

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
April 12, 2017
Balch Hotel, Dufur, Oregon

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: Merle Keyes, Kathy Bostick, Robert Wallace, Cynthia Lindsay

Pledge of Allegiance: Commissioner Weast

AGENDA CORRECTIONS or ADDITIONS

None at this time

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.

7:10 PM – Back to Regular Session

VISITOR BUSINESS (for items not already on the agenda)

1. City of Dufur Presentation: Dufur Mayor Merle Keyes and City Clerk Kathy Bostick presented achievements and challenges for the City of Dufur. Main focus now is how to get help to improve the aging infrastructure. Discussion on options to pursue funding for new infrastructure and steps Dufur is currently taking to make improvements city wide. Both voiced their appreciation for the help the Port has provided in Kathy Ursprung's participation in their planning process.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the April and May 2017 calendars. David Griffith will join Andrea on the KODL Coffee Break.

ACTION ITEMS

1. **Motion to approve March 8, 2017 Annual Work Session Minutes and Regular Meeting Minutes approved as presented. M/M.Courtney, S/S.Coburn. Motion approved unanimously.**
2. **Motion to approve March, 2017 Financial Reports. M/K.Timmons, S/S.Coburn.** Discussion: LGIP rate has increased to 1.208%; leased land and facility payments are from PUD and Whiting-Turner; Weed Control County required annual expense. **Motion approved unanimously.**
3. **Motion to approve Resolution #2017-004 appointing the Executive Director as Budget Officer until the Port Commission rescinds this authority. M/K.Timmons, S/S.Coburn. Motion approved 4/1 with Commissioner Courtney voting no.**

4. **Motion to approve the 2017-18 Work Plan as developed at the March 8, 2017 Port Planning Session. M/M.Courney, S/S.Coburn.** Discussion: Staff will provide Project timelines and staff responsibilities at the May meeting. **Motion approved 4/1 with Commission Timmons abstaining.**
5. **Motion to approve returning the Garmin Depth Finder to Mr. Maley – At the request of Port's Attorney Bill Dick the action item was tabled to Executive Session.**

STAFF REPORT

1. *Director's Report* – Andrea Klaas provided full report in meeting packet. Tracking several Bills in Salem, SB327 Recreational Immunity is moving through State legislature, SB828 Flexible Scheduling for hospitality and retail industries, unclear where Family leave bill is heading, SB608 UGB expansion by local Governments, HB2251 Right to Rest giving homeless people the right to use public facilities.
2. *Marketing & Communications Update.* Kathy Ursprung provided full report in meeting packet. Recruitment & Creation – Wetlands: Terra Science has been out doing field work on renewal of our wetlands delineation at CGIC; Food Businesses: OIB and IFA grants for feasibility study are pending; Industrial Center Entrance: Industrial area's north signage is completed; Marketing Materials: Updated CGIC lot availability makes are on the website; Retention – meeting with local businesses over the past few weeks regarding a mentorship program for the workforce project. Next phase is promotion and outreach to match students with mentors. Working with the schools and Boy Scouts; Other – Dufur Community Visioning met with Dufur Chamber of Commerce where the Chamber approved adoption of the draft strategic plan.
3. *Special Projects Update.* Kathy Norton provided full report in meeting packet. Met with OSMB representatives to discuss the launch ramp upgrade; Marina Guardrail and sign have been repaired. Vehicle owner's insurance has been billed; The Corsair boat has been removed from the Marina; Klindt Cove Kiwanis Park is moving forward; Kitchen remodel should be completed for the May meeting; The Dalles Main Street – The Main Street Board supported Fort Dalles 4th's plan to move the fireworks display and celebration to Saturday, July 1st this years.
4. *Marina:* Angie Wilson of The Dalles Marina LLC provided January-March, 2017 Marina financial reports; updated the Commission on the new Video Surveillance Security Camera system and the aquatic plant removal plan.
 - a) Urban Renewal – Commissioner Coburn: Granada Theater sold. Grants for Honald Building to restore upstairs windows and sprinkler system. Plans for 9 loft apartments. Neon Sign Museum got extension for opening from April 3, 2017 to August 17, 2017. Budget discussions starting. Nothing new on Sunshine Mill.
 - b) Chamber of Commerce: Commissioner Griffith: Focus on Cherry Festival and trying to fill staff vacancies.
 - c) Wasco EDC – Kathy Ursprung: Dufur approved Strategic Plan. EDC providing support to implement plan. Robert Wallace thanked Kathy for her help putting together the Dufur City planning sessions. The outcome was very successful.
 - d) COT – Greg Weast/Andrea Klaas: Information provided in packet notes.

8:00 PM - In to Executive Session

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DECISIONS FROM EXECUTIVE SESSION

PUD-Substation Real Estate Agreement: By consensus the Commission authorized the Executive Director to sign the Real Estate Agreement.

COMMISSION CALL

1. President G. Weast: Nothing tonight.
2. Commissioner Griffith: Thanked Kathy Ursprung for the nice job she did on the Mentor Program article.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:00 PM.

PORT OF THE DALLES:



Greg Weast, President
Board of Commissioners

ATTEST:



David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED: 5/10/2017

Prepared by: K.Norton