

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
March 9, 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, Ken Farner, Kristi McCavic, Rod Runyon

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

Guests: Nate Reagan, Mike Zingg, Bill Ketchum

Pledge of Allegiance: Commissioner Farner

AGENDA CORRECTIONS or ADDITIONS

Andrea Klaas requested the Audit Presentation be moved to this point in the agenda, by consensus the Commission approved.

H-1) 2009/2010 Port of The Dalles Audit Report: The 2009/2010 Port of The Dalles Audit was performed by Friend & Reagan, CPA's. Nate Reagan reviewed the audit and discussed the outcome in detail. Commissioner Farner stated internal controls need to be better. Following a discussion of BADB54 Nate stated he will see if training is available. Nate recommended the Commission do a quick review of the budget to-date at the May Commission meeting. If changes are needed there is time to do a resolution to reflect any budgeted changes. Nate left the meeting after his presentation.

No other corrections or additions to the agenda at this time.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the March and April, 2011 calendars. Andrea will leave on March 13 for Washington DC with the Community Outreach Team. Senator Merkley's staff is scheduling time in The Dalles and will let Andrea know when they will be here. The next Port meeting is April 13, 2011. Andrea reminded the Commission that their annual Statements of Economic Interest are due April 15, 2011.

VISITOR'S BUSINESS

P.E.P: Mike Zingg updated the Commission on the P.E.P. Activities. The latest speaker to address the P.E.P. was from School District 21. The presentation was on changes in the grading system. Those present were encouraged to be more of a presence in the schools. Marc Thornsbury from Port of Klickitat will be the next speaker; Home Shield: Mike Zingg reported that there is no one left in the Home Shield building. The Google Security Team is watching the building. Home Shield continues to pay rent. Two interested groups have looked at the building in the last week. Commissioner Farner asked for further discussion on Scott Bennett's statements regarding the challenges that contributed to Home Shield leaving the community; Mike stated the Port is doing a good job of bringing land on line by bringing groups and resources together. Mike left the meeting after his presentation.

There was no other visitor business.

MEETING MINUTES

MOTIONS:

Commissioner Farner made a motion to approve the minutes of the February 9, 2011, 2011 meeting as presented. Second by Commissioner McCavic. Motion passed unanimously.

Commissioner Farner made a motion to approve the minutes of the February 17, 2011 Wetlands Workshop minutes. Second by Commissioner McCavic. Motion passed 3 votes to approve, Commissioners Farner, McCavic, Runyon, and 1 to abstain, Commission Courtney was not present at the meeting.

FINANCIALS

Andrea Klaas and Angie Wilson reviewed the February, 2011 financials. Columbia State Bank annual percentage rate .50%. State Treasury rate .50%. In response to a request at a previous meeting Angie had researched the fact that the interest income was incorrect. It was determined the Development Money Market interest was being applied to the General Fund. The interest was moved to the Port Development Fund. The Commissioners would like more description of General Journal entries in the financial reports. Further discussion on financials reporting format.

STAFF REPORT

2. *Monthly Highlights* – Andrea Klaas: City of Maupin- Andrea reported she had facilitated a “Moving Maupin Forward” goals session on March 5, 2011. This was a review of what had been accomplished in the last 5 years and a look ahead at what the community would like to do in the next 5 years. 6 areas of interest were identified. The group will meet again April 2, 2011 to develop goals for each of the areas of interest. Andrea will keep the Commission updated on Maupin’s progress; Community Outreach Team-Andrea reported the team held its final planning meeting this week. Candy Armstrong, Nolan Young, Dana Schmidling, Frank Toda, Dan Spatz, Tyler Stone, Dwight Langer, Jim Wilcox and Andrea will be the team this year; Downtown Committee Meeting- Andrea updated the Committee on what the Port has been up to; Dept of State Lands-Andrea reported that there will be another meeting with Kirk on March 28, 2011. Discussion on what the wetlands problems are and come up with possible solutions. Andrea will confirm details with Kirk tomorrow.
3. *Wetlands* – Andrea Klaas reported that Nora Donovan is setting up meeting with a variety of agencies, Dept. of State Lands, US Corps of Engineers, Oregon Dept. of Transportation, etc., to begin the discussion on how to set up a fee-in-lieu site.
4. *North End Survey* – Andrea Klaas reported that Tenneson Engineering had contacted the Port to see if we would like them to do a North End survey that would take into account the new bridge alignment and other work that has been done out there. The work would be to fully monument the property including the exterior, road right of way and the interior carve out by the BPA substation. Tenneson would then complete a survey drawing of the property and file it with the surveyor’s office. The cost to the Port would be \$3,000.00 for surveying, setting monuments, and developing a survey drawing and a \$150.00 filing fee paid to the County. By consensus the Commission tabled the discussion for now.
5. *Cafeteria Plan Amendment Resolution* – As per Commission direction at the February 9, 2011 meeting staff presented a revised resolution #2011-002 for Commission review and approval. One typo was identified in the final paragraph...”AND, BE IS... should be ..”AND BE IT”.

MOTION:

Commissioner Farner made a motion to approve Resolution #2011-002 as corrected. Second by Commission McCavic. Motion passed unanimously.

6. *Marina Update* – Kathy Norton updated the Commission on activities and issues at the Marina. The Marina Committee continues to research ways to upgrade the utilities. Keef Morgan provided Bellingham Marine’s estimate of \$49,000.00 to engineer a new electrical system for the Marina via email to the committee. Jeff Renard is meeting with a company from Pasco, WA for another estimate. The next Marina Committee meeting will be March 15, 2011; West Security Gate-the

gate continues to be challenging. The Marina Committee did not recommend getting a new locking system until the utilities issues have been addressed as there may be changes to the gates in that process. Kathy reported she and Jerry have worked directly with MarksUSA technicians. The lock has been completely reprogrammed and it appears to be working; Diesel Spill-Kathy reported that the MOJO moored in open moorage space #6 had a significant diesel spill. Mark Roth found the leak and followed the proper procedures to notify the Port, environmental agencies and take immediate action to contain the spill. DEQ and NRC Environmental Clean Up responded, placed booms in the Marina and followed up with the boat owners.

7. *Reports of Committees:*

- a. *Urban Renewal I*- Commissioner Farner: City of The Dalles signed the final agreement for the Granada block.
- b. *Chamber of Commerce* – Commissioner McFadden: absent
- c. *Wasco EDC* – Andrea Klaas reported the next meeting will be next week to prioritize the needs/issues list. Top 10 projects will be submitted.
- d. *MCEDD* – Commissioner Courtney reported that the first Board meeting will be on the 17th in Stevenson.
- e. *Community Outreach Team* - Andrea Klaas: The team is headed to Washington DC next week.

8. *FYI Items:*

City of Maupin News Bulletin-February 2001-03-03
Letter from MCEDD-dated 2/22/2011
Texas Soars article by Mark Arend

Break – 8:40PM

INTO EXECUTIVE SESSION 8:50PM

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 9:37PM

COMMISSION CALL

1. President: The staff has been busy – good job.
2. Commissioners:

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:40PM.

PORT OF THE DALLES:

D.M. Courtney, President
Board of Commissioners

ATTEST:

Rod Runyon, Secretary
Board of Commissioners

DATE APPROVED: 4/13/2011

Prepared by: K.Norton