

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**February 10, 2016**  
**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, David Griffith, Kristi McCavic, Mike Courtney

Staff: Andrea Klaas, Executive Director; Kathy Norton, Assistant to the Executive Director (7:20); Kathy Ursprung, Marketing & Communication; Angie Wilson, Bookkeeper, Bill Dick, Attorney

Guests: Mark Roth, Garrett Booth

Pledge of Allegiance: Andrea Klaas

**AGENDA CORRECTIONS or ADDITIONS**

None

**PUBLIC COMMENT-VISITOR BUSINESS**

- a. Roger Kline and Paul Titus of the Northern Wasco PUD presented information on their proposed new substation in the Columbia Gorge Industrial Center
- b. Garrett Booth and Mark Roth presented potential options for The Dalles Yacht Club taking over management of the marina. Garrett will get a sample management lease and a proposal from the Yacht Club to staff to be included in the March meeting agenda. Commissioner Courtney will research insurance questions.

**PORT CALENDAR/EVENTS**

Andrea Klaas reviewed the February and March, 2016 Calendars. Due to scheduling conflicts Andrea asked to move the March meeting to March 2<sup>nd</sup> or March 16<sup>th</sup>.

**By consensus the March Port Commission meeting was rescheduled for March 16, 2016.**

**ACTION ITEMS**

1. **Motion to approve January 13, 2016 Regular Meeting Minutes as presented. M/G.Weast, S/M.Courtney. Motion approved unanimously.**
2. **January, 2016 Financial Report:** Angie Wilson reported on the financials. Will be meeting with the Accountant next month to discuss how to review the General journal entries and cash v accrual reporting; \$4,200,000 was moved from the checking account into various term CDs; Wasco Investment paid off their remaining balance on the Fix Auto building.  
**Motion to approve the January, 2016 Financial Reports as presented. M/M.Courtney, S/G.Weast. Motion approved 4/1 with Commissioner McCavic voting Nay.**
3. **Motion to approve the Reimbursement District for the Columbia Gorge Industrial Center Water and Sewer. M/M.Courtney, S/G.Weast.** Discussion included working with the City to amend the agreement with regard to #6 Indemnification of City. **Motion not approved.**

## STAFF REPORT

1. *Monthly Highlights* – Andrea Klaas provided full report in meeting packet. The SDAO Conference had good sessions providing ideas for best practices to improve operations at the Port. For Insurance Commissioners and Staff need to participate in online training. Andrea will provide information on the training opportunities; new service from SDAO is Human Resources consulting. We will use this resource to update the employee handbook; Mike Courtney and Jon Davies, Port of Hood River Commissioner plan on hosting Board Trainings for Special Districts in our region; \$4,200,000 was invested in CDs at Columbia State Bank to slightly improve our invested funds interest rate; Met with MCEDD to talk about Dufur's needs. Next steps are to meet with Wasco County Planning to see where growth might occur and where industrially zoned land is, meet with Robert Wallace, Mayor of Dufur, and meet with local business people; the last transformer has moved through The Dalles; Erik Kerr let me know that he and Suzie Shin have had several conversations regarding Crestline's needs. Suzie is working on some options; Montira's Asian market has opened on Second street; Gorge Garden Center is a new business in the Port area; met with the PUD to talk about a new substation in the Columbia Gorge Industrial Center; new ship line stopping in The Dalles this summer. If all the cruise boats are full they will bring 18,000 passengers to The Dalles this summer; Orchard View Farms' optical cherry sorter will be the largest sorter in the USA once it is installed this spring. Underwood Fruit in Dallesport will be installing a similar unit this summer; Sherman County approved a solar project that will cover 100A in solar panels; MCMC currently employs 1,004 people, estimate their economic contribution to the community is \$75million annually; 2016 Lock Maintenance Closures at the dams – March 5-26, 2016 and December 12, 2016- March 20, 2017.
2. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Land Marketing - Met with a number of local businesses in January. Key issues centered around temporary worker challenges and skilled trades; met with Rolf Anderson regarding joint marking for 2016. Items discussed were new brochures, more videos, trade shows and fam tours with industry leaders; Wetland AARP/Regional General Permit – Prefiling work will be completed and the applications will be filed after the January meeting minutes are approved; Other- Completed an employment survey of the Port Industrial area, current employment is 1,147 with seasonal fluctuations. The employment survey help with an infographic being prepared to illustrate how the Port uses and reuses the 1985 bond funds to continue to develop buildable land.
3. *Marina Update:* Kathy Norton provided report in meeting packet. Devco is working on some options to redesign the water system to address the hot water in the summer and freezing pipes in the winter. Angie Wilson is looking into other options. In the 102 days since the marina water went on winter status the system has been shut down a total of 29 days. The winter water users will not be billed for those 29 days; The Dalles Yacht Club will make a presentation at the February meeting regarding their thoughts on Marina management; no further sightings of the sea lion, Ray. Another sea lion has started using the same spot.
4. *Reports of Committees:*
  - a) Urban Renewal – Commissioner Weast: Updates provided via email and in the newspaper. Looking good for the Granada, Recreation not included; Washington Street plaza project appears to be dead; Tony's building development moving forward.
  - b) Chamber of Commerce: Commissioner Griffith: 2016 Plans – modify entrance to the Chamber Building, address security issues around the building; Cherry Festival – Hiway to Cherry Town plans moving forward.


- c) Wasco EDC – Kathy Ursprung: Passed the project rankings at the last meeting. UGB Expansion ranking moved up from #16 to #5.
- d) COT – Bob McFadden/Andrea Klaas: Report of Rep Huffman presentation on current legislation.

**COMMISSION CALL**

- 1. President: Nothing
- 2. Commissioner Weast felt the Board Self-Assessment session at SDAO was very informative. He recommended the Port Commission go through the process. He would also like to see the Port's Public Records Policy on the website and felt the Port's website needed some updating to be more user friendly.
- 3. Commissioner McCavic said the SDAO Conference was very good.
- 4. Commissioner Griffith asked about a joint meeting with the Port of Hood River Commissioners. Andrea reported she had sent two possible dates but had not gotten any responses back.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:30PM.**


**PORT OF THE DALLES:**

  
\_\_\_\_\_  
Bob McFadden, President  
Board of Commissioners

  
Greg Weast  
Vice President

**ATTEST:**

  
\_\_\_\_\_  
David A. Griffith, Secretary  
Board of Commissioners

DATE APPROVED:  3/16/2016  
Prepared by: K.Norton