

NEWS

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FOR IMMEDIATE RELEASE
Contact: Andrea Klaas

Date: December 7, 2018

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Board of Commissioners Meeting Wednesday, December 12, 2018 at The Port of The Dalles Administration Office, 3636 Klindt Dr., The Dalles, Oregon. **The meeting will begin at 6:00PM.** The Port Commission and Staff will dine with their families at the Port office after the meeting.

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

1. Approve Personal Services Contract to complete feasibility study for Food Learning and Business Center

“ ” “ ”

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

December 12, 2018 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 November 14, 2018 Regular Meeting Minutes and December 3, 2018 Audit Presentation Minutes.
2. Motion to approve November, 2018 Financial Reports
3. Motion to approve a Personal Services Contract with Matthew Buck to complete a feasibility study for a Food Learning and Business Center.

G. REPORTS

1. Staff Report

H. COMMISSION CALL

1. President
2. Other Commissioner business

UPCOMING MEETINGS / EVENTS / DATES:

- January 10, 2018: Port Commission Meeting - Port office 7:00pm

December 2018

November 2018

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December 2018

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-  ALK work
-  US Holidays
-  Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 12:00 PM Audit presentation	4 1:00 PM Dan Spatz 1:30 PM PUD-Matrina Electrical	5 11:00 AM Michael Martin, Bret Bouter	6 Or bus interviews	7 IFA Oct 5 Board Mtg	8
9	10 8:30 AM KHR Radio 1:00 PM Blue Zones - Mimi McDonnell	11 Goige Commission Meetings 8:00 AM Crucial Accountability	12 9:00 AM Roger Kline 11:00 AM Wasco County Joint Enterprise Zone: Extended Abatement Policy Discussion 3:00 PM Port Meeting	13	14 7:00 AM Chamber Econ. Dev Committee 10:00 AM KODL Coffee Break 2:00 PM Kyle House	15
16	17	18 8:00 AM Crucial Accountability 10:00 AM North Central Regional Solutions Advisory Committee, December 18	19	20 9:00 AM ALK Out	21 ... ALK Out	22 ... ALK Out
23 ... ALK Out	24 ... ALK Out	25 Christmas Day ... ALK Out	26 ... ALK Out	27 ... ALK Out 12:00 PM Julie Lunch	28 ... ALK Out 12:00 PM COT	29
30	31	1 New Year's Day ... ALK Out	2	3	3	3

January 2019

December 2018

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February 2019

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-  ALK work
-  US Holidays
-  Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day	2 ALK Out ?	3	4	5
6	7	8	9 9:00 AM Roger Kline 5:00 PM Port Meeting	10 10:00 AM Rep. Greg Smith - Dufur Visit/Community Update	11 7:00 AM Chamber Econ. Dev Commit- tee 10:00 AM KODL Coffee Break	12
13 8:30 AM KJHR Radio	14	15	16	17	18	19
20	21 Martin Luther King, Jr. Day	22	23	24 12:00 PM Julie Lunch	25 12:00 PM COT 4:00 PM Robert Burns day	26
27	28	29	30	31		

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 12, 2018

Subject: F-1.) Meeting Minutes

Background:

- November 14, 2018 Regular Meeting Minutes
- December 3, 2018 Audit Presentation Minutes

Staff Recommendation:

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

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
November 14, 2018
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
Staff: Andrea Klaas, Executive Director; Kathy Norton, Director's Assistant; Kathy Ursprung, Marketing & Communications; Bill Dick, Attorney
Guests: John Amery, Kurt Conger

PLEDGE OF ALLEGIANCE: Commissioner Weast

AGENDA CORRECTIONS or ADDITIONS

Nothing

VISITOR BUSINESS (for items not already on the agenda)

John Amery talked about what technology can provide to businesses and what an asset it could be the businesses in the Columbia Gorge Industrial Center.

PORT CALENDAR/EVENTS

None available Andrea will email the calendars to the Commission tomorrow. Sending email to Parks District to schedule a time for them to present their Master Plan. 11/26 at either 3:00pm or 4:00pm at the Port office.

ACTION ITEMS

1. **Motion to approve the October 15, 2018 Regular Meeting Minutes M/M.Courtney, S/S.Coburn. Motion approved unanimously.**
2. September, 2018 Financial Reports: Commissioner Coburn stated she had reviewed the financial reports and found no issues. Avg Interest Rate for LGIP is 2.50%. Marina: Legal Fees were applied to the Marina account this month for the sewer pump project; General: Edson International check in the amount of \$15,316.40 for the Pumpout at guest moorage. This is an Oregon State Marine Board Grant project; PDF: Travel expenses for the month of October was for Washington DC trip.
 - a. **Motion to approve the October, 2018 financial reports M/M.Courtney, S/S.Coburn. Motion approved unanimously.**

REPORTS

1. *Staff Report:* A full report was provided in the Agenda Packet. V&G and Columbia Veterinary Hospital projects are moving ahead slowly; Gorge Works host employer and intern recruitment in full swing. Port staff attending career fairs presenting information to area schools. Meeting with college and chamber on how to work together on the program; IBEW Pre-Apprenticeship – Kathy U. attended an apprenticeship workshop at the NECA-IBEW facility in Portland and is exploring the possibility of a pre-apprenticeship program; Food LAB: RFP out for the feasibility analysis of the food start up facility. We received a USDA grant for this work; Airport: Kathy U, Matthew Klebes, David Griffith and Chuck Covert met to discuss an airport marketing plan; Other: Klindt Cove Kiwanis Park parking lot is paved

and lighting is being installed. Outside power pedestals have been installed and heat has been added to the bathrooms. Infrastructure for landscaping irrigation was installed. Requested and received an extension of the State Parks Grant to 6/30/2019; Marina: PUD finished installation of the underground power across north corner of the parking lot. New guest moorage boat Pumpout is being installed. Bill drafted contract for the DevCo project. DevCo attorney is reviewing. Minor accident when a large motorhome collided with a concrete post. Both the rv and the post were damaged; Audit: Audit presentation will be Monday, December 3, 2018, noon at the Port office.

2. Reports of Committees

- a) Chamber of Commerce: Commissioner Griffith – No report.
- b) Dufur: Wallace – School Bond passed, ESD contracted for hi-speed internet to school, Google put hotspot on some busses – rolling study hall program. 400,000 from DOT for street improvement at town entrance. City putting new pumps in water supply well, looking at location for waste water plant site, project 2 years out. Football team going for 4th straight State Championship.
- c) Wasco EDC: Ursprung – Made a presentation to the Chamber EDC.
- d) Urban Renewal: Coburn – Meeting with developer regarding plans for the Griffith building. Tony’s building project on hold.
- e) COT: Weast/Klaas – Andrea reported DC trip was good. There is a lot going on in DC, the current congress is the most active congress in a long time. Came back with options to explore for securing the Scenic Area Economic Development funds. Information on categorical exclusion status for national forests, Mt Hood forests do not have the exclusion, will be working to make that happen.

7:25PM - 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.

8:30PM – Out of Executive Session

DECISIONS FROM EXECUTIVE SESSION

1. **Motion to approve the Contract with Devco Mechanical for the Marina sewer pump replacement project as presented. M/R. Wallace, S/M.Courtney. Motion approved unanimously.**
2. PUD will be invited to provide information on power supply in the region, specifically CGIC, either before or immediately following the Parks District Master Plan presentation on 11/26.

COMMISSION CALL

1. President: Commissioner Weast – Need to resolve Crestline wetland issue; Appointed Commissioner Griffith to start the Executive Director Evaluation; Appointed Commissioner Courtney to research options for new directions on the CGIC Lots #4, 5 &6. Schedule a work session when done.
2. Commissioner Coburn – MCMC staff have become trainers of Crucial Accountability. Attended a training session at MCMC funded by a grant that allows for community training.
3. Commissioner Courtney – Attended MCMC lunch. Good report on status and ideas for moving forward. Good meeting.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:30PM.

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 COMMISSION
Special Meeting Minutes
December 3, 2018
Port of The Dalles Conference Room

The Special Meeting of the Port Commissioners was called to order by Vice-President Mike Courtney at 12:00PM

ROLL CALL

Present: 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

Guests: Nate Reagan, Amanda Taskey

Pledge of Allegiance: Nate Reagan

AGENDA CORRECTIONS or ADDITIONS

None

AUDIT PRESENTATION

Nate presented the 2017-18 Port of The Dalles Financial Audit. Amanda reviewed the letters pertaining to internal controls and procedures that will help reduce the risk of errors or irregularities.

COMMISSION CALL

1. President G. Weast: Not present.
2. Commissioners: Nothing

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 12:30PM.

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: December 12, 2018

Subject: F-2.) Financial Reports

Background:

- November, 2018 Financial Reports will be posted to DropBox.

Staff Recommendation:

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

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 12, 2018

Subject: F-3.) Food LAB Feasibility Study Personal Services Contract.

Food LAB Feasibility Study Contract

On October 29, 2018, the Port of The Dalles issued a Request for Proposals for the project described here:

The goal of this project is to complete a feasibility study on a proposed Food Learning and Business Center (Food LAB) designed to help start-up food businesses with production space and assistance to launch on a strong footing by providing facilities that meet appropriate food regulations and helping businesses clear hurdles such as product formulation, shelf life and packaging. The feasibility study will further explore the regional need for such facilities, identify potential locations, identify construction funding and identify operational revenue and funding streams.

We received three proposals in response. Port staff reviewed the proposals on criteria including experience with similar projects, responsiveness to the RFP, experience with work related to the specific subsections of the RFP, proposed contract and references.

Our recommendation is to contract with Matt Buck, who has two decades of experience related to food systems and related infrastructure.

STAFF RECOMMENDATION:

Motion to approve a personal services contract with Matt Buck to complete a feasibility study for a Food Learning and Business Center.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 12, 2018

Subject: G-1.) Staff Report

Background:

Greg Weast and Andrea met with Rich Mays, Mayor Elect, to talk about the Community Outreach Team, how the City and Port can work together, and the Urban Growth Boundary and the need to expand it. Rich had many questions but seems to have a good grasp of the importance of the Outreach team and the need to expand the UGB.

Andrea met with Dan Spatz to talk about the possibility of the Port helping CGCC with gap financing for the student housing/skills center. After the conversation Dan called Andrea to let her know that he believes he has secured the funds he needs with the help of the City and County, but thanked the Port for their willingness to consider a partnership with the College.

Andrea is working on updates to the employee handbook and other items related to the new Pay Equity rules that start in January.

Andrea met with Ben Beseda of Tenneson Engineering to review the easements on the NWA and Webb properties. Ben did some research and learned that many of the easements listed on the title report are in fact extinguished. More information will be presented at the January meeting for discussion.

Greg Weast and Andrea met with Steve Kramer and Tyler Stone to talk about Enterprise Zones and the Port's participation, plus the Urban Growth Boundary. It was a good conversation and Tyler explained that while there had been some conversations about the Enterprise Zone recently, those conversations were not new negotiations but were discussions about the CGCC's request to borrow EZone funds to match the bond. Regarding UGB, the urban areas in the National Scenic Area need to unite and engage an expert to advocate for their position. Tyler had been thinking about this and Greg and Andrea had also talked about it. Tyler is going to research some legal experts that might be hired to champion the urban area positions of the need for growth and that cities need to retain their own control of the Urban Areas and the Gorge Commission cannot reach inside that boundary.

Michael Martin of Google has moved on and has been replaced with Bret Boulter. Bret comes from Microsoft in Seattle.

Gorge Works: Host employer recruitment is winding down, but intern recruitment will remain in full swing through January. I continue to present at Gorge area high schools. Other activities:

- We have commitments from 11 hosts with the possibility of one more, covering a wide range of front office, trade, advanced manufacturing and professional careers.
- We continue to meet with the chamber and the East Cascades Workforce Investment Board on how to use grant funding to move this project forward.

Food LAB: We have a recommended consultant to work on the Food LAB project feasibility study. He is a fellow with many years of experience in farm, food and food industry infrastructure and came highly recommended. (See action item.)

Airport: Kathy U. again with Matthew Klebes, David Griffith, Chuck Covert and Jeff Renard to talk about the airport marketing plan. Offered ideas for six low-cost ways to begin ramping up marketing efforts. Committee plans to re-engage with the fly-in preparations and work toward getting better involvement from the aviation community.

Kathy N. and Jerry met with The Dalles Marina to share boathouse spring-arm installation procedures. Jerry got the supplies that were stored at the Port shop ready for Eric and crew to pick up.

Kathy N. is coordinating the final install of the off-site monitoring equipment in the new Guest Moorage pump-out dump station. The Oregon State Marina Board will be able to monitor usage of the equipment. Once the monitoring system is operation the new equipment will be ready to go in the spring when the weather warms up.

The Klindt Cove Kiwanis Park parking lot is ready for the stripping that will be done in the spring. The new parking lot lights should be completely installed before our meeting. Kathy N. is working with Bill Ketchum at Crestline to get some old landscaping removed that will allow the contractor to start building the new sign. The park is top priority for landscapers in the spring.