

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**January 8, 2014**  
**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; Michael Held, Assistant Project Manager; Angie Wilson, Bookkeeper; Bill Dick, Attorney

Guests: Kathy Ursprung

Pledge of Allegiance: Commissioner McFadden

**AGENDA CORRECTIONS or ADDITIONS**

None at this time

**PORT CALENDAR/EVENTS**

Andrea Klaas reviewed the January and February, 2014 calendars. 1/9/2014 6:00PM Regional Ports meeting in Hood River; 1/10/2014 10:00AM KODL Coffee Break at Cousin's Restaurant; 1/31/2014 Noon North Chenoweth Ground Breaking Ceremony; 2/6-9/2014 SDAO Conference in Seaside, Oregon; 2/12/2014 7:00PM Port Commission meeting.

**MEETING MINUTES**

**Motion to approve the December 11, 2013 Regular Meeting Minutes and December 18, 2013 Special Meeting Minutes as presented. M/M.Courtney, S/G.Weast. Motion approved unanimously.**

7:05PM – Commissioner McFadden left the meeting. Vice President Weast presided over the meeting.

**FINANCIALS**

Angie Wilson reported on December 2013 financials; one more month where property tax money should be coming into the LGIP account; first payment of \$60,000.00 to Devco Mechanical for Marina Water system; started making the general journal entries from the Auditor. Will have that finished for next month's report.

7:08 – Commissioner McFadden returned to the meeting.

**STAFF REPORT**

1. *Monthly Highlights* – Andrea Klaas provided weekly reports to the Commission. Discussion on reason for not receiving EDA grant for North Chenoweth project. Andrea will meet with David Porter, local EDA representative, to see what options are available; grant documents for final draw of funds for Strategic Plan have been submitted. The total cost of the plan was \$62,000.00. The State grant is \$45,000.00.
2. *Work Session* – Discussion on scheduling dates and times for the next Port work session. Based on the discussion Andrea will send out a calendar for the Commission to pick a specific date.

3. *Development Update:* Michael Held provided report in meeting packet. Michael reported the ground breaking for North Chenoweth has been scheduled for January 31, 2014 at noon. Discussion on legislators and local and Portland media to invite; Wetland Regional General Permit update: received 5 RFP's for wetland fieldwork today. Fieldwork could begin in March, 2014.
4. *Marina Update:* Kathy Norton provided report in meeting packet. Commissioners McFadden reported on a meeting with Commissioner McCavic, Kathy and Dan Durow regarding the redesign of the Marina Parking lot and provided a map showing the new design that would reverse the traffic flow and put double parking stalls in the middle of the parking lot.. Dan Durow requested the Commission approve the new design before the Trail Committee incurred the expense of new engineered drawings. By consensus the Port Commission approved the proposed redesign.
5. *Reports of Committees:*
  - a) Urban Renewal – Commissioner Weast: Nothing to report. Andrea Klaas reported that she spoke to Nolan in regards to the Port's letter. Andrea, Nolan, Commissioner Weast, Commissioner McFadden and Mayor Lawrence will meet to discuss how to make the UR Advisory Committee more useful.
  - b) Chamber of Commerce: Commissioner McFadden: Chamber Director Lisa Farquarson has been appointed to the Oregon State Chamber Board. Commissioner McFadden asked to resign from the Chamber representative position. Commission Griffith will serve as the Chamber representative. Commissioner McFadden will let the Chamber know about the change.
  - c) Wasco EDC – Andrea Klaas: Meeting next week.
  - d) COT – Andrea Klaas: Meeting on Friday

7:37PM – 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

Action required as a result of Executive Session discussion:

Motion to approve cancellation of the Job Creation Credit Promissory Note with Flagstone LLC. M/K.McCavic, S/M.Courtney. Motion approved unanimously.

Motion to authorize the President and Secretary to sign the Release of Covenant for Job Creation Credit Reimbursement with Flagstone Development LLC. M/G.Weast, S/K.McCavic. Motion approved unanimously.

#### **COMMISSION CALL**

1. President: Commissioner McFadden thanked Commissioner Griffith for supporting the community by donating the use of his downtown location for the community Santa site and the Salvation Army Christmas basket donation center.
2. Commissioners: Thanked Commissioner Griffith for all the behind things he does to support the community
3. Commissioner Griffith: Acknowledged all the work by Port staff, Kathy & Michael and Main Street Coordinator Matthew Klebes to make the Santa site such a great success for the community.

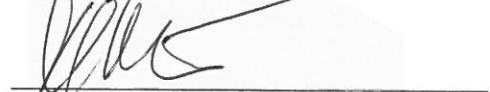
THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:05PM.

PORT OF THE DALLES:



Bob McFadden, President  
Board of Commissioners

ATTEST:



David Griffith, Secretary  
Board of Commissioners

DATE APPROVED: 2-12-2014

Prepared by: K.Norton