

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
April 11, 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, Mike Courtney, Robert Wallace, Staci Coburn, David Griffith

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

Guests: City of Dufur-Kathy Bostick, Merle Keys; PowderPure-Will Parkki, Mike Thornton, Kelli Grover.

Pledge of Allegiance: Commissioner Griffith

AGENDA CORRECTIONS or ADDITIONS

By consensus a Marina Update was added to the Reports of Committees.

VISITOR BUSINESS (for items not already on the agenda)

None

ACTION ITEMS

1. **Motion to approve the March 14, 2018 Regular Meeting Minutes. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**
2. January 2018 Financial Reports – Avg Interest Rate for LGIP is 1.85%; Received \$21,000.00 land sale payment from BPA; YTD budget numbers reflect changes made a March meeting.
 - a. **Motion to approve February, 2018 Financial Reports as presented. M/R.Wallace, S/S.Coburn. Motion approved unanimously.**
3. City of Dufur Loan. Discussion: Kathy Bostick and Merle Keys updated the Commission on the status of the City of Dufur's water system improvement project. The water system improvements cost are projected to be \$351,675.00. The City is asking the Port for a \$175,000.00 loan at 4% to pay off over 5 years. The City will use the \$20,000.00 per year water meter fees as the source to pay off the loan. Port Attorney Bill Dick will work with Andrea to draft an Intergovernmental Agreement between the Port and the City of Dufur.
 - a. **Motion to approve a \$175,000.00 loan at 4% interest based on the LIBOR Index to be paid off in five (5) years to the City of Dufur for water system improvements. M/M.Courtney, S/S.Coburn. Motion approved unanimously.**
 - b. **LIBOR Index one (1) year rate is now 2.7%. 1.3% will be added to get to 4%**
4. PowderPure Site Plan. Discussion: Will Parkki presented the company's expansion site plan and updated the Commission on PowderPure's status. Currently 102 employees with expectations to increase to 143 employees. They provide living wage jobs with benefits and promotional pathways to encourage entry level employees to move up in the company. They have a 10 year lease on the facility with option to renew.
 - a. **Motion to approve PowderPure's expansion site plan as presented to the Commission. M/M.Courtney, S/S.Coburn. Motion approved unanimously.**

STAFF REPORT

1. *Staff Report:* A full report was provided in the Agenda Packet. Gorge Works-Kathy and Bayoan participated in the College and Career Fair representing Gorge Works and building our network of potential interns; Marina-Update on PUD electrical system upgrade and Anderson Perry sewer pump replacement project; Marina Launch Ramp-Working with OSMB engineers on ideas for launch ramp area, Jerry started weekly launch ramp cleanup; SDAO 2018 Safety grant closed; Klindt Cove Kiwanis Park-project moving forward after meeting with contractors; EverSummer-Report from Jordan/Chelsea landscaping regarding status of EverSummer landscaping and what is needed to clean it up. **Commission directed Port Attorney to draft document to give the Port the authority to enforce the Protective Covenants landscaping requirements. Commission directed the Executive Director to send a letter to all Port Industrial area property owners reminding them of the landscaping requirements;** BPA Meeting-Andrea reported the follow-up BPA staff meeting with the Port will be June 11, 2018 in The Dalles; Other-April 18 EDC grant preparation workshop; continuing work on Dufur website and tourism grant deliverables for May completion; preliminary review of Oregon Mines and PowderPure site plan; working on RDGB grant.
2. *Reports of Committees*
 - a) Wasco EDC: Ursprung – Keith Natz has joined the Committee. Action Committees reviewed and rearranged their structure.
 - b) Chamber of Commerce: Commissioner Griffith - Busy with Cherry Festival and start of tourism season. Working through the Strategic Planning process.
 - c) Dufur: Wallace – Update on School grants, bonds, new parking lot and solar project.
 - d) Urban Renewal: Coburn – Working on Mill Creek trail project. Sunshine Mill made the last payment on contract.
 - e) R.A.R.E: Bayoan Ware - updated the Commission on his activities in March, 2018.
 - f) COT: Weast/Klaas – Greg Weast provided a report on the COT trip to DC.
 - g) Marina: Angie Wilson provided current financial reports and an update on activities at the Marina: Boathouse Liabilities and compliance issues; clean up on hold for now; project to put a front on the garbage enclosure; 3 boathouses sold recently; only offering 6 month and annual leases for boat moorage.

8:08PM - 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.*

8:30 PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

None

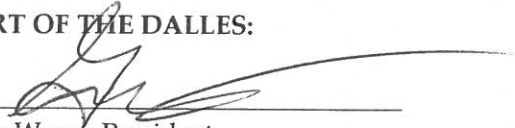
COMMISSION CALL

1. President G. Weast: Thanked Angie Wilson for doing awesome job at the Marina.
2. Other Commissioners:
 - a. Commissioner Griffith: Invited everyone to the College Foundation Auction on April 26, 2018.
 - b. Commissioner Coburn: Attended a training on effective City Government that provided valuable information on various types of meetings, what the State is going to start focusing on and enforcing regarding meetings and how organizations should review their rules of behavior.

- c. Commission Courtney: Brought to the attention of the Commission that there needs to be a succession plan for the future of the Port.

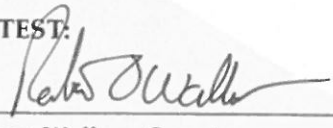
THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:45 PM.

PORT OF THE DALLES:



Greg Weast, President
Board of Commissioners

ATTEST:



Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED:

Prepared by: K.Norton