

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
March 16, 2016
Port of The Dalles

The Regular Meeting of the Port Commissioners was called to order by Vice President Greg Weast at 7:00PM

ROLL CALL

Present: Greg Weast, David Griffith, Kristi McCavic, Mike Courtney

Staff: Andrea Klaas, Executive Director; Kathy Norton, Assistant to the Executive Director (7:20); Kathy Ursprung, Marketing & Communication; Angie Wilson, Bookkeeper, Bill Dick, Attorney

Guests: Keef Morgan, Garrett Boothe, Jeff Renard, Mimi McDonald

Pledge of Allegiance: Commissioner Courtney

AGENDA CORRECTIONS or ADDITIONS

Andrea asked to add the appointment of a Marina Sub-Committee to the Action items and Commissioner McCavic asked for a marina discussion to be added to the Executive Session. Motion to approve the Meeting Agenda as amended. M/D.Griffith, S/K.McCavic. Motion approved unanimously.

PUBLIC COMMENT-VISITOR BUSINESS

- a. Keef Morgan and Garrett Booth provided a one page preliminary marina management proposal outlining requirements and questions they needed answers to before preparing the final proposal.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the March and April 2016 Calendars.

ACTION ITEMS

1. **February 16, 2016 Meeting Minutes approved as presented.**
2. **February 2016 Financial Report:** Angie Wilson reported on the financials. The financial reports will be in a cash only basis format; received \$84.55 in new CD account in February; \$2,500.00 prepayment to Cascade Vegetation for weed control; Angie and Kristi will meet with Nate to get more clarification on the cash basis format. **Motion to approve the February, 2016 Financial Reports as presented. M/K.McCavic, S/M.Courtney. Motion approved unanimously.**
3. **Motion to approve appointment of Andrea Klaas as 2016-17 Fiscal Year Budget Officer. M/M.Courtney, S/K.McCavic. Motion approved unanimously.**
4. **Amended Marina Rules & Regulations:** Commissioner Courtney explained the need to require marina users to provide adequate liability and pollution liability insurance. **Motion to approve recommended liability insurance in the amount of \$300,000.00 and pollution liability insurance in the amount of \$300,000.00. M/D.Griffith, S/M.Courtney. Motion approved unanimously.**
5. **Appoint Marina Sub-Committee:** By consensus Vice President Weast appointed Commissioner Courtney, Commissioner McCavic, Andrea Klaas and Kathy Norton to serve as the Marina Sub-Committee tasked with the transfer of Marina operations.

STAFF REPORT

1. *Monthly Highlights* – Andrea Klaas provided full report in meeting packet. Attended the Association of Governmental Risk Insurance Pools Annual Conference-SDAO is a shining star as far as insurance pools go; Working on DC trip items for Commissioner McFadden. There is now a website for the Community Outreach Team; Kathy Ursprung & I met with Phil Chang, senior staffer for Senator Merkley; Kathy Norton is working on a grant through Oregon State Parks that would begin the public space concept adjacent to the riverfront trail that Dan Klindt talked to the Port about; BPA is interested in a portion of Tract C for the substation expansion; Met with Kurt Conger and Paul Titus to continue the discussion about the NWPUD substation; Kathy Ursprung and I met with Amanda Hoey and Eric Nerdin of MCEDD to wrap up the wetlands grant that we received from OIB; Jerry has been working around the marina to remove brush. We have 19 confirmed ship dockings at the launch ramp dock; information about SDAO Regional training opportunities has gone out; received a query for 5 acres or 30,000sf for a distribution center; joint meeting with the Port of Hood River Commissioners-good discussion about UGB, marina management and OneGorge/Community Outreach; Met with Darcy Nothnagle, Google continued to invest in STEM programs in The Dalles; met with PHIL Lewis of NW Pars & Rec to discuss places the Parks department could help with infrastructure; beginning work on the 2016-17 budget.
2. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Land Marketing – Met with Marty Hutchinson at Cherry Growers and Candy Armstrong at the school district to discuss ways to create better awareness of well-paying careers in modern industrial settings. Wetland AARP/Regional General Permit-Permit applications have been filed with Oregon Department of State Lands and the Corps of engineers. Working on final closeout of the project. Other-Attended Connect Mid-Columbia meeting designed to enhance regional economic development strategy surrounding transportation priorities; Helped develop and assemble materials for COT DC trip; Completed infographic illustrating how the Port uses and reuses the 1965 bond funds to continue to develop buildable land.
3. *Marina Update:* Kathy Norton provided report in meeting packet. Past due moorage accounts are being contacted; no update information on marina management transfer; 2016 Oregon Trail Rally will use the Marina parking lot as the starting point on Saturday, April 23, 2016; Jerry very busy cleaning up the launch ramp and guest moorage areas. He will start weekly Marina maintenance to clean up the winter debris.
4. *Reports of Committees:*
 - a) Urban Renewal – Commissioner Weast: Updates provided via email and in the newspaper. Mint Bldg façade project progressing; 3 proposal on Granada-had to reject all of them; Tony's building development moving forward, some controversy over their plan to close the alley.
 - b) Chamber of Commerce: Commissioner Griffith: Chamber doing very well.
 - c) Wasco EDC – Kathy Ursprung: Solidified Work Plan at the last meeting; helping Dufur develop strategic plan, deal with water/sewer issues and look for grant opportunities; inquiries if the Port would be interested in assisting with W 6th Street development.
 - d) COT – Bob McFadden/Andrea Klaas: Commissioner McFadden currently in DC, he is the only COT representative on this trip. Reports that meetings are going well.
 - e) Employee Benefit Committee - Griffith/Courtney: Doing research will provide a report at the April meeting.
 - f) Marina Sub-Committee – Courtney/McCavic/Klaas/Norton: Committee just appointed will begin research into management transfer options.

COMMISSION CALL

1. Vice President: Wondered why we don't have other industrial property listed on our website. Andrea said there is a link to Oregon Prospector to provide that information.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:30PM.

PORT OF THE DALLES:


ATTEST:



Bob McFadden, President
Board of Commissioners

David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton


DIA COURTNEY
ASST. SEC/TREAS