

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
November 4, 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, David Griffith

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

Guests: Garrett Boothe, Mark Roth

Pledge of Allegiance: Commissioner McFadden

AGENDA CORRECTIONS or ADDITIONS

Andrea requested the Public Meetings Resolution and Best Practices List be added to Action Items for approval.

PUBLIC COMMENT-VISITOR BUSINESS

Presentation from The Dalles Yacht Club: Garrett Booth and Mark Roth presented questions and thoughts regarding the future management of the Marina. The Dalles Yacht Club is interested and will prepare a management plan to present to the Commission

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the November and December, 2015 Calendars.

CONSENT AGENDA:

1. October 14 2015 Work Session Minutes approved as presented.
2. October 14, 2015 Regular Meeting Minutes approved as presented.
3. October, 2015 Financial Report: Meeting too early in the month for financials to be ready. Andrea, Angie and Commissioner McCavic will meet to review the financials next week. The reports will be posted in dropbox.

ACTION ITEMS:

1. Swale Rework Costs - Discussion. Tabled for January, 2016 meeting.
2. Change Order to Complete Lots 1-6: Discussion
Motion to enter into a change order with Crestline Construction to complete Lots #1-6 for an amount not to exceed \$961,053.50 and to enter into a change order with Ken Valentine of HHPR for an amount not to exceed \$10,000 for the design and permitting required to complete Lots #1-6. M/G.Weast, S/K.McCavic. Motion approved unanimously.
3. Protective Covenants: Discussion.
Motion to adopt the Protective Covenants for the Columbia Gorge Industrial Area. M/K.McCavic, S/M.Courtney. Motion approved unanimously.
4. Public Meetings Policy: Discussion.
Motion to approve the Public Meeting Policy, Resolution \$15-003 as presented. M/M.Courtney, S/G.Weast. Motion approved unanimously.
5. SDAO Best Practices Checklist: Discussion.
Motion to approve the Best Practices Checklist as presented. M/M.Courtney, S/G.Weast. Motion approved unanimously.

STAFF REPORT

1. *Monthly Highlights* – Andrea Klaas provided full report in meeting packet. 2016 Port Work Plan has been revised; meeting with Vicki Rising, boathouse owner and commercial property manager in Portland to learn a bit about the operations of the Marina with regard to

management; Oregon Economic Development Association held their annual fall meeting in Medford. Interesting meeting but a more important piece of information was ORS 307.453 that gives a tax exemption to food processors. Shared this information with local processors who were very happy to learn about this; Met with Scott Tillman to talk about the NWA land adjacent to the Port's new development. Asking price is \$20,000-\$30,000; Met with Steve Lawrence and Jim Schwinoff for a tour of the bowling alley/recreation building and the blue building; MCMC is moving their IT department into the NORCO building at least until April 2016. They have also signed a lease agreement for the Craig office building; Met with Jenny Hogan of NuCulture foods. Her product will soon be in Fred Meyer and is in a number of stores in the Portland area; met with Steve Lawrence, he is wondering what is the role of the Port in downtown and what is our vision. I invited Steve to attend a future Port meeting to present his ideas and get input; follow-up meeting with Riverside Gymnastics board. In January they will bring some options forward to the Port Commission; Met with Steve Anderson, Sr VP of Operations for Oregon Cherry Growers; The State of Oregon's Economic Development held a reception in Hood River to introduce the new State loan officers to community members, banks and the SBDC staff in the Gorge. The Dalles representative is Tom Schnell out of Bend; Kathy Ursprung and David Griffith met with the manager of Precision Lumber. They are happy with The Dalles; The company the Port has its health insurance through, Health Republic, is one of the coops that will no longer be in existence after December 31, 2015. I am currently shopping for replacement coverage.

2. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Land Marketing-Meetings with Port area and other local businesses have continued. Met with Harvey Hetfield from Precision Lumber, the Port Industrial Area's oldest business, established in 1987; Wetland AARP/Regional General Permit – Port portions of the Advance Aquatic Resource Plan application are completed. Once the application is completed it will be presented to the Commission for review; Other – Port website undergon some improvements, new Port presentation is underway, Port newsletters will now include the identified "Port Progress newsletter" in the topic line for easier identification, Copa di Vino received a marketing grant to attend the National Beer Wholesalers Association trade show in Las Vegas
3. *Marina Update:* Kathy Norton provided report in meeting packet. ODFW will make another attempt to trap and relocate the easliont eh week of November 16, 2015; Devco Mechanical will provide maintenance and operation of the Marina Water system through the winter; Preliminary conversations with Yacht club members indicate there is a real interest in taking over management of the Marina; long time Marina user and Yacht Club member, Ben Roth died last week; Other – Main Street, still getting positive comments from those attending the Oregon Main Street Conference in The Dalles. Uncorked event was huge success.
4. *Reports of Committees:*
 - a) Urban Renewal – Commissioner Weast: Continued discussions regarding the Getchel building.
 - b) Chamber of Commerce: Commissioner Griffith: Completed Strategic Planning for 2016, Google Fest well attended.
 - c) Wasco EDC – Kathy Ursprung: No Meeting
 - d) COT – Bob McFadden: Andrea is now Chairman of the COT. Meeting needed to elect officers, set priorities and identify projects/goals. Andrea was asked to send a copy of the goals to the Port Commissioners.

7:44PM – 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.

8:00PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

None

COMMISSION CALL

1. President: Asked that the Commissioners Plaque be put up in the Board room.
2. Commissioners:
 - a. Commissioner Griffith – airport activity going up. Enjoyed visiting Port businesses.
 - b. Commissioner McCavic – thanked staff for visiting Port businesses.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:04PM.

PORT OF THE DALLES:

ATTEST:

Bob McFadden, President
Board of Commissioners

David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton