

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**November 13, 2013**  
**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; Michael Held, Assistant Project Manager; Angie Wilson, Bookkeeper; Bill Dick, Attorney

Guests: Dan Durow, Jeremy Thompson, Scott Green, Matthew Klebes, Tyler Miller, Pierce Louis, Marina Tenants (sign-in sheet attached to these minutes)

Pledge of Allegiance: Commissioner McFadden

**PRESENTATIONS**

1. Riverfront Trail Expansion Update: Dan Durow, Scott Green, and Jeremy Thompson provided an updated on the trail expansion on DOT right of way through the marina parking lot. Scott stated the Parks & Recreation Board approved the option of having launch ramp vehicle and trailer overflow parking in the Riverfront parking lot at their last meeting. The Parks & Recreation Board also supports extending the Riverfront Park season and is working with the Department of Fish and Wildlife and the US Army Corps of Engineers to make that happen. Discussion on redesign of parking lot traffic flow. Dan reported that Tennison Engineering is working on a design and will provide the Port with that information when it is available.
2. Marina Water: Andrea Klaas provided results of the new-year round water system RFP and marina user survey. Devco Mechanical was awarded the project. After staff review of the system designs proposed by Devco, the marina user comments and budget options Andrea recommended the Port Commission accept the Option #2 – manual drip system. Following discussion on the system designs and funding options the following motions were made.

**Motion to approve Option #2 – manual drip system. M/M.Courtney, S/G.Weast. Vote 2/3, motion failed.**

**Motion to approve Option #1 – recirculating pump system. M/K.McCavic, S/D.Griffith. Vote 4/1, motion approved.**

**AGENDA CORRECTIONS or ADDITIONS**

None at this time

**PORT CALENDAR/EVENTS**

Andrea Klaas reviewed the calendars for November and December 2013. Special Meeting Scheduled for Thursday, November 14, 2013, 2:00pm to receive the bids for the North Chenoweth project.

**VISITOR'S BUSINESS**

None

7:50PM – Break

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.

8:30PM – Back to Regular Session

## MEETING MINUTES

**Motion to approve the October 9, 2013 Regular Meeting Minutes as presented. M/G.Weast, S/K.McCavlc. Motion approved unanimously.**

## FINANCIALS

Andrea Klaas and Angie Wilson reported on October, 2013 financials. Final invoice sent for Munsen Loan #2. Average Annualized Rate: 0.5400%. Audit is done. Will schedule the audit presentation.

## STAFF REPORT

1. *Downtown Christmas Lights:* Matthew Klebes, Main Street Coordinator updated the Commission on the downtown Christmas lighting project. The cost of lights for the light poles along 2<sup>nd</sup> street will be \$960.00. The Main Street group and the Chamber have contributed \$320 each towards the purchase of the lights. The Port was asked to contribute the final \$320.

**Motion to approve the \$320.00 contribution towards the purchase of Christmas lights for downtown. M/M.Courtney, S/K.McCavlc. Motion approved unanimously.**

Commissioner McFadden stated he is getting a lot of positive feedback on the Port's involvement in the downtown revitalization process.

2. *Monthly Highlights* – Andrea Klaas reported that the Strategic Business Plan is being integrated with the Port's current work plan. Need to schedule a new Port work session; the airport is starting their industrial land development project; MCEDD has received a grant to look at manufacturing as industry in the gorge; Andrea nominated a small food processor who started in The Dalles to be part of a team of Oregon natural food processors attending the Northwest Natural Food Expo; the Port has been approached by a large, northwest company looking to start a specialized training facility in The Dalles; Imperial Stock Ranch has been selected by Ralph Loren to supply yard for the 2014 winter Olympic clothing; Oregon Cherry Growers is supplying all cherries for Ben & Jerry's Cherry Garcia ice cream.

**H2a: Motion to authorize the Commission President to sign the Intergovernmental agreement with the city of The Dalles that outlines that the City will accept ownership of the public infrastructure that the Port is installing as part of the North Chenoweth project. M/M.Courtney, S/K.McCavlc. Motion approved unanimously.**

H2b: Information provided to the Commission that Home At Last is exploring the idea of building a new facility to expand the current animal shelter. In order to do this they will need to use some additional land that the Port currently owns. Home at Last and Wasco County need to work out several details before Home at Last will approach the Port formally.

3. *Development Update:* Michael Held updated the Commission on the North Chenoweth Project 16 general contractors and 1 sub-contractor attended the mandatory meeting. Bid opening will be at a special meeting November 14, 2013 2:00-2:30pm. Proposals will be reviewed by Andrea, Ken Valentine and Michael. November 21, 2013 they will provide the Local Contract Review Board a recommendation of the most qualified proposer; Wetland Regional General Permit, Request for Cost Proposal (RCP) 70% completed. The RCP will be submitted by the end of November and is due by mid-January; meeting with Dirt Hugger regarding BPA issues on their potential new site.

4. *Marina Update:* Kathy Norton the marina water has been turned off; City staff is reviewing the August, 2013 bill to see if there was an error; SDAO Safety & Security grant will be used to upgrade marina camera system.

**Motion made to have the Port of The Dalles cease operation of the Marina as of 7/1/2014. Leases would not be renewed and the water system would be put on hold until a new operator was found. M/M.Courtney, No Second. Motion failed.**

5. *Reports of Committees:*
- a) Urban Renewal – Commissioner Weast: Meeting canceled
  - b) Chamber of Commerce – Commissioner McFadden: Chamber is getting a lot of positive recognition.
  - c) Wasco EDC – A.Klaas: Annual Need & Issues meeting
  - d) Community Outreach Team – A.Klaas/Commissioner Weast/Commissioner McFadden: Andrea made a presentation at the Gorge Commission meeting

8:50PM – In to Executive Session

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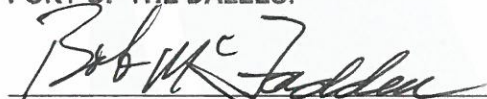
9:20PM – Back to Regular Session

**COMMISSION CALL**

- 1. President: Thank you Kristi for your work on the marina water system.
- 2. Commissioners: Discussion on options for the marina.


**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:25PM.**

**PORT OF THE DALLES:**



Bob McFadden, President  
Board of Commissioners

**ATTEST:**



David Griffith, Secretary  
Board of Commissioners

DATE APPROVED: 12-11-2013  
Prepared by: K.Norton