

PORT OF THE DALLES COMMISSION
Regular Session Virtual Meeting Minutes
Thursday, November 12, 2020

The Regular Session Virtual Meeting of the Port Commissioners was called to order by Vice-President Mike Courtney at 5:30 p.m. **The meeting was held via the video conferencing platform Zoom; attendees joined via computer or called in via telephone*

ROLL CALL Executive Assistant Toepke

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

Staff: Andrea Klaas, Executive Director; Jennifer Toepke, Executive Assistant; Anna Shank-Root, Land Use Strategist & Policy Analyst

Bill Dick, Attorney; Angie Macnab, Bookkeeper

Guests: Brad Houghton, Mid-Columbia Economic Development District; Kristi Timmons, Licensed Property Manager, MVProperty Management

PLEDGE OF ALLEGIANCE Executive Assistant Toepke

PUBLIC COMMENT OR QUESTION Kristi Timmons, Licensed Property Manager, MVProperty Management, representing V & G, LLC : Contractors have been fired and new ones hired. A goal has been set to be done with construction by the end of the year, however occupancy cannot be obtained without the parking lot being paved and that is pending weather conditions. We had a water line installed at the east side of the building at the owner’s cost. The final building inspection is scheduled for mid-December, but again – weather dependent. We are happy to schedule a tour of the building for Port Commissioners. The goal is to have the building ready to be leased by December 31, 2020, but we would prefer to request an extension to January 31, 2020. Commissioner Courtney: Commission to discuss granting an extension with legal counsel and Port Staff and decide accordingly.

AGENDA CORRECTIONS/ADDITIONS None

UPCOMING MEETINGS/EVENTS As listed on Meeting Agenda, plus: In a continued effort to stop the spread of Covid-19, the Port will not be holding a Christmas Party this year.

ACTION ITEMS

1. **October 14, 2020 Regular Virtual Meeting Minutes M/G. Weast S/D. Griffith, Motion Approved**
2. **October 2020 Financial Reports were approved by Consensus**
3. **Resolution No. 20-005: A resolution granting Crates Point Development, LLC a Variance to The Dalles Industrial Center Protective Covenants allowing the removal of a portion of the required landscaping to accommodate the installation of a public transportation bus shelter M/G. Weast S/R. Wallace, Motion Approved** Discussion prior: ED Klaas reiterated that transportation vehicles should not be making U-turns on Klindt Drive, or in any of the surrounding parking lots. Brad Houghton confirmed that he would follow-up accordingly with Mt. Adams Transit & Columbia Area Transit to ensure they comply.

REPORTS

1. *Staff Report* Executive Director Klaas Stands as included in the meeting packet, no questions.
2. *RARE Report* Land Use Strategist and Policy Analyst Shank-Root Stands as included in the meeting packet, plus: Job density data was highlighted. And Commissioner Wallace asked if available land could be mapped, Strategist Shank-Root stated that she is working on that project but is waiting to receive the base map that the City of The Dalles used. ED Klaas interjected that Shank-Root is trying hard to get the project done, but people's response time to her requests are slow.
3. *Committee Report*
 - *Wasco County Economic Development* Commissioner Courtney Skip to Discussion Item
 - *Community Outreach Team* Commissioner Weast & Executive Director Klaas Members of the Outreach Team are working on support letters to Secretary Purdue, USDA – if the management plan is enacted in its current state. Rep Greg Walden is helping on this issue as a last parting act.
 - *Urban Renewal* Commissioner Coburn The URA did not meet, they will not meet until December.
 - *Dufur* Commissioner Wallace We are still waiting to receive the building permit for the bus barn. We've heard that there may be someone at the County that is ready to handle the permits. I talked to Kathy at the City about the wastewater system. Underwriting is going on with USDA through Business Oregon. The bids came in higher than expected. They were to take sludge out and then haul to the dump to dispose of – which would cost several hundred thousand dollars. There may be a possibility of contracting with the City of Gresham for removal. A developer wants to build 27 new homes in Dufur. But there is no way more development is going to happen until the wastewater system is improved. New homes mean more new students – the school is already at an all-time enrollment high – so we are keeping an eye on expanding the school as needed in the future. The City received a \$100,000 SCA for street improvements. There is still no word on the Safe Route to Schools grant.
 - *Chamber of Commerce* Commissioner Griffith The Chamber did not have a meeting. Member Focus comes out weekly – it is an informative newsletter.

DISCUSSION ITEM

1. *Port Priorities for Wasco County Economic Development Commission Community Enhancement Project Priorities List* Commissioner Courtney The Port should present their priorities on November 30, 2020. Strategist Shank-Root hosted a brainstorming session for Commission and Staff using an interactive Mentimeter word cloud [Interactive presentation software - Mentimeter](#)

REGULAR SESSION MEETING ADJOURNED AT 6:26 PM

EXECUTIVE SESSION MEETING WAS CALLED TO ORDER AT 6:27 PM AND ADJOURNED AT 6:38 PM

REGULAR SESSION MEETING WAS RESUMED AT 6:39 PM

ACTION FROM EXECUTIVE SESSION

Commission instructed ED Klaas to give an appropriate timeline extension to V & G, LLC

COMMISSION CALL

1. Commissioner Wallace Really looking forward to when we can hold in-person meetings again!
2. Commissioner Coburn Thank you for a wonderful meeting lunch last month! Reference V & G, LLC, maybe it is a lesson learned for us. When you don't have the right team in place, you go and find the right team! Commissioner Courtney: Maybe we need to require a general contractor or project manager in the future. Commissioner Griffith: I 2nd that, a project manager is an excellent idea for the future – with timelines and monthly communication.

3. Commissioner Weast Being in a group like this is fantastic! I knew in my absence everyone would handle the meeting well - thanks to Commissioner Courtney, professional staff, and commissioners!
4. Commissioner Griffith I learned more tonight about the V & G project than all the previous years.
5. Commissioner Courtney Thanks to everyone for your help in organizing/running the meeting. ED Klaas: We nominated you for an SDAO Award, unfortunately you did not get it, but you got a certificate!

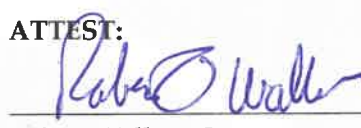
THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 6:50 p.m.

PORT OF THE DALLES:



Greg Weast, Vice-President
Board of Commissioners

ATTEST:



Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED: December 9, 2020

Prepared by: Jennifer Toepke, Executive Assistant