

# NEWS

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FOR IMMEDIATE RELEASE  
Contact: Andrea Klaas

Date: Sept 8, 2017

## Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Regular Board of Commissioners Meeting Wednesday, September 13, 2017 at the Port Administration Office, 3636 Klindt Dr., The Dalles, OR.

The meeting will begin at 7:00PM. The Commission will dine at Spooky's Pizza 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.*

## **September 13, 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 August 9, 2017 Regular Meeting Minutes
2. Motion to approve July, 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) (e) (h) (i). This may include discussion of real property transactions; legal rights and duties of a public body with regard to current litigation and privileged legal communication; and to review and evaluate the employment-related performance of the chief executive officer. 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:**

- September 15, 2017: KODL, Cousin's Restaurant 10:00am
- September 16, 2017: Rock Creek
- October 6, 2017: Manufacturer's Day
- October 11, 2017: Port Commission meeting 7:00pm
- February 8-11, 2018: Special Districts' Annual Conference - Seaside

# September 2017

August 2017							September 2017							October 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5					1	2	1	2	3	4	5	6	7
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31	24	25	26	27	28	29	30	29	30	31						

- ALK work
- Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 Stay at Six South St Hotel 9:00 AM MEETING	28 ALK Out	29 ALK Out	30 ALK Out	31 ALK Out	1 ... ALK Out	2 ... ALK Out
3 ... ALK Out	4 ... ALK Out	5 ... ALK Out	6 1:00 PM Rudy from Pfreim	7 Drive OR Board Meeting 10:30 AM Bill Dick re: BKB	8 7:00 AM Chamber Econ. Dev 11:00 AM Angie/Gary Hage	9
10 8:30 AM KIHR Radio	11	12 5:00 PM Port Meeting	13 7:00 AM Dave Williams Call	14 SDAO Golf event 10:00 AM KODL Coffee Break	15	16
17 5:30 PM City Council RE: how to spend tourism dollars	18 Talk like a pilot day ORAVI Summit	19	20 7:00 AM Gov't Affairs: Port update 9:00 AM Eric Cedarstam	21 12:00 PM COT	22	23 COT DC trip 9:50 AM Flight to Washington, D.C. (AS 764)
24 COT DC trip	25	26	27	28	29	30

# October 2017

September 2017

S	M	T	W	T	F	S
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October 2017

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22	23	24	25	26	27	28
29	30	31				

November 2017

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5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28
29	30	31					

- ALK work
- Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
				Miyoshi City Anniversary OPPA Annual conference	Manufacturing Day	
8	9	10	11	12	13	14
Miyoshi City Anniversary	8:30 AM KJHR Radio		5:00 PM Port Meeting		7:00 AM Chamber Econ. Dev 10:00 AM KODL Coffee Break	
15	16	17	18	19	20	21
22	23	24	25	26	27	28
					9:00 AM Eliot Manzer (BPA CEO) to The Dalles 12:00 PM COT	
29	30	31	1	2	3	4

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: September 13, 2017

Subject: F-1.) Meeting Minutes

Background:

- August 9, 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**  
**August 9, 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, Staci Coburn, David Griffith

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

Guests: Roger Kline (left 7:20pm), Kurt Conger (left 7:20pm), Sue Miller (left 8:00pm)

Pledge of Allegiance: Commissioner Griffith

**AGENDA CORRECTIONS or ADDITIONS**

None

**VISITOR BUSINESS** (for items not already on the agenda)

1. PUD – Kurt Conger and Roger Kline updated the Commission on the status of the Riverfront Part trailhead. Because of access issues created by the steep terrain the PUD wanted permission to the trailhead from Lot 3 & Tract B to Tract A. By consensus the Port Commission approved moving the trailhead to Tract A.

**PORT CALENDAR/EVENTS**

Andrea Klaas reviewed the August and September 2017 calendars. A Port Commission and Staff retreat was set for September 16, 2017 at Rock creek.

**ACTION ITEMS**

1. **Motion to approve July 12, 2017 Regular Meeting Minutes. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**
2. July, 2017 Financial Reports – Interest accounts were transferred into Columbia River Bank Account in July in the amount of \$2,001,407.19. These funds will be transferred into the LGIP account in August to draw the 1.35 interest **Motion to approve July 2017 Financials as submitted. M/D.Griffith, S/M.Courtney. Motion approved unanimously.**
3. Devco Mechanical Proposal – Motion to approve tabled to September meeting. Staff was directed to follow up with Anderson Perry for more information.

**STAFF REPORT**

1. *Director's Report* – Andrea Klaas provided full report in meeting packet. Met with folks from Japan looking for ways to foster business opportunities between The Dalles and Miyoshi Japan; Outreach Team gearing up for September DC trip; PUD has energized the Rivertrail Substation; Staff interviewed eight candidates for the RARE participant position and have been notified that Bayoan Ware will be our RARE participant this year; Responded to Dr. Lindsay's request to have 3 items removed from the title report, I don't see any issues with doing that; A lot of work is being done at the Launch Ramp restrooms..
2. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Recruitment & Creation – AgLAB: Met with Food Security Steering Committee to discuss

plans for a Food Bank distribution Center; Website – changing email newsletter to do a better job of driving traffic to our website; Publicity – A branded story of the Port will appear in the September issue of Oregon Businesses Magazine; Community Internship – Gorge Works steering committee for to provide organizing direction; Dufur Community – working on grant for branding Dufur for new business opportunities; Made in Gorge/Wasco co Expo – partnering with Chamber to help recruit local makers to a local expo as part of the Granada’s grand opening as part of Veterans Day weekend.

3. *Special Projects Update*: Kathy Norton provided full report in meeting packet. Klindt Cove Park-Site plan sent to City Planning; Kitchen Remodel – waiting on Adam’s Design; CGIC mailbox station – working on potential locations; Launch Ramp restrooms – Jerry doing projects around restrooms to upgrade facility; Marina Sewer Pumps – met with Devco to review Anderson Perry recommendations; Administrative – assisting with audit, updating Minute books and Policies & Procedures files.
4. *Reports of Committees*
  - a) Urban Renewal – Commissioner Coburn: Worked on planning issues at last meeting.
  - b) Chamber of Commerce: Commissioner Griffith: Analyzing their Economic Development committee, working on the building remodel.
  - c) Wasco EDC – Kathy Ursprung: Next meeting in Shaniko on September 7, 2017.
  - d) COT – Greg Weast/Andrea Klaas: Preparing for September trip.

#### DECISIONS FROM EXECUTIVE SESSION

None

#### COMMISSION CALL

1. President G. Weast: Would like to see a white board for the Conference room. Exe Director Evaluation needs to be on the September agenda.
2. Commissioner Griffith: Received a call from Marina tenant saying they really like what The Dalles Marina is doing; Looking for old school bus for mobile Art Gallery.
3. Commissioner Wallace: Received a call from Marina tenant saying they really like what The Dalles Marina is doing; Would like to have Kathy Ursprung involved in Dufur with school intersection project.
4. Commissioner Courtney: Would like the damage to the Port truck fixed; Add Mission Statement to the Agenda; Received a call from Marina tenant saying they really like what The Dalles Marina is doing but were concerned Angie Wilson would leave; Congratulation Kathy Ursprung on being elected School Board Chairman, concerned about the time commitment and impact on her health; asked for a report on Main St.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:05 PM.**

**PORT OF THE DALLES:**

**ATTEST:**

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Greg Weast, President  
Board of Commissioners

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Robert Wallace, Secretary  
Board of Commissioners

DATE APPROVED:  
Prepared by: K.Norton

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: September 13, 2017

Subject: F-2.) Financial Reports

Background:

**The Financial reports will be sent the first of next week.**

### **Staff Recommendation:**

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

Fiscal Impact:



# PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: September 13, 2017

Subject: G-1.) Staff Report

Background:

## Marketing and Community Relations

- Oregon Business Magazine's story on the Port came out at the beginning of the week.
- Bayoan and Kathy U are meeting with Jesse Burkhardt, reporter for The Dalles Chronicle, for a story on the Gorge Works Community Internship (and possibly on Bayoan)
- We are starting to plan for Manufacturing Day (October 6th) and are working on events to promote the many manufacturers in The Dalles.
- Kathy U created a deck of presentation slides and presented at The Dalles Rotary on current Port activities and how they relate to the Port mission. We will be posting the presentation to DropBox and emailing all Commissioners a link for your use if need be.
- Steve Lawrence and I met with Dennis Knox, the new MCMC CEO. Dennis said that he has been able to move the financial situation in a positive way and the hospital is no longer eating into their reserves; they are working on improving billing; he is looking at Urgent Care opportunities in both Hood River and The Dalles; the tower expansion is back in the mix. We talked a bit about bringing services that the hospital outsources, like billing, to The Dalles (currently they use a company in PA); asked about doctors' contracts from the perspective that Steve had heard that doctors were hired with lucrative contracts for the first few years, but when the contracts were renegotiated that went away - Dennis said that he is in the process of reviewing all contracts, but that he had seen that in at least one instance (a bonus structure was in place, but was unachievable in his opinion); we asked about the relationship between MCMC and OHSU. This is another area where Dennis and his team are reviewing the agreement to better understand what that relationship is; the EPIC electronic records system is problematic. It was designed for large urban hospitals and doesn't work well with smaller rural hospitals so Dennis is reviewing how to fix that (my sense is that OHSU pushed for this system); housing for docs is an issue, especially the docs that come through on a 6 month rotation. Dennis said that he thinks there is land owned by MCMC that could be used for housing if they could find a developer partner. Dennis is having a survey done of their land holdings so he knows what might be available. Overall a very good meeting. Dennis wants to be involved in the community and operate in a transparent way. He said that he would like to source as many services and products from the local community/region as possible and understands that the hospital is an important part of the economy.
- We are starting to schedule our fall visits with Port businesses. We do this twice a year as a check-in on what's happening, how can we help, etc. Last year you may recall we had many say they would like an internship training program so they could expose students to their industry, and if the right student was found, do on-site training. This has lead to the GorgeWorks program that is still in a pilot phase, but has a lot of business excitement around it. When we start getting meetings set up, we will notify the Commission, and if you are able to join us on a few visits that is always nice.

## Business Expansion, Retention and Recruitment

- There were no State leads to respond to this month
- **Ag building:** Continue to meet with the Food Security Coalition and explore potential partnership opportunities to develop food production facilities. A meeting of the infrastructure committee is planned for Sept. 14. With Bayoan on staff now, we will be returning more focus to the feasibility study for the ag start-up building as one of his first tasks.
- **Community Internship:** Gorge Works Community Internship's business steering committee will have met for the third time the morning of Sept. 13. Several major Gorge employers have joined the steering committee, including MCMC and Cherry Growers. We are planning the official launch of Gorge Works on Manufacturing Day, Friday, Oct. 6. We have been developing the marketing materials and documentation for the program, including a website ([gorgeworks.com](http://gorgeworks.com)), Host Site 101, application, flyer and other pieces. Local organizations including CGCC, Cherry Growers, Griffith Motors and possibly the Port will be offering tours for students.
- **Facility inquiries:** We continue to get numerous inquiries related to facilities for expansion of existing Columbia Gorge businesses. We have been able to direct one production business to existing facilities in the local area and another to build-to-suit resources, and are continuing to find solutions for other businesses.
- **UPRR:** UPRR called to say they will not oppose the City of The Dalles converting the Hostetler Street crossing from a private crossing to a public crossing. Julie Krueger, Tyler Stone, Dave Anderson and Andrea will be meeting to determine next steps. The hurdle will now be ODOT rail division.
- **Industrial Center Mailbox:** Kathy N has been working with the US Post Office to identify a location for the Port to install a bank of mailboxes in the industrial center. Kathy is working with Kurt Conger at NWPUD and the post-mistress to see if a location on Tract B, or near the new substation will work. The area needs to be large enough for the mail truck to get off the road, then turn around (u-turn) and leave the industrial center. If neither of these sites work we will look at a location closer to the Chenoweth Creek bridge.
- **Columbia Gorge Industrial Center Address:** The City and Post Office have assigned official addresses to the lots in the industrial center.

## Other

**Community Outreach:** We are updating, adding to, and modifying the one-page exhibits for the Community Outreach Team. Several new issues have been added to team priorities for the trip. Here are the projects/issues we are going back for:

- Projects:
  - Scenic Area Funding: \$1.9M
  - Q-Life funding for Maupin: \$900,000
  - Dog River Pipeline: \$4M
  - Treaty Oaks Skill Center: \$7.3M
  - Rock Fort Ag Lab: \$350,000
  - Workforce Experience Pilot: \$190,000
- Policy Issues
  - Federal Forest Rules Reduction - Allow the City to manage the forest in The Dalles watershed
  - Payment in Lieu of Taxes (PILT)/Secure Rural Schools (SRS) funding - Continued Federal payments to offset losses in tax revenue due to Federal land ownership (in Wasco County = \$70,000 annual payment)
  - Temporary Worker Visa Program - support a streamlined agricultural worker visa program for the tree fruit industry
  - UGB Expansion - Support the expansion of Urban Areas into the National Scenic Area
  - US Economic Development Administration (EDA) Support - support continued funding to the EDA for small, regional projects like The Dalles Commercial dock

- Executive Order to streamline Federal permitting process - Support this effort. A common complaint is that Federal agencies do not respond, or need to respond, in a timely manner to permit requests or other requests.

**Marina Electrical:** Andrea and Angie met with Gary Hage to review the PUD options and get a better understanding of what the implications would be for the current boathouse owners. Gary has estimated that it will take 4 to 5 hours per boathouse to connect them to the new power pedestal at an average cost of about \$1,000. Boathouse owners will need to get an electrical permit, have the work done, then have the work inspected before the meter will be energized. We also need make sure that both old and new electrical systems will remain operational for a time to give boathouses time to convert over.

**Guest Moorage:**

- New doors and locks have been installed in the Guest Moorage bathrooms.
- New payment signs have been installed in the guest moorage area.
- New two-part envelopes have been created to better track payments; payment is placed in the envelope, and a payment stub is kept with the boat. This will help us make sure transient moorage users are paying for their slips.
- In partnership with The Dalles Marina LLC the transient moorage area water was treated with herbicide. This is the second treatment this year, but it did not have a very noticeable effect this time, which may be due to warmer water at this time of year. The company that did the application has been notified and is evaluating the use of a different chemical. Cost approx. \$500.00
- Power. Many ports, including ours, have been having issues with their transient moorage power. The issue is that the Ground Fault Circuit Interrupter (GFCI) breakers are tripping when boats are plugging in. Apparently this is a nation-wide issue and the National Marine Board has estimated that 30% of all boats have some current leakage which is causing the problem. Kathy N contacted the Oregon State Marine Board (OSMB) to get some guidance on how to resolve this, they in turn had her contact a company in Longview WA. After a conversation with this company, and after doing some on-site testing, we believe that it is indeed a vessel issue, not a transient moorage electrical issue. According to the experts, some on-water systems were installed with a much lower threshold to trip the GFCI. The electrical company from Longview will be doing some work at The Dalles Airport this fall, and we have asked to get on their schedule so they can do an on-site evaluation. If there are improvements that need to be made to make this system more usable, we will be applying for OSMB grants to cover the cost.
- Downtown business maps were installed in the reader boards at the Marina at Guest Moorage as a way to promote area businesses to river travelers.

**Klindt Cove Park:** Kathy N. reported that there is a \$365 site plan review fee required by the City total this to the next step. Andrea talked with Dawn Hert and she said that City Council can waive the fee. Kathy N has applied for the waiver, and it has been approved by Steve Harris. The next step is for the waiver to be presented to the City Council.

**Abandoned Boat:** There is an abandoned boat, with expired tags (2015), tied up in Klindt Cove. The owner of the boat had called the Port asking for permission to permanently moor in guest moorage, this was denied; they also contacted The Dalles Marina LLC, but were denied permanent moorage there as well. Kathy N is working with Parks and Rec and Oregon State Marine Board to determine what needs to be done to remove it. The owner of the boat is currently in NORCOR.

**Landscaping:** We received an email regarding weeds in the landscaping along Klindt Drive and a dead tree near Klindt Cove. Annually in the spring we have all the exposed banks on Klindt Drive sprayed for weeds, but some have popped up this fall which we will be tending to. Regarding the dead tree, Andrea contacted Scott Baker of Wasco County Parks and Rec because the tree is on property under Parks and Rec management. Scott did walk the trail and assess if the tree posed any safety issues, which he determined it did not. Because the Parks crew is quite busy right now, I offered that the Port could remove the tree for them.

**Audit:** Audit is ongoing.

**Klindt Cove Park** – Applied to City Planning to waive the Planning Department fee. Steve Harris let me know he had approved the fee waiver application and would take it to City Council. He has not provided the date for that yet.

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: September 13, 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: