020

The Regular Session Virtual Meeting of the Port Commissioners was called to order by Vice-President Mike Courtney at 5:30 p.m. **The meeting was held via the video conferencing platform Zoom; attendees joined via computer or called in via telephone*

ROLL CALL Executive Assistant Toepke

Commission: Greg Weast, Mike Courtney, Staci Coburn, Robert Wallace, David Griffith

Staff: Andrea Klaas, Executive Director; Jennifer Toepke, Executive Assistant; Anna Shank-Root, Land Use Strategist & Policy Analyst

Bill Dick, Attorney; Angie Macnab, Bookkeeper

Guests: Brad Houghton, Mid-Columbia Economic Development District; Kristi Timmons, Licensed Property Manager, MVProperty Management

PLEDGE OF ALLEGIANCE Executive Assistant Toepke

PUBLIC COMMENT OR QUESTION Kristi Timmons, Licensed Property Manager, MVProperty Management, representing V & G, LLC : Contractors have been fired and new ones hired. A goal has been set to be done with construction by the end of the year, however occupancy cannot be obtained without the parking lot being paved and that is pending weather conditions. We had a water line installed at the east side of the building at the owner’s cost. The final building inspection is scheduled for mid-December, but again – weather dependent. We are happy to schedule a tour of the building for Port Commissioners. The goal is to have the building ready to be leased by December 31, 2020, but we would prefer to request an extension to January 31, 2020. Commissioner Courtney: Commission to discuss granting an extension with legal counsel and Port Staff and decide accordingly.

AGENDA CORRECTIONS/ADDITIONS None

UPCOMING MEETINGS/EVENTS As listed on Meeting Agenda, plus: In a continued effort to stop the spread of Covid-19, the Port will not be holding a Christmas Party this year.

ACTION ITEMS

1. **October 14, 2020 Regular Virtual Meeting Minutes** M/G. Weast S/D. Griffith, Motion Approved
2. **October 2020 Financial Reports** were approved by Consensus
3. **Resolution No. 20-005: A resolution granting Crates Point Development, LLC a Variance to The Dalles Industrial Center Protective Covenants allowing the removal of a portion of the required landscaping to accommodate the installation of a public transportation bus shelter** M/G. Weast S/R. Wallace, Motion Approved Discussion prior: ED Klaas reiterated that transportation vehicles should not be making U-turns on Klindt Drive, or in any of the surrounding parking lots. Brad Houghton confirmed that he would follow-up accordingly with Mt. Adams Transit & Columbia Area Transit to ensure they comply.

REPORTS

1. *Staff Report* Executive Director Klaas Stands as included in the meeting packet, no questions.
2. *RARE Report* Land Use Strategist and Policy Analyst Shank-Root Stands as included in the meeting packet, plus: Job density data was highlighted. And Commissioner Wallace asked if available land could be mapped, Strategist Shank-Root stated that she is working on that project but is waiting to receive the base map that the City of The Dalles used. ED Klaas interjected that Shank-Root is trying hard to get the project done, but people's response time to her requests are slow.
3. *Committee Report*
 - *Wasco County Economic Development* Commissioner Courtney **Skip to Discussion Item**
 - *Community Outreach Team* Commissioner Weast & Executive Director Klaas Members of the Outreach Team are working on support letters to Secretary Purdue, USDA – if the management plan is enacted in its current state. Rep Greg Walden is helping on this issue as a last parting act.
 - *Urban Renewal* Commissioner Coburn The URA did not meet, they will not meet until December.
 - *Dufur* Commissioner Wallace We are still waiting to receive the building permit for the bus barn. We've heard that there may be someone at the County that is ready to handle the permits. I talked to Kathy at the City about the wastewater system. Underwriting is going on with USDA through Business Oregon. The bids came in higher than expected. They were to take sludge out and then haul to the dump to dispose of – which would cost several hundred thousand dollars. There may be a possibility of contracting with the City of Gresham for removal. A developer wants to build 27 new homes in Dufur. But there is no way more development is going to happen until the wastewater system is improved. New homes mean more new students – the school is already at an all-time enrollment high – so we are keeping an eye on expanding the school as needed in the future. The City received a \$100,000 SCA for street improvements. There is still no word on the Safe Route to Schools grant.
 - *Chamber of Commerce* Commissioner Griffith The Chamber did not have a meeting. Member Focus comes out weekly – it is an informative newsletter.

DISCUSSION ITEM

1. *Port Priorities for Wasco County Economic Development Commission Community Enhancement Project Priorities List* Commissioner Courtney The Port should present their priorities on November 30, 2020. Strategist Shank-Root hosted a brainstorming session for Commission and Staff using an interactive Mentimeter word cloud [Interactive presentation software - Mentimeter](#)

REGULAR SESSION MEETING ADJOURNED AT 6:26 PM

EXECUTIVE SESSION MEETING WAS CALLED TO ORDER AT 6:27 PM AND ADJOURNED AT 6:38 PM

REGULAR SESSION MEETING WAS RESUMED AT 6:39 PM

ACTION FROM EXECUTIVE SESSION

Commission instructed ED Klaas to give an appropriate timeline extension to V & G, LLC

COMMISSION CALL

1. Commissioner Wallace Really looking forward to when we can hold in-person meetings again!
2. Commissioner Coburn Thank you for a wonderful meeting lunch last month! Reference V & G, LLC, maybe it is a lesson learned for us. When you don't have the right team in place, you go and find the right team! Commissioner Courtney: Maybe we need to require a general contractor or project manager in the future. Commissioner Griffith: I 2nd that, a project manager is an excellent idea for the future – with timelines and monthly communication.

3. Commissioner Weast Being in a group like this is fantastic! I knew in my absence everyone would handle the meeting well - thanks to Commissioner Courtney, professional staff, and commissioners!
4. Commissioner Griffith I learned more tonight about the V & G project than all the previous years.
5. Commissioner Courtney Thanks to everyone for your help in organizing/running the meeting. ED Klaas: We nominated you for an SDAO Award, unfortunately you did not get it, but you got a certificate!

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 6:50 p.m.

PORT OF THE DALLES:

ATTEST:

Greg Weast, Vice-President
Board of Commissioners

Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED: December 9, 2020

Prepared by: Jennifer Toepke, Executive Assistant

PORT OF THE DALLES AGENDA ITEM

Meeting Date: December 9, 2020

Subject: H-2.) FINANCIAL REPORTS

➤ November 2020 Financial Reports

Staff Recommendation: **Approve November 2020 Financial Reports as presented**

Local Government Investment Pool

➤ October's Interest Rate was 0.99113% (Average Annualized Yield)

General Fund

➤ Income

- Wasco County: 1/3 Contribution towards Davis Wright Tremaine \$28,662.24
- State of Oregon: Coronavirus Relief Fund Reimbursement \$16,624.43

➤ Expenses

- Bustos Construction: Progress billing \$9,380.00

Port Development Fund

➤ Income

- V & G, LLC: Liquidated Damages \$15,000.00

➤ Expenses

- Business Oregon: Annual Loan Payment for Columbia Gorge Industrial Center Improvements \$152,676.15

**Post payment, the principal balance remaining is \$149,748.69*

Marina Fund

➤ No uncommon Income or Expenses

Fiscal Impact

➤ None

Port of The Dalles Account QuickReport As of November 30, 2020

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Liability Check	eft	Oregon Department...	00504064-4	-43.20
Deposit			Deposit	16,624.43
Deposit			Deposit	28,662.24
Check	EFT	Brokers National Lif...		-41.80
Deposit			Deposit	3,485.00
Paycheck	24327	Andrea L. Klaas		-3,388.94
Paycheck	24328	Jennifer Toepke		-1,660.38
Bill Pmt -Check	24330	Angie Wilson		-825.00
Bill Pmt -Check	24331	Bohns Printing		-36.40
Bill Pmt -Check	24332	City Of The Dalles.		-319.39
Bill Pmt -Check	24333	Columbia River Affo...		-611.00
Bill Pmt -Check	24334	Davis Wright Trema...		-7,816.50
Bill Pmt -Check	24335	Friend & Reagan, P...	progress billing #2	-10,000.00
Bill Pmt -Check	24336	Hattenhauer Energy...		-54.59
Bill Pmt -Check	24337	Home Depot Pro		-83.13
Bill Pmt -Check	24338	PUD		-159.38
Bill Pmt -Check	24339	Sawyers Ace Hard...		-45.96
Bill Pmt -Check	24340	SDIS		-4,385.11
Bill Pmt -Check	24341	The Dalles Disposal		-193.61
Liability Check	EFT	Oregon Department...	0504064-4	-419.00
Liability Check	EFT	United States Treas...	93-6001833	-1,608.10
Check	EFT	Verizon		-88.82
General Journal				10,000.00
Deposit			Deposit	50.00
Bill Pmt -Check	24342	Bustos Construction		-9,380.00
Bill Pmt -Check	24343	Cardmember Servic...		-1,469.37
Bill Pmt -Check	24344	Dick, Dick & Corey, ...		-362.50
Bill Pmt -Check	24345	Gorge Networks		-164.74
Bill Pmt -Check	24346	Home Depot Credit ...		-49.99
Bill Pmt -Check	24347	Secretary of State		-200.00
Paycheck	24348	Andrea L. Klaas		-3,388.94
Paycheck	24350	Jennifer Toepke		-1,816.42
Paycheck	24349	Gerald L. Rundell		-688.25
Paycheck	24351	Mark R Roth	VOID:	0.00
Paycheck	24352	Mark R Roth		-102.70
Liability Check	Eft	Oregon Department...	0504064-4	-495.00
Liability Check	EFT	United States Treas...	93-6001833	-1,903.52
General Journal	AW		to reclassify payroll to g...	-4,446.03
General Journal	AW		to reclassify payroll to g...	4,446.03
Total General Checking				7,019.93
Marina Checking				
Total Marina Checking				
Port Develop. Checking				
Deposit			Deposit	759.07
Deposit			Deposit	15,000.00
General Journal				-10,000.00
Bill Pmt -Check	23266	Business Oregon		-152,676.15
Bill Pmt -Check	23267	Department of Envir...		-1,257.00
Bill Pmt -Check	23268	Dick, Dick & Corey, ...		-1,120.00
Total Port Develop. Checking				-149,294.08
Total CSB Checking				-142,274.15
TOTAL				-142,274.15

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

	Jul - Nov 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
Contracted Services Income	28,662.24	100,000.00	28.7%
Grants	16,624.43		
Beginning Fund Balance	0.00	1,236,755.00	0.0%
Or. St. Marine Board Grant	0.00	5,000.00	0.0%
Transient Moorage	1,915.00	2,000.00	95.8%
Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	5,251.45		
Prior Yr Property Tax	6,117.40	5,000.00	122.3%
Interest From Contracts	0.00	24,735.00	0.0%
Misc. Income	2,125.48	2,000.00	106.3%
lease-land/Facility	14,140.00	15,000.00	94.3%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
City Of Dufur Water System Loan	0.00		
Marina Loan	0.00	11,621.00	0.0%
Property Tax	254,617.40	331,186.00	76.9%
Total Income	329,453.40	1,764,247.00	18.7%
Gross Profit	329,453.40	1,764,247.00	18.7%
Expense			
PERSONAL SERVICES-	111,267.25	260,200.00	42.8%
MATERIAL AND SERVICES-	116,442.68	283,000.00	41.1%
CAPITAL OUTLAYS-	22,908.00	45,000.00	50.9%
Total Expense	250,617.93	588,200.00	42.6%
Net Ordinary Income	78,835.47	1,176,047.00	6.7%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	150,000.00	0.0%
Total Other Income	0.00	150,000.00	0.0%
Other Expense			
Transfer to Other Funds	0.00	500,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	0.00	550,000.00	0.0%
Net Other Income	0.00	-400,000.00	0.0%
Net Income	78,835.47	776,047.00	10.2%

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

	Jul - Nov 20	Budget	% of B...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	3,152,414.00	0.0%
Interest From Earnings	13,788.53	63,048.00	21.9%
Interest From Contracts	1,463.92	5,000.00	29.3%
matching grants	0.00	500,000.00	0.0%
Misc. Income	84,707.40		
Land Sales	2,331.43	800,000.00	0.3%
City Of Dufur Water System Loan	39,310.00	39,310.00	100.0%
Total Income	141,601.28	4,559,772.00	3.1%
Gross Profit	141,601.28	4,559,772.00	3.1%
Expense			
MATERIAL AND SERVICES-	19,018.64	190,000.00	10.0%
CAPITAL OUTLAYS-	0.00	2,000,000.00	0.0%
Total Expense	19,018.64	2,190,000.00	0.9%
Net Ordinary Income	122,582.64	2,369,772.00	5.2%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	500,000.00	0.0%
Total Other Income	0.00	500,000.00	0.0%
Other Expense			
Partnership Project	0.00	1,000,000.00	0.0%
Special Payments	0.00	1,300,000.00	0.0%
Transfer to Other Funds	0.00	150,000.00	0.0%
Other Debt Service	152,676.15	152,676.00	100.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	152,676.15	2,652,676.00	5.8%
Net Other Income	-152,676.15	-2,152,676.00	7.1%
Net Income	-30,093.51	217,096.00	-13.9%

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

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Partnership Repayment	0.00	50,000.00	0.0%
Begining Fund Balance	0.00	53,998.00	0.0%
Interest From Earnings	176.47	1,080.00	16.3%
Total Income	<u>176.47</u>	<u>105,078.00</u>	<u>0.2%</u>
Gross Profit	176.47	105,078.00	0.2%
Expense			
CAPITAL OUTLAYS-			
Partnership Projects	0.00	50,000.00	0.0%
Total CAPITAL OUTLAYS-	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
Net Ordinary Income	<u>176.47</u>	<u>55,078.00</u>	<u>0.3%</u>
Net Income	<u><u>176.47</u></u>	<u><u>55,078.00</u></u>	<u><u>0.3%</u></u>

PORT OF THE DALLES AGENDA ITEM

Meeting Date: December 9, 2020

Subject: **H-3.) SITE PLAN APPROVAL REQUEST**

➤ Site Plan Approval Request for 3761 Klindt Drive, The Dalles

Staff Recommendation: **Approve Site Plan for 3761 Klindt Drive, The Dalles as presented**

Background Per the Port's Protective Covenants for The Dalles Industrial Center, the Commission needs to review and approve project site plans. Accordingly, find comments and the preliminary site plans for 3761 Klindt Drive, further described as 2N 13E 28 DB Tax Lot 100, and the applicable section from the protective covenants (Pg. 4, Part 1, Plan Review, Phase 1: Preliminary Plan Review) following.

"Below is the preliminary design and site plan for the Klindt Dr property. We are in our due diligence process and would like to know what more the Port Commissioners need/want to see for their approval. We also understand that a landscape plan will need to be drafted and approved. The lower level will have the commercial area and garage space for storage. The intent is to seek them as a Live/Work opportunity where the owner can utilize the commercial space. Our preference would be to break the plan into 2-4 unit buildings to stagger building but we are flexible on that as well. Thank you for all you do for the Port of The Dalles. And please pass along to the commissioners how much we appreciate their service." -Kristi Chapman





CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125
COMMUNITY DEVELOPMENT DEPARTMENT

SITE TEAM AGENDA

The information contained in this agenda is for preliminary comments/concerns only.

Thursday, November 12, 2020, at 1:30 p.m.

Meeting held via Zoom

Join Zoom Meeting

<https://zoom.us/j/98745146952?pwd=Y0FOOUhTVdNjVmphdVVFwGk3RtYwdz09>

Meeting ID: **987 4514 6952** Passcode: **432274**

Dial by your location: 1-669-900-6833 or 1-253-215-8782

I. Discussion Item

This item is for your review and comment. Please comment on or before the scheduled Site Team Meeting.

- A. **Jeremy Robertson** – Site Plan Review Application 478-20. The Applicant is requesting approval to site and construct a mixed use structure with office spaces and residential garages on the lower level and residential living spaces on the upper level. The subject property is located at 3761 Klindt Drive, and is further described as 2N 13E 28 DB tax lot 100. Property is zoned CR – Recreational Commercial.
Planner: Dawn Marie Hert
- B. **Francisco J. Alvarez** – Vacation Application 070-20. The Applicant is requesting approval to vacate a portion of right-of-way. The subject property is located between 953 Heritage Loop (1N 13E 29 DC tax lot 11400) and 941 Heritage Loop (1N 13E 29 DC tax lot 11500). Surrounding properties are zoned RM – Medium Density Residential.
Planner: Dawn Marie Hert
- C. **Ronald and Berna Carpenter** – Variance Application 128-20. The Applicant is requesting approval to allow construction to create an obvious front door. Primary entry will be an east-facing door on east side of house, upper floor. The subject property is located at 1919 W. Scenic Drive and is further described as 1N 13E 4 DB tax lots 13600 and 13700. Property is zoned RL – Low Density Residential.
Planner: Dawn Marie Hert

The November 26, 2020 meeting will be cancelled due to the holiday.

The next regularly scheduled meeting will be held December 10, 2020.

River Frontage

60'

122'

Proposed Phase 1
6904 SF Res UP
250 SF Com. Down

Proposed Phase 2

Existing Warehouse
5000 sq ft
Utilities

Screened Trash

Bike Parking

Screened Trash

9.481

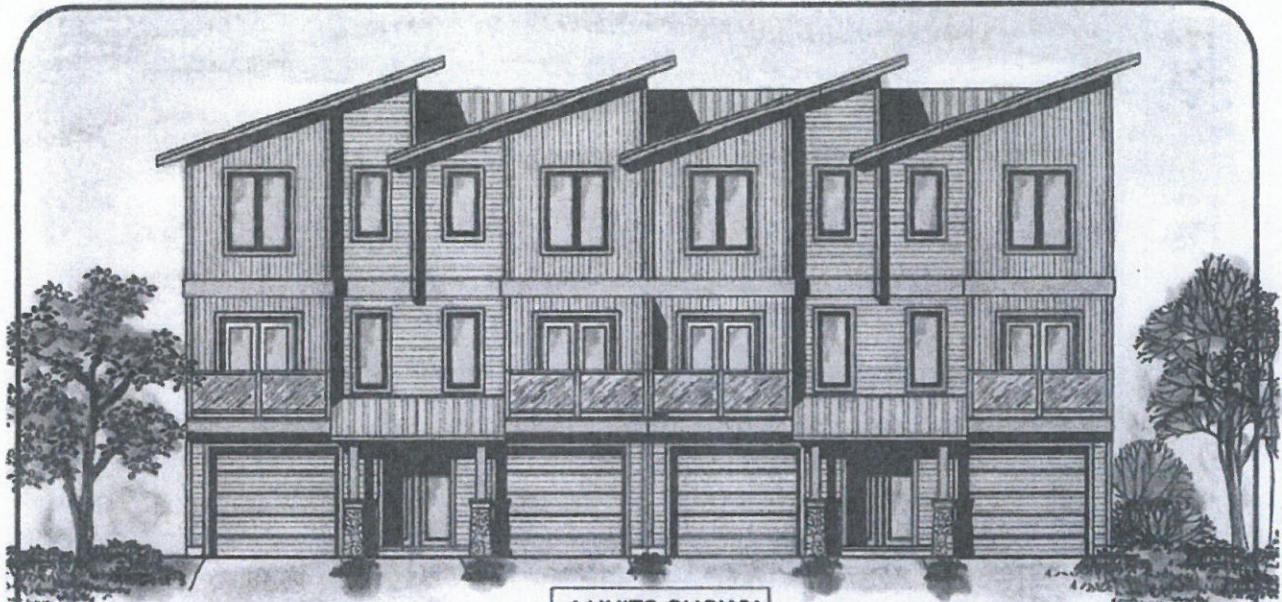
Existing Parking and Landscaping

Landscaping Key

- Screening wall = [Symbol]
- 5m x 2.5m palm tree = [Symbol]
- Shrub = [Symbol]
- Low grass = [Symbol]
- 9" = [Symbol]

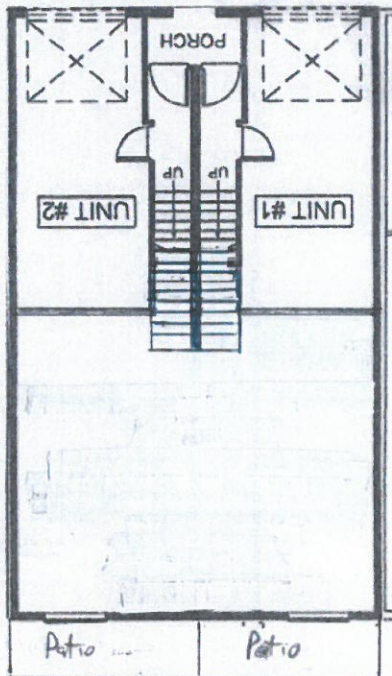
Klindt Drive ↑ N
5.1' = 1/6"

Klindt Dr.

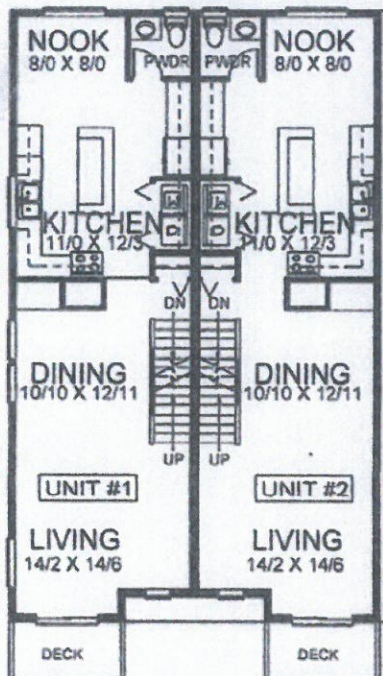


4 UNITS SHOWN

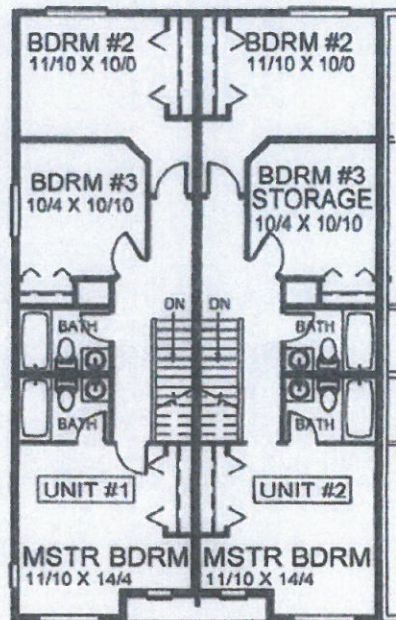
15' wide unit



2 units Shown
1ST FLR



2 units Shown
2ND FLR



2 units Shown
3RD FLR

Bldg. Width = 60'-0"
Depth = 50'-0"
Not including deck
Total Sq. Ft. = 1,726/unit
(4 Units shown)

Building Designs By Stockton
residential • multi-family • marketing
OFFICE# 1-800-368-0821
E-MAIL: stockton@wa-net.com
Web Site: <http://www.stocktondesign.com>

4-21001

INTRODUCTION

These Protective Covenants of the Chenoweth Creek Industrial Subdivision, The Dalles Industrial Center, have been prepared in order to guide development in this specific area of The Dalles Industrial Center. The implementation of these standards will improve the working efficiency and visual amenities of the developable areas while providing latitude and flexibility to serve a wide range of industrial and commercial users. These standards provide protection from undesirable development and will enhance property values. The Port considers these standards to be minimum, assuming firms locating at its facilities will wish to do the finest possible job in their own self-interest.

The development of sites of the Chenoweth Creek Industrial Subdivision of The Dalles Industrial Center, shall conform to the standards of the Port of The Dalles and other appropriate governing bodies such as the City of The Dalles, Wasco County and the State of Oregon. As a minimum, City of The Dalles Land Use & Development Ordinance 98-1222 (LUDO) must be met.

These Protective Covenants shall be applied to, and are applicable to, the real property described as follows: Lots 2 - 25 of the Chenoweth Creek Industrial Subdivision and Lots 34 - 55 of Chenoweth Creek Industrial Subdivision No. 2, excluding Riverfront Trail lots 31, 32 and 44, The Dalles Industrial Center, City of The Dalles, County of Wasco, State of Oregon.

Part I PLAN REVIEW

POLICY -

The Port of The Dalles will review all developments proposed in order to insure compliance with the Port's standards for development. The Port will accept or reject the proposed plans based upon its review of the intent of the standards, the available facts regarding the particular project and in the best interest of all concerned property owners, within the property above described. The review process will consider the unique aspects of each of the tenants's requirements. All plans and correspondence shall be submitted to the Port of The Dalles' Executive Director, 3636 Klindt Drive, The Dalles, OR 97058.

As outlined in this section, the Port will review both the preliminary plan and then a detailed plan. Whenever practical the following plan reviews may take place in conjunction with meetings with the city of The Dalles planner. The Port's review will consider two distinct areas:

1. Conformance to the detailed requirements such as setbacks, height restrictions and other specific requirements.
2. Subjective design elements such as buildings, site layout and landscaping to insure compliance with the intent of the Port to provide a quality development. Design will be reviewed with respect to compatibility, use of indigenous materials and functional efficiency.

PHASE I: PRELIMINARY PLAN REVIEW

This phase shall begin with a predesign conference between the Executive Director, or his nominee and the developer and/or his representative. There shall be sufficient schematic sketches to indicate how the proposal would conform with the Chenoweth Creek Industrial Subdivision, The Dalles Industrial Center. Material presented should include, but not be limited to, a site plan, building plans as necessary and a time and work phase schedule with estimated completion dates.

PHASE II: DETAILED PLAN REVIEW

Presentations shall address themselves to conditions of approval that may have been made earlier or to new elements which were not present previously.

Materials presented should be sufficiently informative to provide a detailed understanding of the project and should include but not be limited to:

1. A site plan at the scale as required by the City of The Dalles LUDO showing the location of all buildings, driveways, walkways, landscaping features, parking areas, traffic flow direction and open space area.
2. Any terrain change.
3. Signs and outdoor lighting.
4. Elevations for each exposure.
5. Perspective sketches or other graphical presentation as necessary.
6. Proposed construction schedule.
7. Proposed future building expansion plans.
8. Samples of materials/colors to be used.

In the event that substantial reductions or additions to the project at this phase are necessary, subsequent revised preliminary plans shall be resubmitted for review.

PHASE III:

1. **Underground Utilities** - As-built drawings of the underground utilities within any Port of The Dalles easement area shall be furnished to the Port after installation.
2. **Inspection of Facilities** - The Port of The Dalles will conduct inspections of the site during the construction period to determine conformance with the approved final plans. Changes which affect the previously approved plans shall be submitted to the Port for approval.
3. **Future Remodeling & Additions** - Whenever a building permit is required plans shall be submitted to the Port before any construction, remodeling, alterations, or additions are undertaken.

PORT OF THE DALLES AGENDA ITEM

Meeting Date: December 9, 2020

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

Columbia River Gorge Commission

- Verbal update to be provided as applicable from the Gorge Commission meeting on Tuesday, December 8, 2020.
- The next Gorge Commission meeting will take place Tuesday, January 12, 2021.
- The Gorge Commission submitted their redlined management plan to the USFS on November 23, 2020. The USFS Columbia River Gorge National Scenic Area staff are in the process of writing a staff report (they have 90 days to do this) which will accompany the redlined version going to USDA Secretary Perdue for concurrence.
- The Port, Wasco County, Skamania County and others', are sending letters to USDA outlining our concerns with the revised plan's language.

COVID-19 Pandemic

- With our Coronavirus Relief Funds, the Port has purchased H13 air purifiers for the individual offices, plus larger purifiers for the common areas of the office.
- ED Klaas and EA Toepke are still in the office but working with their doors closed and air purifiers running or windows open. Staff is wearing masks when not in their office with the door closed.
- All Port staff have the ability & option to work from home. Staff will continue to assess the situation and choose the safest option.
- The Port received an allotment of hand sanitizer from the County, and facemasks and gloves from the State.
- Governor Kate Brown announced \$55 million in Financial Assistance to Support Oregon Businesses. Funds will be allocated to counties, with each county receiving a base of \$500,000 plus a per capita allocation of the remainder of the funds – Wasco County is to receive \$735,000.00. The counties will be responsible for deciding how businesses apply to receive funds and communicating the application process to businesses. The Port will monitor this program and see if we can direct businesses in the Port area to access these funds.
- City's & County's request that the Governor apply restrictions based on metrics by region not statewide, has been granted. The Governor rolled out a risk-based framework by county. The metrics are updated every Monday and the risk levels are adjusted every other Friday. Unfortunately, Wasco County is currently listed at the Extreme Risk level. Following are related links: [OHA 3461 Sector Risk Categories \(state.or.us\)](#) [Coronavirus.oregon.gov : Building a Safe & Strong Oregon : Homepage : State of Oregon](#)

- The messaging in The Gorge is that it is even more important than usual to shop/spend local to support small businesses, especially during the holidays. The Dalles Area Chamber of Commerce Explore The Dalles Gift Card: [Participating Explore The Dalles Gift Card Businesses - The Dalles Area Chamber of Commerce \(thedalleschamber.com\)](#). Google donated \$10k to sponsor 100 businesses - so they do not have to pay the initial participation fee. And in Hood River there is the Hood River Marketplace [Shop - Support Local - Hood River \(visithoodriver.com\)](#). The Columbia Gorge Tourism Alliance is working with the area Chambers for messaging about popping over to other towns and getting take-out from restaurants as another way to support local small businesses.
- Oregon Healthy Authority (OHA) has a new website dedicated to COVID-19 Vaccine Updates: [COVID-19 Vaccines \(egov.com\)](#)

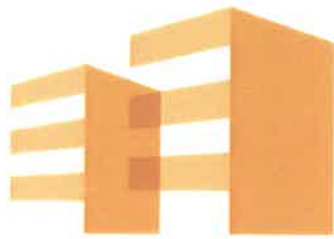
The Dalles Marina

- The Launch Ramp restrooms are still closed based on OHA guidelines, with port-a-potties taking their place, which the Port is being reimbursed for by the Coronavirus Relief Fund.
- There are two sailboats in Transient Guest Moorage that we are working to move. One was moved out during the electrical upgrade in the long-term moorage and will most likely be returning there, the other we are working to track down the owner.

General

- The Port Office will be closed December 24-25, 2020 and January 1, 2021. Merry Christmas & Happy New Year!
- Strategist Shank-Root's time with the RARE program has been extended through mid-August 2021. Accordingly, ED Klaas will be adding a few more projects to her plate.
- Bustos Construction has completed the siding replacement on the 2nd story of the Port office. We may need to wait until spring for the painting to be finished. In the meantime, we have asked Bustos to return and paint over the very bright test colors that now grace the front of the building. They also cleaned out the gutters and roof valleys of leaves.
- Staff will be meeting with the Port's landscapers this month to address landscaping touchups that need to happen next year. Some of the plants along Klindt Drive need to be replaced and some of the irrigation needs updating.
- EA Toepke is working with a local Boy Scout who is working on his Eagle Scout Service Project. His project will be to install 1 of 2 natural play areas at Klindt Cove Park. Expectation installation is planned for Spring 2021.
- EA Toepke attended an SDAO Risk Management Training. A couple of take-aways:
 - Violence in the Workplace: *Homicide is the 4th leading cause of workplace deaths - for women, it is the 2nd leading cause.* Conflict resolution & de-escalation tips were taught.
 - Cyber Security: Phishing has become a major problem. If you receive a "fishy" email, to verify its authenticity, calling is always the best option. Call the phone number listed in the email (if there is one) or call the person the email claims to be (your bank, friend, etc.).

- Do not click on emails or links within the message - when you do so, they deposit malware on your system, which then turns into ransomware. This could happen immediately, or the malware remains on your system for many months before turning to ransomware.
- EA Toepke attended an Oregon Business Plan Tourism Industry Cluster Session co-moderated by Travel Oregon and Oregon Restaurant & Lodging Association. Some sobering statistics were shared:
 - 75% of Oregon's travel & tourism companies are sole proprietors (small businesses), making it extremely hard for them to weather the affects the pandemic has had on the industry
 - 95% decrease of travel through PDX. Not expected to get back to global levels until 2024
 - Revenue from travel & tourism was \$12.8 billion in 2019 – so far this year in 2020 it is \$5 billion
 - 37,000 jobs have been lost in the travel & tourism industry in Oregon since March
- The Dalles Leasing Company sold their building. The Port needed to provide a mortgage release for the sale.
- FEMA Region X is updating the floodplain maps. The Port of The Dalles, plus all other ports in Oregon are watching this closely and will be providing comment.
- The Port received an extension request from V & G, LLC and responded back granting the project an extension to January 31, 2021. Paving was finished on December 2, 2020. Find the agreed upon monthly update following.



MVP PROPERTY MANAGEMENT

12-3-20

Port of The Dalles
3636 Klindt Dr.
The Dalles, OR 97058

Dear Commissioners:

As agreed, I am providing you with a monthly construction update for the V&G, LLC building.

- The weather gave us a slight break so we were able to pave the entire parking lot this week. We now need to stripe the lot for the parking and ADA spots, which will require temperatures above 50 degrees. We also have to remove the driveway sidewalks coming into the parking lot and replace them with 8" of concrete, which is city code. The concrete driveways and, at a minimum, the ADA parking spots must be complete to obtain occupancy for the apartments so once again, we are hoping for a break in the weather to complete these items by the end of the year.
- On Tuesday Patrick and I did a walk through with the structural and plumbing inspectors to identify what was specifically needed to obtain occupancy for the apartments. The apartments are about 85% complete, however there is work required below them that that must be completed. This includes insulating and sheetrocking the ceiling in the room below the apartments. However, we must first change and re-direct all the plumbing that was previously installed because most of it currently hangs below the exposed metal beams, which must be encapsulated for occupancy. Therefore, this room has now become the priority. I met with the plumber today to identify the plan for moving the plumbing. This work will begin Monday. The electrician will then install conduit for future electrical needs. Once that is complete, we will begin framing in the exposed metal beams in that room, insulating, and then finally sheetrocking the ceiling and exterior walls.

3591 Klindt Dr, Ste 230, The Dalles, OR 97058 541-993-6057

www.mvproperty-management.com

In light of all the required work needed for the space below the apartments, I'm not sure if we will be able to complete everything by the end of the year, but it is still my goal.

Building codes did explain to me that occupancy specifically for the main warehouse and commercial space below the apartments can't realistically be granted until we have a tenant identified, and their tenant improvements are completed. Therefore, the primary goal right now is getting occupancy for the apartments. Once that is obtained the building will basically be ready to lease and the other areas can be improved as needed when we have committed tenants.

We have continued to make good progress and it's encouraging to see how much has gotten done in the last three months. We are very appreciative for the Ports support and continued patience with us to complete this project.

I'm around all month and would enjoy giving you a tour of the building, as a group or individually. Call any time.

Sincerely,



Kristi Timmons
Licensed Property Manager

KMT:

CC: Patrick Grimsley
Paula Lee-Valcov

3591 Klindt Dr, Ste 230, The Dalles, OR 97058 541-993-6057

www.mvproperty-management.com

PORT OF THE DALLES AGENDA ITEM

Meeting Date: December 9, 2020

Subject: **I-2. RARE REPORT**
Land Use Strategies & Policy Analyst Shank-Root

Background-ED Klaas: Land Use Strategist Shank-Root has been working on developing an interactive map to help the Port analyze available properties inside the Port district. She has begun with The Dalles data and is now working on Dufur. This project is still in the development stage, but we wanted to share with you the mapping she has done – she will do so through a live presentation.

Based on the GIS Analysis of Available Land:

- The map was constructed using the original data aggregated by Angelo Planning Group (APG) and then removing the Google properties and recalculating the acreage of a property owned by The Dalles Industrial Group that was only partially within the Urban Growth Boundary.
- Properties that the Port knows to be developed or undeveloped or undevelopable, were removed from the vacant land category.
- Several properties were also moved from vacant to partially vacant due to significant development challenges, which accounts for the slight increase in vacant land as noted in the tables below.
- While the properties with fewer than .25 unconstrained acres are included in the table, they do not appear on the map because the apparent size of the parcels is misleading and it is unlikely that they would fit the Port's development needs.
- The following tables below provide a preliminary breakdown of the findings in the map.

Table 1: Comparison between APG and Port Findings

	APG Findings	Port Analysis
Vacant	253 acres	87 acres
Partially Vacant	7 acres	8 acres
Total Buildable Acreage	261 acres	95 acres

Table 2: 100% Vacant Properties

Lot size	Number of Vacant Properties	Total Unconstrained Acreage
Less than ¼ acre	81	5
Less than 1 acre	120	26
Between 1 and 5 acres	22	50
Between 5 and 10 acres	0	0
More than 10 acres	1	11
Total	143	87

Table 3: Partially Vacant Properties

Lot size	Number of Partially Vacant Properties	Total Unconstrained Acreage¹
Less than ¼ acre	5	½
Less than 1 acre	18	4
Between 1 and 5 acres	5	4
Between 5 and 10 acres	0	0
More than 10 acres	0	0
Total	23	8

¹ Partially vacant parcels are assumed to be 50% vacant, and the acreage is calculated accordingly.