

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
May 10, 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, David Griffith, Kristi Timmons, Staci Coburn

Staff: Andrea Klaas, Executive Director; Kathy Norton, Director's Assistant; Kathy Ursprung, Marketing & Communications; Bill Dick, Attorney

Guests: Bob McFadden, Cynthia Lindsay, Paula Lee-Valkov, Dan Ericksen, Marty Hutchinson, Tim Ramsay, Kurt Conger, Robert Wallace

Pledge of Allegiance: Commissioner Timmons

AGENDA CORRECTIONS or ADDITIONS

Andrea provided copies of the Proposal from Devco Mechanical to replace the sewer pumps at the marina. She asked that this be added to the Action Items. By consensus of the Commission the Devco proposal was added to the Action Items.

7:00 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.

7:45 PM – Back to Regular Session

VISITOR BUSINESS (for items not already on the agenda)

1. PUD Substation Update: Kurt Conger provided an update on the River Trail Substation and presented a copy of the hardscape plan that was approved by consensus of the Commission.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the May and June 2017 calendars. Commissioners Weast and Timmons will join Andrea on the KODL Coffee Break.

ACTION ITEMS

1. **Motion to approve April 12, 2017 Regular Meeting Minutes as presented. M/M.Courtney, S/S.Coburn. Motion approved unanimously.**
2. April, 2017 Financial Reports – tabled to the June 14, 2017 meeting to allow time for further review by the Commission Treasurer.
3. RE Brokerage Commission Policy – tabled to June 14, 2017 meeting. Staff directed to research other RE Brokerage Commission Policies and bring that information to the June meeting.
4. Devco Marina Pump Installation Proposal – following discussion the Commission had many questions that needed further review including why there was no performance bond included, who were the Contractors listed as providing the information and requiring the removal of Item

#2 regarding work outside the scope of work described on the proposal. Staff was directed to get a second opinion from an outside independent contractor. .

STAFF REPORT

1. *Director's Report* – Andrea Klaas provided full report in meeting packet. Wasco County is setting up an emergency task force and have asked the Port to be part of the discussion; Submitted application for RARE to Update Port Strategic Plan, develop workforce experience program, assist with UGB boundary policy development, and conduct value added ag and food lab feasibility study; EverSummer asked to park an RV on their property this summer to bag the basil in a/c. There is nothing in Port or City Planning rules to not allow this; had two opportunities to meet with the Governor while she was in town; Rick Libowitz of SBCH has offered to help the Port with a feasibility analysis of a value added lab/incubator space in The Dalles; will be setting up a time to meet with Roger Kline regarding the Marina power issue; Staff job descriptions are attached.
 - a. *Andrea will meet with Commission Timmons for further discussion on Staff Job Description. The job descriptions will be brought back to the June 10, 2017 meeting*
2. *Marketing & Communications Update*. Kathy Ursprung provided full report in meeting packet. Recruitment & Creation – Wetlands: Corps of Engineers skeptical about the need for a Regional General Permit for wetlands in our 300-acre study area. Since we are only proposing to disturb about four acres of wetlands which can be handled through the regular permitting process, the project does not rise to the top in Corps priority. We have asked the Corps to outline an alternative expedited process that will help assure timely permitting for business; Food Businesses: OIB and Port Planning and Marketing Fund have declined grant requests to fund a feasibility study for food tech/incubator facility. Both would rather fund the actual facility after feasibility study is completed. Will work with SBDC to complete an in-house feasibility study; Retention: Met with a number of local businesses who have agreed to be mentors for the workforce project or support the project. Will not match students with mentors; Other – ORAVI Meeting: Attended quarterly meeting April 21, 2017
3. *Special Projects Update*: Kathy Norton provided full report in meeting packet. OSMB Grant: following discussions on the needed upgrades to the launch ramp we decided to do more research and planning before applying for the grant; Launch Ramp restroom repairs completed; Marina Parking lot will be seal coated in June; Met with Scott Baker and Antione Tissot to develop task list will meet again after meeting with individual Boards; Kitchen Remodel first phase done; Main Street update and Home at Last update.
4. *Reports of Committees*
 - a) Urban Renewal – Commissioner Coburn: Emergency meeting to address Sunshine Mill request for loan forgiveness. Request denied buy UR Committee. Meeting again next week.
 - b) Chamber of Commerce: Commissioner Griffith: No meeting because of lack of quorum. Cherry Festival one of the best. Chamber façade project to start soon.
 - c) Wasco EDC – Kathy Ursprung: No meeting.
 - d) COT – Greg Weast/Andrea Klaas: No meeting until end of May.

8:35 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.

9:07 PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

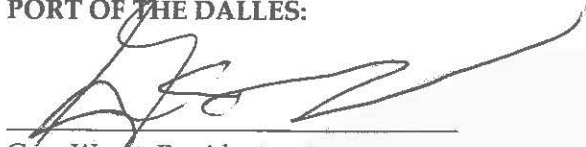
None

COMMISSION CALL

1. President G. Weast: Nothing tonight.
2. Commissioners Courtney and Griffith: Good meeting tonight.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:10 PM.

PORT OF THE DALLES:



Greg Weast, President
Board of Commissioners

ATTEST:



David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED: 6/14/2017
Prepared by: K.Norton