

NEWS

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FOR IMMEDIATE RELEASE
Contact: Andrea Klaas

Date: Nov 9, 2017

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Regular Board of Commissioners Meeting Wednesday, November 15, 2017 at the Port Administration Office, 3636 Klindt Dr., The Dalles, OR. The meeting will begin at 7:00PM. The Commission will dine at the Hi-Way House before the meeting.

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

1. Staff Report
2. Committee Representative Reports

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Dedicated to supporting the creation, retention, expansion and recruitment of businesses and jobs that will enhance the economy of the Port District.

November 15, 2017 Meeting Agenda Port 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. Motion to approve October 11, 2017 Regular Meeting Minutes
2. Motion to approve October, 2017 Financial Reports

G. REPORTS

1. Staff Report
2. Reports of Committees
 - Urban Renewal – Coburn
 - Chamber of Commerce – Griffith
 - Wasco County EDC – Ursprung
 - Community Outreach Team – Weast/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. ACTION REQUIRED FROM EXECUTIVE SESSION DISCUSSION

J. COMMISSION CALL

1. President
2. Other Commissioner business

UPCOMING MEETINGS / EVENTS / DATES:

- December 13, 2017: Port Commission Mtg-Port office 6:00pm (Staff & Family Christmas Dinner)

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: November 15, 2017

Subject: F-1.) Meeting Minutes

Background:

- October 11, 2017 Regular Meeting Minutes

Staff Recommendation:

- **Motion to approve the Meeting Minutes as presented**

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
October 11, 2017
Port Office

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

ROLL CALL

Present: Greg Weast, Mike Courtney, Robert Wallace, David Griffith

Staff: Andrea Klaas, Executive Director; Kathy Norton, Director's Assistant; Kathy Ursprung, Marketing & Communications; Angie Wilson, Bookkeeper; Bayoan Ware, RARE Participant; Bill Dick, Attorney

Guests: Andrew Thompson, Conrad Chandler, Troy Baker, Brandon Mahon (all left 7:15PM)
Cynthia Lindsay, Bob McFadden (both left 7:30PM)

Pledge of Allegiance: Commissioner Wallace

AGENDA CORRECTIONS or ADDITIONS

Andrea asked to have an Executive Session follow Visitor Business. By consensus the Agenda was amended.

VISITOR BUSINESS (for items not already on the agenda)

1. Troy Baker of Anderson Perry & Associates provided information on who Anderson Perry is, what type of projects they have worked on and who they have worked for. Troy also outlined the Scope of Work for the Marina Sewer Pump replacement project and discussed specific points with the Commission. Commission Courtney asked who would draft the contract between Devco Mechanical and the Port. Troy stated that Devco Mechanical will draft the contract with Anderson Perry assistance to ensure the project is completed correctly. Andrea will meet with Commissioner Courtney to finalize some insurance aspects of the Agreement but reported to the Commission that she is comfortable with the agreement and the scope of work provided by Anderson Perry.
2. Andrew Thompson of Monkland Medicinals provided an update on their work at 3400 Crates Way. Kathy Ursprung is working with them on protective covenant requirements. Andrew described their security measures and stated their lighting meets The Dalles City code. They plan to employ 10-15 people.

7:15 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.

7:25 PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

Motion to approve request for variance to Lot 7 site plan design as presented. M/M.Courtney, S/D.Griffith. Motion approved unanimously.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the October and November 2017 calendars. Commissioner Courtney plans to attend KODL Coffee Break with Andrea on 10/13/17; Outreach Team will be presenting at Chamber Government Affairs on 10/19/17; BPA Substation groundbreaking scheduled for 10/27/17; and November Commission meeting has been changed to 11/15/17

ACTION ITEMS

1. **Motion to approve September 13, 2017 Regular Meeting Minutes as presented. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**
2. July, 2017 Financial Reports – Andrea reported Staci has reviewed the financial reports and approved them. Current average annualized LGIP rate is at 1.4500%. In September \$2,000,000.00 was transferred from the Columbia River Bank account to the LGIP account to collect the higher interest rate. General Fund paid out \$2,388.30 to Fix Auto to fix damage to the company truck. The damage was covered by insurance.
 - a. **Motion to approve the September 2017 financial reports as presented. M/R.Wallace, S/M.Courtney Motion approved unanimously.**

STAFF REPORT

1. *Staff Report:* A full report was provided in the Agenda Packet. Contract award thresholds- The Port has exempted itself from the competitive bidding process for professional services. Contracts less than \$5,000 are exempt from bidding; Contracts between \$5,000-\$100,000 may be exempt from formal process by getting commutative quotes. If an emergency is declared by Commission, exempt from bidding; Anderson Perry Marina Sewer Pump project-Scope of work was reviewed and discussed. Project will start with a meeting between Anderson Perry, Devco, TD Marina, the Port and the building codes inspector later this month; Port Landscaping-Fall cleanup is completed and irrigation has been turned off. Discussion on EverSummer. *Commission directed staff to have Port Attorney, Bill Dick draft a letter outlining steps to be taken to comply with Protective Covenants to EverSummer for Commission review. Staff was also directed to get a quote from a landscape business for cost to clean up the EverSummer property;* Salary Survey-Andrea has gotten data from various entities. That information will be compiled, comparables for similar positions will be gathered and then Andrea will meet with Staci to review. A draft report will be provided at the November Commission meeting; Launch Ramp/Guest Moorage maintenance schedule will be finished and provided at the November Commission meeting. OSMB is working to develop a plan to repair the launch ramp docks that will meet grant requirements. Staff and OSMB recommended electrical contractor have been working to resolve the GFI tripping issue at the guest moorage; Klindt Cove Abandoned boat-The WC Sheriff has removed the boat; Kitchen Remodel-Reviewing bids from Adams Design; Marketing/Community Relations-Staff will research where information comes from for the SDAO newsletter so the Port's information will be included. Kathy U and Bayoan made a presentation to Kiwanis on current Port activities and how they relate to the Port mission. Starting to schedule fall visits with businesses. A sheet was passed out for Commissioners to indicate if they would like to go on some of the visits; Business Expansion, Retention, Recruitment-No State leads this month. Staff met with the Food Infrastructure committee to review a webinar called "Regional Food Systems". It offered analysis on ways to support development of new value-added ag and food production businesses. Staff is getting positive feedback from area high schools and local businesses regarding the Gorge Works program. *Commissioners asked if the program would provide a certification as proof of the participants successfully completing the program that would have meaning for the participant in their future. Kathy U said the group would look into ways to provide that;* Staff continues to get inquiries from local and new businesses for 3-5 acres. The inquiries are referred to the airport, NORCOR and Chenoweth Creek Developers. *Commissioners*

recommended staff send emails of introduction when referrals are made. Kathy U. is working on a regional land inventory. UPRR and BNSF met with local governments and tribes to see way these entities could work together. Tyler Stone reported the meeting was worthwhile. The City of The Dalles will apply to convert the private railroad crossing into the NW Aluminum site currently owned by UPRR into a public crossing. Port and County will work with the City on what to include in the application. UPRR stated they will not oppose the change, the hurdle will be with ODOT rail division. Legislators have been notified this issue may be coming their way; Staff will be installing a temporary mailbox station for CGIC. A permanent location will be established when PUD develops Tract A; Port staff hosted a meeting with the Small Business Development Center, the Governor's office, MCEDD, The Dalles Main Street and the City of The Dalles to discuss what resources are available to area businesses impacted by the Eagle Creek Fire and I-84 road closure; The new RARE Participant, Bayoan has been helping Kathy U. on a number of fronts and attending many Community meeting to learn about The Dalles. He and Andrea agreed on a work plan for the year that outlines the four projects with a process and timeline for each; COT-everyone the team met with felt that earmarks need to come back, just not sure who is willing to bring this to a vote. The WA delegation feels like they are part of our team. Eagle Creek fire highlighted thoughts on forest policy, fire borrowing, FEMA disaster assistance for fires, etc. Still some paralysis in DC as not all top appointments have been made; Staff scheduling a meeting regarding Marina electric with PUD, Hage Electric and The Dalles marina; Jerry installed shelving in the Shop to archive records. This will allow for safer storage of boxes of files and easier access for managing the records; The 2018 SDAO Safety grant will be to install panic bars on the meeting room exit door and two doors in the shop. Also two storage cabinets for flammable material. One installed in the shop and one in the marina tool room; Audit is ongoing; Klindt Cove Park request to waive the Planning fee has been approved by the City Council.

a. *Presentation: Port Activities and how they relate to the Port Mission: Kathy Ursprung*

2. *Reports of Committees*

- a) Urban Renewal – Commissioner Coburn: Angie Wilson reported the Sunshine Mill Contract had been restructured. Urban Renewal is planning a work session to develop a five year plan.
- b) Chamber of Commerce: Commissioner Griffith: Chamber building remodel almost finished. Member Appreciation Dinner on 10/19/17 will replace the bbq that was cancelled due to the Eagle Creek fire.
- c) Wasco EDC – Kathy Ursprung: Met in Shaniko. Committee toured the Toy Museum and Young Life facility.
- d) COT – Greg Weast/Andrea Klaas: As always an interesting trip. Full details in staff report included in the packet.

8:30PM - 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.

8:40 PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

None

COMMISSION CALL

1. President G. Weast: Thanked Commissioner Wallace for his help with Dufur community issues.
2. Commissioner Griffith: Thanked Andrea Klaas and Kathy Ursprung for being such good Ambassadors for the Port.
3. Commissioner Wallace: Dufur's issues, specifically the water/sewer needs and businesses looking to expand will benefit from the Port's involvement in resolving these issues.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:45 PM.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: November 15, 2017

Subject: F-2.) Financial Reports

Background:

Financial Reports will be posted to DropBox on Monday.

Average Interest Rate for LGIP is 1.45%

Marina:

- No activity in the month of October. We received \$130.39 in interest income.

General Fund:

- Sent a second progress billing payment for Friend & Reagan in the amount of \$5,000.00.

Port Development Fund:

- Travel expenses for Washington DC
- Maintenance and repair for the shop were for the shelves project in the shop.
- Office supplies were mainly for a new computer.
- Capital Outlay for the Launch Ramp was for Seal Kote in the amount of \$680.00

Currently we are through the first quarter of our year. At this time we are falling in line on our percentage to budget. Our revenue is currently higher in some areas. Our expenditures are higher than the 30% mark but will average out over the year.

Staff Recommendation:

- **Motion to approve the October, 2017 Financial Reports as presented.**

Fiscal Impact:

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: November 15, 2017

Subject: G-1.) Staff Report

Previous Items:

Marina Sewer/Anderson Perry:

- Contract has been signed.
- Anderson Perry is working on scheduling a meeting between Devco, The Dalles Marina LLC , the Port and the electrical inspector

Launch Ramp/Guest Moorage:

- Maintenance schedule is done
- Fall clean-up/weed removal done
- The Oregon State Marine Board Engineers did a quick bathymetric (in-water) survey of the launch ramp and docks. With information from previous surveys they were able to generate a draft site plan. They feel there are no time sensitive issues so there is time to come up with a good design and work through required permitting to replace the docks and improve the launch ramp.
- Water has been turned off at the Marina and Guest Moorage and winterized
- New Guest Moorage Directional and No Wake signage will be installed on the seawall at the Marina. The cost of the signs is estimated to be about \$350 each.

Klindt Cove Abandoned Boat: has been removed.

Kitchen Remodel:

- We were able to reduce the cost and have ordered additional new cabinets to complete the kitchen remodel.

Marketing and Community Relations

- Working with Dr. Lindsay on a press release about her new facility.
- Port newsletter will be going out next week.
- Continue to meet with Port area businesses. Included in Executive Session are our meeting notes.

Business Expansion, Retention and Recruitment

- There were no State leads to respond to this month
- **Ag building:** Met with the Food Security Coalition for quarterly meeting. Continuing to look at infrastructure needs for the food industry and ways the Port might help in meeting those. Also met with Jenny at NuCulture to discuss the project's potential. Bayoán has been doing outreach to a variety of food related businesses including producers and processors to see what the need is in the area. He has also been talking to other ag/food incubator businesses to try and learn from their experiences.

- **Community Internship:** We are working to get final confirmation and job descriptions from potential GorgeWorks host sites. We have verbal confirmation from Oregon Cherry Growers, Insitu, SDS Lumber, and UTC Tech (Cloud Cap), representing about a dozen internship/apprenticeship opportunities. We have strong maybes from several more. Bayoan and Kathy U attended career fairs at Columbia and Hood River Valley high schools, and brought a Griffith Motors service tech to The Dalles High's mechanics class to promote Gorge Works and Gorge career opportunities in general. We are working to coordinate dates to present the program to other regional high school students. Target date to confirm businesses is November 17. Continue to check www.gorgeworks.com for updates.
- **Facility inquiries:** Kathy U had sent letters out to known commercial and industrial property owners in the area asking them to let us know if they had available space, or if space would be coming available. We heard back from two who have Commercial/Light industrial land available. Trying to keep tabs on the vacant inventory is something we've grappled with this over the years and staff will be brainstorming on this again. How can we match businesses that need space with space that is available....
- **UPRR Crossing in NW Aluminum site:** no new news
- **Eagle Creek Fire Business Assistance:** As you may remember the Port hosted an initial meeting to bring together the agencies that had some sort of assistance for the businesses impacted by the fires. There have been several meetings convened in the Gorge to address this, but the reality is not many businesses self-identified that they were impacted, and of those that did, it is uncertain what the true impact was. According to the Employment Department, job claims are lower this year than in years past for this same time period. The Small Business Development Center and MCEDD will continue to monitor the situation and assist as they can, but I don't see a role for the Port at this time.
- **Dufur** Kathy U joined Robert Wallace at a community meeting to talk about street improvements around the Dufur School. Working with Robert we are trying to identify ways that the Port can assist the community of Dufur in projects that they are working on and have identified as important.

RARE

• GorgeWorks

- Working to finalize the host business list
- Working with the Chamber on the GorgeWorks website and learning how to make changes and integrate the GorgeWorks application that participants need to fill out
- Attended high school job fairs with Kathy U to promote the program
- Finishing up the on-line application which is scheduled to go live December 15.

• FoodHub

- Talking with people in the agriculture industry to see what is needed in this region. Right now one of the top needs seems to be meat processing.
- Scheduling two focus group meetings to talk about the region's food hub needs.
- Looking at other models in the country, both for profit and non-profit
- Met with Jenny Hogan to talk about her ideas. Also, she has some experience with a commercial kitchen facility that rented out space for food companies to do research and development as well as to small producers to make their products.

- Attended the Columbia Gorge Economic Summit

General

- **Audit:** Audit is ongoing.
- **Klindt Cove Park** – City approved Planning fee waiver. The Park plan is now working its way through the Planning Department process. Dawn Hart estimated 30-45 days.
- Outreach Team planning to head to Salem this spring to meet with legislators
- MCEDD held the Annual Gorge Economic Summit - Here are few takeaways
 - SDS Lumber employs 290, but getting harder and harder to find employees, aging workforce
 - High Cascades employs 150
 - Saw mills are now high-tech using bio-metric scanning to determine how to cut logs for highest yield, not mills of the olden days
 - Still a viable industry, but need more predictability from year to year
 - Public lands need to be more actively managed
 - Need better public understanding of the importance of actively managed forests
 - Biomass could be a fuel source for the Pacific NW
 - Other Gorge-wide Economic Information
 - Unemployment is still trending down
 - Manufacturing has added 600 jobs btw 2006-2016
 - 212 Information Technology jobs in Wasco County with avg. wage of \$169,000
 - Employment in the region has grown from 25,000 in 2004 to 31,720 in 2017
 - Wasco County has about 12,000 employees; HR County approx. 13,000 employees
- As mentioned before, this region needs to pay attention to the Gorge Commission right now. At the OneGorge meeting, Krystyna Woliankowski (Executive Director for the Gorge Commission) presented that the Commission is looking for an “economic development” advisory group. What is interesting is that she brought this presentation to the One Gorge meeting, not to MCEDD, OIB/WIB, the Ports or Regional Solutions first...The Gorge Commission has also added two new areas of focus: climate change and railroads (in particular the transportation of hazardous materials).
- Oregon State Treasury announced LGIP interest rates are going up to 1.55%!!
- Met with Michael Held to talk about Rural Oregon and State policy. Rural Oregon needs a lot of expensive infrastructure work done (water/sewer systems), with small populations to support those improvements; land use policy set in Salem does not always work for rural; Policy makers should not set a one size fits all policy for all of Oregon because there are many distinct regions; how do we get the voice of rural to be heard over the major metropolitan areas...If you have other thoughts on this, let me know and I will share them with Michael.

Local State Representation:

These past few weeks have been tough for our region. We are losing three senior legislators...:

- Mark Johnson has stepped down from the OR [House District 52](#), representing Hood River, Clackamas and Multnomah Counties
- John Huffman has said he will not be running again for [House District 59](#)
- Ted Ferrioli is stepping down from his Senate seat representing [Senate District 30](#)

- We are also losing Senator Merkley's local field office representative, Phil Chang, who has been helping us with the Nat'l Scenic Area money. Phil is moving to the Oregon Department of Forestry.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: November 15, 2017

Subject: G-2.) Reports of Committees

- a) Urban Renewal – Staci Coburn:

- b) Chamber of Commerce – David Griffith:

- c) Wasco EDC – Kathy Ursprung:

- d) COT – Weast/Klaas: