

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
September 9, 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, Mike Courtney, Kristi McCavic

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

Guests:

Pledge of Allegiance: Commissioner Courtney

AGENDA CORRECTIONS or ADDITIONS

None at this time.

PUBLIC COMMENT-VISITOR BUSINESS

None at this time.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the September and October, 2015 Calendars.

CONSENT AGENDA:

1. August 12, 2015 Regular Meeting Minutes approved as presented.
2. July, 2015 Financial Report: Angie included a report in the packet. Late fees have been issued to Marina tenants who have not been paying on their 2015-16 moorage; LGIP account interest rate is .054%; audit started. Discussion on cost of CGIC Ribbon Cutting event. Staff will email expense spreadsheet to the Commission.

Motion to approve the July, 2015 Financial Report. M/M.Courtney, S/G.Weast. Motion approved unanimously.

ACTION ITEMS:

1. Protective Covenants: Andrea provided copies of the proposed protective covenants for CGIC lots #11-#23. The change that is made is to allow the owner to combine the lots into one "subject property". There was no change to lot coverage, landscaping requirements or setbacks.

Motion to adopt the Columbia Gorge Industrial Center Subdivision protective covenants for lots #11-#23 as presented. M/K.McCavic, S/G.Weast.

Further discussion.

Motion to table the action until the whole subdivision protective covenants can be done together. M/M.Courtney, no second.

Motion to adopt the Columbia Gorge Industrial Center Subdivision protective covenants for lots #11-#23 as presented was approved 3-1 with M.Courtney voting nay.

2. Regional General Wetlands Permit: Kathy Ursprung provided background information in the packet.

Motion to instruct staff to pursue an application for an Advance Aquatic Resource Plan and to explore options for developing an in lieu fee program. M/K.McCavic, S/M.Courtney. Motion approved unanimously. Staff was asked to bring the application to the Commission for review before submitting.

3. Oregon Department of Human Services (DHS) Lease: Mike Courtney and Kristi McCavic declared a conflict of interest. DHS is looking for some additional parking to accommodate their fleet vehicles so those cars are not taking up client parking spaces. The property manager, MVP Properties, asked if there was space at the Port that could be used. The gravel area north of the Port paved parking area would accommodate about 10 cars. Staff was directed to check with the City regarding any restrictions on using the proposed property for parking and to make the lease reflect that DHS was responsible for any needed upgrades.

Motion to authorize the Port to lease DHS the space north of the paved area on a month-to-month basis for a fee of \$100 and require proof of insurance and liability coverage to satisfy our insurance agent. DHS will also be responsible for any needed upgrades per City requirements. M/M.Courtney, S/G.Weast. Motion approved with Commission McCavic abstaining due to conflict of interest.

4. November Meeting Date: The November Port Commission meeting falls on Veteran's Day, a National Holiday.

By consensus of the Commission the November Port Commission meeting date was changed to November 4, 2015. Time and location were unchanged.

STAFF REPORT

1. *Monthly Highlights* – Andrea Klaas provided full report in meeting packet. Japan trip was great. The Dalles team met with local officials to talk about business, cultural exchanges, and economic opportunities; Lockheed scheduled to begin installation of the monitoring well early September with some of the work being done on the weekend to minimize disruption of Port operations. They anticipate being done early October; Audit is moving ahead; Port staff has been answering questions and forwarding required documents to Pelican for their review prior to closing; CGIC near final completion-Crestline is refacing the bioswales with crushed rock and knocking out a few items on the final punch list before the systems are turned over to the City; the Post Office is working on official street addresses for CGIC; continued meetings with Port businesses; met with EverSummer Basil-they have asked FLI to keep the weeds and grass trimmed on a regular basis. Had a discussion about their relocation to another location in the region; hosted a business site visit-Project Borealis looking to identify a site by the end of the year; letters regarding violations of protective covenants (landscaping) were sent to EverSummer and Riverside Gymnastics. Another letter was sent to UPS thanking them for the work they did to clean up their property.
2. *Marketing & Communications Update*: Kathy Ursprung provided full report in meeting packet. Over the past few weeks we have begun the process of meeting with various Port area businesses to learn how business is going, any concerns, and encouraging them to let us know if they are aware of associated businesses that may be a good fit for The Dalles – there were some interesting ideas expressed. We also identified some key business people to meet with in the greater Port District; will be attending the Oregon Aviation Industry Summit in Aurora on September 15, 2015; marketing on several fronts – direct mail via electronic and paper, emailing new business registrants in The Dalles; developing contact lists and starting to reach out to people in cycle manufacturing, unmanned aerial vehicle and food processing industries; Terra Science has completed a preliminary Development and Compensatory Mitigation Plan. We now know that we have the potential for enough mitigation area to compensate for potential development identified in the TSI plan; attended the Northwest Economic Development Course in August. Came home with a better understanding of economic development. Already working to make some adjustments to our website to better respond to what site selectors are looking for.

3. *Marina Update:* Kathy Norton provided report in meeting packet. ODFW hopes to make another attempt to remove one of the sea lions in September; A-Dock has been prepared for the Port's boathouse to be located there; Jerry continues to clean up algae weekly, hope to have a solution to some of the bloom next spring; Mark Roth has been evaluating the camera system. When the boathouse is secure the system will be moved there; reports of trouble at the Marina have decreased so the gate code will remain the same for now; Marina walk through was on September 8 – Commissioner Courtney said the Marina was in the best shape he had ever seen, Commissioner McCavic stated the algae problem was much better; The Dalles Yacht Club notified the Port that due to low membership they need to consider closing the fuel dock at the Marina. OSMB does not know of any funding source that can help. Discussion on other options for the yacht club and their fuel dock and marina management in general. Commissioner Courtney provided information on the Port of Umatilla handing the ownership and operation of the marina to the City of Umatilla.

Motion to direct staff and council to get the Port out of the Marina business within 15 months. M/M.Courtney, S/G.Weast. The motion was lost due to a tie vote.

Further discussion on options for marina management and what direction the Port wants to do with regard to the Marina. Commissioner McFadden suggested staff and council research options and bring a plan to divest the Port of the marina management by the end of 2016.

By consensus the Commission directed Port staff and council to prepare a plan to divest the Port of marina management by the end of 2016.

4. *Reports of Committees:*
- a) Urban Renewal – Commissioner Weast: 2 applications for the façade improvement grants; new Asian market applying for grants.
 - b) Chamber of Commerce: Commissioner Griffith: no report.
 - c) Wasco EDC – Kathy Ursprung: No meeting.
 - d) COT – Bob McFadden: Meeting on Friday.

COMMISSION CALL

- 1. President:
- 2. Commissioners:
 - a. Commissioner Courtney reminded the Commission the Executive Director evaluation needs to be completed. Commissioner McFadden stated the evaluation would be done at the October meeting.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:20PM.

PORT OF THE DALLES:



Bob McFadden, President
Board of Commissioners

ATTEST:



David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED:

Prepared by: K.Norton