

**PORT OF THE DALLES COMMISSION**  
**Regular Session Meeting Minutes-Virtual**  
**Wednesday, January 13, 2021**

The Regular Session Meeting of the Port Commissioners was called to order by Vice-President Mike Courtney at 5:30 p.m.  
*\*The meeting was held via the video conferencing platform Zoom; attendees joined via computer or called in via telephone*

**ROLL CALL** Executive Assistant Toepke

**Commission:** Mike Courtney, Staci Coburn, Robert Wallace, David Griffith

**Absent:** Greg Weast

**Staff:** Andrea Klaas, Executive Director; Jennifer Toepke, Executive Assistant; Anna Shank-Root, Land Use Strategist & Policy Analyst and Bill Dick, Attorney; Angie Macnab, Contracted Bookkeeper

**Guests:** Dan Richardson, The Dalles City Council, City of The Dalles; Steve Kramer, Wasco County Commissioner; Kristi Timmons, Licensed Property Manager, MVProperty Management; Patrick Grimsley, Owner, V & G, LLC; John Willer, Resident of The Dalles

**PLEDGE OF ALLEGIANCE** Executive Assistant Toepke

**AGENDA CORRECTIONS/ADDITIONS** **Add:** Action Item G3. Appoint Executive Director Klaas as the "Entity Administrator" for the Federal Government's System Award Management (SAM) registration  
**Add:** Action Item G4. Request for letter of support for Senate Bill 623

**PUBLIC COMMENT OR QUESTION** Steve Kramer, Wasco County Commissioner

Overview of Senate Bill 623 which in specific brief - requires the State to distribute all Federal funds to local workforce investment boards, why that is important, and a request for a letter of support from The Port of The Dalles.

**UPCOMING MEETINGS/EVENTS** As included in Meeting Packet

**COMMUNITY PARTNER INTRODUCTION** Dan Richardson, The Dalles City Council Position #4, City of The Dalles  
Elected to City of The Dalles Council in November 2020. Introduction including background and related experience. Wants to participate in and make meaningful contributions to the community and city.

**ACTION ITEMS**

1. December 9, 2020 Regular Virtual Meeting Minutes *were Approved by Consensus*
2. December 2020 Financial Reports *were Approved by Consensus*
3. Appoint Executive Director Klaas as the "Entity Administrator" for the Federal Government's System Award Management (SAM) registration *M/R. Wallace S/D. Griffith, Motion Approved*
4. Authorize Staff to provide a broad letter of support for Senate Bill 623 *M/S. Coburn S/D. Griffith, Motion Approved*

**DISCUSSION ITEM V & G Update** Kristi Timmons, Licensed Property Manager, MVProperty Management

Although the apartments upstairs are done and the downstairs level will be done next week, we received information from the building inspector reference what is required for the fire sprinklers and a fire alarm system – this is a new requirement. Because of this, occupancy will not be obtained by January 31, 2021 – maybe early March. Accordingly, we are requesting an extension until April 30, 2021.

**Commission Courtney:** Provide Andrea with a new timeline and come back every month to give an update.

**ACTION** Extend construction deadline to V & G, LLC until March 31, 2021 *M/R. Wallace S/S. Coburn, Motion Approved*

## REPORTS

1. *Marina Report* Owner/Operator Angie Macnab Stands as included in the Meeting Packet, plus: Owner/Operator Macnab stated “All the Boathouses are still standing after the windstorm!”  
Commissioner Courtney inquired about the Port no longer having a Harbormaster. Executive Director Klaas confirmed that Mark Roth resigned as Harbormaster, the Port is sad to see him go. Further, currently exploring with the PUD to ascertain if there is a way to turn the electrical power on remotely for the Transient Guest Moorage.
2. *Staff Report* Executive Director Klaas Stands as included in the Meeting Packet, plus: Commissioner Courtney inquired whether there has been any communication with the Army Corps of Engineers in the last 2 or 3 years about replacing the seawall. Executive Director Klaas said that she would check her files – perhaps there are some Federal funds available for harbor maintenance. Additionally, she stated that the Corps has recently reached out to the Port requesting utilizing part of the docks for monitoring, so this may be a good opportunity to open the subject again. Further, Executive Director Klaas reminded the Commission that the Port’s Work Plan for Fiscal Year 2020-2021 in-person working session that was planned for April 2020 never happened – but hopefully it will happen this year, so in the meantime she updated the plan with what has been accomplished and what needed adjusting due to the Covid-19 Pandemic.  
Executive Assistant Toepke reassured the Commission that in the absence of a Harbormaster she is covering the required duties for the Transient Guest Moorage.
3. *RARE Report* Land Use Strategist and Policy Analyst Shank-Root Stands as included in the meeting packet, plus: Strategist Shank-Root explained the role of the Real Estate Committee and that ‘Deal of the Month’ will be brought back. Additionally, a brief explanation of what has been added to the map – with a link to the updated version, and the work being done on mapping for Dufur in cooperation with Commissioner Wallace.
4. *Committee Report*
  - *Community Outreach Team* Executive Director Klaas There is nothing to report, there is a regularly scheduled meeting coming up.
  - *Wasco County Economic Development* Commissioner Courtney There is nothing new to report.
  - *Urban Renewal* Commissioner Coburn There is nothing new at this time. Our new leader is doing a fantastic job at gaining some ground.
  - *Dufur* Commissioner Wallace Pre-school started back in session. And some of the kids that were a little behind have gone back in person to bring them back up to speed. After the Martin Luther King holiday kids should be back in the classroom. Dufur’s been working closely with the county health department to make this happen.
  - *Chamber of Commerce* Commissioner Griffith The City has announced that they are awarding another \$100,000.00 which the Chamber will distribute – with a priority to Fitness Clubs. The Chamber is still in the black. 260 orders were filled for PPE for local businesses. They are planning for another PPE run in February & March. They had 50 pallets to distribute in Wasco County. \$25,000.00 of Explore The Dalles gift cards were sold over the holidays. In one week there is a annual awards dinner, being held virtually this year.


## COMMISSION CALL

1. Commissioner Griffith Dirt Hugger won steel recycler of the year award. When I joined the Port they were just starting. I recently invested in some property and Dirt Huggers will be providing some soil. Commissioner Courtney The Port essentially gave them free rent. But then there were problems with the aroma, etc. – so they had to move to Dallesport. Commissioner Wallace We took a tour of Dirt Huggers a few years ago, it is quite an operation they have – very impressive, and the science that goes behind it. The Beer Recovery Unit was great!
2. Commissioner Wallace I am really looking forward to in-person meetings – too much Zoom. I appreciate the brief meetings I have had with Staff. I am excited about the work that Anna is doing – in order to develop land within our ability to do so.

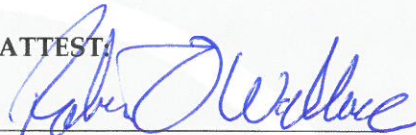
3. Commissioner Coburn I echo all that has been said. And a thank you to Andrea, Jennifer & Anna – love the note about the contacts that were made to all the folks in our Port area, going the extra mile to reach out to our neighbors, share information, supplies, etc.
4. Commissioner Courtney I will also echo on the Staff. I'm happy about the Dirt Hugger – let's arrange a trip to go over there – even if it has to be one at a time. Thank you to our guests for attending.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 6:33 p.m.**

**PORT OF THE DALLES:**

  
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Mike Courtney, Vice-President  
Board of Commissioners

**ATTEST:**

  
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Robert Wallace, Secretary  
Board of Commissioners

DATE APPROVED: February 10, 2021

Prepared by: Jennifer Toepke, Executive Assistant