

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
May 9, 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

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: Commissioner Weast

AGENDA CORRECTIONS or ADDITIONS

None

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the calendars for May and June 2012. The Port Budget Committee will meet on May 29, 2012.

VISITOR'S BUSINESS

None at this time.

MEETING MINUTES

Motion: Commissioner McCavic made a motion to approve the minutes of the April 11, 2012 regular meeting. Second by Commissioner McFadden. Motion approved unanimously.

FINANCIALS

Andrea Klaas and Angie Wilson reported on the March, 2012 financials. City of The Dalles made their annual airport payment of \$15,150; Andrea and Angie will meet with the Auditor before the June meeting to identify any potential budget changes.

STAFF REPORT

1. *Monthly Highlights* – Andrea Klaas reported on the Small Business Innovation Workshop she attended in Portland that addressed ways for small business to take advantage of Federal funding programs; Wasco EDC met at Tygh Valley for discussion with residents from the area; Gorge Angel Investment Presentations – 6 companies made presentations; Meeting with Dwight from the PUD to work on development of a marketing piece for The Dalles that addresses power and property availability; Commissioners McFadden and Weast and Andrea met with Senator Ferrioli to talk about various State policy issues that are impeding development in The Dalles; CGCC

is re-evaluating their Renewable Energy Tech Program and asked for industry input; Greg Waldens' staff person Andrew Malcom met with Commission McFadden, Michael Held and Andrea on a tour of the Industrial/Employment lands and then met with the Outreach Team for further discussions; update on Nathan Rae call to Region 10 EPA office. Andrea will be working with Nathan and Lockheed to answer some preliminary questions to see how The Dalles, EPA and Lockheed can work together to resolve the cleanup site; the current Audit firm of Friend and Reagan provide the same audit annually that Rob Moody was proposing. Andrea asked that the 2011/12 audit also include a section on separation of duties and the financial policies that the Port staff follow. Commissioner McCavic asked if Andrea would provide Rob Moody with a copy of the check list the current Auditors use when preparing the annual audit.

2. *Wonder Works Update:* Written report submitted stating that Wonder Works had received an Urban Renewal Grant to pay for the bathrooms required to start occupying the space; second annual Family Fest at the site on May 19th; doing small fundraisers.
3. *Executive Director Evaluation* – Andrea will provide the evaluation form electronically and schedule a lunch meeting in early June for the evaluation.
4. *R.A.R.E. Update:* Michael Held reported on his activities – Andrea and Michael met with Regional Solutions Representative Annette Liebe and Nolan Young regarding wetlands. The meeting resulted with the Port, DSL, and guidance from Annette to explore additional opportunities/options and next steps. There will be a follow-up call with Annette and Kirk Jarvie later this month; Terra Science completed and submitted the wetland delineation to DSL and the Army Corps; Terra Science will complete the ORWAP analysis report at the end of May; the City will have their portion of the Industrial Lands Certification packet completed by May 15, then Michael will follow up with Business Oregon to initiate the 1st round of reviews; GeoNorthern's subsurface exploration continues, technical reports and findings expected later this month; Home at Last Board development training is May 19; The Canton Wok owner has agreed to allow her storefront for an art installation.
5. *Marina Update:* Kathy Norton updated the Commission on activities at the Marina. SDAO recommends a No Swimming policy at the Marina. The consensus of the Commission was to make that part of the Rules & Regulations and have staff document violations; the marina electrical system upgrade of \$450,000 was not financially realistic, staff is researching other options; the marina tenants have suggested requiring all boathouses to install water meters if they are hooked up to the water system; a draft Marina Management RFQ was included, staff was directed to publish the RFQ in local, Portland and Seattle papers; update on last Marina Committee meeting; ODFW has been notified that there are now 2 sea lions staying on RB Koch's dock; the Guest Moorage Shore Power project is almost completed; the launch ramp restrooms required plumbing repair. The Commission recommended having the sewer lines cleaned at least annually; the Launch ramp transition plates are a problem when the water level rises. Jerry has recommended two options. OSMB has been contacted to see what funding resources are available.

6. *Reports of Committees:*

- a. *Urban Renewal*- Commissioner Weast: Meeting coming up – agenda is all executive session. Will make a report later in executive session.
- b. *Chamber of Commerce* – Commissioner McFadden: Nothing to report at this time.
- c. *Wasco EDC* – Andrea Klaas: Working to get Wasco County GIS more user friendly.
- d. *MCEDD* – Commissioner Courtney: The full Board will meet May, 17.
- e. *Community Outreach Team* - Andrea Klaas/Commissioners McFadden/Weast: Commissioner McFadden attended meeting, planning the September trip.

BREAK – 8:20pm

INTO EXECUTIVE SESSION 8:30PM

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 9:36PM

****Addition to Agenda:** By consensus Staff was directed to develop an IPAD policy for Commission review.

COMMISSION CALL

1. President:

2. Commissioners:

Commissioner Griffith – provided an article about Business Accelerators

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:50 PM.

PORT OF THE DALLES:

D.M. Courtney, President

Board of Commissioners

ATTEST:

David Griffith, Secretary

Board of commissioners

DATE APPROVED: 6/13/2012

Prepared by: K.Norton