

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**September 14, 2011**  
**Port of The Dalles Office**

The Regular Meeting of the Port Commissioners was called to order by President Mike Courtney at 7:00 PM.

**ROLL CALL**

Present: Mike Courtney, David Griffith, Kristi McCavic, Greg Weast (8:45pm)

Staff: Andrea Klaas, Executive Director; Kathy Norton, Assistant to the Executive Director; Michael Held, Assistant Project Manager; Angie Wilson, Bookkeeper; Bill Dick, Port Attorney

Guests:

Pledge of Allegiance: Michael Held

**INTRODUCTIONS**

Andrea Klaas introduced the new R.A.R.E. Participant, Michael Held. Michael will work with Andrea as an assistant project manager for the next year on various projects as identified by Andrea. Michael gave a little background and said he is very interested in working in Oregon.

**AGENDA CORRECTIONS or ADDITIONS**

None at this time.

**PORT CALENDAR/EVENTS**

Andrea will be on vacation for the next week. Commissioner McCavic and Kathy Norton will do the KODL Coffee Break; Michael Held will attend the Wasco EDC meeting at the PUD. Andrea also asked the Commission to email dates that will not work for a work session next month so she can get one scheduled.

**VISITOR'S BUSINESS**

None

**MEETING MINUTES**

**MOTION:**

**Commissioner McCavic made a motion to approve the minutes of the August 10, 2011 meeting as presented. Second by Commissioner Griffith. Motion approved unanimously.**

**FINANCIALS – RESOLUTION #2011-004**

Andrea Klaas and Angie Wilson reviewed the August, 2011 financials. LGIP interest rate is 0.05%. Mid-Columbia Producers made a \$400 lease payment to us on the property they now own so a refund was issued to them. Andrea reported that there are times in her absence that funds need to be transferred to cover checks being written. Following a discussion:

**MOTION: Commissioner McCavic made a motion that subject to approval of the Auditor, Angie Wilson be authorized to transfer funds as needed to cover month end**

checks in the event that Andrea Klaas is not available. Second by Commissioner Griffith. Motion approved unanimously.

## STAFF REPORT

1. *Monthly Highlights* – Andrea Klaas: Commissioner McFadden, Carolyn Meese and Andrea met with Annette Liebe, the Governors Liaison to his community development team. Many topics were discussed with the underlying message being that it is very difficult to get projects through the State and Federal regulatory system; MCEDD put together a draft proposal on how a Port/Community funded economic development fund would work; Business Expansion Program, new state program will give companies expanding in Oregon an income tax rebate, More information as it becomes available; Discussion with Joan Silver on ways to give developers some leverage against the lopsided land use/permit appeal process; update on annual joint OIB and WIB meeting; report on survey done by the Mayor’s Committee of the challenges facing businesses in The Dalles. Copy of the survey was provided; Commissioner McFadden and Andrea met with Wayne Kinney, Sen. Wyden’s Oregon staff person and Susanna Juilber, Senator Merkley’s Oregon staffer to talk about Federal regulatory issues. Presented with the policy paper that Commissioner McFadden is taking to DC. Discussion on Port contributions to local organizations. Currently, staff has received requests from Meals On Wheels for \$100.00 and Pig Bowl for \$50.00.

**MOTION: Commissioner McCavic made a motion to approve a \$100 donation to Meals on Wheels and a \$50 donation to the Pig Bowl. Second by Commissioner Griffith. Motion passed.**

2. *Budget Committee:* Andrea Klaas reported that by State Statute it is suggested the Port have 5 Port Commissioners and 5 Port district citizen representatives on the Budget Committee. Currently there are 3 vacancies on the Budget Committee. Joan Silver has submitted an application for a position on the Budget Committee. Steve Kramer has stated his interest in continuing to serve on the Budget Committee. Janna Webb has also asked for an application to apply to serve on the Budget Committee. Andrea contacted current member Sandi Olsen to confirm her desire to continue on the committee but has not received a response.

**MOTION: Commissioner McCavic made a motion to appoint Joan Silver and Janna Webb to fill positions expiring on June 30, 2013 on the Budget Committee and to re-appoint Steve Kramer and Sandi Olsen (if she is interested) to positions expiring June 30, 2014 on the Budget Committee. Second by Commissioner Griffith. Motion passed unanimously.**

3. *Wasco County Focus Group:* Andrea Klaas reported that the new Wasco County Planning Director, John Roberts, is forming a citizen’s advisory group to help the County Planning department set policy and prioritize their projects. Andrea will have John come to a future Commission meeting.
4. *Community Development Fund:* Andrea updated the Commission further on the concept of a Community Development Fund. MCEDD had prepared a concept paper that Andrea provided for the Commission. The Mayor’s Advisory group felt this was an interesting idea.
5. *Marina Update:* Kathy Norton updated the Commission on activities at the Marina. Kathy reported on her visits to the Port of Hood River, Port of Cascade Locks and two Marinas in the Portland area. The purpose of the visits was to review their procedures, utility systems, etc., to help outline a management plan for the Marina. Kathy will provide this draft by the end of the week; The August 16, 2011 Marina Committee meeting was cancelled because of

the Marina BBQ. The next meeting will be September 20, 2011; Kathy reported that the identity of the owner of an abandoned boat at the Marina had been confirmed. The owner has been billed for moorage for the time in the marina as well as an administrative fee for staff time required to locate the owner; a sea lion has taken up residence in the Marina. ODFW was notified and has stated we need to leave him alone. They hope when the fish run is over he will work his way back to the Bonneville area and can be trapped and taken back below the dam; Kathy stated she had two other issues for Executive session.

**6. Reports of Committees:**

- a. *Urban Renewal*- Commissioner Courtney attended the September meeting and updated the Commission. The October meeting has been cancelled.
- b. *Chamber of Commerce* – Commissioner McFadden absent. Commissioner Griffith updated the Commission.
- c. *Wasco EDC* – Andrea Klaas: Andrea will be gone for the next meeting. Michael Held will attend that meeting.
- d. *MCEDD* – Commissioner Courtney: MCEDD will meet quarterly.
- e. *Community Outreach Team* - Andrea Klaas: Commissioner McFadden is in Washington DC and will update the Commission at the next meeting.

Break – 8:07PM

INTO EXECUTIVE SESSION 8:15PM

**EXECUTIVE SESSION** (as allowed by ORS 192.660 (2) (e) (f) (h)) this may include discussion of real property transactions and privileged legal communication.

Back to Regular Session 9:05 PM

**COMMISSION CALL**

1. President: Thanked staff for their work this past month
2. Commissioners:  
Commissioner McCavic welcomed Michael Held.  
Commissioner Griffith inquired about the option of working with tribal groups on economic development. He will follow up on potential options and report back to the Commission.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:17PM.**

**PORT OF THE DALLES:**

D.M. Courtney, President  
Board of Commissioners

**ATTEST:**

David Griffith, Secretary  
Board of Commissioners

DATE APPROVED: 10-12-2011

Prepared by: K.Norton