

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**April 14, 2010**  
**Port of The Dalles Office**

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

**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: Dave Anderson; Skylar Schacht; Kathleen Schacht; Kristen Booth; Laura Faherty; Bill Ketchum; Wally Wolf; Brad Timmons; Jeff Renard; David Griffith; Jerry Frazier; Scott Mengis; Kathy Ursprung; Nolan Young; John Arens

Commissioner Farner led the Pledge of Allegiance.

**AGENDA CORRECTIONS or ADDITIONS**

Andrea Klaas added a presentation by Wonder Works representatives and a Systems Development Charges discussion with City of The Dalles officials to Visitor's Business.

**PORT CALENDAR/EVENTS**

Andrea Klaas reviewed the April and May 2010 calendars.

**INTRODUCTIONS**

None

**VISITOR'S BUSINESS**

Wonder Works – Laura Faherty reported on the project status. Wonder Works has received another grant to refurbish the outside of the front of the building. They are continuing fundraising activities. Through two Urban Renewal grants the roof has been replaced and an energy efficient HVAC was installed.

Systems Development Charges (SDCs)– Nolan Young and Dave Anderson presented information on the City of The Dalles SDCs. A lengthy discussion followed on options to improve the process to benefit businesses.

**MEETING MINUTES**

**MOTION: Commissioner McFadden made a motion to approve the February 10, 2010 Regular Meeting minutes, the February 16, 2010 Audit Presentation-Special Meeting Minutes; and the March 4, 2010 Special Meeting Minutes. Second by Commissioner McCavic. Motion passed unanimously.**

**FINANCIALS**

Andrea Klaas and Angie Wilson reviewed the February, 2010 and March, 2010 financials.

Angie Wilson reported on some changes that need authorization from the Commission:

- Change the name of the bank from Columbia River Bank to Columbia State Bank.
- There are three outstanding checks from 2008 that need to be removed from the books.
- The 2009/10 MAP grant was posted to the Marina Enterprise Fund in error, it needs to be moved to the General Fund.

**MOTION: Commissioner Farner made a motion to approve changing the name of the bank from Columbia River Bank to Columbia State Bank; to authorize the Bookkeeper to take action required to remove three outstanding checks from 2008 from the books and to move the 2009/10 MAP grant from the Marina Enterprise fund to the General fund. Second by Commissioner McFadden. Motion passed unanimously.**

Andrea reported that starting in May the financial report will be scanned and emailed to the Commission.

## STAFF REPORT

1. *Small Business Bill of Rights* – Andrea Klaas: Andrea provided the Commission with a copy of the City of The Dalles' Small Business Bill of Rights as presented to her by Mayor Pro-tem Jim Wilcox. By consensus the Commission supported the development of the Small Business Bill of Rights. Port staff will work with City officials to finalize the document.
2. *Audit* – Andrea Klaas: Andrea stated that during the 2008/09 Audit Presentation Nate Regan recommended the Port make a motion regarding the Inter-Governmental Agreement with Wasco County regarding the Chenoweth Creek Bridge project stating that the Port's contribution was a donation, the project is completed and no further donations will be made.

**MOTION: Commissioner McFadden made a motion to state that in our prior year financials the Port's contribution to the IGA-Chenoweth Creek Bridge project was a donation of \$78,971. This project is concluded and no further donations will be made. Second by Commissioner Runyon. Motion passed unanimously.**

3. *Monthly Highlights* – Andrea Klaas: Midco- the project is progressing. Flagstone LLC-legal documents are being drafted to reflect the new promissory note balance and job creation credits. Crates Point Development-DHS Building-construction is moving ahead.
4. *Executive Director Annual Review* – Andrea Klaas: The Commission needs to set a date for the Annual Review. A calendar will be sent to the Commission.
5. *RARE Update* – Nora Donovan updated the Commission on her activities for the past month. All major website updates are complete. She is developing a website maintenance handbook for staff use to continue administering the site. Nora also reported that she is developing some information sheets on costs to locate or expand a business in The Dalles to help determine new ways to make it quicker and easier for businesses to grow in The Dalles.
6. *Marina Update* – Kathy Norton updated the Commission on activities and issues at the Marina. Three boathouses have sold in the past month; Update on Marina Committee meeting – the committee support administrative fees for staff time to process Marina paperwork; discussions were started on options for an electrical system upgrade; the Committee requested Port staff contact the City regarding the storm water culvert.
7. *Reports of Committees:*
  - a. *Urban Renewal*- Commissioner Farner – Wonder Works received UR funding for exterior of building; pre-development funding for Marine Terminal Rehab project
  - b. *Chamber of Commerce* – Commissioner McFadden –nothing new to report
  - 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 - 8:10PM

INTO EXECUTIVE SESSION 8:17PM

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

\*8:40pm Angie Wilson left meeting.

Back to Regular Session 10:00PM

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

Fix Auto/AAA Metal Fab/TumALum:

**MOTION: Commissioner Runyon made a motion to authorize the Executive Director and Legal Council to take the documents that were prepared by the business and to take care of the Port's end of**

**it that are spelled out, with the exception that legal council cannot give absolute authorization that they are in compliance with the protective covenants. Second by Commissioner Farner. Motion passed by three votes with CommissionerMcFadden excusing himself due to conflict of interest.**

**COMMISSION CALL**

1. President: Thanked Andrea Klaas for her work as Port Executive Director and Legal Council Bill Dick for his efforts on behalf of the Port and the Community.
2. Commissioner McFadden: Expressed his appreciation for the work that Legal Council Bill Dick does for the Port and also for his participation on the City Council.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 10:05PM.**

**PORT OF THE DALLES:**

D.M. Courtney, President  
Board of Commissioners

**ATTEST:**

Rod Runyon, Secretary  
Board of Commissioners

DATE APPROVED: 5-12-2010

Prepared by: K.Norton