

# NEWS

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FOR IMMEDIATE RELEASE  
Contact: Andrea Klaas

Date: December 9, 2016

## Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Board of Commissioners Meeting Wednesday, December 14, 2016 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. Whistle Blower Policy
2. Resolution #16-004

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PORT OF THE DALLES  
December 14, 2016 Meeting Agenda  
6:00PM – Port of The Dalles 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. November 2, 2016 Regular Meeting Minutes
  - 2. October and November, 2016 Financial Reports
  - 3. Whistle Blower Policy
  - 4. Resolution #2016-04
- G. STAFF REPORT:
  - 1. Director's Report
  - 2. Marketing Update
  - 3. Marina Update
- H. COMMISSION CALL
  - 1. President
  - 2. Other Commissioner business

UPCOMING MEETINGS / EVENTS / DATES:

January 11, 2017 - Port Commission Meeting, Port office, 7:00pm  
February 10-12 – SDAO Annual Conference, Portland, OR

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 14, 2016

Subject: F -1.) Meeting Minutes

Background:

- November 2, 2016 Regular Meeting Minutes

Staff Recommendation:

**Motion to approve November 2, 2016 Regular Meeting Minutes as presented**

Fiscal Impact: None

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**November 2, 2016**  
**Port of The Dalles**

The Regular Meeting of the Port Commissioners was called to order by President Greg Weast at 5:00PM

**ROLL CALL**

Present: Greg Weast, Mike Courtney, Kristi Timmons, Staci Coburn

Staff: Andrea Klaas, Executive Director; Kathy Norton, Assistant to the Executive Director; Angie Wilson, Bookkeeper; Bill Dick, Attorney

Guests: Paula Valkov, Patrick Grimsley (left at 6:45pm)

Pledge of Allegiance: Commissioner Weast

**AGENDA CORRECTIONS or ADDITIONS**

None at this time

5:05 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.

5:45PM – Back to Regular Session

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

None at this time

**PORT CALENDAR/EVENTS**

Andrea Klaas reviewed the November and December 2016 calendars.

**ACTION ITEMS**

1. **October 12, 2016 Regular Meeting Minutes approved as presented.**
2. **The November 2016 Financials not available due to early meeting date. Approval tabled to the December 14, 2016 regular meeting.**

**STAFF REPORT**

1. *Director's Report* – Andrea Klaas provided full report in meeting packet. NORCOR will be signing 2 leases for the DaKine building. One with Insitu and the other with Google; Tum A Lum building on Crates Way will be changing ownership this week; sent email to Angie Brewer offering the Port's help in organizing a meeting about the

UGB expansion for the 5 County planners to gather for discussion with Krystina Wolniakowski; met with AJ Kitt and Greg Boudreau about the project on the lot adjacent to the greenhouse; met with Dubber Zorza from Hood River Sand & Gravel regarding available land in the area; Audit work continues; BPA, PUD and Port met for discussion on Tract C; Kathy N and I met with rep from Oregon Energy Trust regarding energy efficiency incentive programs for Commercial building with natural gas as utility.

2. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Recruitment & Creation – Wetlands: supporting the Corps of Engineers review of our Regional General Permit application, responding to a lengthy list of questions; Food Business: touring a selection of food hub-type facilities on November 2, 2016; Industrial Center Entrance: work continues on Columbia Gorge Industrial Center entrance signage; Land Marketing: inquiries have increased; Business calls: continuing to reach out to Port business, recently US Watermaker, Gorge Granite Works and Fix Auto; Retention: working to establish a corps of local employers who can help prepare students to better meet the needs of the workplace; Other: Dufur Community Visioning meeting held October 27, 2016 provided a variety of ways for Dufur residents to participate in the process; Regional Planning: attending the CEDS Regional Vision and Goals meeting October 27, 2016; OEDA Conference: attended the OEDA conference October 23-25.
3. *Marina Update:* Kathy Norton provided report in meeting packet. Final draft of the Concessionaire’s Agreement has been sent to The Dalles Marina LLC for review; boathouse owners are working with local plumbers to get the double-check backflow valves installed; current water system shut off scheduled for October 31, 2016.
4. *Reports of Committees:*
  - a) Urban Renewal – Commissioner Coburn: Lines of Design building façade replacement approved.
  - b) Chamber of Commerce: Commissioner Griffith: Looking at long-term Cherry Festival Brand; facility upgrades moving forward; working on policy manual.
  - c) Wasco EDC – Kathy Ursprung: Absent. Andrea reported the EDC is working with the City of Dufur on their strategic plan.
  - d) COT – Greg Weast/Andrea Klaas: No meeting until January, 2017.

5:50PM – Adjourn meeting for dinner

6:30 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.

7:10PM – Back to Regular Session

#### DECISIONS FROM EXECUTIVE SESSION

None

**COMMISSION CALL**

1. President G. Weast: Nothing tonight.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION,  
the meeting adjourned at 8:20PM.**

**PORT OF THE DALLES:**

**ATTEST:**

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Greg Weast, President  
Board of Commissioners

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David A. Griffith, Secretary  
Board of Commissioners

DATE APPROVED:  
Prepared by: K.Norton

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 14, 2016

Subject: F -2.) Financial Reports

### Background:

- October, 2016 Financial Reports
- November , 2016 Financial Reports

### Revenue

#### PDF:

We received pay-off for Tum-A-lum loan in November. This was applied to the land Sales and Interest Revenue.

#### General:

Property Tax revenue for the month of November was in the amount of \$204,240.96.

#### Expense:

#### PDF:

\$187,040.75 was paid for the SPWF loan in the month of November. Although we budgeted \$150,000.00 for Debt Service, we have over expenditure and I am requesting the we move \$37,040.75 from Contingency to cover that expense.

#### Marina:

We have went over budget in the Marina utilities for water. We are still okay in that area, due to not going over in total material and services.

### Staff Recommendation:

**Motion to approve November, 2016 Financial Reports as presented.**

Fiscal Impact: None

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 14, 2016

Subject: F -3.) Whistleblower Protection Policy

Background:

Per SDAO:

During the most recent legislative session, House Bill 4067 was passed to protect employees who act on good faith and objectively reasonable belief to report a violation of federal, state, or local law, rule, or regulation by their employer.

Beginning January 1, 2017, all public and nonprofit employers must establish and implement a whistleblower policy. The policy must delineate all rights and remedies provided to employees and employers will need to deliver a written or electronic copy of the policy to each employee.

Staff Recommendation:

**Motion to approve Whistleblower Protection Policy as presented.**

Fiscal Impact: None



## WHISTLEBLOWER PROTECTION POLICY

### **Purpose**

To provide reporting procedures should a Port of The Dalles (District) employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.

- I. The District encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent District activity to report it to the Human Resources Director or designee. The employee may also provide the information to another District manager, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Human Resources Director.
- II. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.
- III. Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination,

compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director or designee immediately. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

- IV. All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Director or designee who is responsible for investigating and coordinating corrective action.

APPROVED this \_\_\_\_\_ day of December, 2016

Port of The Dalles:

Attest:

\_\_\_\_\_  
Greg Weast, President

\_\_\_\_\_  
David Griffith, Secretary

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 14, 2016

Subject: F -4.) Resolution #16-004

### Background:

\$187,040.75 was paid for the SPWF loan in the month of November. \$150,000.00 was budgeted for Debt Service. Resolution #16-004 will cover the over expenditure.

### Staff Recommendation:

**Motion to approve Resolution #16-004 as presented.**

Fiscal Impact: None



IN THE MATTER OF ADJUSTING )  
 THE 2016-17 BUDGET BY ) Resolution No. 16-004  
 INTRAFUND TRANSFER )

**WHEREAS**, the Port of The Dalles, has previously adopted a balanced budget for 2016-17 and;

**WHEREAS**, the Port Development fund is required to make an interest payment for the Special Public Works Fund loan for the Columbia Gorge Industrial Center project.

**NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Port of The Dalles hereby authorize an intra-fund transfer of \$34,040.75 from the Port Development Fund Contingency to the Port Development Fund Debt Service line item.

**Port Development Fund Appropriation Transfer**

	Existing	Changes	Adjusted
PDF Debt Service	150,000.00	37,040.75	187,040.75
PDF Contingency	50,000.00	37,040.75	12,959.25
<b>TOTALS</b>	200,000.00		200,000.00

**APPROVED and ADOPTED** the \_\_\_\_\_ day of December, 2016

\_\_\_\_\_  
 Greg Weast, President

\_\_\_\_\_  
 David Griffith, Secretary

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 14, 2016

Subject: J -1.) Director's Report

Background:

### SDAO Annual Conference: February 9-12

We have booked rooms for everyone to make sure you have a place to stay if you decide to attend. Here is the link to conference schedule [SDAO Annual Conference](#). At the January meeting Greg would like to discuss which sessions everyone is interested in attending so we can get the most out of the conference, then in February have a report back on what was learned/best practices/etc.

Kathy U had sent you an email on 11/28/2016 about the CEDS process and asked what you thought about the industry focus areas. If you have any thoughts, please let Kathy know and we'll relay your comments to the group. The meeting scheduled for 12/8/2016 is being rescheduled.

Insitu and Whiting Turner have signed leases and moved into the former DaKine facility. They both have year terms that are renewable. I don't know the total rent that NORCOR will be receiving from these leases, but have been told it's a bit more than they were getting from DaKine. That's good news for NORCOR.

The MCMC NORCO building by the post office has been for sale and recently has gone into escrow. We will let you know the purchaser once we know more, but heard that it may be a new restaurant.

We have setup an email box ([emailinvoicing@portofthedalles.com](mailto:emailinvoicing@portofthedalles.com)) for all email invoices to be sent to. This will streamline the receipt of these and allow Kathy or Angie to always have access to these items when they come in for payment.

I had sent out an email looking for 4,000sqft of space, and thanks for the ideas you sent back. Right now there is very little available space in The Dalles as Google contractors have leased much of it, and business is using the rest. Looking for space made me think again about how do we keep tabs on inventory and remind building owners to let us know when space is coming available. Staff will be brainstorming on ways to keep a fairly relevant list.

Nate is finishing up the audit and we will be scheduling a time for the presentation.

The marina concession agreement has been finalized and is being signed.

I met with Chuck Covert to get an update on the airport and see what space they had available. The Lifelight building bid opening is scheduled for January 5th and they hope to award the bid soon after so the building can be completed by July 2017. Lifelight will use 7,500sqft, leaving 7,500sqft for another business. Chuck is also looking at some other projects at the airport that he may come and talk to the Port about.

Erik Kerr has some space (2,000sqft and 1,600sqft) available in The Dalles Business Park, and also said that he is willing to build-to-suit for the right tenant.

Phil Scoles and I have been in communication about the WM3 wetland request for Tract C. I let Phil know that BPA is disinclined to want dedicated wetlands on their property or under their easement. Once the Port has a better idea of what BPA needs I will share that information with Phil to see how it impacts the wetlands.

I followed up with Suzi Shin (Google) on Tract C, explained the Port's position and suggested she bring an offer to the Commission. She called this week and is planning a trip to The Dalles before Christmas.

I talked with Ed Devlemic about the water system and let him know that I would be inviting him to the January Port meeting to talk with the Commission about possible courses for resolution. One avenue that we are pursuing is that we need to replace the sewer grinder pumps for the marina. Lundell Plumbing had been working on this, but very slowly, and Ed asked if he could take a look at that project and see if that might be a way to make amends. We have given him a key to the pump house and will get information to him for this for this project.

Here is a link to the [Oregon Policy Playbook](#). This was developed by the Oregon Business Plan, a public/private think tank, initially conceived by Gov. Kitzhaber, to bring business input to legislative discussions. I am not sure how Kate Brown will use this information, but it's worth a quick look through to see some of the ideas being brought forward to deal with Oregon's budget shortfall.

Next week Kathy U and Carolyn Meece will be meeting with David Stelzer at Azure Standard. He has typically been elusive, but recently has been involved with the Dufur Strategic planning meetings that Kathy has helped with and asked for the meeting. He is an interesting character and seems to be working on many things right now both in Dufur and around the Gorge.

Construction is started on the new Google site and will continue to ramp up. Today (12/8/2016) they started erecting iron i-beams for part of the facility. Also, Greg and I will be meeting with them to review the site plan.

Chris Harder, the new director of Oregon Business came to the Gorge for a visit. He was hosted at

Freebridge for beer and hors d'oeuvres one evening, then joined a group for breakfast at Riverenza. It's always nice to bring folks from Salem to the region to show them what is happening on the ground here.

The TumALum truss building on Crates Way sold. Our payoff amount was about \$107,000.

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 14, 2016

Subject: J -2.) Marketing & Communication Update

### Background:

#### **Recruitment and Creation**

**Wetlands:** Contacted Sean Zinzer at Corps of Engineers Dec. 7, he is pulling in staff resources from the La Grande area to work on our RGP, so we should start to see some movement.

**Food Businesses:** Toured food hub facilities in Linn-Benton and Lane counties to explore various configurations of food production and logistics facilities.

**Industrial Center Entrance:** Work continues on Columbia Gorge Industrial Center entrance. Weather delays and freezing temperatures have slowed the work, as the mortar and concrete can't be worked in these temperatures.

**Land Marketing:** We continue to work with parties who are seeking business or industrial sites. We are working to provide options either locally or regionally.

**Business calls:** Continuing to reach out to Port businesses. In the past month, I have called on Nu-Culture, Oregon Cherry Growers, Google and US Watermakers. Also met with Chuck Covert from the airport to discuss ways of working together. We continue to refer appropriate leads.

#### **Retention**

Working to establish a corps of local employers who can help prepare students to better meet the needs of the workplace. Reaching out to various businesses to explore mentorship opportunities.

#### **Other**

**Dufur Community Visioning:** Second community involvement meeting was held Nov. 9. Participants identified five focus areas: infrastructure, business retention, downtown revitalization, tourism, and community center. Will be meeting with the Dufur Chamber in January to finalize a plan to take before the city council.

**Regional Planning:** Attended the November CEDS meeting in Moro, the December meeting in The Dalles was postponed due to weather and has not yet been rescheduled.



## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 14, 2016

Subject: J - 3.) Marina Update

### Background:

The Marina has been fairly quiet. Users are curious and somewhat anxious about the management transfer. We have been getting calls about the fact that the current leases will expire 12/31/2016. Angie & I will be working together to get the new leases ready to go out in the next week.

Final notices and letters have gone out to all the past due accounts. The letter informed them that if their accounts have not been paid in full they will not receive a new lease or the new key to the Marina.

The abandoned boat in the Marina is still being monitored and maintained by Port staff. I sent Bill an invoice showing total cost to-date for moorage, electric and staff time. Bill is still trying to get the Navy Federal Credit Union to release the title to the Port. We have someone very interested in taking the boat out of the Marina but he is not comfortable going to the time & expense if there is a possibility that someone can get the title and take the boat away from him.

There was a leak in the new water system. The underwater line was rubbing against a piling causing a hole in the waterline. Summit Construction guaranteed their work for a year – they responded quickly. An inspection of the entire waterline found another place with the same issue. Jerry worked with the Summit crew to make the repairs.

### Other:

Main Street – Matthew Klebes left Main Street to take a job with City of The Dalles. For now the RARE intern, Jeremiah Paulson, is acting Director. The Main Street board has posted a job description and job announcement on various sites to recruit a new Director. As of today we have received 4 applications – from New York, Florida, Nevada. We hope to do interviews early January and have a new Director named by the end of January.

Downtown Santa Site – a big thank you to Commissioner Griffith for again allowing Main Street to use his downtown showroom location for our Santa Site. And to Maupin's Stoves & Stuff for making room in the Griffith Shop are that they rent to park the Santa Sleigh. The Library will be providing a story time, Home At Last will bring dogs & cats for petting, and community bakers will provide cookies, etc., for the bake sale. It is a wonderful event that highlights how well The Dalles pulls together volunteers.