

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
May 12, 2010
Port of The Dalles Office

The Regular Meeting of the Port Commissioners was called to order by President Mike Courtney at 7:00PM.

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: Pierce Louis; Tyler Miller

Pierce Louis and Tyler Miller led the Pledge of Allegiance.

AGENDA CORRECTIONS or ADDITIONS

Andrea Klaas added Resolution 2010-002

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the May and June 2010 calendars reminding the Commission of the Budget Committee meeting on Wednesday, May 19, 5:00pm at Clock Tower Ales. Dinner will follow the meeting.

INTRODUCTIONS

None

VISITOR'S BUSINESS

None

MEETING MINUTES

Commissioner McCavic noted correction to April 24, 2010, she was not present at that meeting.

MOTION: Commissioner McFadden made a motion to approve the April 14, 2010 Regular Meeting minutes with the correction. Second by Commissioner Farner. Motion passed unanimously.

MOTION: Commissioner McCavic made a motion to approve the April 26, 2010 Special Meeting minutes as presented. Second by Commissioner McFadden. Motion passed unanimously.

FINANCIALS

Andrea Klaas and Angie Wilson reviewed the April 2010 financials.

STAFF REPORT

1. *Small Business Bill of Rights* – Andrea Klaas: Andrea reported that she had made some changes to the original Small Business Bill of Rights per suggestions from Commissioner McFadden and sent the draft back to the City. Following discussion Commissioner McFadden agreed to follow up with Jim Wilcox at the City.
2. *NORCOR IGA* – Andrea Klaas: Andrea reported that NORCOR is in the process of working with a local business on site development. Because of the type of organization they are they are not able to apply and receive funds from the State of Oregon to help with this project. Andrea recommended the Port enter into an IGA with NORCOR to apply for state funds that can be passed through to NORCOR.

MOTION: Commissioner McFadden made a motion to approve the Port entering into an IGA with NORCOR with the understanding that the IGA includes provisions stating NORCOR will

reimburse the Port for staff time and legal expenses. Second by Commissioner McCavic. Commissioner Courtney declared a conflict of interest. Motion passed 4 yes and 1 abstention.

3. *UGB* – Andrea Klaas: Andrea updated the Commission on the history of the UGB project. In response to Andrea’s request for updated information Dan Durow sent an email stating the City has a signed contract with the planning consultant and they have a draft of the Comprehensive Land Use Plan. They hope to be ready to submit for Public hearing in about 18 months.

3.5 ** *Addition to Agenda: Resolution 2010-002* – Andrea Klaas: In the Matter of reclassifying misclassified checks to properly align them with the budget.

MOTION: Commissioner McFadden made a motion to approve Resolution 2010-002 as presented. Second by Commissioner Farner. Motion passed unanimously.

4. *Monthly Highlights* – Andrea Klaas: Andrea reported that the TumALum property transaction is completed. FixAuto/AAA Metal Fab/Wasco Investment property transaction is completed. Crates Point Development/SHA building construction is one month ahead of schedule.

5. *RARE Update* – Nora Donovan updated the Commission on her activities for the past month. A Port Open house is set for June 25th at 4pm. Invitations were sent to all businesses in the Port subdivisions. There will be a tour of the new DHS building at 4:30. Nora has been doing research on development costs in the area and how the Port can assist with making development more feasible for businesses. The website maintenance handbook is coming together.

6. *Marina Update* – Kathy Norton updated the Commission on activities and issues at the Marina. Discussion on information available based on the Marina Enterprise budget numbers.

MOTION: Commissioner McFadden made a motion to approve implementing a \$20.00 minimum fee for open moorage electrical hookups; approve changing the fee assessment from the footprint of the boathouses to the square footage of the living space; approve a 3% increase in moorage fees for 2010-2011. Second by Commissioner McCavic. Motion passed unanimously.

Kathy reported the research on updating the electrical system continues. Update and discussion on some parking lot issues. One issue was tabled until Executive Session.

7. *Reports of Committees:*

a. *Urban Renewal*- Commissioner Farner – The round about will be ready next week; marine terminal at the Corps of Engineers for their permitting process; Urban Renewal Plan amended.

b. *Chamber of Commerce* – Commissioner McFadden –update on recent Chamber activities.

c. *Wasco EDC* – Andrea Klaas – The Needs & Issues project list is completed, the Port project made the top ten.

8. *FYI:* Lengthy discussion on business retention – importance of focusing on existing business.

Break - 8:08PM

INTO EXECUTIVE SESSION 8:15PM

EXECUTIVE SESSION (as allowed by ORS 192.660 (2) (e) (f) (h)) this may include discussion of real property transactions and privileged legal communication.

*8:30pm Angie Wilson left meeting.

Back to Regular Session 10:04PM

**Addition to Agenda – Action required from Executive Session Discussion

Storm Water Outfall Easement:

MOTION: Commissioner Farner made a motion to approve signing the Storm Water Outfall Easement subject to legal council’s review and approval. Second by Commissioner McCavic. Motion passed unanimously.

COMMISSION CALL

- 1. President: Nothing
- 2. Commissioner Farner attended CGCC Budget meeting. He was impressed with the process and the college's ability to reduce the budget to prepare for the future.
- 2. Commissioner McFadden: Is River Trail way a county road? Andrea will look into this.
- 4. Commissioner McCavic reported that the SDC Committee is recommending instituting a business license process.
- 5. Commissioner Runyon reported that Master Sgt. Coleman from Goldendale who was killed in Afghanistan will be flown into the Dallesport Airport tomorrow morning at 11:33. The Patriot Guard will be there to escort the soldier to Goldendale.

**Addition to Agenda:

MOTION: Commissioner McCavic made a motion to approve Andrea Klaas as 2010-11 Budget Officer. Second by Commissioner Farner. Motion passed unanimously.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 10:12PM.

PORT OF THE DALLES:

D.M. Courtney, President
Board of Commissioners

ATTEST:

Rod Runyon, Secretary
Board of Commissioners

DATE APPROVED: 06-09-2010

Prepared by: K.Norton