

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**October 11, 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, Robert Wallace, David Griffith

Staff: Andrea Klaas, Executive Director; Kathy Norton, Director's Assistant; Kathy Ursprung, Marketing & Communications; Angie Wilson, Bookkeeper; Bayoan Ware, RARE Participant; Bill Dick, Attorney

Guests: Andrew Thompson, Conrad Chandler, Troy Baker, Brandon Mahon (all left 7:15PM)  
Cynthia Lindsay, Bob McFadden (both left 7:30PM)

Pledge of Allegiance: Commissioner Wallace

**AGENDA CORRECTIONS or ADDITIONS**

Andrea asked to have an Executive Session follow Visitor Business. By consensus the Agenda was amended.

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

1. Troy Baker of Anderson Perry & Associates provided information on who Anderson Perry is, what type of projects they have worked on and who they have worked for. Troy also outlined the Scope of Work for the Marina Sewer Pump replacement project and discussed specific points with the Commission. Commission Courtney asked who would draft the contract between Devco Mechanical and the Port. Troy stated that Devco Mechanical will draft the contract with Anderson Perry assistance to ensure the project is completed correctly. Andrea will meet with Commissioner Courtney to finalize some insurance aspects of the Agreement but reported to the Commission that she is comfortable with the agreement and the scope of work provided by Anderson Perry.
2. Andrew Thompson of Monkland Medicinals provided an update on their work at 3400 Crates Way. Kathy Ursprung is working with them on protective covenant requirements. Andrew described their security measures and stated their lighting meets The Dalles City code. They plan to employ 10-15 people.

7:15 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.

7:25 PM – Back to Regular Session

**DECISIONS FROM EXECUTIVE SESSION**

**Motion to approve request for variance to Lot 7 site plan design as presented. M/M.Courtney, S/D.Griffith. Motion approved unanimously.**

## PORT CALENDAR/EVENTS

Andrea Klaas reviewed the October and November 2017 calendars. Commissioner Courtney plans to attend KODL Coffee Break with Andrea on 10/13/17; Outreach Team will be presenting at Chamber Government Affairs on 10/19/17; BPA Substation groundbreaking scheduled for 10/27/17; and November Commission meeting has been changed to 11/15/17

## ACTION ITEMS

1. **Motion to approve September 13, 2017 Regular Meeting Minutes as presented. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**
2. July, 2017 Financial Reports – Andrea reported Staci has reviewed the financial reports and approved them. Current average annualized LGIP rate is at 1.4500%. In September \$2,000,000.00 was transferred from the Columbia River Bank account to the LGIP account to collect the higher interest rate. General Fund paid out \$2,388.30 to Fix Auto to fix damage to the company truck. The damage was covered by insurance.
  - a. **Motion to approve the September 2017 financial reports as presented. M/R.Wallace, S/M.Courtney Motion approved unanimously.**

## STAFF REPORT

1. *Staff Report:* A full report was provided in the Agenda Packet. Contract award thresholds-The Port has exempted itself from the competitive bidding process for professional services. Contracts less than \$5,000 are exempt from bidding; Contracts between \$5,000-\$100,000 may be exempt from formal process by getting commutative quotes. If an emergency is declared by Commission, exempt from bidding; Anderson Perry Marina Sewer Pump project-Scope of work was reviewed and discussed. Project will start with a meeting between Anderson Perry, Devco, TD Marina, the Port and the building codes inspector later this month; Port Landscaping-Fall cleanup is completed and irrigation has been turned off. Discussion on EverSummer. *Commission directed staff to have Port Attorney, Bill Dick draft a letter outlining steps to be taken to comply with Protective Covenants to EverSummer for Commission review. Staff was also directed to get a quote from a landscape business for cost to clean up the EverSummer property;* Salary Survey-Andrea has gotten data from various entities. That information will be compiled, comparables for similar positions will be gathered and then Andrea will meet with Staci to review. A draft report will be provided at the November Commission meeting; Launch Ramp/Guest Moorage maintenance schedule will be finished and provided at the November Commission meeting. OSMB is working to develop a plan to repair the launch ramp docks that will meet grant requirements. Staff and OSMB recommended electrical contractor have been working to resolve the GFI tripping issue at the guest moorage; Klindt Cove Abandoned boat-The WC Sheriff has removed the boat; Kitchen Remodel-Reviewing bids from Adams Design; Marketing/Community Relations-Staff will research where information comes from for the SDAO newsletter so the Port's information will be included. Kathy U and Bayoan made a presentation to Kiwanis on current Port activities and how they relate to the Port mission. Starting to schedule fall visits with businesses. A sheet was passed out for Commissioners to indicate if they would like to go on some of the visits; Business Expansion, Retention, Recruitment-No State leads this month. Staff met with the Food Infrastructure committee to review a webinar called "Regional Food Systems". It offered analysis on ways to support development of new value-added ag and food production businesses. Staff is getting positive feedback from area high schools and local businesses regarding the Gorge Works program. *Commissioners asked if the program would provide a certification as proof of the participants successfully completing the program that would have meaning for the participant in their future. Kathy U said the group would look into ways to provide that;* Staff continues to get inquiries from local and new businesses for 3-5 acres. The inquiries are referred to the airport, NORCOR and Chenoweth Creek Developers. *Commissioners*

*recommended staff send emails of introduction when referrals are made.* Kathy U. is working on a regional land inventory. UPRR and BNSF met with local governments and tribes to see way these entities could work together. Tyler Stone reported the meeting was worthwhile. The City of The Dalles will apply to convert the private railroad crossing into the NW Aluminum site currently owned by UPRR into a public crossing. Port and County will work with the City on what to include in the application. UPRR stated they will not oppose the change, the hurdle will be with ODOT rail division. Legislators have been notified this issue may be coming their way; Staff will be installing a temporary mailbox station for CGIC. A permanent location will be established when PUD develops Tract A; Port staff hosted a meeting with the Small Business Development Center, the Governor's office, MCEDD, The Dalles Main Street and the City of The Dalles to discuss what resources are available to area businesses impacted by the Eagle Creek Fire and I-84 road closure; The new RARE Participant, Bayoan has been helping Kathy U. on a number of fronts and attending many Community meeting to learn about The Dalles. He and Andrea agreed on a work plan for the year that outlines the four projects with a process and timeline for each; COT-everyone the team met with felt that earmarks need to come back, just not sure who is willing to bring this to a vote. The WA delegation feels like they are part of our team. Eagle Creek fire highlighted thoughts on forest policy, fire borrowing, FEMA disaster assistance for fires, etc. Still some paralysis in DC as not all top appointments have been made; Staff scheduling a meeting regarding Marina electric with PUD, Hage Electric and The Dalles marina; Jerry installed shelving in the Shop to archive records. This will allow for safer storage of boxes of files and easier access for managing the records; The 2018 SDAO Safety grant will be to install panic bars on the meeting room exit door and two doors in the shop. Also two storage cabinets for flammable material. One installed in the shop and one in the marina tool room; Audit is ongoing; Klindt Cove Park request to waive the Planning fee has been approved by the City Council.

a. *Presentation: Port Activities and how they relate to the Port Mission: Kathy Ursprung*

## 2. *Reports of Committees*

- a) Urban Renewal – Commissioner Coburn: Angie Wilson reported the Sunshine Mill Contract had been restructured. Urban Renewal is planning a work session to develop a five year plan.
- b) Chamber of Commerce: Commissioner Griffith: Chamber building remodel almost finished. Member Appreciation Dinner on 10/19/17 will replace the bbq that was cancelled due to the Eagle Creek fire.
- c) Wasco EDC – Kathy Ursprung: Met in Shaniko. Committee toured the Toy Museum and Young Life facility.
- d) COT – Greg Weast/Andrea Klaas: As always an interesting trip. Full details in staff report included in the packet.

8:30PM - In to Executive Session

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8:40 PM – Back to Regular Session

## **DECISIONS FROM EXECUTIVE SESSION**

None

**COMMISSION CALL**

1. President G. Weast: Thanked Commissioner Wallace for his help with Dufur community issues.
2. Commissioner Griffith: Thanked Andrea Klaas and Kathy Ursprung for being such good Ambassadors for the Port.
3. Commissioner Wallace: Dufur's issues, specifically the water/sewer needs and businesses looking to expand will benefit from the Port's involvement in resolving these issues.

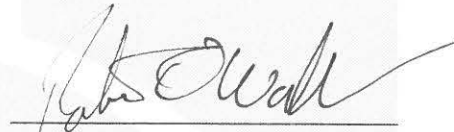
**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:45 PM.**

**PORT OF THE DALLES:**



Greg Weast, President  
Board of Commissioners

**ATTEST:**



Robert Wallace, Secretary  
Board of Commissioners

**DATE APPROVED:**

Prepared by: K.Norton