

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**June 14, 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, Kristi Timmons, Staci Coburn

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

Guests: Robert Wallace, Dan Erickson, Tim Ramsey

Pledge of Allegiance: Commissioner Timmons

**7:00PM OPEN 2017-18 BUDGET HEARING**

**AGENDA CORRECTIONS or ADDITIONS**

Oregon Cherry Growers

**VISITOR BUSINESS** (for items not already on the agenda)

1. None at this time

**PORT CALENDAR/EVENTS**

Andrea Klaas reviewed the June and July 2017 calendars.

**ACTION ITEMS**

1. **Motion to approve May 10, 2017 Regular Meeting Minutes and May 31, 2017 Special Meeting Minutes. M/M.Courtney, S/S.Coburn. Motion approved unanimously.**  
Budget Committee Meeting Minutes: Discussion-Corrections needed: Commissioner Timmon's name was listed as McCavic in Roll Call and Motion to nominate Jana Webb for Budget Committee Chairman should read "for Budget Committee Secretary".  
**Motion to approve May 31, 2017 Budget Committee Meeting Minutes as corrected. M/M.Courtney, S/K.Timmons. Motion approved unanimously.**
2. **May, 2017 Financial Reports** – It does not look like we will need to make any year end budget adjustment; in May we paid down the Columbia Gorge Industrial Center Construction loan from the State in the amount of \$1,500,000.00; received payment for the remaining part of the Airport Well Loan. Phase 2 of the loan will start 2018/19.  
**Financials Approved as Presented.**
3. **RE Brokerage Commission Policy** – No Change to current policy.
4. **Salary & Benefits Sub-Committee** – Staff will research wage & benefit packages in the region and information from SDAO. Committee will be formed later in the year.
5. **Motion to approve the Port entering into a Real Estate Sale Agreement with Oregon Cherry Growers, Inc. and authorizing Andrea Klaas, Executive Director to execute said Agreement on behalf of the Port, and to have President Greg Weast sign the Deed and Release of Easement documents in fulfillment thereof, to be delivered to Escrow for the Closing of the Transaction on June 15, 2017. M/M.Courtney, S/K.Timmons. Motion approved unanimously.**

## STAFF REPORT

1. *Director's Report* – Andrea Klaas provided full report in meeting packet. Met with Roger Kline from PUD at the Marina to discuss safety issues and operation of the Marina electrical system; BPA moving ahead slowly on design & land need for the expansion to the Quenett facility; V&G continuing to move ahead slowly; Blue Zone has started in the community and are scheduling meetings. I will be attending a meeting at City Hall to talk about transportation system improvements; Cherry Growers waiting on title report; Julie Krueger, Dave Anderson and I met with UPRR and ODOT Rail to identify a way to convert the private UPRR crossing into a public UPRR crossing. It appears this will be a difficult process; The Port and Columbia Gorge Community College hosted a day-long Community Internship workshop. We now have an employer steering committee to help guide us in the right direction as we develop the pilot program. The goal is to have a community-based summer internship in 2018; a year ago we learned the Crates Building was determined to be in the Federal Flood Plain. Working with Tenneson Engineering and Brad Timmons we were able to get a flood plain map amendment which removed the Crates building parcel from the flood plain. We are now looking to see if any other Crates Way property owners have a similar issue; the standard 3-5 year enterprise zone program will be expiring in The Dalles on June 30, 2018..
2. *Marketing & Communications Update*: Kathy Ursprung provided full report in meeting packet. Recruitment & Creation – Wetlands: Terra Science is completing on-site work this month for the renewal of our wetlands delineation for CGIC; AgLAB – met with Brian Tuck at Extension to discuss their role in what is tentatively called the Rock Fort Agriculture Learning and Business Center (AgLAB); Website has been updated to work better with smartphones; Met with Powder Pure and Oregon Cherry Growers; Hosted the June 1, 2017 Community Internship Workshop; met with Dufur City Council to discuss next steps on their strategic plan.
3. *Special Projects Update*: Kathy Norton provided full report in meeting packet. Replacement doors for the launch ramp restroom have been ordered; met with Anderson Perry rep to get opinion on the marina sewer pump replacement project. Anderson Perry provided a technical memorandum based on Devco's proposal and their evaluation; Seal Kote will begin their project to sealcoat and restripe the marina parking lot on June 22, 2017; working through site plan developments for Klindt Cove Kiwanis park with Parks district and Kiwanis.
4. *Reports of Committees*
  - a) Urban Renewal – Commissioner Coburn: Update on UR activities.
  - b) Chamber of Commerce: Commissioner Griffith: No report.
  - c) Wasco EDC – Kathy Ursprung: No meeting.
  - d) COT – Greg Weast/Andrea Klaas: COT is writing a letter in support of having an Oregon State University Extension Agent in The Dalles; update on September trip to DC.
  - e) The Dalles Marina LLC – Angie Wilson: Landscaping is completed; installed new hose hangers and hoses on each dock; security system installed; two boathouse sales last month; marina is full; coordinated with Drew's Diving Service to come start working on boathouses to replace old floats; algae to be treated next week; met with Roger Kline at the PUD to discuss the Marina electrical system.

## 7:30PM CLOSE 2017-18 BUDGET HEARING

**Motion to adopt Resolution 2017-05 to adopt a budget, make appropriations and impose the tax levy for the fiscal year beginning July 1, 2017. M/S.Coburn, S/M.Courtney. Motion approved 3-1 with Commissioner Timmons voting no.**

7:30 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.

7:48 PM – Back to Regular Session

**DECISIONS FROM EXECUTIVE SESSION**

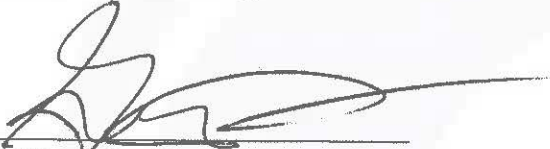
None

**COMMISSION CALL**

1. President G. Weast: Thanked Commissioner Timmons for her time serving on the Port Commission.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 7:50 PM.**

**PORT OF THE DALLES:**



Greg Weast, President  
Board of Commissioners

**ATTEST:**



David A. Griffith, Secretary  
Board of Commissioners

DATE APPROVED: *7-13-2017*  
Prepared by: K.Norton