

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
March 21, 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, Kristi McCavic, Greg Weast, David Griffith (7:05)

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

Guests: Ken Valentine, HHPR Consultant; Jana Webb; Steve Kramer; Kathy Ursprung (7:05)

Pledge of Allegiance: Kristi McCavic

AGENDA CORRECTIONS or ADDITIONS

Andrea Klaas asked that an additional Executive Session be added after Visitor's Business to allow Ken Valentine to make his presentation. Commissioner McCavic asked that a discussion regarding Internal Audit Consultant be added to the Staff Report.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the calendars for March and April 2012. Port Work Session on Friday, March 23, 2012, 2:00-5:00 at Columbia Gorge Community College; Wasco EDC-Tygh Valley Tour, Thursday, April 9, 2012, 10:00am.

VISITOR'S BUSINESS

None at this time.

INTO EXECUTIVE SESSION 7:05PM

Jana Webb and Steve Kramer were invited to stay.

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 7:25PM

MEETING MINUTES

The minutes of the February 13, 2012 regular meeting were approved as presented.

FINANCIALS

Andrea Klaas and Angie Wilson reported on the February, 2012 financials..

STAFF REPORT

** Addition to Agenda: Internal Audit Consultant: Commissioner McCavic reported on her discussion with Rob Moody, and Internal Audit Consultant, at the SDAO Conference. She felt this was something the Port should consider. Commissioner Weast asked if there was a possibility the Port could work out a deal to be a test case for the process. Andrea Klaas reported that she was in discussion with Mr. Moody and would put this discussion on the April meeting agenda.

1. *Monthly Highlights* – Andrea Klaas reported the latest SET meetings. The next SETS meeting will be April 26, 2012 in Skamania County. The focus will be on updating regional vision and goals to reflect current assets, challenges, trends, opportunities; Incubator discussions with Mary Merrill and Robin Cope. The gorge has been chosen as a location for the Oregon Entrepreneur Network boot camp location. 5 businesses will be selected to receive coaching from 9/18-11/3/2012 then have an opportunity to pitch their businesses to investors
2. Resolution #12-002: Pay off Special Public Works Trust Fund Loan #J04009 I 660-02-01.

MOTION: Commissioner McFadden made a motion to approve Resolution #12-002 authorizing paying off Special Public Works Trust Fund Loan. Payoff amount \$99131.24. Second by Commissioner Weast. Motion approved unanimously.

3. *R.A.R.E. Update:* Michael Held reported on his activities – Working on Industrial lands Decision Ready paperwork; hired Terra Science Wetland Consultants to conduct delineation on North Chenoweth; still working on wetland mitigation site information for The Dalles and surrounding areas. Kirk Jarvie (DSL) is writing an appendage to DSL's previous work completed in 2011; North Chenoweth concept plans are completed; mobilized local RARE's to bring are installations to vacant downtown store fronts; working with Mary Merrill on various projects; Bite of The Gorge being held in The Dalles on May 19, 2012; still waiting for final confirmation on training grant for Home At Last Board half day training and strategic planning work session.
4. *Marina Update:* Kathy Norton updated the Commission on activities at the Marina. There is one delinquent account but the tenant is in contact with the Port and making payments; Coburn Electric provided a preliminary project cost estimate of \$450,000 for the Marina electric system upgrade; met with Carolyn Meese and Tawnie Bean of the Oregon Business Development Dept. The electrical system upgrade qualifies for the Port Revolving Fund. A \$4500,000 loan at 3.87% paid off over 20 years would require a \$32,700 annual payment from the Marina fund; update on Marina Committee discussions; Sea lion still in the Marina; Jerry is designing a bracket to hold fire extinguishers on each dock.
5. *Reports of Committees:*
 - a. *Urban Renewal-* Commissioner Weast: Unable to attend for next 5 weeks..
 - b. *Chamber of Commerce* – Commissioner McFadden: next Board meeting March 22, 2012. The Chamber will be taking over the new festival area booking.

- c. *Wasco EDC* – Andrea Klaas: The EDC is working on needs and issues. Andrea would like the Port to partner with the City of Dufur to address some of the water system issues.. Steve Kramer stated the fire hall is an area of concern that has been on the City of Dufur’s agenda for 20+ years.
- d. *MCEDD* – Commissioner Courtney: Information Meyer Memorial Trust; provided information on MCEDD assessment of dues – discussion resulted in Commission consensus that the increase was ok.
- e. *Community Outreach Team* - Andrea Klaas/Commissioner Weast: Andrea and Commissioner Weast reported on the COT trip to Washington DC. COT received a Gold Standard for Outreach Teams from Senator Wyden; Progress on local Veterans Services. Visited Dept. of Energy, US Chamber of Commerce, Dept. of Transportation, etc.
- f. *Meeting with Representative Greg Walden* – Commissioner McFadden updated the Commission on the meeting with Representative Greg Walden and the National Marine Fisheries.

6. FYI: Oregon Wetlands & Aquatic Resources Conference – Commissioner McCavic would like to attend.

INTO EXECUTIVE SESSION 8:40PM

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 8:55PM

COMMISSION CALL

1. President:

2. Commissioners:

Commissioner McCavic – the SDAO conference was great. Good networking opportunity for Commission.

Commissioner Weast – thanks for the opportunity to be part of the Community Outreach Team.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:10 PM.

PORT OF THE DALLES:

D.M. Courtney, President
Board of Commissioners

ATTEST:

David Griffith, Secretary
Board of Commissioners

DATE APPROVED: 04/11/2012

Prepared by: K.Norton