

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
May 8, 2013
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

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

Guests: Kathy Ursprung

Pledge of Allegiance: Commissioner McCavic

AGENDA CORRECTIONS or ADDITIONS

Andrea Klaas asked that Resolution #13-001 be removed from the agenda and placed on the June agenda to allow time for the May 14, 2013 election results to be confirmed. Approved by consensus.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the calendars for May and June 2013; Port Commission work session May 14; Port Budget Meeting May 29, 2013.

VISITOR'S BUSINESS

None at this time

MEETING MINUTES

Motion to approve the April 10, 2013 regular meeting minutes as corrected. M/B.McFadden, S/G.Weast. Motion approved unanimously.

FINANCIALS

Commissioner McCavic, Andrea Klaas and Angie Wilson reported on April, 2013 financials. Average annualized interest dropped from 0.6% to 0.54%; per Columbia Sate Bank request the funds in the Money Market have been moved to the LGIP account; Marina tenant filed for bankruptcy, balance owing of \$131.56; update on Munsen Paving credit, original credit of \$10,100 in 2002 has been used for rock and other material. Current balance is \$2,680.

Andrea requested Commission approval to write-off the Marina tenant's remaining balance of \$131.56 in this fiscal year.

Commission approved by consensus to write-off the remaining balance of \$131.5 in this fiscal year.

STAFF REPORT

1. *2012-13 Audit Contract* – Andrea Klaas provided a copy of contract from Friend & Reagan, PC for audit services for fiscal year 2012-13.

Motion to approve Friend & Reagan, PC contract for audit services for fiscal year 2012-13 as presented. M/B.McFadden, S/K.McCavic. Motion approved unanimously.

2. *Resolution #12-001: SDAO Volunteer Resolution:* Tabled until the June Commission meeting.
3. *Monthly Highlights* – Andrea Klaas reported that the Port of The Dalles has been invited to submit an application to the Infrastructure Finance Authority for \$2, 250,000 for the North

Chenoweth project; Andrea and Commissioner McFadden attended Ports Day at the Capitol; report on meeting to discuss downtown businesses; MCEDD and the Ports will be meeting to discuss reactivating the Columbia Gorge Economic Development Association to provide a regional marketing effort; conference call to discuss project intake forms. Received a copy of the State's form that will be modified to fit local businesses; the Port now has a LoopNet account with our properties listed on it; Oregon Economic Development Association board will be meeting in The Dalles May 23, 2013; ODFW has offered to help with costs to install a gate on the Taylor Lake rd.

4. *Development Update:* Michael Held reported that the Notice of Administrative Decision on the Subdivision Application was issued by City Planning on April 25; construction plans on proposed sanitary sewer line were submitted to USACE and Dept of State Lands. No comments yet; Chenoweth Project sign is up; held 1st Technical Advisory Committee meeting for wetland project. The project was received conceptually and support to continue moving forward was unanimous.
5. *Marina Update:* Kathy Norton updated the Commission on activities at the Marina; Update on April 16, 2013 Marina committee meeting; Sea lion trap installed, no results yet; still working with Ernie's Lock & Keys for Security gate lock; Marina committee requested Port use Marina reserve to pay off Port loan – the payoff would be approximately \$90,000, the reserve only has \$80,000. Discussion by Commission.

Motion to establish a minimum Marina Reserve fund. M/G.Weast, S/D.Griffith. Motion approved 4/1.

Motion to add an agenda item to the Port Commission meeting for Marina Tenants. M/K.McCavic, S/G.Weast. Motion not approved 2/3.

By consensus the Commission approved disbanding the Marina Committee as of the May 21, 2013 Marina Committee meeting.

REPORTS OF COMMITTEES

- a) Urban Renewal – Commissioner Weast: nothing to report
- b) Chamber of Commerce – Commissioner McFadden:
- c) Wasco EDC – A.Klaas: Last meeting in Tygh Valley – updated on potential projects and challenges in that area.
- d) Community Outreach Team – A.Klaas/Commissioner Weast/Commissioner McFadden: Team will be meeting the 2nd Friday of each month.

8:38PM – 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.

9:06PM – Back to Regular Session

Action required as a result of Executive Session Discussions regarding WonderWorks:

Motion to approve returning the 2013 annual rent payment to WonderWorks if they are successful in purchasing the WonderWorks building by December 31, 2013. M/K.McCavic, S/G.Weast. Motion approved 3 yes/2 no.

COMMISSION CALL

1. President:

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:08PM.

PORT OF THE DALLES:

D.M. Courtney, President
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton

ATTEST:

David Griffith, Secretary
Board of Commissioners