

**PORT COMMISSION REGULAR SESSION MEETING-VIRTUAL  
THURSDAY, NOVEMBER 12, 2020 AT 5:30 P.M.**

**AGENDA**

**A. ROLL CALL** Executive Assistant Jennifer Toepke

**B. PLEDGE OF ALLEGIANCE** Commissioner Mike Courtney

**C. AGENDA CORRECTIONS/ADDITIONS** Executive Director Andrea Klaas

**D. PUBLIC COMMENT OR QUESTION**

**E. UPCOMING MEETINGS/EVENTS**

- November 13, 2020, 10:00 a.m.: KODL Radio Coffee Break with Executive Director Klaas
- **December 9, 2020, 5:30 p.m.: Port Commission Regular Session Meeting-Virtual**

**F. ACTION ITEMS**

1. October 14, 2020 Regular Session Meeting Minutes-Virtual
2. October 2020 Financial Reports Commissioner Staci Coburn
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

**G. 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 Commission Commissioner Courtney
  - Urban Renewal Commissioner Coburn
  - Dufur Commissioner Wallace
  - Chamber of Commerce Commissioner Griffith

**H. DISCUSSION ITEM**

1. Port Priorities for Wasco County Economic Development Commission Community Enhancement Project Priorities List  
Commissioner Courtney/Executive Director Klaas

**I. 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.*

**J. ACTION REQUIRED FROM EXECUTIVE SESSION**

**K. COMMISSION CALL**

## PORT OF THE DALLES AGENDA ITEM

Meeting Date: November 12, 2020

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

➤ October 14, 2020 Regular Session Meeting Minutes-Virtual

Staff Recommendation: **Approve October 14, 2020 Regular Session Meeting Minutes-Virtual as presented**

Fiscal Impact: None

**PORT OF THE DALLES COMMISSION**  
**Regular Session Virtual Meeting Minutes**  
**Wednesday, October 14, 2020**

The Regular Session Virtual Meeting of the Port Commissioners was called to order by President Greg Weast 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**

**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:** Dr. Marta Cronin, President, Columbia Gorge Community College, Dan Durow & Bruce Lumpar, The Dalles Riverfront Trail LLC; Brad Houghton, Mid-Columbia Economic Development District

**PLEDGE OF ALLEGIANCE** Commissioner Weast

**AGENDA CORRECTIONS/ADDITIONS** None

**COMMUNITY PARTNER UPDATE** Dr. Marta Cronin, President, Columbia Gorge Community College: Enrollment is up 4%; 1 of only 2 Community Colleges in the state that enrollment is up (out of 17). Instruction online until at least March 2021. Library & advising are available onsite a couple of days per week. EDA Grant did not come through, currently looking for other funding sources. Employment opportunities available.

**UPCOMING MEETINGS/EVENTS** As listed on Meeting Agenda, plus Commissioner Weast asked Commissioner Courtney to chair the next Port Commission Regular Session Virtual Meeting on Thursday, November 12, 2020 in his absence

**ACTION ITEMS**

1. **September 9, 2020 Regular Virtual Meeting Minutes *were approved by consensus***
2. **September 2020 Financial Reports *were approved by Consensus, with the Correction: Friend & Reagan, PC: Progress billing for FY 19/20 Audit should be \$4,000.00, not \$216.00***
3. **Easement Adjustment Request from The Dalles Riverfront Trail, LLC *M/M. Courtney S/R. Wallace, Motion Approved*** Discussion prior: Although supportive of the request, Commissioner Courtney raised concern that the Port has already donated the land & \$50,000 towards maintenance – now the easement request, what will be next. The Dalles Riverfront Trail, LLC Board Member Durow reiterated that it is the Community’s Trail and the need for it to be fixed. The plan to move the trail is so that fill is not used, which would be more complicated and time consuming. All Port Commissioners gave their support and approval. Commissioner Coburn asked if enough resources are available to get the work done. Trail Board Member Durow confirmed having raised \$315,000.00: \$100,000.00 City of The Dalles; \$50,000.00 Wasco County; \$50,000.00 Port of The Dalles; \$50,000.00 Northern Wasco County PUD; \$37,000.00 Google Grant Program; and The Riverfront Trail non-profit raised \$28,000 from two fundraisers in 2018 and 2019.

**DISCUSSION ITEM**

1. *Variance Request of Protective Covenants from Crates Point Development, LLC via Mid-Columbia Economic Development District, to install a LINK Public Transit bus shelter on Klindt Drive in front of the Department of Human Services building. Deputy Executive Director, MCEDD, Brad Houghton: Stands as included in the meeting packet, plus: This is a 2<sup>nd</sup> deviated route, to include a stop in the Port of The Dalles area. 5x8 shelter ADA Compliant. Commissioner Weast said that the bus should not park on the street, stop to pick up people*

– but cannot wait there. Commissioner Courtney questioned whether the path to the DHS building is ADA compliant and what liability insurance is in place? Commissioner Coburn echoed the same point about insurance, plus questioned who will be responsible for maintenance? Commissioner Wallace with the same question about the pathway being ADA compliant or not? And reiterated support for Public Transit expansion. Commissioner Griffith questioned who would patrol graffiti? Deputy Executive Director Houghton positively replied to all questions: The pathway is ADA compliant, MCEDD is responsible for maintenance, the Port of The Dalles will be held harmless on the insurance (in addition to the property owner). Similar language was used in the agreement with the Goodwill property owner. Commissioner Weast requested that said agreement be forward to Executive Director Klaas for review and that this variance request will be actioned at the next Port Commission meeting in November.

## REPORTS

1. *Staff Report Executive Director Klaas* Stands as included in the meeting packet.
2. *RARE Report Land Use Strategist and Policy Analyst Shank-Root* Stands as included in the meeting packet, plus: Columbia River Gorge Commission adopted the Gorge 2020 Management Plan – accordingly The Port is working with Congressman Greg Walden’s office to set a meeting with the Secretary of Agriculture Sonny Purdue (or the appropriate in his office).
3. *The Dalles Marina LLC, Q3 2020 Report Owner/Operator’s Macnab* Stands as included in the meeting packet, plus: Reference the Yacht Club: Slide show presentation of remodel; tour’s are available, available to all tenants and those with boat slips; most people are excited about it, some are not. Commissioners Coburn & Wallace both offered positive feedback about the remodel & reenergize of the Yacht Club. Winterizing is done at the Marina. Commissioner Coburn inquired what is next on the “To Do List”, Owner/Operator Macnab replied: working with the PUD on an electrical issue; maintenance on the dock leveling; mobile library. Commissioner Wallace inquired if there was anything new reference the fuel pumps being upgraded, Owner/Operator Macnab said her & Executive Director Klaas have spoken about the subject and turned it over to Executive Director Klaas who confirmed that she has spoken with the Yacht Club Commodore Jeff Renard concerning a card lock system and suggested that he reach out to other Ports. Should the Yacht Club wish to proceed they should submit a proposal to The Port.
4. *Committee Report*
  - *Community Outreach Team Commissioner Weast & Executive Director Klaas* Met virtually with Washington D.C., while not optimal – better to stay in touch. Met with both Washington & Oregon delegations. Senator Merkley is working on getting the remaining \$2mil National Scenic Area Funds. The Confirmation of the new Supreme Court Justice is taking precedence over the COVID-19 Relief Package. Federal Government continues to operate on a resolution. CGCC may have some leads on obtaining a plane. Congressman Greg Walden has been in office since 1987. Planning for either an in-person or Zoom toast to wish him well!
  - *Wasco County Economic Development Commissioner Courtney* Newly elected chair Frank Kaye resigned. Megan Thomson, who was the Vice Chair, was elected Chair. Talked about Covid-19 and Gorge 2020. Maupin sold their old City Hall building to a small business. Next up is a community meeting.
  - *Urban Renewal Commissioner Coburn* Met in September. The new Interim UR Manager Alice Cannon was in attendance. The City is not interested in applying for the funding for the Millcreek Greenway Project.
  - *Dufur Commissioner Wallace* Dufur School is running on an A/B shift. Only school in the County with kids physically back in school (343 students K-12). Struggling with residential housing. Problem with the wastewater system – it needs to be developed so that Dufur can grow as a community. Past time restaurant facility was sold, hopefully the new spot will open within a couple of months.
  - *Chamber of Commerce Commissioner Griffith* Had a conflict so was unable to attend this month’s meeting. The Chamber’s website is full of information. MCEDD had their quarterly meeting – they have business training going on.

**COMMISSION CALL**

1. Commissioner Weast Nothing to say.
2. Commissioner Courtney Thanks to Staff for our dinner meeting. Wonderful report Strategist Shank-Root.
3. Commissioner Coburn Thanks to Executive Director Klaas for having The Port participate in the RARE program again and for finding such a bright young lady as Strategist Shank-Root. The work plan for Strategist Shank-Root will go a long way to help the community.
4. Commissioner Wallace Feels the same as Commissioner Coburn concerning the RARE program. Strategist Shank-Root is a great fit for The Port, appreciate her questions. Thanks to Staff for the lunch meeting/tour in Dufur. I would like to look further into the possibility of a bounty or reward program – for a public entity to work with private businesses – give them a grant to open a specific business in The Dalles. We need to think outside the box for opportunities for development.
5. Commissioner Griffith Thanks to Staff for my Birthday Dinner. The Yacht Club looks great! Hopeful that the fuel system upgrade works out.

**PUBLIC COMMENT OR QUESTIONS:** None

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 7:02 p.m.**

**PORT OF THE DALLES:**

**ATTEST:**

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

\_\_\_\_\_  
Robert Wallace, Secretary  
Board of Commissioners

DATE APPROVED: November 12, 2020

Prepared by: Jennifer Toepke, Executive Assistant

## PORT OF THE DALLES AGENDA ITEM

Meeting Date: November 12, 2020

Subject: **F-2.) FINANCIAL REPORTS**

➤ October 2020 Financial Reports

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

### **Local Government Investment Pool**

➤ September's Interest Rate was 1.00% (Average Annualized Yield)

### **General Fund**

➤ No uncommon Income

➤ Expenses

- Columbia Gorge Fire: Annual Fire Extinguisher Inspection \$250.00
- Bustos Construction: Progress billing. The original pine boards facing the second floor had warped and are being replaced and painted, they are cleaning off the roof. \$5,970.00
- Corsair Foundation: Port's donation to SSS Freedom Sea Scouts \$1,000.00

### **Port Development Fund**

➤ No uncommon Income or Expenses

➤ \$52,561.00 Reclassification: Moved payments to Davis, Wright, Tremaine LLC from Port Development to General (The City & County have been billed for their 1/3 portion. Payment has been received from the County.)

### **Marina Fund**

➤ No uncommon Income or Expenses

### **Fiscal Impact**

➤ None

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

	Jul - Oct 20	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Contracted Services Income	0.00	100,000.00	0.0%
Begining Fund Balance	0.00	1,236,755.00	0.0%
Or. St. Marine Board Grant	0.00	5,000.00	0.0%
Transient Moorage	1,865.00	2,000.00	93.3%
Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	5,086.79		
Prior Yr Property Tax	4,568.07	5,000.00	91.4%
Interest From Contracts	0.00	24,735.00	0.0%
Misc. Income	1,112.84	2,000.00	55.6%
lease-land/Facility	10,655.00	15,000.00	71.0%
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	2,318.09	331,186.00	0.7%
<b>Total Income</b>	<u>25,605.79</u>	<u>1,764,247.00</u>	<u>1.5%</u>
<b>Gross Profit</b>	25,605.79	1,764,247.00	1.5%
<b>Expense</b>			
PERSONAL SERVICES-	90,290.02	260,200.00	34.7%
MATERIAL AND SERVICES-	102,949.56	283,000.00	36.4%
CAPITAL OUTLAYS-	13,528.00	45,000.00	30.1%
<b>Total Expense</b>	<u>206,767.58</u>	<u>588,200.00</u>	<u>35.2%</u>
<b>Net Ordinary Income</b>	-181,161.79	1,176,047.00	-15.4%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
transfer from other funds	0.00	150,000.00	0.0%
<b>Total Other Income</b>	0.00	150,000.00	0.0%
<b>Other Expense</b>			
Transfer to Other Funds	0.00	500,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
<b>Total Other Expense</b>	0.00	550,000.00	0.0%
<b>Net Other Income</b>	0.00	-400,000.00	0.0%
<b>Net Income</b>	<u><u>-181,161.79</u></u>	<u><u>776,047.00</u></u>	<u><u>-23.3%</u></u>

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

	Jul - Oct 20	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Beginning Fund Balance	0.00	3,152,414.00	0.0%
Interest From Earnings	11,032.80	63,048.00	17.5%
Interest From Contracts	1,100.23	5,000.00	22.0%
matching grants	0.00	500,000.00	0.0%
Misc. Income	69,707.40		
Land Sales	1,936.05	800,000.00	0.2%
City Of Dufur Water System Loan	39,310.00	39,310.00	100.0%
<b>Total Income</b>	<u>123,086.48</u>	<u>4,559,772.00</u>	<u>2.7%</u>
<b>Gross Profit</b>	123,086.48	4,559,772.00	2.7%
<b>Expense</b>			
MATERIAL AND SERVICES-	6,641.64	190,000.00	3.5%
CAPITAL OUTLAYS-	0.00	2,000,000.00	0.0%
<b>Total Expense</b>	<u>6,641.64</u>	<u>2,190,000.00</u>	<u>0.3%</u>
<b>Net Ordinary Income</b>	116,444.84	2,369,772.00	4.9%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
transfer from other funds	0.00	500,000.00	0.0%
<b>Total Other Income</b>	0.00	500,000.00	0.0%
<b>Other Expense</b>			
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	0.00	152,676.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
<b>Total Other Expense</b>	0.00	2,652,676.00	0.0%
<b>Net Other Income</b>	0.00	-2,152,676.00	0.0%
<b>Net Income</b>	<u><u>116,444.84</u></u>	<u><u>217,096.00</u></u>	<u><u>53.6%</u></u>

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

	<u>Jul - Oct 20</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Partnership Repayment	0.00	50,000.00	0.0%
Begining Fund Balance	0.00	53,998.00	0.0%
Interest From Earnings	137.26	1,080.00	12.7%
<b>Total Income</b>	<u>137.26</u>	<u>105,078.00</u>	<u>0.1%</u>
<b>Gross Profit</b>	137.26	105,078.00	0.1%
<b>Expense</b>			
<b>CAPITAL OUTLAYS-</b>	0.00	50,000.00	0.0%
<b>Total Expense</b>	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
<b>Net Ordinary Income</b>	<u>137.26</u>	<u>55,078.00</u>	<u>0.2%</u>
<b>Net Income</b>	<u><u>137.26</u></u>	<u><u>55,078.00</u></u>	<u><u>0.2%</u></u>

**Port of The Dalles**  
**Account QuickReport**  
 As of October 31, 2020

Type	Num	Name	Memo	Paid Amount
<b>CSB Checking</b>				
<b>General Checking</b>				
Check	EFT	Brokers National Lif...		-41.80
Deposit			Deposit	100.00
Deposit			Deposit	6,770.00
Deposit			Deposit	180.00
Bill Pmt -Check	24298	Angie Wilson		-768.75
Bill Pmt -Check	24299	Bohns Printing		-32.88
Bill Pmt -Check	24300	City Of The Dalles.		-502.37
Bill Pmt -Check	24301	Columbia Gorge Fir...		-250.00
Bill Pmt -Check	24302	Columbia River Affo...		-611.00
Bill Pmt -Check	24303	Hattenhauer Energy...		-56.01
Bill Pmt -Check	24304	Jordan Chelsa	landscaping	-3,070.00
Bill Pmt -Check	24305	PUD		-154.39
Bill Pmt -Check	24306	Sawyers Ace Hard...		-42.02
Bill Pmt -Check	24307	SDIS		-4,385.11
Bill Pmt -Check	24308	The Dalles Disposal		-190.43
Paycheck	24296	Andrea L. Klaas		-3,388.95
Paycheck	24297	Jennifer Toepke		-1,816.42
Liability Check	EFT	Oregon Department...	0504064-4	-426.00
Liability Check	EFT	United States Treas...	93-6001833	-1,666.44
Bill Pmt -Check	24310	Bustos Construction		-5,970.00
Transfer			Funds Transfer	50,000.00
Liability Check	EFT	Pers	02501	-1,290.31
Deposit			Deposit	160.00
Bill Pmt -Check	EFT	Verizon		-103.88
Liability Check	EFT	Oregon Department...	0504064-4	-24.90
Paycheck	24313	Jennifer Toepke		-1,816.43
Paycheck	24312	Gerald L. Rundell		-724.37
Paycheck	24314	Mark R Roth		-243.73
Paycheck	24311	Andrea L. Klaas		-3,388.93
Bill Pmt -Check	24316	Andrea Klaas		-24.73
Bill Pmt -Check	24317	Cardmember Servic...		-9,858.10
Bill Pmt -Check	24318	Corsair Foundation		-1,000.00
Bill Pmt -Check	24319	Dick, Dick & Corey, ...		-304.00
Bill Pmt -Check	24320	Gorge Networks		-164.74
Bill Pmt -Check	24321	H2Oregon		-13.00
Bill Pmt -Check	24322	Jennifer Toepke.		-86.70
Bill Pmt -Check	24323	SDAO		-1,211.28
Bill Pmt -Check	24324	SDIS		-834.35
Bill Pmt -Check	24325	State Of Oregon		-439.09
Bill Pmt -Check	24326	Wasco County Tax		-11,104.85
Liability Check	EFT	Oregon Department...	0504064-4	-504.00
Liability Check	EFT	United States Treas...	93-6001833	-1,941.36
Transfer			Funds Transfer	50,000.00
General Journal	AW		to reclassify payroll to g...	-4,559.76
General Journal	AW		to reclassify payroll to g...	4,559.76
General Journal	AW		to reclass the davis wri...	-52,561.00
Total General Checking				-3,802.32
<b>Marina Checking</b>				
Total Marina Checking				
<b>Port Develop. Checking</b>				
Check	EFT			-916.40
Deposit			Deposit	2,148.80
Deposit			Deposit	759.07
Bill Pmt -Check	23264	Davis Wright Trema...		-9,115.50
Bill Pmt -Check	23265	Dick, Dick & Corey, ...		-598.65
General Journal	AW		to reclass the davis wri...	52,561.00
Total Port Develop. Checking				44,838.32

## PORT OF THE DALLES AGENDA ITEM

Meeting Date: November 12, 2020

Subject: **F-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**

- Variance Request of The Dalles Industrial Center Protective Covenants from Crates Point Development LLC via Mid-Columbia Economic Development District, to install a LINK Public Transit bus shelter on Klindt Drive in front of the Department of Human Services building, as presented at October 14, 2020 Port Commission Regular Session Meeting-Virtual

Staff Recommendation: **Approve 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 as presented**

Fiscal Impact: None

**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.**

**WHEREAS** Crates Point Development LLC owns the property at 3641 Klindt Drive, which is subject to The Dalles Industrial Center Protective Covenants;

**WHEREAS** The Dalles Industrial Center Protective Covenants require 100% landscaping in the front yard setback;

**WHEREAS** The Dalles Industrial Center Protective Covenants prohibit stopping or maneuvering on the street;

**WHEREAS** Crates point Development LLC requested a variance to The Dalles Industrial Center Protective Covenants for the sole purpose of allowing Mid-Columbia Economic Development District to construct a bus shelter in the front yard setback at said property;

**WHEREAS** Mid-Columbia Economic Development District, a Special District of Oregon, operates LINK public transit;

**WHEREAS** Mid-Columbia Economic Development District will install, maintain, and monitor the bus shelter;

**WHEREAS** the Port of The Dalles has the authority to grant a variance request to The Dalles Industrial Center Protective Covenants on a case by case basis;

**WHEREAS** the Port of The Dalles has evaluated the merits of the request;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The Port of The Dalles grants a variance request to Crates Point Development, LLC allowing a portion of the front yard setback to be used for a bus shelter subject to the following conditions:

1. Crates Point Development, LLC and Mid-Columbia Economic Development District shall enter into hold harmless agreements with the Port of The Dalles;
2. If the LINK transportation route changes the shelter will be removed and the landscaping returned to its previous condition;

3. Issues related to the bus shelter, such as maintenance, garbage, vandalism, shall be addressed by Mid-Columbia Economic Development District as soon as possible;
4. LINK vehicles shall only stop on Klindt Drive for the duration of time that it takes to load and unload passengers;
5. LINK vehicles shall not turn around on Klindt Drive, in Klindt Cove Park parking lot, or in Port of The Dalles parking lot.

**PASSED AND APPROVED BY THE PORT COMMISSION THIS 12<sup>TH</sup> DAY OF  
NOVEMBER, 2020**

**SIGNED:**

\_\_\_\_\_  
**Mike Courtney, Vice-President  
Board of Commissioners**

**ATTEST:**

\_\_\_\_\_  
**Robert Wallace, Secretary  
Board of Commissioners**

## PORT OF THE DALLES AGENDA ITEM

Meeting Date: November 12, 2020

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

### **Columbia River Gorge Commission**

- The next CRGC meeting will take place Tuesday, November 10, 2020. They will be having their biennium workplan discussion.
- Jeff Litwak, CRGC attorney, is working on compiling findings for the Gorge 2020 Management Plan Update. He anticipates that there will be 10,000s of pages in this document as it contains public testimony, staff reports and presentations, and CRGC meetings spanning 4+ years.

### **COVID-19 Pandemic**

- The Port applied for, and received, Coronavirus Relief Fund reimbursement for items deemed necessary based on the Oregon Health Authority guidelines. Items reimbursed: office cleaning supplies, port-a-potties at the marina, updated video conferencing and telecommuting equipment, PPE for office.
- Port Staff continue to monitor State of Oregon business and meeting guidelines. At this time Port Staff have the option of working from home or in the office, due to the fact that each staff member has their own office and can socially distance.

### **The Dalles Marina**

- The launch ramp and associated facilities have been winterized.
- The Sea Scouts did a Garbage Cleanup at the Parking Lot & Docks on Sunday, November 1, 2020. One of the young Scouts was particularly excited about the prospect of picking up “dead fish”, apparently only one skeleton was found! (Photo’s on their Facebook Page SSS Freedom – Sea Scout Ship #399)
- The regions Boating Outreach Coordinator from Oregon Sea Grant/OSU Extension Service made her annual site visit, specifically to check the Pumpout System at the Marina. Although it had already been winterized due to freezing temperatures, the Coordinator still likes to physically check the unit and discuss its performance with Port Staff (& OSU finally released their employees for field visits - daytime only!). The system has been performing great, Harbormaster Roth received no negative feedback about it this year. Two new signs for the Pumpout System were installed at the Launch Ramp & Guest Moorage.
- The restrooms are still closed based on OHA guidelines, with port-a-potties taking their place.
- We have had an issue with people sleeping in the entry way of the launch ramp restrooms and creating a mess that Port Staff needed to clean up. For the time being this issue has gone away, but staff is evaluating options to close off that area when the facilities are closed.

### The Dalles Community Outreach Team

- COT had its final scheduled meeting with the Department of Labor. There are few programs that Columbia Gorge Community College (CGCC) may be able to take advantage of.
- Virtual meetings do not take the place of in-person meetings, but it was good for the COT members to meet with DC legislators, staffers, and departments to keep the relationships in place.
- Cliff Bentz joined the Community Outreach Team October meeting and addressed a series of questions from the group.
- Updates from Members: MCEDD has disbursed \$800,000 in grants to small businesses in OR & WA, the Chamber is working on a Community Gift Card for the holiday season, the City will be talking about homelessness at their next meeting, D21 is anticipating a \$2.5M shortfall due to lower enrollment, the County is finalizing their [Wasco County 2040](#) lands update, and CGCC has increased enrollment and they are hoping to pour concrete next week.

### General

- The Port Office will be closed November 11, 2020 for Veterans Day and November 26-27, 2020 for Thanksgiving
- Landscape irrigation lines were blown out and water meters shut off.
- The Port and Wasco County EDC are partners with the City of The Dalles on their Brownfields work that they are undertaking. Executive Director Klaas and Land Use Strategist Shank-Root joined Jim Schwinoff and Carrie Pipinich on a call with the Region X EPA Project Manager. This was a very preliminary kickoff meeting, and the local partners will be meeting to develop a timeline for the project and talk about next steps.
- Scott Baker joined Port Staff for breakfast. We talked about Urban Renewal and the Mill Creek trail project, parks generally (they have a \$200,000 shortfall from no TRT receipts), and Klindt Cove Park and the remaining work that needs to be done there. Under the grant from Oregon State Parks and Recreation, we are working on designing two Natural Play Area's for children (think logs, stumps, water, sand, mud, boulders, hills) at Klindt Cove Park. A local Life Scout (Troop 282) that needs to complete his Eagle Scout Project will be contacting the Port to discuss if this would be a good fit. Installation of the Play Area's would be in Spring 2021.
- The City of The Dalles held an emergency meeting on October 28, 2020 and unanimously passed an emergency resolution which addresses the homelessness public health crisis and directs the City Manager to work with the necessary parties towards providing temporary shelter for the City's homeless population. Some take-aways from the meeting: City Manager Julie Krueger said that the site chosen for the shelter (6 pop-up pallet shelters with electricity, no plumbing - to house 12 people) is at the corner of Bargeway next to NW Natural Gas and behind Public Works. NW Natural Gas recognizes the need for a homeless shelter and is in support of the City using said location, with their main concern being safety - as that street/area has little foot/vehicle traffic, it is often a target of burglary's, etc. - so they are requesting a more regular police patrol & extra lighting on the lot. City Manager Krueger stated that the City will only be providing the site & infrastructure (electricity, dumpsters, porta potty's, etc.), they will not be managing the actual

operation. The program creation is currently under Councilor Darcy Long-Curtiss's responsibility and that of the 'Homeless Coalition'. As per Councilor Long-Curtiss there will be a strict set of rules/regulations and a supervisor on site at all times to enforce them, living in an RV. Overflow camping (tent or RV) will not be allowed. Tenants of the shelter will use the shower & laundry facilities at St. Vincents. Meals were not mentioned. Councilor Rod Runyon expressed the need to remove 'families' from the resolution, that this should be an adult only facility - however he agreed to simply have his comment on record, not have the resolution amended for the sake of time in order to pass it during the meeting that day. Port Staff is in contact with Councilor Long-Curtiss to receive more information about the intended shelter program and who will be operating/managing it, in order to provide this information to businesses in the Port area that have or may call, with concerns. A question was asked if the Port's Protective Covenants for this area added any additional requirements for the project. On staff's review they do not seem too. The protective covenants address development projects on developable tax lots. Since this project is located on a City of The Dalles street right of way, it does not seem like the covenants apply. The project is on property zoned Industrial and in the City's resolution they do state they will follow all building code requirements.

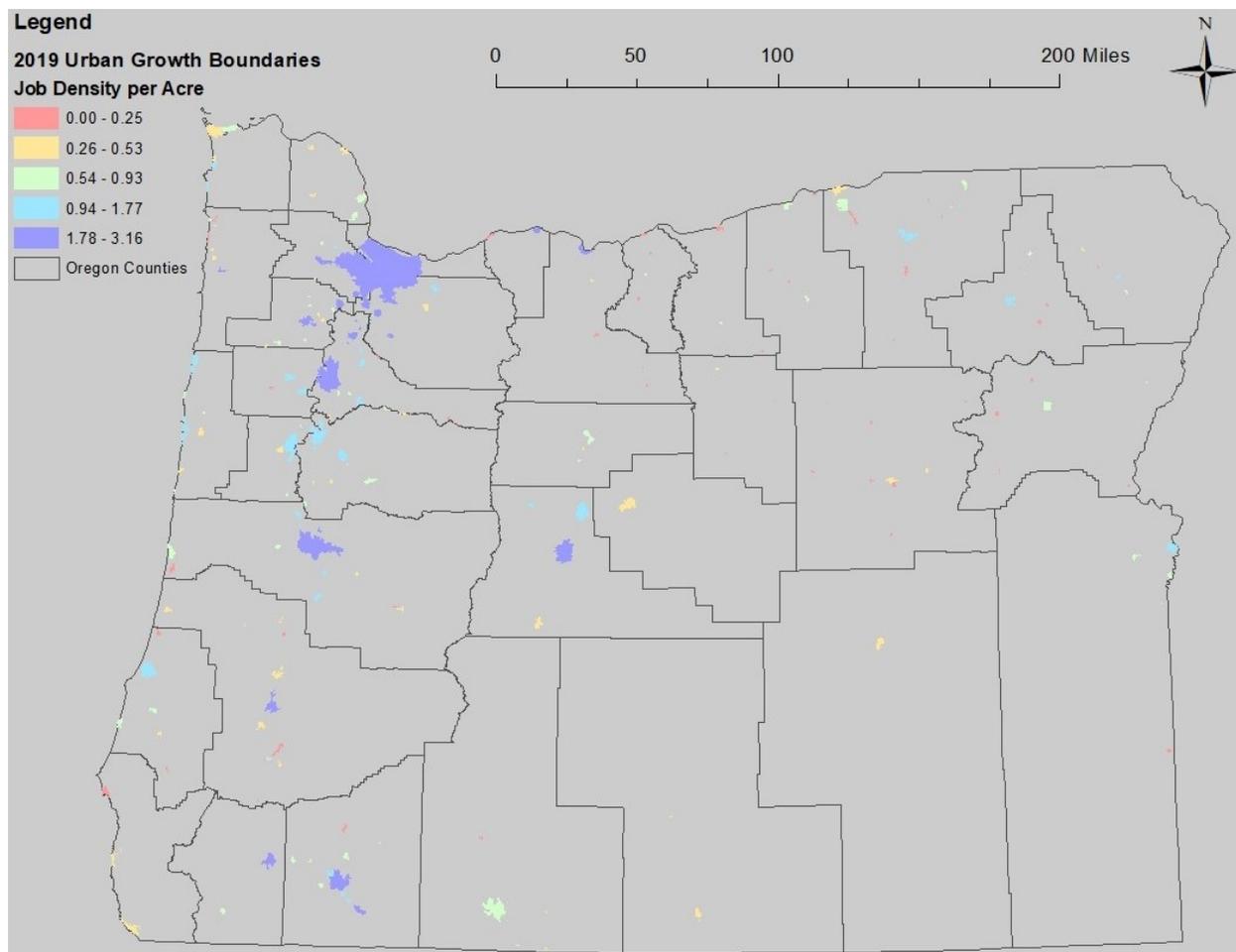
- The airport has a new website [www.flycgra.com](http://www.flycgra.com)
- MCEDD held a virtual Economic Symposium - some items of interest:
  - This summer was one of the best cherry seasons in many, many years.
  - Many businesses are having a hard time getting access to equipment and materials because of the interruption in the supply chain due to COVID shutdowns.
  - Oregon's most recent COVID numbers are more than double what was predicted which may cause the state to stop elective procedures at hospitals again.
  - \$14 billion came to Oregon through the Federal stimulus packages.
  - Wasco County has lost 810 jobs over the year mostly in accommodations, government, and construction (for comparison, Hood River lost 1,560 jobs in that same time frame)
  - Wasco County did have a gain of 40 jobs in the Information sector (which does include Google)
  - Wasco County unemployment 2020: 3.7% in March, 14.4% in April, 6.7% in October
- Executive Assistant Toepke attended the virtual Economic Development in Oregon Fundamentals. Quick facts about how Oregon's Economy has been faring this year:
  - Unemployment Rate: 3.3% in February, 14.9% in April, 8% in September (compare to Wasco County's unemployment rates above)
  - As of September, women have a higher unemployment rate than men: Women 9.6% & Men 6.7%
  - The state lost 15,700 jobs in March & April – 1 out of 8 jobs, which basically represents six years of job growth. Through September it had only gained back 5,100 jobs – at this rate, it will take at least two years to get back to February's unemployment level.
  - Retail Trade was the hardest hit industry but has also gained back the most jobs.
  - The Federal Government is the only industry that has seen any gains since February – that is mainly to do with the extra employment required to conduct the census.

## PORT OF THE DALLES AGENDA ITEM

Meeting Date: November 12, 2020

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

- Rare Fall Training took place in the middle of October, featuring sessions that ranged from disaster preparedness to virtual meeting facilitation.
  - Pro tip: include interactives like polls, word clouds, etc. to keep your audience engaged during meetings.
- Networking meetings and background research regarding historical efforts to expand The Dalles Urban Growth Boundary and understanding Columbia River Gorge Commission dynamics and history have been ongoing over the past month.
- Job Density GIS Analysis
  - The Dalles ranks 20 out of 217 in job density per acre.
  - Considering cities with populations between 10,000-20,000, The Dalles ranks 2 out of 16.
  - The Dalles has a job density of 1.84 jobs per acre. The mean job density across all Oregon UGBs is .72 jobs per acre.



## PORT OF THE DALLES AGENDA ITEM

Meeting Date: November 12, 2020

Subject: **H. PORT PRIORITIES FOR WASCO COUNTY ECONOMIC DEVELOPMENT COMMISSION COMMUNITY ENHANCEMENT PROJECT PRIORITIES LIST**  
Commissioner Courtney & Executive Director Klaas

### **Background:**

Each year the Wasco County EDC gathers information about key community economic development projects and activities from throughout Wasco County and recommends a prioritization ranking to the Board of County Commissioners.

This list is then incorporated into the Strategic Action Plan for the EDC and included in the Mid-Columbia's regional Comprehensive Economic Development Strategy (CEDS) which further highlights projects with regional significance. These documents can be used by project proponents to show local support when seeking funding sources.

Last year the Port submitted The Dalles Urban Growth Boundary Expansion Process as our top priority and this was included as the Priority issue for Wasco County. Now is the opportunity for the Port to submit other priority projects for the Port District for 2021.

### 2020 Project List:

1. City of The Dalles - Dog River Pipeline
2. City of Mosier and Mosier Fire District - Joint Fire Hall/City Hall Development
3. City of Dufur - Waste Water Treatment System Improvements
4. Deschutes Rim Clinic Foundation - Medical Clinic Expansion
5. Columbia Gorge Regional Airport - Fuel Farm Upgrades
6. Tygh Valley Rural Fire Protection District - Fire Station Improvements
7. Columbia Gorge Regional Airport - Aviation Maintenance Training Hangar
8. Wamic Water and Sanitary Authority - Waste Water Treatment Improvements
9. North Wasco Park and Recreation District - Mill Creek Greenway Segment 2
10. Maupin Chamber of Commerce, Maupin School District - Deschutes Rim Athletic Complex

### **Priority Issue:**

The Dalles Urban Growth Boundary/Urban Area Boundary Expansion Process



**WASCO COUNTY  
ECONOMIC DEVELOPMENT  
COMMISSION**



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515 East Second Street The Dalles, OR 97058 ♦ 541-296-2266

[www.co.wasco.or.us/businesses/economic\\_development\\_commission/index.php](http://www.co.wasco.or.us/businesses/economic_development_commission/index.php)

**WASCO COUNTY COMMUNITY ENHANCEMENT PROJECT  
PRIORITIES LIST: THE DALLES AREA MEETING  
MONDAY, NOVEMBER 30, 10:30AM**

The Wasco County Economic Development Commission (EDC) is gathering information on projects that will support economically robust, livable communities throughout Wasco County for our 2021 Community Enhancement Project (CEP) process.

**2021 Process and Timeline**

- Local project prioritization meeting will be held **November 30, 2020** at 10:30am throughout the county to discuss key economic development related projects in your area.
- The top three to five projects from your community will be identified and prioritized through discussion at these local meetings and then shared with the full EDC.
- The EDC will meet on **December 3, 2020** to develop a countywide, prioritized project list for 2020 based on the information gathered from the local project meetings. For more detail on how the EDC develops its rankings, please see the section below on the ranking process.
- The Wasco County Board of County Commissioners provides input and can revise the EDC's recommended list and then acknowledges the CEP list in early 2021. After this step, the list is provided for inclusion in Mid-Columbia Economic Development District's Comprehensive Economic Development Strategy and regional prioritization.

**What do we want to know about your project(s)?** Come prepared to share information on your top projects at your local prioritization meeting, including answers to the following questions:

- Where is your project in the development process?
- What resources are committed to the project? What funding resources do you anticipate seeking moving forward? *Examples include: local resources, community fundraising, state or federal grants/loans, foundation grants, legislative requests, etc.*
- What are the anticipated economic impacts of your project for your community or the county?
- What technical assistance (if any) is needed for the project to move forward?  
*Please note: Projects should be ready to move forward in the short term (one year) and align with a community economic development focus.*

## Economic Development Commission Countywide Rankings

The EDC uses these criteria to rank the priority projects identified through local meetings for the countywide CEP list:

- Does the project address an **economic development** challenge or opportunity?
- **Prioritization of critical infrastructure:** This includes core infrastructure (ex. water/waste water, power, broadband, etc) but also projects that address community viability and vitality.
- **Readiness to proceed:** What community support is in place? Is there a pathway for moving the project forward? Is there funding committed to the project or identified for a request?
- **Impact/Timeliness of ranking:** Does inclusion in the top 10 of the EDC's project rankings have an impact on the project's strategy for moving forward this year? This could relate to a funding request, leveraging advocacy opportunities, or other issues.

The EDC's prioritization process seeks to respect outcomes of local prioritization meetings when possible but also focuses on projects that supports the EDC's mission and goals and balancing priorities from around the County. Take a look at the attached page or the our website at: [https://www.co.wasco.or.us/businesses/economic\\_development\\_commission/index.php](https://www.co.wasco.or.us/businesses/economic_development_commission/index.php) for more information on the EDC and past processes.

### Why Submit? What is the benefit?

- Project submission increases visibility of your community priorities to:
  - Foundations as well as other private, local, state and federal funding sources
  - Wasco County Board of Commissioners
  - Regional economic development entities
- Projects are prioritized by the EDC and inclusion on the EDC's list can be used to show local support when seeking funding or other backing. They are also included in the EDC's Wasco County Economic Development Action Plan, which can meet some funding requirements for inclusion in a plan.

The EDC uses this list to identify projects to support with technical assistance that could include funding identification, project planning, or grant writing support. Discussion about which projects will receive such technical assistance also occurs at the EDC's December 3<sup>rd</sup> meeting.

If you have any questions about this process, please contact Carrie Pipinich, Wasco County Economic Development Coordinator, 541-296-2266 or [carrie@mcedd.org](mailto:carrie@mcedd.org).