

**PORT COMMISSION REGULAR SESSION MEETING-VIRTUAL
JANUARY 13, 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 INTRODUCTION** Dan Richardson, The Dalles City Council
Position #4, City of The Dalles
- F. UPCOMING MEETINGS/EVENTS**
- January 15, 2021, 10:00-11:00 a.m.: KODL Radio Coffee Break with Executive Director Klaas
 - **February 3-4, 2021, 8:30 a.m.-4:30 p.m.: 2021 SDAO Annual Conference-Virtual**
 - February 8, 2021, 8:30-9:30 a.m.: KIHR Radio with Executive Director Klaas
 - **February 10, 2021, 5:30-7:00 p.m.: Port Commission Regular Session Meeting-Virtual**
- G. ACTION ITEMS**
1. January 13, 2021 Regular Session Meeting Minutes-Virtual
 2. December 2020 Financial Reports: Commissioner Coburn
- H. DISCUSSION ITEM**
1. Real Estate: V & G Update Kristi Timmons, Licensed Property Manager
MVProperty Management
- I. REPORTS**
1. The Dalles Marina LLC, Q4/2020 Report Owner-Operator Macnab
 2. Staff Report Executive Director Klaas
 3. RARE Report Land Use Strategist & Policy Analyst Shank-Root
 4. 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: January 13, 2021

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

➤ December 9, 2020 Regular Session Meeting Minutes-Virtual

Staff Recommendation: **Approve December 9, 2020 Regular Session Meeting Minutes-Virtual as presented**

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Session Meeting Minutes-Virtual
Wednesday, December 9, 2020

The Regular Session Virtual Meeting of the Port Commissioners was called to order by President Greg Weast 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: Greg Weast, Mike Courtney, Staci Coburn, Robert Wallace, David Griffith

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

Guests: Alice Cannon, Community Development Director/Urban Renewal Manager, City of The Dalles
Nathan Reagan CPA, Friend & Reagan, P.C.

PLEDGE OF ALLEGIANCE Commissioner Weast

PUBLIC COMMENT OR QUESTION None

AGENDA CORRECTIONS/ADDITIONS None

UPCOMING MEETINGS/EVENTS As included in Meeting Packet

COMMUNITY PARTNER INTRODUCTION Alice Cannon, Community Development Director/Urban Renewal Manager, City of The Dalles

Introduction including background and experience. Discussed some plans and goals for 2021.

AUDIT REPORT FISCAL YEAR 2019/2020 Nathan Reagan, CPA, Friend & Reagan, P.C.

Replaced Amanda Taskey due to a family emergency.

Highlighted the main items included in the Audit Report Fiscal year 2019/2020 in a positive light.

ACTION ITEMS

1. **November 12, 2020 Regular Virtual Meeting Minutes *were Approved by Consensus***
2. **November 2020 Financial Reports *were Approved by Consensus***
3. **Site Plan Approval Request for 3761 Klindt Drive, The Dalles *M/M. Courtney S/R. Wallace, Motion Approved***

REPORTS

1. *Staff Report* Executive Director Klaas Stands as included in the meeting packet, plus added that Staff remains busy with COVID-19 related meetings. Including putting in a new PPE order to distribute to Port area businesses.
2. *RARE Report* Land Use Strategist and Policy Analyst Shank-Root Stands as included in the meeting packet, plus: Detailed explanation of the map and how it was created. Commissioner Wallace also requested something similar for the Dufur area, I am currently working on that. I will need to work with the County to get the appropriate GIS data. *Fielded questions from the Commission and praise for the hard work on the map.
3. *Committee Report*
 - *Community Outreach Team* Commissioner Weast & Executive Director Klaas Held a short meeting for team members to share their wrap-up for the year and to congratulate Dan Spatz on his 13-year service scheduling biyearly legislative meetings in Washington DC
 - *Wasco County Economic Development* Commissioner Courtney We did meet this month. We got to meet Alice the new Urban Renewal Manager – a breath of fresh air! We have new commissioners. Thanks to Anna for providing me with material for the meeting – I did not get a chance to use it as Alice was ahead of me and

presented the same thing. Priorities were reviewed. Whatever projects get chosen they must look at the long-term plan for maintenance, the same issue that we have with the Riverfront Trail – it has to be included in the operating budget.

- *Chamber of Commerce* Commissioner Griffith The Christmas “un-parade” the Chamber had was very successful. The Airport added some fueling tanks, so jet fuel is up – specifically government owned helicopters most recently.
- *Dufur* Commissioner Wallace Safe Route to School - we did not get included. We will continue working on sidewalks. The school got hit hard with Covid last Thursday, kids and families testing positive. The school was shut down and went remote. There is concern for Christmas and New Year – so it may be mid-January before school goes back to in-person. The work Anna is doing is great, I am excited with what she’s shown for The Dalles, now looking forward to the City of Dufur!
- *Urban Renewal* Commissioner Coburn The URA did not meet yet, they will be meeting next week.

COMMISSION CALL

1. Commissioner Courtney: Have we granted an extension to V & G? Executive Director Klaas: Yes, Mr. Dick and I granted them an extension. Commissioner Courtney: Thanks to everyone for the Zoom meetings. I really do appreciate the Staff work in putting the Zoom meetings together. Anna thank you for the work you have done. Merry Christmas to all!
2. Commissioner Griffith I would like to thank Andrea for her comments – she told me that our Port employment (businesses) seems to remain in this Covid time, so that’s good news.
3. Commissioner Wallace Excited for the new information coming from Anna. Thanks to the Staff and Merry Christmas!
4. Commissioner Coburn As Commissioner Courtney eluded to, the world has changed, businesses have had to change within days and weeks – Zoom meetings! We have to look at things in a positive light, we have all grown a lot. I appreciate Staff and how they have made everything happen. Keep our kids in mind, they are having a hard time.
5. Commissioner Weast Thanks to Staff, you are doing great – and Anna you are doing a great job!

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 6:36 p.m.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED: January 13, 2021

Prepared by: Jennifer Toepke, Executive Assistant

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 13, 2021

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

➤ December 2020 Financial Reports

Staff Recommendation: **Approve December 2020 Financial Reports as presented**

December was a quiet month.

Local Government Investment Pool

➤ Interest Rate 0.75% (Average Annualized Yield)

General Fund

➤ Income

- The Port continues to receive property tax receipts. YTD \$328,232.00 has been received, which is 99.1% of budget. When COVID-19 began there was a lot of uncertainty for Special Districts regarding tax receipts and the effect COVID-19 would have on people's ability to pay, which would then trickle down to District's ability to operate. So good news for the Port that this has not happened this year.

➤ Expenses

- Oregon Equipment: New HEPA furnace filters – reimbursed through the Coronavirus Relief Fund \$244.00

Port Development Fund

➤ Income

- Nothing uncommon

➤ Expenses

- University of Oregon: Rare payment for the first half of the service year \$11,750.00

Marina Fund

➤ No uncommon Income or Expenses

Fiscal Impact

➤ None

Port of The Dalles
Account QuickReport
As of December 31, 2020

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Transfer			Funds Transfer	22,676.15
Deposit			Deposit	34,752.74
Check	EFT	Brokers National Lif...		-41.80
Deposit			Deposit	8,300.00
Liability Check	EFT	Pers	02501	-1,175.28
Bill Pmt -Check	24353	Andrea Klaas		-28.00
Bill Pmt -Check	24354	Bohns Printing		-30.99
Bill Pmt -Check	24355	City Of The Dalles.		-156.94
Bill Pmt -Check	24356	Davis Wright Trema...	VOID:	0.00
Bill Pmt -Check	24357	H2Oregon		-19.00
Bill Pmt -Check	24358	Hattenhauer Energy...		-43.17
Bill Pmt -Check	24359	Home Depot Credit ...		-16.48
Bill Pmt -Check	24360	Oregon Economic ...		-250.00
Bill Pmt -Check	24361	PUD		-354.94
Bill Pmt -Check	24362	SDIS		-4,385.11
Bill Pmt -Check	24363	The Dalles Disposal		-174.68
Paycheck	24364	Andrea L. Klaas		-3,388.93
Paycheck	24366	Jennifer Toepke		-1,816.43
Paycheck	24365	Chad Klaas.		-69.18
Liability Check	EFT	Oregon Department...	0504064-4	-426.00
Liability Check	EFT	United States Treas...	93-6001833	-1,677.94
Check	EFT	Verizon		-93.85
Liability Check	EFT	Pers	02501	-1,203.99
General Journal	AW		to reclass the davis wri...	13,848.50
Paycheck	24367	Andrea L. Klaas		-3,388.95
Paycheck	24369	Gerald L. Rundell		-615.00
Paycheck	24371	Mark R Roth		-163.58
Paycheck	24368	Chad Klaas.		-131.46
Paycheck	24370	Jennifer Toepke		-3,653.52
Bill Pmt -Check	24372	Angie Wilson		-750.00
Bill Pmt -Check	24373	Cardmember Servic...		-1,603.52
Bill Pmt -Check	24374	Columbia River Affo...		-180.00
Bill Pmt -Check	24375	Davis Wright Trema...		-6,032.00
Bill Pmt -Check	24376	Gorge Networks		-163.90
Bill Pmt -Check	24377	Jennifer Toepke.		-147.55
Bill Pmt -Check	24378	Oregon Equipment		-244.00
Liability Check	EFT	Oregon Department...	0504064-4	-705.00
Liability Check	EFT	United States Treas...	93-6001833	-2,706.92
General Journal	AW			-59,929.98
General Journal	AW		to reclassify payroll to g...	-5,541.90
General Journal	AW		to reclassify payroll to g...	5,541.90
Total General Checking				-16,190.70
Marina Checking				
Total Marina Checking				
Port Develop. Checking				
Transfer			Funds Transfer	130,000.00
Deposit			Deposit	1,685.47
Deposit			Deposit	2,605.50
Bill Pmt -Check	23269	University Of Oregon		-11,750.00
General Journal	AW		to reclass the davis wri...	-13,848.50
Bill Pmt -Check	23270	Davis Wright Trema...		-2,280.00
Bill Pmt -Check	23271	Wasco County		-459.00
General Journal	AW			59,929.98
Total Port Develop. Checking				165,883.45
Total CSB Checking				149,692.75
TOTAL				149,692.75

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

	Jul - Dec 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
Contracted Services Income	0.00	100,000.00	0.0%
Grants	16,624.43		
Beginning Fund Balance	0.00	1,236,755.00	0.0%
Or. St. Marine Board Grant	0.00	5,000.00	0.0%
Transient Moorage	1,915.00	2,000.00	95.8%
Map Grant	8,300.00	9,800.00	84.7%
Interest From Earnings	6,290.82		
Prior Yr Property Tax	7,206.18	5,000.00	144.1%
Interest From Contracts	0.00	24,735.00	0.0%
Misc. Income	2,125.48	2,000.00	106.3%
lease-land/Facility	17,625.00	15,000.00	117.5%
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	328,232.71	331,186.00	99.1%
Total Income	<u>388,319.62</u>	<u>1,764,247.00</u>	<u>22.0%</u>
Gross Profit	388,319.62	1,764,247.00	22.0%
Expense			
PERSONAL SERVICES-	135,499.72	260,200.00	52.1%
MATERIAL AND SERVICES-	60,322.20	283,000.00	21.3%
CAPITAL OUTLAYS-	22,908.00	45,000.00	50.9%
Total Expense	<u>218,729.92</u>	<u>588,200.00</u>	<u>37.2%</u>
Net Ordinary Income	169,589.70	1,176,047.00	14.4%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	150,000.00	0.0%
Total Other Income	0.00	150,000.00	0.0%
Other Expense			
Transfer to Other Funds	0.00	500,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	0.00	550,000.00	0.0%
Net Other Income	0.00	-400,000.00	0.0%
Net Income	<u><u>169,589.70</u></u>	<u><u>776,047.00</u></u>	<u><u>21.9%</u></u>

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-SUMMARY
 July through December 2020

	Jul - Dec 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
Donations	62,535.48		
Begining Fund Balance	0.00	3,152,414.00	0.0%
Interest From Earnings	15,745.49	63,048.00	25.0%
Interest From Contracts	1,826.07	5,000.00	36.5%
matching grants	0.00	500,000.00	0.0%
Misc. Income	85,633.80		
Land Sales	2,728.35	800,000.00	0.3%
City Of Dufur Water System Loan	39,310.00	39,310.00	100.0%
Total Income	<u>207,779.19</u>	<u>4,559,772.00</u>	<u>4.6%</u>
Gross Profit	207,779.19	4,559,772.00	4.6%
Expense			
MATERIAL AND SERVICES-	99,917.14	190,000.00	52.6%
CAPITAL OUTLAYS-	0.00	2,000,000.00	0.0%
Total Expense	<u>99,917.14</u>	<u>2,190,000.00</u>	<u>4.6%</u>
Net Ordinary Income	107,862.05	2,369,772.00	4.6%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	500,000.00	0.0%
Total Other Income	0.00	500,000.00	0.0%
Other Expense			
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%
Total Other Expense	<u>152,676.15</u>	<u>2,652,676.00</u>	<u>5.8%</u>
Net Other Income	-152,676.15	-2,152,676.00	7.1%
Net Income	<u><u>-44,814.10</u></u>	<u><u>217,096.00</u></u>	<u><u>-20.6%</u></u>

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

	<u>Jul - ...</u>	<u>Budget</u>	<u>% of ...</u>
Ordinary Income/Expense			
Income			
Partnership Repayment	0.00	50,000.00	0.0%
Begining Fund Balance	0.00	53,998.00	0.0%
Interest From Earnings	210.21	1,080.00	19.5%
Total Income	<u>210.21</u>	<u>105,078.00</u>	<u>0.2%</u>
Gross Profit	210.21	105,078.00	0.2%
Expense			
CAPITAL OUTLAYS-	0.00	50,000.00	0.0%
Total Expense	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
Net Ordinary Income	210.21	55,078.00	0.4%
Net Income	<u><u>210.21</u></u>	<u><u>55,078.00</u></u>	<u><u>0.4%</u></u>

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 13, 2021

Subject: I-1. THE DALLES MARINA LLC, Q4 2020 REPORT
Owner/Operator Macnab

Items completed this quarter

- Fire Extinguishers were serviced
- Winterized deck water
- Did our quarterly check for water leaks- No Leaks
- The Dock between C finger and D Finger was off level. Had a diving service come out and refloat and level out C finger
- Paid Annual Insurance to Stratton Insurance Agency

Projects in Progress

- Still waiting for payments to come in. Working with Marina attorney
- Rodent Problem with Marina. Trying to figure out a way to solve issue
- Working with Riverside Services to plan on leveling all docks out starting in warmer weather

What's going on at the Marina

- Yacht Club is fully open to all tenants. Internet is set up and all appliances are in.
- Dubber Zorza Boathouse on A Finger is almost completely finished. This was a boathouse that was severely deteriorated. I sent them a letter to fix it and they fixed it from the bottom to the top. It's gorgeous.
- Greg Cummings purchased Deric Anthony Slip on C finger and has started building. The plans have been approved through the Port. He is hoping to have complete by March. This is a one story boathouse that has resolved the public comment several months back of concern that a two story boathouse would block their view.

The Dalles Marina
Profit & Loss
 January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
Key Deposit	567.27
Late Fee Income	300.00
Moorage Fee	91,953.57
Open Moorage Fee	18,568.26
Utilities Income	
Electrical Fee	236.32
Sewer Fee	7,252.75
Water Fee	7,521.39
	15,010.46
Total Utilities Income	15,010.46
Yacht Club Fees	159.29
	126,558.85
Total Income	126,558.85
Expense	
Accounting Fees	685.00
Automobile Expense	81.93
Background Checks	736.00
Bank Service Charge	2.50
Computer and Internet Expenses	31.25
Contracted Services	
Water	2,100.00
Contracted Services - Other	2,603.00
	4,703.00
Total Contracted Services	4,703.00
development and communications	1,000.00
Dues, Fees and Subscription	676.00
Insurance Expense	
Liability	6,176.83
	6,176.83
Total Insurance Expense	6,176.83
Keys Expense	200.00
Landscaping and Groundskeeping	6,948.08
Maintenance and Supplies	4,945.08
Meals and Entertainment	554.75
Office Supplies	1,087.66
Professional Fees	
legal Fees	8,215.50
Website	420.00
	8,635.50
Total Professional Fees	8,635.50
Property Tax	1,400.10
Rent Expense	11,621.18
Repairs and Maintenance	1,533.29
Utilities	
Electricity	3,425.51
Garbage	3,123.29
Internet	660.00
Water	15,649.23
	22,858.03
Total Utilities	22,858.03
Total Expense	73,876.18
Net Ordinary Income	52,682.67

The Dalles Marina
Profit & Loss
January through December 2020

	<u>Jan - Dec 20</u>
Other Income/Expense	
Other Income	
Interest Income	49.03
Other Income	405.80
Total Other Income	<u>454.83</u>
Net Other Income	<u>454.83</u>
Net Income	<u><u>53,137.50</u></u>

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 13, 2021

Subject: **I-2. STAFF REPORT**
Executive Director Klaas

Columbia River Gorge Commission

- The next CRGC meeting will take place Tuesday, January 12, 2021.
- The Port and the County have filed a request for review in the Oregon Court of Appeals. This request asks the court to review the record and determine if the process was procedurally correct. If the court rules in our favor we are asking that the Urban Area section of the plan be sent back to the Gorge Commission for reconsideration and that they be required to bring all interested parties back to the table to arrive at a mediated outcome.

COVID-19 Pandemic

- With the Coronavirus Relief Funds, the Port purchased HEPA filters for the furnaces in the office. At this point in time, the Port does not see any other needs for the office that the funds could be used for.
- Executive Assistant Toepke, Strategist Shank-Root, and Executive Director Klaas are still in the office, but working with office doors closed and air purifiers running or windows open. Masks are worn when talking to each other and the office is closed to the public.
- All Port Staff have the possibility to work remotely from home; we will continue to assess the situation and choose the safest option.
- The Port received an allotment of hand sanitizer, thermometers, face masks and gloves, from The Dalles Area Chamber of Commerce. We continue to contact businesses in the Port area to ensure they have adequate PPE, hand sanitizer and disinfectants. Many businesses are not answering the phones, but we have been able to deliver some supplies to those that indicated they had a need.

Port of The Dalles Marina

- Mark Roth has stepped down as Harbormaster. Mark has been Harbormaster for many years, first as a volunteer, and more recently as a very part-time, but paid position. Mark has been a great resource for the Port and we are sad to see him go.
- The Launch Ramp Restrooms are still closed based on Oregon Health Authority guidelines, with port-a-potties taking their place.
- UPDATE: There are still two sailboats in guest moorage that we are working to move. The owner of one has been contacted and the boat will be returning to long-term moorage and then put up for sale; the other owner has not responded, and after talking with the Port of Hood River, we learned that this boat has been an issue in their marina as well, also in Cascade Locks. The Port is taking legal action to remove it from the marina.

General

- Executive Assistant 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 areas at Klindt Cove Park this Spring.
- The Dalles Leasing Company sold their building to the Oregon Food Bank. The Food Bank mentioned that they are considering installing a commercial kitchen. We have reached out to Sharron Thornberry to see if there is a way the Port could partner with them on a food prep/commercial kitchen area for local businesses.
- Strategist Shank-Root and Executive Director Klaas had a second meeting with the Brownfield's coalition group to discuss next steps. Strategist Shank-Root and Carrie Pipinich, Senior Project Manager, MCEDD will be working on an outreach plan. Strategist Shank-Root is also mapping sites that could use help with cleanup costs. We learned that it is often difficult to spend the \$600,000.00 in three years because property owners are reluctant to have a phase I environmental study done to identify the problem without the funds available to help with clean up.
- Executive Director Klaas participated on a call with Tyler Stone, Roger Kline, and Jessica Metta, that was hosted by a facilitator hired by Google to get community input on how Google can become more involved in the community. There were several good, easily achievable ideas, plus some pie in the sky ideas. We will see what comes of this!
- The US Army Corps of Engineers contacted the Port looking for a monitoring station location. According to their records there was such a station on the old Port dock back in 1996. Executive Director Klaas and Executive Assistant Toepke met with City of The Dalles City Clerk Grossman to see if the City might be interested in this project on the new city dock. The Port has responded to the USACE requesting some more information.
- The 2021 SDAO Annual Conference-Virtual is open for registration, find all related details here: [Annual Conference - Special Districts Association of Oregon \(sdao.com\)](https://www.sdao.com/annual-conference-special-districts-association-of-oregon)

Salem

- How the Capitol will operate
 - The session will be operating under extraordinary circumstances. As a result, a committee was convened several months ago to determine how this session will operate due to the COVID-19 pandemic. Following are some of the variations that were recently announced by leadership.
 - Because the Capitol is in Marion County it will operate under the governor's individual county risk assessment which is currently at "extreme risk" level. Due to this, committees will have to meet remotely – elected members do not have to be in the Capitol except when floor sessions are scheduled. Written, call-in and video testimony will be accepted.
 - Floor sessions will only be called on an as-needed basis between January-March.
 - Regularized floor session will begin in early April.
 - Legislative staff will be working remotely, and only authorized personnel will be allowed into the Capitol.
 - Only when Marion County achieves a "moderate" risk level will the authorized personnel be expanded and an at "low" risk will the public be given access with limited restrictions.
 - Throughout the session there will be no printed documents.

- Legislative Calendar
 - Bills must be posted for work sessions in the chamber of origin no later than Friday, March 19th. Those bills must move out of the first chamber committees by Tuesday, April 13th.
 - Work sessions for bills in the second chamber must be posted no later than Friday, May 14th and must be moved out of the second chamber committees by Friday, May 28th.
 - The House and Senate Rules Committees, House Revenue and Senate Finance and Revenue Committee, Joint Committee on Ways and Means, and other joint committees (except for Joint Transportation) are not subject to the committee deadlines described above.
 - June 27th, constitutionally required end of session
- Leadership
 - No big surprises:
 - Peter Courtney President
 - Rob Wagner Senate Majority Leader
 - Fred Girod – Senate Minority Leader
 - Tina Kotek – Speaker
 - Barbara Smith-Warner – Majority Leader
 - Christine Drazen – Minority Leader

Work Plan Update

Staff met and reviewed the 2020-2021 Port Work Plan, following is the revised version. Some tasks were moved to the bottom because they involve scheduling in-person meetings. They will be moved back on to the plan once we can meet in-person again.

- Changes to the plan include:
 - Added
 - 3.9 Brownfields. Strategist Shank-Root will be taking this project on. The City has received a \$600,000.00 grant to assist interested property owners with studies/clean-up.
 - Completed
 - 5.2, 5.5, 5.6
 - Moved
 - Develop marketing partnership with the airport to 1 star. This was initially a high priority project because we had been talking with the airport about doing a partnership editorial piece in the Oregon Business magazine. We will keep this on the plan and move it back up in priority when the timing is right.
 - Deal of The Month has been incorporated into 3.2
 - 1.2, 1.7, 1.5, 1.6 are all moved off the work plan as they involve setting up in-person meetings.
 - Removed
 - 3.8 Identify industrial land throughout Wasco County

1/8/21		
★★★★★		COVID Response
★★★★★	2.1	Contact all Port area businesses Call all businesses to check on business health, work force, anything else. No in-person visits scheduled.
★★★★★	2.2	Assist with business expansion, retention Partners: Main Street, City of The Dalles, Wasco EDC, Small Business Development Center; WorkSourceOR; Rural ag support
★★★★★	3.2	Look at purchasing/investing in real estate Evaluate on a case-by-case basis; Port's investment should be recouped over time. Port Real Estate committee. Deal of the month.
★★★★★	3.4	Support UGB expansion through CRGC Management Plan Update process On-going with City and County. RARE Planner to assist.
★★★★★	3.9	Brownfields partnership with City and Wasco EDC (added 01/2021): RARE planner to oversee
complete	5.2	Simplify monthly financial reports Info from 2019 SDAO conference
complete	5.6	Complete building rehab projects Repaint office – inside and outside
★★★	1.3	Continue to update all marketing material On-going: website; inquiry response material; informational cut sheets and property information, newsletter, Outreach team book
★★★	3.3	Explore opportunities in Dufur Dufur has updated their strategic plan and is working on a waste water facilities update plan; Map industrial land and evaluate opportunities
complete	5.5	Port emergency preparedness plan Develop an emergency preparedness plan for Port operations and emergency response.
★★	3.1	Identify potential private sector partners On-going: Identify building and land owners that the Port could partner with; identify financial partners
★★	4.1	Look for partnership/support opportunities With City or MCEDD
★★	5.1	Update Policies per SDAO recommendations On-going: (Completed Review financial policies)
★★	5.2	Community Outreach Team Support
★★	5.4	Update Employee Handbook to keep current with legislation
★	1.1	Develop marketing partnerships (moved from ★★★★★ Airport)
★	1.4	Develop a presentation; schedule service club talks to keep community informed about Port On-going: Lions, ORDEQ, Regional Solutions, Infrastructure Finance Authority, Kiwanis, Rotary, City of The Dalles, Wasco County, School Board,....
★	2.3	Respond to State Leads On-going: Respond in a timely manner when appropriate
★	2.4	Evaluate emerging business opportunities for our region On-going: look at trends and see if there are opportunities
★	3.5	Work with Randy Munsen to move batch plant up to rock pit. Federal issues-invite Federal legislators/staff for a walking tour to see the problem/solution
★	3.6	Evaluate RV park on CGIC Lots 8,9,10
Removed	3.8	County zoning maps with industrial land identified Focus needs to be within the Port District
	6.2	Work with OSMB on funding to update launch ramp
	6.5	Riverfront Trail ??
		Moved off the 2021 work plan due to COVID
★★	1.2	Invite area economic development partners to The Dalles On-going: include State and Federal legislators
★★	1.7	Host Wasco County Special Districts brown bag lunch qrtly Invite district managers. Set aside 1 hour to discuss operations, best practices, collaboration, etc.
★	1.5	Community Special Districts Day/Open house
★	1.6	Host regional Ports meeting annually Arlington, Rufus, Klickitat, Hood River, Cascade Locks, Skamania

PORT OF THE DALLES AGENDA ITEM

Meeting Date: January 13, 2021

Subject: **I-3. RARE REPORT**
Land Use Strategist & Policy Analyst Shank-Root

General

- The Brownfield Coalition partners met on December 16, 2020 to strategize on public engagement strategies moving forward. Strategist Shank-Root has been co-writing the Public Involvement Plan for the Brownfield Grant with Wasco County EDC staff.
- The interactive GIS map has been updated with more accurate Brownfield mapping information for the Coalition's use in determining priority sites, and the Port's use in contemplating potential property acquisitions.

Real Estate Sub-Committee

- The Real Estate Sub-Committee met on January 7, 2021 to discuss evaluation criteria for real estate listings and establish priorities for further real estate investigation by staff.
 - The committee will focus on finding investable properties within The Dalles and throughout the entire Port district, investigate the possibility of buying agricultural land to convert to industrial land, and consider brownfields properties for development.
 - The Real Estate Committee will meet monthly in the week prior to Commission meetings to consider potential property investments to be presented as Deal of the Month to the Port Commission.

Dufur

- The Port has acquired GIS data sets for Dufur, and the interactive GIS map has been updated with available land in the Port District by zone, which includes significant industrial properties in Dufur.
- The vacant land of interest to the Port includes 67 acres of industrial land, 8 acres of agricultural land (adjacent to industrial), and 4 acres of commercial land.