

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
April 11, 2012
Port of The Dalles

The Regular Meeting of the Port Commissioners was called to order by Vice-President Bob McFadden at 7:00PM

ROLL CALL

Present: Mike Courtney (7:08PM), Bob McFadden, Kristi McCavic, Greg Weast, David Griffith (7:05)

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

Guests: Tyler Miller, Pierce Louis; Steve Kramer; Kathy Ursprung (7:05); Ken Farner; Sherzod Rakhmanov

Pledge of Allegiance:

AGENDA CORRECTIONS or ADDITIONS

Andrea Klaas asked that an additional Executive Session be added after Visitor's Business to allow Tyler Miller and Pierce Louis update the Commission on activities at the Dirt Hugger site.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the calendars for April and May 2012. Wasco EDC-Tygh Valley Tour, Thursday, April 19, 2012, 10:00am; Wetlands Meeting, Wednesday, April 25, 2012, 1:00PM; Senator Ted Ferolli, Thursday, April 26, 2012, 3:30PM; next Port Commission meeting, Wednesday, May 9, 2012.

VISITOR'S BUSINESS

None at this time.

INTO EXECUTIVE SESSION 7:03PM

All guests were invited to stay.

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 7:25PM

MEETING MINUTES

Motion: Commissioner Weast made a motion to approve the minutes of the March 21, 2012 regular meet and the March 23, 2012 Work session. Second by Commissioner Courtney. Motion approved unanimously.

FINANCIALS

Andrea Klaas and Angie Wilson reported on the March, 2012 financials. SPWF loan paid off in the amount of \$99,131. Nate will help Angie set up the repayment loan from the Marina Fund to the General Fund; \$11,331 prior year property tax payment received; current property tax receipts are about \$45,000 less than budgeted; Andrea and Angie will meet with Nate to review the current year budget.

STAFF REPORT

1. *Monthly Highlights* – Andrea Klaas reported that she made a presentation to the PEP group about Port activities, additional discussions about housing in The Dalles and the Gorge in general, future development of North Chenoweth, downtown issues and the marketing/business recruitment person; Andrea and Michael have been meeting with City/County Planning regarding possible permanent locations for DirtHugger and North Chenoweth rezoning options; Columbia Phytotech is ready to start hiring; report on meeting with DSL, Dept of Justice, etc., on how to stream line permitting process; reported on call from Nathan Ray, EPA Region 10 regarding Lockheed Martin; information on Small Business Innovation & Research meeting in Portland; update on potential for incubator space in The Dalles.
2. Internal Audit Consultant – Andrea Klaas provided information from Robert Moody on his proposal to provide assessment of current financial practices, identify new practices, define segregation of duties, provide recommendations. The fee for this service is \$3,000 to \$3,500 plus expenses. Following discussion Andrea was directed to get a clearly defined proposal including if the assessment was for staff position and to talk with Nate to confirm what we already get from our auditors.
3. *R.A.R.E. Update:* Michael Held reported on his activities – Terra Science to complete wetland field work this week; GeoNorthern held first site visit last week and will begin geo tech work immediately. Field work will take about a month; Industrial Land decision ready certification on schedule; Four organizations are awaiting store fronts to place art in downtown windows; Home at Las was awarded a \$2,000 tech assistance grant to conduct a board training to be held May 19.
4. *Marina Update:* Kathy Norton updated the Commission on activities at the Marina. The marina water system was tested, repairs made and the water turned back on April 2, 2012; Marina electrical system upgrade is still a work in progress. The current proposal will add an annual loan payment of \$32,700 to the marina budget: Per SDAO recommendations, Jerry designed and installed bright red pedestals to add fire extinguisher and life rings on each dock; plans for marina work boat should arrive next week; a motion activated sprinkler has been installed to try to deter the sea lion; guest moorage shore power project moving forward; cruise ships will use the new City dock if it is ready when the season starts in September; Jim Schwinoff of the city is working with the barge companies to see if they will pay for repairs to the damaged dolphin, permits for the repairs are in process; a draft of Marina Management requirements was provided-discussion included adding bonding and insurance requirements, asking for Marina management experience and confirm that any costs incurred to advertise the position would be paid out of the Marina fund.

5. *Appoint Budget Officer:*

Motion: Commissioner Courtney made a motion to appoint Andrea Klaas as the Budget Officer for the 2012-13 Budget. Second by Commissioner Weast. Motion approved unanimously.

6. *Reports of Committees:*

- a. *Urban Renewal*- Commissioner Weast: Unable to attend last meeting
- b. *Chamber of Commerce* – Commissioner McFadden: The Chamber will be scheduling events at the new Festival area. A Fam Tour is being planned.
- c. *Wasco EDC* – Andrea Klaas: Tygh Valley tour; meeting with MCEDD, Wasco County, business leaders to discuss economic development elements. All support the Port taking a leadership role to target businesses to downtown.
- d. *MCEDD* – Commissioner Courtney: Quarterly meeting, 10% dues increase approved for each of the next 5 years with annual approval.
- e. *Community Outreach Team* - Andrea Klaas/Commissioner Weast: COT will meet monthly to keep updated on community issues and network.

BREAK – 8:25pm

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 8:45PM

COMMISSION CALL

1. President: Update on SAIF Conference. Thanked staff for painting conference room.
2. Commissioners:
 - Commissioner Weast – enjoys working with such a diverse group, feels things are going to get done.
 - Commissioner McCavic – thanks for the ipads.

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: 5/9/2012

Prepared by: K.Norton