

PORT OF THE DALLES COMMISSION
Regular Session Meeting Minutes
Wednesday, February 18, 2026, 5:30 p.m.
Port Administrative Office
3636 Klindt Drive, The Dalles, Oregon

CALL TO ORDER The Regular Session Meeting of the Port Commissioners was called to order by Commission President Coburn at 5:30 p.m.

ROLL CALL Executive Assistant Toepke

- COMMISSION Staci Coburn, President; Greg Weast, Vice-President; Jill Amery, Treasurer; John Willer, Secretary; Ed DeVlaeminck, Assistant Secretary-Treasurer
- STAFF Andrea Klaas, Executive Director; Jennifer Toepke, Executive Assistant/Bookkeeper
- LEGAL Bill Dick, Attorney, Dick, Dick & Corey, LLP

PLEDGE OF ALLEGIANCE *Commission Treasurer Amery*

AGENDA CORRECTIONS OR ADDITIONS Executive Director Klaas added: Action Item 1-2. Letter of Support for H.B. 655 The Dalles Watershed Development Act

PUBLIC COMMENT OR QUESTION *None*

PRESENTATIONS *None*

DISCUSSION ITEMS

1. 2026 SDAO Annual Conference, February 5-8, 2026, Seaside, Oregon *Some highlights from the conference shared by Commission and Staff:*
 - *The importance of bringing back learned information and sharing it.*
 - *Catching up with people from other Special Districts in The Dalles.*
 - *Networking with new people from around the State.*
 - *The Human Resources session was helpful to understand a little bit better how to motivate people. And to keep a detailed written record in employee files.*
 - *Attending the Public Meeting Law training once per year is now required.*
 - *Travel Oregon has a funding stream that may have money to help with POTD Marina Public Boat Launch Ramp replacement.*
 - *Foundations can access more grant funding, POTD should investigate developing a foundation.*
 - *Networking with and learning about other Port's was very valuable. Learning what they do, what they have accomplished, what kind of projects they have, etc.*
 - *The Capital Improvements session was interesting, as was the Ballot Measures.*
 - *Board Member rules and regulations was informative to attend, as was Conflict Resolution.*
 - *The Emergency Management for Special Districts session reiterated the need to know who to call in an emergency and to build a relationship with those entities before the emergency.*
 - *The 7-hour Verbal Judo workshop was extremely useful and supplied attendees with real skills and tools to apply in real life situations.*
 - *The AI session provided lots of examples of how to integrate using the different AI platforms available in one's day to day work. It was also clear that there is still a grey area when it comes to AI and Public Records.*

CONSENT ITEMS *Motion to approve Consent Items as presented: M/G. Weast, S/J. Willer, Motion passed unanimously. Voted Yes: S. Coburn, G. Weast, J. Amery, J. Willer, E. DeVlaeminck; Voted No: None; Abstained: None*

1. January 14, 2026, Regular Session Meeting Minutes Executive Assistant Toepke

ACTION ITEMS

1. Review of submission for Request for Proposals (RFP) for River Road Property Design-Phase 1 #A26001 Executive Director Klaas Motion to award River Road Property Design Project-Phase 1 #A26001 to AKS Engineering & Forestry LLC, as presented.: M/G. Weast, S/J. Amery, Motion passed unanimously. Voted Yes: S. Coburn, G. Weast, J. Amery, J. Willer, E. DeVlaeminck; Voted No: None; Abstained: None
2. Letter of support for H.B. 655 The Dalles Watershed Development Act Executive Director Klaas Motion to approve letter of support for H.B. 655 The Dalles Watershed Development Act as presented, with one change in the fourth paragraph of the first page: remove 'climate change' and replace with 'climate resiliency'.: M/G. Weast, S/J. Willer, Motion passed unanimously. Voted Yes: S. Coburn, G. Weast, J. Amery, J. Willer, E. DeVlaeminck; Voted No: None; Abstained: None

REPORTS

1. Director's Report Executive Director Klaas Stands as included in meeting packet, plus Executive Director Klaas added: A summary of a Public Records Request POTD received for a 22+ years' time span; Taylor Lake: Oregon Department of Fish & Wildlife (ODFW) put a new sign up hoping it will deter people from camping/dumping in the area; POTD recently completed a large scale cleanup, on Port property and U.S. Army Corps of Engineers (USACE) property; additionally, Port Staff talked with ODFW Staff about the possibility of closing the gate to Taylor Lake Road to control the illegal dumping and camping – Port Staff will be scheduling a meeting with ODFW and USACE to discuss; and Executive Assistant Toepke added a brief concerning, POTD Marina: Port Staff continues to work on handing the "abandoned" sailboat in the POTD Transient Guest Moorage; theft onboard the SSS Freedom owned by the Sea Scouts; and near completion of the Facility Condition Assessment Report Agreement with Bellingham Marine; and Port Property: Erection of cat housings without POTD approval and illegal trapping of raccoons.
2. Financial Report: December 2025 Bookkeeper Toepke Stands as included in meeting packet.
3. The Dalles Community Outreach Team Executive Director Klaas Stands as included in meeting packet.
4. Columbia Gateway Urban Renewal Agency Board Commissioner Amery A third amendment to the Incentive Program Grant Agreement with TD3rd, LLC for the Basalt Commons project (523 East 3rd Street) received another 6-month extension; an Exterior Refresh Pilot Project brought forward by Agency Manager, Jacob Anderson was approved; and the updated Agency's Local Contract Review Board Rules were approved. Urban Renewal has a lot of money and not a lot of projects – accordingly, a workshop will be held in March to talk about how to spend the money, who can the Agency partner with, how to prioritize projects, etc. -Commissioner Willer suggested that perhaps the Urban Renewal Agency could partner with NWC Parks and Recreation.-
5. Wasco County Economic Development Commission Executive Assistant Toepke No meeting, no report – however Executive Assistant Toepke provided a handout of the 2026 Community Enhancement Project Priority List that the Wasco County Economic Development Commission approved in December 2026, and the Wasco County Board of Commissioners accepted and acknowledged this month.

EXECUTIVE SESSION None

UPCOMING MEETINGS/EVENTS Stands as included in meeting packet, plus Executive Assistant Toepke highlighted: POTD Commission Meeting on April 8, 2026, will be held in Dufur and the date of POTD Budget Committee Meeting changed to May 20, 2026.

COMMISSION CALL

- Commissioner DeVlaeminck inquired about the property adjacent to I-84 Exit 82, whether POTD would be interested in buying it. Executive Director Klaas expressed that POTD has previously expressed to the property owners its possible interest in purchasing the land.
- Commissioners' Coburn & Amery expressed their appreciation to Executive Assistant Toepke for making the 2026 SDAO Annual Conference arrangements.

ADJOURN There being no further business to come before the Port Commission, *the meeting adjourned at 6:20 p.m.*

PORT OF THE DALLES:



Staci Coburn, President
Board of Commissioners

ATTEST:



John Willer, Secretary
Board of Commissioners

DATE APPROVED: March 11, 2026

Prepared by: Executive Assistant Toepke