

PORT OF THE DALLES COMMISSION
Regular Session Virtual Meeting Minutes
September 9, 2020

The Regular Session Virtual Meeting of the Port Commissioners was called to order by President Greg Weast at 5:40 p.m.
**The meeting was held via the video conferencing platform Zoom; attendees joined via computer or called in via telephone*

ROLL CALL

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: Eric Macnab, Owner/Operator, The Dalles Marina LLC

PLEDGE OF ALLEGIANCE Commissioner Weast

AGENDA ADDITIONS
1. Executive Session Action
2. Executive Director Compensation Review

EXECUTIVE SESSION ACTION

I move to direct staff to give written notice to V&G, LLC that it has failed to complete the facilities as required in the real estate contract (as modified) as those facilities are described in said contract, within the contractual deadline for same (i.e., September 1, 2020) triggering the liquidated damage provision of the contract therefore, that V&G, LLC owes Port of The Dalles \$15,000.00 as liquidated damages (by its failure to meet the aforementioned date to complete construction of the facilities); with said \$15,000.00 to be paid by V&G, LLC to Port of The Dalles within thirty (30) days of the written notice by Port to V&G, LLC as provided in the contract. *M/M. Courtney S/R. Wallace, Motion Approved Unanimously*

INTRODUCTION Anna Shank-Root, Land Use Strategist & Policy Analyst, RARE (Resource Assistance for Rural Environments) AmeriCorps, introduced herself and talked about her background, what she'll be taking on at The Port & the RARE program.

COMMUNITY PARTNER UPDATE Dr. Marta Cronin was not in attendance because she did not receive the new meeting time of 5:30 p.m. from Executive Assistant Toepke

UPCOMING MEETINGS/EVENTS Stands as included in meeting packet

ACTION ITEMS

1. August 12, 2020 Regular Virtual Meeting Minutes *were approved by consensus*
2. August 2020 Financial Reports *were approved by Consensus*
3. Brownfields Assessment Coalition Memorandum of Agreement between City of The Dalles, Port of The Dalles, and Wasco County *M/R. Wallace S/D. Griffith, Motion Approved Unanimously*
4. Boy Scouts of America Sea Scout Ship #399 Freedom's request for a donation of \$1,000.00 to Corsair Foundation to support expenses related to their new 36' Pathfinder Boat *M/M. Courtney S/R. Wallace, Motion Approved Unanimously*
5. Increase Executive Director Andrea Klaas's salary 2.6% retroactive July 1, 2020, and annually in March the Executive Directors Performance Evaluation and Compensation Review should be completed, for approval in April.

DISCUSSION ITEM

1. *Real Estate*: ED Klaas presented available properties. Commissioner Wallace inquired about Brownfield sites; a map showing what land is realistically available for development; and the idea of a real estate campaign to existing property owners to repurpose their property – to utilize property inside the city limits.
2. *Executive Director's Compensation Review by Commissioners Coburn & Wallace*: Commissioner Coburn noted factors: Salary information for ED Klaas since 2008, in 12 years she received 4 raises; cost of living increase; regular salary maintenance is needed in order to not lose ground; better budgeting practice to budget for small increases on a regular basis, then large increases on a more infrequent basis; good employees at management level are hard to come by and need to be retained; need to identify where ED Klaas should be and work towards that goal. Commissioner Wallace concurred with Commissioner Coburn on all points and also requested from ED Klaas to receive an idea of where staff is it and increase as necessary. **The recommendation is to increase ED Klaas's salary 2.6% retroactive July 1, 2020, and moving forward to begin the Executive Directors Annual Performance Evaluation and Compensation Review in March, for approval in April.**

REPORTS

1. *Staff Report*: Stands as included in meeting packet
2. *Committee Report*
 - *Community Outreach Team, Commissioner Weast*: The in-person trip to Washington DC is not happening due to Covid-19, virtual video conferencing meetings for the group will be scheduled for this month.
 - *Wasco County Economic Development, Commissioner Courtney*: The EDC did not meet, they will meet on September 10th
 - *Urban Renewal, Commissioner Coburn*: Urban Renewal did not meet in August
 - *Dufur, Commissioner Wallace*: The County painted the lines in town. The Dufur School is working with the OHA on classification of less than 250 people in order to reopen in person. K-3rd grade kids are back in school, now we are working to get all of the children back.
 - *Chamber of Commerce, Commissioner Griffith*: There is money (\$200,000) available for businesses with 25 or fewer employees, please spread the word – it is being monitored by MCEDD.


COMMISSION CALL

1. Commissioner Weast: Welcome to Anna Shank-Root. Thanks to Commissioner Coburn for the thoughtful and thorough compensation review for ED Klaas.
2. Commissioner Courtney: Thanks to Commissioner Coburn for ED Klaas's compensation review and thank you to ED Klaas for a continued good job.
3. Commissioner Griffith: Reference the recent tragedy at The Dalles Marina, questioned and received confirmation that flotation devices are available for use.
4. Commissioner Coburn: Thank you to ED Klaas for the Real Estate information. Stay safe during the wildfires.
5. Commissioner Wallace: Queried if The Dalles Marina has an AED. The Dalles Marina LLC Owner-Operator Macnab replied that currently Mid-Columbia Fire & Rescue Chief Palmer is working on getting one down there. Oregon Promise: Promotes kids going to local community college with tuition funds - the State pulled the funds, about 4 Dufur students were impacted.

PUBLIC COMMENT OR QUESTIONS: None

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 6:24 p.m.

PORT OF THE DALLES:



Greg Weast, President
Board of Commissioners

ATTEST:



Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED: October 14, 2020

Prepared by: Jennifer Toepke, Executive Assistant