

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 10, 2016

Subject: F -1.) Meeting Minutes

GW/MC-4

Background:

1. January 13, 2016 Regular Meeting Minutes

Staff Recommendation: Motion to approve Meeting Minutes as presented.

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
January 13, 2016
Port of The Dalles

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

ROLL CALL

Present: Bob McFadden, Greg Weast, David Griffith, Kristi McCavic, Mike Courtney

Staff: Andrea Klaas, Executive Director; Kathy Norton, Assistant to the Executive Director; Kathy Ursprung, Marketing & Communication; Angie Wilson, Bookkeeper, Bill Dick, Attorney

Guests: Eric Orton

Pledge of Allegiance: Andrea Klaas

AGENDA CORRECTIONS or ADDITIONS

None

PUBLIC COMMENT-VISITOR BUSINESS

None

7:02PM - 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.

7:40PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

None

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the January and February, 2016 Calendars.

ACTION ITEMS

1. **Motion to approve December 9, 2015 Regular Meeting Minutes and January 5, 2016 Special Meeting Minutes as presented. M/M.Courtney, S/G.Weast. Motion approved unanimously.**
2. **December, 2015 Financial Report:** Commissioner McCavic reported the Port financials will be done in modified cash basis but the reporting will continue to be done in accrual basis for easier understanding.
Motion to approve the December 2015 Financial Reports as presented. M/G.Weast, S/M.Courtney. Motion approved unanimously.
3. **Motion to approve the AARP/RGP Plan Application and direct staff to submit it for approval to the Oregon Department of State Lands and the U.S. Army Corps of Engineers. M/G.Weast, S/D/Griffith. Motion approved unanimously.**
4. Discussion to clarify transfer of marina management. Staff directed to.....

STAFF REPORT

1. *Monthly Highlights* – Andrea Klaas provided full report in meeting packet. Commissioner McFadden met with Port of Hood River Chairman, Brain Shortt to talk about collaborative efforts between the Ports. Hood River will host a meeting before the end of the first quarter; Commissioner McFadden and Andrea visited with Roger Kline the new PUD Director, briefed him on the COT and the Port's desire to have a great relationship with the PUD; Senator Wyden was in town and the COT was invited to meet with him over dinner. Topics of discussion included: Forest Policy, Education, Community Infrastructure, Affordable Care Act; MCEDD held a Connect Mid-Columbia meeting to talk about Gorge wide transportation issues – both ODOT and WSDOT were at the table; Industrial Site Certification letter should arrive soon.
2. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Continuing to meet with Port businesses – concerns shared about transportation, both local and to market, expansion and supply chain needs and a variety of other topics; a video aimed at marketing airport and port land is under way; Wetland application completed and included for your approval; additional updates to the Port website continue; working on some information documents to improve understanding of how the Port operated; working to update the Port's project list for Wasco County Economic Development Commission review.
3. *Marina Update:* Kathy Norton provided report in meeting packet. Devco has been managing the marina water system. The water has been off 30 days so far due to freezing weather; no new sightings of any sea lions in the Marina; there were 5 boathouses sold in 2015.
4. *Reports of Committees:*
 - a) Urban Renewal – Commissioner Weast: Updates provided via email.
 - b) Chamber of Commerce: Commissioner Griffith: Nan Wimmers is the new Chairman; the Chamber is setting some robust goals for 2016.
 - c) Wasco EDC – Kathy Ursprung: Meeting on Thursday.
 - d) COT – Bob McFadden/Andrea Klaas: Will meet the 4th Friday of each month.

8:00PM - 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.

8:20PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

None

COMMISSION CALL

1. President: Commissioner McFadden reminded the Commission about Gorge Nite Out – 2 events to highlight Industry and Development in the Gorge – on February 3, 2016 in Salem and February 9, 2016 in Olympia.
2. Commissioner Griffith provided more information on Incubators – ways to encourage small business development.
3. Commissioner Weast reported he had been contacted via email by an individual wanting to talk about Google to discuss ways to capture heat from the cooling system for other uses.

4. Commissioner Courtney asked that the Commission address the personnel policy, specifically Employee Compensation. Commissioner McFadden asked for a committee to research what other agencies do regarding employee compensation and also to get information on health insurance. Commissioners Courtney, McCavic and Griffith will service on this committee.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:30PM.

PORT OF THE DALLES:



Bob McFadden, President
Board of Commissioners

ATTEST:



David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED:

Prepared by: K.Norton