

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
July 13, 2011
Port of The Dalles Office

The Regular Meeting of the Port Commissioners was called to order by President Mike Courtney at 7:06 PM.

ROLL CALL

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

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

Guests:

Pledge of Allegiance: Commissioner McFadden

NEW BOARD MEMBERS-OATH OF OFFICE

Port of The Dalles legal counsel, Attorney William Dick II administered the Oath of Office to new Board members David Griffith, position #5, and Greg Weast, position #2.

ELECTION OF 2011-12 OFFICERS

2010-11 President Commissioner Courtney opened the nominations for 2011-12 Officers.

President: Commissioner McFadden nominated Commissioner Courtney. Second by Commissioner Weast. Commissioner Griffith nominated Commissioner McCavic. No Second. Commissioner Courtney was elected President by a vote of 3 yes votes - Commissioners McFadden, Weast, and Griffith; 1 no vote - Commissioner McCavic. Commissioner Courtney abstained.

Vice President: Commissioner Weast nominated Commissioner McFadden. Second by Commissioner McCavic. No other nominations. Commissioner McFadden was elected Vice President by a unanimous vote of the Commission.

Secretary: Commissioner McCavic nominated Commissioner Griffith. Second by Commissioner McFadden. No other nominations. Commissioner Griffith was elected Secretary by a unanimous vote of the Commission.

Treasurer: Commissioner McFadden nominated Commissioner McCavic. Second by Commissioner Griffith. No other nominations. Commissioner McCavic was elected Treasurer by a unanimous vote of the Commission.

Assistant Secretary/Treasurer: Commissioner McFadden nominated Commissioner Weast. Second by Commissioner McCavic. No other nominations. Commissioner Weast was elected Assistant Secretary/Treasurer by a unanimous vote of the Commission.

AGENDA CORRECTIONS or ADDITIONS

None

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the July, August and September 2011 calendars. Andrea reminded the Commission they are welcome to join her on the KODL Coffee Break radio show; Annual Marina tour is July 20, 2011; the next Port meeting is August 10, 2011; Port hosting Marina BBQ on August 16 at 6:00pm; the Community Action Team trip to Washington DC is

September 12-16. Commissioner McFadden usually represents the Port on this trip but the Port would send more than one representative if there is interest.

VISITOR'S BUSINESS

None

MEETING MINUTES

MOTION:

Commissioner McFadden made a motion to approve the minutes of the June 8, 2011 meeting as presented. Second by Commissioner McCavic. Motion approved unanimously.

FINANCIALS – RESOLUTION #2011-004

Andrea Klaas and Angie Wilson reviewed the June 2011 financials. Discussion on year end reporting. Commissioner McCavic would like to see the final Accounts Receivable report once the books are closed. Andrea stated that she is giving the year end financial reports to Nate to review now before the books are officially closed for the 2010-11 fiscal year.

STAFF REPORT

1. *Dirt Huggers Update* – Tyler Miller and Pierce Louis reported on the status of their business. A large portion of the material coming to them is being diverted from the local landfill. Dirt Huggers is working with Waste Connections to collect pre-consumer food waste. They have hired one part-time employee and one intern. Tyler and Pierce stated that if their business continues to grow they would need additional acres of paved ground.
2. *Certify Election* – As required by the Wasco County Clerk the Port Commission is to canvass the abstracts of the May 17, 2011 election, determine the results and declare the results.

MOTION: Commissioner McCavic made a motion to declare the election results as reflected on the abstracts of the May 17, 2011 election as provided by the Wasco County Clerk. Second by Commissioner Courtney. Motion approved unanimously.

3. *Monthly Highlights* – Andrea Klaas: Dolphins-as the property owner the Port needs to file the application with the Corps of Engineers to start the discussion for the permit to repair the damaged dolphin. The Port, Bernert Bargelines, Tidewater, and Mid-Columbia Producers are discussing the importance of keeping the dolphins operational and partnering to repair the dolphins. Andrea highlighted her June update email: Wonderworks amendment is done and signed by Wonderworks; contacted the NWA Attorney regarding redrafting the contract to the new price. He will be in touch; contacted Jayce Tappert to see what help she might need putting together a more detailed proposal; OSU Master Gardeners came by to show us the new signs they are installing at the DIG community garden; Following up on an EPA approved process to clean contaminated water and material. Contacted the company and have received a proposal to clean the two large piles at a much reduced cost as compared to hauling it away; OSP notified us of vandal activity on a wetland area on Taylor Lake Road. We did not press charges but asked the officer to speak to the boys and then had Jerry place some large boulders to block access to the area; Talked to Ted Werth at the State of Oregon regarding Oregon Prospector Industrial lands database and how local realtors can get access; Met with John Roberts, the new County Planner to see how the Country might fit into business recruitment; Update on the Mayor's business task force interviewing people about doing business in The Dalles. All mentioned the education system and lack of adequate housing as challenges. Commissioner McFadden asked that the Monthly Highlights be included in the packet even if they have already been emailed.

4. *Marina Update:* Kathy Norton updated the Commission on activities at the Marina. Next Marina committee meeting Tuesday-July 19, 2011. The Agenda will include review of membership; election of officers; and drafting of the Marina Committee roles and responsibilities guidelines. The Commission stated that Marina Committee members, and all roles and responsibilities of the Committee members need to be approved by the Port Commission; With the Marina budget finally approved the 2011-12 leases will be mailed July 18, 2011. The moorage fees will be payable in two payments this year with the first payment due by August 15, 2011; Jerry & Kathy will be tracking the time they spend working on Marina issues to help the budget reflect actual personnel costs associated with the Marina; Annual Port Commission Marina tour scheduled for Wednesday, July 20, 2011 at 9:00am; damage to the DOT fence along the south side of the parking lot; we have been approved for the 2011-12 MAP grant that is used to pay for maintenance on the restrooms, launchramp, boat pumpout; discussion on replacement of the work raft, it was suggested staff look into military surplus as an option. Additional items for Executive Session.

5. *Reports of Committees:*
 - a. *Urban Renewal-* Commissioner Weast was appointed to replace Ken Farner as the Port's representative. Commissioner McCavic will serve as the alternate.
 - b. *Chamber of Commerce* – Commissioner McFadden: Nothing to report. Commissioner Griffith will serve as the alternate.
 - c. *Wasco EDC* – Andrea Klaas: Next meeting July 21, 2011. Update will be sent after the meeting.
 - d. *MCEDD* – Commissioner Courtney: MCEDD adopted their new budget; Pat Hoffman has retired as Office Manager after 35 years.
 - e. *Community Outreach Team* - Andrea Klaas: Commissioner McFadden will represent the Port on the September Outreach Team trip to Washington DC. If any others want to go let Andrea know as soon as possible.

6. *FYI:* State of Oregon Memorandum-Survey Regarding Local Government News Report; Columbia River Inter-Tribal Fish Commission-Fishers Expo; The Dipnetter-news of the River from the Columbia River Inter-Tribal Fish Commission; Notice of Application for Administrative Action-applicant Kling Stubbins.

Break – 8:02PM

INTO EXECUTIVE SESSION 8:08PM

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 9:10 PM

MOTION: Following Executive Session discussion Commissioner Weast made a motion to direct staff to formulate a plan within 60 days to develop an RFP for commercial management of the Marina. Second by Commissioner McFadden. Motion approved unanimously.

COMMISSION CALL

1. President: Welcomed new commissioners David Griffith and Greg Weast.

2. Commissioners:

Commissioner Griffith reported that The Dalles Chronicle had an article about the Rufus Industrial Park.

Commissioner McCavic expressed the importance of Port Commission and Staff meeting at least once a month with Port Industrial park businesses

Commissioner Weast agreed that it is important to keep in touch with businesses in the Port area. He also stated it is important to have a strong plan to keep moving forward with economic development plans.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:15PM.

PORT OF THE DALLES:

D.M. Courtney, President
Board of Commissioners

ATTEST:

David Griffith, Secretary
Board of Commissioners

DATE APPROVED: 8/10/2011

Prepared by: K.Norton