

NEWS

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FOR IMMEDIATE RELEASE
Contact: Andrea Klaas

Date: May 5, 2017

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Regular Board of Commissioners Meeting Wednesday, May 10, 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 Baldwin Saloon before the meeting.

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

1. Real Estate Brokerage Commission Policy Review
2. Staff Reports
3. Committee Representative Reports

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PORT OF THE DALLES
May 10, 2017 Meeting Agenda
Port Office

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. AGENDA CORRECTIONS or ADDITIONS

D. 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)*

E. VISITOR BUSINESS (For items not already on the agenda)

F. PORT CALENDAR/EVENTS

G. ACTION ITEMS:

1. Approve May 10, 2017 Regular Meeting Minutes
2. Approve April, 2017 Financial Reports
3. Approve current Real Estate Brokerage Commission Policy

H. STAFF REPORT

1. Director's Report
2. Marketing & Communications
3. Special Projects Report
4. Reports of Committees
 - Urban Renewal – Coburn
 - Chamber of Commerce – Griffith
 - Wasco County EDC – Ursprung
 - Community Outreach Team – Weast/Klaas

I. 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.)*

J. ACTION REQUIRED FROM EXECUTIVE SESSION DISCUSSION

K. COMMISSION CALL

1. President
2. Other Commissioner business

May 2017

April 2017

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May 2017

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June 2017

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■ ALK work

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ■ 1:00 PM SDIS Boardman	2 ■ 5:30 PM Port of Portland Delta Launch	3	4 ■ 8:30 AM Anne Madenbach ■ 3:30 PM Jocelyn	5	6
7 ■ 8:30 AM KHR Radio ■ 2:00 PM Justin Huffman-- Emergency preparedness	8	9	10 ■ 5:00 PM Port Meeting	11 ■ 7:00 AM Chamber Econ. Dev ■ 10:00 AM KODL Coffee Break	12	13
14 ■ 9:00 AM USACE Navigation Meeting	15	16	17	18 ■ 2:00 PM Substation Tour	19	20
21	22	23	24	25 ■ 12:00 PM COT	26	27
28	29	30 ■ 5:30 PM Budget Committee	31			

June 2017

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July 2017
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■ ALK work

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: May 10, 2017

Subject: G-1.) Meeting Minutes

Background:

- April 12, 2017 Regular Meeting Minutes

Staff Recommendation:

- **Motion to approve April 12, 2017 Regular Meeting Minutes as presented**

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
April 12, 2017
Balch Hotel, Dufur, Oregon

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, David Griffith, Kristi Timmons, Staci Coburn

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

Guests: Merle Keyes, Kathy Bostick, Robert Wallace, Cynthia Lindsay

Pledge of Allegiance: Commissioner Weast

AGENDA CORRECTIONS or ADDITIONS

None at this time

7:00 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.

7:10 PM – Back to Regular Session

VISITOR BUSINESS (for items not already on the agenda)

1. City of Dufur Presentation: Dufur Mayor Merle Keyes and City Clerk Kathy Bostick presented achievements and challenges for the City of Dufur. Main focus now is how to get help to improve the aging infrastructure. Discussion on options to pursue funding for new infrastructure and steps Dufur is currently taking to make improvements city wide. Both voiced their appreciation for the help the Port has provided in Kathy Ursprung's participation in their planning process.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the April and May 2017 calendars. David Griffith will join Andrea on the KODL Coffee Break.

ACTION ITEMS

1. **Motion to approve March 8, 2017 Annual Work Session Minutes and Regular Meeting Minutes approved as presented. M/M.Courtney, S/S.Coburn. Motion approved unanimously.**
2. **Motion to approve March, 2017 Financial Reports. M/K.Timmons, S/S.Coburn. Discussion: LGIP rate has increased to 1.208%; leased land and facility payments are from PUD and Whiting-Turner; Weed Control County required annual expense. Motion approved unanimously.**
3. **Motion to approve Resolution #2017-004 appointing the Executive Director as Budget Officer until the Port Commission rescinds this authority. M/K.Timmons, S/S.Coburn. Motion approved 4/1 with Commissioner Courtney voting no.**

4. **Motion to approve the 2017-18 Work Plan as developed at the March 8, 2017 Port Planning Session. M/M.Courney, S/S.Coburn.** Discussion: Staff will provide Project timelines and staff responsibilities at the May meeting. **Motion approved 4/1 with Commission Timmons abstaining.**
5. **Motion to approve returning the Garmin Depth Finder to Mr. Maley – At the request of Port’s Attorney Bill Dick the action item was tabled to Executive Session.**

STAFF REPORT

1. *Director’s Report* – Andrea Klaas provided full report in meeting packet. Tracking several Bills in Salem, SB327 Recreational Immunity is moving through State legislature, SB828 Flexible Scheduling for hospitality and retail industries, unclear where Family leave bill is heading, SB608 UGB expansion by local Governments, HB2251 Right to Rest giving homeless people the right to use public facilities.
2. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Recruitment & Creation – Wetlands: Terra Science has been out doing field work on renewal of our wetlands delineation at CGIC; Food Businesses: OIB and IFA grants for feasibility study are pending; Industrial Center Entrance: Industrial area’s north signage is completed; Marketing Materials: Updated CGIC lot availability makes are on the website; Retention – meeting with local businesses over the past few weeks regarding a mentorship program for the workforce project. Next phase is promotion and outreach to match students with mentors. Working with the schools and Boy Scouts; Other – Dufur Community Visioning met with Dufur Chamber of Commerce where the Chamber approved adoption of the draft strategic plan.
3. *Special Projects Update:* Kathy Norton provided full report in meeting packet. Met with OSMB representatives to discuss the launch ramp upgrade; Marina Guardrail and sign have been repaired. Vehicle owner’s insurance has been billed; The Corsair boat has been removed from the Marina; Klindt Cove Kiwanis Park is moving forward; Kitchen remodel should be completed for the May meeting; The Dalles Main Street – The Main Street Board supported Fort Dalles 4th’s plan to move the fireworks display and celebration to Saturday, July 1st this years.
4. *Marina:* Angie Wilson of The Dalles Marina LLC provided January-March, 2017 Marina financial reports; updated the Commission on the new Video Surveillance Security Camera system and the aquatic plant removal plan.
 - a) Urban Renewal – Commissioner Coburn: Granada Theater sold. Grants for Honald Building to restore upstairs windows and sprinkler system. Plans for 9 loft apartments. Neon Sign Museum got extension for opening from April 3, 2017 to August 17, 2017. Budget discussions starting. Nothing new on Sunshine Mill.
 - b) Chamber of Commerce: Commissioner Griffith: Focus on Cherry Festival and trying to fill staff vacancies.
 - c) Wasco EDC – Kathy Ursprung: Dufur approved Strategic Plan. EDC providing support to implement plan. Robert Wallace thanked Kathy for her help putting together the Dufur City planning sessions. The outcome was very successful.
 - d) COT – Greg Weast/Andrea Klaas: Information provided in packet notes.

8:00 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.

8:55 PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

PUD-Substation Real Estate Agreement: By consensus the Commission authorized the Executive Director to sign the Real Estate Agreement.

COMMISSION CALL

1. President G. Weast: Nothing tonight.
2. Commissioner Griffith: Thanked Kathy Ursprung for the nice job she did on the Mentor Program article.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:00 PM.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: May 10, 2017

Subject: G -2.) Financial Reports

Background:

Staff Recommendation:

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

Fiscal Impact: None

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: May 10, 2017

Subject: G -3.) RE Brokerage Commission

Background:

The Port has historically offered a commission to Realtor's if they bring a deal to the Port. The thought behind this is that the Port does not list its properties with Realtors, but they should be compensated if they are working with a client and they are showing the Port property.

The current policy is attached.

Staff Recommendation:

- **Motion to keep current RE Brokerage Commission Policy.**

Fiscal Impact:

Historically the Port has never paid a commission. If realtors bring clients to the Port for all the remaining Port land, the estimated impact could be \$128,000 (based on 24 acres @ \$178,000/acre)

Brokerage Commission Policy

The Port of The Dalles ("Port") shall pay real estate commissions to real estate brokers licensed in the State of Oregon who are the procuring cause of a land sale or lease. No commission shall be payable if the broker has an interest in the sale or lease transaction.

Commissions shall be payable on leases after acceptance and execution by both parties of the appropriate documents.

REAL ESTATE BROKERS COMMISSION SCHEDULE

1. Leases

Commissions for land leases shall be 3 percent of the net rental to the Port for the first five years of the lease agreement.

Commissions on land leases shall not exceed the commission which would have been paid if the property had been sold rather than leased, based on the Port's standard sales commission.

2. Sales

Commissions on the sale of Port property shall be 3 percent up to and including the initial \$500,000 of the gross sales price, plus 1.5 percent of any portion of the sales price in excess of \$500,000 for cash sales. Commissions on contract sales may be payable over time at no interest at the sole discretion of the Port. If the Port elects to pay commissions over a period of time, the time span shall be mutually agreed upon between the Port and the broker

3. Options

Commissions for options shall be 2 percent of the option price, paid at the time that the option is granted by the Port. If the option to purchase is exercised in the time set out in the option agreement, and the real estate broker has worked diligently with their client to finalize the sale, the sales commission rates outlined above will be paid, less the initial 2 percent paid for the option. The Port reserves the right to withdraw or amend this schedule at any time.

Rev. Jan. 1, 2015



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I-84 east-west
Hwy 197/97 to CA I-5,
and Hwy 197
to WA-Hwy 14

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: May 10, 2017

Subject: H - 1.) Director's Report

Background:

Wasco County is setting up an emergency task force and they have asked the Port to be part of the discussion. Our first meeting will be taking place sometime in June.

We did submit an application for a RARE this summer. The four potential projects we have on there are: Update the Port Strategic plan, workforce experience program development, assist with policy development for the UGB expansion, and conduct feasibility study in partnership with SBDC for the value added ag and food lab. Megan Smith and Titus Tomlinson from UO will be visiting communities mid-May to get more details on what is being proposed.

EverSummer has asked to park an RV on their property this summer to bag the basil in A/C. I have looked through our PCs and also talked to City planning and don't see a reason to not allow that.

The Governor was in town last Friday and I had two opportunities to meet with her, first at Regional Solutions, then as part of a smaller group to talk about agriculture and value added ag. During the first meeting one of the topics that was discussed was housing, the Governor's eyes popped wide open when Judge Thompson of Sherman County said that they had 5 new houses built there last year...I think that one point really highlighted the differences between metro regions and the rest of the state. During the Ag meeting I learned of two new businesses that Kathy and I will do some research on to see if they are viable and if The Dalles or Dufur might be good locations. One was a maltery, where barley or wheat gets malted and roasted for micro breweries (there is a small one in Madras). We are going to talk to Jeff Kaser from MIDCO to get his input on whether farmers might be willing to convert wheat crops to barley for this, and also if MIDCO might be a partner in this. As you know, they are diversifying their business, so this might fit in. A second business is a scouring train for alpaca and sheep fleece. This business essentially washes the dirt and sticks from the fleece before it gets turned into wool. The issue for local producers is that now they need to ship the dirty fleece to Canada to get it cleaned, and since they pay by pound, the dirt adds a fair amount of cost. Again, we'll do some research and see who might be good partners and if there is enough business in the region to support the business.

Rick Libowitz of the SBCD has offered to help the Port with a feasibility analysis of a value added lab/incubator space in The Dalles. Kathy reported at the last meeting that we have heard anecdotally that this is needed, but we need more factual verification before we dedicate too many resources to this.

Angie and I are going to set up a time to meet with Roger Kline to talk about the marina power.

Dwight never wanted to address it, Paul Titus doesn't want anything to do with it, but there needs to be a plan in place that works for the Marina tenants and the PUD. We are hopeful that Roger will look at the situation with a fresh perspective, this was also one of the first issues that Bob McF and brought to him when he first came to town.

UPCOMING MEETINGS / EVENTS / DATES:

- May 18, 2017: PUD Substation Tour 2:00pm
- May 31, 2017: 2017-18 Port Budget Committee Meeting
- June 13, 2017: Gorge Commission meeting @ Ft Dalles Readiness Center
- June 14, 2017: Port Commission Regular meeting 7:00pm
- June 14, 2017: 2017-18 Port Budget Hearing

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: May 10, 2017

Subject: H - 2.) Marketing, Communication & Special Projects

Background:

Recruitment and Creation

Wetlands: Corps of Engineers is expressing skepticism regarding the need for a Regional General Permit (RGP) for wetlands in our 300-acre study area. The contention is that we are only proposing to disturb about four acres of wetlands, which can be handled through the regular permitting process, and the project doesn't rise to the top in Corps priority. We have asked the Corps to outline some kind of alternative expedited process that will help assure timely permitting for business.

Food Businesses: Both the Oregon Investment Board and the Port Planning and Marketing Fund have declined grants to fund a feasibility study for a food tech/incubator facility. Word from both organizations is that they are interested in the facility, but would prefer to fund the actual facility after feasibility study is complete. We are now working with Rick Leibowitz from the Small Business Development Center to complete an in-house feasibility study.

Marketing Materials: Work on a driving map of the Port Industrial Area is nearly complete, with final adjustments in process.

Retention

I have met with a number of local businesses over the past few weeks including The Gorge Granite Works, The Dalles Public Works, Tanner Elliott (electrician), East Cascade Electric, The Dalles Wedding Place, and Orchardview Farms. Gorge Granite, The Dalles Public Works, Orchardview, and The Dalles Wedding Place have agreed to be mentors for the workforce project, while the other two are supportive and trying to find ways to make it workable with their work processes. We have started trying to match students with mentors.

Work with the Middle School will involve adding age-appropriate curriculum on workforce skills and career exploration this fall, with the potential to develop career-related clubs.

Other

ORAVI meeting: Attended the Oregon Aviation Industries (ORAVI) quarterly meeting April 21 in Hillsboro and had a chance to tour the very impressive new Hillsboro Aviation headquarters, which offer some interesting design ideas that could apply to replacing the Columbia Gorge Regional Airport's terminal building. (I have photos, if anyone is interested.) The meeting also included a presentation on a volunteer-driven aviation career mentorship program in Portland that could offer the possibility for replication in our area.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: May 10, 2017

Subject: H - 3.) Special Projects

Background:

Oregon State Marine Board Grant - Launch Ramp: Following conversations with the Corps of Engineers, looking through Port archived files and talking with locals it is clear that the original launch ramp construction did not address many of the issues that have to be considered when doing in-water work now. I will be working with Oregon State Marine Board to determine what reports are required and use their engineers to provide design oversight. Once this is all in place we will apply during the OSMB Grant Funding Round 2 to cover the costs involved.

Launch Ramp Restroom: A plugged sewer line required the Launch Ramp restrooms to be closed for a week. The restrooms are heavily used this time of year. Our commitment for the OSMB grant funds to build the restrooms includes the agreement to make them available for fishermen and recreational boaters. To meet this requirement we treated the closure as an emergency situation. The cost incurred will be applied to the MAP (Maintenance Assistance Grant) that we receive from the Marina Board each year.

Oregon State Marine Board Grant – Marina Parking Lot: Seal Kote is battling weather issues to finish up the job ahead of us. Jerry is working to keep the weeds out of the cracks in the asphalt so it is ready when Seal Kote can get to us. I have asked for at least two days' notice so The Dalles Marina has time to notify the Marina users and I can get signage up at the launch ramp.

Klindt Cove Kiwanis Park: Kathy and I met with Scott Baker, NW Parks & Rec District, and Antoine Tissot, Kiwanis. We discussed specifics regarding the park and park design. We developed a task list that each of us will work on and if needed take to our Boards in May for discussion.

Kitchen Remodel: We hope to have the kitchen ready to show you at the May meeting.

Other: The Dalles Main Street - The Urban Renewal Agreement with The Dalles Planning Department was approved by the Main Street contingent on City Council approval. The Agreement will provide \$10,000.00 from the City on an hourly rate basis for the Main Street Director to provide façade assistance to the downtown businesses. Matthew Jensen, Manager of the Bank of the West is the newest member of the Main Street Board.

Home At Last - Home At Last will launch a Capital Campaign in June to raise money to upgrade the main kennel area. Subaru America presented HAL with a check for \$11,797.00 from their annual Subaru Share the Love Event. On May 12, 2017 HAL will receive a financial award from the estate of Bette Johnson of Odell.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: May 10, 2017

Subject: H - 4.) Reports of Committees

- a) Urban Renewal – Staci Coburn:

- b) Chamber of Commerce – David Griffith:

- c) Wasco EDC – Kathy Ursprung:

- d) COT – Weast/Klaas: