



*Dedicated to supporting the creation, retention, expansion, and recruitment
of businesses and jobs that will enhance the economy of the Port District.*

**PORT COMMISSION REGULAR SESSION MEETING
WEDNESDAY, DECEMBER 15, 2021, 6:00 P.M.**

AGENDA

- A. ROLL CALL** Executive Assistant Toepke
- B. PLEDGE OF ALLEGIANCE** Commissioner Weast
- C. AGENDA CORRECTIONS OR ADDITIONS** Executive Director Klaas
- D. PUBLIC COMMENT OR QUESTION**
- E. UPCOMING MEETINGS/EVENTS**
- F. ACTION ITEMS/CONSENT AGENDA**
 - 1. October 2021 Financial Reports Treasurer Coburn
 - 2. November 2021 Financial Reports Treasurer Coburn
- G. REPORTS**
 - 1. Staff Report Executive Director Klaas
- J. COMMISSION CALL**

PORT OF THE DALLES AGENDA ITEM

Meeting Date: December 15, 2021

Subject: E.) **UPCOMING MEETINGS/EVENTS**

- Upcoming Meetings/Events

PORT COMMISSION MONTHLY MEETINGS

- January 12, 2022
- February 16, 2022 (moved from the 9th)
- March 16, 2022 (moved from the 9th)
- April 13, 2022
- May 11, 2022
- June 8, 2022
- July 13, 2022
- August 10, 2022
- September 14, 2022
- October 12, 2022
- November 9, 2022
- December 14, 2022

2022 SDAO ANNUAL CONFERENCE

The Graduate in Eugene, Oregon

- February 9-13, 2022
- [Digital Brochure](#)

PORT OF THE DALLES AGENDA ITEM

Meeting Date: December 15, 2021

Subject: **F-1.) OCTOBER 2021 FINANCIAL REPORTS**

➤ October 2021 Financial Reports

Staff Recommendation: **Approve October 2021 Financial Reports as presented**

Local Government Investment Pool

➤ Interest Rate 0.49% (Average Annualized Yield)

General Fund

➤ Income

○ Northern Wasco County PUD-Weatherization Rebate (Windows): \$1,701.00

➤ Expenses

○ SDAO-SDAO Membership Dues & OPPA Annual Dues: \$1,367.85

Port Development Fund

➤ Income

○ Nothing Unusual

➤ Expenses

○ Nothing Unusual

Marina Fund

➤ Income

○ Nothing Unusual

➤ Expenses

○ Nothing Unusual

**October 30th Payroll & Bill Payments paid on November 2nd*

Port of The Dalles
Account QuickReport
As of October 31, 2021

Cash Basis

Type	Num	Name	Paid Amount
CSB Checking			
General Checking			
Liability Check	EFT	Oregon Department of R...	-430.00
Liability Check	EFT	United States Treasury	-1,681.24
Liability Check	EFT	Pers	-1,616.76
Check	ACH	Pers	-4.78
Bill Pmt -Check	24627	Andrea Klaas	-26.32
Bill Pmt -Check	24628	Bohns Printing	-25.41
Bill Pmt -Check	24629	City Of The Dalles.	-573.49
Bill Pmt -Check	24630	Jennifer Toepke.	-93.36
Bill Pmt -Check	24631	PUD	-202.81
Bill Pmt -Check	24632	Sawyers Ace Hardware	-84.98
Bill Pmt -Check	24633	SDAO	-1,367.85
Bill Pmt -Check	24634	SDIS	-4,555.56
Bill Pmt -Check	24635	Simply Clean LLC	-225.00
Bill Pmt -Check	24636	Streamline	-75.00
Bill Pmt -Check	24637	The Dalles Disposal	-221.68
Paycheck	24638	Andrea L. Klaas	-3,395.94
Paycheck	24639	Jennifer Toepke	-1,904.02
Liability Check	EFTPS	United States Treasury	-1,692.72
Liability Check	ACH	Oregon Department of R...	-433.00
Check	EFT	Verizon	-79.06
Deposit			1,906.00
Check	EFT	Ameritas	-47.60
Total General Checking			-16,830.58
Marina Checking			
Total Marina Checking			
Port Develop. Checking			
Deposit			769.07
Total Port Develop. Checking			769.07
CSB Checking - Other			
Total CSB Checking - Other			
Total CSB Checking			-16,061.51
TOTAL			-16,061.51

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

July through October 2021

Cash Basis

	Jul - Oct 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
Other Income	2,266.86	2,000.00	113.3%
Launch Ramp/Transient Moorage	485.00	3,000.00	16.2%
Loan Repayments	90,035.25	90,621.00	99.4%
Grants	0.00	20,000.00	0.0%
Leased Land and Facilities	4,385.00	15,000.00	29.2%
Previously Levied Taxes	3,616.74	5,000.00	72.3%
Transfer from Other Fund	200,000.00	200,000.00	100.0%
Beginning Fund Balance	0.00	972,081.00	0.0%
Interest from Cash in Bank	2,778.54	5,832.00	47.6%
Beginning Fund Balance	0.00	0.00	0.0%
Interest From Earnings	437.78		
Property Tax	1,522.06		
Total Income	305,527.23	1,313,534.00	23.3%
Gross Profit	305,527.23	1,313,534.00	23.3%
Expense			
Transfer to Other Funds/Conting	0.00	600,000.00	0.0%
Capital Outlay	37,304.00	75,000.00	49.7%
Personal Services-	77,256.72	320,075.00	24.1%
Material and Services	41,747.61	216,000.00	19.3%
Total Expense	156,308.33	1,211,075.00	12.9%
Net Ordinary Income	149,218.90	102,459.00	145.6%
Net Income	149,218.90	102,459.00	145.6%

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

July through October 2021

Cash Basis

	<u>Jul - Oct 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
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%
Beginning Fund Balance	0.00	3,119,622.00	0.0%
Interest from Cash in Bank	2,892.00		
Interest From Earnings	0.00	18,718.00	0.0%
Interest From Contracts	655.77	4,500.00	14.6%
Land Sales	2,410.51	800,000.00	0.3%
Total Income	<u>180,747.72</u>	<u>12,482,150.00</u>	<u>1.4%</u>
Gross Profit	180,747.72	12,482,150.00	1.4%
Expense	<u>217,034.50</u>	<u>12,096,560.00</u>	<u>1.8%</u>
Net Ordinary Income	<u>-36,286.78</u>	<u>385,590.00</u>	<u>-9.4%</u>
Net Income	<u>-36,286.78</u>	<u>385,590.00</u>	<u>-9.4%</u>

PORT OF THE DALLES-MARINA FUND
Profit & Loss Budget vs. Actual-MF-Summary
July through October 2021

Cash Basis

	<u>Jul - Oct 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Other Resources			
Fire Emergency	219,672.75		
Total Other Resources	219,672.75		
Beginning Fund Balance	0.00	54,412.00	0.0%
Interest from Cash in Bank	92.17	326.00	28.3%
Interest From Earnings	0.00	0.00	0.0%
Total Income	219,764.92	54,738.00	401.5%
Gross Profit	219,764.92	54,738.00	401.5%
Expense	225,002.04	0.00	100.0%
Net Ordinary Income	-5,237.12	54,738.00	-9.6%
Other Income/Expense			
Other Expense	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	<u><u>-5,237.12</u></u>	<u><u>54,738.00</u></u>	<u><u>-9.6%</u></u>

PORT OF THE DALLES AGENDA ITEM

Meeting Date: December 15, 2021

Subject: **F-2.) NOVEMBER 2021 FINANCIAL REPORTS**

➤ November 2021 Financial Reports

Staff Recommendation: **Approve November 2021 Financial Reports as Presented**

Local Government Investment Pool

➤ Interest Rate 0.45% (Average Annualized Yield)

General Fund

➤ **Income**

○ Nothing unusual

➤ **Expenses**

- Rod Huante/Get 'er Done-Safety signage installation & winterization at Marina (Travel Oregon Grant): \$560.00
- SDIS-Workers Compensation: \$812.85
- United Fire-2 Fire Extinguishers for Transient Guest Moorage: \$371.19
- Wasco County Tax-Property Tax (to be reimbursed by Whiting-Turner): \$5,210.52
- Elias Lawn Maintenance-October Lawn care & parking lot clearing: \$300.00
- Jordan Chelsa-Fall cleanup & pruning at Port office and industrial area: \$2,145.00
- Robert Wallace-Oregon Department of Energy Future Workshop: \$60.00
- The Dalles Iron Works-Fabrication for safety signage (Travel Oregon Grant): \$1,104.08
- Columbia River Affordable Portables-2 Portable Toilets at Marina (Restrooms closed for winter): \$490.00
- Dick, Dick & Corey-General, Audit, Tree Cut: \$1,077.00

Port Development Fund

➤ **Income**

○ Nothing unusual

➤ **Expenses**

- Davis Wright Tremaine-Gorge 2020 Future Planning & Plan Amendment Proceeding: \$13,693.21
- Department of Environmental Quality-Chenowith Business Park Permit: \$1,386.00
- Dick, Dick & Corey-Audit & Executive Session: \$625.00

Marina Fund

All Income & Expenses listed on the QuickReport are Fire Emergency

➤ Income

- SDIS-Insurance Reimbursement for Power Panel: \$13,693.21
- SDIS-Insurance Reimbursement for US Ecology Invoice: \$129,274.25

➤ Expenses

- NRC US Holding Company (US Ecology)-Boom Operations & Fuel Cleanup: \$129,274.75
- Associated Underwater Services-Boom Removal, Fuel Cleanup, Salvage: \$290,431.50
- NRC US Holding Company (US Ecology)-Boom Operations & Fuel Cleanup: \$83,108.17
- The Dalles Yacht Club-Rent, for US Ecology's usage: \$1,000.00

**October 30th Payroll & Bill Payments paid on November 2nd*

Port of The Dalles
Account QuickReport
As of November 30, 2021

Cash Basis

Type	Num	Name	Paid Amount
CSB Checking			
General Checking			
Check	EFT	Ameritas	-47.60
Paycheck	24640	Andrea L. Klaas	-3,395.93
Paycheck	24641	Jennifer Toepke	-1,722.94
Bill Pmt -Check	24642	Dick, Dick & Corey, LLP	-497.00
Bill Pmt -Check	24643	Gorge Networks	-164.59
Bill Pmt -Check	24644	Rod Huante	-560.00
Bill Pmt -Check	24645	SDIS	-812.85
Bill Pmt -Check	24646	United Fire	-371.19
Bill Pmt -Check	24647	Wasco County Tax Colle...	-5,210.52
Bill Pmt -Check	24648	Cardmember Services	-3,033.10
Deposit			100.00
Paycheck	24649	Andrea L. Klaas	-3,395.95
Paycheck	24650	Jennifer Toepke	-2,018.95
Bill Pmt -Check	24651	Bohns Printing	-13.73
Bill Pmt -Check	24652	City Of The Dalles.	-465.19
Bill Pmt -Check	24653	Elias Lawn Maintenance	-300.00
Bill Pmt -Check	24654	H2Oregon	-26.00
Bill Pmt -Check	24655	Jordan Chelsa	-2,145.00
Bill Pmt -Check	24656	Northern Wasco County ...	-191.98
Bill Pmt -Check	24657	Robert Wallace	-60.00
Bill Pmt -Check	24658	SDIS	-4,555.56
Bill Pmt -Check	24659	Simply Clean LLC	-180.00
Bill Pmt -Check	24660	Streamline	-75.00
Bill Pmt -Check	24661	The Dalles Disposal	-252.39
Bill Pmt -Check	24662	The Dalles Iron Works, L...	-1,104.08
Bill Pmt -Check	24663	PUD	-191.98
Check	ACH	Verizon	-151.39
Bill Pmt -Check	24664	Andrea Klaas	-769.92
Bill Pmt -Check	24665	Cardmember Services	-911.32
Bill Pmt -Check	24666	Columbia River Affordabl...	-490.00
Bill Pmt -Check	24667	Dick, Dick & Corey, LLP	-1,077.00
Bill Pmt -Check	24668	Gorge Networks	-164.59
Bill Pmt -Check	24669	Jennifer Toepke.	-170.75
Paycheck	24670	Andrea L. Klaas	-3,395.93
Paycheck	24671	Jennifer Toepke	-1,875.52
Total General Checking			-39,697.95
Marina Checking			
Transfer			500,000.00
Bill Pmt -Check	23824	Dick, Dick & Corey, LLP	-165.00
Bill Pmt -Check	23825	NRC US Holding Compa...	-129,274.75
Bill Pmt -Check	23826	Cardmember Services	-507.94
Deposit			13,693.21
General Journal	AW		500,000.00
General Journal	AW		-500,000.00
Deposit			129,274.75
Bill Pmt -Check	23827	Associated Underwater ...	-290,431.50
Bill Pmt -Check	23828	NRC US Holding Compa...	-83,108.17
Bill Pmt -Check	23829	Oregon Dept of Environ...	-220.13
Bill Pmt -Check	23830	The Dalles Disposal	-30.71
Bill Pmt -Check	23831	The Dalles Yacht Club	-1,000.00
Bill Pmt -Check	23832	Sawyers Ace Hardware	-5.99
Bill Pmt -Check	23833	Andrea Klaas	-36.96
Bill Pmt -Check	23834	Cardmember Services	-73.48
Bill Pmt -Check	23835	Jennifer Toepke.	-67.36
Bill Pmt -Check	23836	Oregon Dept of Environ...	-921.66
Total Marina Checking			137,124.31
Port Develop. Checking			
Bill Pmt -Check	23293	Dick, Dick & Corey, LLP	-105.00
Deposit			759.07
Bill Pmt -Check	23294	Davis Wright Tremaine ...	-13,853.00
Bill Pmt -Check	23295	Department of Environm...	-1,386.00
Bill Pmt -Check	23296	Dick, Dick & Corey, LLP	-525.00

Port of The Dalles
Account QuickReport
As of November 30, 2021

Cash Basis

<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
Total Port Develop. Checking			-15,109.93
CSB Checking - Other			
Total CSB Checking - Other			
Total CSB Checking			82,316.43
TOTAL			82,316.43

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

July through November 2021

Cash Basis

	Jul - Nov 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
Other Income	2,266.86	2,000.00	113.3%
Launch Ramp/Transient Moorage	485.00	3,000.00	16.2%
Loan Repayments	90,035.25	90,621.00	99.4%
Grants	0.00	20,000.00	0.0%
Leased Land and Facilities	4,485.00	15,000.00	29.9%
Previously Levied Taxes	5,482.08	5,000.00	109.6%
Transfer from Other Fund	200,000.00	200,000.00	100.0%
Beginning Fund Balance	0.00	972,081.00	0.0%
Interest from Cash in Bank	3,314.40	5,832.00	56.8%
Beginning Fund Balance	0.00	0.00	0.0%
Interest From Earnings	619.02		
Property Tax	334,347.60		
Total Income	641,035.21	1,313,534.00	48.8%
Gross Profit	641,035.21	1,313,534.00	48.8%
Expense	203,769.33	1,211,075.00	16.8%
Net Ordinary Income	437,265.88	102,459.00	426.8%
Net Income	437,265.88	102,459.00	426.8%

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

July through November 2021

Cash Basis

	<u>Jul - Nov 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
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%
Beginning Fund Balance	0.00	3,119,622.00	0.0%
Interest from Cash in Bank	3,350.59		
Interest From Earnings	0.00	18,718.00	0.0%
Interest From Contracts	655.77	4,500.00	14.6%
Land Sales	3,169.58	800,000.00	0.4%
Total Income	<u>181,965.38</u>	<u>12,482,150.00</u>	<u>1.5%</u>
Gross Profit	181,965.38	12,482,150.00	1.5%
Expense	<u>232,903.50</u>	<u>12,096,560.00</u>	<u>1.9%</u>
Net Ordinary Income	<u>-50,938.12</u>	<u>385,590.00</u>	<u>-13.2%</u>
Net Income	<u>-50,938.12</u>	<u>385,590.00</u>	<u>-13.2%</u>

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

July through November 2021

Cash Basis

	<u>Jul - Nov 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Other Resources			
Fire Emergency	362,640.71		
Total Other Resources	362,640.71		
Beginning Fund Balance	0.00	54,412.00	0.0%
Interest from Cash in Bank	108.34	326.00	33.2%
Interest From Earnings	0.00	0.00	0.0%
Total Income	362,749.05	54,738.00	662.7%
Gross Profit	362,749.05	54,738.00	662.7%
Expense	730,845.69	0.00	100.0%
Net Ordinary Income	-368,096.64	54,738.00	-672.5%
Other Income/Expense			
Other Expense	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	<u><u>-368,096.64</u></u>	<u><u>54,738.00</u></u>	<u><u>-672.5%</u></u>

PORT OF THE DALLES AGENDA ITEM

Meeting Date: December 15, 2021

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

2021 YEAR IN REVIEW

January

- Interactive GIS mapping of Port District developed by RARE Anna Shank-Root
- Gorge Commission: Port and County filed a request for review of the Gorge Commission Management Plan in the Oregon Court of Appeals
- Oregon Food Bank bought The Dalles Leasing Company building located on Crate's Way
- Brownfield's coalition group (Port, City of The Dalles, Wasco County EDC) received \$600,000 from the US Environmental Protection Agency that will be used to help cover the costs of clean-up and building reuse projects over the next 3 years.
- Due to COVID-19, continued distributing PPE received from The Dalles Area Chamber of Commerce to Port businesses and Dufur
- SDAO Annual Conference was virtual
- 2020-2021 Work Plan finalized

February

- Dr. John Willer appointed to Budget Committee Position #3
- Port began work with MCEDD, CGCC, and State partners around a strategy to encourage tech businesses in our community through the Center of Rural Innovation (CORI), a project that was funded by Google.
- Began updating and migrating Port's website
- Fielded calls from individuals wanting to start crypto mining companies in The Dalles
- RARE participant writes Travel Oregon grant for upgrades to directional signs and walking maps at the marina launch ramp

March

- Many conversations about whether The Dalles, and other communities on the Columbia River, would allow cruise ships to dock. Confusion because the Coast Guard was letting each community develop their own guidelines. In The Dalles we typically have 140 cruise ships docking over the summer.
- Community Outreach Team met with Washington D.C. legislators and agencies via video conferences
- Spec building completed on Klindt Drive. Two apartments upstairs, business space downstairs.
- Dirt Hugger (started in Port – went to Washington – retail component now back in The Dalles)

- Houseless encampments pop up on Port property; work with The Dalles City Police and Northern Wasco County Parks and Recreation district to clean up.

April

- MCEDD & the Port partnering with Google and the CORI to do economic development planning and opportunity analysis in The Dalles and Wasco County: focusing on technology job opportunities and entrepreneurship
- During COVID entrepreneurship is booming. How do we support that?

May

- Adopted Fiscal Year Budget 2021-2022
- Approved The Dalles Marina Second Amendment to Concession Agreement
- Approved amendment to The Dalles Marina Rules & Regulations
- Construction to start at 3761 Klindt Drive – zoned commercial/recreation
- Travel Oregon Competitive Grant awarded - \$45,230 to improve wayfinding from the Marina to downtown and do some infrastructure improvements to the launch ramp and parking lot area
- Pike-minnow Season began

June

- Meeting held in Dufur - Community Partners Presented:
 - Mike Courtney's last meeting
 - Jack Henderson led a tour and update about Dufur School
 - Cynthia Kortge presented information on the Dufur Ranger Education Foundation
 - Mayor Keys talked about the City of Dufur needs, primarily related to the sewer system and water system
- Special District Election results
 - Position #1 Robert Wallace
 - Position #3 John D Willer
- New Port website live
- Marina parking lot seal coated and striped
- Discovery Channel in town; sturgeon fishing in the Columbia River
- Jerry Rundell retired

July

- Marina Fire, July 3rd, 11:56pm: 8 boathouses burned, 5 boats burned, 4 of them sank. 5 boats were saved and moored in Transient Guest Moorage
- Gorge Commission – legal counsel for the County, Port and CRGC have been talking – there may be a path forward outside of the court of appeals process
- COT: New chair Scott Hege, Wasco County Commission Chair. Refocus effort: What are the community's biggest challenges?
 - Urban Growth Boundary
 - Broadband
 - Affordable housing

- New high school
- Childcare
- Climate Change resilience
- Infrastructure upgrades
- Homelessness
- Repairs done on the Boat Launch Ramp at the Marina
- Toured Dirt Hugger in Dallesport. Started on the old Mt. Fir Lumber site, now 11 years old, employing 25 people full-time with benefits, starting a retail in The Dalles on the old Jones Wrecking yard site.

August

- Marina Fire (cont.)
- 3rd Amendment to The Dalles Marina Concession Agreement
- City of The Dalles made the final payment on the Airport Loan
- CORI continues

September

- Marina Fire (cont.): Engaged Northwest Maritime Marine Consultant
- Gorge Commission: Wasco County & Port have agreed to enter a mediation process and pause the legal process. The County and Port met to develop a strategy for the conversation around two areas: 1) the definition of minor expansion, and 2) how do bridgehead communities like The Dalles/Dallesport, Hood River/Bingen, and Cascade Locks /Stevenson address growth
- Launch Ramp Restroom Sewer backup – repair needed
- Wayfinding Signs (under Travel Oregon Grant) installed at The Dalles Marina
- Tree Clear Cut on Riverfront Trail near Klindt Cove Park
- Port Office: new energy saving windows installed and building painted
- Staff met with Captain Carrico of City of The Dalles Police, to talk about homeless and vagrant issues in the Port area. Similar issues are happening all over the City; staff will be working closely with him on any issues that arise.

October

- Marina Fire: Cleanup finished October 25th
- Pike Minnow season finishes mid-month
- ED Klaas met with Mayor Mays to discuss ways the Port and City can combine forces and work together. The City of The Dalles and Wasco County will have additional financial resources, that may be available for projects, as part of the Federal stimuli package that came to Cities and Counties due to the pandemic.
- Some ongoing items: Personal policy handbook is being updated to meet new legislative requirements; review of the City of The Dalles Camping policy and is it applicable to Port property; application to Oil Pollution Liability Trust Fund; Oregon State Marine Board Grant; Special Districts Safety & Security Grant

November

- Winterizing
- Staff attended SDAO's Risk Management Training in-person
- Oregon State Marine Board grant received for launch ramp bathroom sewer repair

December

- Staff attended Oregon Business Plan Summit in-person
 - Focus: manufacturing, industrial lands, broadband, housing

POSSIBLE PROJECTS IN 2022

- EV charging stations at marina
- Launch ramp improvements (estimated cost \$4.1 million)
- D finger Dock replacement (estimated \$500,000)
- Continue to look for land for redevelopment
- Urban growth boundary expansion
- Center for Rural Innovation: The Dalles Technology Center
- Dufur Rural Innovation Hub