

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
April 10, 2013
Port of The Dalles

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

ROLL CALL

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

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

Guests: Wonderworks Representatives

Pledge of Allegiance: Angie Wilson

AGENDA CORRECTIONS or ADDITIONS

Andrea Klaas asked for an additional Executive Session to be added to the agenda at this time. Agenda changes approved.

7:03PM – 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.

7:15PM – Back to Regular Session

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the calendars for April and May 2013; Andrea requested a Commissioner join her on 4/12 at the KODL Coffee Break.

VISITOR'S BUSINESS

None at this time

MEETING MINUTES

Commissioner McCavic asked that the names of the guest at the March meeting be corrected.

Motion to approve the March 13, 2013 regular meeting minutes as corrected. M/G.Weast, S/B.McFadden. Motion approved unanimously.

FINANCIALS

Commissioner McCavic and Angie Wilson reported on March 2013 financials.

STAFF REPORT

1. *Executive Director Evaluation* – Andrea Klaas will get a copy of the SDAO Evaluation form and forward to Commission. A lunch meeting will be scheduled in May for the evaluation. Commissioner Griffith was appointed Committee Leader for the evaluation.
2. *Monthly Highlights* – Andrea Klaas reported on a community Broadband discussion that she attended. Several ideas came out of the discussion that require follow-up. Andrea will continue the discussion with Q-Life, Google and LSN; Community Outreach made presentations to Rotary and Kiwanis highlights how the team works and some of our successes; staff met with some downtown Main Street folks and updated them about PUARL and the program; Oregon Public Ports Association is undertaking an economic impact study of the State to identify what impacts

ports have on the State's economy. Andrea was asked to represent the river ports. The study should be completed this fall.

3. *Development Update:* Michael Held reported that the EPA grant for Wetland Regional General Permit project was submitted, Round 1 notification is May 26; first RGP Technical Advisory Committee meeting to be held on 4/17/13; Chenoweth advertisement sign will be up shortly; North Chenoweth Development moving forward, City is process the subdivision application, utility coordination is ongoing; continually updating the website, suggestions-comments welcome. Commission asked if a smaller version of the website could be developed in different languages; Commissioner Griffith asked if North Chenoweth had been surveyed – he would like to see it marked out for better visibility of the project. Michael will look into this.
4. *Marina Update:* Kathy Norton updated the Commission on activities at the Marina; OSFW is almost done with construction of the sea lion trap, they estimate the trap will be installed early April; the current gate locking system continues to fail and there is no longer local technical help. Ernie's Locks & Key has been asked to provide a bid on replacing the system; nothing new on the electrical system; 2013-14 Marina budget is in process; The Marina Committee met on 3/26/2013, discussion items included the impact the Riverfront trail and events are having on the parking lot. Kathy spoke with Dan Durow and was told the trail will use 14' of State highway right-of-way along the south edge of the parking lot. A pedestrian underpass will provide access to Riverfront Park. The Commission asked if there were funds in the trail development fund to help with the cost of reconfiguring the Marina parking lot; if all options for going through the parking lot had been explored and asked staff to get accurate property lines for the parking lot; Kathy also reported the City Public Works department conducted an audit of the Marina sewer usage and determined an increase was indicated. Currently the Marina is billed for 11 sewer hookups @ \$43.29 that will be increased to 18 sewer hookups. The Marina sewer bill will increase from \$476.19 to \$779.22.

REPORTS OF COMMITTEES

- a) Urban Renewal – Commissioner Weast: Grant funds have been awarded to nonprofits, next meeting is 4/16/2013.
- b) Chamber of Commerce – Commissioner McFadden: New phone system working well; acquiring a domain name and interior renovations look good.
- c) Wasco EDC – A.Klaas: Nothing new to report
- d) Community Outreach Team – A.Klaas/Commissioner Weast: Meeting on 4/12/2013; September trip will be earlier than in the past.

8:00PM – In to Executive Session

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9:10PM – Back to Regular Session

Action required as a result of Executive Session Discussions regarding WonderWorks:

Motion to approve returning the 2013 annual rent payment to WonderWorks if they are successful in purchasing the WonderWorks building by December 31, 2013. M/K.McCavic, S/G.Weast. Motion approved 3 yes/2 no.

COMMISSION CALL

1. President: Good discussions tonight
Commissioner Griffith: There is a lot going on with incubators in the development world
Commissioner Weast: Requested cover letters identifying items that are placed in dropbox
Commissioner McFadden: Good discussion tonight with a decision reached that all can support
Commissioner McCavic: Thanked Michael for a good job keeping the Commission updated on the North Chenoweth project.
Commissioners voiced concerns regarding ABAM progress.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:20PM.

PORT OF THE DALLES:

ATTEST:

D.M. Courtney, President
Board of Commissioners

David Griffith, Secretary
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton