



<p><b>Administrative Matters (cont.)</b> Approval of Vouchers (cont.)</p> <p>Resolution No. 4-2021 Regular Tax Levy</p> <p>Resolution No. 5-2021 Adoption of the 2022 Budget</p> <p>Resolution No. 6-2021 Amendment of Comprehensive Scheme of Harbor Improvements and Industrial Developments</p>	<p>Vouchers – October 28, 2021, #28823-28831, \$84,476.90.</p> <p>Payroll Vouchers – November 5, 2021, #D13044-D13059, \$13,182.32.</p> <p>Vouchers – November 16, 2021, #28832-28863, \$29,020.29.</p> <p>Payroll Vouchers – November 19, 2021, #D13060-D13067, \$11,562.06.</p>	<p>PC Herman M to approve Resolution No. 4-2021, PC Vinyard S, MP 3-0.</p> <p>PC Herman M to approve Resolution No. 5-2021, PC Vinyard S, MP 3-0.</p> <p>PC Herman M to approve Resolution No. 6-2021, PC Vinyard S, MP 3-0.</p>
<p><b>Old Business</b></p>	<p>None.</p>	
<p><b>New Business</b> 2021-04 Marina Parking Improvement Project</p>	<p>ED Ziegler said the bid is documents are ready to be advertised on Nov. 17, 2021. Ziegler stated pulverizing the old road was added as a separate line item for consideration as an addition to the base bid.</p>	
<p><b>New Business (cont.)</b> 2021-05 Boat Ramp Repair</p>	<p>ED Ziegler stated Darrin Eckman, Tenneson Engineering was working on the Boat Ramp Repair bid documents and he hoped to have it completed soon. She noted both bids are to be received back to the Port by December 3, 2021. She noted the award date may or may not coincide with the next meeting as the bids are anticipated to be low enough they would not require PC approval per the procurement policy. She stated she would let the PC know how the bids come in.</p>	

<p><b>New Business (cont.)</b>  DIP 151C Building Prospective  Tenant</p>	<p>ED Ziegler briefly described the interest in the 151C building. She stated two parties were interested, both seeking half the space. One business is a light manufacturing start up with the potential need to expand, represented by Chad Blundell. The other business, represented by Hank McCarthy, Rolls Royce, would use the space as a storage and operations base for field service repairs.</p> <p>McCarthy stated Rolls Royce would ideally lease half the space with an office space built in around the frontage door. He stated if only renting half the space was not possible he would be willing to discuss leasing the whole building. PC Vinyard asked for more information about the anticipated employees. McCarthy confirmed there would be one full time operations administrator onsite utilizing the office space, and two full time field technicians. He noted more field technicians may be added over time, but he did not anticipate needing more square footage to accommodate that growth. Vinyard asked where services would be provided. McCarthy stated they hoped to service the The Dalles, Prineville, and Hillsboro areas. Ziegler asked if McCarthy was hoping to establish a long term base in Dallesport. McCarthy said a long term base was the goal, but he was currently seeking a three year lease term. PC Schmitt asked if the workforce would be hired locally or brought in. McCarthy stated he hoped to hire locally. Ziegler asked if broken equipment would come back to the lease space to be repaired. McCarthy said the equipment to be repaired was very large. The lease space would be to stock filters and similar service items. Vinyard asked McCarthy to describe how he envisioned an office in the space provided. McCarthy stated he anticipated a space large enough for two desks situated around the glass fronted door. PC Herman asked if McCarthy would consider building out the office at Rolls Royce expense and accepting a rent credit reimbursement over time. McCarthy said he could not answer that question himself, but could ask.</p>	
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**New Business (cont.)**  
DIP 151C Building Prospective  
Tenant (cont.)

Ziegler presented the quote for a dividing wall provided by Hale Construction and reviewed by Darrin Eckman, Tenneson Engineering to the PC. Ziegler stated the quote included metal framing, insulation, electrical, and sheet rocking. She noted the quote was high enough to require the project go out for bid which would take time. Schmitt stated the provided quote came to \$32,144.69. Ziegler noted if the wall was installed, and later a tenant wanted the whole building, the Port could put in a door like has been done for Kerrits in the 1A building. She asked if constructed office spaces should be required to be load bearing to allow for mezzanine expansion. Schmitt said they should be load bearing and added the bathrooms were already load bearing. Ziegler said the bathrooms were not designed to be load bearing. Discussion followed.

Ziegler asked McCarthy what his anticipated move in date was. McCarthy stated he did not have a specific date, but would like to begin the process within the next month or two as the hiring process is underway. Vinyard asked if the rental rate seemed appropriate. McCarthy stated his team was aware of the Port's asking rate and at this time he was not aware of any issue with the rate.

Ziegler invited Blundell to present to the PC. Blundell stated he will not need 5,000 sq. ft. right away but stated anything less than 1,600 sq.ft. is not feasible for his operation and he anticipates needing more than 2,500 sq. ft. within 18 months, depending on contracts that come in. He suggested if he only took half and had to expand, maybe he or the other tenant could move to a new Port building. He said the power in the building appears suitable for his needs. Blundell stated he can not pay \$0.78 per square ft.

Blundell noted the machining noise may be a nuisance for a full time office employee, and offered several suggestions on mitigating the noise.

<p><b>New Business (cont.)</b> DIP 151C Building Prospective Tenant (cont.)</p>	<p>He noted insulating the entire dividing wall would be costly, and suggested insulating the office spaces would be more cost effective. Blundell said a modular wall would be ideal for his expected expansion and suggested it may be better for him to wait for the next building on the lot. Herman stated the Port has not discussed constructing another building yet as the 151C building has not been leased. Schmitt asked Blundell to submit a proposal to Ziegler. Blundell said he would get a proposal to Ziegler by the end of the week. Discussion followed about the security requirements needed for either tenant and Blundell proposed using security fencing to divide the warehouse space rather than the more costly dividing wall.</p> <p>Vinyard asked if the manufacturing processes produced fumes or dust that could be problematic. Blundell said his operation would be machining aluminum in an enclosed environment meaning there would be no debris or smell. He noted the only output would be one and a half yard bins of recyclable aluminum chips. Blundell stated he expected to start with approximately three employees. Vinyard asked what the tenant requirements were for HVAC in the office and warehouse spaces. Ziegler stated there is currently heat in the bay area. Blundell stated he anticipated a mini split system for the office would be all he would need. McCarthy stated a system like that would be ideal for him as well. Ziegler asked if Blundell would need outdoor storage. Blundell said he would like to be able to secure an outdoor storage area with privacy screening and store his aluminum chips.</p>	
<p><b>New Business (cont.)</b> Lot 38 Water Line</p>	<p>ED Ziegler reviewed the November 6, 2021 water line break on Lot 38. She said the break happened on a Saturday, Hamilton had The Dalles Bridge closed, and it was opening day of elk hunting season which made finding a contractor from our Small Works Roster a challenge for the water line emergency water line repair. Crestline Construction was the only contractor that responded and was able to have water back on by Sunday afternoon. She described the water line break caused four</p>	

<p><b>New Business (cont.)</b> Lot 38 Water Line (cont.)</p>	<p>businesses and the hydrants South of Kreps Ave. to be without water for almost 24 hours. Ziegler stated Darrin Eckman, Tenneson Engineering emailed Hamilton about changing their operation. Ziegler stated she is still waiting for the cost of the second repair. Ziegler noted Eckman has worked with Hamilton and come up with a proposal which Eling has reviewed in keeping with the lease, where Hamilton would replace a 200 ft. section of the water line with ductile iron pipe at their own expense (estimated value of approximately \$32,000 based on a quote from Crestline Construction). Ziegler stated Eckman will work with maintenance staff on Thursday to determine how to isolate a section to minimize impact to other tenants in case of future breakage.</p>	
<p><b>New Business (cont.)</b> December Schedule</p>	<p>ED Ziegler stated PC Vinyard has proposed a workshop. PC Schmitt stated he thought a workshop was a good idea, but was not sure if December would work. Ziegler asked what meetings the commission would like to hold during the month of December. PC Herman stated he would not be traveling until January.</p> <p>Vinyard stated he wanted to clarify what action should be taken on the building. Discussion followed about the cost of building a dividing walls and offices. Vinyard said it would be a good topic to settle in the workshop. Herman and Schmitt expressed concern that one tenant may need a faster response. Vinyard stated the PC needed to clarify the boundaries which Ziegler can negotiate within. Vinyard said he has been cautious about the storage space model, but was intrigued that skilled workers from the local community may be employed as technicians. He stated six local jobs in 5,000 sq. ft. is a good ratio. Schmitt said the Port's purpose is to help emerging businesses. Vinyard stated the lease rate is very competitive and low power rates create a desirable supply and demand. Herman stated he was in favor of trying to place both tenants. Vinyard indicated he did not want to lease the same space at inequitable values. Herman stated the rent could be adjusted based on</p>	<p>By consensus the PC scheduled a workshop November 30, 2021 at 12:00pm.</p>

<p><b>New Business (cont.)</b> December Schedule (cont.)</p>	<p>tenant improvement credit. Herman stated he felt having the workshop December 7 was too far out. Schmitt agreed. Ziegler stated she spoke with other Ports and learned other ports have their tenants submit plans, then seek a building permit for any improvements. Discussion followed about scheduling the workshop. Ziegler stated she needed to learn more about the interior chain link fencing option.</p> <p>Ziegler mentioned the Executive Director's evaluation was typically due this time of year and provided a blank evaluation form to the PC for their review.</p>	
<p><b>Executive Director's Report</b> DIP Mine Expansion Permit</p>	<p>ED Ziegler said she is working with Archaeological Investigations Northwest to continue a project stopped many years ago.</p>	
<p><b>Executive Director's Report (cont.)</b> BPT Underpass Drainage</p>	<p>ED Ziegler said she spoke with Darrin Eckman, Tenneson Engineering to set a date to continue negotiations with the new Washington State Department of Transportation contact.</p>	
<p><b>Commissioners Remarks</b></p>	<p>None.</p>	
<p><b>Public Comment</b></p>	<p>None.</p>	
<p><b>Adjournment</b></p>	<p>PC Schmitt adjourned the PC Meeting at 5:57PM.</p>	

Approved on December 7, 2021  
(Date)

Margie Ziegler  
Margie Ziegler, Executive Director

Bonita Snyder  
Bonita Snyder, Administrative Assistant

Jim Herman  
Jim Herman, Secretary