

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
January 9, 2019
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; Bill Dick, Attorney
Guests: Dan Spatz, Marta Cronin, John Amery, David Altman, J.Kyle House, Doug Kirchoffer

PLEDGE OF ALLEGIANCE: Commissioner Griffith

AGENDA CORRECTIONS or ADDITIONS

A portion of the Executive Session was moved up to accommodate the visitors.

7:00PM - 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.*

8:35PM – Out of Executive Session

VISITOR BUSINESS (for items not already on the agenda)

None

PORT CALENDAR/EVENTS

Andrea reviewed the January and February, 2019 calendars.

ACTION ITEMS

1. **December 12, 2018 Meeting Minutes and the December 2018 Financial Reports** were accepted as presented by consensus.
2. **Motion to approve the Corrective Action Plan and authorize Port President and Executive Director to sign letter to the Oregon State Audits Division.** M/M.Courtney, S/R.Wallace. Motion approved unanimously.

REPORTS

1. *SDAO Conference:* Commissioners and staff were asked to select the session they wanted to attend at the 2019 SDAO conference. Any hotel cancellations need to be done by January 16, 2019.
2. *Marina Report:* Angie provided the Marina financial reports. She reported there were 13 boathouse sales in 2018. Selling price ran \$98,000-\$145,000. One boathouse is in need of serious repair, Angie will be working with legal counsel to address the issue. There have been a lot of boathouse improvements done over the past year. Open Moorage for the boats is only for annual and 6-month moorages, 8 people are on the open moorage waiting list. PUD has started the electrical system upgrade project. Andrea asked for authority to amend the Devco Contract to install the new sewer pumps to change the install date.

- a. **MOTION to authorize the Executive Director to amend the Devco Contract to change the install date until after the electrical system upgrade project is done. M/M.Courtney, S/S.Coburn. Motion approved unanimously.**

The Commission asked that a future Port Commission meeting be held at the Marina.

3. *Staff Report:* A full report was provided in the Agenda Packet. Gorge Works-application live on the website, developing a procedural handbook, working on possibility of transitioning Gorge Works to operation by the regional chambers; Marketing-year in review newsletter out in December, working on new search engine optimization for website; Food LAB-Discovery information has been sent to Matt Buck. Matt is scheduled to make first visit to The Dalles to meet with Port staff and Commissioners; Columbia Gorge Vet-Project is under construction; Project Inquiries-Company looking to manufacture portable sawmills and build 800sqft homes, individual interested in situating a Donut Shack on Port office property; Other-Kathy U attended quarterly Regional Solutions Meeting, Meadow Outdoor lease payment received, year-end payroll has been completed, COT next DC trip will be March 18-21, 2019, Oregon & Washington legislators sent a letter to Secretary Perdue re: request for Scenic Area economic development funds.
4. *Reports of Committees*
 - a) Chamber of Commerce: Commissioner Griffith – Update on Chamber activities including promoting a trip to China.
 - b) Dufur: Wallace – Meeting with legislators Smith and Bonham to provide update on local projects and issues.
 - c) Wasco EDC: Ursprung – Meeting on January 10, 2019 to start scope of work for 2019.
 - d) Urban Renewal: Coburn – No meeting.
 - e) COT: Weast/Klaas – Preparing for March trip

9:05PM - 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.*

9:07PM – Out of Executive Session

DECISIONS FROM EXECUTIVE SESSION

1. **Motion to instruct Port staff and Legal counsel to enter into an Intergovernmental Agreement with Columbia Gorge Community College for a \$1,500,000.00 loan at 3.5% interest for 3-5 years with an incentive to prepay. M/R.Wallace, S/S.Coburn, discussion.**
 - a. **Motion to amend Motion #1 - to instruct Port staff and Legal counsel to enter into an Intergovernmental Agreement with Columbia Gorge Community College for \$1,500,000.00 at 4% for 4 years or 3.5% for anything less than 4 years. M/M.Courtney, S/S.Coburn, Motion approved unanimously.**
 - b. **Motion #1 approved as amended unanimously.**
2. **Motion to direct Port staff and Legal counsel to negotiate with Kydo for a lease to purchase offer for lots #24 and #25 in the Columbia Gorge Industrial Center to include a non-refundable upfront payment of \$125,000.00 to help get Q-Life services to the site. M/M.Courtney, S/R.Wallace, Motion approved unanimously.**

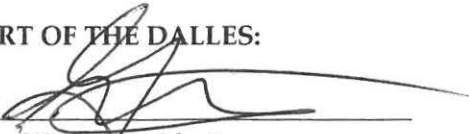
COMMISSION CALL

1. **President: Commissioner Weast – Requested to have April Port Commission meeting moved from April 10, 2019 to April 17, 2019. Request was approved by consensus. Commissioners need to return their Executive Director evaluation forms to Commissioner Griffith by February 1, 2019.**

Commissioners and staff continue to review options and provide recommendations regarding development of lots 4,5,& 6 in 60-90 days.

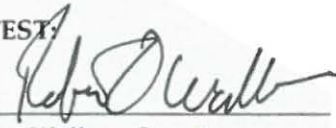
THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:30PM.

PORT OF THE DALLES:



Greg Weast, President
Board of Commissioners

ATTEST:



Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED: *2-13-2019*
Prepared by: K.Norton