

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**February 15, 2017**  
**Port of The Dalles**

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, David Griffith, Kristi Timmons, Staci Coburn

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

Guests: None

Pledge of Allegiance: Commissioner Griffith

**AGENDA CORRECTIONS or ADDITIONS**

None at this time

7:00 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.

7:25PM - Back to Regular Session

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

None at this time

**PORT CALENDAR/EVENTS**

Andrea Klaas reviewed the February and March 2017 calendars. By consensus the Commission changed the time of the March 8<sup>th</sup> meeting to 4:00PM to allow for a Planning Session before dinner.

**ACTION ITEMS**

1. **January 11, 2017 Regular Meeting Minutes approved as presented.**
2. **January, 2017 Financial Reports reviewed and approved as presented.**

**STAFF REPORT**

1. *SDAO Conference Reports* - Board Members and Staff reported on the SDAO conference sessions they attended.
2. *Director's Report* Andrea Klaas provided full report in meeting packet. Met with Angie Brewer, Wasco County Planning Director to talk about the Scenic Area Management Plan update. It is very important that folks show up and voice their thoughts at the February 28, 2017 meeting; Sale to V&G-Lot 9A closed; Switching phone system and internet from CenturyLink to GorgeNet; PUD substation lot line adjustment completed; Working with Matthew Klebes to see where the Port's plan and the City's plan may align; Marina

transitioning to The Dalles Marina LLC is going well; Wasco EDC finalized their project list for 2017; Outreach Team preparing for March DC trip; Office Kitchen is under renovation, received a grant to reroof damaged portion of office roof and have budgeted money to paint the exterior of the building; Kathy N is working with Oregon State Marine Board for grant funds to have the marina parking lot seal coated and restriped; attended a Regional Solutions presentation about the Coordinated Care Organization health report that talked about health care needs in the region.

3. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Recruitment & Creation – Wetlands: Wetlands delineation for the CGIC is due for renewal this summer; Food Businesses: Some positive interest in our project from grantors. Grant should be written and filed by the end of February; Industrial Center Entrance: The sign is ready, waiting on the weather to put the finishing touches on the walls; Marketing Materials: Updating marketing materials to better reflect current land availability; Developed and delivered a SWOT presentation for the MCEDD Comprehensive Economic Development Strategy meeting; Retention-Met with Crestline, Meadow Outdoor Advertising and Cherry Growers discussions included workforce issues; Dufur Community Visioning-Draft strategic plan is complete and will go before Dufur Chamber for review n Feb 23, 2017; Regional Planning-Continuing to participate in MCDD strategy process.
4. *Special Projects Update:* Kathy Norton provided full report in meeting packet. Marina management transfer continues to go well; Dog Park-off leash park on hold until spring; Klindt Cove Park-We got the State Parks grant. Will meet with Parks District to create final design; Main St- Jeremiah Paulson selected as new Executive Director; Oregon State Marina Board Grant-applying for grant funds to reseal the public side of the Marina parking lot and replace damaged restroom doors; Kitchen remodel-working with Adams Design to renovate the office kitchen.
  - a) Urban Renewal – Commissioner Coburn: Unable to attend 1/31/2017 meeting. Approved Chamber ADA entry & façade funding request.
  - b) Chamber of Commerce: Commissioner Griffith: Urban Renewal funding request approved, holding strategy sessions.
  - c) Wasco EDC – Kathy Ursprung: Approved 2017 Priority Projects.
  - d) COT – Greg Weast/Andrea Klaas: Andrea, Greg, Dan Spatz and Darcy Long-Curtis will be the team going to DC in March.

#### DECISIONS FROM EXECUTIVE SESSION

None

#### COMMISSION CALL

1. President G. Weast: Encouraged Board members and staff to review SDAO conference notes.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:25PM.**

**PORT OF THE DALLES:**



Greg Weast, President  
Board of Commissioners

**ATTEST:**



David A. Griffith, Secretary  
Board of Commissioners

DATE APPROVED:

Prepared by: K.Norton