

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
August 12, 2015
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, Mike Courtney

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

Guests: Raelynn Ricarte, The Dalles Chronicle

Pledge of Allegiance: Commissioner Weast

AGENDA CORRECTIONS or ADDITIONS

Andrea asked that the executive session be removed from the agenda because there were no executive session items for the meeting.

PUBLIC COMMENT-VISITOR BUSINESS

None at this time.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the August and September, 2015 Calendars.

ACTION ITEMS

1. July 8, 2015 Regular Meeting Minutes corrected by email from Bill Dick: In the Motion to authorize the Port of the Dalles to accept an offer, if made to the Port by Pelican Technology the follow corrections are needed – 4th line change “state to stated” and “know to known”.

July 8, 2015 Regular Meeting Minutes approved as corrected.

2. July, 2015 Financial Report: Angie included a report in the packet. New 2015-16 budget is in. Providing reports on a cash basis; Marina fund has a revenue line for the water system fees that were billed out in June of 2014; General fund reflects purchase of a new phone system for the office; annual dues for MCEDD and Chamber are being paid.

Motion to approve July, 2015 Financial reports as presented. M/G.Weast, S/D.Griffith. Motion approved unanimously.

3. District's Financial Statements: The Port's Auditor, Nate Reagan, recommended the Port switch the District's financial statements from Modified Accrual basis to the Modified Cash basis of accounting. The Commission asked Angie to check with Nate to see how revenue from previous years will be handled with the modified cash basis of accounting.

Motion to switch the Port of The Dalles District's financial statements from Modified Accrual basis to Modified Cash basis effective June 30, 2015. M/G.Weast, S/M.Courtney. Motion approved unanimously.

4. Baker Boathouse Moorage Fees: Kathy Norton presented a request by Kathryn Baker asking the Port to waive her boathouse moorage fees because the sea lion on her deck makes it impossible for her to use the boathouse. Commission discussion points, the Port did not invite the sea lion and has done everything in its power to discourage the sea lion. The Port has no authority to remove the sea lion and to do so would be violating Federal Law. ODFW has provided Baker's with information on how to build a bull-rail to protect their deck. The Port would approve Port staff time to construct and install the bull-rail at Baker's cost.

Motion to deny Baker's request to have boathouse moorage fees waived. M/M.Courtney, S/D.Griffith. Motion approved unanimously.

5. **DHS Lease:** Mike Courtney declared a conflict of interest. Oregon Department of Human Services is looking for some additional parking to accommodate their fleet vehicles so those cars are not taking up client parking spaces. The property manager, MVP Properties, asked if there was space at the Port that could be used. The gravel area north of the Port paved parking area would accommodate about 10 cars.

Staff recommendation is that the Port lease DHS the space north of the paved area on a mon-to-month basis for a fee of \$100 and require proof of insurance and liability coverage to satisfy our insurance agent.

No Motion.

STAFF REPORT

1. *Monthly Highlights* – Andrea Klaas provided full report in meeting packet. Jerry and I met with Lockheed to determine location for the monitoring well; Interesting Federal Legislation – Sea Lion Bill gets hearing; City and County both approved the Enterprise Zone agreement for Pelican; Floodplain remapping will be handled in two parts – getting the Crates Building done and then focusing on the rest of the Port land that may be impacted by the floodplain; Received \$20,000 grant award letter from Port Planning and Marketing Fund. Beginning discussion about creative ideas for the Klindt Drive lots around businesses, public space, etc., will be hosting a small group to brainstorm ideas; Bob and I met with Ray Bucheger and Mark Freeman as part of their annual tour of Oregon Ports. One issue they will look into for us is where is the discussion about Forest Fires being handled as Natural Disasters.
2. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Land Marketing – Marketing work over the past month focused on planning, preparing and promoting the Up in the Air and Down by the River Dedication Party; concentrated advertising locally and in the Portland markets to make people more aware of the land available at the CGIC; transition to a new phase of marketing focusing more on direct marketing targeting specific industries including sporting goods, uav's, food processing and wildland firefighting related business.
Wetland Regional General Permit – TAC reconvened on July 9, 2015 for the negotiation portion of the process between landowners, community stakeholders and regulations; ground work established during the May tours helped guide the group to a tentative agreement on development and mitigation strategy; Terra Science submitted a Development and Compensatory Mitigation Feasibility Report; quite a bit of work remains before we file for the application. Commissioner Griffith asked what was being done to market the airport property. Kathy responded that the property is on our website, we attended a conference and jointly promoted the Port and Airport properties, there is a video being developed to promote the airport property that will also play on a screen at the airport. Commissioner McFadden questioned what Klickitat County and the City of The Dalles is doing to promote the airport property.
3. *Marina Update:* Kathy Norton provided report in meeting packet. Preventative maintenance plan has been drafted; delinquent activity at the Marina has slowed; Gate codes are still being changed monthly; one of the pumps for the sewer pump system has stopped working, Jerry is working with Lundell Plumbing to get it replaced; Devco Mechanical has taken charge of the water system until April, 2016; all material to relocate the Port boathouse to A-dock have been received, Jerry will start that project. Commission would like to do a Marina walk-through. Kathy will schedule it and let the Commission know.
4. *Reports of Committees:*
 - a) Urban Renewal – Commissioner Weast: No meeting. Things happening – possible announcement next month.
 - b) Chamber of Commerce: Commissioner Griffith: New Membership/Events Coordinator; change in financial reporting; 9/17/2015 Annual Chamber bbq.

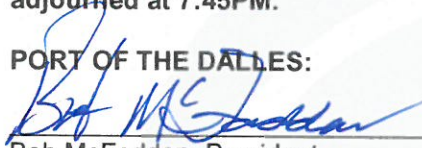
- c) Wasco EDC – Kathy Ursprung: Meeting tomorrow with Ready for Business Committee, one focus will be to find ways to help Wasco County community to improve their web presence for bigger economic development.
- d) COT – Bob McFadden: No meeting.

COMMISSION CALL

1. President: Thank you to staff for successful ribbon cutting event. Asked that a work session be scheduled.
2. Commissioners:
 - a. Commissioner Griffith asked where we are with innovation spaces. Kathy Ursprung updated the commission on meeting to brainstorm ideas for a collaborative workspace concept. What to do and not do, how to make it good for the community. More information will be provided as it becomes available.
 - b. Commissioner Courtney provided pictures of long standing landscaping violations in the Port area. Asked staff to take action to enforce compliance. Andrea will draft a letter to the business owners citing the violations for Commission McFadden's signature.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 7:45PM.

PORT OF THE DALLES:



Bob McFadden, President
Board of Commissioners

ATTEST:



David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton