

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**April 13, 2011**  
**Port of The Dalles Office**

The Regular Meeting of the Port Commissioners was called to order by President Mike Courtney at 7:06 PM.

**ROLL CALL**

Present: Mike Courtney, Ken Farner, Bob McFadden, Rod Runyon

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

Guests: Greg Weast; Bill Ketchum; Dean Cameron (7:06); Kathy Ursprung (7:10)

Pledge of Allegiance: Nora Donovan

**AGENDA CORRECTIONS or ADDITIONS**

Andrea Klaas stated that the Commission needs to ratify their decision regarding the continued employment of the Executive Director. This item will be added as H.05 under the Staff Report.

No other corrections or additions to the agenda at this time.

**PORT CALENDAR/EVENTS**

Andrea Klaas reminded the Commission that the Statements of Economic Interest are due April 15, 2011. The next Port meeting will be May 11, 2011.

**VISITOR'S BUSINESS**

There was no visitor business.

**MEETING MINUTES**

Three corrections to the minutes were noted. Pg. 1, Agenda Corrections or Additions second paragraph, last line: delete the word "after". Pg 2, Meeting Minutes, Second Motion: should be Commissioner "Farner". Pg 2, Staff Report, Item 3, last line: ...discussion on ~~het~~, should be ....discussion on "how".

**MOTION:**

**Commissioner Farner made a motion to approve the minutes of the April 9, 2011 meeting as corrected. Second by Commissioner Runyon. Motion passed unanimously.**

**FINANCIALS**

Andrea Klaas and Angie Wilson reviewed the March, 2011 financials. To maximize interest funds are being kept at a minimal balance in the Columbia State Bank account and moved to the LGIP. Interest rate for LGIP and the money market remains at 0.5%. Staff is monitoring budget numbers closely to ensure we do not spend more than allocated as we approach the end of the year. The budget process has started. Staff will try using QuickBooks to create a budget based on historical numbers, known contract balances, etc. Andrea reported that the Balance Sheet and detailed reports will be available tomorrow. Commissioner Farner stated the importance of the Commission's continued monitoring of the budgeted line items.

**STAFF REPORT**

*0.5 Executive Director* – The Commission needs to ratify the continued employment of the Executive Director at an annual salary of \$82,500.

**MOTION:**

**Commissioner Farner made a motion to ratify the continued employment of Andrea Klaas as the Executive Director of the Port of The Dalles as an annual salary of \$82,500. Second by Commission McFadden. Motion passed unanimously.**

1. *Monthly Highlights* – Andrea Klaas: EDA Visit-Andrea and Nora Donovan met with Amanda Hoey and David Porter, EDA representative. We will be pursuing some technical assistance funds through the Feds and will work with David on the infrastructure project. Wetlands-Andrea met with Phil Scols, a wetlands consultant working with PAC land. Phil suggested, among other things, that we get some aerial photographs taken to help identify where the wet areas are, and that we develop an area specific mitigation plan. There is also a provision in the Oregon administrative code called “State wetland conservation plan” that the city of Eugene has been able to use. Staff will follow-up on Phil’s recommendations. Commissioner Runyon complimented Andrea on her presentation to the Chamber on the wetlands issue. Lockheed-Andrea reported on her conversation with Dave Williams, DC contact through Pat Butler at Washington Post. Dave stated that he and Pat Butler want to understand the Lockheed issue so they can better support us through the resolution of the issue. They are encouraged that Lockheed is coming to The Dalles to meet with us. Susanna Julber, Senator Merkley’s Oregon staff person called to say she can make herself available to attend the meeting with Lockheed if we want her to. Oregon Solutions Project-Andrea and Mayor Wilcox met with Stephanie Hallock, past director of DEQ, OR Solutions facilitator and current interim head of the Community Solutions teams. Stephanie suggested that the wetlands/Army Corps/DSL/DLCD goal 5 land use/National Scenic Area issue that is impeding growth in The Dalles could be an Oregon Solutions project. Andrea will follow up with Mayor Wilcox and Nolan Young to see if this is something the Community wants to pursue. Andrea stated the Community Solutions Team process is expensive and consumes a lot of staff time. She wants to ensure an expected outcome before starting the process.
2. *Wetlands* – Andrea Klaas stated she had emailed a copy of the Wetlands Assessment to the Commission. Nora Donovan reported on her findings from the city of Eugene’s use of the stated developed process for wetlands mitigation. The City is doing wetlands banking but it is a long and involved process.
3. *North End Survey* – Andrea Klaas stated that she had contacted Marty Matherly after the last Commission meeting to see what the Port needs to do. Andrea reported that there is no easement for Riverfront trail around the mill site. Bill Dick stated we have the right to do an easement, but the easement is not necessary, the trail can be moved if needed to develop the property. Bill also stated the Taylor lake road has an easement that can be moved if needed in the future.
4. *Appoint 2011-12 Budget Officer* – The Port Commission is required to appoint a Budget Officer each year as part of the Budget Process.

**MOTION:**

**Commissioner Runyon made a motion to appoint the Port Executive Director, Andrea Klaas as the Budget Officer for the 2011-12 budget year. Second by Commissioner Farner. Motion passed unanimously.**

5. *Budget Committee Vacancy* – Andrea Klaas reported that Budget Committee member, John Wolf has notified her that his new position does not allow for him to participate as a member of the Budget Committee. Sandy Olson and Greg Weast have confirmed they want to continue on the committee for the 2011-12 budget process. Commissioner Farner suggested Jerry Fraiser as a replacement for John Wolf. By consensus the Commission decided to table the discussion until the next meeting allowing time to contact Jerry Fraiser. A special meeting will be held after the May 17, 2011 elections to formalize the Budget Committee.
6. *Marina Update* – Kathy Norton updated the Commission on activities and issues at the Marina. Meetings with the PUD, Dick Sohler of Coburn Electric, and Tracy Diller of Watcom Waterfront

Construction have provided options for the proposed utility upgrades. Kathy stated she is preparing a grant application to fund installation of electrical supply pedestals in the guest moorage area. The next Marina committee meeting will be April 19, 2011.

7. *Reports of Committees:*

- a. *Urban Renewal*- Commissioner Farner:
- b. *Chamber of Commerce* – Commissioner McFadden: Chamber of Commerce will make a trip to Salem on May 5, 2011.
- c. *Wasco EDC* – Andrea Klaas provided a list of the Wasco County 2011 Needs and Issues Prioritization List. Andrea also reported there are two vacancies on the EDC. The EDC felt it was important to notice the vacancies so no decision has been made to fill the positions at this time.
- d. *MCEDD* – Commissioner Courtney reported on the April 17, 2011 meeting. The MCEDD Board paid special recognition to Harold Haake and adopted housekeeping policies and bylaws amendments.
- e. *Community Outreach Team* - Andrea Klaas: The team has returned from their DC trip. A debriefing meeting is being planed.

8. *FYI Items:*

- a. Letter from the Wasco County Clerk dated March 2, 2011 with information about the increase share of election costs as a result of HB3107. HB3107 changed the way the County can bill for elections costs. In May, 2009 the Port District paid \$3,074.57 in election costs. The passage and implementation of HB3107 will cause the Port's May, 2011 costs to increase perhaps as much as 92%.
- b. Local Government News Report –March 2011

Break – 7:45PM

INTO EXECUTIVE SESSION 7:50PM

**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 8:38PM

**COMMISSION CALL**

1. President: nothing
2. Commissioners: nothing

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:38PM.**

**PORT OF THE DALLES:**

D.M. Courtney, President  
Board of Commissioners

**ATTEST:**

Rod Runyon, Secretary  
Board of Commissioners

DATE APPROVED: May 11, 2011

Prepared by: K.Norton