

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
October 10, 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, David Griffith; Kristi McCavic, Greg Weast

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

Guests: None

Pledge of Allegiance: Michael Held

AGENDA CORRECTIONS or ADDITIONS

None at this time

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the calendars for October and November 2012. November 14 meeting changed to November 7th, 2012.

MEETING MINUTES

Motion to approve minutes of the September 12, 2012 regular meeting. M/Commissioner Weast. S/Commissioner Griffith. Motion approved unanimously.

FINANCIALS

Andrea Klaas and Angie Wilson reported on the September, 2012 financials. Annual interest rate holding at 0.6000%; follow up on Western Heritage Timber collection – per auditor, when an overdue account goes to collections it is removed from accounts receivable. If the money is every collected it would be received as income; Port development has additional receivables this month from the DC trip; the audit has started.

STAFF REPORT

1) *Monthly Highlights* – Andrea Klaas reported the DC trip was successful; Commissioner McFadden reported on the trip activities; there seems to be interest in reviving the CGEDA (Columbia Gorge Economic Development Association); Port property parking lots have been sealed and restriped. Kris McFadden provided aerial photos for Port records; Regional Solutions meeting took place in The Dalles; met with several State departments regarding industrial area wetlands and how to proceed; Michael continues to refine the Port's economic impact on the community and working on wat to create linkages between businesses; PowderPure has a film crew at their facility; NW Aluminum has received their No Further Action letter from DEQ; met with Kate Connolly from the Watershed Council about collaboration on wetlands; RFP out for Strategic Plan update; Mary Merrill is working on a commercial realtor tour of the community; letter sent in support of Morrow Pacific project; Rob Moody was here reviewing our financial processes and controls. His findings are included with this packet; meeting with ports of Hood River and Cascade Locks to see where we might work together on a regional level.

2) *Rob Moody Recommendations* – Andrea Klaas provided copies of his recommendations and process flow diagrams. Positive outcome from this exercise is that we now have the processes documented and have been able to identify where the checks/balances occur.

Motion to approve implementation of all Rob Moody recommendations. M/Commissioner Mccavic, S/Commissioner Weast. Motion approved unanimously.

Staff was directed to provide a follow up on the implementation of the recommendations at the November, 2012 meeting.

3) *WonderWorks* – Andrea Klaas reported WonderWorks is having a grand opening Saturday, October 20th and the Port Commission is invited.

4) *Port Work Session/Work Session Topics* – Andrea Klaas reported the November 7th meeting will take place at the Balch Hotel in Dufur. The regular Port meeting will be brief, followed by a work session. Main work session topic will be the Port's involvement in downtown The Dalles redevelopment. Discussion on the Port taking a broader role in economic development outside of the Port District. Staff will develop discussion points for the work session discussion.

6) *Development Update*-Michael Held: Michael provided a snapshot of the Port's current economic footprint; discussion with Scott Tillman about nominating NWA property as a regionally significant industrial area as identified by the state's Economic Recovery Review Council; continuing discussions with development/design/construction folks in creating scope of work/next steps for Chenoweth development; Regional Solutions Team moving forward with broad scale approach to wetland challenges.

** Commissioner McFadden asked if there was something that could be done with the weeds on the vacant Port property lots in the Port district.

7) *Marina Update*: Kathy Norton updated the Commission on activities at the Marina. Parking lot looks great. Total cost: Boat launch/parking \$20,057.58 - \$9,786.50 OSMB Grant, Marina parking \$5,761.77, applying for SDAO grant to recover \$3,000 of this part; 13 requests for information on the Marina Management Plan RFQ, 4 sent resumes, only 1 met the criteria requested; Marina water shut off October 31, 2012; Jerry winterizing the marina; two delinquent boathouse moorage accounts. Owners have been notified – accounts unresolved after 90 day (November 8, 2012) will be referred to the Port's attorney for collection; 5 boathouses for sale.

1. *Reports of Committees*:

- a. *Urban Renewal*- Commissioner Weast:
- b. *Chamber of Commerce* – Commissioner McFadden:
- c. *Wasco EDC* – Andrea Klaas:.
- d. *MCEDD* – Commissioner Courtney: .
- e. *Community Outreach Team* - Andrea Klaas/Commissioners McFadden/Weast: Commissioner McFadden reported on the meetings and activities of the COT on the recent DC trip..

No Executive Session

COMMISSION CALL

1. President:
2. Commissioners:

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:10PM.

PORT OF THE DALLES:

ATTEST:

D.M. Courtney, President
Board of Commissioners

David Griffith, Secretary
Board of Commissioners

DATE APPROVED:

Prepared by: K.Norton