



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

PORT COMMISSION MEETING  
WEDNESDAY, MAY 8, 2024, 5:30 P.M.  
NORTHERN WASCO COUNTY PARKS & RECREATION DISTRICT

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## AGENDA

- A. CALL TO ORDER
- B. ROLL CALL Executive Assistant Toepke
- C. PLEDGE OF ALLEGIANCE
- D. AGENDA CORRECTIONS OR ADDITIONS Executive Director Klaas
- E. PUBLIC COMMENT OR QUESTION 3-minute limit per person per subject.  
*\*The Commission does not respond to nor discuss issues raised during public comment.*
- F. EXECUTIVE SESSION Pursuant to ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions, and ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.  
*\*Media representatives are instructed not to report or disclose matters discussed in Executive Session*
- G. ACTION REQUIRED FROM EXECUTIVE SESSION
- H. OPEN PUBLIC BUDGET HEARING for Fiscal Year 2024-2025 Budget approved by Port of The Dalles Budget Committee on April 17, 2024
- I. PUBLIC COMMENT for Fiscal Year 2024-2025 Budget approved by Port of The Dalles Budget Committee on April 17, 2024
- J. REPORTS
  - 1. Director's Report Executive Director Klaas
  - 2. The Dalles Community Outreach Team Commissioner Weast
  - 3. Columbia Gateway Urban Renewal Agency Board Commissioner Coburn
  - 4. Wasco County Economic Development Commission Executive Assistant Toepke *No report, next meeting is in June.*
  - 5. Dufur Commissioner Wallace
- K. UPCOMING MEETINGS/EVENTS
  - May 13, 2024: KIHR Radio
  - May 27, 2024: Office Closed, Memorial Day!
  - June 12, 2024: Port Commission Meeting
- L. CLOSE PUBLIC BUDGET HEARING for Fiscal Year 2024-2025 Budget approved by Port of The Dalles Budget Committee on April 17, 2024
- M. ACTION ITEMS
  - 1. April 10, 2024, Regular Session Meeting Minutes
  - 2. April 17, 2024, Budget Committee Meeting Minutes
  - 3. April 26, 2024, Planning Session Meeting Minutes
  - 4. April 2024 Financial Reports Commissioner Coburn
  - 5. Resolution No. 2024-002 Adopting the Budget, Making Appropriations, Imposing the Tax, Categorizing the Tax, Fiscal Year 2024-2025
  - 6. 280 Earth Phase II Development, Five-year Enterprise Zone Abatement Request

N. COMMISSION CALL

O. ADJOURN

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MEETING DATE May 8, 2024

REPORT ITEM J-1.) Director's Report Executive Director Klaas

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Office

- Port Staff continue to address the water in the boardroom (basement) - which has been nearly dry since Wed, Mar 6th. The boardroom will not be available for meetings until August due to the availability of contractors.
  - John's Waterproofing's schedule: waterproofing May 23-24; electrical July 3; and finishing July 8-12
  - Gutters and downspouts have been installed on the Port Administrative Office building.
  - Storm drains in the parking lot were cleaned. It was determined that the storm drain is acting like a catch basin for parking lot runoff only.
  - Two Dogs Plumbing was contracted to run their pipe scope through some of the lines under the Port Administrative Offices to determine where various pipes and drains went. What Port Staff learned is that most just dead-ended at or near the foundation walls. They also looked at the drains in the walkways and the downspout drain. These just drain into the ground.
  - Port Staff met with Ben Beseda and Nate Lake of Tenneson Engineering to discuss ways to mitigate water infiltration into the Port Administrative Office. After walking inside and outside the building they are going to go review their historical documents to see if they can identify where the water might be originating from. They will also see if there was a historical drainage field for the property that may have become filled in, so it is no longer working as designed. Two quick ideas mentioned were to divert the water that was seeping in through the stone wall in the backyard away from the building, and to add seep holes at the bottom of the stone walls adjacent to the parking lot to allow the water to escape rather than backing up and essentially creating a pool next to the foundation.
- The Port of The Dalles, along with Columbia Gorge Community College (CGCC), Mid-Columbia Economic Development District (MCEEDD), Small Business Development Center (SBDC), and Business Oregon (BO) are again gearing up for the 2nd Annual Gorge Pitchfest. This event is one of the projects that came out of the work this group did several years ago to support new and emerging tech companies. The event invites 4-5 emerging businesses to pitch their business idea to a panel of judges for the chance to win cash prizes. The pitch event will take place June 6th at 5:30 p.m. at the Granada, and applications for the event will be available soon. The finalists will be notified May 24th, so a very quick turnaround. Once the application link is live it will be shared with the Commission. Please pass it on to anyone you think would be interested. Last year there were 32 applicants for the 5 slots.
- Port Staff and Rod Huante of Get 'Er Done walked the Port property between the cruise dock and the marina (dubbed the Marina Park) to see how much and what type of vegetation is there and to develop a clean-up plan for that area.
- The City of The Dalles has begun a parking plan discussion, with an advisory committee. Executive Director Klaas and Commissioner Hanlon participated in the discussion. Following this Director's Report, is a copy of the City of The Dalles 2024 Downtown Parking Inventory Summary. If you have any comments related to downtown parking, please let Executive Director Klaas know. This first meeting generally focused on who should get priority to park on the streets in the downtown area and in the off-street downtown lots (customers, employees, residents) and how should parking in the surrounding residential areas be prioritized.
- Executive Director Klaas is representing river ports for the Oregon Department of Transportation Department's (ODOT) marine transportation funding program. There will be two or three meetings ending at the beginning of June and there are 11 port projects that will be reviewed and ranked. Project types include: auto berth expansion, transloading wharf improvements for marine-rail facility, seafood processing wharf repair to allow improved boat and truck access, coastal bar safety improvements through monitoring, wharf repair to provide improved access to ice and fuel, repair pier and replace vessel lift at boatyard, repair/replace seawall and wharf to provide improved commercial truck access, commercial fishing fleet marina improvements and truck access, seismic upgrades to wharf and transportation improvements, improved cargo access and added shore power to reduce idling, shipyard expansion and improvements.

The Dalles Marina

- Port of The Dalles was awarded \$10,000.00 from the Strategic Investment Fund from Experience Mt. Hood and the Gorge, to do improvements to The Dalles Marina Public Boat Launch Ramp. Project completion: May 1, 2025
- After review and applicable changes, the 4<sup>th</sup> Amendment of the Concessionaire Agreement for the private side of The Dalles Marina, has been sent to The Dalles Marina, LLC, Angie & Eric Macnab, for their review. Additionally, Executive Director Klaas requested from The Dalles Marina, LLC, to provide the Port with their proposed Capital Projects for the coming 5 years; said proposed projects will be presented to the Commission for discussion during the deep dive into strategic planning for the Marina.

- The Washington Department of Fish & Wildlife's (WDFW) Northern Pikeminnow Sport Reward Program has begun (find their letter of information following this Director's Report). So far, the Transient Guest Moorage has the fisherman staying for the month of May.



## AGENDA

### **DOWNTOWN PARKING ADVISORY COMMITTEE**

#### **MEETING #1**

April 30, 2024

10:00 AM – 11:30 AM

Via Zoom

<https://us06web.zoom.us/j/83874720344?pwd=Dxaz5JpkJMsRZMzQBq7kuUTAkTjNLT.1>

Meeting ID: **838 7472 0344** Passcode: **221765**

Dial: 1-669-900-6833 or 1-253-215-8782

1. WELCOME
2. INTRODUCTIONS
3. PURPOSE, SCOPE and TIMELINE
4. SETTING PRIORITIES – BUILDING GUIDING PRINCIPLES
5. Q&A / MISSING ELEMENTS
6. NEXT STEPS and CLOSE

2024



# City of The Dalles

## 2024 Downtown Parking Inventory Summary

Prepared for:



Prepared by:



PO Box 12546  
Portland, Oregon 97212  
[www.rickwilliamsconsulting.com](http://www.rickwilliamsconsulting.com)

**March 2024**

## 1.0 INTRODUCTION

The City of The Dalles has retained Rick Williams Consulting (RWC) to initiate and complete a parking study and parking management plan for the Downtown. The work scope for the project is anticipated to take 8 – 10 months to complete and incorporates the following tasks:

- Assembly of a complete inventory of all parking within the Downtown Parking Study Area (on- and off-street).
- Data collection of occupancy and turnover over two days, a typical weekday and Saturday, targeted for June 2024.
- Compilation of occupancy and turnover findings, targeted for July 2024.
- Advisory Committee and Public meeting process, spanning the months of April through September 2024.
- Public forums and City Council meetings, targeted for July through September 2024.
- Draft and Final Downtown Parking Management Plan Strategies and Recommendations, targeted for August and September 2024.

This report summarizes the findings of RWC's recent inventory of on- and off-street parking in the Downtown.

## 2.0 STUDY AREA

Per input from the City of The Dalles, the 2024 inventory boundaries were drawn to represent parking supplies in the Downtown. **Figure A** illustrates the study area.

As the figure indicates, the Downtown, as defined for this study, incorporates the area generally bound by E. 1st Street (north), W. 4<sup>th</sup>/E. 5<sup>th</sup> Streets (south), Mill Creek (west), and the US 30 traffic circle (east).

## 3.0 SUPPLY

RWC senior staff physically inventoried all on-street parking within the Downtown on February 8, 2024. During the inventory, all spaces were cataloged by block face and time limit designation (on-street). On the same day, all off-street parking facilities (public and private) were evaluated for stall count and physical condition.

Where physical stall markings were not in place, RWC used measuring wheels to estimate stall capacity. RWC uses a 23-foot standard to calculate stalls on blocks that are not marked or striped. RWC also accounts, in this type of measurement, for sight lines, turn radius for curb cuts, and things like fire hydrants to ensure that stall inventory estimates are both accurate and cognizant of actual operational functionality within a street's circulation system.

Figure A: Parking Study Area

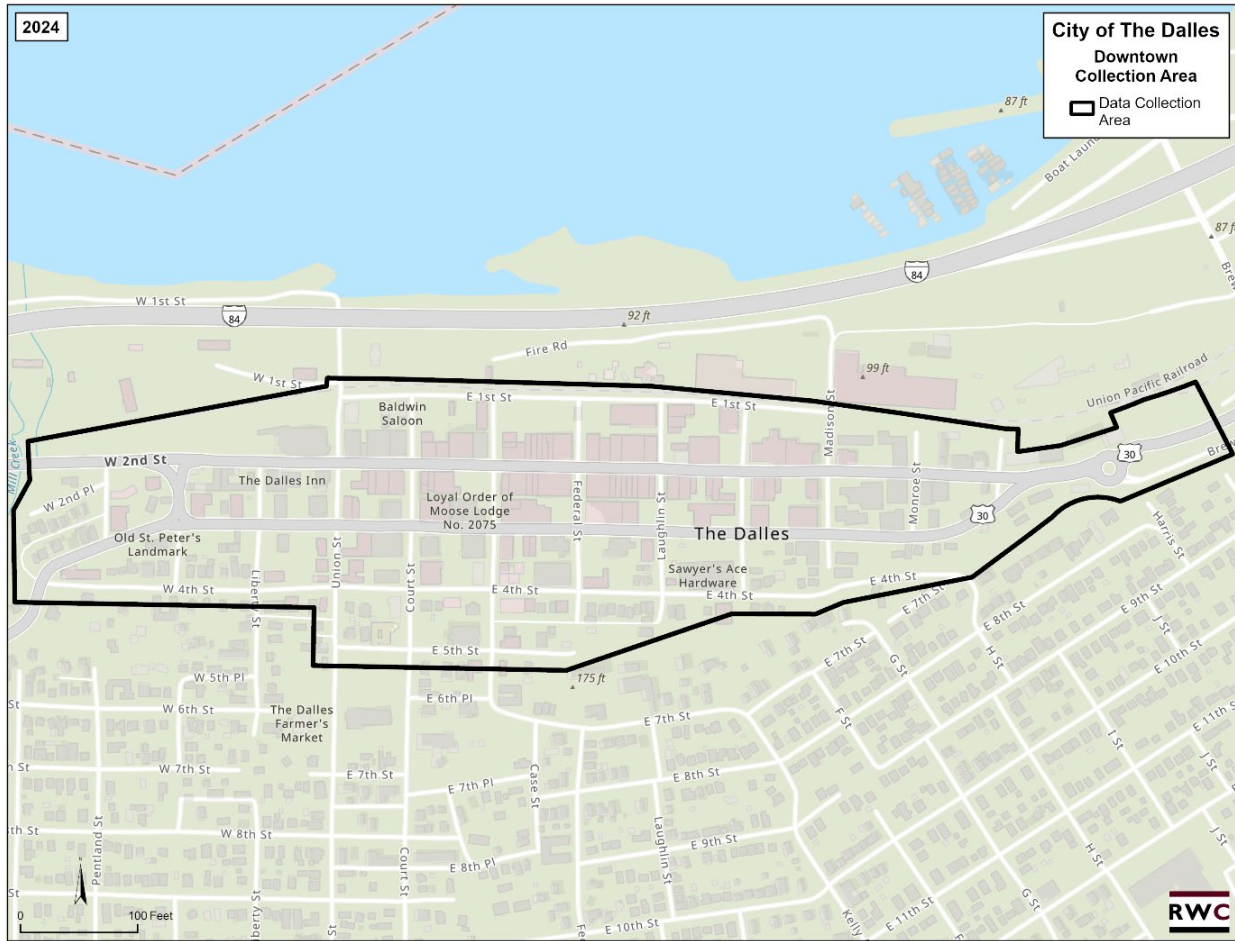


Table 1: On-Street Inventory by Stall Type

Use Type	Stalls	% Total
<b>Off-Street Supply (67 sites)</b>	<b>1,405</b>	<b>100%</b>
<b>On-Street Supply<sup>1</sup></b>	<b>1,190</b>	<b>100%</b>
ADA accessible	14	1%
Courthouse Visitor	4	< 1%
No Limit	1,172	98%
<b>COMBINED SUPPLY</b>	<b>2,595</b>	

- The Downtown parking inventory comprises 2,595 stalls, including 1,190 on-street stalls and 1,405 off-street stalls located in 67 unique parking lots.
- 98% of the on-street system is No Limit parking, allowing unlimited time stays for any user.

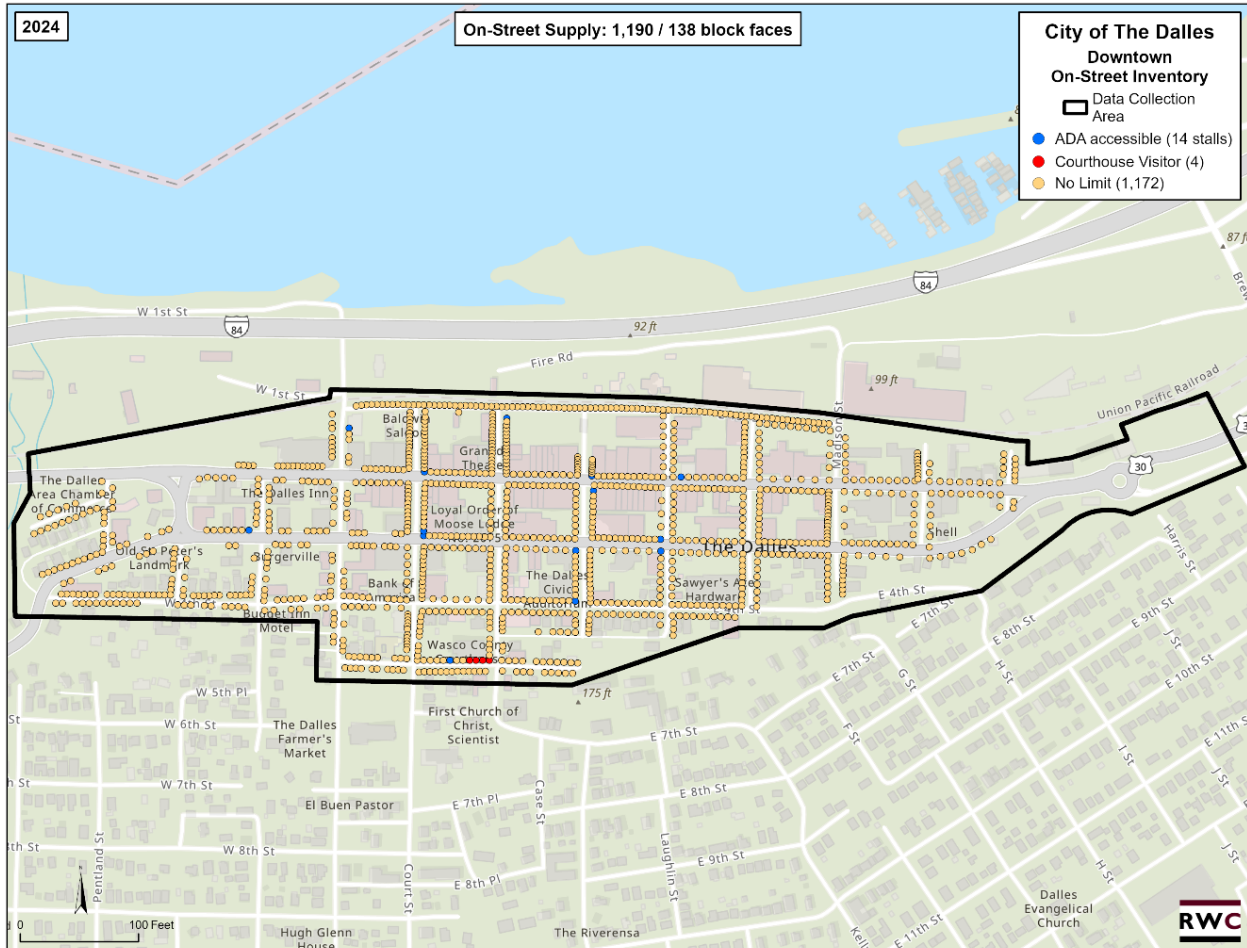
<sup>1</sup> Of the 155 total block faces inventoried, 138 allow for the 1,190 parking stalls (17 block faces do not allow parking).



### 3.1 Format of the On-street Supply

**Figure B** allocates each inventoried on-street stall to the block face it is located on by type of stall. As the figure shows, nearly all on-street parking has a No Limit designation (gold dots on the map). There are fourteen (14) ADA Accessible stalls distributed throughout the study area (blue dots), and the Courthouse has four (4) stalls assigned specifically to visitors of the Courthouse (red dots).

**Figure B: On-Street Inventory Map**



### 3.2 The Off-street Supply

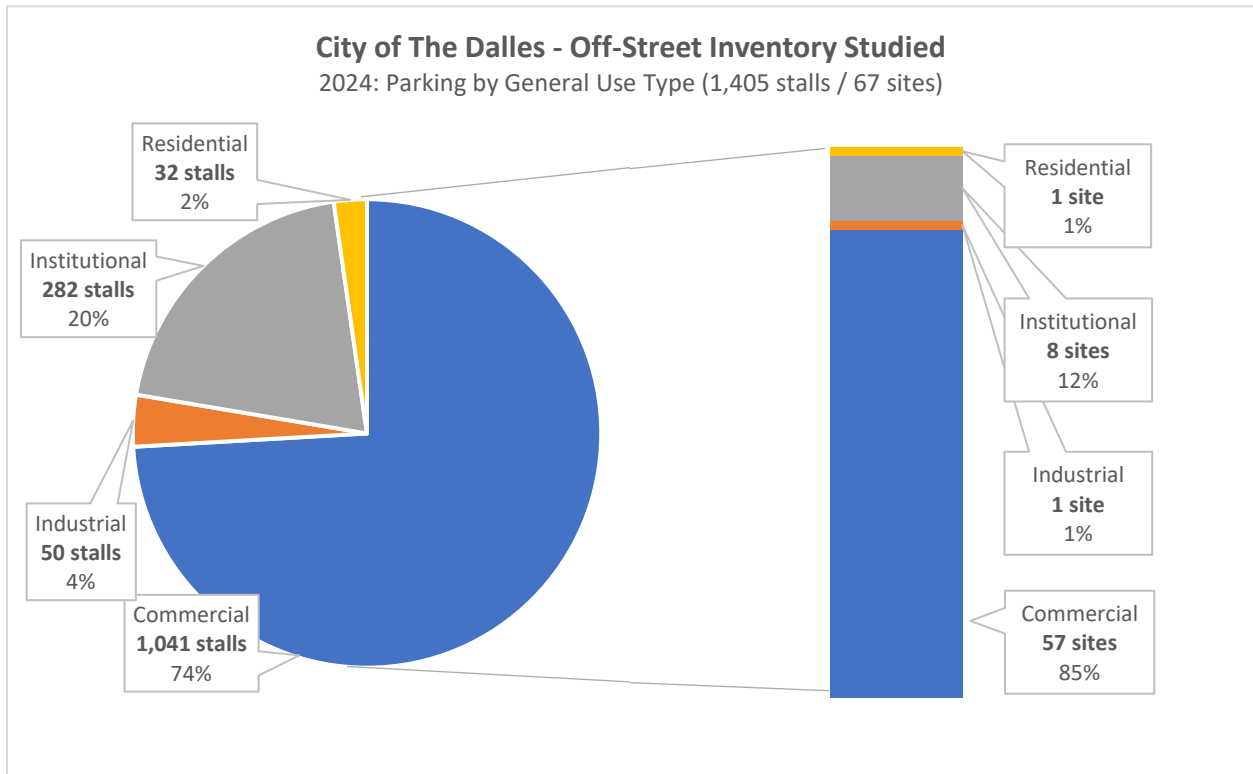
**Table 2** below shows the off-street supply in the Downtown Study Area, totaling 67 unique sites and 1,405 stalls. The table further shows the type of land use served by these lots. Commercial land uses dominate the supply (57 of 67 sites and 1,041 stalls). The largest use category is Office, with 21 sites and 329 total stalls (about 23% of the entire off-street supply). The next highest-use category is Government, with 6 sites and 251 stalls (18% of the entire off-street supply). **Figure C** provides a more graphical illustration of the **Table 2** breakout.

**Figure D** (page 5) locates each site within the Study Area by type of land use served. Note that each identified off-street site has a number associated with it on the map. These numbers correlate to specific site information for each lot in **Table 3** below (page 6).

**Table 2: Off-Street Inventory by Specific Land Use Type**

General Use Type	Specific Use Type	Sites	% Total	Stalls	% Total
	<b>Off-Street Supply Studied</b>	<b>67</b>	<b>100%</b>	<b>1,405</b>	<b>100%</b>
<b>Commercial</b>	Financial Institution	4	6%	57	4%
	Lodging	3	4%	91	6%
	Medical	1	1%	21	1%
	Mixed Use	10	15%	181	13%
	Office	21	31%	329	23%
	Public	4	6%	156	11%
	Restaurant	5	7%	74	5%
	Retail	8	12%	122	9%
	Undeveloped	1	1%	10	< 1%
<b>Industrial</b>	Mixed Use <sup>2</sup>	1	1%	50	4%
<b>Institutional</b>	Government	6	9%	251	18%
	Museum	1	1%	15	1%
	Retail <sup>3</sup>	1	1%	16	1%
<b>Residential</b>	Residential	1	1%	32	2%

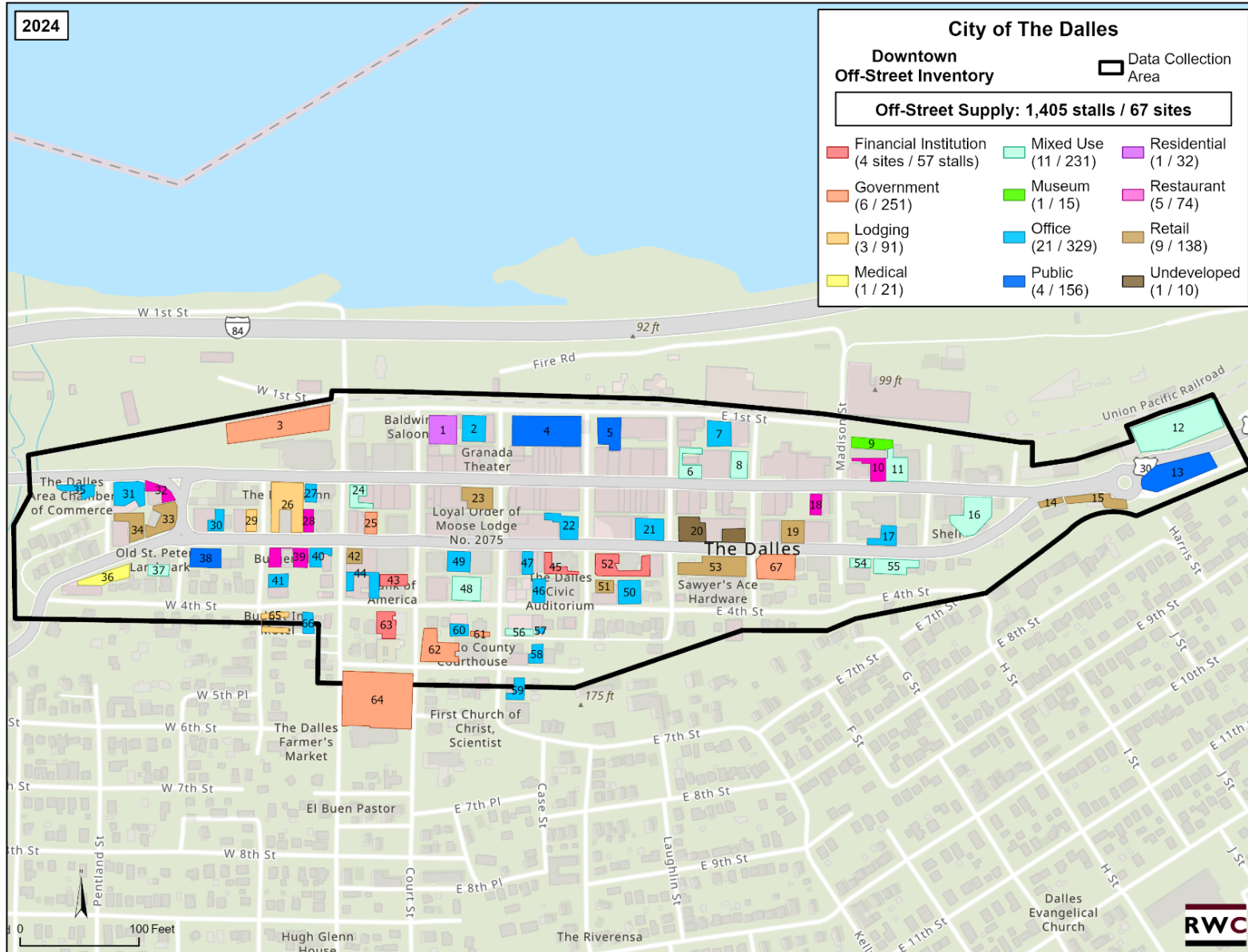
**Figure C: Off-Street Inventory by General Land Use Type**



<sup>2</sup> See Lot #12 in Table 3.

<sup>3</sup> See Lot #19 in Table 3.

Figure D: Off-Street Inventory by Specific Use Type Map



#### 4.0 SUMMARY

The parking inventory provides The Dalles with a comprehensive catalog of parking in the Downtown Study area. On-street stalls are now located by specific block faces and by type of stall. Off-street parking has been fully cataloged to identify all off-street sites and to provide an accurate count of stalls built and the type of land use served.

The inventory forms the foundation from which data can now be collected to determine occupancies by hour, average duration of stay, turnover, and other utilization metrics. As stated above, data collection will begin in the May/June 2024 timeframe.

**Table 3: Off-Street Inventory by Site**

Lot ID	Facility	Stalls	Specific Use Type	General Use Type
	<b>Off-Street Supply (67 sites)</b>	<b>1,405</b>		
1	Commodore II (Permit Only)	32	Residential	Residential
2	Authorized Parking Only	21	Office	Commercial
3	US Postal Service	34	Government	Institutional
4	Public Parking (1)	80	Public	Commercial
5	Public Parking (2)	32	Public	Commercial
6	JD Smith Jewelers/ StateFarm	14	Mixed Use	Commercial
7	Gravel Lot	37	Office	Commercial
8	Second Street Mercantile/ La Fogata	18	Mixed Use	Commercial
9	Wonderworks Children's Museum	15	Museum	Institutional
10	RiverTap Restaurant and Pub	20	Restaurant	Commercial
11	Mid Columbia Auto Dealing/ RiverTap Parking after 5 pm	18	Mixed Use	Commercial
12	Sunshine Mill Winery	50	Mixed Use	Industrial
13	Public Parking (3)	20	Public	Commercial
14	For Sale - Vacant Lot (1)	9	Retail	Commercial
15	For Sale - Vacant Lot (2)	13	Retail	Commercial
16	Dominoes/ Sinclair Gas/ Holsteins Coffee	31	Mixed Use	Commercial
17	Optimist Printers	6	Office	Commercial
18	Zims Brau Haus	17	Restaurant	Commercial
19	Reserved for Salvation Army - Permanently Closed	16	Retail	Institutional
20	523 E 3rd Street - Vacant Building	10	Undeveloped	Commercial
21	Gobhi (Permit Only)	37	Office	Commercial
22	The Dalles Chronicle	19	Office	Commercial
23	Discounts Plus	32	Retail	Commercial
24	Alive Chiropractic and Rehabilitation/ State Farm	17	Mixed Use	Commercial
25	The Dalles City Hall	17	Government	Institutional
26	The Dalles Inn	58	Lodging	Commercial
27	Amerititle	10	Office	Commercial
28	Clock Tower Ales	6	Restaurant	Commercial
29	Oregon Motor Hotel	14	Lodging	Commercial
30	Copper West Real Estate	9	Office	Commercial

Lot ID	Facility	Stalls	Specific Use Type	General Use Type
31	High Street Insurance and Financial Services	14	Office	Commercial
32	The Dalles Cuisine	7	Restaurant	Commercial
33	76 Gas Station	5	Retail	Commercial
34	Alicia's Bakery	5	Retail	Commercial
35	The Dalles Area Chamber of Commerce	12	Office	Commercial
36	The Dalles Veterinary Hospital	21	Medical	Commercial
37	The Satori Collective/ Immense Imagery/ Columbia Community Connection News/ Play and Learn at Home	4	Mixed Use	Commercial
38	Public Parking (4)	24	Public	Commercial
39	Burgerville	24	Restaurant	Commercial
40	Robin Miles Insurance	10	Office	Commercial
41	Rebecca Street Physical Therapy	16	Office	Commercial
42	The Dalles Auto Parts	9	Retail	Commercial
43	Washington Federal Bank	13	Financial Institution	Commercial
44	Private Parking (2)	14	Office	Commercial
45	Umpqua Bank	10	Financial Institution	Commercial
46	Medical Arts Building	15	Office	Commercial
47	Private Parking (1)	16	Office	Commercial
48	US Bank/ CenturyLink	39	Mixed Use	Commercial
49	Mid-Columbia Vision Source	22	Office	Commercial
50	Hammel Building Tenants (Private Parking)	30	Office	Commercial
51	Oliver's Floor Covering	8	Retail	Commercial
52	Wells Fargo	21	Financial Institution	Commercial
53	Sawyer's Ace Hardware	41	Retail	Commercial
54	Farmers Insurance/ Infinity	9	Mixed Use	Commercial
55	Gorge Recovery Service/ Rio Grande Taqueria	24	Mixed Use	Commercial
56	502 Washington Offices/Retail	7	Mixed Use	Commercial
57	Holly Nichols - Employee Parking	2	Office	Commercial
58	RTO & Company	13	Office	Commercial
59	Wasco Wellness Center	7	Office	Commercial
60	Private Parking (3)	5	Office	Commercial
61	Wasco County Circuit Court - Sheriff Parking	8	Government	Institutional
62	Wasco County Circuit Court	33	Government	Institutional
63	BMO Banking	13	Financial Institution	Commercial
64	Department of Human Services	135	Government	Institutional
65	Budget Inn	19	Lodging	Commercial
66	Toole Carter Tissot and Coats	14	Office	Commercial
67	City Lot "X" – 600 & 608 E 3 <sup>rd</sup> Street (under development)	24	Government	Institutional

RECEIVED

APR 22 2024



State of Washington  
Department of Fish and Wildlife

Mailing Address: 600 Capitol Way N, Olympia WA 98501-1091, (360) 902-2200, TDD (360) 902-2207  
Main Office Location: Natural Resources Building, 1111 Washington Street SE, Olympia WA

April 15, 2024

Jennifer Toepke,  
Executive Assistant  
Port of The Dalles  
3636 Klindt Drive  
The Dalles, OR 97058

Dear Jennifer Toepke:

This letter is to confirm continued usage of the facility at The Dalles Marina by the Washington Department of Fish and Wildlife's (WDFW) Northern Pikeminnow Sport-Reward Program in 2024. Last season, anglers at The Dalles station spent 1,715 angler days of effort and harvested 22,789 Northern Pikeminnow during the 2023 Pikeminnow season.

We plan to conduct the Pikeminnow field season seven days per week beginning on May 1, 2024 and will operate daily through September 30, 2024. As in previous years, there is a possibility that the Pikeminnow Program is extended if angler participation and harvest levels warrant it. Full information on the Northern Pikeminnow Sport-Reward Fishery is available at our website at: [www.pikeminnow.org](http://www.pikeminnow.org) . Hours of operation (when we would be there) this year will be 11:30 am to 4:30 pm.

Please feel free to contact me at (360) 906-6749 if you have any further questions or concerns about the upcoming Pikeminnow season. Thank you again for allowing us to use this facility as a Pikeminnow registration station in 2024.

Sincerely,



Eric Winther  
WDFW Program Manager  
Northern Pikeminnow Sport-Reward Fishery

PORT OF THE DALLES AGENDA ITEM

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MEETING DATE                      May 8, 2024

ACTION ITEM M-1.)                April 10, 2024, Regular Session Meeting Minutes

STAFF RECOMMENDATION        Approve April 10, 2024, Regular Session Meeting Minutes as presented

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To be added to meeting packet on Wednesday, May 8, 2024.

PORT OF THE DALLES AGENDA ITEM

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MEETING DATE	May 8, 2024
ACTION ITEM M-2.)	April 17, 2024, Budget Committee Meeting Minutes
STAFF RECOMMENDATION	Approve <u>April 17, 2024, Budget Committee Meeting Minutes</u> as presented

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PORT OF THE DALLES BUDGET COMMITTEE MEETING  
FISCAL YEAR 2024/2025  
Meeting Minutes, April 17, 2024  
The Balch Hotel, Dufur, Oregon

The Port of The Dalles Budget Committee Meeting for Fiscal Year 2024/2025 was called to order by Commissioner Wallace at 5:33 p.m.

ROLL CALL

Budget Committee: Robert Wallace, Greg Weast, Staci Coburn, John Willer, John Amery, Nathanael Stice, Allen Weast, Ryan Bessette,  
Absent: Mary Hanlon; Steve Kramer

Staff: Andrea Klaas, Executive Director & Budget Officer; Jennifer Toepke, Executive Assistant/Bookkeeper

CALL FOR NOMINATIONS

President Wallace opened the nominations for Budget Committee Chairman:

- *Motion to nominate Staci Coburn as Chairman: M/N. Stice, S/J. Willer. Nominations for Chairman closed. By a unanimous vote Staci Coburn was elected Chairman of the FY 2024/2025 Port of The Dalles Budget Committee.*

Budget Committee Chairman Staci Coburn opened nominations for Budget Committee Secretary:

- *Motion to nominate Allen Weast for Budget Committee Secretary: M/G. Weast, S/J. Willer. Nominations for Secretary closed. By a unanimous vote Allen Weast was elected Secretary of the 2024-2025 Port of The Dalles Budget Committee.*

BUDGET MESSAGE AND DISCUSSION

Budget Officer Klaas presented the budget message for Fiscal Year 2024-2025 in detail, including answering clarification questions about each of the budget's three funds, Port property and assets, and the two fires at the The Dalles Marina.

BUDGET APPROVAL

- *Motion to accept the FY 2024-2025 Port of The Dalles Budget as developed by the Budget Officer: M/G. Weast, S/N. Stice; motion approved unanimously.*

TAX RATE APPROVAL

- *Motion to approve the tax rate of \$0.2007/\$1,000 for FY 2024/2025 as recommended by the Budget Officer: M/G. Weast, S/J. Amery; motion approved unanimously.*

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT OF THE DALLES BUDGET COMMITTEE, the meeting adjourned at 6:20 p.m.

BUDGET COMMITTEE

BUDGET COMMITTEE

\_\_\_\_\_  
Staci Coburn, Chairman

\_\_\_\_\_  
Allen Weast, Secretary

PORT OF THE DALLES AGENDA ITEM

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MEETING DATE	May 8, 2024
ACTION ITEM M-3.)	April 26, 2024, Planning Session Meeting Minutes
STAFF RECOMMENDATION	Approve <u>April 26, 2024, Planning Session Meeting Minutes</u> as presented

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PORT OF THE DALLES COMMISSION  
Planning Special Session Meeting Minutes  
Wednesday, April 26, 2024, 9:00 a.m.  
Fairfield Inn & Suites The Dalles, The Dalles, Oregon

The Planning Special Session Meeting of the Port Commissioners was called to order by President Wallace at 9:06 a.m.

ROLL CALL Executive Director Klaas

- COMMISSION Robert Wallace, President; Greg Weast, Vice-President; Staci Coburn, Treasurer; John Willer, Secretary; Mary Hanlon, Assistant Secretary/Treasurer
- STAFF Andrea Klaas, Executive Director; Jennifer Toepke Executive Assistant

PLEDGE OF ALLEGIANCE Commissioner Willer

MEETING OBJECTIVES President Wallace and Executive Director Klaas introduced the meeting objectives, including a historical timeline of the Port given my Executive Director Klaas.

PROCESS OVERVIEW Special Districts Association of Oregon (SDAO) Senior Consultant, Mark Knudsen, presented the process overview.

STRATEGIC PLANNING AND BRAINSTORMING Under the facilitation of Senior Consultant Knudsen, Commission & Staff spent the day brainstorming and planning for the following:

1. Role of the Port
2. Growth Opportunities
3. Dufur
4. The Dalles Marina
5. Strategic Partnerships and Alliances
6. Constraints and/or Impediments
7. Other Resources and Interests

RECESS The planning special session was recessed for lunch at 12:30 p.m.

RECONVENE The planning special session was reconvened at 1:30 p.m.

PRIORITIES & ACTION PLAN Senior Consultant Knudsen will be providing the Port with a report from the planning session, to include identified priorities and their actions, at which time the Port Commission will amend if necessary and adopt accordingly.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 4:30 p.m.

PORT OF THE DALLES:

ATTEST:

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

\_\_\_\_\_  
John Willer, Secretary  
Board of Commissioners

DATE APPROVED: May 8, 2024

Prepared by: Executive Assistant Toepke

PORT OF THE DALLES AGENDA ITEM

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MEETING DATE	May 8, 2024
ACTION ITEM M-4.)	April 2024 Financial Reports <u>Commissioner Coburn</u>
STAFF RECOMMENDATION	Approve <u>April 2024 Financial Reports</u> as presented

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Notable

- Savings
  - Oregon State Treasury Short Term Fund: 5.20%
  - First Interstate Bank Money Market: 5.33%
- Uncommon Fund Activity
  - General Fund
    - ❖ Expense
      - Columbia Gorge News LLC, Legal advertising – 2<sup>nd</sup> Notice of Budget Committee Meeting: \$51.00
      - Dick, Dick & Corey LLP, Confidential matter: \$5,068.75
      - John’s Waterproofing, Waterproof basement of Administrative Office due to flooding over the winter, 50% down: \$19,518.97
      - Commissioner Staci Coburn, 2024 SDAO Annual Conference Expense Reimbursement: \$267.27
      - The Dalles Iron Works LLC, Pin (3) replacements for Launch Ramp Docks: \$347.00
      - Two Dogs Plumbing & Drain Cleaning Inc, Fixed a leak at the Boat Pumpout/Dump Station at the Transient Guest Moorage: \$344.00
      - Two Dogs Plumbing & Drain Cleaning Inc, Camera exploration of Port Administrative Office basement pipes and drains: \$537.50
    - ❖ Income
      - Business Oregon, Strategic Business Plan Update Grant: \$50,000.00 (total cost: \$66,460.00)
  - Marina Fund
    - ❖ Expense
      - Eaton Corporation, Two marine power pedestals to replace those burnt in the second fire (these pedestals were ordered nearly two years ago and just arrived, reimbursement from property insurance was received in the previous fiscal year to cover this expense): \$6,256.02

Cash Basis

PORT OF THE DALLES  
Balance Sheet by Class  
As of April 30, 2024

	<u>General Fund</u>	<u>Marina Fund</u>	<u>Port Development Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
ASSETS					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	4,904.80	0.00	0.00	0.00	4,904.80
Total CSB Checking	<u>4,904.80</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,904.80</u>
FIB Checking					
General Fund	14,300.55	0.00	0.00	0.00	14,300.55
Marina Fund	0.00	1,275.11	0.00	0.00	1,275.11
Port Development Fund	0.00	0.00	4,903.85	0.00	4,903.85
Total FIB Checking	<u>14,300.55</u>	<u>1,275.11</u>	<u>4,903.85</u>	<u>0.00</u>	<u>20,479.51</u>
FIB Money Market					
General Fund	37,491.43	0.00	0.00	0.00	37,491.43
Marina Fund	0.00	1,000.00	0.00	0.00	1,000.00
Port Development Fund	0.00	0.00	27,133.01	0.00	27,133.01
Total FIB Money Market	<u>37,491.43</u>	<u>1,000.00</u>	<u>27,133.01</u>	<u>0.00</u>	<u>65,624.44</u>
LGIP					
General	1,610,871.08	0.00	0.00	0.00	1,610,871.08
Marina	0.00	279,747.76	0.00	0.00	279,747.76
Port Development	0.00	0.00	3,979,714.55	0.00	3,979,714.55
Total LGIP	<u>1,610,871.08</u>	<u>279,747.76</u>	<u>3,979,714.55</u>	<u>0.00</u>	<u>5,870,333.39</u>
Petty Cash	66.28	28.48	55.24	0.00	150.00
Total Checking/Savings	<u>1,667,634.14</u>	<u>282,051.35</u>	<u>4,011,806.65</u>	<u>0.00</u>	<u>5,961,492.14</u>
Total Current Assets	<u>1,667,634.14</u>	<u>282,051.35</u>	<u>4,011,806.65</u>	<u>0.00</u>	<u>5,961,492.14</u>
TOTAL ASSETS	<u>1,667,634.14</u>	<u>282,051.35</u>	<u>4,011,806.65</u>	<u>0.00</u>	<u>5,961,492.14</u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Credit Cards					
Mastercard-2549	-193.21	0.00	193.21	0.00	0.00
Mastercard-2556	704.00	0.00	-704.00	0.00	0.00
Total Credit Cards	<u>510.79</u>	<u>0.00</u>	<u>-510.79</u>	<u>0.00</u>	<u>0.00</u>

**Cash Basis**

## PORT OF THE DALLES

## Balance Sheet by Class

As of April 30, 2024

	General Fund	Marina Fund	Port Development Fund	Unclassified	TOTAL
Other Current Liabilities					
Payroll Liabilities	112.81	0.00	0.00	0.00	112.81
Total Other Current Liabilities	<u>112.81</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>112.81</u>
Total Current Liabilities	<u>623.60</u>	<u>0.00</u>	<u>-510.79</u>	<u>0.00</u>	<u>112.81</u>
Total Liabilities	<u>623.60</u>	<u>0.00</u>	<u>-510.79</u>	<u>0.00</u>	<u>112.81</u>
Equity					
Unrestricted Net Assets	1,385,010.15	254,837.72	3,832,821.27	0.00	5,472,669.14
Net Income	<u>282,000.39</u>	<u>27,213.63</u>	<u>179,496.17</u>	<u>0.00</u>	<u>488,710.19</u>
Total Equity	<u>1,667,010.54</u>	<u>282,051.35</u>	<u>4,012,317.44</u>	<u>0.00</u>	<u>5,961,379.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,667,634.14</u></u>	<u><u>282,051.35</u></u>	<u><u>4,011,806.65</u></u>	<u><u>0.00</u></u>	<u><u>5,961,492.14</u></u>

PORT OF THE DALLES  
Profit & Loss Budget vs. Actual-GENERAL FUND  
 July 2023 through April 2024

	<u>Jul '23 - Apr 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	1,096,994.00	0.0%
Interest from Earnings	63,124.33	32,910.00	191.81%
Other Resources			
Grants	68,418.50	4,000,000.00	1.71%
Launch Ramp & Transient Moorage	1,110.00	3,000.00	37.0%
Leased Land & Facilities	86,397.80	60,000.00	144.0%
Loan Repayments			
Marina Fund	0.00	84,466.00	0.0%
Total Loan Repayments	0.00	84,466.00	0.0%
Other Income	1,008.94	15,000.00	6.73%
Total Other Resources	156,935.24	4,162,466.00	3.77%
Previously Levied Taxes	14,718.21	5,000.00	294.36%
Property Taxes	453,919.26	430,251.00	105.5%
Transfer from Other Funds			
Port Development Fund	0.00	200,000.00	0.0%
Transfer from Other Funds - Other	0.00	808,068.00	0.0%
Total Transfer from Other Funds	0.00	1,008,068.00	0.0%
Total Income	688,697.04	6,735,689.00	10.23%
Gross Profit	688,697.04	6,735,689.00	10.23%
Expense			
Capital Outlay	28,090.20	4,050,000.00	0.69%
Material & Services	130,582.59	296,000.00	44.12%
Personal Services	248,023.86	400,000.00	62.01%
Transfers & Contingency	0.00	1,400,000.00	0.0%
Total Expense	406,696.65	6,146,000.00	6.62%
Net Ordinary Income	282,000.39	589,689.00	47.82%
Net Income	282,000.39	589,689.00	47.82%

PORT OF THE DALLES  
Profit & Loss Budget vs. Actual-MARINA FUND  
 July 2023 through April 2024

	<u>Jul '23 - Apr 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	337,157.00	0.0%
Interest from Earnings	11,213.81	10,115.00	110.86%
Other Resources			
Fire Emergency	23,036.59	1,500,000.00	1.54%
Total Other Resources	<u>23,036.59</u>	<u>1,500,000.00</u>	<u>1.54%</u>
Total Income	<u>34,250.40</u>	<u>1,847,272.00</u>	<u>1.85%</u>
Gross Profit	34,250.40	1,847,272.00	1.85%
Expense			
Capital Outlay	7,036.77	900,000.00	0.78%
Debt Service	0.00	84,466.00	0.0%
Transfers & Contingency	0.00	808,068.00	0.0%
Total Expense	<u>7,036.77</u>	<u>1,792,534.00</u>	<u>0.39%</u>
Net Ordinary Income	<u>27,213.63</u>	<u>54,738.00</u>	<u>49.72%</u>
Net Income	<u><u>27,213.63</u></u>	<u><u>54,738.00</u></u>	<u><u>49.72%</u></u>



Profit & Loss Budget vs. Actual-PORT DEVELOPMENT FUND

July 2023 through April 2024

	<u>Jul '23 - Apr 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	2,089,343.00	0.0%
Interest from Earnings	157,359.90	62,680.00	251.05%
Other Resources			
Grants	0.00	4,000,000.00	0.0%
Land Sales & Contract Interest			
V&G			
Interest	2,720.83		
Principal	4,119.17		
Total V&G	<u>6,840.00</u>		
Land Sales & Contract Interest - Other	<u>35,000.00</u>	<u>2,500,000.00</u>	1.4%
Total Land Sales & Contract Interest	<u>41,840.00</u>	<u>2,500,000.00</u>	1.67%
Loan Repayments			
CGCC	0.00	464,014.00	0.0%
City of Dufur	0.00	42,225.00	0.0%
Total Loan Repayments	<u>0.00</u>	<u>506,239.00</u>	0.0%
Other Income	<u>2,873.57</u>	<u>4,000,000.00</u>	0.07%
Total Other Resources	<u>44,713.57</u>	<u>11,006,239.00</u>	0.41%
Transfer from Other Funds			
General Fund	0.00	1,300,000.00	0.0%
Total Transfer from Other Funds	<u>0.00</u>	<u>1,300,000.00</u>	0.0%
Total Income	<u>202,073.47</u>	<u>14,458,262.00</u>	1.4%
Gross Profit	<u>202,073.47</u>	<u>14,458,262.00</u>	1.4%
Expense			
Capital Outlay	0.00	9,000,000.00	0.0%
Material & Services	22,577.30	405,000.00	5.58%
Special Payments	0.00	2,000,000.00	0.0%
Transfers & Contingency	0.00	400,000.00	0.0%
Total Expense	<u>22,577.30</u>	<u>11,805,000.00</u>	0.19%
Net Ordinary Income	<u>179,496.17</u>	<u>2,653,262.00</u>	6.77%
Net Income	<u>179,496.17</u>	<u>2,653,262.00</u>	6.77%

PORT OF THE DALLES AGENDA ITEM

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MEETING DATE	May 8, 2024
ACTION ITEM M-5.)	Resolution No. 2024-002 Adopting the Budget, Making Appropriations, Imposing the Tax, Categorizing the Tax, Fiscal Year 2024-2025
STAFF RECOMMENDATION	Adopt <u>Resolution No. 2024-002 Adopting the Budget, Making Appropriations, Imposing the Tax, Categorizing the Tax, Fiscal Year 2024-2025</u> as presented

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Fiscal Year 2024-2025 Approved Budget by Port of The Dalles Budget Committee on April 17, 2024



**RESOLUTION No. 2024-002**

**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Commissioners of the Port of The Dalles hereby adopts the budget for fiscal year 2024-2025 in the total amount of \$23,436,513.00. This budget is now on file at 3636 Klindt Drive in The Dalles, Oregon.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2024, for the following purposes:

<b><u>General Fund</u></b>		<b><u>Port Development Fund</u></b>	
<u>Organizational Unit or Program:</u>		<u>Organizational Unit or Program:</u>	
Administration	\$ 5,054,000.00	Economic Development and Marketing	\$ 9,415,000.00
<u>Not Allocated to Organizational Unit or Program:</u>		<u>Not Allocated to Organizational Unit or Program:</u>	
Transfer to Other Funds	\$ 500,000.00	Debt Service	\$ -
Contingency	\$ 100,000.00	Special Payments	\$ 2,000,000.00
		Transfers to Other Funds	\$ 200,000.00
		Contingency	\$ 200,000.00
<b>Total</b>	<b>\$ 5,654,000.00</b>	<b>Total</b>	<b>\$ 11,815,000.00</b>
		<b><u>Marina Fund</u></b>	
		<u>Organizational Unit or Program:</u>	
		Marina	\$ 984,466.00
		<u>Not Allocated to Organizational Unit or Program:</u>	
		Transfer to Other Funds	\$ 675,000.00
		<b>Total</b>	<b>\$ 1,659,466.00</b>
		<b>Total APPROPRIATIONS, All Funds</b>	<b>\$ 19,128,466.00</b>
			<b>\$ 4,308,047.00</b>
		<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 23,436,513.00</b>

**RESOLUTION IMPOSING THE TAX**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 2024-2025 upon the assessed value of all taxable property within the district: At the rate of \$0.2007 per \$1,000 of assessed value for permanent rate tax;

**RESOLUTION CATEGORIZING THE TAX**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the General Government Limitation**

Permanent Rate Tax.....\$ 0.2007/\$1,000

The above resolutions were approved and declared adopted on this 8th day of May, 2024.

\_\_\_\_\_  
Robert Wallace, President

\_\_\_\_\_  
Greg Weast, Vice-President

\_\_\_\_\_  
John Willer, Secretary

\_\_\_\_\_  
Staci Coburn, Treasurer

\_\_\_\_\_  
Mary Hanlon, Assistant Secretary/Treasurer

FORM LB-20		RESOURCES GENERAL FUND			Port of The Dalles				
Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-2025*					
Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 21-22	First Preceding Year 22-23								
1	\$ 1,521,940	\$ 1,013,207	\$ 1,096,994	1	Beginning cash on hand(1) (cash basis) or	\$ 555,794	\$ 555,794	\$ 0	1
2	\$ 8,500	\$ 34,666	\$ 32,910	2	Interest from Cash in Bank	\$ 27,790	\$ 27,790	\$ 0	2
3	\$ 200,000	\$ 200,000	\$ 1,008,068	3	Transfer from Other Funds	\$ 875,000	\$ 875,000	\$ 0	3
4	\$ 10,927	\$ 5,856	\$ 5,000	4	Previously levied taxes estimated to be received	\$ 5,000	\$ 5,000	\$ 0	4
5				5	<b>OTHER RESOURCES</b>				5
6	\$ 10,723	\$ 13,682	\$ 4,000,000	6	Grants	\$ 4,020,000	\$ 4,020,000	\$ 0	6
7	\$ 0	\$ 2,746	\$ 3,000	7	Launch ramp and Transient moorage	\$ 3,000	\$ 3,000	\$ 0	7
8	\$ 101,856	\$ 84,466	\$ 84,466	8	Loan Repayments	\$ 84,466	\$ 84,466	\$ 0	8
9	\$ 19,748	\$ 76,407	\$ 60,000	9	Leased land and Facilities	\$ 80,000	\$ 80,000	\$ 0	9
10	\$ 18,299	\$ 4,000	\$ 15,000	10	Other Income	\$ 50,000	\$ 50,000	\$ 0	10
11				11					11
12				12					12
13				13					13
14				14					14
15	\$ 1,891,793	\$ 1,435,030	\$ 6,305,438	15	Total resources, except taxes to be levied	\$ 5,701,050	\$ 5,701,050	\$ 0	15
16			\$ 430,251	16	Taxes estimated to be received	\$ 448,268	\$ 448,268	\$ 0	16
17	\$ 367,882	\$ 445,406		17	Taxes collected in year levied				17
18	\$ 2,259,675	\$ 1,880,436	\$ 6,735,689	18	<b>TOTAL RESOURCES</b>	\$ 6,149,318	\$ 6,149,318	\$ 0	18

\* May not sum to total due to rounding 1.The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

FORM LB-30		REQUIREMENTS SUMMARY GENERAL FUND			Port of The Dalles				
Historical Data			REQUIREMENTS For: <u>Administration</u>	Budget for Next Year 2024-2025*					
Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 21-22	First Preceding Year 22-23								
				<b>PERSONAL SERVICES</b>					
1	\$ 181,776	\$ 207,562	\$ 300,000	1	Wages and Salaries	\$ 350,000	\$ 350,000	\$ 0	1
2	\$ 83,165	\$ 82,381	\$ 100,000	2	Taxes and Benefits	\$ 120,000	\$ 120,000	\$ 0	2
3	\$ 264,941	\$ 289,943	\$ 400,000	3	TOTAL PERSONAL SERVICES	\$ 470,000	\$ 470,000	\$ 0	3
4	2	2	3	4	Total Full-Time Equivalent (FTE)	3.5	3.5		4
				<b>MATERIAL AND SERVICES</b>					
6	\$ 6,924	\$ 5,320	\$ 12,000	6	Office Supplies & Equipment	\$ 15,000	\$ 15,000	\$ 0	6
7	\$ 9,552	\$ 10,371	\$ 19,000	7	Utilities	\$ 19,000	\$ 19,000	\$ 0	7
8	\$ 7,965	\$ 15,085	\$ 20,000	8	Maintenance: supplies and services	\$ 20,000	\$ 20,000	\$ 0	8
9	\$ 16,181	\$ 28,287	\$ 50,000	9	Travel, Education, and Meetings	\$ 50,000	\$ 50,000	\$ 0	9
10	\$ 15,321	\$ 17,498	\$ 25,000	10	Insurance- Property and Liability	\$ 35,000	\$ 35,000	\$ 0	10
11	\$ 15,095	\$ 28,196	\$ 30,000	11	Dues and Memberships	\$ 35,000	\$ 35,000	\$ 0	11
12	\$ 10,035	\$ 7,815	\$ 20,000	12	Legal	\$ 20,000	\$ 20,000	\$ 0	12
13	\$ 7,250	\$ 7,940	\$ 20,000	13	Accounting & Audit	\$ 20,000	\$ 20,000	\$ 0	13
14	\$ 18,287	\$ 69,763	\$ 75,000	14	Contracted Services	\$ 85,000	\$ 85,000	\$ 0	14
15	\$ 37,613	\$ 11,991	\$ 25,000	15	Launch Ramp and Transient Moorage	\$ 35,000	\$ 35,000	\$ 0	15
16	\$ 144,223	\$ 202,256	\$ 296,000	16	TOTAL MATERIALS AND SERVICES	\$ 334,000	\$ 334,000	\$ 0	16
				<b>CAPITAL OUTLAY</b>					
18	\$ 12,875	\$ 3,228	\$ 50,000	18	Port Facilities	\$ 250,000	\$ 250,000	\$ 0	18
19	\$ 24,429	\$ -0	\$ 4,000,000	19	Launch Ramp/Transient Moorage	\$ 4,000,000	\$ 4,000,000	\$ 0	19
20	\$ 37,304	\$ 3,228	\$ 4,050,000	20	TOTAL CAPITAL OUTLAYS	\$ 4,250,000	\$ 4,250,000	\$ 0	20
				<b>TRANSFER TO OTHER FUNDS &amp; CONTINGENCY</b>					
22	\$ 800,000	\$ -0	\$ 1,300,000	22	Transfer to other funds	\$ 500,000	\$ 500,000	\$ 0	22
23	\$ -0	\$ -0	\$ 100,000	23	General Operating Contingency	\$ 100,000	\$ 100,000	\$ 0	23
24	\$ 800,000	\$ -0	\$ 1,400,000	24	TOTAL TRANSFER AND CONTINGENCY	\$ 600,000	\$ 600,000	\$ 0	24
25	\$ 1,246,468	\$ 495,427	\$ 6,146,000	25	TOTAL EXPENDITURES	\$ 6,654,000	\$ 6,654,000	\$ 0	25
26	\$ 1,013,207	\$ 1,385,009	\$ 589,689	26	UNAPPROPRIATED ENDING FUND BALANCE	\$ 495,318	\$ 495,318	\$ 0	26
27	\$ 2,259,675	\$ 1,880,436	\$ 6,735,689	27	<b>TOTAL REQUIREMENTS</b>	\$ 6,149,318	\$ 6,149,318	\$ 0	27

\* May not sum to total due to rounding

FORM		RESOURCES			Port of The Dalles			
LB-20		PORT DEVELOPMENT FUND						
Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-2025*				
Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 21-22	First Preceding Year 22-23							
1	\$ 1,684,954	\$ 1,963,459	\$ 2,089,343	1 Beginning cash on hand <sup>(1)</sup> (cash basis) or	\$ 4,353,000	\$ 4,353,000	\$ 0	1
2	\$ 12,411	\$ 64,805	\$ 62,880	2 Interest from Earnings	\$ 217,650	\$ 217,650	\$ 0	2
3	\$ 0	\$ 0	\$ 1,300,000	3 Transfer from Other Funds	\$ 500,000	\$ 500,000	\$ 0	3
4				4 OTHER RESOURCES				4
5	\$ 0	\$ 0	\$ 4,000,000	5 Grants	\$ 4,000,000	\$ 4,000,000	\$ 0	5
6	\$ 5,041	\$ 1,430,271	\$ 2,500,000	6 Land Sales & Interest from Contracts	\$ 2,500,000	\$ 2,500,000	\$ 0	6
7	\$ 26,525	\$ 0	\$ 4,000,000	7 Other Income	\$ 4,000,000	\$ 4,000,000	\$ 0	7
8	\$ 39,310	\$ 39,310	\$ 42,225	8 Loan Repayment City of Dufur	\$ 0	\$ 0	\$ 0	8
9	\$ 612,289	\$ 572,979	\$ 464,014	9 Loan Repayment CGCC	\$ 0	\$ 0	\$ 0	9
10	\$ 2,380,530	\$ 4,070,824	\$ 14,458,262	10 TOTAL RESOURCES	\$ 15,570,650	\$ 15,570,650	\$ 0	10

\* May not sum to total due to rounding (1) The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

FORM		REQUIREMENTS SUMMARY			Port of The Dalles			
LB-30		PORT DEVELOPMENT FUND						
Historical Data			REQUIREMENTS For: Economic Development and Marketing	Budget for Next Year 2024-2025*				
Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 21-22	First Preceding Year 22-23							
1				1 MATERIAL AND SERVICES				1
2	\$ 3,931	\$ 11,206	\$ 25,000	2 Travel, marketing promotion, and meetings	\$ 35,000	\$ 35,000	\$ 0	2
3	\$ 630	\$ 13,620	\$ 15,000	3 Legal	\$ 15,000	\$ 15,000	\$ 0	3
4	\$ 7,265	\$ 7,940	\$ 15,000	4 Accounting & Audit	\$ 15,000	\$ 15,000	\$ 0	4
5	\$ 47,272	\$ 1,750	\$ 200,000	5 Contracted Services	\$ 200,000	\$ 200,000	\$ 0	5
6	\$ 1,396	\$ 3,488	\$ 150,000	6 Land Sale Costs (i.e. closing, commissions)	\$ 150,000	\$ 150,000	\$ 0	6
7	\$ 60,494	\$ 38,004	\$ 405,000	7 TOTAL MATERIALS AND SERVICES	\$ 415,000	\$ 415,000	\$ 0	7
8				8 CAPITAL OUTLAYS				8
9	\$ 0	\$ 0	\$ 9,000,000	9 Land Acquisition, Development, Improvements	\$ 9,000,000	\$ 9,000,000	\$ 0	9
10	\$ 0	\$ 0	\$ 0	10 Partnership Projects	\$ 0	\$ 0	\$ 0	10
11	\$ 0	\$ 0	\$ 9,000,000	11 TOTAL CAPITAL OUTLAYS	\$ 9,000,000	\$ 9,000,000	\$ 0	11
12				12 SPECIAL PAYMENTS				12
13	\$ 0	\$ 0	\$ 2,000,000	13 Other partnership projects	\$ 2,000,000	\$ 2,000,000	\$ 0	13
14	\$ 0	\$ 0	\$ 2,000,000	14 TOTAL OTHER EXPENSES	\$ 2,000,000	\$ 2,000,000	\$ 0	14
15				15 DEBT SERVICE				15
16	\$ 156,577	\$ 0	\$ 0	16 Debt Service	\$ 0	\$ 0	\$ 0	16
17	\$ 156,577	\$ 0	\$ 0	17 TOTAL DEBT SERVICE	\$ 0	\$ 0	\$ 0	17
18				18 TRANSFER TO OTHER FUNDS & CONTINGENCY				18
19	\$ 200,000	\$ 200,000	\$ 200,000	19 Transfer to Other Funds	\$ 200,000	\$ 200,000	\$ 0	19
20	\$ 0	\$ 0	\$ 200,000	20 General Operating Contingency	\$ 200,000	\$ 200,000	\$ 0	20
21	\$ 200,000	\$ 200,000	\$ 400,000	21 TOTAL TRANSFERS AND CONTINGENCY	\$ 400,000	\$ 400,000	\$ 0	21
22	\$ 417,071	\$ 238,004	\$ 11,805,000	22 TOTAL EXPENDITURES	\$ 11,815,000	\$ 11,815,000	\$ 0	22
23	\$ 1,963,459	\$ 3,832,820	\$ 2,653,262	23 UNAPPROPRIATED ENDING FUND BALANCE	\$ 3,755,650	\$ 3,755,650	\$ 0	23
24	\$ 2,380,530	\$ 4,070,824	\$ 14,458,262	24 TOTAL REQUIREMENTS	\$ 15,570,650	\$ 15,570,650	\$ 0	24

\* May not sum to total due to rounding

FORM LB-20		<b>SPECIAL FUND RESOURCES MARINA FUND</b>			Port of The Dalles				
Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-2025*					
Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 21-22	First Preceding Year 22-23								
1	\$ 54,498	\$ 323,706	\$ 337,157	1	Beginning cash on hand(1)	\$ 206,233	\$ 206,233	\$ 0	1
2	\$ 284	\$ 7,496	\$ 10,115	2	Interest from Earnings	\$ 10,312	\$ 10,312	\$ 0	2
3				3	<b>OTHER RESOURCES</b>				3
4	\$ 1,162,641	\$ 8,506	\$ 1,500,000	4	Fire Emergency Insurance/Other	\$ 1,500,000	\$ 1,500,000	\$ 0	4
5	\$ -0	\$ -0	\$ -0	5	Other Income	\$ 0	\$ 0	\$ 0	5
6	\$ 1,217,423	\$ 339,708	\$ 1,847,272	6	<b>TOTAL RESOURCES</b>	\$ 1,716,545	\$ 1,716,545	\$ 0	6
7	0.5	0	0	7	Total Full-Time Equivalent (FTE)	0.25	0.25	0	7

FORM LB-30		<b>SPECIAL FUND REQUIREMENTS MARINA FUND</b>			Port of The Dalles				
Historical Data			REQUIREMENTS for:  Marina Fund	Budget for Next Year 2024-2025*					
Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 21-22	First Preceding Year 22-23								
1			1	<b>MATERIAL AND SERVICES</b>				1	
2	\$ -0	\$ -0	\$ -0	2	<b>TOTAL MATERIALS AND SERVICES</b>	\$ 0	\$ 0	\$ 0	2
3				3	<b>CAPITAL OUTLAYS</b>				3
4	\$ 893,717	\$ 404	\$ 900,000	4	Fire Emergency	\$ 900,000	\$ 900,000	\$ 0	4
5	\$ 893,717	\$ 404	\$ 900,000	5	<b>TOTAL CAPITAL OUTLAYS</b>	\$ 900,000	\$ 900,000	\$ 0	5
6				6	<b>DEBT SERVICE</b>				6
7	\$ -0	\$ 84,466	\$ 84,466	7	General Fund Loan Repayment	\$ 84,466	\$ 84,466	\$ 0	7
8	\$ -0	\$ 84,466	\$ 84,466	8	<b>TOTAL DEBT SERVICE</b>	\$ 84,466	\$ 84,466	\$ 0	8
9				9	<b>TRANSFER TO OTHER FUNDS &amp; CONTINGENCY</b>				9
10	\$ -0	\$ -0	\$ 808,068	10	Transfer to Other Funds	\$ 675,000	\$ 675,000	\$ 0	10
11	\$ -0	\$ -0	\$ -0	11	General Operating Contingency	\$ 0	\$ 0	\$ 0	11
12	\$ -0	\$ -0	\$ 808,068	12	<b>TOTAL TRANSFER AND CONTINGENCY</b>	\$ 675,000	\$ 675,000	\$ 0	12
13	\$ 893,717	\$ 84,870	\$ 1,792,534	13	<b>TOTAL EXPENDITURES</b>	\$ 1,659,466	\$ 1,659,466	\$ 0	13
14				14				\$ 0	14
15	\$ 323,706	\$ 254,838	\$ 54,738	15	UNAPPROPRIATED ENDING FUND BALANCE	\$ 57,079	\$ 57,079	\$ 0	15
16	\$ 1,217,423	\$ 339,708	\$ 1,847,272	16	<b>TOTAL REQUIREMENTS</b>	\$ 1,716,545	\$ 1,716,545	\$ 0	16

\* May not sum to total due to rounding (1) The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year.

PORT OF THE DALLES AGENDA ITEM

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MEETING DATE	May 8, 2024
ACTION ITEM M-6.)	280 Earth Phase II Development, Five-year Enterprise Zone Abatement Request
STAFF RECOMMENDATION	Approve <u>280 Earth Phase II Development, Five-year Enterprise Zone Abatement Request</u> as presented

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Q&A

- Q: Assuming the applicant has met the minimum qualifications for the program, does the application have to be approved?
- A: There is no approval process if the business is only interested in the three-year program, and they have met the eligibility requirements. If, on the other hand, the business is interested in a five-year abatement, the sponsoring agencies (in our case, Port of The Dalles, City of The Dalles, and Wasco County) must approve that request.

A business is considered eligible if:

- Basic 3-year exemption (as of right):
  - They are making new investments of at least \$50,000.
  - Investments are real property improvements, large equipment purchases, and major site improvements.
  - Create at least one new job or increase of 10% of existing employment.
  - Are a qualifying employer (not retail, commercial, or service industry).
- Extended 4- or 5-year exemption. Same as 3-year, plus:
  - Compensation of new workers at 130% or 150% of county average wage.
  - Approval of zone sponsor(s).
  - Other additional requirements that may be reasonably requested now.

Q: What are the reasons the committee would deny an application?

A: None Port Staff is aware of.

Q: Are there guidelines for when to use a 3 vs 4 vs 5-year abatement?

A: This choice is made by the business.

Q: Why would the Port agree to more abatement and not just grant the minimum three years?

A: The abatement is intended to help a new business invest in improvements and their employees by reducing their property tax burden. It is important to remember that the business will always pay tax on the land, it is only the building and equipment tax that is abated. As Dan Spatz, Economic Development Officer, City of The Dalles, explained, the way the new legislation is worded, there is now a claw back provision. If the business does not meet its investment or employment obligations, all previously abated taxes are then due.

Requested Abatement Schedule:

- Year 1 - 100% abatement on building and equipment, taxes paid at full rate on land.
- Year 2 - 100% abatement on building and equipment, taxes paid at full rate on land.
- Year 3 - 100% abatement on building and equipment, taxes paid at full rate on land.
- Year 4 - 50% abatement on building and equipment, taxes paid at full rate on land.
- Year 5 - 25% abatement on building and equipment, taxes paid at full rate on land.
  - Years 1-5, ALL districts receive their usual tax distribution amount from the taxes paid on the land.
  - Year 4 (50%) and 5 (75%) payments made by the company would be divided between Port of The Dalles, City of The Dalles and Wasco County.