

**PORT COMMISSION REGULAR SESSION MEETING
WEDNESDAY, MAY 11, 2022, 7:00 P.M. AT PORT ADMINISTRATIVE OFFICE**

AGENDA

- A. ROLL CALL** Executive Director Klaas
- B. PLEDGE OF ALLEGIANCE** Commissioner Weast
- C. AGENDA CORRECTIONS OR ADDITIONS** Executive Director Klaas
- D. PUBLIC COMMENT OR QUESTION**
- E. UPCOMING MEETINGS/EVENTS**
- May 13, 2022: Executive Director Klaas on KODL Coffee Break
 - **June 8, 2022: Port Commission Regular Session Meeting & Public Budget Hearing**
- F. DISCUSSION ITEM**
1. Marina Rules & Regulations
- G. ACTION ITEMS**
1. April 13, 2022, Regular Session Meeting Minutes
 2. April 26, 2022, Budget Committee Meeting Minutes
 3. April 2022 Financial Reports Treasurer Coburn
 4. Work Plan FY 2022-2023
- H. REPORTS**
1. Riverfront Repair Trail Project Update The Dalles Riverfront Trail Board *Written report only
 2. Staff Report Executive Director Klaas
 3. Committee Reports
 - Community Outreach Team Commissioner Weast
 - Urban Renewal Commissioner Coburn
 - Chamber of Commerce Commissioner Griffith
 - Dufur Commissioner Wallace
 - Wasco County EDC Executive Assistant Toepke *Meetings are quarterly, next one is in June
- I. EXECUTIVE SESSION** *as allowed by ORS 192.660(2)(e) Real Property Transactions, 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	May 11, 2022
ACTION ITEM G-1.)	April 13, 2022, Regular Session Meeting Minutes
STAFF RECOMMENDATION	Approve <u>April 13, 2022, Regular Session Meeting Minutes</u> as presented

PORT OF THE DALLES COMMISSION
Regular Session Meeting Minutes
Wednesday, April 13, 2022, 7:00 p.m.
Port Administrative Office

The Regular Session Meeting of the Port Commissioners was called to order by President Greg Weast at 7:00 p.m.

ROLL CALL Executive Assistant Toepke

- **COMMISSION** Greg Weast, Robert Wallace, Staci Coburn, David Griffith, John Willer
- **STAFF** Andrea Klaas, Executive Director; Jennifer Toepke, Executive Assistant; Bill Dick, Attorney
- **GUESTS** Jeff Renard, Manager, Columbia Gorge Regional Airport; Bob McFadden, Past Port Commissioner; Angie Macnab, The Dalles Marina, LLC

PLEDGE OF ALLEGIANCE Commissioner Weast

AGENDA CORRECTIONS/ADDITIONS Executive Director Klaas Add: Action Item 3. Intergovernmental Agreement (IGA) between Wasco County, the City of The Dalles, Mid-Columbia Fire and Rescue, Wasco County Library District, North Wasco County Parks and Recreation, Wasco County 4H and Extension, Wasco County Soil and Water Conservation District and Port of The Dalles, with Google LLC, Design LLC, and Moraine LLC, to enter a Strategic Investment Program (SIP)

PUBLIC COMMENT OR QUESTION None

UPCOMING MEETINGS/EVENTS Stands as included in meeting packet

COMMUNITY PARTNER UPDATE Jeff Renard, Manager Columbia Gorge Regional Airport Working on North Apron, this summer will move to South Apron; working on stage 2 of a FEMA Grant for getting fuel tanks out of the ground; receiving 20 Military Helicopters per day; 40% increase in sales of charter aircraft; Air-n-Air is a charter company that has a great reputation; Car Service people use in primarily Enterprise; the Jet's are bringing in mainly windsurfers or people going out to the Macnab's to hunt; 14 fulltime instructors; mobile mechanic's and 3 tech's; Firefighting helicopters to start coming in soon; working on 5 active grants with Angie

ACTION ITEMS

1. **March 16, 2022, Regular Session Meeting Minutes** *Stand as presented, Approved by Consensus*
2. **March 2022 Financial Reports** *Stand as presented, Approved by Consensus*
3. **Intergovernmental Agreement between Wasco County, the City of The Dalles, Mid-Columbia Fire and Rescue, Wasco County Library District, North Wasco County Parks and Recreation, Wasco County 4H and Extension, Wasco County Soil and Water Conservation District and Port of The Dalles, with Google LLC, Design LLC, and Moraine LLC, to enter a Strategic Investment Program (SIP)** *M/J. Willer, S/S. Coburn Motion Approved Unanimously*

DISCUSSION ITEMS

1. **Work Plan FY 2022-2023** Executive Director Klaas Stands as included in meeting packet, plus: Emphasis on trying to get Munson moved; breakdown updating Port Policies into sections to make more manageable; adding 4.2 Evaluate Electric Vehicle charging options downtown

REPORTS

1. **Concessionaire The Dalles Marina, LLC: Q3/FY 2021-2022 Report** Owner-Operator Macnab Stand as included in meeting packet, plus highlights: Part of the Fire Suppression system was broken by a Marina Tenant – it is being fixed – the company came out to test the system, it is working fine – it should probably be tested every other year. There are a lot of homeless people walking through the parking lot, so we had the PUD install 5 new overhead lights. We also added lights down in the Marina on the fingers; the parking lot striping failed, they are going to do it again; 2 boathouses are currently for sale, maybe a 3rd will be added; trying to generate

revenue for the Yacht Club; TDM, LLC's Attorney is revamping the lease; the Yacht Club still did not receive payment from US Ecology for utilizing the Yacht Club – there was no signed contract or agreement; Discussion about grants for a new fuel tank and fueling system – Angie would write the grant, The Dalles Yacht Club would manage the fuel station – card lock system. ED Klaas said that this has been discussed before and that the Port would need to receive a proposal from the Yacht Club.

2. *Staff Report Executive Director Klaas* Stands as included in meeting packet.

3. *Committee Reports*

- *Community Outreach Team Commissioner Weast* Promising meetings. Marina recovery was pitched. And money for a little town South of here! The Oregon delegation was great. Need to make better connections with our partners across the river. It was different than previous years, as you had to be escorted everywhere. There is a lot of money out there if you know where to find it. Agriculture was a big subject there. Plus, broadband. Talking about whether wired is still the best option – or should it be switched to Wi-Fi.
- *Urban Renewal Commissioner Coburn* Met for the first time in who knows how long – for a budget meeting; the budget was approved. There will be a regular meeting again this month.
- *Chamber of Commerce Commissioner Griffith* Did not meet. 22-24th of this month is the Cherry Festival. Chamber met with the City on Monday with their annual Tourism Report. Charm Trail has been going for 10 years. It's going to be starting from May 1st. Ref MCEDD: #1 Interstate Bridges and #2 Goldendale Hydro
- *Dufur Commissioner Wallace* Wastewater Project – getting ready to go out to bid, material and labor costs are so high it is concerning. Who will be a good fit to manage the underground storage project – the test site will proof out the science to see who is going to manage the facility? Water & Weather: 10 inches of snow and snow on the weather forecast today. Cherries – what will happen. Pollination? South of Maupin – the driest we've seen in 1,200 years. Maybe some of the seed guys will come North. Monitoring USDA/CRP – for wheat production due to the war in Ukraine/Russia
- *Wasco County Economic Development Committee EA Toepke* No meeting this month, the next one is in June

REGULAR SESSION ADJOURNED AT 7:58 P.M. & EXECUTIVE SESSION COMMENCED AT 8:00 P.M.

EXECUTIVE SESSION ADJOURNED AT 8:37 P.M. & REGULAR SESSION RESUMED AT 8:38 P.M.

ACTION REQUIRED FROM EXECUTIVE SESSION None

COMMISSION CALL

- Explanation of Executive Director's upcoming Evaluation & Compensation: Create a committee (Commissioners' Coburn & Wallace). Agree upon the form. ED Klaas does a self-evaluation. Goals for upcoming year. Reviewing prior years goals. Dates and measurable items. So, it can be quantified. Peer review added to that process as well. Compile all those results and share with the Commission at the June Port Commission Meeting. June is so that if the Commission agrees and there is an adjustment, then it can start from the new fiscal year in July. Moving forward the Port will have a living document that future committees can use.
- Great feedback and support for the Innovator Drinks in The Dalles first edition held at Freebridge! There is \$1.5 million from Senator Merkley going through Fourth, then to WyEast (Commissioner Wallace).

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:55 p.m.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED: May 11, 2022

Prepared by: Jennifer Toepke, Executive Assistant

PORT OF THE DALLES AGENDA ITEM

MEETING DATE	May 11, 2022
ACTION ITEM G-2.)	April 26, 2022, Budget Committee Meeting Minutes
STAFF RECOMMENDATION	Approve <u>April 26, 2022, Budget Committee Meeting Minutes</u> as presented

PORT OF THE DALLES BUDGET COMMITTEE MEETING

Meeting Minutes, April 26, 2022

The Dalles Country Club

The Port of The Dalles Budget Committee Meeting was called to order by Commissioner Weast at 5:33 p.m.

ROLL CALL

Budget Committee: Greg Weast, Robert Wallace, Staci Coburn, David Griffith, John Willer, Steve Kramer, John Amery, Ryan Besette
Absent: Jana Webb
Staff: Andrea Klaas, Executive Director & Budget Officer; Jennifer Toepke, Executive Assistant

CALL FOR NOMINATIONS:

Commissioner Weast opened the nominations for Budget Committee Chairman.

Motion to nominate Steve Kramer as Chairman: M/G. Weast, S/R. Wallace. Nominations for Chairman closed. By a unanimous vote Steve Kramer was elected Chairman of the FY 2022/2023 Port of The Dalles Budget Committee.

Budget Committee Chairman Steve Kramer opened nominations for Budget Committee Secretary.

Motion to nominate John Willer for Budget Committee Secretary: M/G. Weast, S/R. Wallace. Nominations for Secretary closed. By a unanimous vote John Willer was elected Secretary of the 2022-2023 Port of The Dalles Budget Committee.

BUDGET MESSAGE: The Budget Message was presented by Budget Officer Andrea Klaas.

BUDGET DISCUSSION: Budget Officer Klaas answered questions and clarified points about the Annual Budget for FY 2022-2023, Work Plan for FY 2022-2023, FY 2022-2023 Tax Revenue Estimate, Historical Tax Receipts, Top Ten Taxpayers for Tax Year 2021, Historical Resources and Expense Graphs, Budget Summary of all Funds and Budget Information by Fund.

Budget Officer Klaas also explained the supplemental budgets adopted in FY 2021-2022 due to the Marina Fire and how the loan from the General Fund is planned to be repaid in FY 2022-2023. In addition to a review of how the Port's mission is fluid considering the lack of property left to sell for economic development.

BUDGET APPROVAL: Motion to accept the FY 2022-2023 Port of The Dalles Budget as developed by the Budget Officer, M/G. Weast, S/S. Coburn. Motion approved unanimously.

TAX RATE APPROVAL: Motion to approve the tax rate of \$0.2007/\$1,000 for FY 2022/2023 as recommended by the Budget Officer: M/R. Wallace, S/J. Willer. Motion approved unanimously.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT OF THE DALLES BUDGET COMMITTEE, the meeting adjourned at 6:19 p.m.

BUDGET COMMITTEE:

Steve Kramer, Chairman

BUDGET COMMITTEE:

John Willer, Secretary

PORT OF THE DALLES AGENDA ITEM

MEETING DATE May 11, 2022

ACTION ITEM G-3.) April 2022 Financial Reports Treasurer Coburn

STAFF RECOMMENDATION Approve April 2022 Financial Reports as presented

Local Government Investment Pool

- Interest Rate 0.63% (Average Annualized Yield)

General Fund

- Income
 - Nothing unusual
- Expenses
 - Columbia Gorge News-Notice of Budget Committee Meeting: \$48.00
 - Elias Lawn Maintenance-Mowing Port Office Lawns, March: \$300.00
 - Jordan Chelsa-Refresh Bark in Port Industrial Landscaping: \$2,000.00
 - Liberty Mutual Insurance-Surety Bond (Annual): \$185.00
 - Roto Rooter-Launch Ramp Restrooms Sewer Line Repair (Oregon State Marine Board Grant full reimbursement): \$6,200.00
 - The Hook-COT Monthly Lunch Meeting (7 agencies reimburse): \$160.00

Marina Fund

- Income
 - Nothing unusual
- Expenses
 - Jordan Ramis, PC-Legal Services Marina Fire: \$528.00

Port Development Fund

- Income
 - SDIS Operations-Reimbursement Executive Director Travel Expenses: \$2,141.09
- Expenses
 - Greg Weast-COT Washington, D.C. Mission Reimbursements: \$1,960.29
 - Bohn's Printing-COT Community Enhancement Program Book, Washington, D.C. Mission: \$156.23

**Port of The Dalles
Account QuickReport
As of April 30, 2022**

Cash Basis

Type	Num	Name	Paid Amount
CSB Checking			
General Checking			
Check	EFT	Ameritas	-47.60
Liability Check	EFT	Oregon Department of R...	-20.18
Liability Check	EFT	Oregon Department of R...	-41.02
Bill Pmt -Check	24767	City Of The Dalles.	-156.94
Bill Pmt -Check	24768	Columbia Gorge News, L...	-48.00
Bill Pmt -Check	24769	Columbia River Affordabl...	-500.00
Bill Pmt -Check	24770	Elias Lawn Maintenance	-300.00
Bill Pmt -Check	24771	Jennifer Toepke.	-92.57
Bill Pmt -Check	24772	Jordan Chelsa	-2,000.00
Bill Pmt -Check	24773	Liberty Mutual Insurance ...	-185.00
Bill Pmt -Check	24774	PUD	-223.84
Bill Pmt -Check	24775	Roto Rooter	-6,200.00
Bill Pmt -Check	24776	SDIS	-4,555.56
Bill Pmt -Check	24777	Simply Clean LLC	-240.00
Bill Pmt -Check	24778	Streamline	-75.00
Bill Pmt -Check	24779	The Dalles Disposal	-235.23
Paycheck	24780	Andrea L. Klaas	-3,410.98
Paycheck	24781	Jennifer Toepke	-1,881.64
Liability Check	EFT	Pers	-436.18
Liability Check	EFT	Pers	-352.91
Liability Check	EFT	United States Treasury	-1,663.22
Liability Check	EFT	Oregon Department of R...	-425.00
Transfer			50,000.00
Check	EFT	Verizon	-101.34
Deposit			100.00
Bill Pmt -Check	24782	Dick, Dick & Corey, LLP	-323.75
Bill Pmt -Check	24783	Gorge Networks	-163.12
Bill Pmt -Check	24784	Number Works Bookkee...	-162.50
Bill Pmt -Check	24785	Rod Huante	-225.00
Bill Pmt -Check	24786	The Hook	-160.00
Paycheck	24787	Andrea L. Klaas	-3,411.05
Paycheck	24788	Jennifer Toepke	-1,756.70
Liability Check	EFT	Pers	-425.18
Liability Check	EFT	Pers	-346.82
Liability Check	EFT	Oregon Department of R...	-412.00
Liability Check	EFT	United States Treasury	-1,615.22
Total General Checking			17,906.45
Marina Checking			
Bill Pmt -Check	23840	Jordan Ramis PC	-528.00
Total Marina Checking			-528.00
Port Develop. Checking			
Bill Pmt -Check	23306	Davis Wright Tremaine ...	-1,862.50
Bill Pmt -Check	23307	Greg Weast	-1,960.29
Bill Pmt -Check	23308	Bohns Printing	-156.23
Deposit			759.07
Deposit			2,141.09
Total Port Develop. Checking			-1,078.86
CSB Checking - Other			
Total CSB Checking - Other			-
Total CSB Checking			16,299.59
TOTAL			16,299.59

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

Cash Basis

July 2021 through April 2022

	Jul '21 - Apr 22	Budget	% of Budget
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	972,081.00	0.0%
Other Income	9,168.93	2,000.00	458.4%
Launch Ramp/Transient Moorage	1,025.00	3,000.00	34.2%
Loan Repayments	90,035.25	90,621.00	99.4%
Grants	0.00	20,000.00	0.0%
Leased Land and Facilities	8,948.00	15,000.00	59.7%
Previously Levied Taxes	7,840.19	5,000.00	156.8%
Transfer from Other Fund			
Port Development Fund	200,000.00		
Transfer from Other Fund - Other	0.00	200,000.00	0.0%
Total Transfer from Other Fund	200,000.00	200,000.00	100.0%
Interest from Cash in Bank	0.00	0.00	0.0%
Interest From Earnings	6,831.38	5,832.00	117.1%
Property Tax	359,246.91	348,654.00	103.0%
Total Income	683,095.66	1,662,188.00	41.1%
Gross Profit	683,095.66	1,662,188.00	41.1%
Expense			
Transfer to Other Funds/Conting			
General Operating Contingency	0.00	100,000.00	0.0%
Transfer to Other Funds	800,000.00	500,000.00	160.0%
Total Transfer to Other Funds/Conting	800,000.00	600,000.00	133.3%
Capital Outlay			
Launch Ramp & Transient Moorage	24,429.00	5,000.00	488.6%
Marina-Sewer Pump Replacement	0.00	0.00	0.0%
Port Facilities	12,875.00	70,000.00	18.4%
Total Capital Outlay	37,304.00	75,000.00	49.7%
Personal Services-	219,324.91	320,075.00	68.5%
Material and Services	123,325.74	236,000.00	52.3%
Total Expense	1,179,954.65	1,231,075.00	95.8%
Net Ordinary Income	-496,858.99	431,113.00	-115.3%
Net Income	-496,858.99	431,113.00	-115.3%

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

Cash Basis

July 2021 through April 2022

	<u>Jul '21 - Ap...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	3,119,622.00	0.0%
Other Income	135,479.44	5,000,000.00	2.7%
Special Payments-City of Dufur	0.00	0.00	0.0%
Loan Repayments	39,310.00	39,310.00	100.0%
Grants	0.00	3,000,000.00	0.0%
Transfer from Other Fund	0.00	500,000.00	0.0%
Interest From Earnings	6,247.41	18,718.00	33.4%
Interest From Contracts			
V&G	655.77		
Interest From Contracts - Other	0.00	4,500.00	0.0%
Total Interest From Contracts	<u>655.77</u>	<u>4,500.00</u>	<u>14.6%</u>
Land Sales			
V&G	6,964.93		
Land Sales - Other	0.00	800,000.00	0.0%
Total Land Sales	<u>6,964.93</u>	<u>800,000.00</u>	<u>0.9%</u>
Total Income	<u>188,657.55</u>	<u>12,482,150.00</u>	<u>1.5%</u>
Gross Profit	188,657.55	12,482,150.00	1.5%
Expense			
Debt Service	136,560.00	156,577.22	87.2%
Special Payment	0.00	4,300,000.00	0.0%
Transfer to Other Funds/Conting	220,017.22	379,982.78	57.9%
Capital Outlay	0.00	7,000,000.00	0.0%
Material and Services	52,656.72	260,000.00	20.3%
Total Expense	<u>409,233.94</u>	<u>12,096,560.00</u>	<u>3.4%</u>
Net Ordinary Income	<u>-220,576.39</u>	<u>385,590.00</u>	<u>-57.2%</u>
Net Income	<u>-220,576.39</u>	<u>385,590.00</u>	<u>-57.2%</u>

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

Cash Basis

July 2021 through April 2022

	Jul '21 - Apr 22	Budget	% of Budget
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	54,412.00	0.0%
Other Resources			
Fire Emergency	1,162,640.71	800,000.00	145.3%
Total Other Resources	1,162,640.71	800,000.00	145.3%
Interest from Cash in Bank	0.00	0.00	0.0%
Interest From Earnings	210.66	326.00	64.6%
Total Income	1,162,851.37	854,738.00	136.0%
Gross Profit	1,162,851.37	854,738.00	136.0%
Expense	889,367.38	800,000.00	111.2%
Net Ordinary Income	273,483.99	54,738.00	499.6%
Other Income/Expense	0.00	0.00	0.0%
Net Income	273,483.99	54,738.00	499.6%

PORT OF THE DALLES AGENDA ITEM

MEETING DATE May 11, 2022

ACTION ITEM G-4.) Work Plan FY 2022/2023 Executive Director Klaas

STAFF RECOMMENDATION Approve FY 2022-2023 Work Plan as presented

Table 1: Work Plan 2022-2023



4/22/22		
1	Develop and Implement Marketing Plan for the Port	Notes/Comments
	1.1 Develop marketing partnerships	Airport
★★	1.2 Invite area economic development partners to The Dalles	On-going: include State and Federal legislators
★★	1.3 Continue to update all marketing material	On-going: website; inquiry response material; informational cut sheets and property information, newsletter, Outreach team book
★	1.4 Develop a presentation; schedule service club talks to keep community informed about Port	On-going: Lions, ORDEQ, Regional Solutions, Infrastructure Finance Authority, Kiwanis, Rotary, City of The Dalles, Wasco County, School Board,....
★	1.5 Community Special Districts Day	
★	1.6 Host regional Ports meeting annually	Arlington, Rufus, Kllickitat, Hood River, Cascade Locks, Skamania
★★	1.7 Host Wasco County Special Districts brown bag lunch qtrly	Invite district managers. Set aside 1 hour to discuss operations, best practices, collaboration, etc.
2	Business Expansion, Retention and Recruitment	Notes/Comments
★★★★	2.1 Contact all Port area businesses	Call/meet with all businesses to check on business health, work force, anything else. Include Port Commissioners as their schedule permits.
★★★★	2.2 Assist with business expansion, retention	On-going: Partner with Main Street, City of The Dalles, Wasco EDC, Small Business Development Center; WorkSourceOR; Rural ag support
★	2.3 Respond to State Leads	On-going: Respond in a timely manner when appropriate
★	2.4 Evaluate emerging business opportunities for our region	On-going: look at trends and see if there are opportunities
★★★	2.5 CORI partnership with Wasco EDC	Wasco EDC and the Port of The Dalles are partnering with Google and Rural Innovation to work on community wide economic development planning, specifically in the technology sector. www.ruralinnovation.us
3	Acquire employment property that supports the creation, retention, expansion and recruitment of businesses and jobs that will enhance the economy of the Port	Notes/Comments
★★	3.1 Identify potential private sector partners	On-going: Identify building and land owners that the Port could partner with; identify financial partners
★★★★	3.2 Look at purchasing/investing in real estate	Evaluate on a case-by-case basis; Port's investment should be recouped over time. Deal of the month
★★★	3.3 Explore opportunities in Dufur	Dufur has updated their strategic plan and is working on a waste water facilities update plan; Map industrial land and evaluate opportunities
★★★	3.4 Support UGB expansion through CRGC Management Plan Update process	At this point, completed due to the adoption of the current management plan. May transition to another phase.
★★★	3.5 Work with Randy Munsen to move batch plant up to rock pit.	Federal issues-invite Federal legislators/staff for a walking tour to see the problem/solution
★	3.6 County zoning maps with industrial land identified	
★★★★	3.7 Brownfields partnership with City and Wasco EDC	
4	Downtown Involvement	Notes/Comments
★★	4.1 Look for partnership/support opportunities	With City or MCEDD
★★	4.2 Evaluate Electric Vehicle charging options downtown	
5	Port Admin	Notes/Comments
★★	5.1 Update Policies per SDAO recommendations	On-going
★★	5.2 Community Outreach Team Support	Transition from Port to County and MCEDD
★★	5.4 Update Employee Handbook to keep current with legislation	Divide up handbook updates to accomplish over multiple years
★★★	5.5 Port emergency preparedness plan	Develop an emergency preparedness plan for Port operations and emergency response.
★★★★	5.6 Complete office building rehab projects	Repaint office - inside.
★★★	5.7 Look for opportunities to leverage Port assets with State and Federal grants	
6	Marina	
★★★★	6.1 Fire recovery	
	6.2 Work with OSMB on funding to update launch ramp	

PORT OF THE DALLES AGENDA ITEM

MEETING DATE	May 11, 2022
REPORTS ITEM F-1.)	Marina Rules & Regulations <u>Executive Director Klaas</u>
STAFF RECOMMENDATION	N/A

- Every year Port Staff and The Dalles Marina, LLC review the 'Marina Rules & Regulations' for any necessary or useful changes or additions, prior to being sent out with the Marina tenant leases. As your viewpoints may be different, staff would appreciate your review and input should you have any.

MARINA RULES & REGULATIONS

September 20, 2021

1. General Provisions

- a. When a boathouse or watercraft enters the Marina, it immediately comes under the jurisdiction of the PORT, or its designee, and shall be berthed or anchored only where authorized.
- b. All new boathouses and watercraft to be placed by lessees in rented spaces or slips must be approved by the Port, or its designee, before being moored.
- c. A Tenant's guest is the full responsibility of the host tenant. The host shall meet all guests at the locked gate to let them in. A tenant may not open the locked gate for another tenant's guest. **TENANTS SHALL ACCOMPANY GUESTS AT ALL TIMES.**
- d. Disorderly conduct or the violation of Oregon laws by lessee, his/her guests or invitees shall be cause for their immediate removal from the Marina and termination of their lease.
- e. As defined by City of The Dalles General Ordinance 93-1175:
 - i. Tenants shall not create or assist in creating or permit the continuance of unreasonable noise.
 - ii. Using or operating sound-amplifying devices (radio, stereo, loudspeakers, etc.) are prohibited between the hours of 11:00PM and 7:00AM.
 - iii. Construction activities are prohibited between the hours of 8:00PM and 7:00AM
- f. Sanitary facilities or any hazardous materials will not be discharged into the Marina. It is illegal to discharge gray water into Oregon waterways.
- g. Dumpsters
 - i. Household garbage and recycling generated in the Marina shall be deposited in containers supplied for that purpose.
 - ii. Boathouse clean-up and other construction debris **SHALL NOT BE PLACED** in, or alongside, the Marina garbage and recycling containers. If this occurs a fine of \$65.00/hour, plus cost of proper disposal will be assessed.
- h. Pets: All pets in the Marina are required to be always on a leash while on Port owned docks. Pet owners shall immediately cleanup and dispose of all animal waste to proper disposal containers. Placing this material in the waters of the State of Oregon is prohib-

ited. Tenants and/or their guests violating this rule will not be allowed to bring pets into the Marina for the balance of their lease term and could lose their lease.

i. Persons under the age of 12

- i. Must be always accompanied by a responsible adult, regardless of whether such persons are identified as a family member of or guest of a Tenant.
- ii. Must always wear a life jacket while in the Marina

j. Parking:

- i. Tenants shall park vehicles in the parking lot adjacent to the Marina.
- ii. No vehicle shall be in the parking lot for more than 72 hours.
- iii. Neither the Port, nor its designee, are liable for any theft or damage.

k. Any boathouse or watercraft that sinks in the Marina shall be removed by the owner at his or her expense.

l. No space lease for boathouse, boat or any other mooring space at The Dalles Marina may be subleased by tenant to any third party.

m. The Port, or its designee, and/or the management, operator and/or concessionaire of The Dalles Marina, may issue a "trespass notice" to any person in the Marina for reasons it or they deem sufficient, they would be subject to arrest for trespass, and this would be true even if a tenant desires for the person so noticed to be present in the Marina.

2. All New Marina Tenants:

a. All new Marina tenants (boathouse or open moorage) shall pass security screening criteria prior to an initial lease agreement being issued.

b. All new Marina tenants shall provide proof of the following before lease agreement being authorized:

- i. Boathouse and/or watercraft ownership: a copy of the sales contract or bill of sale and title.
- ii. Current copy of boathouse liability insurance with the minimum limit of \$500,000.00, as determined by the Port Commission and to include both Port of The Dalles and The Dalles Marina, LLC listed as additional insured.
- iii. Current copy of watercraft pollution liability insurance with the minimum limit of \$500,000.00, as determined by the Port Commission and to include both Port of The Dalles and The Dalles Marina, LLC listed as additional insured.
- iv. If Marina tenant owns a boathouse and watercraft, it is required to have both liability and pollution liability insurance, as stated above in 2.(b.)(ii.) and 2.(b.)(iii.)
- v. Copy of current watercraft registration.
- vi. Current photo of watercraft
- vii. Proof of residency

c. Only tenants that have passed a background screening shall be issued a key.

3. Annually:

- a. Leases will be issued annually.
- b. Marina tenants will provide a current copy of boathouse liability insurance with the minimum limit of \$500,000.00, as determined by the Port Commission and to include both Port of The Dalles and The Dalles Marina, LLC listed as additional insured.
- c. Marina tenants will provide a current copy of watercraft pollution liability insurance with the minimum limit of \$500,000.00, as determined by the Port Commission and to include both Port of The Dalles and The Dalles Marina, LLC listed as additional insured.
- d. If Marina tenant owns a boathouse and watercraft, it is required to have both liability and pollution liability insurance, as stated above in 2.(b).(ii.) and 2.(b).(iii.)
- e. Photo of watercraft showing current registration on it.
- f. To demonstrate seaworthiness, at least once between June-August, watercraft must be moved out of its slip and back, using its own power.

4. Watercraft

- a. Watercraft **MAY NOT** be used as principal residences as defined by ORS 09.100 and further defined by ORS 830.700. Overnight stays are limited as follows:
 - i. June 1 – August 31: No more than 45 consecutive overnight stays at any one time.
 - ii. September 1 – May 30: No more than 14 stays in a one-month period.
- b. Watercraft within the Marina must be operated at a speed so as not to create a wake.
 - i. Reported violators will be given one verbal warning to adhere to an appropriate speed; a written notice will be issued for a second reported violation; and report of a third violation will be met with legal action.
- c. Watercraft in the Marina shall be operated according to United States Coast Guard Rules and Regulations.
- d. Watercraft may not be moored to, outside of, or off, the space let to boathouse.
- e. Watercraft engine and bilge maintenance will comply with the following:
 - i. Always use absorbent bilge pads or socks to soak up oil and fuel.
 - ii. Recycle and/or dispose of petroleum products properly.
 - iii. DO NOT DISPOSE OF ANY FUELS OR USED OIL in the Marina dumpsters.
 - iv. Oil filters are to be thoroughly drained and disposed of properly.
 - v. DO NOT DISCHARGE BILGE WATER if there is a sheen to it.
- f. Watercraft moored in the Marina must, always, be operable and maintained in a seaworthy condition and not constitute a safety, fire, or health hazard, or present a risk of sinking. The Port, or its designee, may ask the Tenant to demonstrate the seaworthiness of their watercraft at any time. The watercrafts hull, keel, decking, cabin, and mast must be structurally sound and free from dry rot or other similar defects or deficiencies. If the watercraft does not comply with these conditions, the Tenant must immediately remove their watercraft from the Marina for repair. If the Port, or its designee, is of the opinion that the watercraft is hazardous to Marina property or facilities, other watercraft, or persons, it will be denied permission to remain on Marina property and be required by the Port, or its designee, to be removed from the Marina at the owner's expense upon

receipt of written request from the Port, or its designee. If a watercraft owner has been requested to remove their watercraft from the Marina but is unavailable to do so or refuses to act upon such request, the Port, or its designee, has the right to cause removal of the watercraft from the Marina at the owner's expense, and to terminate the moorage lease.

- g. Watercraft are required to store sewage in holding tanks and dispose of property at the pump-out station.
- h. Watercraft are prohibited from discharging any municipal solid waste while moored in the Marina.
- i. All watercrafts shall be moored to the Port's dock in a secure manner. This system must protect the Port's dock system and surrounding boathouses and/or watercraft.

5. Boathouses

- a. Boathouses **MAY NOT** be used as principal residences as defined by ORS 09.100 and further defined by ORS 830.700. Overnight stays are limited as follows:
 - i. June 1 – August 31: No more than 45 consecutive overnight stays at any one time.
 - ii. September 1 – May 30: No more than 14 stays in a one-month period
- b. A boathouse is a covered structure on floats used for the protected moorage of a boat. A boathouse is essentially a garage for a boat. A boathouse is not a houseboat or floating home and is not to be used as such within the Marina.
- c. Boathouses located on leased spaces within the Marina are for personal recreational use only, of approved boat owners only. No commercial use may be made of any boathouse located within the Marina.
- d. The Marina is zoned "CR", a Recreational Commercial District within the local zoning law (City of The Dalles). Dwellings are prohibited in this zone under the circumstances existing in the Marina.
- e. Tenants may not live in the boathouse on the leased space. They may not use the boathouse on the leased space as a residence.
- f. Boathouses must be of a dimension, size, design, and color satisfactory to the Port, or its designee.
- g. All boathouse number's must be posted in a visible location on the boathouse.
- h. All boathouses shall maintain a minimum of 12" of freeboard in a uniform manner to ensure there is limited stress on the docks.
- i. All boathouses shall be connected to the Port's dock in a secure manner. This system must protect the Port's dock system and surrounding boathouses and/or watercraft. Connections shall provide a minimum 6" clearance between the Port owned dock and the lessee's boathouse to allow space for maintenance work on the docks and utilities. This space can be left open or provide a hinged, removable cover that will provide the required clearance. All mooring connections and revisions to existing systems must have prior Port, or its designee, approval.
- j. Boathouses with functioning kitchen and/or bathroom facilities are required to hook-up to the Port's sewer system.

- k. Boathouses are required to be regularly maintained and repaired so that the outward appearance and structural condition of all boathouses are of a first-rate, top-quality condition. The following conditions, although not meant to be totally inclusive, are illustrative of violations within the meaning of this rule:
 - i. Paint on boathouse siding, decking, windowsills, doors, roofs, etc., exhibiting a cracking or peeling condition.
 - ii. Roof on the boathouse not securely affixed to the boathouse structure.
 - iii. Absence of siding on boathouse frame including sides, front (that Portion most immediately adjacent to and secured to the Port dock system) and gables when the design of the boathouse structure would be aesthetically enhanced by the addition of siding (in this latter regard, as in all the Marina rules and regulations, e.g., rule 34 here, the Port Commission is final arbitrator over what constitutes “aesthetic enhancement”).
 - iv. Rain gutters and other designed parts of the boathouse which are not securely affixed and functioning.
 - v. Removal of vegetation from floats.
- l. Debris, materials, or accessories shall not be stored or otherwise allowed to accumulate outside, whether on or off the space let to the boathouse lessee. Supplies shall not be stored outside boathouses, whether on or off the space let to the boathouse lessee.
- m. Any modifications to a boathouse must be approved in writing by the Port, or its designee, prior to any work being done.
 - i. If an unapproved modification is constructed, and it is determined by the Port, or its designee, that the modification is negatively impacting the marina, the docks, or neighbors, the lease will be terminated.
- n. Boathouses shall be in seaworthy condition and not constitute a safety, fire or health hazard or they shall be removed from the Marina at the owner’s expense.

6. Prohibited

- a. **SWIMMING IS PROHIBITED** in all areas of the Marina.
- b. Boathouses and/or watercraft not marked or identified as required by law will not be permitted within the Marina.
- c. No alteration of slip size, boathouse space or any Port owned components will be permitted.
- d. No additional moorage cleats or tie-ups to be added to the docks in the open moorage areas. If additional cleats are needed, they shall be installed and maintained by the Port, or its designee.
- e. Tenants shall not install or construct any lockers, chests, cabinets, steps, ramps, or similar structure on Port owned facilities.
- f. Watercraft may not be moored to, outside of, or off, the space let to boathouse.
- g. Watercraft are prohibited from discharging any municipal solid waste while moored in the Marina.
- h. Wood-burning stoves, wood-burning fireplaces and all open burning is prohibited in the Marina. This includes any open flame fire pits.

- i. No fishing will be permitted in a manner endangering individuals or impeding the movement of watercraft within the Marina.
- j. Sanitary facilities or any hazardous materials will not be discharged into the Marina. It is illegal to discharge gray water into Oregon waterways.
- k. All fireworks, including sparklers, are **STRICTLY PROHIBITED** from use on Port Property.

7. Emergencies:

- a. For emergency services to aid in the case of an emergency, all boathouses are required to post their boathouse number in a visible location.
- b. The Port, or its designee, has the right to require inspection of any boathouse and/or watercraft in the Marina to ensure seaworthiness and adherence to safety, fire, and health requirements, at the owner's expense.
- c. In case of an emergency requiring immediate action and/or repairs to lessee's boathouse or watercraft, to protect Port's property or the property of other Marina lessees, the Port, or its designee, shall have the right to perform said emergency actions and/or repairs and charge all costs to lessee.
- d. The Port, or its designee, is not responsible for any loss or damage to boathouse or watercraft in the Marina. Each owner will be held responsible for damage which he/she may cause to other boathouses or watercraft in the Marina or for damage to any Port structure.

8. All Marina Rules and Regulations are enacted, reviewed, and revised from time to time by the Port of The Dalles Commission. The Marina Rules and Regulations have been expressly adopted:

- a. To provide for the orderly and safe use by the public of the Marina and the parking areas and other Port property adjacent to it.
- b. To provide for the maintenance and improvement of the visual and aesthetic appearance of the Marina and surrounding Port properties near it (including boathouses and watercraft moored in it).
- c. To provide for the protection of the Port's improvements and properties within the Marina and on Port properties nearby.
- d. To provide and protect the general use and enjoyment of the space and slip rentals within the Marina for the benefit of Port Marina tenants and/or lessees within the Marina; and
- e. To provide for the benefit of the public, regarding safety, health, and welfare within the Marina and on the Port's properties nearby.

9. In construing the meaning of any of the Marina Rules and Regulations herein, or of any clause, phrase, provision, or portion thereof, the lessee or tenants within the Marina, and the public

using same, are bound by the final determination of the Port of The Dalles Commission regarding any such construction, interpretation or meaning.

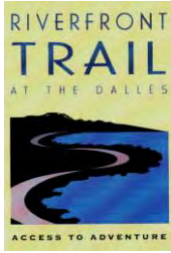
10. Whenever reasonably practicable, updates and revisions of these Marina Rules and Regulations, which may be revised from time to time by the Port Commission, shall be delivered or mailed to the tenants and/or lessees within the Marina.

PORT OF THE DALLES AGENDA ITEM

MEETING DATE May 11, 2022

REPORTS ITEM H-1.) Riverfront Repair Trail Project Update The Dalles Riverfront Trail Board Vice-Chair Bruce Lumper

STAFF RECOMMENDATION N/A



April 1, 2022

**Andrea Klaas
Executive Director
Port of The Dalles**

Dear Andrea,

As we move into the spring of 2022, The Dalles Riverfront Trail Board is providing the Port, and our other supporters, with this 2nd update on our on-going *Riverfront Trail Repair Project*.

First, though, we want to once again extend our heart-felt thanks to You, and the Port Commission, for approving the generous donation of \$50,000 in 2019, which helped kick-off the initial fundraising effort for this Project. This, and other early donations, helped us secure additional funding from the City of The Dalles, PUD, Wasco County, Google, and citizens in the City and Mid-Columbia area, all of which allowed us to meet our fundraising goals for this project.

Phase I

Funds on Hand for Trail Repair in 2019.....	\$7,696.52
Funds Raised 2019-2021.....	\$327,541.00
Project Costs for Phase I.....	\$289,129.04
Value of In-Kind Services Provided.....	\$12,100.00

- 1) In 2020, we completed the *Discovery Center to the Railroad Underpass Trail Repair Project* (0.5 miles). Tenneson Engineering did the design and construction oversight work and Crestline Construction carried out the actual repair work. Cost: \$98,920
- 2) Also in 2020, we were able to have the main Trail Seal Coated from *The Port of The Dalles Marina to the Poplar Tree Area along the west bank of Chenoweth Creek* (approx. 7.4 miles), and from the *Discovery Center to the Railroad Underpass Trail Repair Project* (0.5 miles) seal coated as well. SealKote Plus, here in The Dalles, was the contractor for this work. Cost: \$92,457.04
- 3) In 2021, we completed the *Google Trail Settlement Trail Repair Project* located at the west end of the new Google Taylor Lake Server Farm facility. This project was approximately 250 - 300 feet in length and replaced a section of trail that had significantly settled over time. Tenneson Engineering carried out the design and construction oversight work and Crestline Construction completed the extensive trail excavation and replacement work. Cost: \$94,180

Phase II

Carryover of Funds from Phase I.....\$46,108.48
Funds Raised 2021-2022.....\$184,505.00 *
Total Funds on Hand for Phase II.....\$230,613.48
Estimated Project Costs for Phase II....\$230,613.48
Value of In-Kind Services.....(Unknown, at present)

***(Includes BPA funding of \$165,975 and nearly \$20,000 from Trail supporters in the community from our annual fund raising campaign this past winter. This is a record amount for private contributions from the citizens in the community!)**

1) This spring we plan to complete the *Poplar Tree/Culvert Trail Repair Project*, which is located next to the row of poplar trees along the west bank of Chenoweth Creek. The roots of the poplar trees are raising the trail in a number of locations along this stretch causing a significant safety concern. Tenneson Engineering will be our engineer for design and construction oversight work on this project, and Crestline Construction will likely be the contractor. Initial Engineering & Surveying Costs carried out in 2021: \$3,572 (already paid for). Estimated Cost to complete this Project this year: \$59,638.48. (In 2021, we were unsuccessful in getting a grant from the State of Oregon to help with the costs of this work, so a redesign is underway to lower the cost of repair.)

2) Then, this summer and fall, we plan to complete the repair of the trail by *Taylor Lake*. This section is approximately 1,000 feet long and was damaged by BPA during their Power Pole Replacement Project over the past couple of years. This section of trail runs along the north side of Taylor Lake. BPA will be paying the Riverfront Trail Board to take care of this repair. Tenneson Engineering will again be our engineer for design and construction oversight but we have not yet decided on a contractor for this section of trail. Estimated Cost: \$165,975.

3) After the two repairs just noted are completed, we will have the seal coating completed over the final 1.1 mile of trail, which runs from the *Poplar Tree/Culvert Trail Repair Area* over to the end of the *BPA Trail Repair Area*. We plan to have SealKote Plus, of The Dalles, do this work. Estimated Cost: \$5,000.

Our goal is to complete these Phase II Projects this year which will wrap-up this multi-year, major, trail repair effort.

We will keep the City posted as this trail repair work continues toward completion in 2022. And please don't hesitate to contact us if you have questions about our progress, temporary trail closures, etc. as we move along.

**Most sincerely,
Bruce Lumper, Vice-Chair
The Dalles Riverfront Trail Board**

PORT OF THE DALLES AGENDA ITEM

MEETING DATE	May 11, 2022
REPORTS ITEM H-2.)	Staff Report: <u>Executive Director Klaas</u>
STAFF RECOMMENDATION	N/A

Real Estate Committee

- The Real Estate Committee met. Outcomes from the meeting are invite Mark McCavic to a future Port meeting to give an update on the status of the property on River Road, have a conversation with The Dalles Urban Renewal Agency and see if there are opportunities for the Port and Urban Renewal to partner on any projects, ensure that property owners know about the availability of the Brownfield's grant dollars to assist with property redevelopment. There were also some properties identified to follow up on.

Tree Cut on Port Property along Riverfront Trail

- ED Klass will be attending Grand Jury on May 12th on this issue.

The Dalles Marina

- Pikeminnow fisherman have begun to arrive at the Marina and the Washington Department of Fish and Wildlife's (WDFW) Northern Pikeminnow Sport-Reward Program station is beginning to get set up.
- The Launch Ramp Restrooms are open 7:00 a.m. to 7:00 p.m.
- Cruise Ships have already started calling on The Dalles for the 2022 season!

Business Inquiries

- The Port had three more business inquiries this month, two data center/crypto currency businesses, and one unknown business type. When we receive the crypto inquiries, we provide the lot information, but then direct those inquiries to Justin Brock at Northern Wasco PUD for the energy availability and pricing conversation.
- The Port and Michael Held from Business Oregon are continuing to foster a relationship between a business looking to expand in The Dalles, and a downtown property owner. We were able to meet on site with the property owner, project proponent, an architect and builder. This allowed all interested parties to have a very detailed conversation about the business needs.
- Staff continues to meet with other interested parties on the projects that were mentioned in the Port's previous Executive Session.
- Port Staff met with the owner of property located off Hwy 30 near the Hi-Way House. The owner is interested in building small industrial facilities, creating storage areas, or other.

Center for Rural Innovation: The Dalles Technology Center

- Innovator Drinks in The Dalles: The first event to promote this idea took place at Freebridge Brewery. Commissioner Wallace was one of the presenters, along with Ted Volkov. The event was very well attended for the first one.
- One outcome from this is that Port Staff will be organizing a tour of Amity Labs.

- A second outcome is that the Small Business Development Center (SBDC) is interested in starting a fermentation lab and certification class. There are funds available through USDA for a project like this (\$2 million available with a \$400,000 match) to purchase/build an incubation center. The next grant cycle is a year away, but in the meantime the Port, SBDC, and Business Oregon, are going to have conversations around this concept and identify the best way to apply for the grant dollars. The Port is a possible participant because we can hold real estate and could use the \$2.4 million to build or purchase a facility. This conversation is in its infancy, so stay tuned for more details.
- The next event will take place at Copa De Vino, and you will be provided with more information when it becomes available.

Brownfield Coalition Update

- **Projects Complete**
 - 419 East 7th Street
 - 209 East 2nd Street
- **Projects Underway**
 - 401-407 East 2nd Street: Complete Phase II Environmental Site Analysis (ESA)
 - 749 Snipes Street West: Complete SAP and Phase II ESA
 - 116 East 2nd Street: Complete Phase II ESA
 - Model Laundry (205 Washington): Complete SAP and Phase II ESA
 - Pink Building (2nd and Monroe): Complete Phase I ESA, and if needed, SAP and Phase II ESA
- **Projects Pending**
 - 200 Union Street
 - 200 East 2nd Street
 - Former Rodeo Grounds

Other

- Port Staff met with Oregon Department of Fish and Wildlife's (ODFW) District Wildlife Biologist Jeremy Thompson about their Crates Point Fire Restoration Plan (Taylor Lake area). Proposed activities include: user created road closure utilizing rock placement along roadway; signage replacement; boat launch enhancement; invasive tree and brush removal; agricultural field reclamation; defined day use area; parking area enhancement; bridge repair. The Port and ODFW will work together to get power to the gate so that it will open/close at designated hours (attempting to curb vehicular access, specifically houseless camping).
- The Port Budget Committee approved the proposed FY 2022-2023 Budget, a Budget Hearing will be held at the Port Commission's Regular Session Meeting on June 8th
- City Councilor McGlothlin and crew came by the Port office to install the new carburetor in the old 1923 truck. While they did not get it started, I was assured that they are making progress.
- ED Klaas was on KODL on April 15th and KIHR May 9th
- ED Klaas, and Carrie Pipinich of MCEDD will be attending a conference in Cape Girardeau, Missouri May 17-19. This is follow-on to the work that was done the past eight months around tech entrepreneurship. The cost for this trip is covered by the Center for Rural Innovation through a Federal grant that they were awarded.