

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: Apr 6, 2018

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles Board of Commissioners will hold a Work Session starting at 5:00PM on Wednesday, April 11, 2018 at the Port Administration Office, 3636 Klindt Dr., The Dalles, OR. The Regular Board of Commissioners Meeting will follow the Work Session. The meeting will begin at 7:00PM. The Port Commission will dine at the Port office during the Work Session.

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

1. City of Dufur loan request
2. Powder Pure expansion site plan review
3. Staff Report
4. Committee Representative Reports



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

April 11, 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 – 10 minutes)

E. ACTION ITEMS:

1. March 14, 2018 Regular Meeting Minutes
2. March, 2018 Financial Reports
3. City of Dufur loan
4. Powder Pure's expansion site plan

F. REPORTS

1. Staff Report
2. Reports of Committees
 - Wasco County EDC – Ursprung
 - Chamber of Commerce – Griffith
 - Dufur – Wallace
 - Urban Renewal - Coburn
 - R.A.R.E. - Ware
 - Community Outreach Team – Weast/Klaas

G. 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.*

H. ACTION REQUIRED FROM EXECUTIVE SESSION DISCUSSION

I. COMMISSION CALL

1. President
2. Other Commissioner business

UPCOMING MEETINGS / EVENTS / DATES:

- May 9, 2018: Port Commission Meeting-Port office 7:00PM

April 2018

 ALK work
 Holidays

March 2018

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April 2018

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May 2018

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Enterprise/Workshop/Executive Meeting @ Tue Apr 3, 2018 9am - 1pm (andrea@porofthedalles.com)	4 9:00 AM Michael Martin	5	6 8:30 AM STAFF meeting 10:00 AM IFA Salem	7 9:15 AM RDI-Rural Skill Builder
8 8:30 AM KHR Radio 9:30 AM Gorge Rail Discussion Forum	9	10	11 9:00 AM Mtg w/Dan Mahr (Merkley) 5:00 PM Port Meeting	12	13 7:00 AM Chamber Econ. Dev Presentation 10:00 AM KODL Coffee Break 2:00 PM RARE professional development	14
15	16	17	18	19	20	21
22	23	24	25	26 12:00 PM Julie Lunch	27 12:00 PM COT	28
29	30 9:00 AM Budget Committee Meeting Notice to Newspaper for publication on May 9.	1	2	3	4	5

May 2018

April 2018

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May 2018

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June 2018

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■ ALK work
■ Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 ■ 9:00 AM Budget Committee Meeting Notice to Newspaper for publication on May 9	2	3	4	5
6	7	8 ■ 5:00 PM Port Meeting	9	10	11 ■ 7:00 AM Chamber Econ. Dev ■ 10:00 AM KODL Coffee Break	12
13 ■ 8:30 AM KHR Radio	14	15	16	17	18 ■ 9:00 AM Budget Committee Meeting Notice to Newspaper for publication on May 23	19
20	21	22	23	24 ■ 12:00 PM Julie Lunch	25 ■ 12:00 PM COT	26
27	28 ■ 9:00 AM Forth Board of Directors Meeting @ Tue May 29, 2018 9am - 1pm (andrea@portofthedalles.com)	29	30 ■ 5:30 PM Budget Committee Meeting	31	1	2

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: April 11, 2018

Subject: F-1.) Meeting Minutes

Background:

- March 14, 2018 Regular Meeting Minutes

Staff Recommendation:

- **Motion to approve the March 14, 2018 Regular Meeting Minutes as presented**

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
March 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, David Griffith

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

Guests: Dr. Cynthia Lindsay, Ron & Meredith Martin

Pledge of Allegiance: Commissioner Weast

AGENDA CORRECTIONS or ADDITIONS

None

VISITOR BUSINESS (for items not already on the agenda)

1. Dr. Lindsay provided update on her project to move the Veterinarian Clinic to the new location in the Columbia Gorge Industrial Center. She provided handouts of the building plans and stated things are going well.
2. Ron & Meredith Martin with EverSummer Basil LLC, provided a powerpoint presentation of the issues they face from the Munsen plant across the street and why their landscaping does not meet the Protective Covenant requirements. Discussion with Port Commission included statement that the Port does not have the authority to regulate the dust from the asphalt plant. That would be done through the DEQ. Port Staff was directed to contact a local landscape company to get a quote on what it would cost to clean up the existing gardens and a plan for bringing the landscaping up to PC requirements.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the March and April, 2018 calendars. Google Open House 4:00 PM on 3/15-meet at Port office to car pool; COT leaving 3/17 for DC trip; 4/11/2018 dinner meeting at 5:00 PM before regular meeting to review goals for next year-Budget Committee will be invited.

ACTION ITEMS

1. **Motion to approve the February 14, 2018 Regular Meeting Minutes. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**
2. January 2018 Financial Reports – Avg Interest Rate for LGIP is 1.85%; General Fund-card member service was for traveling and expenses for SDAO conference; No activity in Port Development Fund or Marina.
 - a. **Motion to approve February, 2018 Financial Reports as presented. M/S.Coburn, S/M.Courtney. Motion approved unanimously.**
3. **Motion to approve Resolution 2018-002 authorizing transfers of budgeted amounts between categories of various funds of the Port of The Dalles adopted budget, making appropriations and authorizing expenditures for the fiscal year ending June 30, 2018. M/M.Courtney, S/S.Coburn. Motion approved unanimously.**

STAFF REPORT

1. *Staff Report:* A full report was provided in the Agenda Packet. Gorge Works-Applications distributed to businesses, developing the professional training components; Marina-The Dalles Marina LLC working with NWPUD on marina load study, this information will be used to finalize the new electrical system design; SDAO Safety Grant-Continuing to replace old lighting fixtures throughout the office; Klindt Cove Kiwanis Park-Crestline Construction proposal out of budget will continue to explore other options. Hage Electric provided proposal for restroom heating that will work, waiting on further electrical information; Community Outreach Team-Team members, Greg Weast, Randy Anderson and Steve Lawrence will be in DC March 19-24. Port is finalizing the project book, the Chamber is supplying the cherries and CGCC is taking care of the scheduling with Port staff making final confirmation; BPA Meeting-Greg, Mike and Andrea met with representatives from BPA. Another meeting with other Federal agencies will take place in May/June; Other-Working with Dr. Lindsay on a press release for her new facility; Pulling together existing Port policies to start an annual review process; Flowage easements-conversations have begun with the USACE about flowage easement issues. When the easement was acquired by the Corps, they over-estimated the maximum height of the Bonneville Pool. This encumbrance shows up on each Title Report and need to be addressed prior to closing on each sale; SAPA-The Port, the City, Business Oregon and Regional Solutions met to continue discussion about UPRR and the private crossing access to the SAPA facility; USCG Mass Rescue Operation Exercise- A mass rescue operation exercise will be held at The Dalles Launch Ramp on May 15-17, 2018.
2. *Reports of Committees*
 - a) Wasco EDC: Ursprung – Wasco County approved the Community Enhancement Priorities for 2018-19. The Project came from all over the county. There will be a grant writing seminar in April. The Commission asked that a list of the priorities be sent to them.
 - b) Chamber of Commerce: Commissioner Griffith - Newly elected Representative Daniel Bonham spoke at the Economic Development Committee meeting. Commission Griffith recommended inviting Representative Bonham to speak at a Port meeting.
 - c) Dufur: Wallace - reported on activities in Dufur.
 - d) Urban Renewal: Coburn – UR entered into a negotiating agreement with M. Leasch for project on property he owns. Approved DEA agreement with Tokla. Project can move forward.
 - e) R.A.R.E: Bayoan Ware - updated the Commission on his activities in February, 2018.
 - f) COT: Weast/Klaas – DC trip next week. Main focus – matching funding for CGCC, UGB and forestry. Commissioner Griffith asked if the team should talk to the legislatures regarding the government’s obligation to native American housing.

7:55 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.*

8:15 PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

None

COMMISSION CALL

1. President G. Weast: HR3144 asking for support. Staff will draft a letter of support for Commission signature
2. Other Commissioners:
 - a. Commissioner Wallace: How does Dufur get into enterprise zone? Regarding issues with the asphalt plant, could the Gorge Commission be approached to approve the plant moving up to the rock pit?

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:30 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: April 11, 2018

Subject: F-2.) Financial Reports

Background: Financial Reports will be posted to DropBox on Monday.

Staff Recommendation:

- **Motion to approve the March, 2018 Financial Reports as presented.**

Fiscal Impact:

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: April 11, 2018

Subject: F-3.) City of Dufur Loan

As a reminder, the City of Dufur is entering into a water system improvement project this spring. As part of the project they are researching options to finance the work so they do not tap out their entire cash reserve. When I met with Kathy Bostick a few months ago I offered that the Port may be able to help by way of a loan.

At the February meeting the Port Commission discussed this and said that they would be is amenable to entering into a partnership with the City of Dufur on the water system improvements with these parameters:

1. The loan would not exceed 50% of the project
2. The interest rate on the loan would be not less than 4% and the interest rate would be tied to an index so it could be adjusted annually if the index goes up.

Kathy Bostick and Merle Keys will be at the Port meeting to discuss this and bring updated cost information to the Commission.

Staff Recommendation:

Fiscal Impact:

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: April 11, 2018

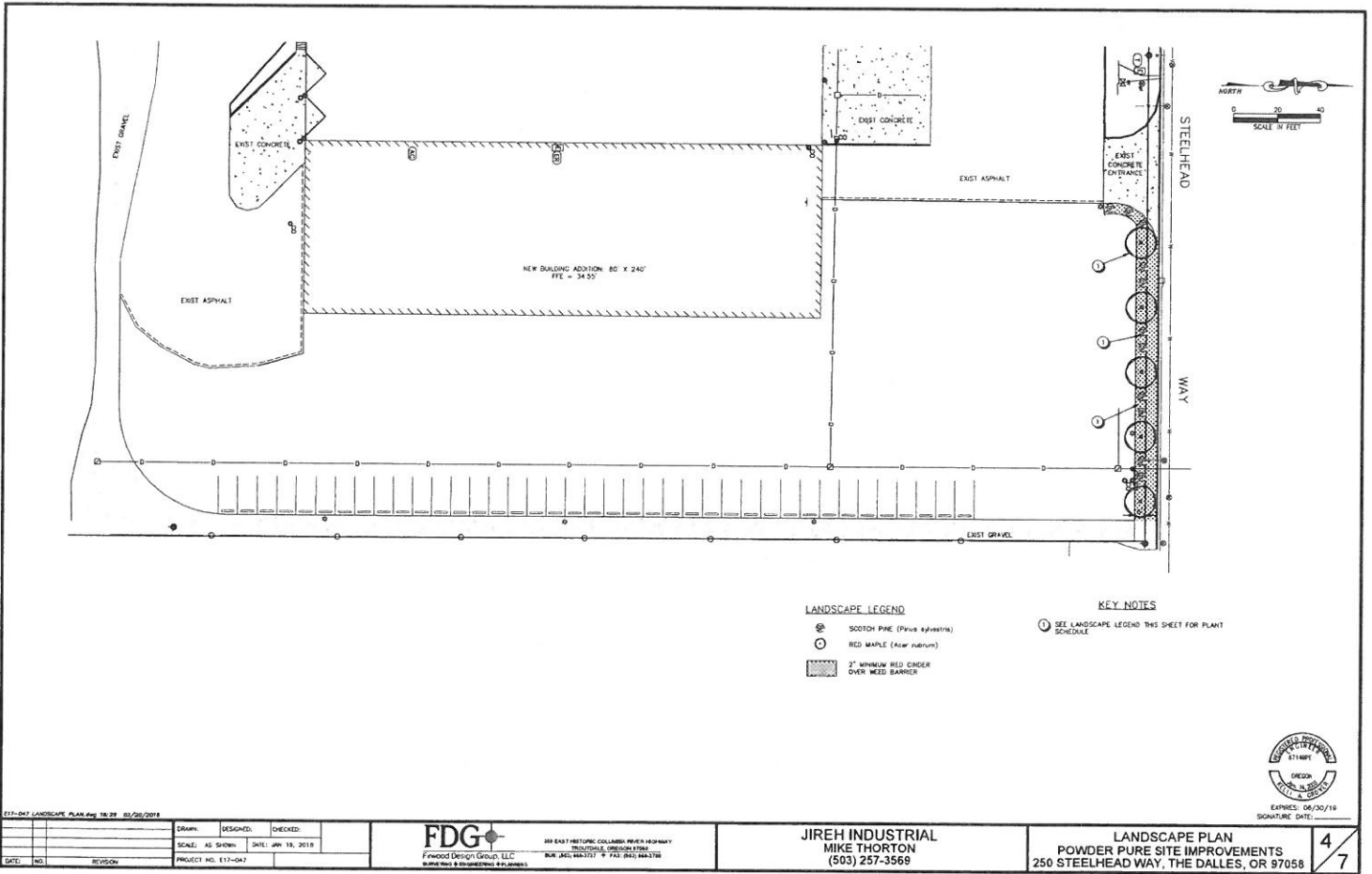
Subject: F-4.) Powder Pure – Site Plan

Review and approve Powder Pure expansion Site Plan.

Staff Recommendation:

- **Motion to approve Power Pure’s Site Plan as presented.**

Fiscal Impact:



E17-047 LANDSCAPE PLAN.dwg 10.29 03/26/2018

DATE	NO.	REVISION

DRAWN	DESIGNED	CHECKED
SCALE: AS SHOWN	DATE: JAN 16, 2018	
PROJECT NO. E17-047		

FDG
Finwood Design Group, LLC
300 EAST HISTORIC COLUMBIA AVENUE HIGHWAY
MULTIPLY, MICHIGAN 49866
P.O. BOX 1001707 • FAX (262) 866-3788
www.fdg.com • 800-451-7800 • 414-261-8888

JIREH INDUSTRIAL
MIKE THORTON
(503) 257-3569

LANDSCAPE PLAN
POWDER PURE SITE IMPROVEMENTS
250 STEELHEAD WAY, THE DALLES, OR 97058

4/7

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: April 11, 2018

Subject: G-1.) Staff Report

Background:

Gorge Works:

Bayoan and Kathy participated in the College and Career Fair at The Dalles High School, representing Gorge Works and building our network of potential interns.

Marina:

1. Met with the PUD on 3/22 for an update on project to-date. Load study is going well, just a few boathouses left to assess. Steve Horzynek outlined the PUD's proposal. The transformers will sit on the south side of the main docks on a separate dock attached to the main dock. Wiring will be installed along the side of the docks. Each power pedestal will service 2 boathouses with 60 amps available for each boathouse. The Engineers recommended 50amps but the PUD chose to upgrade to 60amps at an additional cost of \$1,000 more per pedestal. Steve explained that right now each dock has 1-200amp breaker. That means that 8-22 boathouses are sharing that 200amps. The new system will provide each boathouse with 60amps – according to Steve a regular 3bed, 2bath home only uses 80amps. The load study has shown that D-Dock will require the same size transformer as the bigger docks because of the open moorage boat usage. The PUD will provide an audit of each boathouse to the owners with options to upgrade. The PUD Electrical contractor is also an electrical inspector. The PUD has asked him to provide a report to the Port on fire, wiring, etc., issues he observes throughout the marina during the project. Steve also stated they are working closely with Anderson Perry on the sewer pump replacement project.
2. Anderson Perry has completed the analysis of the capacity needed to rate pumps and has submitted those specifications to DevCo. We will be evaluating two systems: one, replacing the existing station equipment with a new packaged system and two, just replacing the pumps and re-using the existing sump tank.

Marina Launch Ramp

1. Continuing to work with OSMB Engineers on ideas for the launch ramp area. Right now the engineers are looking at ways to reduce the amount of fill needed to redesign the launch ramp/restroom areas to take it out of the main traffic flow for the marina. OSMB staff will make a site visit in the near future to help assess the project for potential funding options.
2. Jerry has started the weekly/or as needed clean up at the launch ramp. Because the water is low he will be able to retrieve a broken pile hoop and get it repaired. He also replaced a broken timber on the transient moorage docks. We are going to put space numbers on the slips at the Transient moorage docks to help monitor the boats.

SDAO Safety Grant:

Grant closed 4/2/2018. The SDAO Grant was a \$3,000 50/50 matching grant. Total cost of the project was \$6,160.92. Scope of work included two public access doors equipped with panic bars. Additional outside LED lighting installed and current lighting upgraded to LED. One office and the conference room lights were upgraded to LED. Flammable liquid storage cabinets were purchased for the main office shop and the marina shop.

Klindt Cove Kiwanis Park:

At a bit of a standstill waiting on estimates from Electricians, landscapers and looking at affordable options for the actual site prep.

EverSummer

Jordan/Chelsea Landscaping did an assessment of the landscaping at the EverSummer location. It appears to have a sprinkler system that is operated manually, they are not sure that it is in working order without actually testing it. It appears that garbage/debris from the greenhouse has been dumped in the landscaping. First step would be to have Jerry spray herbicide (Round-up), then bring their crew in to do the cleanup – estimate at least 2 days maybe more because of the greenhouse garbage. Estimated cost for cleanup would be \$2,000+. After everything is cleaned up Jerry would spread a pre-emergent over the site. Then Jordan/Chelsea would need to confirm the sprinkler system was operational. There would be additional costs for inspection and repair of the sprinkler system.

BPA meeting:

Andrea is working with BPA staff on the follow-up from the meeting with Greg and Mike.

Other:

1. Planning for an April 18 grant preparation workshop with the EDC.
2. Working on a website for Dufur. Should have a draft available by meeting time.
3. Working on Dufur tourism grant deliverables for May completion.
4. Provided preliminary review of site plans for Oregon Mines and PowderPure.
5. Kathy and Bayoan working on Rural Development RBDG grant to complete remaining pieces of feasibility study for food production facility.
6. Met with Lauren Vasilakopolous, Human Resources person at PowderPure. She is eager to participate in Gorge Works. She comes from International Flavors and Fragrances HQ and is aligning PowderPure's policies with IFF's. As a result, pay has increased, employees now have benefits and promotion tracks.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: April 11, 2018

Subject: G-2.) Reports of Committees

a) Wasco EDC – Ursprung:

b) Chamber of Commerce – Griffith:

c) Dufur – Wallace:

d) Urban Renewal – Coburn:

e) R.A.R.E – Ware:

f) COT – Weast/Klaas: