

NEWS

3636 Klindt Drive, The Dalles, OR 97058
Contact: Andrea Klaas

Phone: 541.298.4148
www.portofthedalles.com

FOR IMMEDIATE RELEASE
Contact: Andrea Klaas

Date: August 3, 2016

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Board of Commissioners Meeting Wednesday, August 10, 2016, at the Port Office at 3636 Klindt Dr. The meeting will begin at 7:00PM. The Commission will dine at Casa el Mirador before the meeting.

The meeting will address the main topics as follows (tentative agenda attached):

1. Port Ethics Policy
2. Marina Management
3. Staff Reports

###

PORT OF THE DALLES
August 10, 2016 Meeting Agenda
7:00PM – Port of The Dalles Office

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. AGENDA CORRECTIONS or ADDITIONS

D. VISITOR BUSINESS (For items not already on the agenda)

E. PORT CALENDAR/EVENTS

F. ACTION ITEMS:

1. July 13, 2016 Regular Meeting Minutes
2. July, 2016 Financial Reports
3. Port Ethics Law Policy
4. Marina Management
5. Single ownership of multiple boathouses-Baker
6. Crestline Change Order for \$75,000 to complete Columbia Gorge Industrial Center
7. Payoff Reimbursement District for Chenoweth Creek Bridge

G. STAFF REPORT

1. Director's Report
2. Marketing Update
3. Marina Update
4. Reports of Committees
 - Urban Renewal – Weast
 - Chamber of Commerce – Griffith
 - Wasco County EDC – Ursprung
 - Community Outreach Team – Weast/Klaas
 - Employee Benefit Committee – Griffith/Courtney
 - Marina Sub-Committee – Courtney/Timmons/Klaas

H. EXECUTIVE SESSION *(as allowed by ORS 192.660 (2) (2) (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.*

I. DECISIONS FROM EXECUTIVE SESSION

J. COMMISSION CALL

1. President
2. Other Commissioner business

UPCOMING MEETINGS / EVENTS / DATES:

September 14, 2016 - Port Commission Meeting, Port office, 7:00pm



PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 10, 2016

Subject: F-1.) Meeting Minutes

Background:

- July 13, 2016 Regular Meeting Minutes

Staff Recommendation:

Approve July 13, 2016 Meeting Minutes as presented.

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
July 13, 2016
Port of The Dalles

The Regular Meeting of the Port Commissioners was called to order by Vice-President Greg Weast at 7:00PM

ROLL CALL

Present: Greg Weast, David Griffith, Kristi (McCavic)Timmons, Mike Courtney

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

Guests: Stacie Coburn; Patrick Grimsley; Paula Valkov; Mark Gibson

Pledge of Allegiance: Commissioner Courtney

AGENDA CORRECTIONS or ADDITIONS

Andrea asked to move the Executive Session to follow the Reports of Committees and to add Item #6, Resolution #2016-003/Railroad Business Industry Support to the Action Items. Agenda amended as requested.

PUBLIC COMMENT-VISITOR BUSINESS

None at this time.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the July and August 2016 calendars.

ACTION ITEMS

1. Election of 2016-17 Port Commission Officers:
 - a. Motion to elect Greg Weast President. M/M.Courtney, S/K.Timmons. Motion approved unanimously.
 - b. Motion to elect Mike Courtney Vice President. M/K.Timmons, S/D.Griffith. Motion approved 3/1 with Commissioner Courtney abstaining.
 - c. Motion to elect David Griffith Secretary and Kristi Timmons Treasurer. M/G.Weast, S/D.Griffith. Motion approved unanimously.
 - d. Assistant Secretary/Treasurer position will be filled by Commissioner appointed to fill vacancy.
2. The June 8, 2016 Regular Meeting Minutes and the June 14, 2016 Special Meeting-Budget Hearing Minutes were approved as presented.
3. The June 2016 Financials were approved as presented.
4. Open Board Position:
 - a. Motion to close the application process on July 22, 2016 and make the appointment to fill the position at a special meeting before the August Port Commission meeting. M/K.Timmons, S/M.Courtney. Motion approved unanimously.
5. Discussion on Port policy regarding single ownership of boathouses at the Marina.
 - a. Motion to direct staff to investigate the history of the Policy and wording of the lease regarding requirements to sell a boathouse and bring a recommendation to the August

meeting. M/M.Courtney, S/D.Griffith. Motion approved 3/1 with Commissioner Timmons voting No.

6. Motion to approve Resolution #2016-003 in support of Railroad Business/Industry. M/M.Courtney, S/K.Timmons. Motion approved unanimously.

STAFF REPORT

1. *Director's Report* – Andrea Klaas provided full report in meeting packet. The 2015-16 Audit has begun; The levy for the 2016-17 tax year has been filed with the County Clerk; 3 applications have been received for the vacant Commission position; Or Dept of State Lands held a public hearing for the Port's Advanced Aquatic Resources Permit; OPPA meeting recap; The Columbia River has a Federal transportation designation: M84; COT compiling list for next DC trip; The PUD has hired a contractor to design the North Chenoweth substation. The project should move ahead quickly now; Received an offer from folks interested in building a facility for Riverside Gymnastics; Met with Randy Munsen. Business is good, not planning on retiring anytime soon. May expand his quarry; 2016-17 Budget has been filed; Working with Scott Hege to find new tenants for the DaKine warehouse; Met with Patrick and Steffi from Google; Bill Dick is researching how the Port could sell the marina.
2. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Land Marketing – Met with Randy Munsen to provide support for his efforts to expand the rock pit and possibly relocating the batch plant to the pit; Completed the annual Cherry Drop in Portland; Meeting with stonemason Michael Byrne about a permant sign for the new industrial center; Attended the Oregon Aviation Industries annual meeting. Workforce – Participating in the college and career readiness focus group. Wetlands – The Advance Aquatic Resource Plans process has been completed with Dept of State Lands. New person assigned to the Regional General Permit process at the Corps of Engineers, Brian Zabel is expected to make a site visit within the next couple of weeks so we are hoping to see some forward movement soon. Other – In the early stages of exploring the idea of creating an artisanal food incubator facility in The Dalles area.
3. *Marina Update:* Kathy Norton provided report in meeting packet. Marina water system installation has begun. Jerry has been asked to be on-site for a while to provide input on the process; Jerry and Devin Wilson spent 2 days cleaning the aquatic plants out of the water; the 4th of July weekend was very quiet at the Marina; Continuing to meet with people interested in managing the marina; 2016 moorage leases are going out this week. Other – Klindt Cove Park Expansion project grant made it through the 2nd review process; Main Street BR&E Program is now in the data review stage. Gretchen Hansen is the 2016-17 President, I am the Vice-President.
4. *Reports of Committees:*
 - a) Urban Renewal – Commissioner Weast: Next meeting scheduled for September.
 - b) Chamber of Commerce: Commissioner Griffith: The Chamber is developing plans to remodel, getting a bid to fence part of the yard; and considering a mural on the east side wall.
 - c) Wasco EDC – Kathy Ursprung: September meeting in Maupin to include a tour of Imperial Ranch.
 - d) COT – Greg Weast/Andrea Klaas: Dan Spatz is making contacts to start planning the appointments for the September trip.
 - e) Employee Benefit Committee - Griffith/Courtney: Information from SDAO and other local entities indicated that others do not do bonuses. ORS 777 does not allow Ports to set bonuses without Board action.
 - f) Marina Sub-Committee – Courtney/McCavic/Klaas/Norton: Update on meetings.

7:25 PM - 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.

8:05PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

Kristi Timmons declared a potential conflict of interest regarding offer to sell Lot 9A to Valkov & Grimsley, LLC.

Motion to accept the offer, with corrections for the monthly interest payments, presented by Valkov & Grimsley LLC at the July 13, 2016 Port Commission meeting to purchase Lot 9A in the Port Industrial area. M/K.Timmons, S/M.Courtney. Motion approved unanimously.

COMMISSION CALL

1. President G.Weast: Thank you for trusting me to carry forward as President.
2. Commissioner Timmons: Proud of The Dalles 4th of July event. Glad the Port was able to reach an agreement with V & G, LLC.
3. Commissioner Griffith: Concern about lack of housing for incoming contractors. The Port should be supportive of temporary housing – temporary RV parks?

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:10PM.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 10, 2016

Subject: F-2.) Financial Reports

Background:

- July 2016 Financial Reports will be posted in DropBox

Staff Recommendation:

Motion to Approve July, 2016 Financial Reports as presented.

Fiscal Impact: None

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 10, 2016

Subject: F-3.) Marina Management

Background:

A Marina management sub-committee comprised of Commissioners Courtney and Timmons, Kathy Norton and Andrea Klaas have been meeting for the last five months. The committee received and reviewed three proposals and met with all 3 interested parties about each of their approaches to managing the private side of the marina. After the final interested party meeting, each member of the sub-committee individually rated core competencies, experience and overall proposal in an evaluation matrix, Andrea then compiled the results for the sub-committee members. The sub-committee then met, reviewed the evaluation results and is bringing forth a recommendation that the Port of The Dalles enter into an agreement with The Dalles Marina LLC to lease the marina with the purpose of taking over the day to day operations and maintenance of the private portion. The sub-committee is also recommending that the initial term of the lease run from the date the agreement is signed until June 30, 2018. This will give The Dalles Marina LLC approximately 1 1/2 years on the initial term, and then the lease can be renewed annually, with 30 day notice to the Port.

Staff Recommendation:

Motion to direct staff and counsel to work with The Dalles Marina LLC on the details of a lease agreement in order that they can take over the day to day operations of the private side of the marina, specifically the area behind the gates, and to bring back a finalized document to the Port Commission for approval at the next regularly scheduled meeting.

Fiscal Impact: None

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 10, 2016

Subject: F-4.) Port of The Dalles Ethics Law Policy

Background:

SDAO requires each District to submit a copy of their Ethics Policy. The Port's Policy was developed following the guidelines of the Oregon Government Ethics Law Policy

Staff Recommendation:

Motion to approve The Dalles Ethics Law Policy as presented.

Fiscal Impact: None

Ethics Law Policy

Port of The Dalles Ethics Law

- ⊗ Applies to all elected and appointed officials, employees and volunteers of the Port of The Dalles.
- ⊗ Prohibits use of public office for financial gain
- ⊗ Requires public disclosure of financial conflicts of interest
- ⊗ Limits gifts that an official of the Port of The Dalles may receive per calendar year
- ⊗ As per Oregon Revised Statutes, Chapter 244

Purpose

The purpose of this policy is to establish ethical standards of conduct for all Port of The Dalles public officials in accordance with Oregon Government Ethics law.

Financial Gain

Each public official is prohibited from using the position as a public official to receive certain financial benefits if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official. In addition, each public official is prohibited from using or attempting to use the official position to obtain financial benefits for a relative or a member of the public official's household, or for a business with which the public official, a relative, or a member of the public official's household is associated.

The following is a list of financial benefits that may be received. These include:

- ⊗ Official compensation
- ⊗ Reimbursement of expenses
- ⊗ Honorarium
- ⊗ Unsolicited awards for professional achievement
- ⊗ Some gifts

Gifts

No public official shall solicit or receive any gift(s) with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a

If a public official is met with an actual conflict of interest and the public official's vote is necessary to meet the minimum number of votes required for official action, the public official may vote. The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member's absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the number of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take official action.

Approved this ____ day of August, 2016.

Port of The Dalles:

Attest:

Greg Weast, President
Port of The Dalles Commission

David A. Griffith, Secretary
Port of The Dalles Commission

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 10, 2016

Subject: F-5.) Single Owner of multiple boathouses

Background:

The existing Port Policy with regard to Offering/Entering into Boathouse & Annual Marina Space Rental was adopted February 13, 2002. In 2004 the Policy was amended to remove the word "Annual" from the policy. The historical memory of those around at the time this Policy was adopted say it was to provide the Port resolution to problems and issues the Port was dealing with at the Marina.

Staff Recommendation:

Motion to enforce the existing Policy or

Motion to make changes to the existing Policy to more accurately reflect the current Marina operation.

Fiscal Impact: None

PORT POLICY WITH REGARD TO
OFFERING/ENTERING INTO BOATHOUSE &
ANNUAL MARINA SPACE RENTAL

These Port policies will apply to all new applicants for boathouse and/or annual moorage rental space in the Port of The Dalles Marina as of February 13, 2002.

1. No lease will be offered to any new applicant desiring to become a boathouse or annual moorage space tenant who does not comply with or meet the criteria of the Port's Tenant Screening and Selection Process, copies of which are attached. "New applicants" for purposes of these policies are not existing tenants as of February 13, 2002, or renewing tenants of the Port (with leases or prior leases originating before February 13, 2002) whose leases are not in default and are otherwise in good standing with the Port.

2. No lease will be offered to any new applicant desiring to become a boathouse space tenant or an annual moorage tenant who has been convicted of a crime described in the Tenant Screening and Selection Process document attached hereto. It is the Port's policy to apply a screening process and deny prospective tenancy to those individuals who may pose a threat to personal property or the peaceful enjoyment of the Marina premises by other Port tenants, agents, guests or of the public generally. If an applicant discloses the facts of criminal conviction and can provide assurances to the Port of The Dalles deemed sufficient and reasonable to the Port of The Dalles to accomplish the Port's goals and circumstances of operation in the Marina, the Executive Director of the Port of The Dalles, after review by the Port Commission, may exempt this provision on a case by case basis.

3. No lease of vacant space will be offered to any new applicant desiring to become a boathouse tenant until the proposed existing boathouse/or plans to build a new one in place meant

to occupy the vacant space are reviewed, approved and authorized by the Executive Director of the Port of The Dalles or his or her designee. All such prospective boathouses (existing or to be built) shall comply with all applicable building, plumbing, and electrical codes, including any building and/or fire codes pertaining to wood stoves.

4. No lease will be offered to any new applicant desiring to become a boathouse space tenant unless the applicant has procured and provides proof of insurance coverages deemed sufficient by the Port of The Dalles covering liability, fire and other casualty of the boathouse to occupy the boathouse space in the prospective lease.

5. Each boathouse space leased by the Port of The Dalles shall allow only one (1) boathouse on said space.

6. For public policy reasons, the Port of The Dalles will not lease contiguous boathouse spaces within the Marina to the same person or persons or entities. Without a written exception granted by the Executive Director of the Port of The Dalles, after review by the Port Commission, upon written request by any new applicant desiring to become a boathouse space tenant, and for good reason, the Port will not lease more than one (1) boathouse space within the Marina to the same person or persons or entities.

7. All prospective tenants must agree in taking possession of and using the prospective leased space, to follow and abide by the lease terms and all rules and regulations of the Port of The Dalles, as well as all Federal, State and local laws and ordinances.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 10, 2016

Subject: F-6.) Crestline Change Order

Background:

Alan Easing from Crestline Construction came by to let me know that they have just about finished lots 1-5, but they have run into additional woody material that lies between the road and Riverfront Trail on the backside of lots 6 and 7. He has estimated that it will cost an additional \$75,000 to completely finish the project which would include removing the woody material and then filling and compacting that area with new fill. Because they are already on-site, and because they have excess material from the Google site prep, I believe this is a very good price.

Staff Recommendation:

Motion to approve to approve a change order to the Crestline contract, not to exceed \$75,000, for the completion of the Chenoweth Creek Industrial Centers lots.

Fiscal Impact:

\$75,000 from Port Development Fund-Capital Construction

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 10, 2016

Subject: F-7.) Payoff Reimbursement District
for Chenoweth Creek Bridge

Background:

When the Chenoweth Creek Bridge was replaced in 2008, a portion of that funding was in the form of a Reimbursement district, owed back to the City of The Dalles to be paid as lots sold in the North Chenoweth area. The current payoff is around \$110,000 (I will have the exact number for the meeting). I am recommending that we payoff the loan and continue to recoup those funds through land sales in the Columbia Gorge Industrial Center.

Staff Recommendation:

Motion to pay off the reimbursement district loan to the City of The Dalles for the Chenoweth Creek bridge in an amount not to exceed \$110,000.

Fiscal Impact:

\$110,000 from Port Development Fund-Capital Construction

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 10, 2016

Subject: G-1.) Director's Report

Background:

Discussions are on-going with the PUD about the new sub-station. More information is included in Executive session.

Jill Amery, Kathy Norton and I are scheduling a walkthrough of the Marina to help Jill determine the value of the Port assets down there. I anticipate this will happen within the week.

Information for the 2015/2016 audit is being gathered and will be handed over to Friend and Reagan. This year we will be asking Nate to make any General Journal entries needed instead of having Angie do them. It will be more efficient that way since he can do that as he works on the audit. We will also be talking to him about some items that have been removed from the balance sheet during the accrual to cash conversion, specifically the airport loan, the marina loan and the IFA loan.

The draft PSA has been sent to Paula and Patrick for the sale of lot 9A and I shared the job creation requirements with Riverside.

Katherine Baker called and asked to be added to the August agenda to talk about her and Curtis' boathouse and the potential sale of both of them to one buyer.

I had a conversation with ODFW about closing the gate to Taylor Lake Road to curtail some of the activity down there. For a variety of reasons the gate can not be permanently closed...even for a short period. I have connected Greg Jensen at Crestline with ODFW so they can work out a solution that might be acceptable to both of them...in the mean time, OSP has been notified of the increased activity at Taylor Lake and they will be patrolling it more often.

On The Columbia Gorge Industrial Center, lots 1-5 are done, work is continuing on Lots 6&7. There is more woody material there than Crestline anticipated and Alan estimated that it will cost \$75,000 to completely finish the project. I will be bringing a recommendation to the August meeting that we do a final change order for \$75,000 to complete the project.

Kurt Conger and I are continuing discussions about the new substation, access to the site and temporary access to deliver power to the new Google facility.

Northern Wasco Parks and Rec are looking at ways to keep Riverfront park open year round and we have been contacted by their attorney for any additional information we may have about agreements with the Corps.

Marina leases have gone out and payments are coming in.

The Outreach Team is pulling together information of the September trip and Kathy U is starting to update the book and material for that trip.

Jerry has completely rebarked all the landscaping. It should be good for another 5 years.

MCEDD hosted an Economic Summit with presentations by Dallas Fridley from Oregon and Scott Bailey from Washington. So interesting points:

Leisure and Hospitality led Wasco County job growth in 2015, adding 100 jobs, Education and Health added 30 and Information (maybe Google?) added 10...losses were in manufacturing (-10), Construction (-10) and Retail trade (-20).

Overall jobs, Education and health lead the way in Wasco County with 2158 jobs, followed by Trade and Transportation with 1926 and Local Government at 1471. It's often hard to know which businesses end up in which classifications though...The big picture was the economy has rebounded and real estate sales are back to 2005 numbers, unemployment is at an all time low and housing costs continue to increase.

One interesting slide had to do with commuting patterns:

For Hood River:

Top work destination: Wasco County

2nd: Multnomah

3rd: Klickitat

For Wasco County:

Top work destination: Hood River

2nd: Klickitat

3rd: Jefferson

Kristi, Mike, Kathy N and I had a presentation for marina management from another interested party. They presented a very well thought out proposal and understand marina management.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 10, 2016

Subject: G-2.) Marketing & Communication Update

Background:

Land Marketing:

- Met with site selector representatives relating to NORCOR and Port land available to expand a Fortune 100 company with a presence in The Dalles.
- Met with stonemason Michael Byrne regarding permanent signage for the Columbia Gorge Industrial Center, also serving as a gateway to the greater Port industrial ar-ea. We should see some activity on that in late August or early September.
- Met with Andy Geisler, new operations manager of Columbia Distributing. He is not aware of any immediate facilities needs, but will be visiting The Dalles in the near fu-ture to assess.

Wetlands

- We have experienced more delays with the Corps' approval process, but will be meeting with our new contact, Brian Zabel, for a site visit shortly.
- Presented wetlands information at Government Affairs and will be presenting the same to the Kiwanis Aug. 18. There seems to be quite a bit of interest.

Other

- Meeting on the artisanal food incubator was scheduled for Aug. 5 (after this report was written), involving various food industry and business officials. We will be look-ing at ways the facility might be able to fill various gaps in the gorge food system that are creating challenges for value-added agriculture businesses in the region.
- Completed a major repair of broken links and outdated information on the Port web-site. If you find anything else of this sort, please let me know.
- Continuing to prepare for Dufur strategic planning process. We will be putting up comment boxes starting in September, then have meetings in October.
- Working with Andrea on updating the Community Outreach Team book in antici-pa-tion of the September visit to Washington, D.C.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 10, 2016

Subject: G-3.) Marina Update

Background:

Marina Water System – The new water system is in. The Project Manager Dave Griffin and contractor Summit Construction have been running the system and testing it. I hope to meet with them and have a final report for the meeting.

2016 Moorage Leases – The leases are out and payments are coming in.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 10, 2016

Subject: G-4.) Reports of Committees

- a) Urban Renewal – Weast:
- b) Chamber of Commerce – David Griffith:
- c) Wasco EDC – Kathy Ursprung:
- d) COT – Weast/Klaas:
- e) Employee Benefit Committee - Griffith/Courtney:
- f) Marina Committee – Courtney/Timmons/Klaas/Norton: