

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
January 10, 2018
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, Robert Wallace, Staci Coburn, 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: Doug Kirchhofer (left 7:35PM)

Pledge of Allegiance: Commissioner Griffith

AGENDA CORRECTIONS or ADDITIONS

Andrea asked to have the Executive Session moved up in the agenda. Agenda change was approved by consensus.

VISITOR BUSINESS (for items not already on the agenda)

None at this time

7:02 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.*

7:55 PM – Back to Regular Session

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the January and February, 2018 calendars. SDAO conference February 9-11, 2018.

ACTION ITEMS

1. **Motion to approve November 15, 2017 and December 13, 2017 Regular Meeting Minutes as presented. M/R.Wallace, S/S.Coburn. Motion approved unanimously.**
2. **November, 2017 and December, 2017 Financial Reports – November: Current average LGIP is 1.45%. Through the first quarter of the year. Expenses are higher than the 30% mark but will average out over the year. December: Average LGIP interest rate is 1.62%. Overall YTD expenditures are at 48%, but we have gone over in some line items and will be brings a recommendation for a supplemental budget to the February meeting to make adjustments to the 2017-18 budget.**
Motion to approve the November, 2017 and December, 2017 Financial Reports. M/S.Coburn, S/D.Griffith. Motion approved unanimously.
3. **Motion to approve the updated Port Public Records Request Policy as presented at the meeting. M/S.Coburn, S/R.Wallace. Motion approved unanimously.**

4. **Motion to approve June 30, 2017 Audit Report Corrective Action Plans required to address any deficiencies that have been identified by the Auditor during the financial audit. M/R.Wallace, S/S.Coburn. Motion approved unanimously.**

STAFF REPORT

1. *Staff Report:* A full report was provided in the Agenda Packet. List of top 10 accomplishments from 2017; Update on Anderson Perry and Devco meeting with State Electrical Inspector regarding the new marina sewer pumps; applying for OSMB Grant to replace the Guest Moorage pumpout/dumpstation; Klindt Cove Kiwanis Park through City Planning process. Tenneson Engineering provided a materials list for completing the parking lot portion of the project; Kitchen remodel project should be done by February meeting; Website has been revamped to meet the new ADA requirements; No State leads this month, increase in inquiries about facilities for local business expansion; Continuing to meet with Port businesses; PUD continuing to work on Marina electrical system upgrade.
2. *Reports of Committees*
 - a) Marina Report – Angie Wilson provided budget year-end Financial reports for Marina operations. Website done. Friend & Reagan will be doing The Dalles Marina, LLC taxes.
 - b) R.A.R.E. – Bayoan Ware updated the Commission on his activities in December, 2017.
 - c) Dufur – Robert Wallace reported on activities in Dufur. Water/Waste water system plans done. Waste Water first priority. Exploring funding options. Water system can be upgraded in phases. Street improvements. School bond for capital improvements, Grants to replace water heaters, doors and windows.
 - d) Urban Renewal – Commissioner Coburn: At the November meeting UR voted to stop taking building rehabilitation grant applications until at least 6/30/2018. They hired a realtor to sell properties no longer needed.
 - e) Chamber of Commerce: Commissioner Griffith: Finished building renovations and back yard fence project.
 - f) Wasco EDC – Kathy Ursprung: Next meeting the community enhancement projects will be prioritized.
 - g) COT – Greg Weast/Andrea Klaas: Preparing for Salem trip. Tentatively scheduled 3rd week in March for next DC trip.

DECISIONS FROM EXECUTIVE SESSION

President Greg Weast relinquished the President's chair at 8:05PM to Secretary Robert Wallace for this motion and discussion. Acting President Robert Wallace called for a motion based on Executive Session discussions:

Motion to authorize to accept an offer from BKB, LLC to be signed by our officers and or Executive Director if: (1) Substantially in the form as passed out on 01-10-2018 Port meeting and acceptable and approved by the Executive Director and the Port Attorney and including a proper description of the property, and if and when (2) The partition of the property has been legally completed and the property to be sold is a legally created "lot of record" capable of being legally sold and conveyed under the law. M/G.Weast, S/S.Coburn. Motion approved unanimously.

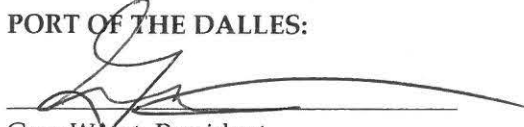
Commissioner Greg Weast reassumed the duties of President at 8:10PM.

COMMISSION CALL

1. President G. Weast: Nothing
2. Other Commissioners: Nothing

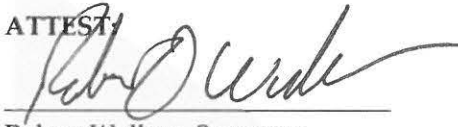
THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:45 PM.

PORT OF THE DALLES:



Greg Weast, President
Board of Commissioners

ATTEST:



Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton