

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**June 12, 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, Bob McFadden, 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:

Pledge of Allegiance: Commissioner Griffith

**AGENDA CORRECTIONS or ADDITIONS**

Andrea Klaas asked to add H-1.A Certify Election Results and H-1.B Resolution #2013-004.

**OPEN BUDGET HEARING TO ADOPT 2013-14 PORT OF THE DALLES BUDGET – 7:02PM**

**PORT CALENDAR/EVENTS**

Andrea Klaas reviewed the calendars for June and July 2013.

**VISITOR'S BUSINESS**

None at this time

**MEETING MINUTES**

**Motion to approve the May 8, 2013 Regular Meeting Minutes; May 14, 2013 Work Session Minutes; May 28, 2013 Special Meeting Minutes; and May 29, 2013 Budget Committee Meeting Minutes. M/G.Weast, S/B.McFadden. Following discussion Motion amended to pull minutes from the May 29, 2013 Budget Committee Meeting. Motion approved as amended unanimously.**

**FINANCIALS**

Andrea Klaas and Angie Wilson reported on May, 2013 financials. Commissioner McCavic requested staff meeting with the Auditor before the 2012-13 audit begins to ensure financials are all reflected correctly and the processes are being done correctly; also would like to see the Marina budget broke out more to better track the expenses.

**STAFF REPORT**

1. *Resolution #2013-001: SDAO Volunteer Resolution:* Pursuant to ORD 656.031, workers' compensation coverage will be provided to the classes of volunteer workers (Board Members and Other Volunteers) as listed on the attached Volunteer Election Form.

**Motion to approve Resolution #2013-001. M/K.McCavic, S/G.Weast. Motion approved unanimously.**

- 1-1.A *Certify May 21, 2013 Election Results:* Port Commission is required to canvass the abstracts provided by the Wasco County Clerk, determine and declare the results of the election, and file approval of the official abstract with the County Clerk.

**Motion to approve the official abstract of the May 21, 2013 Election as provided by the Wasco County Clerk. M/G.Weast, S/D.Griffith. Motion approved unanimously.**

1-1.B Resolution #2013-004 authorizing the Executive Director to travel to China as part of an international Trade Mission. Andrea Klaas reported the resolution is required to stay in compliance with Oregon Ethics Laws. The Trade Mission meets the Port's mission. Financial impact approximately \$1,200.

**Motion to approve Resolution #2013-004. M/D.Griffith, S/B.McFadden. Motion approved unanimously.**

2. *Monthly Highlights* – Andrea Klaas reported on the Oregon Entrepreneur Summit. Good contacts with garment industry. Doing follow-up with contacts; continuing to work with MCEDD and regional partners on proposal for funding an Advanced Manufacturing cluster development in the Gorge; The Dalles hosted the annual Oregon Economic Development Association Board meeting; met with Mike Richardson from The Dalles irrigation district after Commissioner McFadden noticed in ORS&&& that Ports can operate irrigation systems. Andrea will forward this information to be included in the Port's Strategic Plan; Michael and Andrea met with Senator Merkley staffer, Susanna Jullber to update her on the status of North Chenoweth and Wetlands projects; Northwest Aluminum convened a meeting with the local, State and Federal regulators to discuss hot to move forward with the NWA Smelter site. A summary of the meeting will be placed in DropBox; Michael and Andrea are working with the State on several avenues of funding for North Chenoweth.
3. *Development Update*: Michael Held reported that the Wetland Technical Advisory Committee meeting went well. They are defining a scope of work for consultants; Port did not receive EPA grant. Additional funding sources are being explored; North Chenoweth continues to move forward. Construction plans are being submitted for next round of City reviews on June 10; currently reviewing and revising procurement policies and preparing an amendment for the Contract Review Board's consideration. Revised amendment should be ready next month; North Chenoweth scheduled for ground breaking July, 2013. Michael has begun working with the State Business Office to work the site through the Industrial Certification Process.
4. *Marina Update*: Kathy Norton updated the Commission on activities at the Marina; Marina leases will be sent June 17, 2013; Software issues with new security gates (Commission directed staff to make getting the new locks on the gates a priority); City WiFi is for lighter outdoor uses, for residents and travelers in the area to get on the net and look for places to go in the area; the sea lion is still in the Marina; City police responded to a domestic violence incident at the launch ramp restrooms. There was some damage to one restroom. Lundell Plumbing provided an estimate to repair the damage and that has been provided to the City Police; the Tall Ships – Lady Washington and Hawaiian Chieftain were here June 3-5 for community education and sailing adventures.

**REPORTS OF COMMITTEES**

- a) Urban Renewal – Commissioner Weast: Next meeting 6/18/2013
- b) Chamber of Commerce – Commissioner McFadden: No Music in the Park this year; Charm Trail is successful (G.Weast); Business after Hours at Klindt Building this month (K.McCavic); discussion on ways to get Car Show participants into downtown this year; New Chamber Director Lisa Farquharson doing a good job.
- c) Wasco EDC – A.Klaas: Discussed on-going issues at Pine Hollows Reservoir. Launch ramp and restroom are operating this year; there is a vacancy on the Wasco EDC Board.
- d) Community Outreach Team – A.Klaas/Commissioner Weast/Commissioner McFadden: Meeting this Friday.

**CLOSE BUDGET HEARING TO ADOPT 2013-14 PORT OF THE DALLES BUDGET – 8:17PM**

- 1.2(A) Approve Amending the 2012-13 Port of The Dalles budget – Resolution #2013-002 – as follows:  
General Fund: Personal Services Adopted \$224,676 - \$7,100 = Amended \$217,576; Materials & Services Adopted \$116,300 + \$4,000 = Amended \$120,300; Capital Outlay Adopted \$35,000 + \$3,100 = Amended \$38,100.

**Motion to approve Resolution #2013-002 as presented. M/B.McFadden, S/G.Weast. Motion approved unanimously.**

1.2(B) Approve 2013-14 Port of The Dalles Budget – Resolution #2013-003. Approve adopting the 2013-14 Port of the Dalles Budget in the total of \$10,092,887.00 and imposing the taxes at the rate of \$0.2007 per \$1,000 of assessed value for operations.

**Motion to approve Resolution #2013-003 adopting the 2013-14 Port of The Dalles budget and approving the taxes provided for in the adopted budget. M/G.Weast, S/B.McFadden. Motion approved unanimously.**

8:18PM – 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.

8:32PM – Back to Regular Session

**COMMISSION CALL**

1. President: M.Courtney thanked the Commission for the privilege of serving as President for many years but stated he will not run for the President position in 2013-14.
2. Commissioners: D.Griffith handed out Executive Director evaluation forms.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:40PM.**

**PORT OF THE DALLES:**

**ATTEST:**

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D.M. Courtney, President  
Board of Commissioners

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David Griffith, Secretary  
Board of Commissioners

DATE APPROVED:  
Prepared by: K.Norton