



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

February 14, 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)

E. PORT CALENDAR/EVENTS

F. ACTION ITEMS:

1. Motion to approve January 10, 2018 Regular Meeting Minutes
2. Motion to approve January, 2018 Financial Reports

G. REPORTS

1. Staff Report
2. Reports of Committees
 - Urban Renewal - Coburn
 - Wasco County EDC – Ursprung
 - Dufur – Wallace
 - R.A.R.E. - Ware
 - Chamber of Commerce – Griffith
 - 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:

- March 14, 2018: Port Commission Meeting-Port office 7:00PM

February 2018

January 2018							February 2018							March 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3							1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

- US Holidays
- ALK work

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
	<ul style="list-style-type: none"> 11:45 AM Lions Presentation 12:00 PM OPPA Legislative Committee Meeting 	<ul style="list-style-type: none"> 10:00 AM BPA/Port 12:00 PM FORTH board meeting 	<ul style="list-style-type: none"> 1:00 PM HIOP proposal review 	<ul style="list-style-type: none"> Groundhog Day 10:00 AM IFA Salem 		
4	5	6	7	8	9	10
	<ul style="list-style-type: none"> 10:00 AM Bob Sady 11:30 AM NSA/Port meeting: Monday February 5th 	<ul style="list-style-type: none"> 9:00 AM MC coffee 5:30 PM Bond presentation 	<ul style="list-style-type: none"> SDAO Annual Conference 		<ul style="list-style-type: none"> 7:00 AM Chamber Econ. Dev 	
11	12	13	14	15	16	17
<ul style="list-style-type: none"> SDAO Annual Conference 	<ul style="list-style-type: none"> 8:30 AM KHR Radio 5:30 PM Invitation from Governor Kate Brown - February 12 Reception - please RSVP 	<ul style="list-style-type: none"> 9:00 AM Gorge Commission meeting 	<ul style="list-style-type: none"> Valentine's Day 5:00 PM Port Meeting 		<ul style="list-style-type: none"> 9:00 AM Al Wynn's b-day 10:00 AM KODL Coffee Break 	
18	19	20	21	22	23	24
<ul style="list-style-type: none"> Presidents' Day 				<ul style="list-style-type: none"> 12:00 PM Julie Lunch 	<ul style="list-style-type: none"> 12:00 PM COT 	
25	26	27	28	1	2	3
		<ul style="list-style-type: none"> 9:00 AM New Event 	<ul style="list-style-type: none"> Appoint Budget Officer 		<ul style="list-style-type: none"> 9:00 AM ASRIP 	

March 2018

February 2018							March 2018							April 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	1	2	3	4	5	6	7	
4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28				25	26	27	28	29	30	31	29	30					

- US Holidays
- ALK work

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31
		9:00 AM New Event		Appoint Budget Officer		9:00 AM AGRIP
4	5	6	7	8	9	10
... AGRIP	... AGRIP	... AGRIP	... AGRIP		7:00 AM Chamber Econ. Dev 10:00 AM KODL Coffee Break	
11	12	13	14	15	16	17
Daylight Saving Time	8:30 AM KIHR Radio		5:00 PM Port Meeting	10:00 AM OPPA/Quarterly Ports mtg		St. Patrick's Day
18	19	20	21	22	23	24
	9:00 AM COT DC	... COT DC	... COT DC	... COT DC 12:00 PM Julie Lunch	12:00 PM COT	
25	26	27	28	29	30	31

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 14, 2018

Subject: F-1.) Meeting Minutes

Background:

- January 10, 2018 Regular Meeting Minutes
- January 12, 2018 Special Meeting Minutes

Staff Recommendation:

- **Motion to approve the January 10, 2018 Regular Meeting Minutes and the January 12, 2018 Special Meeting Minutes as presented**

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
January 10, 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, 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: Doug Kirchhofer (left 7:35PM)

Pledge of Allegiance: Commissioner Griffith

AGENDA CORRECTIONS or ADDITIONS

Andrea asked to have the Executive Session moved up in the agenda. Agenda change was approved by consensus.

VISITOR BUSINESS (for items not already on the agenda)

None at this time

7:02 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.*

7:55 PM – Back to Regular Session

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the January and February, 2018 calendars. SDAO conference February 9-11, 2018.

ACTION ITEMS

1. **Motion to approve November 15, 2017 and December 13, 2017 Regular Meeting Minutes as presented. M/R.Wallace, S/S.Coburn. Motion approved unanimously.**
2. November, 2017 and December, 2017 Financial Reports – November: Current average LGIP is 1.45%. Through the first quarter of the year. Expenses are higher than the 30% mark but will average out over the year. December: Average LGIP interest rate is 1.62%. Overall YTD expenditures are at 48%, but we have gone over in some line items and will be brings a recommendation for a supplemental budget to the February meeting to make adjustments to the 2017-18 budget.
Motion to approve the November, 2017 and December, 2017 Financial Reports. M/S.Coburn, S/D.Griffith. Motion approved unanimously.
3. **Motion to approve the updated Port Public Records Request Policy as presented at the meeting. M/S.Coburn, S/R.Wallace. Motion approved unanimously.**

4. **Motion to approve June 30, 2017 Audit Report Corrective Action Plans required to address any deficiencies that have been identified by the Auditor during the financial audit. M/R.Wallace, S/S.Coburn. Motion approved unanimously.**

STAFF REPORT

1. *Staff Report:* A full report was provided in the Agenda Packet. List of top 10 accomplishments from 2017; Update on Anderson Perry and Devco meeting with State Electrical Inspector regarding the new marina sewer pumps; applying for OSMB Grant to replace the Guest Moorage pumpout/dumpstation; Klindt Cove Kiwanis Park through City Planning process. Tenneson Engineering provided a materials list for completing the parking lot portion of the project; Kitchen remodel project should be done by February meeting; Website has been revamped to meet the new ADA requirements; No State leads this month, increase in inquiries about facilities for local business expansion; Continuing to meet with Port businesses; PUD continuing to work on Marina electrical system upgrade.
2. *Reports of Committees*
 - a) Marina Report – Angie Wilson provided budget year-end Financial reports for Marina operations. Website done. Friend & Reagan will be doing The Dalles Marina, LLC taxes.
 - b) R.A.R.E. – Bayoan Ware updated the Commission on his activities in December, 2017.
 - c) Dufur – Robert Wallace reported on activities in Dufur. Water/Waste water system plans done. Waste Water first priority. Exploring funding options. Water system can be upgraded in phases. Street improvements. School bond for capital improvements, Grants to replace water heaters, doors and windows.
 - d) Urban Renewal – Commissioner Coburn: At the November meeting UR voted to stop taking building rehabilitation grant applications until at least 6/30/2018. They hired a realtor to sell properties no longer needed.
 - e) Chamber of Commerce: Commissioner Griffith: Finished building renovations and back yard fence project.
 - f) Wasco EDC – Kathy Ursprung: Next meeting the community enhancement projects will be prioritized.
 - g) COT – Greg Weast/Andrea Klaas: Preparing for Salem trip. Tentatively scheduled 3rd week in March for next DC trip.

DECISIONS FROM EXECUTIVE SESSION

President Greg Weast relinquished the President's chair at 8:05PM to Secretary Robert Wallace for this motion and discussion. Acting President Robert Wallace called for a motion based on Executive Session discussions:

Motion to authorize to accept an offer from BKB, LLC to be signed by our officers and or Executive Director if: (1) Substantially in the form as passed out on 01-10-2018 Port meeting and acceptable and approved by the Executive Director and the Port Attorney and including a proper description of the property, and if and when (2) The partition of the property has been legally completed and the property to be sold is a legally created "lot of record" capable of being legally sold and conveyed under the law. M/G.Weast, S/S.Coburn. Motion approved unanimously.

Commissioner Greg Weast reassumed the duties of President at 8:10PM.

COMMISSION CALL

1. President G. Weast: Nothing
2. Other Commissioners: Nothing

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:45 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 COMMISSION
Special Meeting Minutes
January 12, 2018
Port of The Dalles Conference Room

The Special Meeting of the Port Commissioners was called to order by President Greg Weast at 4:00PM

ROLL CALL

Present: Greg Weast, Robert Wallace, Staci Coburn, David Griffith

Staff: Andrea Klaas, Executive Director

Guests: None

Pledge of Allegiance: None

AGENDA CORRECTIONS or ADDITIONS

None

4:00PM - In to Executive Session

EXECUTIVE SESSION *(as allowed by ORS 192.660 (2) (e) (f) 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.*

5:15PM – Back to Regular Session

ACTION REQUIRED FROM EXECUTIVE SESSION DISCUSSION

None

COMMISSION CALL

1. President G. Weast: Nothing tonight.
2. Commissioners: Nothing

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 5:15PM.

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: February 14, 2018

Subject: F-2.) Financial Reports

Background:

Avg interest rate for LGIP went from 1.62% to 1.74%

General Fund:

- Last payment sent to Friend & Reagan for Auditing Services
- Refunded \$4,390.00 to SDAO for unused Safety Grant funds

Port Development Fund:

- Check for \$11,750.00 to University of Oregon for two quarters of the RARE Program

Marina:

- No Activity in the month of January. \$70.22 received in interest income.

Staff Recommendation:

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

Fiscal Impact:

Port of The Dalles
Balance Sheet by Class
 As of January 31, 2018

	General Fu...	Marina Fund	Port Devel...	Unclassified	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	42,226.20	0.00	0.00	0.00	42,226.20
Marina Checking	0.00	6,169.94	0.00	0.00	6,169.94
Port Develop. Checking	0.00	0.00	-150.76	0.00	-150.76
Total CSB Checking	42,226.20	6,169.94	-150.76	0.00	48,245.38
LGIP					
Marina Services	0.00	47,196.92	0.00	0.00	47,196.92
Port Develop	0.00	0.00	2,931,202.51	0.00	2,931,202.51
General	737,235.11	0.00	0.00	0.00	737,235.11
Total LGIP	737,235.11	47,196.92	2,931,202.51	0.00	3,715,634.54
Petty Cash	179.23	28.54	86.14	0.00	293.91
Total Checking/Savings	779,640.54	53,395.40	2,931,137.89	0.00	3,764,173.83
Total Current Assets	779,640.54	53,395.40	2,931,137.89	0.00	3,764,173.83
TOTAL ASSETS	779,640.54	53,395.40	2,931,137.89	0.00	3,764,173.83
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
Payroll Liabilities					
P/R Taxes Payable- Pers	782.17	0.00	0.00	0.00	782.17
Payroll Liabilities - Other	135.18	0.00	0.00	0.00	135.18
Total Payroll Liabilities	917.35	0.00	0.00	0.00	917.35
Total Other Current Liabilities	917.35	0.00	0.00	0.00	917.35
Total Current Liabilities	917.35	0.00	0.00	0.00	917.35
Total Liabilities	917.35	0.00	0.00	0.00	917.35
Equity					
Unrestricted Net Assets	641,190.43	53,064.53	3,026,553.56	0.00	3,720,808.52
Net Income	137,532.76	330.81	-95,415.67	0.00	42,447.90
Total Equity	778,723.19	53,395.34	2,931,137.89	0.00	3,763,256.42
TOTAL LIABILITIES & EQUITY	779,640.54	53,395.34	2,931,137.89	0.00	3,764,173.77
UNBALANCED CLASSES	0.00	0.06	0.00	0.00	-0.06

Port of The Dalles
Monthly Activity Report by Fund
 January 2018

	<u>General ...</u>	<u>Marina F...</u>	<u>Port Dev...</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
Interest From Earnings	1,143.60	70.22	4,361.22	5,575.04
Prior Yr Property Tax	1,766.98	0.00	0.00	1,766.98
Misc. Income	1,937.24	0.00	0.00	1,937.24
lease-land/Facility	2,100.00	0.00	0.00	2,100.00
Property Tax	2,730.83	0.00	0.00	2,730.83
Total Income	<u>9,678.65</u>	<u>70.22</u>	<u>4,361.22</u>	<u>14,110.09</u>
Gross Profit	9,678.65	70.22	4,361.22	14,110.09
Expense				
PERSONAL SERVICES-				
Payroll Expenses				
Wages				
Marketing/Communications	0.00	0.00	3,916.66	3,916.66
Salary- Exec. Director	0.00	0.00	8,333.34	8,333.34
Maintenance Supervisor	2,625.00	0.00	0.00	2,625.00
Admin/Marina Specialist	3,496.00	0.00	0.00	3,496.00
Total Wages	<u>6,121.00</u>	<u>0.00</u>	<u>12,250.00</u>	<u>18,371.00</u>
FICA-EMPLOYER	468.25	0.00	937.12	1,405.37
PERS EMPLOYER	1,088.52	0.00	0.00	1,088.52
WRKRS COMP EMPLOYER	7.56	0.00	8.64	16.20
Payroll Expenses - Other	36.73	0.00	65.50	102.23
Total Payroll Expenses	<u>7,722.06</u>	<u>0.00</u>	<u>13,261.26</u>	<u>20,983.32</u>
Contracted Services	0.00	0.00	11,750.00	11,750.00
Health Insurance	2,272.18	0.00	2,274.08	4,546.26
Total PERSONAL SERVICES-	<u>9,994.24</u>	<u>0.00</u>	<u>27,285.34</u>	<u>37,279.58</u>
MATERIAL AND SERVICES-				
Transient Moorage Expense				
Transient Moorage Utilities	20.00	0.00	0.00	20.00
Total Transient Moorage Expense	<u>20.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20.00</u>
Contracted Service	8,215.00	0.00	0.00	8,215.00
Account and Audit	3,500.00	0.00	0.00	3,500.00
Dues, Fees and Subscriptions	6,404.76	0.00	0.00	6,404.76
Legal	380.00	0.00	0.00	380.00
Maintenance and Repair				
Weed Control/landscaping	2,650.00	0.00	0.00	2,650.00
Shop	640.64	0.00	0.00	640.64
Vehicle Expense				
Gas	114.97	0.00	0.00	114.97
Total Vehicle Expense	<u>114.97</u>	<u>0.00</u>	<u>0.00</u>	<u>114.97</u>
Total Maintenance and Repair	<u>3,405.61</u>	<u>0.00</u>	<u>0.00</u>	<u>3,405.61</u>
Launch Ramp				
Launch Ramp Water	125.27	0.00	0.00	125.27
Launch Ramp Electric	83.35	0.00	0.00	83.35
Total Launch Ramp	<u>208.62</u>	<u>0.00</u>	<u>0.00</u>	<u>208.62</u>
Office Supplies	2,039.91	0.00	0.00	2,039.91
Travel Expense	86.11	0.00	0.00	86.11
Utilities				
Office				
Water Office	64.30	0.00	0.00	64.30
Office Electric	343.05	0.00	0.00	343.05
Sewer Office	92.64	0.00	0.00	92.64
Garbage Office	76.59	0.00	0.00	76.59

Port of The Dalles
Monthly Activity Report by Fund
January 2018

	<u>General ...</u>	<u>Marina F...</u>	<u>Port Dev...</u>	<u>TOTAL</u>
Telephone	500.78	0.00	17.50	518.28
Total Office	<u>1,077.36</u>	<u>0.00</u>	<u>17.50</u>	<u>1,094.86</u>
Total Utilities	1,077.36	0.00	17.50	1,094.86
Marketing Expenses				
Media/Promo	0.00	0.00	234.84	234.84
Travel	0.00	0.00	395.15	395.15
Total Marketing Expenses	<u>0.00</u>	<u>0.00</u>	<u>629.99</u>	<u>629.99</u>
Total MATERIAL AND SERVICES-	25,337.37	0.00	647.49	25,984.86
CAPITAL OUTLAYS-				
Land Acquisition/Development	0.00	0.00	105.11	105.11
PDF- Facility Improvements	0.00	0.00	2,007.50	2,007.50
Total CAPITAL OUTLAYS-	<u>0.00</u>	<u>0.00</u>	<u>2,112.61</u>	<u>2,112.61</u>
Total Expense	<u>35,331.61</u>	<u>0.00</u>	<u>30,045.44</u>	<u>65,377.05</u>
Net Ordinary Income	-25,652.96	70.22	-25,684.22	-51,266.96
Net Income	<u><u>-25,652.96</u></u>	<u><u>70.22</u></u>	<u><u>-25,684.22</u></u>	<u><u>-51,266.96</u></u>

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-SUMMARY
July 2017 through January 2018

	<u>Jul '17 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	589,788.00	0.0%
Or. St. Marine Board Grant	18,447.00		
Transient Moorage	777.50	2,300.00	33.8%
Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	5,497.93	7,372.00	74.6%
Prior Yr Property Tax	7,880.55	12,000.00	65.7%
Interest From Contracts	0.00	1,889.00	0.0%
Misc. Income	11,040.39	2,300.00	480.0%
lease-land/Facility	26,520.04	30,064.00	88.2%
SDAO Grant	0.00	6,000.00	0.0%
Land Sales	399.95		
Marina Loan	0.00	9,449.00	0.0%
Property Tax	289,063.37	305,460.00	94.6%
Total Income	<u>359,626.73</u>	<u>976,422.00</u>	<u>36.8%</u>
Gross Profit	359,626.73	976,422.00	36.8%
Expense			
PERSONAL SERVICES-	108,469.45	181,234.00	59.9%
MATERIAL AND SERVICES-	87,282.40	176,250.00	49.5%
CAPITAL OUTLAYS-	26,342.12	30,000.00	87.8%
Total Expense	<u>222,093.97</u>	<u>387,484.00</u>	<u>57.3%</u>
Net Ordinary Income	137,532.76	588,938.00	23.4%
Other Income/Expense			
Other Expense			
Transfer to Other Funds	0.00	100,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>150,000.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>-150,000.00</u>	<u>0.0%</u>
Net Income	<u><u>137,532.76</u></u>	<u><u>438,938.00</u></u>	<u><u>31.3%</u></u>

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
 July 2017 through January 2018

	Jul '17 - J...	Budget	% of Bud...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	589,788.00	0.0%
Or. St. Marine Board Grant	18,447.00		
Transient Moorage			
Guests	777.50		
Transient Moorage - Other	0.00	2,300.00	0.0%
Total Transient Moorage	777.50	2,300.00	33.8%
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Total Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	5,497.93	7,372.00	74.6%
Prior Yr Property Tax	7,880.55	12,000.00	65.7%
Interest From Contracts			
Marina Loan	0.00	1,889.00	0.0%
Total Interest From Contracts	0.00	1,889.00	0.0%
Misc. Income	11,040.39	2,300.00	480.0%
lease-land/Facility	26,520.04	30,064.00	88.2%
SDAO Grant	0.00	6,000.00	0.0%
Land Sales	399.95		
Marina Loan	0.00	9,449.00	0.0%
Property Tax	289,063.37	305,460.00	94.6%
Total Income	359,626.73	976,422.00	36.8%
Gross Profit	359,626.73	976,422.00	36.8%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	0.00	10,000.00	0.0%
Salary- Exec. Director	30,492.45	75,000.00	40.7%
Maintenance Supervisor	18,375.00	29,750.00	61.8%
Admin/Marina Specialist	23,256.00	21,500.00	108.2%
Total Wages	72,123.45	136,250.00	52.9%
FICA-EMPLOYER	5,517.44	10,000.00	55.2%
PERS EMPLOYER	7,616.04	4,000.00	190.4%
Unemployment Payments	0.00	1.00	0.0%
WRKRS COMP EMPLOYER	1,796.81	2,500.00	71.9%
Payroll Expenses - Other	36.73		
Total Payroll Expenses	87,090.47	152,751.00	57.0%
Health Insurance	16,358.98	28,483.00	57.4%
Total PERSONAL SERVICES-	103,449.45	181,234.00	57.1%
MATERIAL AND SERVICES-			
Transient Moorage Expense			
Transient Moorage Utilities	184.14	1,000.00	18.4%
Total Transient Moorage Expense	184.14	1,000.00	18.4%
Contracted Service	15,475.00	34,750.00	44.5%
Account and Audit	14,500.00	18,000.00	80.6%
Develop and Comm	2,786.57	10,000.00	27.9%
Dues, Fees and Subscriptions	22,360.40	10,000.00	223.6%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	2,250.00	5,000.00	45.0%
Maintenance and Repair			

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
July 2017 through January 2018

	Jul '17 - J...	Budget	% of Bud...
Weed Control/landscaping	6,372.39	15,000.00	42.5%
Shop	7,619.01	4,100.00	185.8%
Office	440.60	6,400.00	6.9%
Vehicle Expense			
Repair	2,922.97		
Gas	963.43		
Vehicle Expense - Other	0.00	1,500.00	0.0%
Total Vehicle Expense	3,886.40	1,500.00	259.1%
Maintenance and Repair - Other	0.00	0.00	0.0%
Total Maintenance and Repair	18,318.40	27,000.00	67.8%
Launch Ramp			
Supplies	2,077.46	300.00	692.5%
Cleaning Service Launch Ramp	0.00	8,400.00	0.0%
Launch Ramp Water	876.89	1,800.00	48.7%
Launch Ramp Garbage	0.00	0.00	0.0%
Launch Ramp Electric	248.87	1,500.00	16.6%
Launch Ramp - Other	0.00	0.00	0.0%
Total Launch Ramp	3,203.22	12,000.00	26.7%
Office Supplies	5,614.55	7,500.00	74.9%
Office Equipment	0.00	3,000.00	0.0%
Staff Development/Enhance	750.00	5,000.00	15.0%
Travel Expense	394.16	10,000.00	3.9%
Utilities			
Industrial			
Industrial Water	911.29	4,000.00	22.8%
Total Industrial	911.29	4,000.00	22.8%
Office			
Water Office	1,498.61	4,100.00	36.6%
Office Electric	1,317.44	2,100.00	62.7%
Sewer Office	477.20		
Garbage Office	536.13	1,000.00	53.6%
Telephone	1,725.29	6,800.00	25.4%
Office - Other	0.00	0.00	0.0%
Total Office	5,554.67	14,000.00	39.7%
Total Utilities	6,465.96	18,000.00	35.9%
Total MATERIAL AND SERVICES-	92,302.40	176,250.00	52.4%
CAPITAL OUTLAYS-			
Launch Ramp(parking lot)	24,280.12		
Building Improvements	2,062.00	30,000.00	6.9%
Total CAPITAL OUTLAYS-	26,342.12	30,000.00	87.8%
Total Expense	222,093.97	387,484.00	57.3%
Net Ordinary Income	137,532.76	588,938.00	23.4%
Other Income/Expense			
Other Expense			
Transfer to Other Funds	0.00	100,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	0.00	150,000.00	0.0%
Net Other Income	0.00	-150,000.00	0.0%
Net Income	137,532.76	438,938.00	31.3%

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-SUMMARY
 July 2017 through January 2018

	<u>Jul '17 - J...</u>	<u>Budget</u>	<u>% of B...</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	2,938,609.00	0.0%
Interest From Earnings	17,945.58	26,000.00	69.0%
Interest From Contracts	0.00	11,046.00	0.0%
Flex/Tenant Bldg Const-Ln/Grant	0.00	200,000.00	0.0%
Misc. Income	720.00	1,652.00	43.6%
Land Sales	155,674.60	992,848.00	15.7%
Marina	11,111.00		
Total Income	<u>185,451.18</u>	<u>4,170,155.00</u>	<u>4.4%</u>
Gross Profit	185,451.18	4,170,155.00	4.4%
Expense			
PERSONAL SERVICES-	84,991.41	127,223.00	66.8%
MATERIAL AND SERVICES-	28,185.23	180,650.00	15.6%
CAPITAL OUTLAYS-	15,014.06	3,105,000.00	0.5%
Total Expense	<u>128,190.70</u>	<u>3,412,873.00</u>	<u>3.8%</u>
Net Ordinary Income	57,260.48	757,282.00	7.6%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	100,000.00	0.0%
Total Other Income	0.00	100,000.00	0.0%
Other Expense			
Transfer to Other Funds	0.00	0.00	0.0%
Other Debt Service	152,676.15	150,000.00	101.8%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>152,676.15</u>	<u>200,000.00</u>	<u>76.3%</u>
Net Other Income	-152,676.15	-100,000.00	152.7%
Net Income	<u><u>-95,415.67</u></u>	<u><u>657,282.00</u></u>	<u><u>-14.5%</u></u>

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-DETAIL
 July 2017 through January 2018

	Jul '17 - J...	Budget	% of B...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	2,938,609.00	0.0%
Interest From Earnings	17,945.58	26,000.00	69.0%
Interest From Contracts			
Interest From Contracts - Other	0.00	11,046.00	0.0%
Total Interest From Contracts	0.00	11,046.00	0.0%
Flex/Tenant Bldg Const-Ln/Grant	0.00	200,000.00	0.0%
Misc. Income	720.00	1,652.00	43.6%
Land Sales			
Land Sales - Other	155,674.60	992,848.00	15.7%
Total Land Sales	155,674.60	992,848.00	15.7%
Marina			
Revenue			
Grants	11,111.00		
Total Revenue	11,111.00		
Total Marina	11,111.00		
Total Income	185,451.18	4,170,155.00	4.4%
Gross Profit	185,451.18	4,170,155.00	4.4%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	27,416.62	45,900.00	59.7%
Assistant Spec. Projects	0.00	21,500.00	0.0%
Salary- Exec. Director	27,840.94	25,000.00	111.4%
Maintenance Supervisor	0.00	5,250.00	0.0%
Total Wages	55,257.56	97,650.00	56.6%
FICA-EMPLOYER	4,227.20	8,000.00	52.8%
PERS EMPLOYER	0.00	400.00	0.0%
WRKRS COMP EMPLOYER	46.67	120.00	38.9%
Payroll Expenses - Other	65.50		
Total Payroll Expenses	59,596.93	106,170.00	56.1%
Contracted Services	11,750.00		
Health Insurance	13,644.48	21,053.00	64.8%
Total PERSONAL SERVICES-	84,991.41	127,223.00	66.8%
MATERIAL AND SERVICES-			
Land Sales			
Land Sales Closing Cost	0.00	14,000.00	0.0%
Land Sale Commissions	0.00	35,000.00	0.0%
Total Land Sales	0.00	49,000.00	0.0%
Contracted Service	0.00	36,750.00	0.0%
Develop and Comm	1,439.66	2,000.00	72.0%
Dues, Fees and Subscriptions	1,009.00		
Legal	9,444.15	20,000.00	47.2%
Maintenance and Repair			
Shop	506.00		
Total Maintenance and Repair	506.00		
Office Supplies	314.99	2,000.00	15.7%
Utilities			
Office			

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-DETAIL
 July 2017 through January 2018

	<u>Jul '17 - J...</u>	<u>Budget</u>	<u>% of B...</u>
Telephone	87.50		
Total Office	87.50		
Utilities - Other	0.00	900.00	0.0%
Total Utilities	87.50	900.00	9.7%
Marketing Expenses			
Media/Promo	6,563.68	55,000.00	11.9%
Other	36.00		
Travel	8,784.25	15,000.00	58.6%
Total Marketing Expenses	15,383.93	70,000.00	22.0%
Total MATERIAL AND SERVICES-	28,185.23	180,650.00	15.6%
CAPITAL OUTLAYS-			
Engineering/Consultants	10,932.80	100,000.00	10.9%
Land Acquisition/Development	1,444.42	2,500,000.00	0.1%
PDF- Facility Improvements	2,636.84	5,000.00	52.7%
Partnership Projects	0.00	500,000.00	0.0%
Total CAPITAL OUTLAYS-	15,014.06	3,105,000.00	0.5%
Total Expense	128,190.70	3,412,873.00	3.8%
Net Ordinary Income	57,260.48	757,282.00	7.6%
Other Income/Expense			
Other Income			
transfer from other funds			
General Fund	0.00	100,000.00	0.0%
Total transfer from other funds	0.00	100,000.00	0.0%
Total Other Income	0.00	100,000.00	0.0%
Other Expense			
Transfer to Other Funds	0.00	0.00	0.0%
Other Debt Service	152,676.15	150,000.00	101.8%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	152,676.15	200,000.00	76.3%
Net Other Income	-152,676.15	-100,000.00	152.7%
Net Income	<u>-95,415.67</u>	<u>657,282.00</u>	<u>-14.5%</u>

Port of The Dalles-MARINA
Profit & Loss Budget vs. Actual-SUMMARY
 July 2017 through January 2018

	<u>Jul '1...</u>	<u>Budget</u>	<u>% of ...</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	54,500.00	0.0%
Interest From Earnings	330.81	500.00	66.2%
Total Income	330.81	55,000.00	0.6%
Gross Profit	330.81	55,000.00	0.6%
Expense			
MATERIAL AND SERVICES-			
Account and Audit	0.00	500.00	0.0%
Insurance-Liability	0.00	3,000.00	0.0%
Legal	0.00	500.00	0.0%
Maintenance and Repair	0.00	2,100.00	0.0%
Total MATERIAL AND SERVICES-	0.00	6,100.00	0.0%
Total Expense	0.00	6,100.00	0.0%
Net Ordinary Income	330.81	48,900.00	0.7%
Other Income/Expense			
Other Expense			
General Operating Contingency	0.00	30,000.00	0.0%
Total Other Expense	0.00	30,000.00	0.0%
Net Other Income	0.00	-30,000.00	0.0%
Net Income	<u>330.81</u>	<u>18,900.00</u>	<u>1.8%</u>

Port of The Dalles
Account QuickReport
As of January 31, 2018

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Bill Pmt -Check	23345	Anderson Perry and...		-1,980.00
Bill Pmt -Check	23346	At&t		-75.92
Bill Pmt -Check	23347	Brown Roofing Com...		-4,390.00
Bill Pmt -Check	23348	Cardmember Servic...		-562.60
Bill Pmt -Check	23349	Federal Licensing, Inc		-124.00
Bill Pmt -Check	23350	Gorge Networks		-162.60
Bill Pmt -Check	23351	oregon Government...		-380.09
Bill Pmt -Check	23352	SDAO		-2,420.00
Bill Pmt -Check	23353	Secretary of State		-200.00
Liability Check	EFT	Oregon Department...	0504064-4	-578.00
Liability Check	EFT	United States Treas...	93-6001833	-2,345.52
Deposit			Deposit	357.00
Transfer			Funds Transfer	20,000.00
Paycheck	23358	Andrea L. Klaas		-2,886.92
Paycheck	23359	Gerald L. Rundell		-894.34
Paycheck	23361	Kathy J Ursprung		-1,299.01
Paycheck	23360	Kathleen M. Norton		-1,199.78
Deposit			Deposit	2,159.87
Bill Pmt -Check	23362	BiCoastal Media		-99.00
Bill Pmt -Check	23363	Cascade Vegetatio...		-2,650.00
Bill Pmt -Check	23364	City Of The Dalles.		-282.21
Bill Pmt -Check	23365	Friend & Reagan, P...	progress billing #2	-3,500.00
Bill Pmt -Check	23366	Hattenhauer Energy...		-114.97
Bill Pmt -Check	23367	Home Depot Credit ...		-526.41
Bill Pmt -Check	23368	Hood River News		-42.00
Bill Pmt -Check	23369	Port Of The Dalles ...		-44.97
Bill Pmt -Check	23370	PUD		-446.40
Bill Pmt -Check	23371	Sawyers True Value		-130.89
Bill Pmt -Check	23372	SDIS		-4,474.86
Bill Pmt -Check	23373	The Dalles Disposal		-76.59
Liability Check	EFT	Oregon Department...	0504064-4	-589.00
Liability Check	EFT	United States Treas...	93-6001833	-2,390.76
Liability Check	EFT	Oregon Department...	0504064-4	-51.72
Check	23374	Angie Wilson		-630.00
Bill Pmt -Check	23379	Anderson Perry and...		-1,215.00
Bill Pmt -Check	23380	At&t		-81.02
Bill Pmt -Check	23381	Cardmember Servic...		-2,977.22
Bill Pmt -Check	23382	Dick, Dick & Corey, ...		-380.00
Bill Pmt -Check	23383	Ernies Locks & Keys		-1,950.00
Bill Pmt -Check	23384	Gorge Networks		-163.74
Bill Pmt -Check	23385	Kathy Ursprung		-103.61
Paycheck	23378	Kathy J Ursprung		-1,299.03
Paycheck	23375	Andrea L. Klaas		-2,886.92
Paycheck	23377	Kathleen M. Norton		-1,224.02
Paycheck	23376	Gerald L. Rundell		-894.35
Liability Check	EFT	Oregon Department...	0504064-4	-612.00
Liability Check	EFT	Pers	02501	-555.69
Liability Check	EFT	United States Treas...	93-6001833	-2,497.98
Transfer			Funds Transfer	20,000.00
Check	EFT			-30.00
Check	EFT	Pers		-1,088.52
Check	EFT	Ameritas		-71.40
Deposit			Deposit	1,877.42
General Journal	AW			13,261.26
General Journal	AW			2,274.08
General Journal	AW		payroll	-6,208.17
General Journal	AW		payroll	-6,318.09
General Journal	AW		payroll	0.00
General Journal	AW		payroll	12,526.26
Total General Checking				6,350.57
Marina Checking				
General Journal	AW			0.00
Total Marina Checking				0.00

6:18 PM
02/11/18
Cash Basis

Port of The Dalles
Account QuickReport
As of January 31, 2018

Type	Num	Name	Memo	Paid Amount
Port Develop. Checking				
Bill Pmt -Check	22501	Bayoan Ware		-289.47
Bill Pmt -Check	22502	Cardmember Servic...		-29.49
Bill Pmt -Check	22503	Kathy Ursprung		-96.68
Transfer			Funds Transfer	20,000.00
Bill Pmt -Check	22504	Bohns Printing		-69.86
Bill Pmt -Check		CrestLine Construct...	QuickBooks generated ...	0.00
Bill Pmt -Check	22505	PUD		-105.11
Bill Pmt -Check		??	QuickBooks generated ...	0.00
Bill Pmt -Check		AmSan	QuickBooks generated ...	0.00
Bill Pmt -Check	22506	Cardmember Servic...		-161.99
Bill Pmt -Check	22507	Tenneson Engineeri...		-2,007.50
Bill Pmt -Check	22508	University Of Oregon		-11,750.00
Transfer			Funds Transfer	20,000.00
General Journal	AW			-13,261.26
General Journal	AW			-2,274.08
Total Port Develop. Checking				9,954.56
Total CSB Checking				16,305.13
TOTAL				16,305.13

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 14, 2018

Subject: G-1.) Staff Report

Background:

Gorge Works:

- Visited several additional schools to promote Gorge Works program. Developed "countdown" social media marketing for the program.
- Met with Stephanie Kalez of Worksource Oregon regarding a potential partnership.
- Met with Christy Christopher of the STEM Hub regarding the program.
- *Upshot: Many people are interested in the program and either want to partner to drive applicants our way.*
- Closed out the application process and received 39 applications for 15 positions.
- Inquiries continue to come to the office about the program and how it can work with others.

Food facility:

- Talked with the Food Security Coalition to see if there is a way to leverage funding through partnerships and collaboration between the Port, the Coalition, and others for a facility that could meet multiple needs in the community.
- Met with John Huffman in his role as State Director of the USDA's Rural Development in Oregon to discuss potential resources available for the project through Rural Development.
- Through Bayoan's research, the OSU Extension is now convening a meeting to discuss meat production and processing in the region.

Dufur:

- Working with Carrie Pipinich to plan branding meeting with Dufur Chamber of Commerce.
- Met with Kathy Bostick, Dufur City clerk on several items:
 - To ask if she thought the City would be interested in joining the Wasco County/The Dalles Enterprise zone resignation. Mathew Klebes and Carrie Pipinich will be attending a City Council meeting later this month to talk about potential pros and cons of joining.
 - Also talked about how the Port was able to partner with the City of The Dalles on the well refurbishment in Dallesport (the Port entered into an inter-governmental agreement with the City and loaned them the funds with a 10 year repayment). Dufur may have a gap in the financing of the new water system, waste water system, and other community projects. Could the Port help?
 - Explained how the Port of The Dalles produces electronic packets for the Port Commissioners

Marina:

- Pump out: Anderson Perry is currently in the process of finalizing the design criteria (Task 2 of the Agreement) and should have that wrapped up this week. When completed, they will then provide this information to Ed at Devco Mechanical so they can get working on preparing their

proposal to the Port for the lift station improvements (Task 3 of the Agreement). AP is not sure at this time what Devco's schedule is for getting the proposal put together, but when they know more, they will let us know the timing.

- Met with NWPUD, The Dalles Marina LLC, and Port staff to continue discussions about upgrading the marina electrical system. The PUD has contracted with an expert in on-water power to ensure the system meets best practices and standards for that application. The PUD will be working with The Dalles Marina to conduct a survey of electrical boxes inside boathouses. The PUD will be removing poles on the docks, but will be coordinating with The Dalles Marina since some poles are used for the security camera system. The PUD will also need to locate a transformer on the shore side and 4 floating transformers in the marina basin. The Port, The Dalles Marina LLC and PUD are working together to identify the best locations for each of these.
- At guest moorage there is an on-water pump-out for boat sewer tanks. The one in our marina needs to be replaced this year and we have applied for a grant from the Oregon State Marine Board (OSMB) for this.
- Continuing to work with the OSMB design engineers on options to improve the launch ramp area. They provided three options that we responded to based on knowledge of how our launch ramp is actually used.

SDAO Safety Grant:

- The panic exit bars have been installed on the Conference room door and two doors on the shop building. Jerry recycled the old doors from the Marina restrooms for use on the shop to make it more secure.
- Two flammable liquid storage cabinets were purchased to be used in the shop and at the marina.
- Jerry is replacing old lighting fixtures throughout the office with LED lighting.

Klindt Cove Kiwanis Park:

- Meeting with construction contractors this week to start the first phase of the project - the parking lot. Also contacting electrical contractor's material and installation costs for heating the restrooms. This information will be used to apply for the PUD Economic Development Grant.

Other:

- Published new issue of Port Progress newsletter with associated Business Spotlight video.
- Gave a presentation on the Port to The Dalles Lion's Club, and on that day the Hood River Lion's were also in attendance as well. Several folks from Hood River came up to talk afterwards and were very impressed with all that is going at the Port.
- Convened a meeting with the Scenic area staff and Gorge Ports to discuss the 2.5 pages of the act that address economic development.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 14, 2018

Subject: G-2.) Reports of Committees

a) R.A.R.E – Bayoan Ware:

b) Urban Renewal – Staci Coburn:

c) Chamber of Commerce – David Griffith:

d) Wasco EDC – Kathy Ursprung:

e) COT – Weast/Klaas: