



*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, MARCH 13, 2024, 5:30 P.M.  
WASCO COUNTY WATER & SOIL CONSERVATION DISTRICT  
THE DALLES, OREGON

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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. ACTION ITEMS
  - 1. February 21, 2024, Regular Session Meeting Minutes
  - 2. February 2024 Financial Reports Commissioner Coburn
  - 3. Planning Session Facilitation Proposals
    - SDAO Representative: Mark Knudson, Senior Consultant
    - SSW Consulting: Sara Singer Wilson, Principal/Owner
  - 4. Commission Compensation
    - ORS 198.190 Compensation and Expenses of Governing Body Members
- G. INFO ITEM
  - 1. Recreational Immunity: Senate Bill 1576
- H. 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
  - 5. Dufur Commissioner Wallace
- I. UPCOMING MEETINGS/EVENTS
  - April 8, 2024: KHR Radio
  - April 10, 2024: Port Commission Meeting
  - April 17, 2024: Port Budget Committee Meeting
  - April 26, 2024: Port Planning Session
  - May 8, 2024: Port Commission Meeting
- J. EXECUTIVE SESSION Pursuant to 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
- K. ACTION REQUIRED FROM EXECUTIVE SESSION
- L. COMMISSION CALL
- M. ADJOURN

PORT OF THE DALLES AGENDA ITEM

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MEETING DATE                    March 13, 2024

ACTION ITEM F-1.)                February 21, 2024, Regular Session Meeting Minutes

STAFF RECOMMENDATION        Approve February 21, 2024, Regular Session Meeting Minutes as presented

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PORT OF THE DALLES COMMISSION  
Regular Session Meeting Minutes  
Wednesday, February 21, 2024, 5:30 p.m.  
Columbia Gorge Food Bank, The Dalles, Oregon

The Regular Session Meeting of the Port Commissioners was called to order by President Wallace at 5:37 p.m.

ROLL CALL Executive Director Klaas

- COMMISSION Robert Wallace, President; Staci Coburn, Treasurer; Mary Hanlon, Assistant Secretary/Treasurer
  - VIRTUAL: Greg Weast, Vice-President (Attended the meeting after the facility tour was finished.)
- ABSENT John Willer, Secretary
- STAFF Andrea Klaas, Executive Director; Jennifer Toepke Executive Assistant/Bookkeeper; Bill Dick, Attorney, Dick, Dick & Corey
- GUESTS Scott Radford, Operations Manager, Columbia Gorge Food Bank; Alana Lackner, Columbia Gorge News
  - VIRTUAL: Breen Goodwin, Executive Director, Columbia Gorge Food Bank (Attended the meeting after the facility tour was finished.)

PLEDGE OF ALLEGIANCE Commissioner Coburn

AGENDA CORRECTIONS/ADDITIONS *None*

PUBLIC COMMENT OR QUESTION *None*

COMMUNITY PARTNER UPDATE

Scott Radford, Operation Manager, Columbia Gorge Food Bank: *Operations Manager Radford gave a narrated tour of the facility explaining how the food bank operates. Notable: Pre-pandemic the food bank served 3,000 families, post-pandemic they served 7,000 families.*

Breen Goodwin, Executive Director, Columbia Gorge Food Bank: *Executive Director Goodwin spoke about food sourcing and access, and explained the food bank's goal to become a community owned 503c non-profit organization, completely independent of the Oregon Food Bank.*

ACTION ITEMS

1. January 10, 2024, Regular Session Meeting Minutes *Stands as presented, with corrections: Under Community Partner Update remove the third bullet point, it is the same as the first bullet point; and correct the date on the fourth bullet point under Reports, Director's Report*
2. January 26, 2024, Special Session Meeting Minutes *Stands as presented*
3. January 2024 Financial Reports Commissioner Coburn *Stands as presented*
4. Close Checking Account at Umpqua Bank M/S. Coburn S/G. Weast, Motion Approved Unanimously
5. TerraFirma Foundation Systems Proposal: Waterproof Basement of Port Administrative Office *Staff directed to follow-up with TerraFirma concerning the owner responsibilities clause in the agreement; obtain a second opinion from John's Waterproofing; seek an external solution to the problem -- Commissioner Hanlon will provide Staff with the contact details of a contractor that may be able to help; and have rain gutters installed on the South side of the office building.*
6. Resolution No. 2024-001: Ratification of Port Resolution M/S. Coburn S/M. Hanlon, Motion Approved Unanimously  
Vote Yes: 3, Commissioner Coburn, Commissioner Hanlon, Commissioner Weast; Vote No: 0; Did not Vote: 1, Commissioner Wallace\*  
*\*President Wallace recused himself from this Action Item 6., including the vote, due to a perceived conflict of interest; he asked Vice-President Weast to Chair the Meeting for this item.*

REPORTS

1. Director's Report Executive Director Klaas *Stands as included in the meeting packet, plus Executive Director Klaas stated that she's been taking a Cyber Security Course which has proven to be both interesting and terrifying; when the course is over, she will compile the useful takeaways and share with the Commission.*
2. The Dalles Community Outreach Team Commissioner Weast *The travel team met today. The Port is looking for \$200,000 to do permits at the launch ramp. And funding for industrial lands. The team is Dan Spatz, Sue Davis from the College, and Phil Brady from Wasco County. With the help of Abby and Jennifer for putting the book together and scheduling.*
3. Columbia Gateway Urban Renewal Agency Board Commissioner Coburn *Urban Renewal met last night. 1<sup>st</sup> item: We approved a new project for the incentive program, the blue building on 1<sup>st</sup> and Washington. There will be both commercial and residential spaces going in. This will start in the next couple of months. 2<sup>nd</sup> item: Todd Carpenter is nearing the end of construction. We had to approve an 8<sup>th</sup> Amendment to the project. We extended it to October 1<sup>st</sup> but it is expected that he will finish way before then. He should have temporary occupancy in the next few weeks. He can't get permanent occupancy until he gets it painted and he can't get it painted until it's warm! Unfortunately, he's had many setbacks, mainly from suppliers.*
4. Wasco County Economic Development Commission Executive Assistant Toepke *No report, next meeting is in March. Of note: The EDC's Community Project Priority list for 2024 was set to go before the Wasco County Commission for adoption this month.*

5. Dufur Commissioner Wallace *We've got a lot of snow, winter has made itself known in Dufur! Dufur School missed 7 days in a row. We did distance learning though, so we won't have to make those days up. The City's wastewater project is moving forward. It's been on the agenda for quite some time -- they have gone out to bid. Everyone is ready for spring -- out pruning the orchards, etc. There is quite a bit of activity and conversations going on about the buildings downtown, hopefully one building after the next will be ready to go.*

DISCUSSION ITEMS

1. 2024 SDAO Annual Conference
  - o *Commission and Staff shared their highlights from the conference:*
    - ❖ *Risk Management; Succession Planning; Artificial Intelligence; Getting the most out of your SDAO membership; Health & Wellness; Audit & Budget*
    - ❖ *Receive payment for a public records request before you work on the request.*
    - ❖ *The Port should compile a policy manual that can replace the bylaws.*
    - ❖ *The Port Commission can be paid \$50.00 per day.*
    - ❖ *SDAO Staff did a great job organizing the conference.*
    - ❖ *It was great to network with others from The Dalles and greater Gorge.*
    - ❖ *Some sessions were not as robust as previous years.*
    - ❖ *Rooms were small, no tables – only chairs.*
2. Spring 2024 Work Session
  - o *Executive Director Klaas would like to bring in a facilitator for the work session. Staff met with one facilitator so far, Sara Singer Wilson. One full day is likely needed for the work session. The morning for brainstorming and the afternoon for goal setting. The Strategic Plan gave the Port broad goals, now specificity is needed. Special Districts provides 8 hours of consulting per month; accordingly Executive Director Klaas will be speaking with a facilitator, Mark Knudsen, that understands Ports. Every Port is different, but there are common grounds. At March's meeting Staff will make a recommendation for a facilitator to lead April's work session.*

UPCOMING MEETINGS/EVENTS *Stands as presented, with correction to the Port Budget Committee Meeting date, it should be April 17, 2024, not April 24, 2024*

REGULAR SESSION ADJOURNED AT 7:20 P.M. & EXECUTIVE SESSION COMMENCED AT 7:21 P.M.

EXECUTIVE SESSION as allowed by ORS 192.660(2)(e) Real Property Transactions and 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 None

EXECUTIVE SESSION ADJOURNED AT 8:02 P.M. & REGULAR SESSION RESUMED AT 8:03 P.M.

COMMISSION CALL *Commission expressed thanks to Staff for their hard work on the SDAO Conference.*

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, *the meeting adjourned at 8:11 p.m.*

PORT OF THE DALLES:

ATTEST:

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

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

DATE APPROVED: March 13, 2024

Prepared by: Executive Assistant Toepke

PORT OF THE DALLES AGENDA ITEM

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MEETING DATE	March 13, 2024
ACTION ITEM F-2.)	February 2024 Financial Reports
STAFF RECOMMENDATION	Approve <u>February 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 River Gorge Property Restoration: Flooded Port Office basement: \$2,120.48
      - Elias Lawn Maintenance: Snow removal at Port Office & Marina: \$1,250.00
      - Hire Electric, Inc.: Electricity breaker repair in Port Office basement: \$176.97
      - Rod Huante, Get 'Er Done-Contract Work (2 months billing): \$2,410.00
      - The Dalles Marina, LLC: Refund of Marina Tenant check incorrectly deposited into Port Checking Account by First Interstate Bank: \$100.00
      - Mastercard: Primarily 2024 SDAO Annual Conference
  - Port Development Fund
    - ❖ Expense
      - Mastercard: Primarily COT Washington, D.C. Trip

PORT OF THE DALLES  
Balance Sheet by Class  
As of February 29, 2024

	<u>General Fund</u>	<u>Marina Fund</u>	<u>Port Development Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>ASSETS</b>					
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	13,730.63	0.00	0.00	0.00	13,730.63
Marina Fund	0.00	3,531.13	0.00	0.00	3,531.13
Port Development Fund	0.00	0.00	3,184.18	0.00	3,184.18
Total FIB Checking	<u>13,730.63</u>	<u>3,531.13</u>	<u>3,184.18</u>	<u>0.00</u>	<u>20,445.94</u>
FIB Money Market					
General Fund	38,205.02	0.00	0.00	0.00	38,205.02
Port Development Fund	0.00	0.00	5,078.26	0.00	5,078.26
Total FIB Money Market	<u>38,205.02</u>	<u>0.00</u>	<u>5,078.26</u>	<u>0.00</u>	<u>43,283.28</u>
LGIP					
General	1,603,628.39	0.00	0.00	0.00	1,603,628.39
Marina	0.00	282,294.46	0.00	0.00	282,294.46
Port Development	0.00	0.00	3,970,211.30	0.00	3,970,211.30
Total LGIP	<u>1,603,628.39</u>	<u>282,294.46</u>	<u>3,970,211.30</u>	<u>0.00</u>	<u>5,856,134.15</u>
Petty Cash	66.28	28.48	55.24	0.00	150.00
Total Checking/Savings	<u>1,660,535.12</u>	<u>285,854.07</u>	<u>3,978,528.98</u>	<u>0.00</u>	<u>5,924,918.17</u>
Total Current Assets	<u>1,660,535.12</u>	<u>285,854.07</u>	<u>3,978,528.98</u>	<u>0.00</u>	<u>5,924,918.17</u>
<b>TOTAL ASSETS</b>	<u><u>1,660,535.12</u></u>	<u><u>285,854.07</u></u>	<u><u>3,978,528.98</u></u>	<u><u>0.00</u></u>	<u><u>5,924,918.17</u></u>
<b>LIABILITIES &amp; EQUITY</b>					
Liabilities					
Current Liabilities					
Credit Cards					
Mastercard-2556	704.00	0.00	-704.00	0.00	0.00
Total Credit Cards	<u>704.00</u>	<u>0.00</u>	<u>-704.00</u>	<u>0.00</u>	<u>0.00</u>
Other Current Liabilities					
Payroll Liabilities	233.53	0.00	0.00	0.00	233.53

Cash Basis

PORT OF THE DALLES

Balance Sheet by Class

As of February 29, 2024

	General Fund	Marina Fund	Port Development Fund	Unclassified	TOTAL
Total Other Current Liabilities	<u>233.53</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>233.53</u>
Total Current Liabilities	<u>937.53</u>	<u>0.00</u>	<u>-704.00</u>	<u>0.00</u>	<u>233.53</u>
Total Liabilities	<u>937.53</u>	<u>0.00</u>	<u>-704.00</u>	<u>0.00</u>	<u>233.53</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>274,587.44</u>	<u>31,016.35</u>	<u>146,411.71</u>	<u>0.00</u>	<u>452,015.50</u>
Total Equity	<u>1,659,597.59</u>	<u>285,854.07</u>	<u>3,979,232.98</u>	<u>0.00</u>	<u>5,924,684.64</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,660,535.12</u></u>	<u><u>285,854.07</u></u>	<u><u>3,978,528.98</u></u>	<u><u>0.00</u></u>	<u><u>5,924,918.17</u></u>

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

	Jul '23 - Feb 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	1,096,994.00	0.0%
Interest from Earnings	48,685.25	32,910.00	147.94%
Other Resources			
Grants	18,418.50	4,000,000.00	0.46%
Launch Ramp & Transient Moorage	870.00	3,000.00	29.0%
Leased Land & Facilities	66,822.80	60,000.00	111.37%
Loan Repayments			
Marina Fund	0.00	84,466.00	0.0%
Total Loan Repayments	0.00	84,466.00	0.0%
Other Income	522.83	15,000.00	3.49%
Total Other Resources	86,634.13	4,162,466.00	2.08%
Previously Levied Taxes	13,538.51	5,000.00	270.77%
Property Taxes	442,480.05	430,251.00	102.84%
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	591,337.94	6,735,689.00	8.78%
Gross Profit	591,337.94	6,735,689.00	8.78%
Expense			
Capital Outlay	8,494.03	4,050,000.00	0.21%
Material & Services	101,029.40	296,000.00	34.13%
Personal Services	207,227.07	400,000.00	51.81%
Transfers & Contingency	0.00	1,400,000.00	0.0%
Total Expense	316,750.50	6,146,000.00	5.15%
Net Ordinary Income	274,587.44	589,689.00	46.57%
Net Income	274,587.44	589,689.00	46.57%



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

	<u>Jul '23 - Feb 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	8,760.51	10,115.00	86.61%
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>31,797.10</u>	<u>1,847,272.00</u>	<u>1.72%</u>
Gross Profit	31,797.10	1,847,272.00	1.72%
Expense			
Capital Outlay	780.75	900,000.00	0.09%
Debt Service	0.00	84,466.00	0.0%
Transfers & Contingency	0.00	808,068.00	0.0%
Total Expense	<u>780.75</u>	<u>1,792,534.00</u>	<u>0.04%</u>
Net Ordinary Income	<u>31,016.35</u>	<u>54,738.00</u>	<u>56.66%</u>
Net Income	<u><u>31,016.35</u></u>	<u><u>54,738.00</u></u>	<u><u>56.66%</u></u>

Profit & Loss Budget vs. Actual-PORT DEVELOPMENT FUND

July 2023 through February 2024

	<u>Jul '23 - Feb 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	122,801.90	62,680.00	195.92%
Other Resources			
Grants	0.00	4,000,000.00	0.0%
Land Sales & Contract Interest			
V&G			
Interest	2,425.71		
Principal	3,654.29		
Total V&G	6,080.00		
Land Sales & Contract Interest - Other	35,000.00	2,500,000.00	1.4%
Total Land Sales & Contract Interest	41,080.00	2,500,000.00	1.64%
Loan Repayments			
CGCC	0.00	464,014.00	0.0%
City of Dufur	0.00	42,225.00	0.0%
Total Loan Repayments	0.00	506,239.00	0.0%
Other Income	1,319.82	4,000,000.00	0.03%
Total Other Resources	42,399.82	11,006,239.00	0.39%
Transfer from Other Funds			
General Fund	0.00	1,300,000.00	0.0%
Total Transfer from Other Funds	0.00	1,300,000.00	0.0%
Total Income	165,201.72	14,458,262.00	1.14%
Gross Profit	165,201.72	14,458,262.00	1.14%
Expense			
Capital Outlay	0.00	9,000,000.00	0.0%
Material & Services	18,790.01	405,000.00	4.64%
Special Payments	0.00	2,000,000.00	0.0%
Transfers & Contingency	0.00	400,000.00	0.0%
Total Expense	18,790.01	11,805,000.00	0.16%
Net Ordinary Income	146,411.71	2,653,262.00	5.52%
Net Income	146,411.71	2,653,262.00	5.52%

PORT OF THE DALLES AGENDA ITEM

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MEETING DATE	March 13, 2024
ACTION ITEM F-3.)	Planning Session Facilitation Proposals
STAFF RECOMMENDATION	Approve <u>Facilitation Proposal from SDAO Representative: Mark Knudson, Senior Consultant</u> as presented

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Executive Director Klaas met with two possible facilitators for the April Planning Session, find their proposals following. Upon review of the meetings and their respective proposals, Staff believes that Senior Consultant Mark Knudson will be best suited to guide the Port Commission's Planning Session.

## Proposal for Consulting Services

**Project Title:** Strategic Planning Workshop Facilitation

**Date:** February 27, 2024

**Agency:** Port of The Dalles  
3636 Klindt Drive  
The Dalles, OR 97058

Robert Wallace, Commission President  
Andrea Klaas, Executive Director

**SDAO Representative:** Mark Knudson, Senior Consultant  
503-319-5256  
[mknudson@sdao.com](mailto:mknudson@sdao.com)

### Project Summary:

In 2023, the Port of the Dalles (POTD, the Port) completed preparation of a five-year Strategic Business Plan Update. That plan update included a comprehensive inventory of Port sites and facilities, available Port properties and Port policies. The plan also identified strategic goals and objectives for the Port.

At this time, the Port has identified a desire to conduct a strategic planning workshop to further refine long-term visionary goals for the Port and formulate a multi-year work plan to identify priorities and activities to achieve the Commission's goals.

POTD has requested a proposal from SDAO's Consulting Services Program (SDAO CSP) to support the Port by organizing and facilitating the proposed strategic planning workshop.

**Contract Term:** Three months from date of Port's notice to proceed to SDAO, unless modified by mutual agreement.

### Project Description, Scope of Work, Schedule & Deliverables:

Given potential uncertainties with the scope and schedule for the proposed services, SDAO will provide support to the Port on a time and materials basis as requested by the Port's project manager.

Andrea Klaas, POTD Executive Director, will service as POTD's project manager for this engagement.

Mark Knudson will serve as the SDAO CSP Senior Consultant and SDAO's project manager for this engagement. Shanta Carter, SDAO CSP Administrator, will provide additional support as needed.

SDAO CSP proposes to provide the Port with the following services:

### **Task 1: Project Management**

- 1.1 Description: SDAO Senior Consultant will provide ongoing project management throughout the duration of the assignment, including routine coordination with POTD's project manager and representatives of the Partners.
- 1.2 Deliverables: SDAO will provide monthly progress reports summarizing progress during the previous month and planned activities for the following month. SDAO will conduct monthly conference calls with the Port's project manager to review project progress at the request of the Port project manager.
- 1.3 Schedule: Work on this task will continue for the duration of the assignment.

### **Task 2: Strategic Planning Workshop Facilitation and Summary Report**

- 2.1 Description: SDAO will provide the following services:
  - Workshop Planning and Coordination. Activities include conducting virtual meetings with the Executive Director and Commission President to further refine workshop agenda and topics, preparing draft and final workshop agenda, identifying draft and final summary of topics and leading questions for consideration by Commission, and ongoing coordination with Port on workshop scheduling and logistics.
  - Workshop Facilitation. Activities include attending workshop, and facilitation of commission discussions related to Port initiatives, priorities, and action plan.
  - Workshop Summary Report. Activities include compiling notes and preparing draft and final summary of workshop with results of visioning session and action plan.
- 2.2 Deliverables: SDAO will provide the following deliverables:
  - Workshop agenda.
  - Summary of workshop topics and leading questions for consideration by Commissioners prior to workshop.
  - Workshop summary report, including summary of visionary topics and priorities, and action plan for near-term, mid-term and long-term topics.

SDAO will provide a draft of each deliverable will be provided to the Executive Director for staff review and comment. Each deliverable will be finalized within one week following receipt of the Port's comments.

2.3 Meetings: SDAO will participate in the following meetings:

- One virtual meeting with Executive Director to plan agenda and key topics.
- One virtual meeting with Commission President to plan agenda and key topics.
- One on-site full-day workshop with Commission, and
- One virtual meeting with Executive Director to review staff comments on draft summary report.

2.4 Schedule: Work on this task will continue for the duration of the assignment. The strategic planning workshop is tentatively scheduled for April 12, 2024 and is subject to change, as needed, to accommodate the Commission's schedule. All work on this task is anticipated to be complete within three months following notice to proceed by the Port.

**Fee for Services, Billing & Billing Rates:**

SDAO's fee for services provided under this proposal is not to exceed \$2,500.00, including expenses, without prior written approval.

SDAO will invoice POTD monthly based on time spent and expenses incurred in the previous calendar month.

Labor for SDAO CSP's Senior Consultant will be billed at \$66.00 per hour. Expenses will be billed at actual cost.

Special Districts Association of Oregon - Consulting Services Program

**Member: Port of The Dalles**

**Project: Strategic Planning Workshop Facilitation**

Date: February 27, 2024

**Proposed Budget**

Task & Activity		Labor		Expenses	Total Cost By Task
		Knudson	\$66.00		
No.	Description	Hours	Cost		
<b>1</b>	<b>Project Management</b>				
	Monthly Reports	3.00	\$198.00	\$0.00	
	Project Planning, Coord & Closeout	5.00	\$330.00	\$0.00	
	<b>TASK SUBTOTAL</b>	<b>8.00</b>	<b>\$528.00</b>	<b>\$0.00</b>	<b>\$528.00</b>
<b>2</b>	<b>New Manager Recruitment</b>				
	Workshop Planning & Coord	8.00	\$528.00	\$0.00	
	Workshop Facilitation	14.00	\$924.00	\$315.60	
	Workshop Summary Report	10.00	\$660.00	\$0.00	
	<b>TASK SUBTOTAL</b>	<b>32.00</b>	<b>\$2,112.00</b>	<b>\$315.60</b>	<b>\$2,427.60</b>
X	SDAO Member Labor Allowance	-8.00	(\$528.00)	\$0.00	(\$528.00)
<b>TOTAL</b>		<b>32.00</b>	<b>\$2,112.00</b>	<b>\$ 315.60</b>	<b>\$ 2,427.60</b>

## Special Districts Association of Oregon Consulting Services Agreement

This Agreement (“Agreement”) is made effective as of \_\_\_\_\_, 2024, by and between the Special Districts Association of Oregon (SDAO), 727 Center Street NE, Salem, Oregon 97301, and the Port of The Dalles (POTD), 3636 Klindt Drive, The Dalles, OR 97058 (hereinafter “the Parties”). In this Agreement, the party who is contracting to receive services will be referred to as “POTD” and the party who will be providing the Services will be referred to as “SDAO” or “Consultant.”

1. **DESCRIPTION OF SERVICES.** Beginning on or about March 1, 2024, SDAO will provide to POTD the following services (collectively, the “Services”) as part of SDAO’s Consulting Services Program:

*Strategic Planning Workshop Facilitation*, including support to the POTD Commission and Executive Director as needed to assist POTD in identifying activities and priorities for POTD’s strategic direction. A detailed Proposal for Consulting Services, including a Scope of Work, is attached.

2. **PAYMENT FOR SERVICES.** In exchange for Services, POTD will pay compensation to SDAO in an amount not to exceed \$2,500.00. This will be payable monthly as described in the attached Proposal.
3. **TERM.** The specific terms of the agreement will be outlined in the attached Proposal. If necessary, the parties can alter, by mutual agreement, the terms of the project.
4. **CONFIDENTIALITY.** SDAO, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for personal benefit of SDAO, or divulge, disclose, or communicate in any manner, any information that is proprietary to POTD. SDAO and its employees, agents and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this agreement.

Upon termination of this Agreement, SDAO will return to POTD all records, notes, documentation, and other items that were used, created, or controlled by SDAO during the term of this Agreement.

5. **LIMITATION OF LIABILITY.** Except for Consultant’s confidentiality, the Consultant’s total liability to POTD shall not exceed the total payment for services value regardless of whether any action or claim is based upon contract, tort (including negligence) or strict liability.
6. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement superseded any prior written or oral agreements between the parties.



7. **SEVERABILITY.** If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.
8. **TERMINATION.** Either party may, during the term of the Agreement, cancel the requested services with 30 days written notice. The parties will make a good faith effort to determine prorated costs and a final invoice or payment shall be made within 30 days of the termination of the Agreement.
9. **AMENDMENT.** This Agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.
10. **GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Oregon.
11. **NOTICE.** Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by email to Robert Wallace, POTD Commission President, via certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
12. **SIGNATORIES.** This Agreement shall be signed on behalf of POTD by Robert Wallace, POTD Commission President, and on behalf of SDAO by Frank Stratton, Executive Director and effective as of the date first written above.

Port of The Dalles

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Robert Wallace  
 Commission President

Special Districts Association of Oregon

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Frank Stratton  
 Executive Director

# PORT OF THE DALLES RETREAT FACILITATION SERVICES

PROPOSAL  
MARCH 6, 2024



SSW CONSULTING



## SSW CONSULTING

March 6, 2024

Port of The Dalles  
Attn. Andrea Klaas  
Email: andrea@portofthedalles.com

Dear Ms. Klaas,

Thank you for reaching out to discuss the opportunity of working with the Port of The Dalles on their 2024 strategic planning retreat in April. I have developed a proposed scope of work and fee estimate based on the facilitation services we discussed during our meeting.

You identified the following key outcomes:

- » Work with the Commission and staff to identify policy goals and supporting actions to guide the organization aligned with the Port's strategic plan
- » Explore the team's leadership philosophies, and conduct team building that fosters alignment around the Commission's goals
- » Prepare a summary report of the Commission's goals, action plan, and any team agreements.

I believe the team building work paired with a graphically facilitated goal-setting workshop will help the team align around shared policy goals and work as a cohesive team to move their shared vision forward in the coming years. Please review the proposal and let me know if you have any questions or suggestions for ensuring the scope of work aligns with the team's desired outcomes. Following your review of the proposal, if you decide to move forward, we can discuss the next steps in the contracting process. We have April 12 tentatively blocked for this workshop.

I have a passion for building great communities and organizations, and I welcome the opportunity to work with the Port of The Dalles team. Please do not hesitate to contact me with any questions or requests for additional information.

Sincerely,

Sara Singer Wilson  
sara@sarasingerwilson.com  
503.305.5067

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# ABOUT SSW

## SSW CONSULTING

SSW is a Portland, Oregon based consulting firm offering facilitation and strategic planning services for organizations, teams, and individuals. We help leaders develop beautiful, thriving communities and engaging, supportive organizations.

Guided by the belief that engagement should be fun, SSW takes a creative approach to their work. Using the practice of graphic facilitation, we draw on our clients' mission, vision, and values to bring them together and build relationships that get work done.

While serving a variety of clients, SSW specializes in working with local governments. Even after working in the public sector for the last two decades, we are still in awe of the hardworking, dedicated people who sign up to serve their communities. We love being able to help these community-minded individuals do their jobs better in whatever big or small ways we can. We love to see how the passion of a committed organization, team, or individual paired with a plan for action can create positive change in the world.

Our approach to workshops and retreats/strategic planning has been outlined in the project approach. We strive to create a collaborative process that is customized based on each client's needs while also bringing our expertise and best practices that we've learned over the years to benefit your team. We are experienced in hosting in-person and virtual workshops. Our clients benefit from the visuals used in the virtual environment to simulate a similar workshop experience to that of being in-person.

We work with the project team to customize the project approach, communication protocols and expectations for providing counsel and recommendations. These expectations will be outlined during the scoping meeting and revisited occasionally throughout the process to ensure communication is flowing freely and our project goals are being fulfilled.

## SSW PROJECT TEAM

### SARA SINGER WILSON PRINCIPAL/OWNER

Sara spent 15 years working directly in local government serving communities in Missouri, Kansas, California and Oregon where she honed her skills in community building. In 2015, she began serving local governments as a consultant where she has led community visioning and strategic planning projects for both large and small communities. She is an expert facilitator who can guide groups through conversations while also bringing the conversations to life through the technique of graphic facilitation. Sara uses the power of visualization through her use of graphics and illustrations to bring meetings and concepts to life. She has been trained as a graphic facilitator, and uses her facilitation skills, creativity, and graphic work to summarize meetings and enhance outreach efforts.



Sara has a future-oriented, dynamic, and collaborative leadership style that can bring people together. Through her extensive work in local government and with various community groups and stakeholders, Sara understands the importance of genuine and authentic engagement and establishing strong connections between constituents and leadership. These relationships can manifest powerful community change when paired with vision and goals developed through the process of strategic planning or community visioning. Sara maintains active involvement in professional associations including the International City/County Management Association, the Oregon City/County Management Association, and other professional groups. She has served on various professional association committees and participated in conferences as a facilitator, planner, and speaker.

### EXPERIENCE

- » Principal/Owner, SSW Consulting, August 2017 to present
- » Vice President, J Robertson and Company (JRO + Co.), October 2015 to December 2017
- » Deputy City Manager, City of Tualatin, OR, February 2011 to October 2015
- » Senior Administrative Analyst, City of Rancho Palos Verdes, CA, March 2008- February 2011
- » Other local government positions held with City of Shawnee, KS, City of Mission Hills, KS, City of Merriam, KS, and City of Brentwood, MO

### EXPERTISE

- » Community Visioning
- » Strategic Planning
- » Graphic Facilitation
- » Community Engagement
- » Communications Strategy
- » Project Management
- » Strengths Based Leadership

### EDUCATION + TRAINING

- » Bachelor of Science, Political Science, Benedictine College, Atchison, KS
- » Master of Public Administration, University of Kansas, Lawrence, KS
- » Total Strength Deployment Inventory (TotalSDI)/Core Strengths Certified Facilitator
- » Advanced Visual Facilitation/Designing + Leading Change/Strategic Planning, Strategic Visioning, The Grove Consultants International
- » Certified Facilitator, Mid-America Regional Council

## **ASHLEY SONOFF ASSOCIATE**

Ashley has over a decade of progressive responsibility developing and implementing policy and programs in organizations of varying sizes in the public, nonprofit, and private sectors. Highly skilled in strategic planning, data analytics, and community engagement, she enjoys using these skills to implement innovative approaches to enhance public programs and services.

Ashley is a people person through and through and enjoys building effective working relationships to have fun while accomplishing great things together. One of her favorite parts of government work is engaging with the community to build trust, enhance accountability, and support good governance.

Ashley is an active member of the International City/County Management Association (ICMA) and the Oregon City/County Management Association (OCCMA).



### **EXPERIENCE**

- » Associate, SSW Consulting, December 2019 to Present
- » Administrative Analyst, City of Gresham, OR, November 2016 to October 2019
- » ICMA Local Government Management Fellow, City of Gresham and Multnomah County, OR, July 2016 to November 2016
- » Policy and Performance Municipal Graduate Intern, City of Seattle, WA, June 2015 to September 2015
- » International Information Management Assistant, World Concern, August 2013 to September 2014
- » Financial Analyst, Indiana University, August 2012 to May 2013
- » Key Account Planning Analyst, Sunrise Greetings/Hallmark Cards, July 2011 to August 2012
- » Global Buyer/Operations Specialist/International Account Services, Columbia Sports-wear, June 2008 to June 2011

### **EXPERTISE**

- » Strategic Planning
- » Data Analytics
- » Program Evaluation
- » Project Management
- » Community Engagement

### **EDUCATION**

- » Master of Public Administration, University of Washington, Seattle, WA
- » Bachelor of Arts, International Studies, George Fox University, Newberg, OR

**SASHA KONELL**  
**COMMUNICATIONS + ENGAGEMENT STRATEGIST**



Sasha joins our SSW team with just over five years of local government communications expertise, and insightful knowledge of public relations, community engagement, and events. With extensive communication skills, attention to detail, and her passion for collaboration, community, and connection, she brings an enlightening energy for engagement to the table.

Sasha's love for people and storytelling contributes to her ability to effectively communicate and disseminate abstract concepts and curate intentional ways to connect. She is a student of people—constantly yearning to learn more about community culture, relationship and trust building, and best communication practices to ensure equity and inclusion. Her strong interpersonal skills support her ability to work with organizations and communities to resolve conflict and work towards resolution and meaningful outcomes.

**EXPERIENCE**

- » Communications + Event Planning, SK Co, 2014 – 2023
- » Community Engagement + Event Specialist, City of Gresham, 2018 – 2023
- » Office Management, Konell Construction, 2011 – 2018

**EXPERTISE**

- » Communications
- » Community Engagement
- » Community Branding
- » Event Planning + Coordination
- » Social Media Content Development
- » Project Management

**EDUCATION**

- » Bachelor of Arts, Communications, Eastern Oregon University, La Grande, OR
- » Basic Public Information Officer Certified, FEMA, 2019



## PROJECT EXPERIENCE

### CITY OF HERMISTON STRATEGIC PLANNING

For the past nine years, SSW has served as the facilitator and strategy advisor for the Hermiston, Oregon (pop. 17,000). Annually, we have conducted a retreat with the City Council and Management Team. Over the years, the agendas and activities have varied for the team based on current issues in the community and the needs of the organization and Council. The retreats have included the development of team vision and values, team building activities, Core Strengths training, environmental scans to identify current community issues and drivers of change, celebrations of prior year accomplishments, and goal setting for the future.



In 2020, the SSW Consulting team supported Hermiston team in the development of their community vision to serve as the community's road map over the next 20 years. The development of this plan has subsequently been used as the foundation for Council goal setting to support the advancement of the vision. The focus of the retreat has shifted from developing the vision and building an effective team to identifying specific goals and strategies that support the community vision and address current community needs.

### CITY OF HILLSBORO STRATEGIC PLANNING

For the last four years, SSW facilitated the City of Hillsboro's (pop. 108,000) City Council and Management Team goal setting workshop. Over the four years, the sessions have included diversity, equity and inclusion training, celebration and recognition of the City's accomplishments, developing a shared community context to set the stage for goal-setting, and the launch of the City's strategic plan update.



In 2022, the SSW team began the update of Hillsboro's 10-year strategic plan. During this 2-year process, we have led the City organization and Council through a development of a current state analysis (including over 700 city initiatives), organizational outreach reaching over 500 employees, the development of a new mission, vision, values, and goals, and the development of a strategic plan that will foster a culture of strategic management across the organization bringing alignment across the strategic plan, the City Council annual goal setting process, and the development of the City's biennial budget.

### CITY/COUNTY INSURANCE SERVICES (CIS) STRATEGIC PLAN

SSW Consulting began working with CIS in 2019 to assist the organization with the update of their Strategic Plan. Working with CIS staff and their Board of Trustees, SSW facilitated several workshops over the course of five months to develop a focused and updated strategic plan. The plan included high-level goals, strategies and implementation structure with broad support from the Board of Trustees and all levels of the organization. SSW developed an engagement strategy to build



buy-in at every phase of development of the plan which translated into accountability across the organization upon completion of the plan.

SSW has assisted CIS in their annual progress review of the plan . We reviewed the goals, strategies, progress and challenges. Working with the CIS Executive Team, we outlined potential recommendations for plan updates for Board consideration. In 2021, SSW supported the CIS Marketing Team in scoping and implementation of one of their strategic plan strategies. SSW facilitated the process to develop four marketing plans for each business unit within the organization. This process was conducted virtually over Zoom while using visual tools to graphically facilitate the workshops.

The SSW team is currently supporting CIS in the 2024 5-year update of the strategic plan which includes the engagement of staff, the Board of Trustees and the city and county members across the State of Oregon.

## SSW CLIENTS

We have a number of long-term and repeat clients with local governments and other organizations as you will notice in the client/project list below.

- » City of Hood River Homelessness Strategic Plan (2020)
- » City of Tualatin Goal Setting Workshop, Tualatin Tomorrow Vision, America's Best Communities Revitalization Plan (2016-2018)
- » City of Stayton Goal Setting Workshop (2019, 2023)
- » City of Hermiston Goal Setting Workshops (2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023)
- » City of Hermiston Community Vision (2020/2021)
- » City of Hillsboro Goal Setting Workshop (2020, 2021, 2022, 2023), Hillsboro Parks and Recreation Commission Strategic Plan (2020, 2021, 2022), City of Hillsboro Strategic Plan 2021-Present
- » City of Forest Goal Setting Workshop and Mid-year Retreat (Feb. 2020, Sept. 2020, Jan. 2021, 2022, 2023)
- » City/County Insurance Services Strategic Plan (January 2020), CIS Strategic Plan Annual Update (2021, 2022, 2023), Marketing Plans (2021)
- » Happy Valley City Council Retreats and Goal Setting Workshops (2016, 2019, 2020)
- » Hood River County Strategic Plan (2020-2021), Strategic Plan Update (2023)
- » Mercer Island City Council Team Building (2018)
- » City of North Plains City Council Retreat (2019, 2023)
- » City of Talent Goal Setting Workshop (2020)
- » City of Yachats Goal Setting Workshop (2020)
- » City of Wilsonville Park Board Prioritization Workshop (2019), Parks Bond Task Force Facilitation + Management (2020), City Council Goal Setting (2021, 2023), Sister City Advisory Board Strategic Plan (2021)
- » City of Florence Executive Team Training (2020/2021)
- » City of McMinnville Department Team Training (2020), City Council Team Building and Core Strengths Training (2021)
- » City of Albany Strategic Plan (2021/2022), Core Strengths Training (2018, 2020)
- » City of Cornelius City Council Goal Setting (2021)
- » City of Gresham Pathways to Employment Strategic Plan (2017), Community Engagement Strategic Plan (2018), Community Engagement Training (2019), Strategic Plan Outreach (2022)
- » Multnomah County Drainage District Strategic Plan (2019), Plan Updates and Implementation Support (2019-2020)
- » City of Oregon City Council Goal Setting (2021)
- » City of Sandy City Council Goal Setting (2021)
- » City of Scappoose City Council Orientation (2021, 2023)
- » City of Tigard City Council Goal Setting and Core Strengths Training (2021), Council Ground Rules Workshop (2021, 2023)
- » Bend Parks and Recreation District Diversity, Equity and Inclusion Strategy (2021)
- » City of Bend City Council Goal Setting (2023)
- » City of Beaverton City Council Goal Setting (2023)
- » City of Monmouth City Council Goal Setting (2023)
- » City of Independence City Council Goal Setting (2023)
- » City and Borough of Sitka Alaska Strategic Plan (2022)
- » NW Women's Leadership Academy Core Strengths Training and Strategic Planning (2018, 2019, 2020, 2021, 2022, 2023)
- » Columbia Memorial Hospital Strategic Plan (2022/2023)

# PROJECT APPROACH

The outcomes below were identified during our scoping meeting:

- » Work with the Commission and staff to identify policy goals and supporting actions to guide the organization aligned with the Port's strategic plan
- » Explore the team's leadership philosophies, and conduct team building that fosters alignment around the Commission's goals
- » Prepare a summary report of the Commission's goals, action plan, and any team agreements.

The team has identified April 12, 2024 as the tentative timeline for a workshop(s). The project approach assumes a full-day workshop and the final contract will reflect the confirmed dates and appropriate hours based on the workshop timing.

A project schedule will be confirmed during our first planning meeting.

## TASK 1: PROJECT SCOPING + PLANNING

SSW will meet with key staff to refine the project approach and schedule. As part of this meeting, participants will clarify project expectations and identify background information for consultant's review. The consultant will review all pertinent documents, reports, and other background information.

As part of this meeting with staff, SSW will develop a project game plan to define project goals, team members, timelines, potential challenges, success factors and expectations. It is also recommended the team discuss the outreach strategy for engaging the project stakeholders.

### **Deliverables + Key Tasks:**

- » Scoping meeting with City Manager and other project team members
- » Review background materials
- » Develop project game plan and schedule
- » Prepare engagement strategy and interview questions

## TASK 2: OUTREACH

Conduct virtual or phone interviews with each Commissioner in preparation for the workshop. These interviews will assist in developing the agenda, identifying expected outcomes, and gathering input on the workshop format. The interviews also provide an opportunity to develop trust and rapport with each Commissioner prior to our meeting.

Outreach could also include the Budget Committee members and key City and County leadership to develop a more comprehensive view of the community context and support alignment across community goals. Hours have been included in the scope of work to support

this additional outreach.

Following the outreach conversations, an outreach summary will be developed capturing the themes. Using the outreach themes and findings, SSW will develop a draft agenda to present to the Executive Director. These themes will shape the workshop agenda, and ensure expectations and outcomes are aligned with the agenda topics and sequence.

SSW will meet with the staff prior to the workshop to review the agenda and the themes from the outreach. This team meeting provides an opportunity to discuss the goal setting workshop, address any staff questions, confirm roles in the workshop, and gather any resources to provide to meeting participants.

Once the agenda has been approved, this will be distributed with any other meeting materials to all participants.

**Deliverables + Key Tasks:**

- » Conduct interviews with Commissioners
- » Outreach with Budget Committee and other key community leaders (Survey or Interviews)
- » Prepare a summary of the outreach and proposed workshop agenda
- » Finalize all meeting materials and distribute to participants

### **TASK 3: WORKSHOP PREPARATION**

SSW will prepare the custom meeting materials to facilitate a 1-day workshop. We will coordinate a logistics plan and the preparation of any meeting materials or resources for the workshop. Graphic templates will be prepared using the themes from the interviews to set the context for the team building and goal setting.

**Deliverables + Key Tasks:**

- » Logistics plan
- » Facilitation guide and graphic templates

### **TASK 4: WORKSHOP FACILITATION**

SSW will graphically facilitate the workshop. The workshop will be in-person and SSW will employ the use of graphic facilitation to capture the ideas and areas of agreement for the group.

At the completion of the workshop, SSW will review the summary information and prepare for a debrief with Port staff. In the debrief meeting we will discuss the workshop outcomes and the next steps in developing the summary plan.

**Deliverables + Key Tasks:**

- » Facilitate workshop
- » Prepare workshop notes, graphics, and materials
- » Outline of summary report
- » Debrief meeting with staff

## TASK 5: SUMMARY REPORT

During the debrief with Port staff, SSW will review the summary meeting documents and discuss the format of the summary report. We will determine if any additional meetings or follow up information is required to complete the report. Once all information has been gathered, SSW will prepare a draft summary report. This report can be presented to the Commission, or it can be circulated via email for review and comment. All comments will be submitted to SSW, and the report will be updated accordingly. A final report will be prepared for review and approval by the Commission

A graphic summary of the goals will also be prepared to include in the report and provide to staff as separate JPEG and PNG files.

### **Deliverables + Key Tasks:**

- » Summary Report
- » Graphic Summary of the Goals

# COST PROPOSAL

These primary tasks can be completed for an amount not to exceed \$12,275 which includes all services and expenses (facilitation materials, administration costs, etc.). Additional services can be contracted for optional tasks, reports, or work outside of this scope based on a description of services provided by the Port of The Dalles. The costs for additional services will be based on the hourly rates listed below:

Sara Wilson, Principal Strategist/Owner \$200/hr  
 Ashley Sonoff, Associate \$130/hr  
 Sasha Konell, Communications + Engagement Strategist \$110/hr

Expenses will be billed for reimbursement at cost.

Tasks	Sara Singer Wilson \$200/hr	Sasha Konell \$110/hr	Cost
Task 1: Project Scoping + Planning	3	3	\$930.00
Task 2: Outreach	7	5	\$1,950.00
Task 3: Workshop Preparation	4	4	\$1,240.00
Task 4: Workshop Facilitation	14	16	\$4,560.00
Task 5: Summary Report	3	6	\$1,260.00
<b>Ongoing Project Tasks/Costs</b>			
Project Management + Administration	3	5	\$1,150.00
<b>CONSULTANT HOURS</b>			
	34	39	73
<b>TOTAL CONSULTANT FEES</b>			
	\$6,800.00	\$4,290.00	
<b>EXPENSES (admin, facilitation supplies, mileage)</b>			\$200.00
<b>GRAND TOTAL</b>			<b>\$11,290.00</b>

# REFERENCES

The project references listed below can attest to SSW's facilitation, leadership, and project management capabilities.

## **SHERILYN LOMBOS**

Tualatin City Manager

Phone: 503.691.3010

Email: slombos@tualatin.gov

## **PATRICK PRIEST**

City/County Insurance Services Executive Director

Phone: 503.763.3810

Email: Ppriest@cisoregon.org

## **BYRON SMITH**

Hermiston City Manager

Phone: 541.567.5521

Email: bsmith@hermiston.or.us

## **RAHIM HARJI**

Hillsboro Deputy City Manager

Phone: 503.681.6447

Email: Rahim.Harji@hillsboro-oregon.gov



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MEETING DATE	March 13, 2024
ACTION ITEM F-4.)	Commission Compensation
STAFF RECOMMENDATION	Approve <u>Commission Compensation per ORS 198.190 Compensation and Expenses of Governing Body Members</u> as presented

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The possibility of compensation for board members was highlighted at the recent 2024 SDAO Annual Conference, accordingly Staff is bringing forward ORS 198.190 for consideration, with the recommendation to start applying it immediately, effective March 13, 2024, or from the new Fiscal Year starting July 1, 2024.

# ORS 198.190

## Compensation and expenses of governing body members

- [Text](#)
- [Annotations](#)

A member of the governing body of a district may receive an amount not to exceed \$50 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties. [1971 c.403 §2; 1983 c.327 §2; 1983 c.740 §53a; 1989 c.517 §1; 1995 c.79 §74]

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Source: Section 198.190 — Compensation and expenses of governing body members, [https://www.oregonlegislature.gov/bills\\_laws/ors/ors198.html](https://www.oregonlegislature.gov/bills_laws/ors/ors198.html).

MEETING DATE                      March 13, 2024  
INFO ITEM G-1.)                      Recreational Immunity: Senate Bill 1576

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From Special Districts Association of Oregon (SDAO):

Recreational Immunity: Your Outreach Made a Difference!

Yesterday, the House of Representatives passed SB 1576, which provides a temporary fix to Oregon’s Recreational Immunity statute. The bill will become effective upon the signature of Governor Kotek. SDAO extends our appreciation to all of you who responded to our legislative alert and took the time to contact your legislators encouraging them to support this bill. Although this is a temporary fix, lasting through January 1, 2026, it will ensure that walking, running, and biking will be considered recreational activities and will also provide assurances that improved trails are covered by the statute. During the interim, a workgroup will likely be convened to conduct a comprehensive approach to the state’s Recreational Immunity statute with the intent of considering modifications during the 2025 Legislative Session.

**Background:** The Oregon Public Use of Lands Act passed in 1995 with a goal of encouraging public and private owners of land to make their land available to the public for recreational purposes. It was understood that landowners, both public and private, who made their land available without charge for recreational use by the public, were not liable if a person was injured while using the land for recreational purposes.

The Act increased the availability of land for free recreation by limiting liability to cities, counties, special districts, parks, schools, and a wide range of private owners, including farmers and timber companies that allow hunters, anglers, hikers, mountain bikers and other members of the public to use or traverse their lands at no charge.

The fixes contained in SB 1576 became necessary due to a recent court decision that has led to closures of some park and recreational properties due to concerns about liability. Many property owners, both public and private, have been monitoring whether the Legislative Assembly would fix this problem.

We are delighted that Oregon’s citizens will be able to enjoy trails and parks this year and we want to thank our members who made a difference in contacting their legislators to encourage them to support this important measure. Your advocacy ensures that Oregon’s long-standing goal of encouraging our citizens to recreate will be maintained.

PORT OF THE DALLES AGENDA ITEM

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MEETING DATE March 13, 2024

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

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MEETING DATE March 13, 2024

REPORTS ITEM H-4.) Wasco County Economic Development Commission Executive Assistant Toepke

In review or for those who may not know, the Wasco County Economic Development Commission’s (EDC) Strategic Action Plan is organized by the five goals (following) that also organize EDC Staff’s work planning process and Committee structures.

- Vibrant and Diverse Local Economy: Develop and implement short and long-term strategies that build and diversify the economy in Wasco County and its communities.
- Robust Infrastructure: Water/Wastewater, Broadband: Support communities throughout Wasco County in efforts to provide adequate infrastructure to enhance community livability and economic opportunity.
- Community Capacity: Work with local partners to provide meaningful technical assistance, bring in additional resources, and complete projects that enhance their community’s capacity for appropriate economic development.
- Information Source and Advocacy: Ensure the Board of County Commissioners, partners, funders, and companies have up-to-date information on economic conditions, activities, and projects that support a resilient local economy in Wasco County and increase investment in its communities.
- Strong and Sustainable EDC: Strengthen relationships with partners, diversify funding streams and provide effective services to communities and businesses in Wasco County.

Some highlights from the EDC’s Staff Report for last quarter:

- Vibrant and Diverse Local Economy
  - Brownfield
    - Brownfield Coalition Grant
      - EDC Staff continued to coordinate with project partners City of The Dalles, Wasco County, and Port of The Dalles. All funds have been committed, with the remainder allocated to the Neon Sign Museum for the adjacent lot as a location for the Jantzen Beach Carousel awarded to the museum.
    - Mid-Columbia Economic Development District (MCEDD) Brownfield Grant
      - A consultant (Stantec) has been selected for the Environmental Protection Agency (EPA) contract for the \$1 million grant awarded to MCEDD to support the region with brownfields assessment. EDC Staff will continue to serve as Wasco County’s representative in this process moving forward.
  - Wasco County Innovation Initiative (WII)
    - First Innovator Drinks event of 2024 is planned for March 14<sup>th</sup>, 5:30 p.m., at Route 30 in The Dalles
      - [Innovator Drinks March 14 | News | columbiagogenews.com](https://www.columbiagogenews.com/news/innovator-drinks-march-14)
- Robust Infrastructure: Broadband, Water/Wastewater
  - EDC Staff continue to support Pine Grove Water District in their search for funding for a new wastewater system. They applied to Business Oregon’s Water/Wastewater financing program in December, with the intent to secure funds to start the environmental review and design work. Once this is complete, the District will look to United States Department of Agriculture (USDA), Rural Development (RD) for construction funding. Staff will help with funding applications as needed and the engineer solicitation.
  - Staff participated in a special session with the City of Maupin City Council to review funding options from the State for their water and wastewater system improvement projects. The City submitted a Safe Drinking Water Revolving Loan Fund (RLF) grant application in January for addressing their immediate needs with their leaking reservoir and as well as the larger system needs.
  - With the support of EDC Staff, QLife submitted a Broadband Technical Assistance Grant Application to explore feasibility of a new operational model and expanded services to address broad band needs in Wasco County.
- Community Capacity, Information Source, and Advocacy
  - Wasco County acknowledged the EDC’s annual Community Enhancement Project list, with one revision: the Resolution Center was added to the list in the 4<sup>th</sup> position – removing Pine Grove Water District’s project from the list. The County expressed appreciation for the EDC’s process, thoughtful approach and support for Pine Grove’s project but noted that this is a priority project seeking funding at this time so revised the list to include it. The Wasco County Economic Development Commission’s 2024 Community Enhancement Projects were sent to the Port Commission via email and is also following this report.

The EDC tries as much as possible to hold its quarterly meetings in different parts of Wasco County. The meeting this month was in Dufur, June is set to be in Tygh Valley and September in Antelope – to include a tour at the Young Life Ranch.

- Dufur Updates
  - Kathy Bostik, City Recorder, The City of Dufur, talked about the City’s latest news:
    - The City’s Wastewater Project has gone out to bid
    - \$75-100,000 is needed for a new ambulance
    - The sidewalks are done thanks to \$600,000 from Rep. Greg Smith
  - Robert Wallace, Executive Director, WyEast RC&D, gave updates on some of their projects and brought an electric tractor to check out after the meeting!:
    - Rural Energy for America Program (REAP): Wy’East offers technical assistance to help producers and rural small businesses apply for USDA Rural Development REAP grants.
    - Electric Tractor and Rural Electrification: Wy’East is partnered with Forth, Sustainable Northwest, Bonneville Environmental Foundation, and Rusted Gate Farm to expand rural electrification and fuel a clean agricultural economy.
    - Local Electrical Cooperative and PUD Support: Wy’East is currently under contract as an Agriculture Program Specialist supporting the Rural Electric Cooperatives & PUDs with their Agriculture Sector Energy Efficiency Initiative (EEI).
    - Wy’East is in process of applying for a variety of other substantial grants in 2024, including technical assistance grants.
    - This year Wy-East will either bring someone onboard or by contract to expand their work in the underserved Hispanic and Tribal Communities.
  
- Economic Development Commissioner Updates: Verbal report during meeting.

Wasco County’s unemployment rate is slightly higher than the rest of the State, yet down nearly 1% since December 2022.

**By The Numbers**

*Source: Oregon Employment Department*

- Unemployment rate (seasonally adjusted)

	<b>December 2023</b>	<b>November 2023</b>	<b>December 2022</b>
<b>Oregon</b>	3.6%	3.5%	4.8%
<b>Wasco County</b>	3.7%	3.7%	4.8%

- Total Nonfarm Payroll Employment (Not Seasonally Adjusted)

	<b>December 2023</b>	<b>Change from November 23</b>	<b>Change from December 22</b>	<b>Change % -year-</b>
<b>Oregon</b>	2,001,600	3,900	37,400	1.9%
<b>Wasco County</b>	10,480	10	420	4.2%

# WASCO COUNTY ECONOMIC DEVELOPMENT COMMISSION

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

## 2024 Community Enhancement Projects

<i>Rank</i>	<i>Project Sponsor</i>	<i>Project</i>
1	<b>City of The Dalles, Klickitat County, CGCC</b>	<p><b><u>Aviation Maintenance Training Hangar (CGCC, City of The Dalles, Klickitat County):</u></b> City of The Dalles and Klickitat County received \$2.8 million EDA grant to build a dedicated hangar for Aviation Maintenance Technician training program at Columbia Gorge Community College and to create shovel-ready industrial parcels at Columbia Gorge Regional Airport. The City and County provided \$700,000 match. Cost escalation during COVID resulted in \$2.4 million shortfall on the original \$3.5 million project. Total cost is now projected at \$5.9 million. Klickitat County recently obtained a \$1 million loan from Washington DOT (Community Aviation Revitalization Board). The EDA will consider a budget amendment to address the remaining \$1.4 million shortfall. As an alternative, Klickitat County has requested a direct Washington Legislative appropriation of \$1.4 million. Pre-construction activities have begun, including design and engineering on the hangar and industrial park infrastructure, using EDA funding already granted. Project completion is expected by May 2027.</p>
2	<b>City of Maupin</b>	<p><b><u>Water System Improvements:</u></b> The City’s water source is a spring that feeds into the system with a single, above ground 6” pipe that is 40 years old. The cost estimate for needed improvements in the City’s 2022 Waster System Master Plan in 2022 was approximately \$10 million. Additionally, the City has identified a leak in their reservoir that has been temporarily addressed but needs a long term repair. The City will focus on priority improvements related to the reservoir, water distribution, safety of the drinking water, and fire protection. Estimated cost for these priorities is \$4.2 million and the City will be further refining the scope for this first phase of improvements needed and seeking funding from Safe Drinking Water RLF and USDA Rural Development.</p>
3	<b>City of Mosier</b>	<p><b><u>Mosier Center:</u></b> The City of Mosier and the Mosier Fire District are partnering to build a 10,000 sq ft joint use facility in downtown Mosier that will serve as City Hall, fire station, community center with kitchen and food pantry and a variety of roles in the community. The building will be a certified net-zero building.. The estimated total project cost is \$8.4 million. The project has raised \$6.6 million in funding from multiple state and philanthropic sources. The City will rescope the project to try to limit construction costs to approximately \$6.5 million but anticipates they will still need ~\$1.5 million to cover soft costs. The goal is to have the design and permitting complete by spring 2024 so they can proceed with construction.</p>

4	Wasco County, Mid-Columbia Center for Living	<p><b><u>Resolution Center:</u></b> Wasco County and Mid-Columbia Center for Living are defining a new approach to behavioral health services at a comprehensive behavioral health campus in Wasco County. The campus will include a 16-bed Residential Treatment Facility (RTF), a 16-bed Secure Residential Treatment Facility (SRTF), a 16-bed Substance Use Disorder Residential Treatment Facility (SUD), a 6-8 chair Crisis Stabilization Center, an expansion of the existing Consumer Drop-In Center, and an expansion of the existing Psychosocial Rehabilitative Office. The project will be completed in three phases: Lot 1/Phase I includes the 16-bed SRTF and 16-bed RTF as these are the highest needs and prioritize development for the client. This phase is estimated at \$20.4m. Lot 2/Phase II includes the Consumer Drop-In Center, Psychosocial Rehab Office, and Crisis Stabilization Center. These are currently proposed as one building for building efficiencies and reducing costs for building services in one location. Lot 2 is estimated at \$18.3m. Lot 3/Phase III includes the 16-bed SUD and is estimated at \$11.6m. This partnership project will enhance a regional service array for care, save a significant amount of taxpayer money and create new jobs for local professionals with an emphasis on culturally competent care. This project has \$17,500,000 committed and is seeking an additional \$36,000,000 to support a full build out of the three phases.</p>
5	Dufur School District #9	<p><b><u>Dufur School-Based Health Center:</u></b> The Dufur School District is moving forward with plans to set up a school-based health center that would support both students and community members accessing healthcare in Dufur. The School District is partnering with a local health care provider to support this effort. The School District has raised most of the funds needed to purchase and install a modular unit to house the health center. One Community Health will operate the health center. There is currently approximately a \$75,000 gap they need to fill to complete the project. The Dufur community ranked this as its highest priority because the project is almost complete and is something that will have a significant impact on the area in terms of health care when it is up and running.</p>
6	Port of The Dalles	<p><b><u>Marina Dock Replacement - Planning/Design:</u></b> The Port is seeking funding in 2024 to support planning and design work for their project to reconfigure and update the launch ramp and restroom facilities at the marina. This project will have impacts on tourism and will significantly improve emergency response capacity for river rescue needs. The Oregon State Marine Board is providing in-kind staff time to support engineering and design. The Port will be seeking \$200,000 for additional pre-construction activities such as permitting, hydrologic evaluations, and archaeological assessments.</p>

7	<b>Columbia Gorge ESD</b>	<p><b><u>Columbia Gorge Early Learning Center:</u></b> Columbia Gorge Education Service District (ESD), Columbia Gorge Community College, North Wasco County School District, and other public partners propose to renovate former Chenoweth Middle School into a regional early learning center to address a severe shortage of affordable, high-quality childcare. The early learning center will serve as a practicum site for CGCC’s Early Childhood Education Training program, provide 200 new childcare slots for children ranging from 0-5 and after school care to support workforce participation. Partners have secured \$2.2 million toward an estimated \$20 million total project cost. The project has a pending \$500,000 request to EPA for asbestos removal and plans to submit \$14 million in state, federal and philanthropic requests in the coming year.</p>
8	<b>Wasco County Soil and Water Conservation District</b>	<p><b><u>Fifteenmile Managed Underground Water Storage:</u></b> Wasco County Soil and Water Conservation District is creating a managed underground water storage facility to counter the low stream flows and summer high temperatures in the Fifteenmile watershed. This facility would capture high winter water flows and filter the water through alluvial sediment before injecting the water into an underground aquifer for storage. Water will be able to be returned to the stream during times of low flow or high summer temperatures. To date the project has received funding from OWEB, OWRD, and the Tides Foundation. The District is finishing technical investigations on the alluvial sediment piece and drafting construction drawings. The current estimated build-out costs are \$1.2 million to \$1.5 million. The District will be seeking construction funding in the coming months.</p>
9	<b>City of Maupin</b>	<p><b><u>Wastewater Facilities Improvements:</u></b> The City completed a Wastewater Facilities Master Plan in 2022. There are an estimated \$10.9 million in improvements recommended for the facilities that were originally constructed in 1972. Many important improvements are needed to continue to meet the requirements of the NPDES permit. Critical equipment and components have surpassed their expected useful life, are showing significant signs of deterioration, and have become obsolete. The existing treatment plant is increasingly difficult to operate, maintain, and perform to meet permit requirements. The plant is lacking redundancy and the remote monitoring and control capabilities required for modern sewage treatment facilities. All these shortfalls combine to create a situation that leaves the receiving waters of the Lower Deschutes River vulnerable to contamination. The total estimated cost for the immediate improvements is \$8.243 million and the City will be seeking funding in the coming year.</p>



10	City of Antelope	<p><b>Joint Use Facility - Antelope School Community Center:</b> The Antelope School Community Center is used for a variety of purposes by the community, including City Hall, Fire Hall, community gatherings, emergency response operations center, funerals, etc. There is the potential for the Center to be a stopping point for a variety of services and provide space for educational and youth activities. The Center is on the National Register of Historic Places and will turn 100 years old in 2025. As a first phase of improvements, the City would like to repair the façade and repaint it to help preserve the exterior and extend the life of the building. Other improvements with Phase 1 would include sealing the roof and replacing the doors and windows. The City has received a donation for the exterior paint and a grant to support some of the labor costs. They are currently seeking an additional \$8,000 for labor costs to do the exterior improvements. Total Project upgrades are estimated to be approximately \$500,000.</p>
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**Priority Issues:**

- **Developable Land.** As communities across the County continue to develop what land is available and ready for investment, there is a need to focus on ensuring that areas within urban growth boundaries, urban area boundaries, or appropriate rural centers are ready for development. Taking the proactive next steps needed to ensure there is adequate supply to support business expansions and additional residential development to meet community and workforce needs will support vibrant communities moving forward.
- **Childcare:** There continues to be a shortage of qualified, affordable childcare in the Columbia Gorge region, particularly in The Dalles and Wasco County. Conversations will continue about how to support developing additional slots through this project and other efforts and are critical to ensuring workforce participation from families.
- **Housing:** Housing prices and rising interest rates continue to make housing in Wasco County unattainable for many in both the home buying and rental markets. We have consistently heard from employers that the challenges in access and affordability for residents and potential employees seeking to come to Wasco County have hindered businesses’ ability to grow. Better understanding opportunities for communities to play a role in addressing this challenge will impact access to a robust workforce moving forward.
- **Broadband.** As we continue to clarify gaps in broadband access in Wasco County in preparation for additional funding resources at the state and federal level, preparing shovel ready projects will be critical to moving the needle on access to this critical infrastructure. This will support diverse businesses, educational access, and many more key services.

**Additional Projects Not Ranked:**

Columbia Cascade Housing Corporation, Northwest Housing Alternatives	Chenowith Affordable Housing Development
Northern Wasco County Park and Recreation District	Sorosis Park Redevelopment (Tree Top Playground replacement)
City of The Dalles	Westside Area Plan
Q-Life	Colocation Space + Cascadia Resilience Feasibility Study
Tooley Water District	Well Replacement
Port of The Dalles	Land Acquisition Fund
The Dalles Booster Club	Greenspace Athletic Lighting
City of The Dalles	Collaborative Signage/Wayfinding
Columbia Gorge Discovery Center	Building Improvements
City of The Dalles	Crow Creek Dam Expansion
City of The Dalles	Federal Street Plaza
City of The Dalles	Water Transmission Line Replacement
City of The Dalles	Getchel Building Repairs
City of The Dalles	Safe Routes to School (W 10 <sup>th</sup> and W 11 <sup>th</sup> Street improvements)
Wasco County	Kramer Field Redevelopment
Adventist Health Columbia Gorge	New Hospital Campus
Dufur School District #9	Ranger Tech-CTE Program
Dufur School District #9	School Seismic Renovation
Wy'East RC&D	Dufur Rural Innovation Hub
City of Dufur	Streetscape Improvements
City of Dufur	Waste Water System Improvements
City of Dufur	Drinking Water System Improvements
City of Dufur	Streetscape Improvements
City of Dufur	Ambulance Replacement
Wasco County SWCD	Fish monitoring and irrigation loss incentives
Dufur Recreation District	City Park Improvements
City of Maupin	Maupin City Park Boat Ramp Remodel
City of Maupin	Childcare
City of Maupin	Entrepreneurial Ecosystem Strengthening
City of Maupin	Legion Hall Improvements
City of Maupin	Broadband
City of Maupin	2 <sup>nd</sup> and Staats Utility Extension
ODOT	Highway 197 Riverwalk
Maupin Area Chamber Endowment	Deschutes River Athletic Complex-Stage and Sound equipment
City of Maupin	West Reservoir
Mosier Community School	Traffic Safety Improvements

City of Mosier	Public Restrooms
City of Mosier	Streetscape Improvements
City of Mosier	Emergency Well Replacement
City of Mosier	Tertiary Waste Water Treatment Wetland Development
City of Mosier	Emergency Well Replacement
Main Street Mosier	Mosier Streetscape Improvements
Main Street Mosier	Skate Park
Wamic Water & Sanitary Authority	Wamic Wastewater System Replacement
Wamic Water & Sanitary Authority	Water System Improvements
Tygh School Community Center	Building Improvements
Badger Irrigation District w/WCSWCD	Ditch Piping Project
City of Antelope	Defensible Space Improvements
Wamic Rural Fire Protection District	Expansion of Rock Creek and Pine Hollow Fire Stations
Juniper Flat Fire District, WCSWCD	Fire Prevention and Protection on Juniper Flats
City of Antelope	Streetscape Improvement Planning and Development
WCSWCD	Watershed Assessments (The Dalles, Fifteenmile, Mosier, White River, Bakeoven/Buck Hollow)
Wasco County Fair Board, Wasco County	Fairground Site Master Plan
Wasco County Fair Board, Wasco County	Fairground Improvements
Wasco County	RV Park Revival and Improvements