

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
January 14, 2015
Port of The Dalles

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

ROLL CALL

Present: Bob McFadden, Greg Weast, Kristi McCavic, Mike Courtney

Staff: Andrea Klaas, Executive Director; Kathy Norton, Assistant to the Executive Director; Kathy Ursprung, Marketing & Communications; Angie Wilson, Bookkeeper; Bill Dick, Attorney

Guests: Steve Lawrence (left 8:20pm), Scott Hege (left 8:20pm), Dwight Langer (left 8:20pm), Susie Shin (arrived 7:10-left 8:00pm), Pat Gammons (arrived 7:10-left 8:00pm)

Pledge of Allegiance: Commissioner McCavic

AGENDA CORRECTIONS or ADDITIONS

Andrea asked to delay the executive session until all guests arrived. Approved by consensus.

PUBLIC COMMENT-VISITOR BUSINESS

None at this time

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the January & February 2015 Calendars.

ACTION ITEMS

1. Motion to approve the December 10, 2014 regular meeting minutes and the January 7, 2014 Special Meeting minutes as presented. M/G.Weast, S/K.McCavic. Motion approved unanimously.
2. Motion to approve the December 2014 Financial Report. M/M.Courtney, S/G.Weast. Motion approved unanimously.
3. Motion to approve Brokerage Commission Policy revisions as presented. M/M.Courtney, S/K.McCavic. Motion approved unanimously.
4. Motion to authorize officers to write a Resolution, subject to the recommendation of the Port's Auditor, to move an amount not to exceed \$9,000.00 from the General Fund Contingency Fund to the General Fund Capital outlay for the purchase of a new utility truck. M/M.Courtney, S/K.McCavic. Motion approved unanimously.
5. Motion to approve surplus of the 1999 Dodge truck, the 1990 Ford manlift, and the 1990 backhoe. M/M.Courtney, S/K.McCavic. Motion approved 3/1, Commissioner Weast stepped out of the meeting before the vote.

7:10PM - In to Executive Session

EXECUTIVE SESSION (as allowed by ORS 192.660 (2) (e) (f) (h)) This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.

8:20PM – Back to Regular Session

STAFF REPORT

1. *Monthly Highlights* – Andrea Klaas provided full report in meeting packet. Update on North Chenoweth project, DirtHuggers expect to be completely off site by the end of January; necessary paperwork has been submitted to the Public Works department to initiate the Reimbursement District process; \$1.5M has been drawn out of our \$2.25M Infrastructure Finance authority funds from the State for the North Chenoweth project. The funds have been transferred into our LGIP account; NuCulture is producing product for sale; I presented information on industrial lands as part of a panel during the Oregon Business Summit in Portland; Jana and Rocky Webb invited me to meet with

them and some Union Pacific Railroad representatives. UP needs to identify some wetland mitigation sites for upcoming work; the Gorge Commission has engaged OR consensus & Ruckelhaus Center to do a series of interviews in the region to see if there is any common ground, or willingness to collaborate on Urban boundary policy development; meeting with Phil Chang on 1/13/2015 for a tour of the Port; Kristi, Angie and I are meeting to start budget development.

2. **Marketing & Communications Update:** Kathy Ursprung provided full report in meeting packet. Continuing to work with the Division of State Lands on the Regional General Permit. Will meet soon with property owners and our consultants to discuss how to make sure the process moved forward. A meeting of the Technical Advisory Committee is planned to walk the delineated wetlands in the study area to consider their characteristics; Marketing and communications work is continuing on a variety of fronts to enhance the Port's public image and spread word of Port activities, including monthly electronic newsletter, press releases, regular social media postings and Business of the Week videos. Also working to implement recommendations from Weinstein PR's social media and website audits; continuing to work with groups in efforts to grow new local businesses in downtown; exploring the potential for forming a consumer food cooperative that could be located downtown.
3. **Marina Update:** Kathy Norton provided report in meeting packet. Marina water system as designed and installed Devco Mechanical last year was not able to withstand the periods of cold weather this winter. The system was shut down 1/1/2015. Devco will assess the damage and develop a plan to repair/replace the system; boat with unclear ownership moored in the Marina. Bill has been working with me to figure out what happens next. Until then staff is monitoring the condition of the boat and taking steps to keep it afloat; continuing to work with the Main Street organization. Four goals have been established as a guideline for 2015, had 5 successful activity/events in 2014, will review activity/event proposals for 2015. I have been appointed Chairman of the Business Committee and Task Squad Leader for the Downtown Santa Site.
4. **Reports of Committees:**
 - a) Urban Renewal – Commissioner Weast: Next meeting on Tuesday. Some interest in the Elks building.
 - b) Chamber of Commerce: Commissioner Griffith: No report
 - c) Wasco EDC – Andrea Klaas: Kathy Ursprung will now be the Port's representative on the Wasco EDC. Next meeting in February.
 - d) COT – Andrea Klaas: Washington DC trip will be the first week in March; FEMA topic will be included in the discussions this year.
 - e)

8:40PM - In to Executive Session

EXECUTIVE SESSION (as allowed by ORS 192.660 (2) (e) (f) (h)) This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.

8:45PM – Back to Regular Session

COMMISSION CALL

1. President: Asked other commissions to get their comments regarding executive session discussion to him but reminded them to not use reply all.
2. Commissioners: All Commissioners thanked Angie for her great job with the office.
 - a. Commissioner McCavic – appreciated partner approach to current projects.
 - b. Commissioner Weast – ask if Port could create its own urban renewal agency?
 - c. Commissioner Courtney – appreciated the discussion on current projects.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:00PM.

PORT OF THE DALLES:



Bob McFadden, President
Board of Commissioners

ATTEST:



David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED:

Prepared by: K.Norton

01-14-2014 Regular PC Mtg