

**PORT COMMISSION REGULAR SESSION MEETING-VIRTUAL  
FEBRUARY 10, 2021 AT 5:30 P.M.**

**AGENDA**

- A. ROLL CALL** Executive Assistant Toepke
- B. PLEDGE OF ALLEGIANCE** Commissioner Weast
- C. AGENDA CORRECTIONS OR ADDITIONS** Executive Director Klaas
- D. PUBLIC COMMENT OR QUESTION**
- E. COMMUNITY PARTNER UPDATE** Merle Keys, Mayor of Dufur
- F. REAL ESTATE V & G Update:** Kristi Timmons, LPM, MVProperty Management
- G. UPCOMING MEETINGS/EVENTS**
- February 12, 2021, 10:00-11:00 a.m.: KODL Radio Coffee Break with Executive Director Klaas
  - **March 10, 2021, 5:30-7:00 p.m.: Port Commission Regular Session Meeting-Virtual**
- H. ACTION ITEMS**
1. January 13, 2021 Regular Session Meeting Minutes-Virtual
  2. January 2021 Financial Reports Commissioner Coburn
  3. Fill the Budget Committee's vacant Position #3
- I. REPORTS**
1. Staff Report Executive Director Klaas
  2. RARE Report Land Use Strategist & Policy Analyst Shank-Root
  3. Committee Reports
    - Community Outreach Team Commissioner Weast/Executive Director Klaas
    - Wasco County Economic Development Commissioner Courtney
    - Urban Renewal Commissioner Coburn
    - Dufur Commissioner Wallace
    - Chamber of Commerce Commissioner Griffith

**J. EXECUTIVE SESSION** *as allowed by ORS 192.660(2)(e) Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, 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**

## PORT OF THE DALLES AGENDA ITEM

Meeting Date: February 10, 2021

Subject: **H-1.) REGULAR SESSION MEETING MINUTES-VIRTUAL**

➤ January 13, 2021 Regular Session Meeting Minutes-Virtual

Staff Recommendation: **Approve January 13, 2021 Regular Session Meeting Minutes-Virtual as presented**

Fiscal Impact: None

**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:**

**ATTEST:**

\_\_\_\_\_  
Mike Courtney, Vice-President  
Board of Commissioners

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

DATE APPROVED: February 10, 2021

Prepared by: Jennifer Toepke, Executive Assistant

## PORT OF THE DALLES AGENDA ITEM

Meeting Date: February 10, 2021

Subject: **H-2.) FINANCIAL REPORTS**

➤ January 2021 Financial Reports

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

### **Local Government Investment Pool**

➤ Interest Rate 0.75% (Average Annualized Yield)

### **General Fund**

#### ➤ Income

- There are 2 negative numbers booked to Interest from Earnings and Prior Yr Property Tax. These are payments that we receive from Wasco County when they collect delinquent taxes. Apparently, they overpaid some districts like ours, and underpaid others, so took back the money that had been previously distributed to us to make the correction, hence the negative numbers.
- Misc. Income of \$11,104.85 is the repayment to the Port from Whiting-Turner for the property taxes they owed on the leased land. As you may remember, the Port pays all property taxes due and then invoices the lessees for that amount.

#### ➤ Expenses

- Contracted Services: Columbia River Affordable Portables (porta potties at the launch ramp) \$354.00
- Dues, Fees, and Subscriptions: Renewed our annual membership with NW River Partners and annual Quickbooks Payroll

### **Port Development Fund**

#### ➤ Income

- Nothing uncommon

#### ➤ Expenses

- Media/Promo: BiCoastal Media (Shop local/Christmas promotion) \$99.00

### **Marina Fund**

➤ No uncommon Income or Expenses

### **Fiscal Impact**

➤ None

**Port of The Dalles**  
**Account QuickReport**  
**As of January 31, 2021**

Type	Num	Name	Memo	Paid Amount
<b>CSB Checking</b>				
<b>General Checking</b>				
Check	EFT	Brokers National Lif...		-111.40
Bill Pmt -Check	24379	Bohns Printing		-29.44
Bill Pmt -Check	24380	City Of The Dalles.		-156.94
Bill Pmt -Check	24381	Columbia River Affo...		-354.00
Bill Pmt -Check	24382	Dick, Dick & Corey, ...		-275.00
Bill Pmt -Check	24383	Friend & Reagan, P...	progress billing #2	-700.00
Bill Pmt -Check	24384	Hattenhauer Energy...		-53.53
Bill Pmt -Check	24385	Sawyers True Value		-28.99
Bill Pmt -Check	24386	SDIS		-4,385.11
Bill Pmt -Check	24387	The Dalles Disposal		-117.98
Paycheck	24388	Andrea L. Klaas		-3,394.93
Paycheck	24389	Jennifer Toepke		-1,874.53
Liability Check	EFT	United States Treas...	93-6001833	-1,681.26
Bill Pmt -Check	EFT	Verizon		-94.44
Liability Check	EFT	Oregon Department...	0504064-4	-432.00
Liability Check	To Print	Pers	02501	-1,215.00
Deposit			Deposit	3,485.00
Deposit			Deposit	12,944.17
Bill Pmt -Check	24390	Angie Wilson		-712.50
Bill Pmt -Check	24391	Anna Shank-Root		-8.12
Bill Pmt -Check	24392	Cardmember Servic...		-869.14
Bill Pmt -Check	24393	Dick, Dick & Corey, ...		-275.00
Bill Pmt -Check	24394	Gorge Networks		-164.48
Bill Pmt -Check	24395	Northwest River Par...		-625.00
Bill Pmt -Check	24396	PUD		-418.07
Liability Check	EFT	Oregon Department...	0504064-4	-478.00
Liability Check	EFT	United States Treas...	93-6001833	-1,838.42
Liability Check	EFT	Oregon Department...	0504064-4	-26.49
Paycheck	24397	Andrea L. Klaas		-3,394.95
Paycheck	24399	Jennifer Toepke		-1,721.93
Paycheck	24398	Gerald L. Rundell		-688.25
General Journal	AW		to reclassify payroll to g...	-4,525.06
General Journal	AW		to reclassify payroll to g...	4,525.06
Total General Checking				-9,695.73
<b>Marina Checking</b>				
Total Marina Checking				
<b>Port Develop. Checking</b>				
Bill Pmt -Check	23272	BiCoastal Media		-99.00
Bill Pmt -Check	23273	Dick, Dick & Corey, ...		-150.00
Deposit			Deposit	2,770.67
Deposit			Deposit	759.07
Bill Pmt -Check	23274	Cardmember Servic...		-21.17
Deposit			Deposit	2,770.67
Total Port Develop. Checking				6,030.24
Total CSB Checking				-3,665.49
<b>TOTAL</b>				<b>-3,665.49</b>



**Port of The Dalles-GENERAL**  
**Profit & Loss Budget vs. Actual-SUMMARY**  
 July 2020 through January 2021

	Jul '20 - Jan ...	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Contracted Services Income	0.00	100,000.00	0.0%
Grants	16,624.43		
Begining Fund Balance	0.00	1,236,755.00	0.0%
Or. St. Marine Board Grant	0.00	5,000.00	0.0%
Transient Moorage	1,925.00	2,000.00	96.3%
Map Grant	8,300.00	9,800.00	84.7%
Interest From Earnings	6,128.48		
Prior Yr Property Tax	2,910.44	5,000.00	58.2%
Interest From Contracts	0.00	24,735.00	0.0%
Misc. Income	13,230.33	2,000.00	661.5%
lease-land/Facility	22,939.32	15,000.00	152.9%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
City Of Dufur Water System Loan	0.00		
Marina Loan	0.00	11,621.00	0.0%
Property Tax	339,948.84	331,186.00	102.6%
<b>Total Income</b>	<b>412,006.84</b>	<b>1,764,247.00</b>	<b>23.4%</b>
<b>Gross Profit</b>	<b>412,006.84</b>	<b>1,764,247.00</b>	<b>23.4%</b>
<b>Expense</b>			
PERSONAL SERVICES-	157,526.27	260,200.00	60.5%
MATERIAL AND SERVICES-	65,204.88	283,000.00	23.0%
CAPITAL OUTLAYS-	22,908.00	45,000.00	50.9%
<b>Total Expense</b>	<b>245,639.15</b>	<b>588,200.00</b>	<b>41.8%</b>
<b>Net Ordinary Income</b>	<b>166,367.69</b>	<b>1,176,047.00</b>	<b>14.1%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
transfer from other funds	0.00	150,000.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>150,000.00</b>	<b>0.0%</b>
<b>Other Expense</b>			
Transfer to Other Funds	0.00	500,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>550,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-400,000.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>166,367.69</b>	<b>776,047.00</b>	<b>21.4%</b>

**Port of The Dalles-PDF**  
**Profit & Loss Budget vs. Actual**  
**July 2020 through January 2021**

	Jul '20 - J...	Budget	% of B...
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Donations	62,535.48		
Begining Fund Balance	0.00	3,152,414.00	0.0%
Interest From Earnings	17,695.74	63,048.00	28.1%
Interest From Contracts	2,185.13	5,000.00	43.7%
matching grants	0.00	500,000.00	0.0%
Misc. Income	91,175.14		
Land Sales	3,128.36	800,000.00	0.4%
City Of Dufur Water System Loan	39,310.00	39,310.00	100.0%
<b>Total Income</b>	<u>216,029.85</u>	<u>4,559,772.00</u>	<u>4.7%</u>
<b>Gross Profit</b>	216,029.85	4,559,772.00	4.7%
<b>Expense</b>			
<b>MATERIAL AND SERVICES-</b>	100,187.31	190,000.00	52.7%
<b>CAPITAL OUTLAYS-</b>	0.00	2,000,000.00	0.0%
<b>Total Expense</b>	<u>100,187.31</u>	<u>2,190,000.00</u>	<u>4.6%</u>
<b>Net Ordinary Income</b>	115,842.54	2,369,772.00	4.9%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
transfer from other funds	0.00	500,000.00	0.0%
<b>Total Other Income</b>	0.00	500,000.00	0.0%
<b>Other Expense</b>			
Partnership Project	0.00	1,000,000.00	0.0%
Special Payments	0.00	1,300,000.00	0.0%
Transfer to Other Funds	0.00	150,000.00	0.0%
Other Debt Service	152,676.15	152,676.00	100.0%
General Operating Contingency	0.00	50,000.00	0.0%
<b>Total Other Expense</b>	<u>152,676.15</u>	<u>2,652,676.00</u>	<u>5.8%</u>
<b>Net Other Income</b>	-152,676.15	-2,152,676.00	7.1%
<b>Net Income</b>	<u><u>-36,833.61</u></u>	<u><u>217,096.00</u></u>	<u><u>-17.0%</u></u>

**Port of The Dalles-MARINA**  
**Profit & Loss Budget vs. Actual-SUMMARY**  
 July 2020 through January 2021

	Jul '2...	Budget	% of ...
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Partnership Repayment	0.00	50,000.00	0.0%
Begining Fund Balance	0.00	53,998.00	0.0%
Interest From Earnings	242.07	1,080.00	22.4%
<b>Total Income</b>	<u>242.07</u>	<u>105,078.00</u>	<u>0.2%</u>
<b>Gross Profit</b>	242.07	105,078.00	0.2%
<b>Expense</b>			
<b>CAPITAL OUTLAYS-</b>			
Partnership Projects	0.00	50,000.00	0.0%
<b>Total CAPITAL OUTLAYS-</b>	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
<b>Total Expense</b>	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
<b>Net Ordinary Income</b>	<u>242.07</u>	<u>55,078.00</u>	<u>0.4%</u>
<b>Net Income</b>	<u><u>242.07</u></u>	<u><u>55,078.00</u></u>	<u><u>0.4%</u></u>

## PORT OF THE DALLES AGENDA ITEM

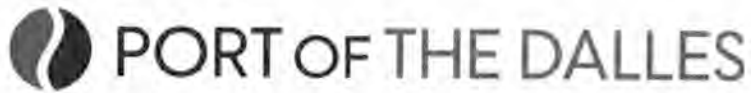
Meeting Date: February 10, 2021

Subject: **H-3.) FILL THE BUDGET COMMITTEE'S VACANT POSITION #3**

➤ Application for Port of The Dalles Budget Committee: John Willer

Staff Recommendation: **Approve Appointment of John Willer to Budget Committee Position #3 until its expiry on June 30, 2022 as presented**

Fiscal Impact: None



# Application for Port of The Dalles Budget Committee

Posting Date: January 14, 2021

Term of Appointment: 1 year

### Candidate Required Qualifications:

- Have a primary residence within the Port District
- Legally registered to vote in Wasco County
- Not be a Port employee
- Have resided within the Port District at least one year prior to the candidacy posting date

Application Deadline: February 3, 2021

### Submit Applications to:

Port of The Dalles  
 3636 Klindt Drive  
 The Dalles, OR 97058

**OR** [admin@portofthedalles.com](mailto:admin@portofthedalles.com)

Questions: Call (541) 298-4148  
 Andrea Klaas, Executive Director  
 Jennifer Toepke, Executive Assistant

**NOTE:** Applications are public records the are subject to disclosure under the Oregon Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information, including home and work addresses, phone numbers and email addresses.

**PLEASE NOTE THAT APPOINTEES ARE REQUIRED BY STATE LAW TO FILE AN ANNUAL STATEMENT OF ECONOMIC INTEREST (SEI).**

\*Name of Applicant: John Willer

\*Physical Address: 1311 E 18th St The Dalles

\*Number of months you have resided at your current physical address: 193

\*Is your current physical address your primary residence? Yes  No

\* Mailing address: same as physical address

- \* Phone Number: 541-340-1949
- \* Email Address: jdweyeguy@gmail.com
- \* Occupation: Ophthalmologist
- \* Are you registered to vote in Wasco County? Yes  No

\* Please provide a brief background on your work experience, volunteer work or other areas of special interest that you would bring to the position.

24 yrs as an Ophthalmologist  
 15 volunteer mission trips - India, Guatemala, Ecuador, Lebanon  
 Small business owner (x3) in the Gorge

\* Have you ever had an elected or appointed office in local government? If so, please list what positions you have held and for how long you held each position.

Director, Board of Directors, MCFR 4yrs  
 Urban Renewal Advisory Committee 3yrs(?)  
 Budget Committee MCFR 3yrs +  
 RAC for Board of Advanced Aestheticians 1yr.


\* Why do you wish to serve?

I want to help bring businesses to the Dalles + support existing businesses.

\* What are the two most important issues you feel the Port will be facing in the next five years?

- Urban growth boundary - arbitrary limitation of expansion
- Explosive growth once COVID is over

\* Signature  
 (Please type your full legal name):

  
 John D. Willer

## PORT OF THE DALLES AGENDA ITEM

Meeting Date: February 10, 2021

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

### **Columbia River Gorge Commission**

- There is no update on the appeal at this time.
- The next CRGC meeting will take place Tuesday, February 9, 2021 @ 8:30 a.m. Should there be an update accordingly it will be given verbally.

### **COVID-19 Pandemic**

- Economic development and recreation meetings related to the pandemic continue to happen so the Gorge communities can share information with each other.
- Staff are still in the office, but working with our doors closed and air purifiers running or windows open. We are wearing masks when we need to talk to each other, and the office is still closed to the public.
- All Port Staff have the ability to work from home, and we continually assess the situation to decide the safest option.

### **Port of The Dalles Marina**

- See Strategist Shank-Root's RARE Report for a grant that she submitted for the Port for the Launch Ramp area.
- The pikeminnow fisherman are starting to call to set up moorage for the fishing season. We have a regular group of boaters who return year after year.
- There is still one sailboat in guest moorage who has not paid for the space, nor contacted the Port. Unfortunately said vessel does not qualify for the current abandon boat program with the Oregon State Marine Board. Staff is in process of sending the boat owner to collection for moorage fees owed.
- Staff met with Cascade Vegetation to put in a place a weed mitigation plan for the Marina entrance, Launch Ramp and Restroom area.
- The restrooms are still closed based on OHA guidelines, with port-a-potties taking their place.
- Issues with garbage and people living in their vehicles in the Marina parking lot continue to be challenging.

### **General**

- We are getting bids to refresh the parking lot at the office.
- Executive Director Klaas and Executive Assistant Toepke have been revising and updating the Port's internal controls as well as looking at ways to simplify the chart of accounts. These changes are occurring since the Port is operating on a cash basis instead of modified accrual.

- Port Staff have all taken the online Notary Public course and passed the test to become Notary's.
- EA Toepke is working with a local Boy Scout who is working on his Eagle Scout Service Project. His project will be to install 1 of 2 natural play area's at Klindt Cove Park.

### **Salem**

- 2,000 bills have been introduced and SDAO is tracking a number of them that could have significant impacts on how Special Districts do business.
- The State has indicated that they will have a \$1.6 billion shortfall, which may mean the State will need to get a Federal bailout.

### **2021 SDAO Annual Conference-Virtual**

- Staff attended the two-day SDAO Annual Virtual Conference. Following is a complete list of the concurrent sessions, they are all available as recordings except the Legislative Summary - staff has marked sessions that they recommend. If you have not already registered, they are still allowing registrations up until May 3, 2021 for those that would like to explore the virtual conference platform and view the sessions.



2021 SDAO Annual Conference: Recorded Concurrent Sessions	Recommended					
<b>Wednesday, February 3rd: 9:45-10:45 a.m.</b>						
Basics of Public Contracting in Oregon						
Effective Performance Management and Discipline	√					
District Response and Lessons Learned During the COVID-19 Pandemic	√					
Grant Writing Basics: Strengthen Your Narrative						
<b>11:00 a.m.-12:00 p.m.</b>						
Basic Strategic Planning, Roadmap for your District's Future						
Employee Hiring and Management in the Digital and Virtual Environment						
Eye of the Storm - Fundamentals of Protecting Your Organization	√					
A Return to Abnormal	√					
<b>Thursday, February 4th: 8:30-9:30 a.m.</b>						
Intergovernmental Agreements: What, How and When	√					
The Changing Workplace	√					
Analyzing Exposure to Risk						
Legislative Summary (Not available as a recording)						
<b>9:45-10:45 a.m.</b>						
Advanced Board Skills: Choosing Collaboration & Clarity Over Chaos	√					
Cultural Diversity: What is it and Why Does it Matter?	√					
Trends in Sexual Harrassment and Discrimination Litigation						
2020 Oregon Wildfires: How to Prepare for and Recover from Unexpected Disasters						
<b>11:00 a.m.-12:00 p.m.</b>						
Basic Budgeting and Finance Concepts						
Hot Topics in Workers' Compensation						
A View from the Top: Harassment Claims Against Elected Officials Under SB 479						
How to Tell Your Story: Messaging in a Time of Shrinking Revenues and Budget Constraints	√					

## PORT OF THE DALLES AGENDA ITEM

Meeting Date: February 10, 2021

Subject: **I-2. RARE REPORT**  
Land Use Strategist & Policy Analyst Shank-Root

### **Brownfields**

- The final Public Involvement Plan is undergoing final reviews from the core Brownfield Coalition and should be finalized soon.
- In collaboration with MCEDD, the Port is developing an alternative strategy for prioritizing Brownfield sites for development.
- Currently the Brownfield team is beginning outreach to local organizations to form a larger advisory group and the City of The Dalles is building a webpage that will hold all current information on the program.

### **Real Estate Sub-Committee**

- The Real Estate Sub-Committee met on Tuesday, February 2<sup>nd</sup> to discuss potential property opportunities for the Port.
- Strategist Shank-Root has been familiarizing herself with local property listings and developing a scoring system to help the Real Estate Committee and Commission to compare and assess potential sites.

### **Travel Oregon Grant**

- The Port submitted an application to the Travel Oregon Destination Ready Grant Program on February 3<sup>rd</sup> for \$45,000 for improvements to the launch ramp and guest moorage.
- If successful, the funds will be used to make pavement repairs to the launch ramp and parking lot, install wi-fi across the marina, and purchase wayfinding signage directing visitors from the marina to downtown businesses.
- Award notifications are anticipated on February 11<sup>th</sup>.