

NEWS

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FOR IMMEDIATE RELEASE
Contact: Andrea Klaas

Date: Feb 5, 2020

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles Board will hold a regular Board of Commissioners Meeting on Wednesday, February 12, 2020 at 7:00 p.m., at the Port Administration Office, 3636 Klindt Drive, The Dalles, Oregon. The Port Commissioners and Staff will dine at Baldwin Saloon prior to the meeting.

The main topics addressed in the meeting will be:

- March, April, & May 2020 Port Commission Meeting Date's
- May 2020 Budget Committee Meeting Date
- General Port Business
- SDAO 2020 Annual Conference Recap
- Staff & Committee Reports

February 12, 2020 Meeting Agenda - Port Office

A. ROLL CALL

Present:

Absent: SC

B. PLEDGE OF ALLEGIANCE

C. AGENDA CORRECTIONS or ADDITIONS

D. VISITOR BUSINESS (For items not already on the agenda – 10 minutes)

E. PORT CALENDAR/MEETINGS/EVENTS

- Port Commission Meeting-March 18, 2020
- 2021 Planning Work Session-April 15, 2020
- Port Commission Meeting-April 15, 2020
- Port Commission Meeting-May 13, 2020
- Budget Committee Meeting-May 14, 2020

F. ACTION ITEMS:

1. Approve January 8, 2020 Regular Meeting Minutes
2. Approve January 2020 Financial Reports
3. Approve 2nd Amendment to V&G Contract Extending Timeline

G. DISCUSSION ITEMS:

1. SDAO 2020 Annual Conference Recap
2. The Dalles Buildable Lands Inventory Update

H. REPORTS

1. Staff Report
2. Corrective Action Plan for Oregon State Audits Division
3. Committee Reports
 - Chamber of Commerce: Griffith
 - Dufur: Wallace
 - Wasco County EDC: Courtney
 - Community Outreach Team: Weast/Klaas

I. EXECUTIVE SESSION *(as allowed by ORS 192.660 (2) (2) (f) (h). This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.*

J. ACTION REQUIRED FROM EXECUTIVE SESSION

K. COMMISSION CALL

- President
- Other Commissioner Business

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: **D.) VISITOR BUSINESS**

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: E.) PORT CALENDAR/MEETINGS/EVENTS

- The Port Commission Meeting on March 11, 2020 has been rescheduled to March 18, 2020, at 7:00 p.m. in the Port Office
- A 2021 Planning-Work Session has been scheduled for 5:00 p.m., on April 15, 2020, in the Port Office
- The Port Commission Meeting on April 8, 2020 has been rescheduled to April 15, 2020, at 7:00 p.m. in the Port Office
- Port Commission Meeting on May 13, 2020, at 7:00 p.m. in the Port Office
- Budget Committee Meeting on May 14, 2020, at 5:30 p.m. in the Clubhouse at The Dalles Country Club

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
<p>Opening Day of the 2020 Regular</p> <p>12pm - UGB Expansion Meeting</p>		<p>Gorgeous Night Olympia @</p> <p>PC Meeting Packet Out</p> <p>12pm - SDAO Annual Conference @ Seaside, OR, United States</p> <p>1pm - SDIS Board Meeting</p>	<p>5pm - SDAO Welcoming</p>	<p>6pm - Dinner-PC, Staff, Families</p>	<p>6pm - SDAO Awards Banquet</p> <p>8pm - SDAO Entertainment-</p>	<p>8am - SDAO Breakfast & Raffle</p>
10	11	12	13	14	15	16
<p>8:30am - KIHR Radio @ Hood</p> <p>11am - ? Mark Peters - FMG</p>	<p>PC Meeting Financials & Pending</p> <p>9am - Gorge Commission @</p>	<p>9am - Roger Kline (monthly)</p> <p>5:30pm - Port Meeting Dinner @</p> <p>7pm - Port Commission Meeting</p>	<p>9am - Steve Kramer: COT D.C.-</p>	<p>Valentine's Day</p> <p>7am - Chamber Econ. Dev</p> <p>10am - IFA Board Meeting @</p> <p>10am - KODL Coffee Break @</p>		
17	18	19	20	21	22	23
<p>Bob's Birthday!</p> <p>Port Office Closed</p> <p>Presidents' Day (regional)</p>		<p>5pm - Gorgeous Night Salem @</p>		<p>10am - Gorge Winds Concert</p>		
24	25	26	27	28	29	1
			<p>12pm - Julie Lunch (monthly)</p> <p>7pm - TBC-URA Meeting</p>	<p>12pm - COT-Include Dan Mahr @</p>		

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	1
						AK out- AGRIP w/SDIS PNWA Mission to DC @ The
2	3	4	5	6	7	8
PNWA Mission to DC @ The Madison Washington DC, A Hilton Hotel 117715th St NW, Washington, DC 20005, United States					AK/GW Res@Homewood Suites-#8112613/#81882245 @ 50 M St SE	
AK out. AGRIP w/SDIS					COT-WA DC @ Homewood Suites by Hilton Washington DC Capitol-	
	Jennifer's Birthday'					Constitutional Sine Die
	Super Tuesday (regional holiday)					Daylight Saving Time starts
9	10	11	12	13	14	15
COT-WA DC @ Homewood Suites by Hilton Washington DC Capitol-Navy Yard, 50 M St SE, Washington, DC 20003, USA				7 am - Chamber Econ. Dev		
AK/GW Res@Homewood Suites-#8112613/#81882245 @ 50 M St SE, Washington, District of Columbia				10 am - KODL Coffee Break @		
8:30am - KHR Radio @ Hood 12pm - Economic Advisory	9 am - Gorge Commission-JT @ Ft	PC Meeting Packet Out(?) 9 am - Roger Kline (monthly) 5:30pm - RESCHEDULED-Port 7pm - RESCHEDULED-Port				
16	17	18	19	20	21	22
	St. Patrick's Day	5:30pm - Port Meeting Dinner @ 7pm - Port Commission Meeting	12pm - Kate Brown Western	7:30am - Kate Brown Western		
23	24	25	26	27	28	29
			12pm - Julie Lunch (monthly)	12pm - COT @ CGCC 12pm - Dan Mahr to COT		
30	31	1	2	3	4	5
JT: QuickBooks Training @ Hilton Garden Inn Portland/Lake Oswego						

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: **F-1.) MEETING MINUTES**

➤ January 8, 2020 Regular Meeting Minutes

Staff Recommendation: **Approve January 8, 2020 Regular Meeting Minutes as presented**

Fiscal Impact: None

PORT OF THE DALLES COMMISSION

Regular Meeting Minutes

January 8, 2020

Port Office

The Regular Meeting of the Port Commissioners was called to order by President Greg Weast at 6:57 PM

ROLL CALL

- Commission:** Greg Weast, Mike Courtney, Robert Wallace, Staci Coburn, David Griffith
- Staff:** Andrea Klaas, Executive Director; Jennifer Toepke, Executive Assistant; Angie McNab, Bookkeeper; Bill Dick, Attorney
- Guests:** Jon Chavers, Resident: Community Dog Park Presentation
Nate Reagan & Amanda Taskey, Friend & Reagan: FY 2018/19 Annual Financial/Audit Report Presentation
10 more people: some in attendance to support the Community Dog Park Presentation, some for Executive Session(s)

PLEDGE OF ALLEGIANCE: Commissioner Weast

AGENDA CORRECTIONS or ADDITIONS

None

VISITOR BUSINESS (for items not already on the agenda)

1. Nate Reagan & Amanda Taskey, Friend & Reagan: Presented the Port's Annual Financial Report for the year ended June 30, 2019. Nate highlighted pages 4&5, the Audit; page 13, General Fund Budget; page 38, Port Development Fund Budget; page 28 Capital Assets; and page 10, End of Year Fund Balance: \$4,690,514. Amanda reviewed the Port's main internal controls that require attention, and highlighted their report's recommendations and suggested corrective actions.
2. Jon Chavers, Community Dog Park Presentation: Jon would like to carry on the same idea as The Dalles resident (Mr. Arbor), who previously presented to the Port Commission about establishing a Community Dog Park on Port Property (the spit) – but could not follow through due to illness. Jon's first step will be to gain professional advice about how/if it is possible to access the land easily. Jon does not currently have an official organization. The Port Commission was receptive to the general idea, and advised Jon to establish (or attach to) an organization, research the title to property, map out a long-term view for sustainability (budget, maintenance), attain funding, etc. – then submit a proposal to the Port Commission for approval.

7:27 p.m. – In to Executive Session E-1

EXECUTIVE SESSION E-1 (as allowed by ORS 192.660 (2) (e) (f) (h)) This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.

7:46 PM – Out of Executive Session E-1

7:48 p.m. – In to Executive Session E-2

EXECUTIVE SESSION E-2 (as allowed by ORS 192.660 (2) (e) (f) (h)) This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.

8:24 PM – Out of Executive Session E-2

ACTION REQUIRED FROM EXECUTIVE SESSION E-1

Motion to authorize Andrea to meet with V&G to write a new extension to their contract, including a timeline for completion.

M/R. Wallace, S/S. Coburn, Motion Approved Unanimously

ACTION REQUIRED FROM EXECUTIVE SESSION E-2

Commissioner Weast, with majority consensus: Staff should work with Legal Counsel Bill Dick, on Wasco County Soil & Water Conservation District's Land Purchase Proposal

PORT CALENDAR/EVENTS

Andrea reviewed the January and February 2020 Calendars. Commissioner Weast will join Andrea for the KODL Coffee Break on Friday, and possibly Commissioner Courtney.

ACTION ITEMS

1. **December 11, 2019 Regular Meeting Minutes were approved as presented.**
2. **December 2019 Financial Reports were reviewed by Commissioner Coburn and approved as presented.**

DISCUSSION ITEMS

1. SDAO Conference: Individual Session Descriptions and Conference Schedule were provided. Each Commissioner signed up for their preferred sessions.
2. Urban Renewal Agency: Commissioners discussed the URA's goals and objectives, and whether or not it has met its purpose. The general opinion was that it may have aged out. There is a proposed expert on Urban Renewal, Elaine Howard, scheduled to come to The Dalles for a meeting on February 27th, Andrea will attend. There is also a seminar on Urban Renewal that the Commission & Staff will attend at the upcoming SDAO Conference. Steve Kramer, Wasco County Commissioner addressed the Commission saying perhaps the URA should be turned back to the City of The Dalles as they can better handle their own vision.

REPORTS

1. *The Dalles Marina Q4/2019 Report:* Summary and financials included in the Meeting Packet by The Dalles Marina Manager, Angie McNab. Commissioner Courtney inquired what the Marina Management gets paid, Angie stated that it is about \$13,000 per year. Angie also informed the Commission that this year they would be using a new accountant. Commissioner Weast asked if the financial reports could be done the Friday prior to the meeting, Angie said they could not.
2. *Staff Report:* A full report was provided in the Agenda Packet. Andrea met with Elaine Albrich from Davis, Wright, Tremaine to discuss the Urban Growth Boundary and the Gorge Commission; Andrea met with new School Board appointed COT member, Dawn Rasumussen to give her an orientation on the Outreach Team; The V&G excavator has been making intermittent appearances on the project site; Construction has started on the Schmidt/Cameron building behind V&G; Andrea met with Breanna Wimbers the Port's Insurance Agent to review/renew the Port's Property and Casualty Insurance; Jennifer and Andrea met with Deidre Baumgarten, who is reinvigorating the Sea Scout program in The

Dalles; Andrea and Jennifer are working with IT Solutions on an office technology upgrade; A new furnace was installed for the upstairs offices; Jennifer enrolled in the SDAO Academy; And, Jennifer and Commissioner Courtney attended the Oregon Business Plan, 2019 Leadership Summit in Portland.

3. *Committee Reports*

- a) Chamber of Commerce: Commissioner Griffith – The Chamber did not hold their meeting in December. There is a luncheon this month, Commissioner Griffith will attend.
- b) Dufur: Wallace – School project is moving forward. The parking lot is done, bus barn, upper gym, front entry is up. Andrea will be kept in the loop about the financing for the City's waste water project.
- c) Wasco EDC: Courtney – The EDC met in December. They have a long list of projects for County Commissioners.
- d) Urban Renewal: Coburn – They Urban Renewal meeting was not held in December. They will meet this month, then again in February. Looking for direction from Andrea.
- e) COT: Weast/Klaas – The COT did not meet in December. Starting to plan and talk about the March trip to Washington D.C.

8:47 p.m. – In to Executive Session K-3

EXECUTIVE SESSION E-1 (as allowed by ORS 192.660 (2) (e) (f) (h)) This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.

9:04 PM – Out of Executive Session K-3

9:07 p.m. – In to Executive Session K-2

EXECUTIVE SESSION E-1 (as allowed by ORS 192.660 (2) (e) (f) (h)) This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.

9:27 PM – Out of Executive Session K-2

ACTION REQUIRED FROM EXECUTIVE SESSION K-3

Motion to adopt The Dalles Marina Rules & Regulations-Amendment 01-08-2020.

M/M. Courtney, S/D. Griffith, Motion Approved Unanimously

COMMISSION CALL

1. President: Commissioner Weast – Would like to see something set up that the Commission receives the full Meeting Packet by the Friday before the meeting. The suggestion to review the previous months financials instead, was not welcomed by Commissioner Coburn – who explained that it is better to review more up to date financials for accuracy and memory sake.
2. Commissioner Griffith – As the Port has minimal property left to sell, what is the future of the Port? Andrea suggested a spring work session should be scheduled to plan for the future of the Port.
3. Commissioner Wallace – Some time ago Andrea had suggested that all of the districts meet together regularly. Andrea reiterated that she was thinking of a town hall type of event for the community to attend.
4. Commissioner Coburn – Should all Commissioners and Staff always be sent to the SDAO Conference every year? After discussion, the consensus was yes – due to: insurance credits, worth the time & money for what is gained in knowledge, risk management education, etc.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:45 p.m.

PORT OF THE DALLES:

Greg Weast, President
Board of Commissioners

ATTEST:

Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED: February 12, 2020

Prepared by: Jennifer Toepke

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: F-2.) FINANCIAL REPORTS

➤ **January 2020 Financial Reports**

Local Government Investment Pool

- Average Interest Rate is 2.25%

General Fund

- \$3,050.00 to Cascade Vegetation for weed control (contract service). They have already begun spraying since the weather has been so mild.
- \$3,897.30 to Oregon Equipment for the new furnace and heat pump installation for the upstairs offices

Port Development Fund

- \$99.00 to Bicoastal Media for the Christmas Ad Campaign
- \$4,980.00 to Friend & Reagan for the final FYE19 Audit payment
- A deposit of \$759.07 for V&G's Land Sale Payment

Marina Fund

Fiscal Impact

- None

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

12:04 PM
02/09/20
Cash Basis

Port of The Dalles
Balance Sheet by Class
As of January 31, 2020

	General Fund	Marina Fund	Port Develo...	Unclassified	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	59,453.07	0.00	0.05	0.00	59,453.12
Marina Checking	0.00	4,249.94	0.00	0.00	4,249.94
Port Develop. Checking	0.00	0.00	-3,039.80	0.00	-3,039.80
Total CSB Checking	59,453.07	4,249.94	-3,039.75	0.00	60,663.26
LGIP					
Marina Services	0.00	49,474.28	0.00	0.00	49,474.28
Port Develop	0.00	0.00	3,333,130.61	0.00	3,333,130.61
General	1,218,708.62	0.00	0.00	0.00	1,218,708.62
Total LGIP	1,218,708.62	49,474.28	3,333,130.61	0.00	4,601,313.51
Petty Cash	66.24	28.54	55.22	0.00	150.00
Total Checking/Savings	1,278,227.93	53,752.76	3,330,146.08	0.00	4,662,126.77
Total Current Assets	1,278,227.93	53,752.76	3,330,146.08	0.00	4,662,126.77
TOTAL ASSETS	1,278,227.93	53,752.76	3,330,146.08	0.00	4,662,126.77
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
Payroll Liabilities					
P/R Taxes Payable- Pers	2,021.86	0.00	0.00	0.00	2,021.86
P/R Taxes Payable-State	-309.00	0.00	0.00	0.00	-309.00
P/R Taxes Payable-FICA	-569.86	0.00	0.00	0.00	-569.86
P/R Taxes Payable-Federal	-269.00	0.00	0.00	0.00	-269.00
Payroll Liabilities - Other	507.76	0.00	0.00	0.00	507.76
Total Payroll Liabilities	1,381.76	0.00	0.00	0.00	1,381.76
Total Other Current Liabilities	1,381.76	0.00	0.00	0.00	1,381.76
Total Current Liabilities	1,381.77	0.00	0.00	0.00	1,381.77
Total Liabilities	1,381.77	0.00	0.00	0.00	1,381.77
Equity					
Unrestricted Net Assets	957,066.00	53,142.87	3,680,304.94	0.00	4,690,513.81
Net Income	319,780.20	609.83	-350,158.89	0.00	-29,768.86
Total Equity	1,276,846.20	53,752.70	3,330,146.05	0.00	4,660,744.95
TOTAL LIABILITIES & EQUITY	1,278,227.97	53,752.70	3,330,146.05	0.00	4,662,126.72
UNBALANCED CLASSES	-0.04	0.06	0.03	0.00	-0.05

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-SUMMARY
 July 2019 through January 2020

	Jul '19 - Jan 20	Budget	% of B...
Ordinary Income/Expense			
Income			
Grants	85,158.90		
Begining Fund Balance	0.00	884,921.00	0.0%
Transient Moorage	1,370.00	2,000.00	68.5%
Map Grant	8,300.00	9,800.00	84.7%
Interest From Earnings	20,048.08	17,699.00	113.3%
Prior Yr Property Tax	11,760.32		
Misc. Income	601.71	2,000.00	30.1%
lease-land/Facility	66,627.40	65,500.00	101.7%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
Marina Loan	0.00	11,621.00	0.0%
Property Tax	320,147.08	333,461.00	96.0%
Total Income	<u>514,013.49</u>	<u>1,348,152.00</u>	<u>38.1%</u>
Gross Profit	514,013.49	1,348,152.00	38.1%
Expense			
PERSONAL SERVICES-	107,476.78	179,280.00	59.9%
MATERIAL AND SERVICES-	71,651.13	144,000.00	49.8%
CAPITAL OUTLAYS-	15,105.38	40,000.00	37.8%
Total Expense	<u>194,233.29</u>	<u>363,280.00</u>	<u>53.5%</u>
Net Ordinary Income	319,780.20	984,872.00	32.5%
Other Income/Expense			
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	<u>0.00</u>	<u>550,000.00</u>	<u>0.0%</u>
Net Other Income	0.00	-550,000.00	0.0%
Net Income	<u><u>319,780.20</u></u>	<u><u>434,872.00</u></u>	<u><u>73.5%</u></u>

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
 July 2019 through January 2020

	Jul '19 - Ja...	Budget	% of Budget
Ordinary Income/Expense			
Income			
Grants	85,158.90		
Begining Fund Balance	0.00	884,921.00	0.0%
Transient Moorage			
Guests	1,370.00	2,000.00	68.5%
Total Transient Moorage	1,370.00	2,000.00	68.5%
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Map Grant - Other	8,300.00		
Total Map Grant	8,300.00	9,800.00	84.7%
Interest From Earnings	20,048.08	17,699.00	113.3%
Prior Yr Property Tax	11,760.32		
Misc. Income	601.71	2,000.00	30.1%
lease-land/Facility	66,627.40	65,500.00	101.7%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
Marina Loan	0.00	11,621.00	0.0%
Property Tax	320,147.08	333,461.00	96.0%
Total Income	514,013.49	1,348,152.00	38.1%
Gross Profit	514,013.49	1,348,152.00	38.1%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	0.00	7,200.00	0.0%
Assistant Spec. Projects	0.00	31,200.00	0.0%
Salary- Exec. Director	47,727.30	75,000.00	63.6%
Maintenance Supervisor	5,450.00	11,980.00	45.5%
Maint- PT	1,114.00	10,400.00	10.7%
Admin/Marina Specialist	20,934.50		
Total Wages	75,225.80	135,780.00	55.4%
FICA-EMPLOYER	6,430.69	10,000.00	64.3%
PERS EMPLOYER	8,374.40	11,000.00	76.1%
WRKRS COMP EMPLOYER	2,156.27	2,500.00	86.3%
Payroll Expenses - Other	148.53		
Total Payroll Expenses	92,335.69	159,280.00	58.0%
Health Insurance	15,141.09	20,000.00	75.7%
Total PERSONAL SERVICES-	107,476.78	179,280.00	59.9%
MATERIAL AND SERVICES-			
Transient Moorage Expense			
Transient Moorage Utilities	218.12		
Total Transient Moorage Expense	218.12		
Contracted Service	8,420.00	25,000.00	33.7%
Account and Audit	10,000.00	10,000.00	100.0%
Develop and Comm	2,700.50	5,000.00	54.0%
Dues, Fees and Subscriptions	16,474.89	24,000.00	68.6%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	2,145.00	5,000.00	42.9%
Maintenance and Repair			
Weed Control/landscaping	10,208.96		
Shop	1,009.86		
Office			
Office - Other	1,051.90		

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
 July 2019 through January 2020

	Jul '19 - Ja...	Budget	% of Budget
Total Office	1,051.90		
Vehicle Expense			
Repair	544.30		
Gas	503.46		
Total Vehicle Expense	1,047.76		
Maintenance and Repair - Other	0.00	15,000.00	0.0%
Total Maintenance and Repair	13,318.48	15,000.00	88.8%
Launch Ramp			
Garbage	756.62		
Supplies	3,140.85		
Launch Ramp Water	876.89	375.00	233.8%
Launch Ramp Garbage	0.00	250.00	0.0%
Launch Ramp Electric	265.56	375.00	70.8%
Launch Ramp - Other	0.00	12,000.00	0.0%
Total Launch Ramp	5,039.92	13,000.00	38.8%
Office Supplies	2,269.60	5,000.00	45.4%
Office Equipment	2,236.06	3,000.00	74.5%
Staff Development/Enhance	579.95	3,000.00	19.3%
Travel Expense	1,874.01	10,000.00	18.7%
Utilities			
Industrial			
Industrial Water	445.60	2,000.00	22.3%
Total Industrial	445.60	2,000.00	22.3%
Office			
Water Office			
Water Office - Other	1,124.06		
Total Water Office	1,124.06		
Office Electric	1,150.01		
Sewer Office	718.48		
Garbage Office	359.57		
Telephone	2,309.92		
Total Office	5,662.04		
Utilities - Other	0.00	9,000.00	0.0%
Total Utilities	6,107.64	11,000.00	55.5%
Marketing Expenses			
Travel	266.96		
Total Marketing Expenses	266.96		
Total MATERIAL AND SERVICES-	71,651.13	144,000.00	49.8%
CAPITAL OUTLAYS-			
Marina Expense			
Facility Improvements	2,970.08	10,000.00	29.7%
Total Marina Expense	2,970.08	10,000.00	29.7%
Building Improvements	12,135.30	30,000.00	40.5%
Total CAPITAL OUTLAYS-	15,105.38	40,000.00	37.8%
Total Expense	194,233.29	363,280.00	53.5%
Net Ordinary Income	319,780.20	984,872.00	32.5%
Other Income/Expense			
Other Expense			

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
July 2019 through January 2020

	<u>Jul '19 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
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	-550,000.00	0.0%
Net Income	<u>319,780.20</u>	<u>434,872.00</u>	<u>73.5%</u>

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-SUMMARY
 July 2019 through January 2020

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>% of B...</u>
Ordinary Income/Expense			
Income			
Grants	5,000.00		
Beginning Fund Balance	0.00	4,050,143.00	0.0%
Interest From Earnings	46,987.56	81,003.00	58.0%
Interest From Contracts	2,987.32	5,000.00	59.7%
matching grants	0.00	200,000.00	0.0%
Land Sales	3,085.24	800,000.00	0.4%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
Total Income	<u>58,060.12</u>	<u>5,175,456.00</u>	<u>1.1%</u>
Gross Profit	58,060.12	5,175,456.00	1.1%
Expense			
PERSONAL SERVICES-	22,838.57	101,520.00	22.5%
MATERIAL AND SERVICES-	32,704.29	137,000.00	23.9%
CAPITAL OUTLAYS-	0.00	2,560,000.00	0.0%
Total Expense	<u>55,542.86</u>	<u>2,798,520.00</u>	<u>2.0%</u>
Net Ordinary Income	2,517.26	2,376,936.00	0.1%
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			
Special Payments	200,000.00	1,500,000.00	13.3%
Other Debt Service	152,676.15	175,000.00	87.2%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>352,676.15</u>	<u>1,725,000.00</u>	<u>20.4%</u>
Net Other Income	-352,676.15	-1,225,000.00	28.8%
Net Income	<u><u>-350,158.89</u></u>	<u><u>1,151,936.00</u></u>	<u><u>-30.4%</u></u>

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-DETAIL
 July 2019 through January 2020

	Jul '19 - J...	Budget	% of B...
Ordinary Income/Expense			
Income			
Grants	5,000.00		
Begining Fund Balance	0.00	4,050,143.00	0.0%
Interest From Earnings	46,987.56	81,003.00	58.0%
Interest From Contracts			
V&G	2,987.32		
Interest From Contracts - Other	0.00	5,000.00	0.0%
Total Interest From Contracts	2,987.32	5,000.00	59.7%
matching grants	0.00	200,000.00	0.0%
Land Sales			
V&G	3,085.24		
Land Sales - Other	0.00	800,000.00	0.0%
Total Land Sales	3,085.24	800,000.00	0.4%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
Total Income	58,060.12	5,175,456.00	1.1%
Gross Profit	58,060.12	5,175,456.00	1.1%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	0.00	7,200.00	0.0%
Assistant Spec. Projects	0.00	31,200.00	0.0%
Salary- Exec. Director	17,606.08	37,000.00	47.6%
Maintenance Supervisor	600.00	4,000.00	15.0%
Total Wages	18,206.08	79,400.00	22.9%
FICA-EMPLOYER	1,392.77	5,000.00	27.9%
PERS EMPLOYER	0.00	7,000.00	0.0%
WRKRS COMP EMPLOYER	4.94	120.00	4.1%
Payroll Expenses - Other	38.13		
Total Payroll Expenses	19,641.92	91,520.00	21.5%
Health Insurance	3,196.65	10,000.00	32.0%
Total PERSONAL SERVICES-	22,838.57	101,520.00	22.5%
MATERIAL AND SERVICES-			
Land Sales			
Land Sales Closing Cost	0.00	10,000.00	0.0%
Land Sale Commissions	0.00	20,000.00	0.0%
Total Land Sales	0.00	30,000.00	0.0%
Contracted Service	19,000.00	50,000.00	38.0%
Account and Audit	4,980.00	10,000.00	49.8%
Develop and Comm	1,274.08	2,000.00	63.7%
Legal	300.00	15,000.00	2.0%
Office Supplies	44.00		
Marketing Expenses			
Media/Promo	244.86	10,000.00	2.4%
Travel	6,861.35	20,000.00	34.3%
Total Marketing Expenses	7,106.21	30,000.00	23.7%
Total MATERIAL AND SERVICES-	32,704.29	137,000.00	23.9%
CAPITAL OUTLAYS-			
Engineering/Consultants	0.00	50,000.00	0.0%
Land Acquisition/Development	0.00	2,000,000.00	0.0%
PDF- Facility Improvements	0.00	10,000.00	0.0%

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-DETAIL
 July 2019 through January 2020

	<u>Jul '19 - J...</u>	<u>Budget</u>	<u>% of B...</u>
Partnership Projects	0.00	500,000.00	0.0%
Total CAPITAL OUTLAYS-	0.00	2,560,000.00	0.0%
Total Expense	55,542.86	2,798,520.00	2.0%
Net Ordinary Income	2,517.26	2,376,936.00	0.1%
Other Income/Expense			
Other Income			
transfer from other funds			
General Fund	0.00	500,000.00	0.0%
Total transfer from other funds	0.00	500,000.00	0.0%
Total Other Income	0.00	500,000.00	0.0%
Other Expense			
Special Payments			
CGCC Community College	200,000.00	1,500,000.00	13.3%
Total Special Payments	200,000.00	1,500,000.00	13.3%
Other Debt Service	152,676.15	175,000.00	87.2%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	352,676.15	1,725,000.00	20.4%
Net Other Income	-352,676.15	-1,225,000.00	28.8%
Net Income	<u>-350,158.89</u>	<u>1,151,936.00</u>	<u>-30.4%</u>

Port of The Dalles-MARINA
Profit & Loss Budget vs. Actual-SUMMARY
July 2019 through January 2020

	<u>Jul '19 - Jan ...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	52,776.00	0.0%
Interest From Earnings	609.83	1,056.00	57.7%
Total Income	<u>609.83</u>	<u>53,832.00</u>	<u>1.1%</u>
Gross Profit	<u>609.83</u>	<u>53,832.00</u>	<u>1.1%</u>
Net Ordinary Income	<u>609.83</u>	<u>53,832.00</u>	<u>1.1%</u>
Net Income	<u>609.83</u>	<u>53,832.00</u>	<u>1.1%</u>

11:48 AM
 02/09/20
 Cash Basis

Port of The Dalles
Account QuickReport
 As of January 31, 2020

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Paycheck	24075	Jennifer Toepke		-78.77
Check	EFT	Brokers National Lif...		-29.90
Deposit			Deposit	12,612.40
Bill Pmt -Check	24076	Angie Wilson		-855.00
Bill Pmt -Check	24077	Bohns Printing		-36.45
Bill Pmt -Check	24078	Cascade Vegetatio...		-3,050.00
Bill Pmt -Check	24079	City Of The Dalles.		-282.21
Bill Pmt -Check	24080	H2Oregon		-6.50
Bill Pmt -Check	24081	Hattenhauer Energy...		-58.41
Bill Pmt -Check	24082	Home Depot Credit ...		-74.42
Bill Pmt -Check	24083	Optimist Printers	38663,39040,39039,37...	-145.00
Bill Pmt -Check	24084	Oregon Equipment		-3,897.30
Bill Pmt -Check	24085	Port Of The Dalles ...		-96.45
Bill Pmt -Check	24086	PUD		-471.33
Bill Pmt -Check	24091	Sawyers Ace Hard...		-37.57
Bill Pmt -Check	24088	SDIS		-4,008.06
Bill Pmt -Check	24089	Staples Credit Plan		-60.25
Bill Pmt -Check	24090	The Dalles Disposal		-80.94
Bill Pmt -Check	24092	Verizon		-138.83
Paycheck	24094	Jennifer Toepke		-1,907.83
Paycheck	24093	Andrea L. Klaas		-3,307.28
Liability Check	EFT	Oregon Department...	0504064-4	-444.00
Liability Check	EFT	United States Treas...	93-6001833	-1,660.80
Liability Check	24095	Oregon Department...	00504064-4	-38.43
Bill Pmt -Check	24096	Cardmember Servic...		-1,572.36
Bill Pmt -Check	24097	Dick, Dick & Corey, ...		-320.00
Bill Pmt -Check	24098	Gorge Networks		-163.49
Bill Pmt -Check	24099	Northwest River Par...		-500.00
Bill Pmt -Check		Sawyers Ace Hard...		-0.40
Paycheck	22644	Andrea L. Klaas		-3,319.27
Paycheck	22646	Jennifer Toepke		-1,964.46
Paycheck	22645	Gerald L. Rundell		-688.25
Paycheck	22647	Mark R Roth		-93.58
Liability Check	EFT	Oregon Department...	0504064-4	-500.00
Liability Check	EFT	United States Treas...	93-6001833	-1,916.78
Liability Check	EFT	Oregon Department...	0504064-4	-23.50
Deposit			Deposit	10,575.00
Total General Checking				-8,640.42
Marina Checking				
Total Marina Checking				
Port Develop. Checking				
Deposit			Deposit	759.07
Bill Pmt -Check	22642	BiCoastal Media		-99.00
Bill Pmt -Check	22643	Friend & Reagan, P...		-4,980.00
Deposit			Deposit	759.07
Total Port Develop. Checking				-3,560.86
Total CSB Checking				-12,201.28
TOTAL				-12,201.28

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: **F-3.) V&G Contract Amendment**

➤ Amendment to V&G Contract

Staff Recommendation: **Approve Amendment to V&G Contract Extending Timeline as presented**

Fiscal Impact: None

PENDING

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: **G-1.) SDAO 2020 ANNUAL CONFERENCE RECAP**

Background:

All Port Commissioners and Staff are attending the SDAO 2020 Annual Conference in Seaside, Oregon from Thursday, February 6th through Sunday, February 9th.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: **G-2.) THE DALLES BUILDABLE LANDS INVENTORY
UPDATE**

Background:

Following is a memo on the preliminary results of The Dalles Employment Buildable Lands Inventory, then Andrea's proposed corrections that need to be made to the mapping. The report attempted to identify currently available employment lands in The Dalles. The issue with this draft is that it includes many parcels that are already developed, encumbered by easements, or are un-developable; hence Andrea's list of necessary corrections.

The final study will be used as the basis for The Dalles to expand (or not expand) the Urban Growth Boundary, so it is very important that it is done correctly.



MEMORANDUM

Employment Buildable Lands Inventory – DRAFT City of The Dalles Employment Opportunities Analysis

DATE January 23, 2020
TO Steve Harris and Dawn Hert, City of The Dalles
FROM Andrew Parish, Clinton “CJ” Doxsee, and Matt Hastie, APG
CC Alisa Pyszka and, Bridge Economic Development

INTRODUCTION

This memorandum describes the methodology of and preliminary draft results of the 2020 Employment Buildable Lands Inventory (BLI). The BLI represents the second phase of an Economic Opportunities Analysis (EOA) for the City. The first phase of the EOA, conducted by Bridge Economic Development, identified employment conditions and trends, target industries, employment land needs, and draft strategies and actions to achieve the City’s economic objectives. The assessment of employment land needs in the BLI will be compared to the future needs identified in the Phase 1 EOA and used to update the City’s recommended economic development strategies and actions. The BLI also will be used to inform the upcoming Westside Planning process.

Regulatory Basis

The BLI is conducted consistent with the requirements of statewide planning Goal 9 and the Goal 9 administrative rule (OAR 660-009).

1. **Economic Opportunities Analysis (OAR 660-009-0015).** The Economic Opportunities Analysis (EOA) requires communities to identify the major categories of industrial or other employment uses that could reasonably be expected to locate or expand in the planning area based on information about national, state, regional, county or local trends; identify the number of sites by type reasonably expected to be needed to accommodate projected employment growth based on the site characteristics typical of expected uses; include an inventory of vacant and developed lands within the planning area designated for industrial or other employment use; and estimate the types and amounts of industrial and other employment uses likely to occur in the planning area.

2. **Industrial and commercial development policies (OAR 660-009-0020).** Cities with a population over 2,500 are required to develop commercial and industrial development policies based on the EOA. Local comprehensive plans must state the overall objectives for economic development in the planning area and identify categories or particular types of industrial and other employment uses desired by the community. Local comprehensive plans must also include policies that commit the city or county to designate an adequate number of employment sites of suitable sizes, types and locations. The plan must also include policies to provide necessary public facilities and transportation facilities for the planning area.
3. **Designation of lands for industrial and commercial uses (OAR 660-009-0025).** Cities and counties must adopt measures to implement policies adopted pursuant to OAR 660-009-0020. Appropriate implementation measures include amendments to plan and zone map designations, land use regulations, public facility plans, and transportation system plans. More specifically, plans must identify the approximate number, acreage and characteristics of sites needed to accommodate industrial and other employment uses to implement plan policies, and must designate serviceable land suitable to meet identified site needs.

As noted above, the City of The Dalles has already developed an economic development strategy that incorporates two distinct elements. First is a long-term evaluation of the city's 20-year projected employment growth and corresponding amount of land necessary to accommodate that growth. Second is a short-term 5-year action plan for immediate programs and projects that the city and its economic development partners can implement to grow the existing economic base. This analysis builds on the first element – the EOA – through developing the BLI.

BLI Methodology

The buildable lands inventory is conducted in several steps, described below.

- **Step 1: Determine Land Type** – This step identifies all land within the UGB as either residential, employment, or other, based on zoning and other characteristics.
- **Step 2: Calculate Constraints** – This step identifies development constraints and removes them from the inventory to get an accurate measurement of the amount of developable land within the UGB.
- **Step 3: Classify Land by Development Status** – This step classifies land into categories of Vacant, Partially Vacant, Developed, and Committed, based on a series of filters using available data.
- **Step 4: Results** – This step reports the results of the analysis in various ways, and accounts for land needed for right-of-way and other public uses to arrive at total developable acreage within the UGB.

The remainder of this memorandum addresses each of the above steps in turn.

STEP 1: DETERMINE LAND TYPE

Land in the City of The Dalles is categorized into Residential, Employment, and Other. This classification is made primarily by zoning designation as shown in Figure 1. Exceptions were made for cases based on existing land use, property ownership, or other circumstances. This categorization is broadly consistent with the 2016 residential BLI conducted by the City and APG, with the following changes:

- Tax lot 2N 13E 29 CD 2400 was originally zoned CLI and previously designated as employment land in the 2016 residential BLI. The property was rezoned to RM in 2017.
- Tax lot 2N 13E 29 CA 4800 was previously classified as vacant residential but has been updated to reflect current CLI zoning.
- Tax lot 2N 13E 29 A 100 is partially within the City's UGB. The amount of unconstrained land on the tax lot was reduced to reflect only the unconstrained portion within the UGB.
- Tax lot 1N 13E 1 AA 500 was originally designated as employment land in the 2016 BLI. It has been removed from the inventory due to RM zoning, access issues, and slope constraints.
- Tax lot 2N 13E 36 100 was removed from the BLI. The tax lot is classified as "Federal Exempt" and is developed with a mix of public and residential uses.
- Tax lot 1N 13E 9 AB 1900 was removed from the inventory due to reflect current RL zoning.

One additional aspect to note is the Amerities Plant property, which is located outside of assessed tax lot records. As such, there are no county tax assessor records that would typically be used to determine if the site is vacant, developed, or redevelopable. The site is largely developed and/or used for outdoor storage of materials based on visual inspection from aerial photos. However, we are not able to determine the redevelopment capacity of the site without improvement and land value assessments (see Step 3 for partially vacant assumptions) and/or further input from local stakeholders. Although the site is determined to be developed, the size of the site has not been factored into the overall analysis at this time. This is due to the lack of available GIS data for the property. More information about the capacity of this site and its impact on the overall inventory can be included in a subsequent draft of our analysis.

Figure 1: The Dalles Zoning Designations

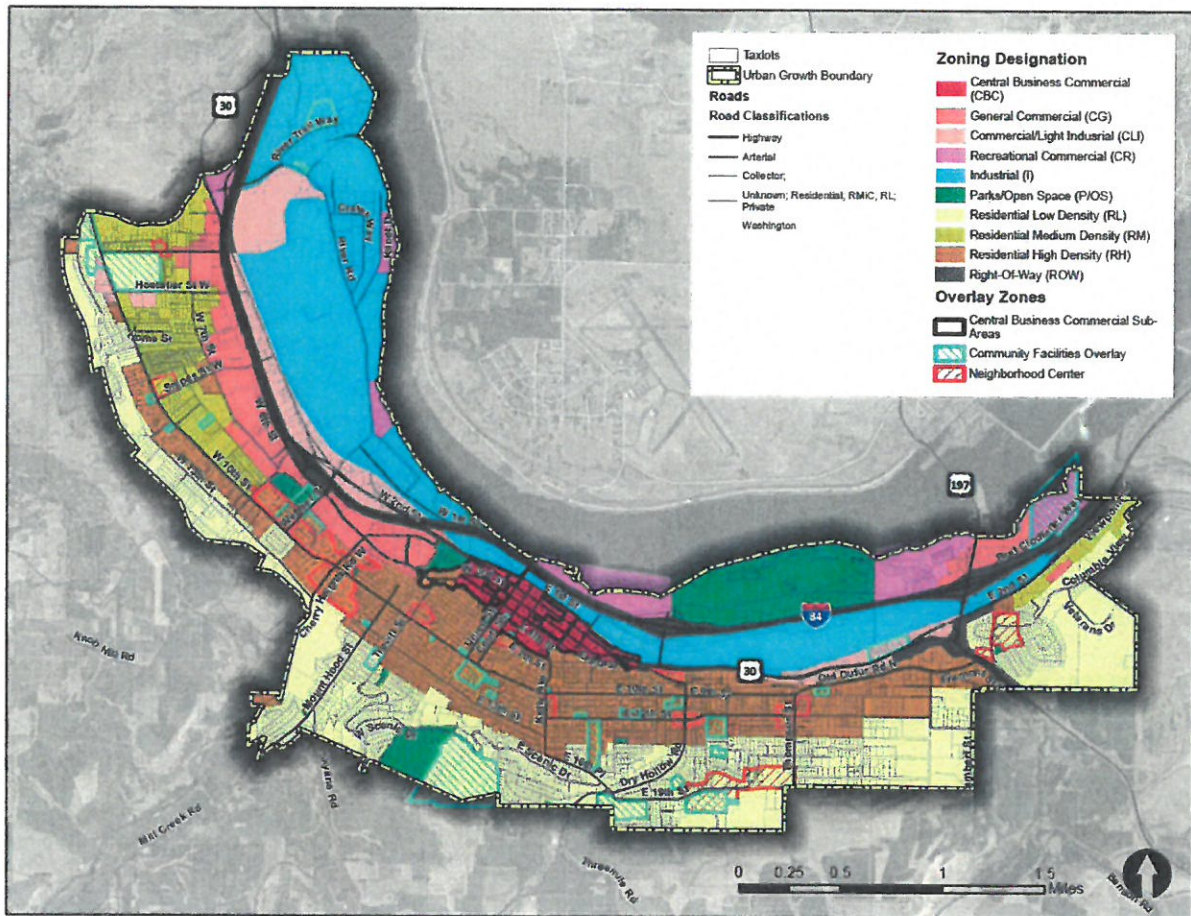


Figure 2: The Dalles Land Types

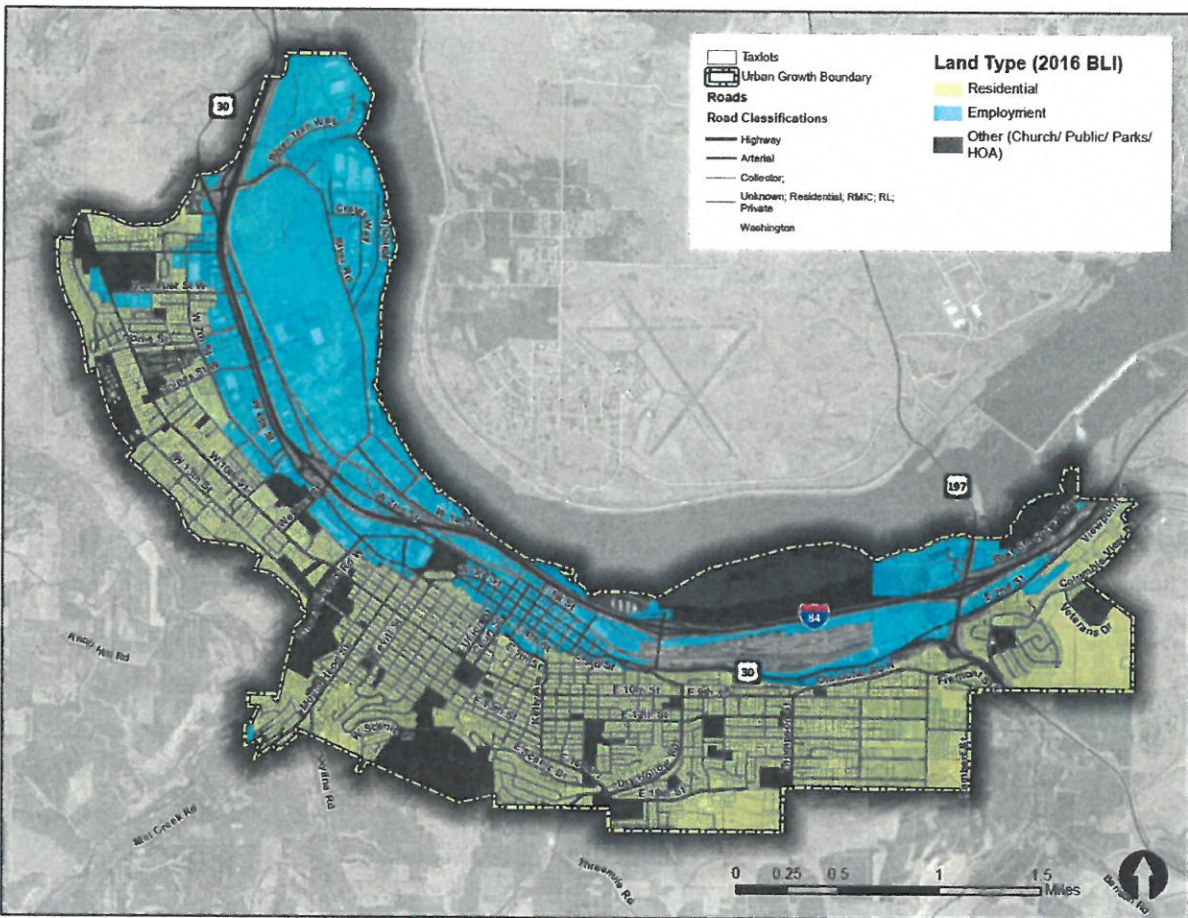


Table 1: The Dalles Land Type

	Number of Taxlots	Gross Acres ¹
Employment	967	1,524
Residential	5,612	1,739
Other	125	1,087
Total²	6,704	4,352

¹ Acres rounded down to whole number

² Gross acreage includes a limited number of tax lots that are partially located inside The Dalles UGB.

STEP 2: CALCULATE CONSTRAINTS

As defined in OAR 660-009-005, “Development Constraints” are factors that temporarily or permanently limit or prevent the use of land for economic development. Development constraints include, but are not limited to, wetlands, environmentally sensitive areas such as habitat, slope, topography, infrastructure deficiencies, parcel fragmentation, or natural hazard areas. The constraints used for this analysis include:

- Slopes greater than 25% (Source: Oregon Department of Geologic and Mineral Industries)
- FEMA Flood Hazard Area (Source: FEMA)
- Wetlands (Source: US Fish and Wildlife Service National Wetlands Inventory)
- Area within 50’ of Chenoweth Creek (Source: Oregon Geospatial Enterprise Office)

Land affected by these constraints is removed from the inventory. Figure 3 shows the location of these constraints.

Figure 3: The Dalles Development Constraints

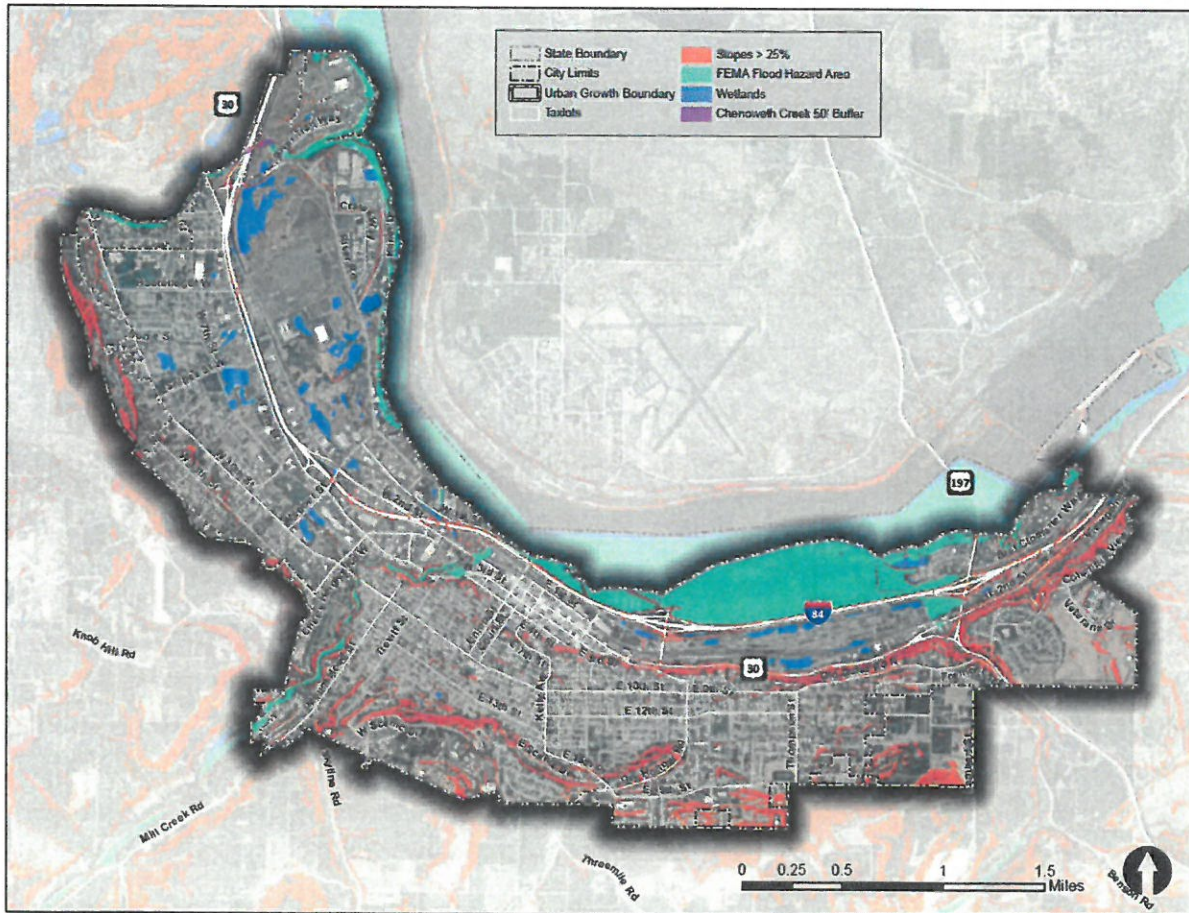


Table 2: The Dalles Development Constraints

Category ³	Gross Acres Within Taxlots	Constrained Acres	Buildable Acres
Employment	1,524	371	1,153
Residential	1,739	302	1,437
Other	1,087	376	710
Total	4,352	1,050	3,301

STEP 3: CLASSIFY EMPLOYMENT LAND BY DEVELOPMENT STATUS

Employment land within the study area was classified by development status, as follows:

- **“Vacant”** land meets one or more of the following criteria:
 - equal to or larger than ½ acre and not currently containing permanent improvements
 - equal to or larger than 5 acres where less than ½ acre is occupied by permanent buildings or improvements
 - improvement value is less than \$5,000 or less than 5% of the property’s land value.
- **“Partially Vacant”** land has an improvement value of between 5% and 40% of the land value, or is greater than one acre in size with at least ½ acre not improved (based on aerial photo). This land will assume that 50% is vacant/50% is developed unless aerial photos or other information shows otherwise.
- **“Developed”** land has an improvement value greater than 40% of the land value and does not meet the definition of vacant or partially vacant.

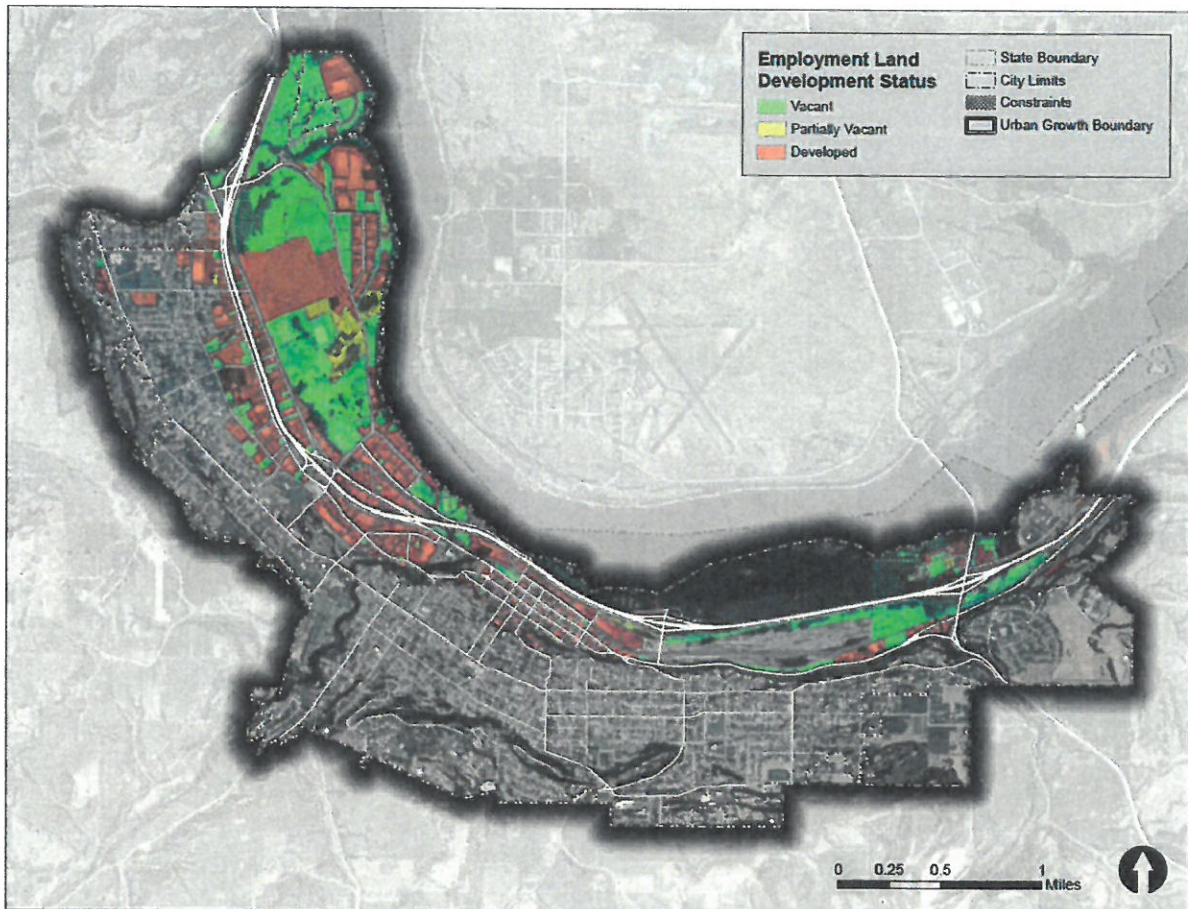
Figure 4 shows the classification of employment land within the UGB.

³ Acres rounded down to whole number

Table 3: Summary of Employment Land by Development Status

Employment Zone ⁴	Developed	Partially Vacant	Vacant	Total
CBC	55	2	6	65
CG	163	3	28	196
CLI	88	1	56	147
CR	116	1	15	132
I	247	28	335	611
Total	671	38	443	1,153

Figure 4: Employment Land by Development Status



⁴ Acres rounded down to whole number

STEP 4: PRELIMINARY RESULTS

There is an estimated 482 gross acres of vacant or partially vacant employment land in The Dalles. The following assumptions were used to determine the net acreage of land within the City. The assumptions are consistent with those used in Phase 1 of the EOA.

- 50% of all employment land identified as partially vacant will not be developable to account for existing development and infrastructure.
- 15% of industrial employment land (I zones) will be set aside to account for infrastructure, setbacks, etc.
- 20% of commercial employment land (CBC, CG, CLI, and CR zones) will be set aside to account for infrastructure, setbacks, etc.

There is an estimated 390 net acres available for employment land after accounting for existing development on partially vacant land and set asides for infrastructure-related and other needs on vacant land. Table 4 below provides a summary for each zone.

Table 4: Gross & Net Developable Employment Land

Employment Zone ⁵	Partially Vacant Land		Vacant Land		Total Net Buildable Land
	Gross	Net	Gross	Net	
CBC	2	1	6	5	6
CG	3	1	28	22	24
CLI	1	0	56	45	46
CR	1	0	15	12	13
I	28	14	335	285	299
Total	38	19	443	371	390

⁵ Acres rounded down to whole number.

Proposed corrections for Buildable Lands Inventory mapping

Reference Map1	Owner		Acres
1 2N 13E 21 900	United States of America	BPA Substation	15.19
2 2N 13E 21 C 700	Lindsay Veterinary	Developed	1.28
3 2N 13E 21 C 2800	Port of The Dalles	BPA ROW	3.2
4 2N 13E 21 C 3100	Port of The Dalles	BPA ROW	0.91
5 2N 13E 21 C 2700	Port of The Dalles	Parking lot/Park	1.18
6 2N 13E 28 107	Port of The Dalles	Wetland, riparian area, Riverfront Trail	13.82
7 2N 13E 28 B100	Design LLC	Substation, BPA ROW	3.34
8 2N 13E 28 B600	Port of The Dalles	BPA ROW	1.88
9 2N 13E 28 1000	Lockheed Martin	EPA ID: ORD052221025	21.93
9A 2N 13E 28 A 600	Munsen Paving LLC	existing business	1.54
9B 2N 13E 28 A 1200	Munsen Paving LLC	existing business	1.54
9C 2N 13E 28 A 1100	Munsen Paving LLC	existing business	1.35
9D 2N 13E 28 A 800	Munsen Paving LLC	existing business	0.99
9E 2N 13E 28 A 1000	Munsen Paving LLC	existing business	1.02
10 2N 13E 28 D 2800	V&G LLC	Developed	0.93
11 2N 13E 28D 2700	Port of The Dalles	Developed/Park	1.15

Reference Map 2	Owner		Acres
12 2N 13E 28D 2000	Port of The Dalles	Offices, maintenance shop, RV dump station, landscaping on slope, utility ROW	4.30
12A 2N 13E 28 901	The Dalles Industrial Group LLC	Power easement ROW	7.02
13 2N 13E 33 100	Lockheed Martin	EPA ID: ORD052221025	31.99
14 2N 13E 28 1100	Hydro Aluminum	Developed	28.02
15 2N 13E 28D 300	TDITG LLC	cooling pond for Hydro Aluminum	9.08
16 2N 13E 33 500	NORCOR	Regional Jail	17.66
17 2N 13E 33 A 300	Port of The Dalles	Pond/wetland	1.87

Reference Map 3		Owner		Acres
18	2N 13E 33D 700	Oregon Cherry Growers	Developed	6.55
19	2N 13E 33D 800	Oregon Cherry Growers	Developed	2.6
20	2N 13E 33D 900	Oregon Cherry Growers	Developed	0.4
21	2N 13E 33D 1100	Oregon Cherry Growers	Developed	1.44
22	2N 13E 33D 1000	Oregon Cherry Growers	Developed	2.84
23	2N 13E 34 CC 100	United States of America	pumphouse	0.46
24	2N 13E 34 CC 200	United States of America	pumphouse	3.05
25	2N 13E 34 CC 300	United States of America	pumphouse	0.19
26	1N 13E 4 AB 103	Dalles-Hood LLC	parking for shopping center	0.08
27	1N 13E 4 BA 800	Taco Time	Developed	0.43

Reference Map 4		Owner		Acres
28	1N 13E 3 BB 700	USPS	Developed	1.95
29	1N 13E 3 BB 400	USPS	Developed	0.10
30	1N 13E 3 BB 500	USPS	Developed	0.32
31	1N 13E 3 BB 600	USPS	Developed	0.19

Reference Map 5		Owner		Acres
32	1N 13E 3 AC 100	Oregon Cherry Growers	Developed	1.66
33	1N 13E 3 A 400	Oregon Cherry Growers	Developed	3.42
34	1N 13E 3 DA 200	UPRR	access road	0.90

Reference Map 6		Owner	Acres
35	1N 13E 2 600	UPRR	27.27
36	1N 13E 1 B 400	OWR&N Co	railroad 35.92
37	1N 13E 1 CB 100	Wasco County	offices and shop 4.35
38	1N 13E 1 BC 400	Wasco County	offices and shop 4.07

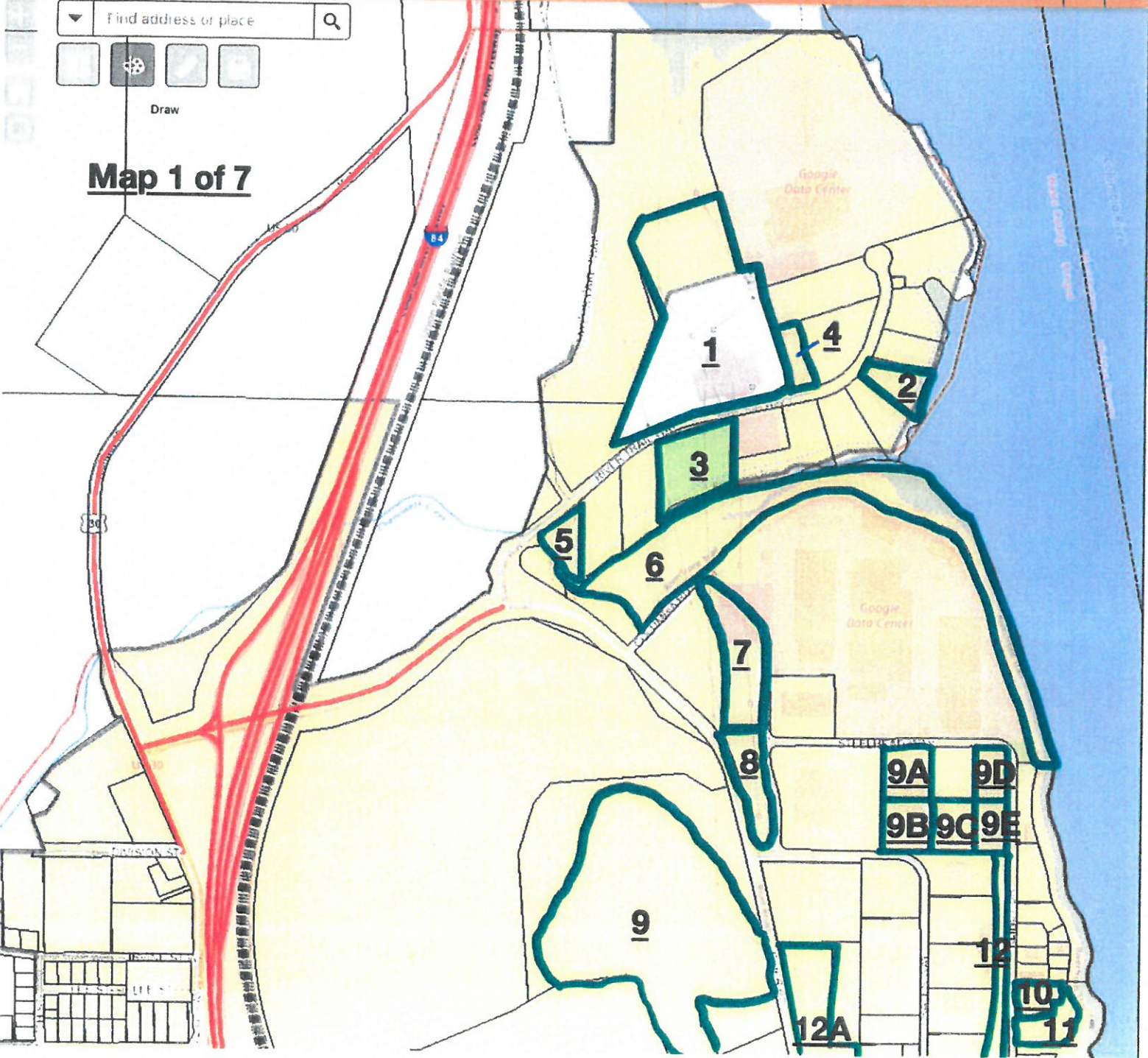
Reference Map 7			
39	1N 13E 1 A 100	OWN&R Co	railroad 2.38
40	1N 13E 1 AB 800	United States of America	11.20

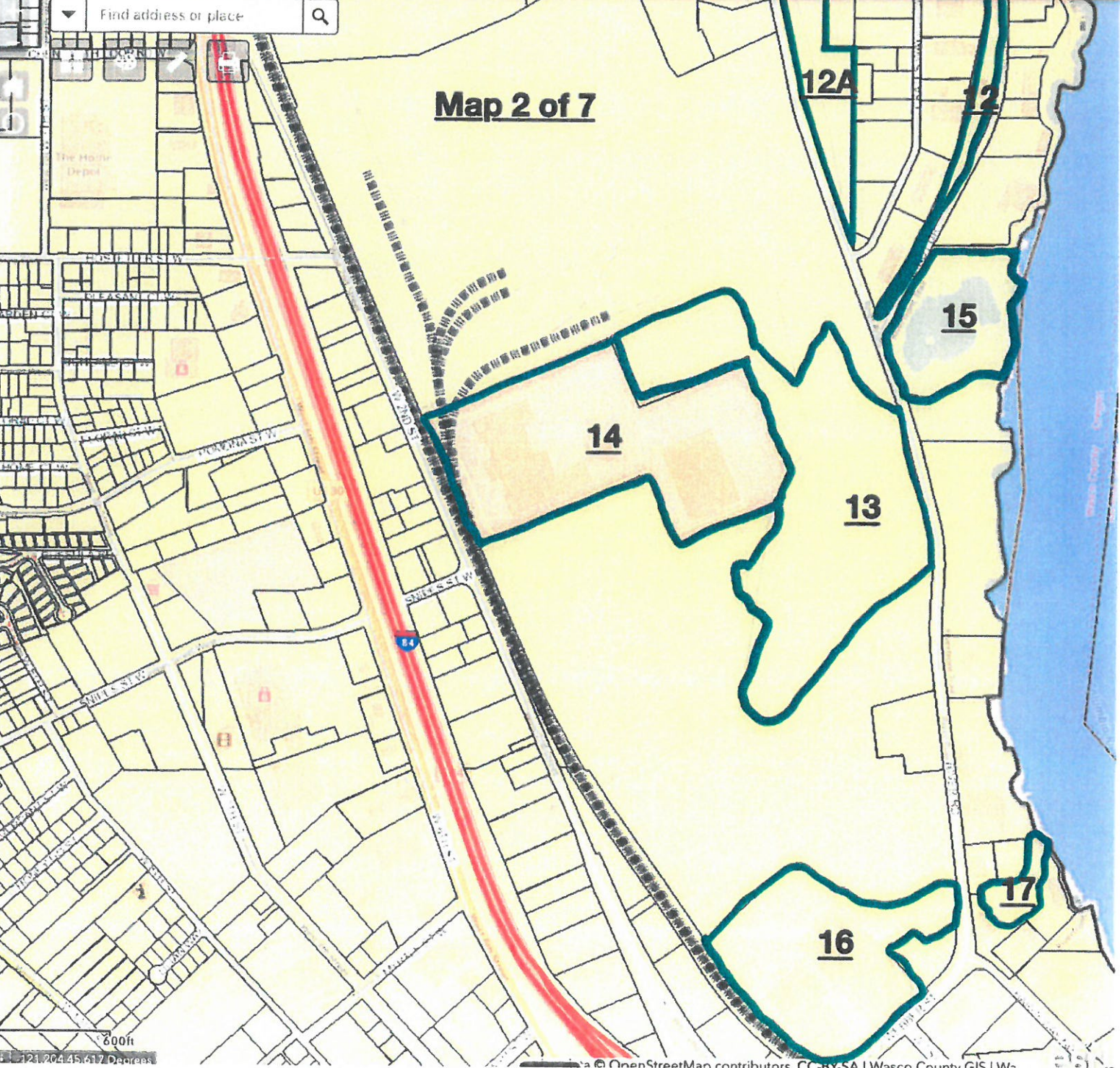
Find address or place



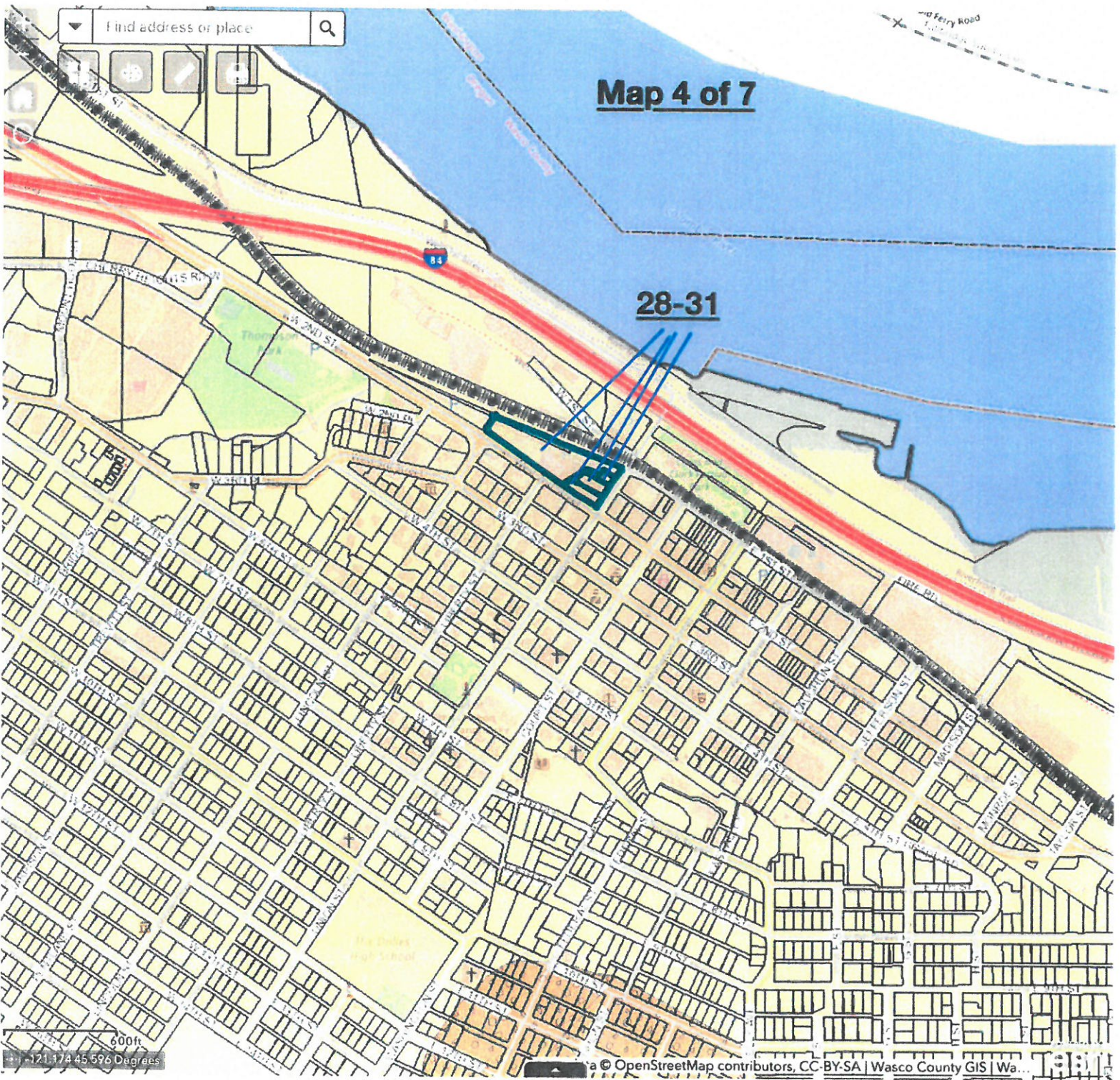
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Map 1 of 7









Map 4 of 7

28-31

Find address or place

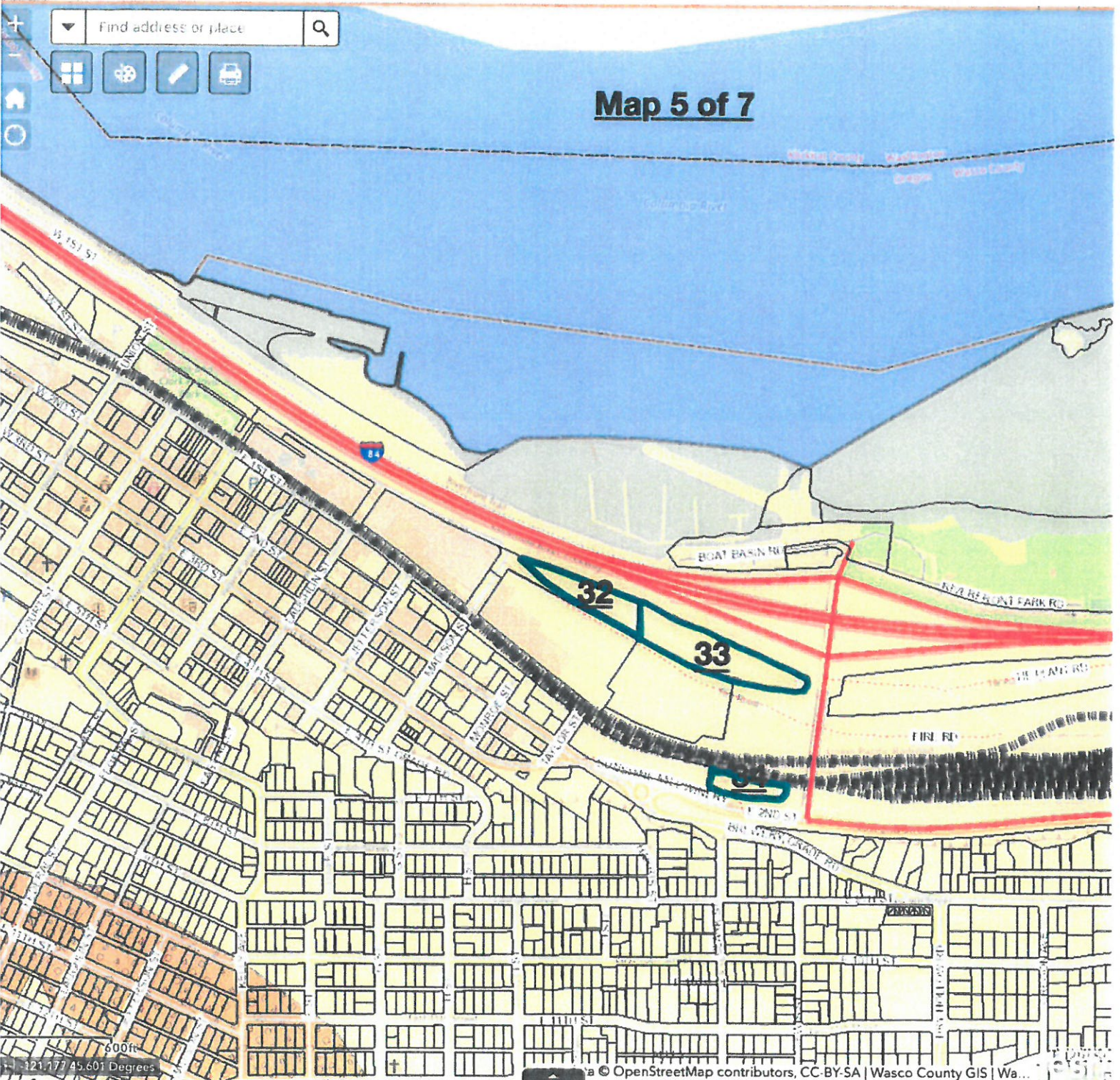
600ft
-121.174 45.696 Degrees

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Map 5 of 7

Find address or place

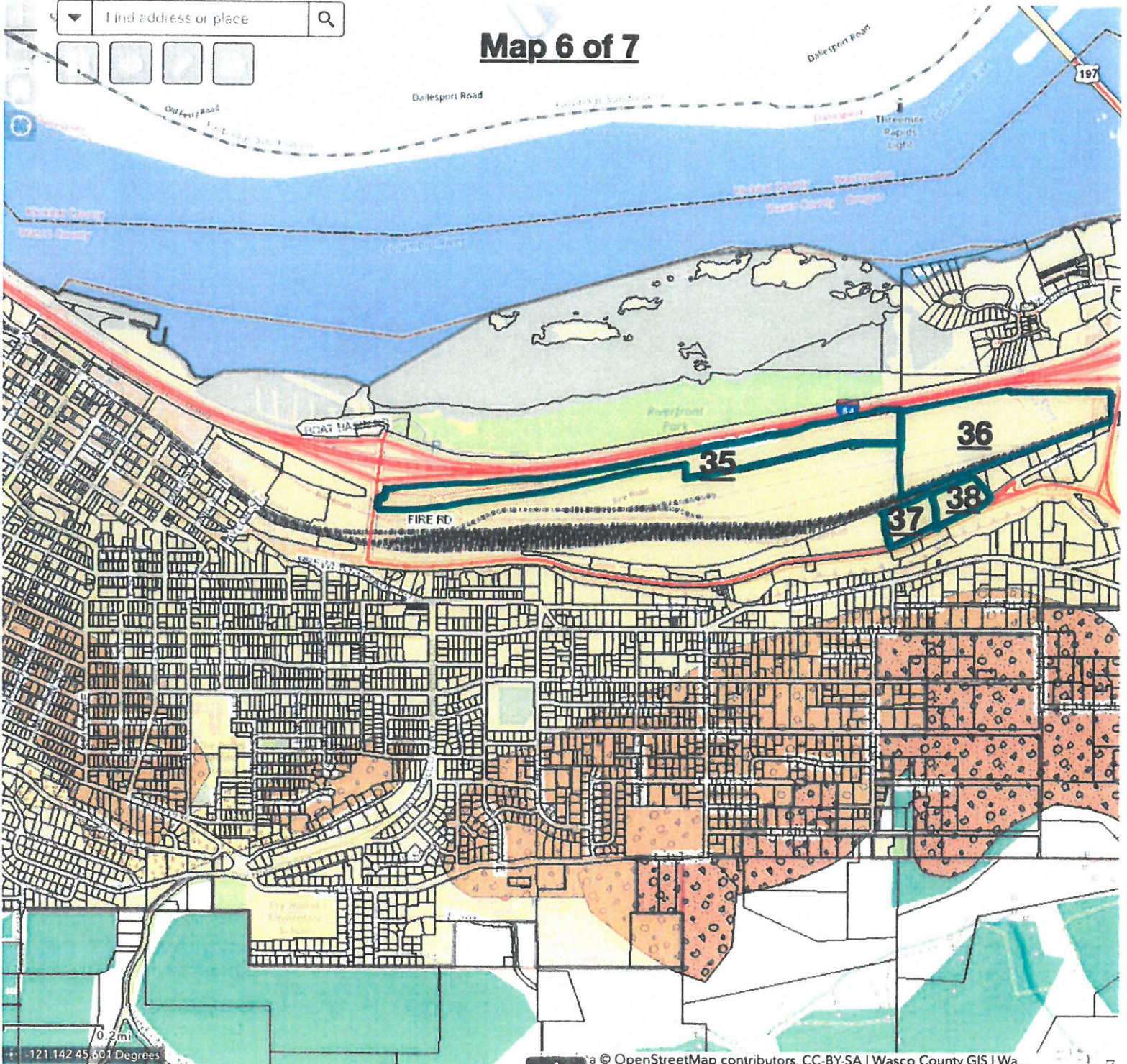
Map navigation icons: Home, Full Screen, Street View, Navigation, Layers, and a search icon.

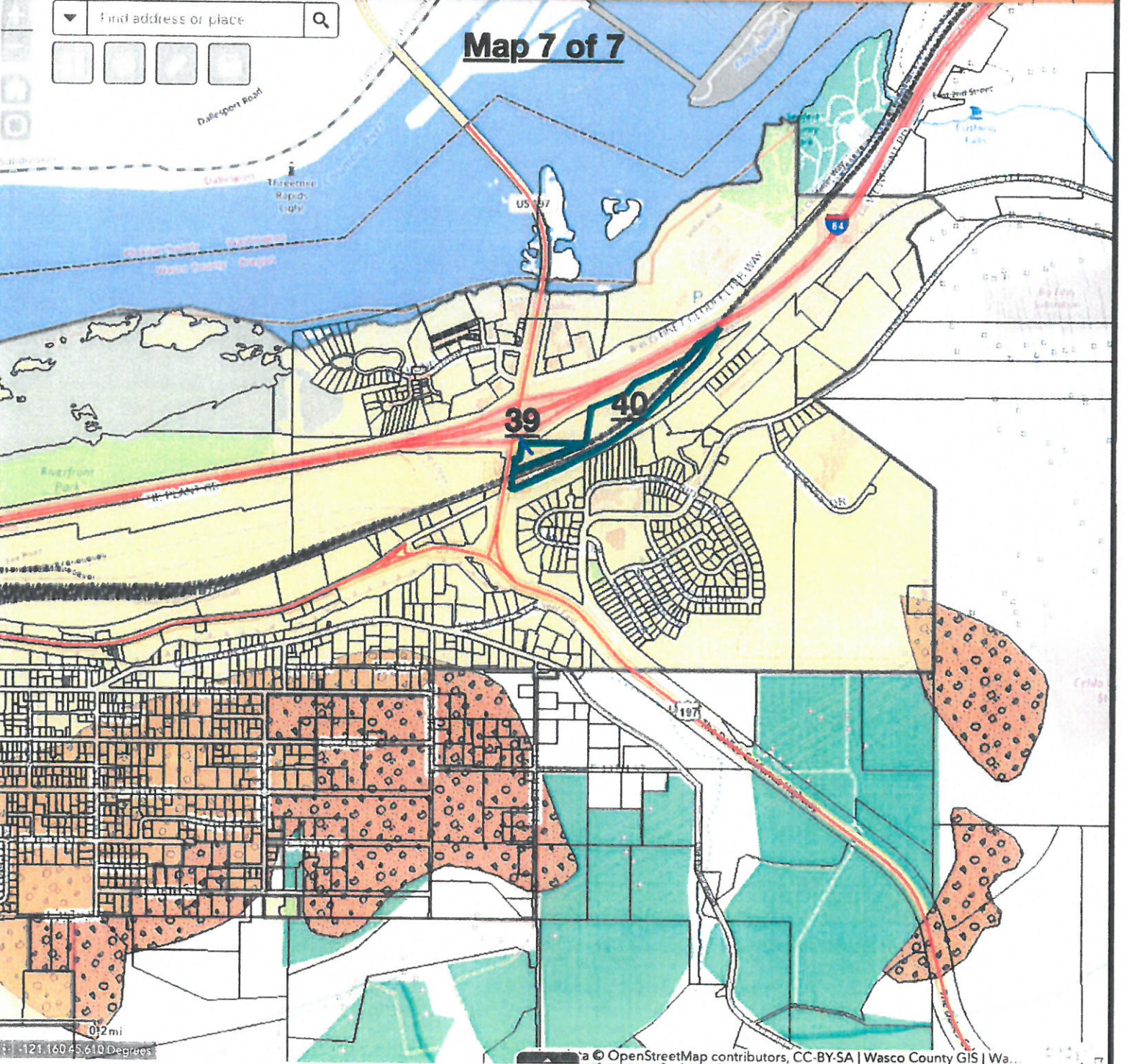


Find address or place



Map 6 of 7





PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: H-1.) STAFF REPORT

Columbia River Gorge Commission Meeting

Andrea and Jennifer attended the monthly CRGC Meeting in White Salmon. The morning saw a Work Session, in which the Commission discussed the Urban Area Boundaries response they received from Counties and Urban Areas, reference their intentions for expansion – and what that means to their ‘Gorge 2020 Update,’ subsequent work, staffing, and budget. And, Staff presented an updated roadmap for completing the ‘Gorge 2020 Management Plan’ review and revision process, which was discussed at length, point-by-point, by the Commission. In the afternoon there was a FY 2021-2023 Biennial Budget Work Session, various reports, and an invitation to Commissioners to propose ideas for state and federal legislative action, including funding – should the Commission choose to develop a legislative agenda in the future.

Going forward, either Andrea and/or Jennifer will be attending these meetings, Commissioners are also welcome to join. The meetings are scheduled for the 2nd Tuesday of each month, and start at 9:00 a.m. The February meeting is on the 11th at Bridge Side Restaurant in Cascade Locks, and the March meeting is on the 10th in the Ft. Dalles Readiness Center.

Funding a Land Use Expert

Andrea presented to both the Wasco County Commissioners and The Dalles City Council, to ask for their financial support in the amount of \$50,000 each, to help cover the cost of hiring a land use expert to assist the Port, The Dalles, and Wasco County, to better understand and respond to Columbia River Gorge Commission issues. Both entities agreed, accordingly Andrea will be working with Tyler Stone at Wasco County, and Julie Krueger at City of The Dalles, to refine a scope of work.

TD Community Outreach Team

The Dalles COT met for their monthly meeting. The main subject was the next outreach trip to Washington D.C. Financial assistance requests and policy issues were discussed, and updated as necessary. The trip was scheduled for March 9-12, 2020. The COT for this trip will consist of the Port (Greg Weast & Andrea), Columbia Gorge Community College (Marta Yera Cronin), the City of The Dalles, and Wasco County (Steve Kramer). Andrea will have a draft of the DC program book available in the office by the end of this month.

Columbia Gorge Regional Airport

Andrea and Jennifer had a promising meeting with Aryn Rasmussen, Manager of CGRA, to discuss their marketing and future plans. CGRA could be a great economic development

partner for the Port. Jennifer is setting a date in April for the Port Commissioners to go over to CGRA for a tour/orientation.

Wasco County Soil and Water Conservation District: Land Purchase Proposal

Andrea met with Shilah Olsen and Josh Thompson from WCSWCD to continue working towards their land purchase goal. WCSWCD is tentatively scheduled to present an offer to the Port Commission at the March meeting.

Wahtonka Community School

WCS is looking for a permanent home. Michael Held and Andrea had a phone conversation with Executive Director Stacey Shaw, to gather more information on what the school's needs are, and will be brainstorming to see if there are any facilities that might work for them in the Port area.

Mid-Columbia Fire and Rescue

Greg Weast and Andrea met with MCFR, Wasco County, and the City of The Dalles, to discuss concerns MCFR had regarding enterprise zone fund allocations and the way decisions were being made. The City and County both reminded MCFR that all final decisions are made in a noticed public forum, and MCFR is always welcome to attend those meetings.

Launch Ramp Bathrooms

Scott Baker, from Northern Wasco County Parks and Recreation District stopped by with a concern about the launch ramp bathrooms. Lately his employees, who the Port contracts to clean the facility, have been finding needles in the garbage and around the restrooms. Scott suggested that Andrea talk to the North Central Public Health District about getting a sharps container installed. Andrea checked with the Oregon State Marine Board to see if there were any issues with this since their dollars fund the operation of this facility. They had no objections, so Andrea met with Jeremy Hawkins from the NCPHD at the launch ramp bathrooms to discuss placement and logistics. They would install the collection box, monitor it, and collect and dispose of the needles. It would be an intergovernmental agreement between the Port and the NCPHD. Jeremy will be coming to the March or April meeting for further discussion and possible approval.

Homeless Camp

The Port was notified of a homeless camp under the footbridge between the NWCPUD and Bargeway Pub. Jennifer worked with The Dalles City Police Department and Scott Baker at NWCPRD for a coordinated effort to address the situation. The people have left, and NWCPRD is in the process of cleaning up the camp. Moving forward said spot will be monitored more frequently for earlier signs of a camp being set up.

Oregon Mines

Oregon Mines, the bitcoin business located in the Port's Industrial Area, has closed. They stopped taking delivery of power on 01/24/2020. Andrea had heard that they may be moving to Cascade Locks, but in fact they are liquidating the business and its assets.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: **H-2.) CORRECTIVE ACTION PLAN FOR OREGON STATE
AUDITS DIVISION**

As per Friend & Reagan's Annual Financial/Audit Report for the Fiscal Year that ended June 30, 2019, the following Corrective Action Plan was submitted to Oregon State Audits Division.

PORT OF THE DALLES

January 20, 2020

Oregon State Audits Division 255
Capitol Street NE, Suite 500
Salem, OR 97310

Re: Corrective Action Plan

To whom it may concern,

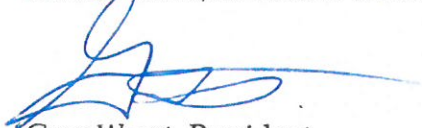
Two significant deficiencies noted in the June 30, 2019 audit report:

- The Port's accounting personnel do not possess the advanced training that would provide the expertise necessary to prepare the financial statements and related notes in accordance with the modified cash basis of accounting, and therefore may not be able to prevent or detect a material misstatement in the preparation and disclosure of the financial statements. The staff and management of the District has the necessary skills, knowledge, and experience to take responsibility for the financial statements.
 - Corrective action plan: The District does not feel it is cost effective to hire additional staff or an independent contractor to prepare the financial statements.
- Internal control procedures for review of expenditures is ineffective.
 - Corrective action plan: The District will require that supporting documentation be attached and coding of invoice(s) be completed prior to payment.

Sincerely,



Andrea Klaas, Executive Director



Greg Weast, President

3636 Klindt Drive | The Dalles, OR 97058 | Toll Free: 800-901-7678 | Ph: 541.298.4148 | Fax: 541.298.2136 | portofthedalles.com

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: H-3.) **COMMITTEE REPORTS**

➤ Chamber of Commerce: Griffith

➤ Dufur: Wallace

➤ Wasco EDC: Courtney

➤ COT: Weast/Klaas

PORT OF THE DALLES EXECUTIVE SESSION

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: I.) EXECUTIVE SESSION

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: J.) ACTION REQUIRED FROM EXECUTIVE SESSION

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 12, 2020

Subject: **K.) COMMISSION CALL**

➤ President

➤ Other Commissioner Business