

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
September 12, 2012
Port of The Dalles

The Regular Meeting of the Port Commissioners was called to order by President Mike Courtney at 7:00PM

ROLL CALL

Present: Mike Courtney; Bob McFadden, David Griffith; Kristi McCavic, Greg Weast (7:40PM)

Staff: Andrea Klaas, Executive Director; Kathy Norton, Assistant to the Executive Director; Angie Wilson, Bookkeeper; Michael Held, Assistant Project Manager; Bill Dick, Attorney

Guests: Barbara Briggs; Kristen Stolman; Greg Smith; Steve Kramer; Jana Webb; Steve Kramer; David Rogers; Kathy Ursprung

Pledge of Allegiance: Jana Webb

AGENDA CORRECTIONS or ADDITIONS

Andrea Klaas asked that item (F) Executive Session be removed from the Agenda. By consensus item (F) was deleted from the Agenda. Kathy Norton asked that the Marina parking lot portion of the Marina report could be moved to Visitor Business

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the calendars for September and October 2012.

VISITOR'S BUSINESS

1. Barbara Briggs, Historic Columbia River Highway Advisory Committee Member, and Kristen Stolman, DOT, provided a progress Report on the Historic Highway and State trail and requested support from the Port for the plan development for the remaining 11 miles of the trail to connect the highway/trail to The Dalles. Barbara and Kristen left the meeting after their presentation.
2. Greg Smith, provided information on the Morrow Pacific Project and asked the Port for a letter of support for the project. Greg left the meeting after his presentation
3. Marina Parking Lot Maintenance, Kathy Norton provided information on the scheduled parking lot resurfacing and striping. David Rogers of Seal Kote was available to answer questions regarding the process and time requirements.

Motion to approve the Marina parking lot maintenance project as presented. M/Commissioner Weast, S/Commissioner McCavic. Motion approved unanimously.

MEETING MINUTES

Motion to approve minutes of the July 11, 2012 regular meeting. M/Commissioner McFadden. S/Commissioner McCavic. Motion approved unanimously.

FINANCIALS

Andrea Klaas and Angie Wilson reported on the July, 2012 financials. Annual interest rate holding at 0.6000%; balance sheet restructured July 2012; update on Marina aging report; copier replaced; 8/24-25 Robb Moody will review the Port's financial process and make recommendations.

STAFF REPORT

- 1) *Monthly Highlights* – Andrea Klaas reported that she had been asked to put together a presentation and moderate the discussion at the Oregon Economic Development conference in

October; Wonderworks received a \$30,000 grant and is meeting with other granting agencies. Open house scheduled later this fall; report on Oregon Economic Development Association meeting; report on meeting with City and DOT officials to talk about the final leg of the Riverfront Trail that is proposed to follow I-84 through the marina parking lot; reported on meeting with MCEDD and James Martin regarding options for future development at the Sunshine Mill; Commissioner McFadden contacted Lockheed to set up meeting in DC.

2) IFA Port Planning & Marketing Award – Andrea Klaas reported the Port received the award notice from the State for \$45,000 to help off-set the cost of updating the Port Strategic Plan.

3) *East Industrial Park LID Phase 2* – Andrea Klaas provided background information on the original LID project and reported the City is now looking at completing the project and is beginning discussion with affected property owners.

4) *Columbia Credits Request*: Andrea Klaas reported Columbia Credits request to cancel the collection account for Western Heritage Timber that was opened on 8/21/2006. Commissioner McCavic asked staff to research where this debt is reflected in the financials.

5) *Port Work Session*: Andrea Klaas will poll the Commission via email to set a date later this fall.

6) *Development Update*-Michael Held: Update on North Chenoweth-Business Oregon finishing Decision Ready paperwork, walked site with US Army Corps of Engineers and Terra Scient representatives to determine jurisdictional boundaries of the wetlands delineation; met with HHPR to discuss next development steps/revised development plan. Will likely bid out project in October; met with Port website developer. Expect significant changes/more user friendly over the next couple months; attended Economic Development Games in Ellensburg, Wa; Regional Solutions Team researching funding opportunities for a local wetland inventory.

7) *Marina Update*: Kathy Norton updated the Commission on activities at the Marina. Occupancy affidavit being returned with only a couple of complaints; shore power is available upon request at the transient dock. There are still some issues with the credit card process; east gangway access ramp railing has been installed; the new marina work boat arrived 8/9/2012, Marina clean up is underway; new recycling signage appears to be helping with the garbage/recycling; sea lion is still here; meeting with the PUD, State Electrical Inspector is being scheduled; Marina Management Plan RFQ is out.

1. *Reports of Committees*:

- a. *Urban Renewal*- Commissioner Weast: Meeting next week; working on better public relations.
- b. *Chamber of Commerce* – Commissioner McFadden: Interviews for new Executive Director scheduled, decision at September meeting; Andrea Klaas met with Chamber regarding the marketing plan, possible partnership at trade shows.
- c. *Wasco EDC* – Andrea Klaas: 9/20 meeting in Wamic. .
- d. *MCEDD* – Commissioner Courtney: 9/13 will be Commissioner Courtney’s last meeting. Port of Hood River will now fill the port position.
- e. *Community Outreach Team* - Andrea Klaas/Commissioners McFadden/Weast: Outlined schedule for DC trip.

Addition to Agenda – Steve Kramer addressed the Commission stating that he felt the Morrow Pacific Project was a great project for Oregon and encouraged the Port to provide a letter of support for the project. Steve left the meeting at this time.

INTO EXECUTIVE SESSION 9:15PM

EXECUTIVE SESSION (as allowed by ORS 192.660 (2) (e) (f) (h)) this may include discussion of real property transactions and privileged legal communication.

Back to Regular Session 9:37PM

Addition to Agenda:

Motion to approve \$2,500 to the Historic Highway Bike Path Plan. M/Commissioner McCavic, S/Commissioner Griffith. Motion approved unanimously.

Motion to provide a letter to the US Army Corps of Engineers in support of the dolphins at the Port of Morrow. M/Commissioner McCavic, S/Commissioner McFadden. Motion approved unanimously.

COMMISSION CALL

1. President:

2. Commissioners:

Commissioner Griffith stated the Port needs to be involved in the development of downtown. This should be a Port Work Session topic.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 10:00PM.

PORT OF THE DALLES:

D.M. Courtney, President
Board of Commissioners

ATTEST:

David Griffith, Secretary
Board of Commissioners

DATE APPROVED: 10/10/2012

Prepared by: K.Norton