

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**July 21, 2010**  
**Port of The Dalles Office**

The Regular Meeting of the Port Commissioners was called to order by President Mike Courtney at 7:03PM.

**ROLL CALL**

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

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

Guests: Dave Griffith; Kathy Ursprung; Dean Cameron (7:37)

Pledge of Allegiance: Mike Courtney

**AGENDA CORRECTIONS or ADDITIONS**

Andrea Klaas asked that Election of Officers for the 2010-11 year be moved up in the agenda to have the officers for the 2010-11 year in place to conduct the meeting.

**AGENDA AMENDED: ELECTION OF OFFICERS**

**MOTION:**

**Commissioner Runyon made a motion to retain the current Port Commission Officers for the 2010-11 year. No Second.**

**MOTION:**

**Commissioner Runyon made a motion to re-elect Commissioner Courtney as President of the Port Commission. No Second.**

**MOTION:**

**Commissioner Farner made a motion to retain the current Port Commission Officers for the current meeting and revisit Election of Officers at the August Port Commission meeting. No Second.**

**MOTION:**

**Commissioner Runyon made a motion to retain the current Port Commission Officer for 2 years. Second by Commissioner Farner. Discussion. Port Attorney reviewed the Port By-Laws and stated the Port Commission Officers serve a term of 1 year. The elections are to be held annually at the first meeting of the fiscal year. Commissioner Runyon restated his motion to retain the current Port Commission Officers for 1 year. Second by Commissioner Farner. Motion passed 4-1. Yes votes-Commissioners Courtney, McFadden, Farner, Runyon. No vote-Commissioner McCavic**

**PORT CALENDAR/EVENTS**

Andrea Klaas reviewed the July and August 2010 Calendars.

**INTRODUCTIONS**

None

**VISITOR'S BUSINESS**

None at this time

**MEETING MINUTES**

Commissioner Farner noted that Shaniko was misspelled in the June 9, 2010 meeting minutes.

**MOTION: Commissioner Farner made a motion to approve the June 9, 2010 Regular Meeting minutes as corrected. Second by Commissioner McFadden. Motion passed unanimously.**

**MOTION: Commissioner Farner made a motion to approve the June 22, 2010 Budget Hearing Minutes as presented. Second by Commissioner McCavic. Motion passed unanimously.**

## **FINANCIALS**

Andrea Klaas and Angie Wilson reviewed the June 2010 and fiscal year 2009/10 financials.

**MOTION: Commissioner Farner made a motion to approve the June 2010 financials as presented. Second by Commissioner McCavic. Motion passed unanimously.**

## **Agenda Change: VISITOR BUSINESS:**

Dean Cameron updated the Commission on the status of his project. The building is scheduled to start construction in a couple of weeks. Port Commission asked that pictures of other projects with comparable siding material be provided.

**MOTION: Commissioner McCavic made a motion to allow the project to move forward pending receipt of pictures showing other projects with examples of the siding proposed for this project. Second by Commissioner McFadden. Motion passed unanimously.**

## **STAFF REPORT**

- 1. Addition to Agenda-Mid Columbia Economic Development District Board Member:* Andrea Klaas reported that it is the Port's turn to provide a Port representative on the MCEDD board. Commissioner Runyon volunteered to be the Port representative on the MCEDD Board.
- 2. Dirt Hugger* – Andrea Klaas updated the Commission on the status of Dirt Hugger's project and provided a budget outlining the needed improvements at the Mt. Fir site to help the Commission see how the Port might be able to contribute \$6,000.00 to the project.

**MOTION: Commissioner McFadden made a motion for Staff to ask Dirt Hugger where their need is as it applies to permanent improvements to the site and provide the \$6,000.00 towards those improvements. Second by Commission McCavic. Motion passed unanimously.**

- 3. Monthly Highlights* – Andrea Klaas: Lockheed Martin-Andrea reported on her meeting with Bill Bath and two others from Lockheed. Further discussion in Executive Session; Google Event for Wonderworks-Commissioner McCavic gave a nice speech on why the Port was involved in the WonderWorks building; Contractor/Engineer Meetings-Andrea reported on her meetings with two contractors to talk about how the Port might bid a site improvement project. Further discussion in Executive Session: Workforce Response Team: Andrea has been appointed to this Team; OID Annual Meeting-Andrea reported that due to Oregon and Washington State budgets reducing funding to the Gorge Commission, the Gorge Commission will likely have reduced staffing; NW River Partners-Andrea provided information on the NW River Partners for the Board's review. The item will be placed on the August meeting agenda for further discussion.
- 4. RARE Update* – Nora Donovan updated the Commission on her activities for the past month. The website maintenance handbook is done. Nora has been working with staff on training. Nora presented the Commission with plaques listing all the Port Commissioners and Port Managers with dates of service since the Port was created. Nora stated that she has enjoyed her time with the Port of The Dalles – her last official day as a RARE volunteer with the Port will be August 13, 2010.
- 5. Marina Update* – Kathy Norton updated the Commission on activities and issues at the Marina. Moorage lease payments are coming in, those not paid by 8/1/2010 will receive a reminder and be charged a late fee. Kathy reported that the recent sewer problem has been resolved. She continues to work with DEQ while they review the issue and make a determination on action required against the Port for potential illegal discharge into the Marina. Staff is developing a new policy regarding sewer installation and maintenance at the Marina that will require the sewer tank to be above the water line at all times.

**MOTION: Commissioner McFadden made a motion that Staff develop a policy, to be effective immediately, that will ensure the boathouse sewer tanks are above the waterline at all times. Second by Commissioner McCavic. Motion passed unanimously.**

The Vacation Occupancy/Full time Occupancy discussion was moved to Executive Session

Commissioner McFadden requested that the gate to Port land along Riverfront trail near the Marina be locked. Commissioner McFadden also requested that staff see what can be done to get the boats and garbage out of the Klindt Cove area.

*6.Reports of Committees:*

- a.*Urban Renewal*- Commissioner Farner Nothing to report at this time.
- b.*Chamber of Commerce* – Commissioner McFadden Nothing to report at this time.
- c.*Wasco EDC* – Andrea Klaas: Nothing to report at this time.

Break - 8:27PM Angie Wilson left the meeting.

INTO EXECUTIVE SESSION 8:39PM

**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 9:25PM

**COMMISSION CALL**

1. President: Thanked Staff for their quick response to the emergency situation at the Marina.
2. Commissioners: All Commissioners thanked Nora Donovan for her cheerful presence and valuable contributions to the Port during her two years as a RARE Planner at the Port.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:30PM.**

**PORT OF THE DALLES:**

D.M. Courtney, President  
Board of Commissioners

**ATTEST:**

Rod Runyon, Secretary  
Board of Commissioners

DATE APPROVED: August 18, 2010

Prepared by: K.Norton