

NEWS

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FOR IMMEDIATE RELEASE
Contact: Andrea Klaas

Date: Oct 6, 2017

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Regular Board of Commissioners Meeting Wednesday, October 11, 2017 at the Port Administration Office, 3636 Klindt Dr., The Dalles, OR. The meeting will begin at 7:00PM. The Commission will dine at Montira's Thai Cuisine before the meeting.

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

1. Marina Quarterly Report
2. Staff Report
3. Committee Representative Reports

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October 11, 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 September 13, 2017 Regular Meeting Minutes
2. Motion to approve September, 2017 Financial Reports

G. REPORTS

1. The Dalles Marina, LLC
2. Staff Report
 - Presentation on current Port activities and how they relate to the Port Mission.
3. 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:

- November 15, 2017: Port Commission Regular meeting 7:00pm

October 2017

September 2017							October 2017							November 2017								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3	4	5	6	7						1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30				

■ ALK work

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 KIHR Radio		8:00 AM Jerry @ Marina/winter projects/springarma 5:00 PM Port Meeting	10:00 AM RV Park Discussion	7:00 AM Chamber Econ. Dev 10:00 AM KODL Coffee Break	
15	16	17	18	19	20	21
		9:00 AM Darcy, Scott, Greg		7:00 AM Chamber Govt affairs/COT		
22	23	24	25	26	27	28
OEDA Annual Conference					9:00 AM BPA Groundbreaking (?) 12:00 PM COT	
29	30	31				
	Marina Water shut off	Lot 7 closing				

November 2017

October 2017

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017

S	M	T	W	T	F	S
						1
2	3	4	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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 ■ 9:00 AM Annual Columbia Gorge Economic Symposium	2	3
						4
5		6 ■ 10:00 AM SDIS/SDAO Joint meeting	7 ■ ... SDIS/SDAO Joint meeting	8 ■ ... SDIS/SDAO Joint meeting	9 ■ 7:00 AM Chamber Econ. Dev ■ 10:00 AM KODL Coffee Break	10
						11
12 ■ 8:30 AM KIHR Radio		13	14 ■ 5:00 PM Port Meeting	15	16	17
						18
19		20	21	22	23 ■ Thanksgiving - Office Closed	24 ■ 12:00 PM COT
						25
26		27	28 ■ 9:00 AM FORTH retreat	29 ■ ... FORTH retreat	30	31

4/22

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: October 11, 2017

Subject: F-1.) Meeting Minutes

Background:

- September 13, 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
September 13, 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; Bayoan Ware, RARE Participant; Bill Dick, Attorney

Guests: AJ Kitt, Brad Timmons (both left at 7:35pm)

Pledge of Allegiance: Commissioner Wallace

AGENDA CORRECTIONS or ADDITIONS

Andrea asked to add Action Item #3. Anderson Perry Proposal to the Agenda. By consensus the Agenda was amended.

VISITOR BUSINESS (for items not already on the agenda)

1. None at this time.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the September and October 2017 calendars.

ACTION ITEMS

1. **Motion to approve August 9, 2017 Regular Meeting Minutes. M/S.Coburn, S/R.Wallace. Motion approved unanimously.**
2. July, 2017 Financial Reports – LGIP interest rate is holding at 1.45%. LGIP Investment Pool is changing electronic system, Andrea and Angie will take training on the new system. \$18,447.00 from OSMB MAP grant for marina parking lot seal cost and restroom door replacements.
 - a. **Motion to approve August 2017 Financials as submitted. M/D.Griffith, S/M.Courtney. Motion approved unanimously.**
3. **Anderson Perry Proposal – Marina Sewer Pump Project:** Motion to approve Option #1 of Anderson Perry proposal will modifications recommended by Andrea Klaas. M/M.Courtney, S/none. Further discussion.
 - a. **Motion to approve Option #2 of Anderson Perry proposal to have AP review Devco proposal that is to include a Performance Bond and provide a scope of work for the project that follows their recommendations and to provide project oversight during the installation. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**

STAFF REPORT

1. *Marketing & Community Relations:* A full report was provided in the Agenda Packet. Oregon Business Magazine's story on the Port came out this week; Kathy U and Bayoan meeting with TD Chronicle for a story on the GorgeWorks Community Internship; planning for Manufacturing Day (October 6th), working on events to promote The Dalles manufacturers; Kathy U. created presentation on current Port activities; Andrea and Steve Lawrence met

with Dennis Know, the new MCMC CEO; starting to schedule fall visits with Port businesses. *Business Expansion, Retention & Recruitment:* No State leads this month; Ag Building-Continue to meet with the Food Security Coalition and explore potential partnerships opportunities to develop food production facilities; Community Internship-Gorge Works Community Internship's business steering committee will have met three times. Planning the official launch of Gorge Works on Manufacturing Day; Facility Inquiries-Continue to get numerous inquiries related to facilities for expansion of existing Columbia Gorge businesses; UPRR-Will not oppose the City converting the Hostetler Street crossing from a private crossing to a public crossing. Andrea, Julie Krueger, Tyler Stone, and Dave Anderson will met to determine next steps; Industrial Center Mailbox- Kathy N has been working with USPO to identify a location for the bank of mailboxes in the industrial Center; Columbia Gorge Industrial Center Address-The City and Post Office have assigned official address to the lots in the industrial Center. *Other:* Community Outreach-Updating, adding to and modifying the one-page exhibits for the COT. New Issues have been added to team priorities for the September 2017 trip; 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; Guest Moorage-New restrooms doors and locks have been installed on the restrooms, new payment signs have been installed in the guest moorage area, new envelopes have been created to better track payments; The transient moorage area water was treated with herbicide, second treatment did not work as well as the first one; Downtown business maps were installed in the reader boards at the Marina Guest Moorage. Klindt Cove Park-Kathy N reported the \$365 site plan review fee waiver has been approved by City planning and will now go to City Council for approval; Abandoned Boat-Kathy N is working with Parks & Rec staff and OSMB to determine what needs to be done to remove the abandoned boat at Klindt Cove. The owner is currently in NORCOR. Landscaping-Received an email regarding weeds along Klindt Drive and a dead tree near Klindt Cove. Staff is working to address the issues. Audit-Is ongoing.

2. *Reports of Committees*

- a) Urban Renewal – Commissioner Coburn: Good meeting with the Granada owners. Other projects moving forward.
- b) Chamber of Commerce: Commissioner Griffith: Remodel of the Chamber building continues. Chamber BBQ next Thursday. City Council hosting tourism meeting and the Chamber was invited.
- c) Wasco EDC – Kathy Ursprung: Next meeting will be in Shaniko.
- d) COT – Greg Weast/Andrea Klaas: Preparing for September trip. Full team meeting next week. Sending a strong message regarding forest management and the cost of firefighting.

7:35 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.

8:50 PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

None

COMMISSION CALL

1. President G. Weast: Thanked Commission for preparing for the Executive Director review. Thanks Commission Griffith for 16 years of service to the Community.
2. Commissioner Griffith: The best part of his 16 years in the community has been his service time as a Port Commissioner.
3. Commissioner Wallace: Wanted to bring to the Commission's attention that recycling companies are facing a business crisis.
4. Commissioner Courtney: Commented on the need to remove the weeds on the Port property; what is the status of V&G project.

9:00PM – Kathy Norton, Kathy Ursprung, Bayoan Ware, Bill Dick, and Angie Wilson left the meeting.

9:00 PM - In to Executive Session

EXECUTIVE SESSION (as allowed by ORS 192.660 (2) (i) This will include personnel discussion and evaluation. Media representatives are instructed not to report or disclose matters discussed in executive session.

9:30PM – Back to Regular Session

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:35 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: October 11, 2017

Subject: F-2.) Financial Reports

Background:

Financials will be posted to DropBox when available.

Staff Recommendation:

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

Fiscal Impact:

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: October 11, 2017

Subject: G-1.) The Dalles Marina, LLC

Background:

- Quarterly Report
- Marina Budget

The Dalles Marina
Balance Sheet
As of September 30, 2017

	Sep 30, 17
ASSETS	
Current Assets	
Checking/Savings	
Centerpointe Checking	51,413.91
Reserve Account	80,097.11
Total Checking/Savings	131,511.02
Accounts Receivable	
Accounts Receivable	17,934.98
Total Accounts Receivable	17,934.98
Other Current Assets	
Undeposited Funds	50.00
Total Other Current Assets	50.00
Total Current Assets	149,496.00
TOTAL ASSETS	149,496.00
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Port Of The Dalles Equity/Reser	70,000.00
Total Long Term Liabilities	70,000.00
Total Liabilities	70,000.00
Equity	
Owner Equity	
Angie Draw	-10,136.75
Total Owner Equity	-10,136.75
Retained Earnings	114,455.61
Net Income	-24,822.86
Total Equity	79,496.00
TOTAL LIABILITIES & EQUITY	149,496.00

11:12 AM
10/06/17
Accrual Basis

The Dalles Marina
Profit & Loss
January through September 2017

	Jan - Sep 17
Ordinary Income/Expense	
Income	
Key Deposit	3,229.94
Moorage Fee	4,622.05
Open Moorage Fee	105,517.65
Utilities Income	
Electrical Fee	410.00
Sewer Fee	6,205.00
Water Fee	3,895.00
Total Utilities Income	10,510.00
Total Income	123,879.64
Expense	
Automobile Expense	139.90
Bank Service Charge	85.22
Contracted Services	
Algae	1,907.20
Water	444.79
Contracted Services - Other	9,047.50
Total Contracted Services	11,399.49
development and communications	89.60
Dues, Fees and Subscription	79.00
Insurance Expense	
Liability	4,413.90
Total Insurance Expense	4,413.90
Keys Expense	3,288.00
Maintenance and Supplies	
Asset for Port	
Furniture and Fixtures	634.22
Landscaping	9,015.00
Parking Lot	7,691.00
Security System	13,899.20
Total Asset for Port	31,239.42
Maintenance and Supplies - Other	5,646.97
Total Maintenance and Supplies	36,886.39
Office Supplies	751.32
Professional Fees	
legal Fees	2,255.00
Total Professional Fees	2,255.00
Rent Expense	11,639.18
Telephone Expense	294.99
Utilities	
Electricity	5,528.43
Garbage	2,543.72
Water	11,767.19
Utilities - Other	1,254.72
Total Utilities	21,094.06
Total Expense	92,416.05
Net Ordinary Income	31,463.59

11:12 AM
10/06/17
Accrual Basis

The Dalles Marina
Profit & Loss
January through September 2017

	<u>Jan - Sep 17</u>
Other Income/Expense	
Other Income	
Interest Income	24.96
Total Other Income	24.96
Net Other Income	24.96
Net Income	<u><u>31,488.55</u></u>

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: October 11, 2017

Subject: G-2.) Staff Report

Previous Items:

• Contract award thresholds:

- The port has exempted itself from the competitive bidding process for professional services, i.e. engineers
- Contracts less than \$5,000 are exempt from bidding
- Contracts between \$5,000 and \$100,000 may be exempt from the formal process by getting commutative quotes
- If an emergency is declared by Commission, exempt from bidding

Marina Sewer/Anderson Perry:

- Contract and scope of work to be delivered to Port by the end of the week.
- Project will start with a meeting between Anderson Perry, Devco, The Dalles Marina LLC , the Port and the building codes inspector sometime this month
- AP thinks that some of the components they may recommend may take a few months to procure, but Devco will be better suited to answer that question

Landscaping:

- Port landscaping has had its professional fall cleanup and irrigation has been turned off and drained
- Letter has been sent to EverSummer asking them to clean up their landscaping. If it is not done we do have the ability to hire a landscape contractor to tend to it and then bill them.

Salary Survey:

- Staci shared a worksheet that she has for analyzing salary and benefits
- Special Districts is sending me information from the data set they have
- Daniel Hunter has given me a link to the information the City uses
- Have permission from the County to access their salary/benefit information
- Next steps: Compile information, gather comparables for similar positions using the Salary/Benefits worksheet, meet with Staci to review.

Launch Ramp/Guest Moorage:

- Maintenance schedule is being developed
- Fall clean-up/weed removal happening now

- The Port has asked the OR State Marine Board for some additional funding to help repair the launch ramp docks. OSMB is visiting next week to assess the need and do an in-water survey which then allows us to apply for a grant for the repairs/upgrades.
- Water will be turned off at the Marina and Guest Moorage October 30
- Algae-cide has been reapplied to Guest Moorage
- Port staff has been working with OSMB and an electrical contractor to troubleshoot guest moorage power. Some boats cannot connect to our system without tripping the Ground Fault breakers. We have determined the power pedestal GFCI's are rated at the current code of 30ma sensitivity. Because studies have determined 13% of pleasure boats in the US have stray current issues this could explain why some boats trying to access power here are tripping the GFCI. There are a number of marinas that are experiencing similar issues which is why the OSMB is now involved in trying to solve the problem.
- The Port will be installing a new Guest Moorage directional sign as boats enter the Marina, and adding "No Wake Zone" to the sign.

Klindt Cove Abandoned Boat: Wasco County Sheriff and OSMB are working through the seizure process. They notified us the boat could be seized after September 28, 2017 but as of today (10/5/2017) it has not been removed.

Kitchen Remodel:

- We received a bid to complete the remodel which exceeded our budget. Working with Adams to reduce the cost.

Marketing and Community Relations

- It was noted that there was no Oregon Port news in SDAO newsletter. SDAO is on the Port's e-newsletter mailing and on our press release distribution list. We will be checking where that newsletter pulls its stories from so we can get some press.
- Kathy U and Bayoán made a presentation to Kiwanis on current Port activities and how they relate to the Port mission. Kathy will give this presentation to the Port Commission at the meeting.
- As mentioned last month, we are starting to schedule our fall visits with businesses and we are starting to get meetings set up. We will be handing out a list at the meeting of all Industrial area businesses and if you are interested in joining us, just jot your name down next to that business and we will schedule accordingly.

Business Expansion, Retention and Recruitment

- There were no State leads to respond to this month
- **Ag building:** Met with the Food Infrastructure committee and reviewed an interesting webinar called "Regional Food Systems: Driving Entrepreneurship and Small Business" provided by the Federal Reserve. It offered some analysis on ways to support development of new value-added ag and food production businesses, as well as links to some resources that could be valuable to this effort. Bayoan is reviewing examples of feasibility studies and preparing to begin interviewing experts and businesses in the related industries.

- **Community Internship:** We have been meeting with and otherwise reaching out to area high schools to talk with them about Gorge Works and the feedback we are hearing is very positive. We have also heard a bit of interest from local businesses in the program in response to recent media including an article in The Dalles Chronicle and various announcements on the radio. Kathy U appeared on Mid-Columbia Today with Mark Bailey to talk about the program and received several calls in response. She also presented the program to the state Regional Solutions team and the East Cascades Workforce Board. Continue to check www.gorgeworks.com for updates.
- **Facility inquiries:** We continue to get numerous inquiries related to needs for facilities or land for expansion of existing Columbia Gorge businesses, or locations for new businesses that would like to open, several in the 3-5 acre range. We are continuing to refer people to airport, NORCOR and Chenoweth Creek Developers.
- Kathy U is sending a letter out to known commercial and industrial property owners in the area asking them to please let us know when they have space, and will be contacting the region's other Ports to update our information on the regional land inventory.
- **UPRR:** UPRR and BNSF convened a meeting with local governments, and tribes, facilitated by Darren Nichols. The intent of the meeting was to get these entities together and discuss how to work together. Andrea and Greg Weast were invited, but were unable to attend since the date conflicted with the DC trip. Andrea followed up with Tyler Stone to see how the meeting went and he felt there was good dialogue and that the meeting was worthwhile.
- **UPRR Crossing in NW Aluminum site:** The City of The Dalles will be the applicant to convert the private crossing (currently owned by UPRR) into a public crossing. Next week the Port, the City and County will be meeting to strategize on what to include in the application and what the next steps will be if the application is denied. UPRR has stated that they will not oppose the change, so the hurdle will be with ODOT rail division. The County has reached out the Rep. Huffman and also the Governor's office through Nate Stice to let them know this issue may be coming their way.
- **Industrial Center Mailbox:** The Port will be installing the mailbox in a temporary location near Chenoweth Creek bridge. Once the parking area is completed. by the PUD across the street it will be moved there..
- **Eagle Fire Business Assistance:** The Port 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 that were impacted by the fire and I-84 road closure. In order to be eligible for assistance a number of things need to occur: the Governor needs to declare an emergency, there needs to be proven loss of business, and to get Federal assistance, President Trump needs to declare an emergency. To help with the "show there was business loss" the Port contacted all Industrial Center businesses, distributed Economic Disaster Injury worksheets to businesses for Justen Huffman and reached out to the general population through the Port's website , Facebook site and radio. The Port also developed a Business Resource one pager that was made available on the website and here in the office. The business impact information was shared with Justen and Nate and we are waiting to see what might be available to help.
 - Some impacts that we heard:

- Cost of shipping around Mt. Hood tripled shipping costs
- Many of the small manufactures could not get materials nor send out finished product because they typically contract these shipments as part of a larger haul load. Since trucks were not coming through The Dalles they had no way to move product.
- Convenience stores saw sales fall drastically, even in Rufus
- Businesses that cater to outdoor actives were hit very hard and since many of them are seasonal, the Labor Day on closure had a very big impact on them
- Armored trucks could not get to The Dalles to pick up deposits or bring cash. Highway 14 restricted all commercial traffic and the armored trucks would not drive around Mt. Hood
- Restaurants and micro-breweries saw very reduced sales
- Canceled events impacted lodgers

RARE

The first few weeks in a community is time for the RARE participant to get acclimated to the area, meet many people and get prepared for upcoming 10 months. Bayoan has been helping Kathy U on a number of fronts and has joined her during presentations and assisted with some meetings. He has also been going to many Community meetings to learn more about The Dalles. . This past week Bayoán and Andrea agreed on a work plan for this year that outlines the four projects, a process for each and a timeline and this week he has been in training at Cascade Locks and Oregon City. Training is a big component of the RARE program impart because it talks about the UofO resources that are available to the RAREs and how to use those resources for the communities in which they are located.

In the future, this section of the staff report will include updates as they relate to the work plan.

Other

Community Outreach: As always it was an interesting trip.

One interesting item that came out of the trip was that every legislator, or legislator staff, that we met with felt that earmarks need to come back, but the question is, who is willing to put their neck on the line to bring this to vote. All agreed that if there was a secret vote on earmarks, it would pass. What has become apparent is that earmarks are more transparent than Department competitive grants, earmarks help rural communities, earmarks encourage dialogue between legislators and right now Departments are in control of money that the elected officials have no say over, which means the electorate has no control over how the funds are spent. The question was asked, "What happens to the grant money if it is not all distributed?" and the answer was, "it goes into that department's general fund." The implication of that could be that there is no incentive to get those program dollars out to communities.

A second observation is that the WA delegation now feels like they are part of our team. For a few years it seemed like when we met with them, the WA legislative staff was wondering why we were there. They now understand and in fact were very helpful and cordial.

Because of the eagle Creek fires everyone was very attuned to the area and what was happening and had thoughts on forest policy, fire borrowing (pay for the fire suppression efforts this year out of next year's budget), FEMA disaster assistance for fires, etc.

Finally, there is still some paralysis in DC. Not all top appointments have been made which is causing angst in the Departments. We had a very disappointing meeting with the Department of Labor where there could not (would not?) tell us anything, impart because they have no leadership right now.

Here again is the final list of projects. We will give a verbal update on them at the meeting.

- Projects:
 - Scenic Area Funding: \$1.9M:
 - Q-Life funding for Maupin: \$900,000
 - 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: Scheduling a meeting with PUD, Hage Electric, The Dalles Marina LLC and the Port.

Archived records: Staff has installed shelving the Shop to archive records. We are required to keep certain documents for seven years before destroying them. These file boxes have been taking up a lot of space upstairs so we are now moving them over to deep storage that is out of the way.

SDAO Safety Grant: Annually SDAO offers a safety grant and annually we apply for it. This year we have two main projects: 1) install panic bars on the meeting room exit door, and two doors in the Shop. One on the main floor and one on the second floor. We are also asking for two storage cabinets that can be used for flammable materials. One will be installed in the Marina tool room, and the second one in the shop.

Audit: Audit is ongoing.

Klindt Cove Park – Applied to City Planning to waive the Planning Department fee. We will be going before City Council on October 9th with this request.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: October 11, 2017

Subject: G-3.) Reports of Committees

- a) Urban Renewal – Staci Coburn:

- b) Chamber of Commerce – David Griffith:

- c) Wasco EDC – Kathy Ursprung:

- d) COT – Weast/Klaas: