

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
September 13, 2017
Port Office

The Regular Meeting of the Port Commissioners was called to order by President Greg Weast at 7:00PM

ROLL CALL

Present: Greg Weast, Mike Courtney, Robert Wallace, Staci Coburn, David Griffith

Staff: Andrea Klaas, Executive Director; Kathy Norton, Director's Assistant; Kathy Ursprung, Marketing & Communications; Angie Wilson, Bookkeeper; Bayoan Ware, RARE Participant; Bill Dick, Attorney

Guests: AJ Kitt, Brad Timmons (both left at 7:35pm)

Pledge of Allegiance: Commissioner Wallace

AGENDA CORRECTIONS or ADDITIONS

Andrea asked to add Action Item #3. Anderson Perry Proposal to the Agenda. By consensus the Agenda was amended.

VISITOR BUSINESS (for items not already on the agenda)

1. None at this time.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the September and October 2017 calendars.

ACTION ITEMS

1. **Motion to approve August 9, 2017 Regular Meeting Minutes. M/S.Coburn, S/R.Wallace. Motion approved unanimously.**
2. July, 2017 Financial Reports – LGIP interest rate is holding at 1.45%. LGIP Investment Pool is changing electronic system, Andrea and Angie will take training on the new system. \$18,447.00 from OSMB MAP grant for marina parking lot seal cost and restroom door replacements.
 - a. **Motion to approve August 2017 Financials as submitted. M/D.Griffith, S/M.Courtney. Motion approved unanimously.**
3. **Anderson Perry Proposal – Marina Sewer Pump Project:** Motion to approve Option #1 of Anderson Perry proposal will modifications recommended by Andrea Klaas. M/M.Courtney, S/none. Further discussion.
 - a. **Motion to approve Option #2 of Anderson Perry proposal to have AP review Devco proposal that is to include a Performance Bond and provide a scope of work for the project that follows their recommendations and to provide project oversight during the installation. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**

STAFF REPORT

1. *Marketing & Community Relations:* A full report was provided in the Agenda Packet. Oregon Business Magazine's story on the Port came out this week; Kathy U and Bayoan meeting with TD Chronicle for a story on the GorgeWorks Community Internship; planning for Manufacturing Day (October 6th), working on events to promote The Dalles manufacturers; Kathy U. created presentation on current Port activities; Andrea and Steve Lawrence met

with Dennis Know, the new MCMC CEO; starting to schedule fall visits with Port businesses. *Business Expansion, Retention & Recruitment:* No State leads this month; Ag Building-Continue to meet with the Food Security Coalition and explore potential partnerships opportunities to develop food production facilities; Community Internship-Gorge Works Community Internship's business steering committee will have met three times. Planning the official launch of Gorge Works on Manufacturing Day; Facility Inquiries-Continue to get numerous inquiries related to facilities for expansion of existing Columbia Gorge businesses; UPRR-Will not oppose the City converting the Hostetler Street crossing from a private crossing to a public crossing. Andrea, Julie Krueger, Tyler Stone, and Dave Anderson will met to determine next steps; Industrial Center Mailbox- Kathy N has been working with USPO to identify a location for the bank of mailboxes in the industrial Center; Columbia Gorge Industrial Center Address-The City and Post Office have assigned official address to the lots in the industrial Center. *Other:* Community Outreach-Updating, adding to and modifying the one-page exhibits for the COT. New Issues have been added to team priorities for the September 2017 trip; Marina Electrical- Andrea and Angie met with Gary Hage to review the PUD options and get a better understanding of what the implications would be for the current boathouse owners; Guest Moorage-New restrooms doors and locks have been installed on the restrooms, new payment signs have been installed in the guest moorage area, new envelopes have been created to better track payments; The transient moorage area water was treated with herbicide, second treatment did not work as well as the first one; Downtown business maps were installed in the reader boards at the Marina Guest Moorage. Klindt Cove Park-Kathy N reported the \$365 site plan review fee waiver has been approved by City planning and will now go to City Council for approval; Abandoned Boat-Kathy N is working with Parks & Rec staff and OSMB to determine what needs to be done to remove the abandoned boat at Klindt Cove. The owner is currently in NORCOR. Landscaping-Received an email regarding weeds along Klindt Drive and a dead tree near Klindt Cove. Staff is working to address the issues. Audit-Is ongoing.

2. *Reports of Committees*

- a) Urban Renewal – Commissioner Coburn: Good meeting with the Granada owners. Other projects moving forward.
- b) Chamber of Commerce: Commissioner Griffith: Remodel of the Chamber building continues. Chamber BBQ next Thursday. City Council hosting tourism meeting and the Chamber was invited.
- c) Wasco EDC – Kathy Ursprung: Next meeting will be in Shaniko.
- d) COT – Greg Weast/Andrea Klaas: Preparing for September trip. Full team meeting next week. Sending a strong message regarding forest management and the cost of firefighting.

7:35 PM - In to Executive Session

EXECUTIVE SESSION (as allowed by ORS 192.660 (2) (e) (f) (h)) This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.

8:50 PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

None

COMMISSION CALL

1. President G. Weast: Thanked Commission for preparing for the Executive Director review. Thanks Commission Griffith for 16 years of service to the Community.
2. Commissioner Griffith: The best part of his 16 years in the community has been his service time as a Port Commissioner.
3. Commissioner Wallace: Wanted to bring to the Commission's attention that recycling companies are facing a business crisis.
4. Commissioner Courtney: Commented on the need to remove the weeds on the Port property; what is the status of V&G project.

9:00PM – Kathy Norton, Kathy Ursprung, Bayoan Ware, Bill Dick, and Angie Wilson left the meeting.

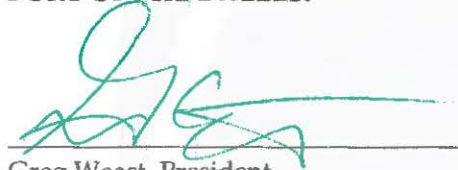
9:00 PM - In to Executive Session

EXECUTIVE SESSION (as allowed by ORS 192.660 (2) (i) This will include personnel discussion and evaluation. Media representatives are instructed not to report or disclose matters discussed in executive session.

9:30PM – Back to Regular Session


THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:35 PM.

PORT OF THE DALLES:



Greg Weast, President
Board of Commissioners

ATTEST:



Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED:

Prepared by: K.Norton