

**PORT OF THE DALLES COMMISSION**  
**Work Session Minutes**  
**February 3, 2014**  
**Port of The Dalles**

The Work Session of the Port Commissioners was called to order by President Bob McFadden at 4:00PM

**ROLL CALL**

Present: Bob McFadden, Greg Weast, David Griffith, Kristi McCavic (4:08pm), Mike Courtney

Staff: Andrea Klaas, Executive Director; Kathy Norton, Assistant to the Executive Director; Michael Held, Assistant Project Manager

Guests: None

Pledge of Allegiance: Commissioner McFadden

**AGENDA CORRECTIONS or ADDITIONS**

None at this time

**PURPOSE AND GOAL OF THE WORK SESSION**

Commissioner McFadden outlined the purpose and goal of the work session – develop a workable plan for Andrea and Port Staff for the next year. Update the current plan and include new items where needed.

**EXISTING WORK PLAN STATUS UPDATE**

Andrea Klaas reported that the Port had moved forward on all projects on the current plan except the project to extend the Port District. This project was a result of a request from the former Mayor of Maupin to include his community in the Port District. Andrea had asked him to formalize his request by preparing a presentation to the Port Commission for discussion. There has been no further contact from the City of Maupin.

**By Consensus: the Port Commission recommended removing the Extend the Port District project from the 2014 Work Plan.**

**REVIEW OF STRATEGIC PLANNING GOALS**

Copy of Goals, Objectives and Projects provided in Dropbox for Commission review before the meeting. Discussion and clarification of portions of the Management Principles.

**2014-2019 WORK PLAN**

Discussion on importance of a good Marketing strategy; developing a Recruitment Response Team that would meet regularly; strengthening relationships with other entities in the region; maintaining regular contact with existing businesses.

Discussion on priority ranking of Projects:

- #1 Develop & Implement Marketing Plan
- #2 Business Expansion/Retention/Recruitment-  
Add tasks: 5.Strengthen regional relationships and 6.Regular Contact with existing businesses
- #3 Regional Wetlands Solution
- #4 Acquire employment property.....
- #5 Downtown Involvement
- #6 Marina  
Add tasks: 4. Disposition of Marina

**By Consensus: the Port Commission recommended approval of the 2014-2019 Port Work Plan as amended at this meeting.**

The Commission directed staff to provide quarterly updates at Port Commission meetings on the status of Projects and tasks. Andrea said the first update would be provided at the March, 2014 Port Commission meeting.

Discussion of options to market the North Chenoweth site – work with existing agencies, develop a marketing plan, attend trade shows, send information with other entities attending trade shows.

Request from the Airport to list their property with Port property. Discussion on what would be the best way to work with other entities, like the airport, to market property in the region.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 5:10PM.**

**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