

# NEWS

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FOR IMMEDIATE RELEASE  
Contact: Andrea Klaas

Date: Nov 9, 2018

## Port of The Dalles Commission to Hold Meeting

The Port of The Dalles Board will hold a Regular Board of Commissioners Meeting Monday, November 14, 2018 at the Port Administration Office, 3636 Klindt Dr., The Dalles, OR. The meeting will begin at 7:00PM. The Port Commission will dine at The HiWay House before the meeting.

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

1. Staff Reports
2. Committee Representative Reports

###

**November 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 – 10 minutes)
- E. PORT CALENDAR/EVENTS**
- F. ACTION ITEMS:**
  - 1. October 15, 2018 Regular Meeting Minutes
  - 2. October, 2018 Financial Reports
- G. REPORTS**
  - 1. Staff Report
  - 2. Reports of Committees
    - Chamber of Commerce – Griffith
    - Dufur – Wallace
    - Wasco County EDC – Ursprung
    - Urban Renewal - Coburn
    - 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

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: November 14, 2018

Subject: F-1.) Meeting Minutes

- October 15, 2018 Regular Meeting Minutes

**Staff Recommendation:**

- **Motion to approve the Meeting Minutes as presented**

Fiscal Impact: None

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**October 15, 2018**  
**Port Office**

The Regular Meeting of the Port Commissioners was called to order by President Greg Weast at 7:00PM

**ROLL CALL**

Present: Greg Weast, Mike Courtney, Robert Wallace, Staci Coburn  
Staff: Andrea Klaas, Executive Director; Kathy Norton, Director's Assistant; Kathy Ursprung, Marketing & Communications; Angie Wilson, Bookkeeper; Bill Dick, Attorney  
Guests: Mark McCavic, Phil Scoles, Ted Valkov, Carrie McCocquodale

**PLEDGE OF ALLEGIANCE:** Commissioner Wallace

**AGENDA CORRECTIONS or ADDITIONS**

Andrea asked to have a Marina Quarterly Report added to Staff Reports and an additional item added to the Executive Session.

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

Nothing

**PORT CALENDAR/EVENTS**

None available

**ACTION ITEMS**

1. **Motion to approve the September 12, 2018 Regular Meeting Minutes and the September 24, 2018 Special Meeting Minutes. M/M.Courtney, S/S.Coburn. Motion approved unanimously.**
2. September, 2018 Financial Reports: Commissioner Coburn stated she had reviewed the financial reports and found no issues. Avg Interest Rate for LGIP is 2.25%. General Fund-Progress billing for Friend & Reagan in the amount of \$6,000.00 for the 2017-18 audit. Nothing to report in Marina or PDF. Through the first quarter and meeting standards in all areas of the budget.
  - a. **The September 2018 Financial Reports were approved by consensus.**

**REPORTS**

1. *Marina Quarterly Report:* Angie provided January-September, 2018 financial reports as per the Marina Management Agreement and updated the Commission on Marina activities. The old water line is being removed this week, PUD is ready to select a contractor and get started on the new electrical system.
2. *Staff Report:* A full report was provided in the Agenda Packet. Marina Guest moorage pump-out/dump station required the addition of legs to allow for installation and maintenance. The contractors plan to have the equipment installed by mid-October; Klindt Cove Kiwanis Park is finally moving forward. All permits approved, Crestline moved equipment on-site. Crestline, Hage Electric, Jordan/Chelsea, Parks District and Kiwanis representative all working together to make the project move quickly. State Parks Grant closes 10/31/2018 but there is an extension that we will apply for to allow for landscaping work to be completed in the spring, 2019; GorgeWorks program focused on Host Employer recruitment. Continuing to work on ways to transition the program to CGCC; Airport marketing video completed. Marketing strategy/budget meeting is being scheduled; Tour of Food Innovation Center in Portland. Discussion on opportunities for partnership and see potential for innovation

partnerships in The Dalles; CGIC irrigation SDC fees still and issue that needs to be researched further.

3. *Reports of Committees*

- a) Chamber of Commerce: Commissioner Griffith – No report.
- b) Dufur: Wallace – City water system and school bond process moving forward.
- c) Wasco EDC: Ursprung – Made a presentation to the Chamber EDC.
- d) Urban Renewal: Coburn – Meeting with developer regarding plans for the Griffith building. Tony’s building project on hold.
- e) COT: Weast/Klaas – Andrea reported DC trip was good. There is a lot going on in DC, the current congress is the most active congress in a long time. Came back with options to explore for securing the Scenic Area Economic Development funds. Information on categorical exclusion status for national forests, Mt Hood forests do not have the exclusion, will be working to make that happen.

7:10PM - 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.*

8:50PM – Out of Executive Session

9:00PM – Back into 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.*

9:15PM – Out of Executive Session

**DECISIONS FROM EXECUTIVE SESSION**

Nothing

**COMMISSION CALL**

1. President: Commissioner Weast – Need to come up with options regarding industrial center irrigation system SDC’s.
2. Commissioners: Nothing

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:30PM.**

**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: November 14, 2018

Subject: F-2.) Financial Reports

Avg Interest Rate for LGIP is 2.50%

Marina: Legal Fees were applied to the Marina account this month for the sewer pump project.

General Fund: Edson International check in the amount of \$15,316.40 for the sewer pump for guest moorage. This is part of the Oregon State Marine Board Grant.

PDF: Travel for the month of October was for Washington DC trip.

### **Staff Recommendation:**

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

Fiscal Impact:

7:00 AM

11/09/18

Cash Basis

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

|  | General F...      | Marina F...      | Port Devel...       | Unclassifi... | TOTAL               |
|--|-------------------|------------------|---------------------|---------------|---------------------|
| <b>ASSETS</b>                          |                   |                  |                     |               |                     |
| Current Assets                         |                   |                  |                     |               |                     |
| Checking/Savings                       |                   |                  |                     |               |                     |
| CSB Checking                           |                   |                  |                     |               |                     |
| General Checking                       | 4,200.20          | 0.00             | 0.00                | 0.00          | 4,200.20            |
| Marina Checking                        | 0.00              | 4,294.94         | 0.00                | 0.00          | 4,294.94            |
| Port Develop. Checking                 | 0.00              | 0.00             | 16,538.70           | 0.00          | 16,538.70           |
| <b>Total CSB Checking</b>              | <b>4,200.20</b>   | <b>4,294.94</b>  | <b>16,538.70</b>    | <b>0.00</b>   | <b>25,033.84</b>    |
| LGIP                                   |                   |                  |                     |               |                     |
| Marina Services                        | 0.00              | 47,988.75        | 0.00                | 0.00          | 47,988.75           |
| Port Develop                           | 0.00              | 0.00             | 4,290,868.05        | 0.00          | 4,290,868.05        |
| General                                | 683,427.32        | 0.00             | 0.00                | 0.00          | 683,427.32          |
| <b>Total LGIP</b>                      | <b>683,427.32</b> | <b>47,988.75</b> | <b>4,290,868.05</b> | <b>0.00</b>   | <b>5,022,284.12</b> |
| Petty Cash                             | 74.51             | 28.54            | 55.22               | 0.00          | 158.27              |
| <b>Total Checking/Savings</b>          | <b>687,702.03</b> | <b>52,312.23</b> | <b>4,307,461.97</b> | <b>0.00</b>   | <b>5,047,476.23</b> |
| <b>Total Current Assets</b>            | <b>687,702.03</b> | <b>52,312.23</b> | <b>4,307,461.97</b> | <b>0.00</b>   | <b>5,047,476.23</b> |
| <b>TOTAL ASSETS</b>                    | <b>687,702.03</b> | <b>52,312.23</b> | <b>4,307,461.97</b> | <b>0.00</b>   | <b>5,047,476.23</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                   |                  |                     |               |                     |
| Liabilities                            |                   |                  |                     |               |                     |
| Current Liabilities                    |                   |                  |                     |               |                     |
| Other Current Liabilities              |                   |                  |                     |               |                     |
| Payroll Liabilities                    |                   |                  |                     |               |                     |
| P/R Taxes Payable- Pers                | 2,186.73          | 0.00             | 0.00                | 0.00          | 2,186.73            |
| P/R Taxes Payable-State                | -81.00            | 0.00             | 0.00                | 0.00          | -81.00              |
| P/R Taxes Payable-FICA                 | -200.80           | 0.00             | 0.00                | 0.00          | -200.80             |
| P/R Taxes Payable-Federal              | -181.00           | 0.00             | 0.00                | 0.00          | -181.00             |
| Payroll Liabilities - Other            | 193.24            | 0.00             | 0.00                | 0.00          | 193.24              |
| <b>Total Payroll Liabilities</b>       | <b>1,917.17</b>   | <b>0.00</b>      | <b>0.00</b>         | <b>0.00</b>   | <b>1,917.17</b>     |
| <b>Total Other Current Liabilities</b> | <b>1,917.17</b>   | <b>0.00</b>      | <b>0.00</b>         | <b>0.00</b>   | <b>1,917.17</b>     |
| <b>Total Current Liabilities</b>       | <b>1,917.18</b>   | <b>0.00</b>      | <b>0.00</b>         | <b>0.00</b>   | <b>1,917.18</b>     |
| <b>Total Liabilities</b>               | <b>1,917.18</b>   | <b>0.00</b>      | <b>0.00</b>         | <b>0.00</b>   | <b>1,917.18</b>     |
| Equity                                 |                   |                  |                     |               |                     |
| Unrestricted Net Assets                | 764,927.68        | 53,467.29        | 3,011,687.30        | 0.00          | 3,830,082.27        |
| Net Income                             | -79,142.82        | -1,155.12        | 1,295,774.67        | 0.00          | 1,215,476.73        |
| <b>Total Equity</b>                    | <b>685,784.86</b> | <b>52,312.17</b> | <b>4,307,461.97</b> | <b>0.00</b>   | <b>5,045,559.00</b> |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>687,702.04</b> | <b>52,312.17</b> | <b>4,307,461.97</b> | <b>0.00</b>   | <b>5,047,476.18</b> |
| <b>UNBALANCED CLASSES</b>              | <b>-0.01</b>      | <b>0.06</b>      | <b>0.00</b>         | <b>0.00</b>   | <b>-0.05</b>        |

**Port of The Dalles**  
**Monthly Activity Report by Fund**  
**October 2018**

|  | General ... | Marina F... | Port Dev... | TOTAL     |
|--|-------------|-------------|-------------|-----------|
| <b>Ordinary Income/Expense</b>         |             |             |             |           |
| <b>Income</b>                          |             |             |             |           |
| <b>Transient Moorage</b>               |             |             |             |           |
| Guests                                 | 30.00       | 0.00        | 0.00        | 30.00     |
| <b>Total Transient Moorage</b>         | 30.00       | 0.00        | 0.00        | 30.00     |
| Interest From Earnings                 | 1,860.84    | 110.24      | 9,082.98    | 11,054.06 |
| Prior Yr Property Tax                  | 2,953.10    | 0.00        | 0.00        | 2,953.10  |
| <b>Interest From Contracts</b>         |             |             |             |           |
| V&G                                    | 0.00        | 0.00        | 391.81      | 391.81    |
| <b>Total Interest From Contracts</b>   | 0.00        | 0.00        | 391.81      | 391.81    |
| <b>lease-land/Facility</b>             | 12,975.00   | 0.00        | 0.00        | 12,975.00 |
| <b>Land Sales</b>                      |             |             |             |           |
| V&G                                    | 0.00        | 0.00        | 367.26      | 367.26    |
| <b>Total Land Sales</b>                | 0.00        | 0.00        | 367.26      | 367.26    |
| <b>Total Income</b>                    | 17,818.94   | 110.24      | 9,842.05    | 27,771.23 |
| <b>Gross Profit</b>                    | 17,818.94   | 110.24      | 9,842.05    | 27,771.23 |
| <b>Expense</b>                         |             |             |             |           |
| <b>PERSONAL SERVICES-</b>              |             |             |             |           |
| <b>Payroll Expenses</b>                |             |             |             |           |
| <b>Wages</b>                           |             |             |             |           |
| Marketing/Communications               | 0.00        | 0.00        | 3,916.66    | 3,916.66  |
| Salary- Exec. Director                 | 8,333.34    | 0.00        | 0.00        | 8,333.34  |
| Maintenance Supervisor                 | 800.00      | 0.00        | 200.00      | 1,000.00  |
| Admin/Marina Specialist                | 3,496.00    | 0.00        | 0.00        | 3,496.00  |
| <b>Total Wages</b>                     | 12,629.34   | 0.00        | 4,116.66    | 16,746.00 |
| FICA-EMPLOYER                          | 966.14      | 0.00        | 314.93      | 1,281.07  |
| WRKRS COMP EMPLOYER                    | 6.71        | 0.00        | 4.60        | 11.31     |
| Payroll Expenses - Other               | 0.00        | 0.00        | 0.00        | 0.00      |
| <b>Total Payroll Expenses</b>          | 13,602.19   | 0.00        | 4,436.19    | 18,038.38 |
| Health Insurance                       | 2,355.05    | 0.00        | 2,274.08    | 4,629.13  |
| <b>Total PERSONAL SERVICES-</b>        | 15,957.24   | 0.00        | 6,710.27    | 22,667.51 |
| <b>MATERIAL AND SERVICES-</b>          |             |             |             |           |
| <b>Transient Moorage Expense</b>       |             |             |             |           |
| Transient Moorage Utilities            | 14.51       | 0.00        | 0.00        | 14.51     |
| <b>Total Transient Moorage Expense</b> | 14.51       | 0.00        | 0.00        | 14.51     |
| Contracted Service                     | 4,696.00    | 0.00        | 765.00      | 5,461.00  |
| Develop and Comm                       | 45.92       | 0.00        | 467.51      | 513.43    |
| Dues, Fees and Subscriptions           | 1,248.61    | 0.00        | 0.00        | 1,248.61  |
| Legal                                  | 3,040.00    | 1,470.00    | 180.00      | 4,690.00  |
| <b>Maintenance and Repair</b>          |             |             |             |           |
| Weed Control/landscaping               | 2,772.00    | 0.00        | 0.00        | 2,772.00  |
| Office                                 | 140.50      | 0.00        | 0.00        | 140.50    |
| <b>Vehicle Expense</b>                 |             |             |             |           |
| Gas                                    | 53.23       | 0.00        | 0.00        | 53.23     |
| <b>Total Vehicle Expense</b>           | 53.23       | 0.00        | 0.00        | 53.23     |
| <b>Total Maintenance and Repair</b>    | 2,965.73    | 0.00        | 0.00        | 2,965.73  |
| <b>Launch Ramp</b>                     |             |             |             |           |
| Launch Ramp Water                      | 125.27      | 0.00        | 0.00        | 125.27    |
| Launch Ramp Electric                   | 26.70       | 0.00        | 0.00        | 26.70     |
| <b>Total Launch Ramp</b>               | 151.97      | 0.00        | 0.00        | 151.97    |



7:09 AM

11/09/18

Cash Basis

**Port of The Dalles**  
**Monthly Activity Report by Fund**  
**October 2018**

|                              | General ... | Marina F... | Port Dev... | TOTAL      |
|------------------------------|-------------|-------------|-------------|------------|
| Office Supplies              | 327.61      | 0.00        | 0.00        | 327.61     |
| Travel Expense               | 52.32       | 0.00        | 0.00        | 52.32      |
| Utilities                    |             |             |             |            |
| Industrial                   |             |             |             |            |
| Industrial Water             | 89.12       | 0.00        | 0.00        | 89.12      |
| Total Industrial             | 89.12       | 0.00        | 0.00        | 89.12      |
| Office                       |             |             |             |            |
| Water Office                 | 339.10      | 0.00        | 0.00        | 339.10     |
| Office Electric              | 96.99       | 0.00        | 0.00        | 96.99      |
| Sewer Office                 | 106.64      | 0.00        | 0.00        | 106.64     |
| Garbage Office               | 78.26       | 0.00        | 0.00        | 78.26      |
| Telephone                    | 370.77      | 0.00        | 17.50       | 388.27     |
| Total Office                 | 991.76      | 0.00        | 17.50       | 1,009.26   |
| Total Utilities              | 1,080.88    | 0.00        | 17.50       | 1,098.38   |
| Marketing Expenses           |             |             |             |            |
| Media/Promo                  | 0.00        | 0.00        | 159.00      | 159.00     |
| Travel                       | 0.00        | 0.00        | 5,355.21    | 5,355.21   |
| Total Marketing Expenses     | 0.00        | 0.00        | 5,514.21    | 5,514.21   |
| Total MATERIAL AND SERVICES- | 13,623.55   | 1,470.00    | 6,944.22    | 22,037.77  |
| CAPITAL OUTLAYS-             |             |             |             |            |
| Land Acquisition/Development | 0.00        | 0.00        | 490.61      | 490.61     |
| Marina Expense               |             |             |             |            |
| Faciltiy Improvements        | 15,316.40   | 0.00        | 0.00        | 15,316.40  |
| Total Marina Expense         | 15,316.40   | 0.00        | 0.00        | 15,316.40  |
| Building Improvements        | 174.82      | 0.00        | 0.00        | 174.82     |
| Total CAPITAL OUTLAYS-       | 15,491.22   | 0.00        | 490.61      | 15,981.83  |
| Total Expense                | 45,072.01   | 1,470.00    | 14,145.10   | 60,687.11  |
| Net Ordinary Income          | -27,253.07  | -1,359.76   | -4,303.05   | -32,915.88 |
| Net Income                   | -27,253.07  | -1,359.76   | -4,303.05   | -32,915.88 |

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

|                                | Jul - Oct 18             | Budget                   | % of Budget          |
|--------------------------------|--------------------------|--------------------------|----------------------|
| <b>Ordinary Income/Expense</b> |                          |                          |                      |
| <b>Income</b>                  |                          |                          |                      |
| Beginning Fund Balance         | 0.00                     | 679,404.00               | 0.0%                 |
| Transient Moorage              | 1,292.50                 | 2,000.00                 | 64.6%                |
| Map Grant                      | 0.00                     | 9,800.00                 | 0.0%                 |
| Interest From Earnings         | 6,050.42                 | 12,000.00                | 50.4%                |
| Prior Yr Property Tax          | 4,280.99                 | 10,000.00                | 42.8%                |
| Misc. Income                   | 880.67                   | 2,000.00                 | 44.0%                |
| lease-land/Facility            | 39,025.00                | 131,000.00               | 29.8%                |
| SDAO Grant                     | 0.00                     | 6,000.00                 | 0.0%                 |
| Airport Well                   | 0.00                     | 15,150.00                | 0.0%                 |
| Marina Loan                    | 0.00                     | 11,621.00                | 0.0%                 |
| Property Tax                   | 1,224.96                 | 321,134.00               | 0.4%                 |
| <b>Total Income</b>            | <u>52,754.54</u>         | <u>1,200,109.00</u>      | <u>4.4%</u>          |
| <b>Gross Profit</b>            | 52,754.54                | 1,200,109.00             | 4.4%                 |
| <b>Expense</b>                 |                          |                          |                      |
| PERSONAL SERVICES-             | 74,232.43                | 191,501.00               | 38.8%                |
| MATERIAL AND SERVICES-         | 40,002.68                | 173,250.00               | 23.1%                |
| CAPITAL OUTLAYS-               | 17,662.25                | 180,000.00               | 9.8%                 |
| <b>Total Expense</b>           | <u>131,897.36</u>        | <u>544,751.00</u>        | <u>24.2%</u>         |
| <b>Net Ordinary Income</b>     | -79,142.82               | 655,358.00               | -12.1%               |
| <b>Other Income/Expense</b>    |                          |                          |                      |
| <b>Other Expense</b>           |                          |                          |                      |
| Transfer to Other Funds        | 0.00                     | 300,000.00               | 0.0%                 |
| General Operating Contingency  | 0.00                     | 50,000.00                | 0.0%                 |
| <b>Total Other Expense</b>     | <u>0.00</u>              | <u>350,000.00</u>        | <u>0.0%</u>          |
| <b>Net Other Income</b>        | 0.00                     | -350,000.00              | 0.0%                 |
| <b>Net Income</b>              | <u><u>-79,142.82</u></u> | <u><u>305,358.00</u></u> | <u><u>-25.9%</u></u> |

**Port of The Dalles-GENERAL**  
**Profit & Loss Budget vs. Actual-Detail**  
**July through October 2018**

|  | <u>Jul - Oct 18</u> | <u>Budget</u> | <u>% of ...</u> |
|--|---------------------|---------------|-----------------|
| <b>Ordinary Income/Expense</b>         |                     |               |                 |
| <b>Income</b>                          |                     |               |                 |
| Beginning Fund Balance                 | 0.00                | 679,404.00    | 0.0%            |
| <b>Transient Moorage</b>               |                     |               |                 |
| Guests                                 | 1,292.50            | 2,000.00      | 64.6%           |
| <b>Total Transient Moorage</b>         | 1,292.50            | 2,000.00      | 64.6%           |
| <b>Map Grant</b>                       |                     |               |                 |
| Launch Ramp                            | 0.00                | 9,800.00      | 0.0%            |
| <b>Total Map Grant</b>                 | 0.00                | 9,800.00      | 0.0%            |
| Interest From Earnings                 | 6,050.42            | 12,000.00     | 50.4%           |
| Prior Yr Property Tax                  | 4,280.99            | 10,000.00     | 42.8%           |
| Misc. Income                           | 880.67              | 2,000.00      | 44.0%           |
| lease-land/Facility                    | 39,025.00           | 131,000.00    | 29.8%           |
| SDAO Grant                             | 0.00                | 6,000.00      | 0.0%            |
| Airport Well                           | 0.00                | 15,150.00     | 0.0%            |
| Marina Loan                            | 0.00                | 11,621.00     | 0.0%            |
| Property Tax                           | 1,224.96            | 321,134.00    | 0.4%            |
| <b>Total Income</b>                    | 52,754.54           | 1,200,109.00  | 4.4%            |
| <b>Gross Profit</b>                    | 52,754.54           | 1,200,109.00  | 4.4%            |
| <b>Expense</b>                         |                     |               |                 |
| <b>PERSONAL SERVICES-</b>              |                     |               |                 |
| <b>Payroll Expenses</b>                |                     |               |                 |
| <b>Wages</b>                           |                     |               |                 |
| Marketing/Communications               | 1,958.33            | 10,000.00     | 19.6%           |
| Salary- Exec. Director                 | 33,333.36           | 75,000.00     | 44.4%           |
| Maintenance Supervisor                 | 6,375.00            | 30,000.00     | 21.3%           |
| Admin/Marina Specialist                | 13,376.00           | 25,000.00     | 53.5%           |
| <b>Total Wages</b>                     | 55,042.69           | 140,000.00    | 39.3%           |
| FICA-EMPLOYER                          | 4,210.75            | 10,000.00     | 42.1%           |
| PERS EMPLOYER                          | 3,900.00            | 11,000.00     | 35.5%           |
| Unemployment Payments                  | 0.00                | 1.00          | 0.0%            |
| WRKRS COMP EMPLOYER                    | 1,699.27            | 2,500.00      | 68.0%           |
| Payroll Expenses - Other               | 0.00                |               |                 |
| <b>Total Payroll Expenses</b>          | 64,852.71           | 163,501.00    | 39.7%           |
| Health Insurance                       | 9,379.72            | 28,000.00     | 33.5%           |
| <b>Total PERSONAL SERVICES-</b>        | 74,232.43           | 191,501.00    | 38.8%           |
| <b>MATERIAL AND SERVICES-</b>          |                     |               |                 |
| <b>Transient Moorage Expense</b>       |                     |               |                 |
| Transient Moorage Utilities            | 117.38              |               |                 |
| <b>Total Transient Moorage Expense</b> | 117.38              |               |                 |
| Contracted Service                     | 9,321.00            | 25,000.00     | 37.3%           |
| Account and Audit                      | 6,000.00            | 10,000.00     | 60.0%           |
| Develop and Comm                       | 1,636.14            | 10,000.00     | 16.4%           |
| Dues, Fees and Subscriptions           | 4,700.35            | 24,000.00     | 19.6%           |
| Insurance-Liability                    | 0.00                | 15,000.00     | 0.0%            |
| Legal                                  | 3,635.00            | 5,000.00      | 72.7%           |
| <b>Maintenance and Repair</b>          |                     |               |                 |
| Weed Control/landscaping               | 3,808.14            | 15,000.00     | 25.4%           |
| Shop                                   | 230.89              | 4,100.00      | 5.6%            |
| Office                                 |                     |               |                 |
| Office - Other                         | 140.50              | 6,400.00      | 2.2%            |
| <b>Total Office</b>                    | 140.50              | 6,400.00      | 2.2%            |
| Vehicle Expense                        |                     |               |                 |

**Port of The Dalles-GENERAL**  
**Profit & Loss Budget vs. Actual-Detail**  
 July through October 2018

|                                     | Jul - Oct 18      | Budget            | % of ...     |
|-------------------------------------|-------------------|-------------------|--------------|
| Repair                              | 89.99             |                   |              |
| Gas                                 | 542.06            |                   |              |
| Vehicle Expense - Other             | 0.00              | 1,500.00          | 0.0%         |
| <b>Total Vehicle Expense</b>        | <b>632.05</b>     | <b>1,500.00</b>   | <b>42.1%</b> |
| Maintenance and Repair - Other      | 0.00              | 0.00              | 0.0%         |
| <b>Total Maintenance and Repair</b> | <b>4,811.58</b>   | <b>27,000.00</b>  | <b>17.8%</b> |
| <b>Launch Ramp</b>                  |                   |                   |              |
| Garbage                             | 399.60            |                   |              |
| Supplies                            | 268.63            | 9,000.00          | 3.0%         |
| Cleaning Service Launch Ramp        | 0.00              | 8,400.00          | 0.0%         |
| Launch Ramp Water                   | 519.13            | 1,400.00          | 37.1%        |
| Launch Ramp Electric                | 113.27            | 1,200.00          | 9.4%         |
| Launch Ramp - Other                 | 0.00              | 0.00              | 0.0%         |
| <b>Total Launch Ramp</b>            | <b>1,300.63</b>   | <b>20,000.00</b>  | <b>6.5%</b>  |
| Office Supplies                     | 1,394.89          | 7,250.00          | 19.2%        |
| Office Equipment                    | 0.00              | 3,000.00          | 0.0%         |
| Staff Development/Enhance           | 0.00              | 5,000.00          | 0.0%         |
| Travel Expense                      | 3,355.81          | 10,000.00         | 33.6%        |
| <b>Utilities</b>                    |                   |                   |              |
| Marina                              |                   |                   |              |
| Marina - Other                      | 0.00              | 1,000.00          | 0.0%         |
| <b>Total Marina</b>                 | <b>0.00</b>       | <b>1,000.00</b>   | <b>0.0%</b>  |
| <b>Industrial</b>                   |                   |                   |              |
| Industrial Water                    | 363.70            | 2,000.00          | 18.2%        |
| <b>Total Industrial</b>             | <b>363.70</b>     | <b>2,000.00</b>   | <b>18.2%</b> |
| <b>Office</b>                       |                   |                   |              |
| Water Office                        |                   |                   |              |
| Water Office - Other                | 1,038.72          | 2,000.00          | 51.9%        |
| <b>Total Water Office</b>           | <b>1,038.72</b>   | <b>2,000.00</b>   | <b>51.9%</b> |
| Office Electric                     | 484.36            | 1,800.00          | 26.9%        |
| Sewer Office                        | 426.56            | 1,200.00          | 35.5%        |
| Garbage Office                      | 313.04            | 1,000.00          | 31.3%        |
| Telephone                           | 1,103.52          | 3,000.00          | 36.8%        |
| Office - Other                      | 0.00              | 0.00              | 0.0%         |
| <b>Total Office</b>                 | <b>3,366.20</b>   | <b>9,000.00</b>   | <b>37.4%</b> |
| <b>Total Utilities</b>              | <b>3,729.90</b>   | <b>12,000.00</b>  | <b>31.1%</b> |
| <b>Total MATERIAL AND SERVICES-</b> | <b>40,002.68</b>  | <b>173,250.00</b> | <b>23.1%</b> |
| <b>CAPITAL OUTLAYS-</b>             |                   |                   |              |
| Marina Expense                      |                   |                   |              |
| Water System Improvement            | 0.00              | 150,000.00        | 0.0%         |
| Facility Improvements               | 15,316.40         |                   |              |
| <b>Total Marina Expense</b>         | <b>15,316.40</b>  | <b>150,000.00</b> | <b>10.2%</b> |
| Building Improvements               | 2,345.85          | 30,000.00         | 7.8%         |
| <b>Total CAPITAL OUTLAYS-</b>       | <b>17,662.25</b>  | <b>180,000.00</b> | <b>9.8%</b>  |
| <b>Total Expense</b>                | <b>131,897.36</b> | <b>544,751.00</b> | <b>24.2%</b> |
| Net Ordinary Income                 | -79,142.82        | 655,358.00        | -12.1%       |
| <b>Other Income/Expense</b>         |                   |                   |              |
| Other Expense                       |                   |                   |              |
| Transfer to Other Funds             | 0.00              | 300,000.00        | 0.0%         |

Port of The Dalles-GENERAL  
Profit & Loss Budget vs. Actual-Detail  
July through October 2018

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|                               | <u>Jul - Oct 18</u> | <u>Budget</u>     | <u>% of ...</u> |
|-------------------------------|---------------------|-------------------|-----------------|
| General Operating Contingency | 0.00                | 50,000.00         | 0.0%            |
| Total Other Expense           | 0.00                | 350,000.00        | 0.0%            |
| Net Other Income              | 0.00                | -350,000.00       | 0.0%            |
| Net Income                    | <u>-79,142.82</u>   | <u>305,358.00</u> | <u>-25.9%</u>   |

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

|                              | <u>Jul - Oc...</u>      | <u>Budget</u>           | <u>% of B...</u>    |
|------------------------------|-------------------------|-------------------------|---------------------|
| Ordinary Income/Expense      |                         |                         |                     |
| Income                       |                         |                         |                     |
| Begining Fund Balance        | 0.00                    | 53,594.00               | 0.0%                |
| Interest From Earnings       | 389.88                  | 991.00                  | 39.3%               |
| Total Income                 | <u>389.88</u>           | <u>54,585.00</u>        | <u>0.7%</u>         |
| Gross Profit                 | 389.88                  | 54,585.00               | 0.7%                |
| Expense                      |                         |                         |                     |
| MATERIAL AND SERVICES-       |                         |                         |                     |
| Account and Audit            | 0.00                    | 500.00                  | 0.0%                |
| Insurance-Liability          | 0.00                    | 3,000.00                | 0.0%                |
| Legal                        | 1,545.00                | 500.00                  | 309.0%              |
| Total MATERIAL AND SERVICES- | <u>1,545.00</u>         | <u>4,000.00</u>         | <u>38.6%</u>        |
| Total Expense                | <u>1,545.00</u>         | <u>4,000.00</u>         | <u>38.6%</u>        |
| Net Ordinary Income          | <u>-1,155.12</u>        | <u>50,585.00</u>        | <u>-2.3%</u>        |
| Net Income                   | <u><u>-1,155.12</u></u> | <u><u>50,585.00</u></u> | <u><u>-2.3%</u></u> |

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

|  | <u>Jul - Oct 18</u> | <u>Budget</u>       | <u>% of Budget</u> |
|--|---------------------|---------------------|--------------------|
| <b>Ordinary Income/Expense</b>         |                     |                     |                    |
| <b>Income</b>                          |                     |                     |                    |
| Beginning Fund Balance                 | 0.00                | 2,910,307.00        | 0.0%               |
| Interest From Earnings                 | 30,591.69           | 53,841.00           | 56.8%              |
| Interest From Contracts                |                     |                     |                    |
| V&G                                    | 1,940.13            |                     |                    |
| Interest From Contracts - Other        | 0.00                | 5,000.00            | 0.0%               |
| <b>Total Interest From Contracts</b>   | <b>1,940.13</b>     | <b>5,000.00</b>     | <b>38.8%</b>       |
| <b>matching grants</b>                 | <b>0.00</b>         | <b>250,000.00</b>   | <b>0.0%</b>        |
| <b>Land Sales</b>                      |                     |                     |                    |
| V&G                                    | 1,096.15            |                     |                    |
| Land Sales - Other                     | 1,304,285.00        | 805,000.00          | 162.0%             |
| <b>Total Land Sales</b>                | <b>1,305,381.15</b> | <b>805,000.00</b>   | <b>162.2%</b>      |
| <b>City Of Dufur Water System Loan</b> | <b>0.00</b>         | <b>39,310.00</b>    | <b>0.0%</b>        |
| <b>Total Income</b>                    | <b>1,337,912.97</b> | <b>4,063,458.00</b> | <b>32.9%</b>       |
| <b>Gross Profit</b>                    | <b>1,337,912.97</b> | <b>4,063,458.00</b> | <b>32.9%</b>       |
| <b>Expense</b>                         |                     |                     |                    |
| <b>PERSONAL SERVICES-</b>              |                     |                     |                    |
| <b>Payroll Expenses</b>                |                     |                     |                    |
| <b>Wages</b>                           |                     |                     |                    |
| Marketing/Communications               | 13,708.31           | 42,000.00           | 32.6%              |
| Salary- Exec. Director                 | 0.00                | 25,000.00           | 0.0%               |
| Maintenance Supervisor                 | 487.50              | 5,000.00            | 9.8%               |
| Admin/Marina Specialist                | 0.00                | 15,000.00           | 0.0%               |
| <b>Total Wages</b>                     | <b>14,195.81</b>    | <b>87,000.00</b>    | <b>16.3%</b>       |
| <b>FICA-EMPLOYER</b>                   | <b>1,085.99</b>     | <b>8,000.00</b>     | <b>13.6%</b>       |
| <b>PERS EMPLOYER</b>                   | <b>0.00</b>         | <b>7,000.00</b>     | <b>0.0%</b>        |
| <b>WRKRS COMP EMPLOYER</b>             | <b>18.09</b>        | <b>120.00</b>       | <b>15.1%</b>       |
| <b>Payroll Expenses - Other</b>        | <b>0.00</b>         |                     |                    |
| <b>Total Payroll Expenses</b>          | <b>15,299.89</b>    | <b>102,120.00</b>   | <b>15.0%</b>       |
| <b>Health Insurance</b>                | <b>9,095.28</b>     | <b>21,053.00</b>    | <b>43.2%</b>       |
| <b>Total PERSONAL SERVICES-</b>        | <b>24,395.17</b>    | <b>123,173.00</b>   | <b>19.8%</b>       |
| <b>MATERIAL AND SERVICES-</b>          |                     |                     |                    |
| <b>Land Sales</b>                      |                     |                     |                    |
| Land Sales Closing Cost                | 0.00                | 10,000.00           | 0.0%               |
| Land Sale Commissions                  | 0.00                | 20,000.00           | 0.0%               |
| <b>Total Land Sales</b>                | <b>0.00</b>         | <b>30,000.00</b>    | <b>0.0%</b>        |
| <b>Contracted Service</b>              | <b>765.00</b>       | <b>35,000.00</b>    | <b>2.2%</b>        |
| <b>Account and Audit</b>               | <b>0.00</b>         | <b>10,000.00</b>    | <b>0.0%</b>        |
| <b>Develop and Comm</b>                | <b>467.51</b>       | <b>2,500.00</b>     | <b>18.7%</b>       |
| <b>Legal</b>                           | <b>4,954.54</b>     | <b>20,000.00</b>    | <b>24.8%</b>       |
| <b>Maintenance and Repair</b>          |                     |                     |                    |
| Weed Control/landscaping               | 2,519.00            |                     |                    |
| Shop                                   | 50.98               |                     |                    |
| <b>Total Maintenance and Repair</b>    | <b>2,569.98</b>     |                     |                    |
| <b>Office Supplies</b>                 | <b>0.00</b>         | <b>2,000.00</b>     | <b>0.0%</b>        |
| <b>Utilities</b>                       |                     |                     |                    |
| <b>Industrial</b>                      |                     |                     |                    |
| Industrial Water                       | 0.00                | 1,500.00            | 0.0%               |
| <b>Total Industrial</b>                | <b>0.00</b>         | <b>1,500.00</b>     | <b>0.0%</b>        |
| <b>Office</b>                          |                     |                     |                    |

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

|  | <u>Jul - Oct 18</u>        | <u>Budget</u>            | <u>% of Budget</u>   |
|--|----------------------------|--------------------------|----------------------|
| Telephone                              | 171.98                     |                          |                      |
| <b>Total Office</b>                    | <u>171.98</u>              |                          |                      |
| <b>Total Utilities</b>                 | 171.98                     | 1,500.00                 | 11.5%                |
| <b>Marketing Expenses</b>              |                            |                          |                      |
| Media/Promo                            | 1,251.79                   | 30,000.00                | 4.2%                 |
| Travel                                 | 6,229.66                   | 20,000.00                | 31.1%                |
| <b>Total Marketing Expenses</b>        | <u>7,481.45</u>            | <u>50,000.00</u>         | <u>15.0%</u>         |
| <b>Total MATERIAL AND SERVICES-</b>    | 16,410.46                  | 151,000.00               | 10.9%                |
| <b>CAPITAL OUTLAYS-</b>                |                            |                          |                      |
| Engineering/Consultants                | 0.00                       | 100,000.00               | 0.0%                 |
| Land Acquisition/Development           | 1,332.67                   | 3,000,000.00             | 0.0%                 |
| PDF- Facility Improvements             | 0.00                       | 10,000.00                | 0.0%                 |
| Partnership Projects                   | 0.00                       | 300,000.00               | 0.0%                 |
| <b>Total CAPITAL OUTLAYS-</b>          | <u>1,332.67</u>            | <u>3,410,000.00</u>      | <u>0.0%</u>          |
| <b>Total Expense</b>                   | <u>42,138.30</u>           | <u>3,684,173.00</u>      | <u>1.1%</u>          |
| <b>Net Ordinary Income</b>             | 1,295,774.67               | 379,285.00               | 341.6%               |
| <b>Other Income/Expense</b>            |                            |                          |                      |
| <b>Other Income</b>                    |                            |                          |                      |
| transfer from other funds              |                            |                          |                      |
| General Fund                           | 0.00                       | 300,000.00               | 0.0%                 |
| <b>Total transfer from other funds</b> | <u>0.00</u>                | <u>300,000.00</u>        | <u>0.0%</u>          |
| <b>Total Other Income</b>              | 0.00                       | 300,000.00               | 0.0%                 |
| <b>Other Expense</b>                   |                            |                          |                      |
| Other financing use                    | 0.00                       | 0.00                     | 0.0%                 |
| Transfer to Other Funds                | 0.00                       | 0.00                     | 0.0%                 |
| Other Debt Service                     | 0.00                       | 150,000.00               | 0.0%                 |
| General Operating Contingency          | 0.00                       | 50,000.00                | 0.0%                 |
| <b>Total Other Expense</b>             | <u>0.00</u>                | <u>200,000.00</u>        | <u>0.0%</u>          |
| <b>Net Other Income</b>                | <u>0.00</u>                | <u>100,000.00</u>        | <u>0.0%</u>          |
| <b>Net Income</b>                      | <u><u>1,295,774.67</u></u> | <u><u>479,285.00</u></u> | <u><u>270.4%</u></u> |



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

|                                 | Jul - Oct 18               | Budget                   | % of Budget          |
|---------------------------------|----------------------------|--------------------------|----------------------|
| <b>Ordinary Income/Expense</b>  |                            |                          |                      |
| <b>Income</b>                   |                            |                          |                      |
| Beginning Fund Balance          | 0.00                       | 2,910,307.00             | 0.0%                 |
| Interest From Earnings          | 30,591.69                  | 53,841.00                | 56.8%                |
| Interest From Contracts         | 1,940.13                   | 5,000.00                 | 38.8%                |
| matching grants                 | 0.00                       | 250,000.00               | 0.0%                 |
| Land Sales                      | 1,305,381.15               | 805,000.00               | 162.2%               |
| City Of Dufur Water System Loan | 0.00                       | 39,310.00                | 0.0%                 |
| <b>Total Income</b>             | <u>1,337,912.97</u>        | <u>4,063,458.00</u>      | <u>32.9%</u>         |
| <b>Gross Profit</b>             | 1,337,912.97               | 4,063,458.00             | 32.9%                |
| <b>Expense</b>                  |                            |                          |                      |
| PERSONAL SERVICES-              | 24,395.17                  | 123,173.00               | 19.8%                |
| MATERIAL AND SERVICES-          | 16,410.46                  | 151,000.00               | 10.9%                |
| CAPITAL OUTLAYS-                | 1,332.67                   | 3,410,000.00             | 0.0%                 |
| <b>Total Expense</b>            | <u>42,138.30</u>           | <u>3,684,173.00</u>      | <u>1.1%</u>          |
| <b>Net Ordinary Income</b>      | 1,295,774.67               | 379,285.00               | 341.6%               |
| <b>Other Income/Expense</b>     |                            |                          |                      |
| <b>Other Income</b>             |                            |                          |                      |
| transfer from other funds       | 0.00                       | 300,000.00               | 0.0%                 |
| <b>Total Other Income</b>       | 0.00                       | 300,000.00               | 0.0%                 |
| <b>Other Expense</b>            |                            |                          |                      |
| Other financing use             | 0.00                       | 0.00                     | 0.0%                 |
| Transfer to Other Funds         | 0.00                       | 0.00                     | 0.0%                 |
| Other Debt Service              | 0.00                       | 150,000.00               | 0.0%                 |
| General Operating Contingency   | 0.00                       | 50,000.00                | 0.0%                 |
| <b>Total Other Expense</b>      | 0.00                       | 200,000.00               | 0.0%                 |
| <b>Net Other Income</b>         | 0.00                       | 100,000.00               | 0.0%                 |
| <b>Net Income</b>               | <u><u>1,295,774.67</u></u> | <u><u>479,285.00</u></u> | <u><u>270.4%</u></u> |

7:08 AM

11/09/18

Cash Basis

**Port of The Dalles**  
**Account QuickReport**  
 As of October 31, 2018

| Type                    | Num   | Name                    | Memo        | Paid Amount |
|-------------------------|-------|-------------------------|-------------|-------------|
| <b>CSB Checking</b>     |       |                         |             |             |
| <b>General Checking</b> |       |                         |             |             |
| Deposit                 |       |                         | Deposit     | 730.00      |
| Liability Check         | EFT   | Oregon Department...    | 0504064-4   | -546.00     |
| Liability Check         | EFT   | United States Treas...  | 93-6001833  | -2,012.40   |
| Liability Check         | EFT   | Oregon Department...    | 0504064-4   | -520.00     |
| Liability Check         | EFT   | United States Treas...  | 93-6001833  | -1,915.94   |
| Liability Check         | EFT   | Oregon Department...    | 00504064-4  | -49.14      |
| Liability Check         | 23679 | Oregon Department...    | 00504064-4  | -49.34      |
| Paycheck                | 23665 | Andrea L. Klaas         |             | -2,968.99   |
| Paycheck                | 23666 | Kathleen M. Norton      |             | -1,163.21   |
| Paycheck                | 23667 | Kathy J Ursprung        |             | -1,350.18   |
| Bill Pmt -Check         | 23668 | Bohns Printing          |             | -200.11     |
| Bill Pmt -Check         | 23669 | City Of The Dalles.     |             | -660.13     |
| Bill Pmt -Check         | 23670 | Columbia Gorge Fir...   |             | -140.50     |
| Bill Pmt -Check         | 23671 | Dick, Dick & Corey, ... |             | -2,780.00   |
| Bill Pmt -Check         | 23672 | Hattenhauer Energy...   |             | -53.23      |
| Bill Pmt -Check         | 23673 | Jordan Chelsa           | landscaping | -1,800.00   |
| Bill Pmt -Check         | 23674 | Port Of The Dalles ...  |             | -25.00      |
| Bill Pmt -Check         | 23675 | PUD                     |             | -138.20     |
| Bill Pmt -Check         | 23676 | SDAO                    |             | -1,223.61   |
| Bill Pmt -Check         | 23677 | Staples Credit Plan     |             | -127.50     |
| Bill Pmt -Check         | 23678 | The Dalles Disposal     |             | -78.26      |
| Bill Pmt -Check         | 22572 | Verizon                 | VOID:       | 0.00        |
| Bill Pmt -Check         | 23680 | Andrea Klaas            |             | -52.32      |
| Bill Pmt -Check         | 23681 | Cardmember Servic...    |             | -65.91      |
| Bill Pmt -Check         | 23682 | Dick, Dick & Corey, ... |             | -260.00     |
| Bill Pmt -Check         | 23683 | Edson International     |             | -15,316.40  |
| Bill Pmt -Check         | 23684 | Gorge Networks          |             | -162.67     |
| Bill Pmt -Check         | 23685 | Home Depot Credit ...   |             | -174.82     |
| Bill Pmt -Check         | 23686 | Jordan Chelsa           | landscaping | -972.00     |
| Bill Pmt -Check         | 23687 | Northwest Commun...     |             | -125.00     |
| Bill Pmt -Check         | 23688 | SDIS                    |             | -4,557.73   |
| Bill Pmt -Check         | 23689 | Tenneson Engineeri...   |             | -4,571.00   |
| Bill Pmt -Check         | 22572 | Verizon                 |             | -188.11     |
| Deposit                 |       |                         | Deposit     | 11,075.00   |
| Paycheck                | 23690 | Andrea L. Klaas         |             | -2,969.01   |
| Paycheck                | 23693 | Kathy J Ursprung        |             | -1,350.17   |
| Paycheck                | 23692 | Kathleen M. Norton      |             | -1,266.31   |
| Paycheck                | 23691 | Gerald L. Rundell       | VOID:       | 0.00        |
| Liability Check         | EFT   | Oregon Department...    | 0504064-4   | -683.00     |
| Liability Check         | EFT   | United States Treas...  | 93-6001833  | -2,585.00   |
| Paycheck                | 23694 | Gerald L. Rundell       |             | -757.50     |
| General Journal         | AW    |                         |             | 2,274.08    |
| General Journal         | AW    |                         |             | 4,436.19    |
| Deposit                 |       |                         | Deposit     | 1,200.00    |
| Check                   | EFT   | Brokers National Lif... |             | -71.40      |
| General Journal         | AW    |                         | payroll     | -5,268.25   |
| General Journal         | AW    |                         | payroll     | 1,067.06    |
| General Journal         | AW    |                         | payroll     | 0.00        |
| General Journal         | AW    |                         | payroll     | 4,201.19    |
| Total General Checking  |       |                         |             | -34,214.82  |
| <b>Marina Checking</b>  |       |                         |             |             |
| Bill Pmt -Check         | 23815 | Dick, Dick & Corey, ... |             | -1,470.00   |
| General Journal         | AW    |                         |             | 0.00        |
| Total Marina Checking   |       |                         |             | -1,470.00   |

7:08 AM  
11/09/18  
Cash Basis

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

| Type                          | Num   | Name                    | Memo    | Paid Amount       |
|-------------------------------|-------|-------------------------|---------|-------------------|
| <b>Port Develop. Checking</b> |       |                         |         |                   |
| Deposit                       |       |                         | Deposit | 759.07            |
| Bill Pmt -Check               | 22562 | Angie Wilson            |         | -765.00           |
| Bill Pmt -Check               | 22563 | BiCoastal Media         |         | -100.00           |
| Bill Pmt -Check               | 22564 | David Griffith          |         | -582.60           |
| Bill Pmt -Check               | 22565 | Dick, Dick & Corey, ... |         | -165.00           |
| Bill Pmt -Check               | 22566 | PUD                     |         | -294.81           |
| Bill Pmt -Check               | 22567 | Capital Press           |         | -59.00            |
| Bill Pmt -Check               | 22568 | Cardmember Servic...    |         | -5,111.50         |
| Bill Pmt -Check               | 22569 | Dick, Dick & Corey, ... |         | -15.00            |
| Bill Pmt -Check               | 22570 | Kathy Ursprung          |         | -146.12           |
| Bill Pmt -Check               | 22571 | PUD                     |         | -195.80           |
| General Journal               | AW    |                         |         | -2,274.08         |
| General Journal               | AW    |                         |         | -4,436.19         |
| Total Port Develop. Checking  |       |                         |         | -13,386.03        |
| Total CSB Checking            |       |                         |         | -49,070.85        |
| <b>TOTAL</b>                  |       |                         |         | <b>-49,070.85</b> |

# PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: November 14, 2018

Subject: G-1.) Staff Report

1. **Projects Update:**

- a. V&G and Columbia Veterinary Hospital: Both of these projects are moving ahead slowly. V&G has hired an engineering/architect firm that seems to have put them back on track, and Col. Vet has hired Griffin Construction for that project. Hope to see progress soon!

2. **Business Expansion and Recruitment:**

a. **Gorge Works:**

- i. Host employer recruitment is in full swing, as is intern recruitment.
- ii. Meeting with potential host businesses.
- iii. We have commitments from four host businesses so far and expect to have around 10-12 by the November 30 deadline.
- iv. Port is attending career fairs and presenting information on the program to area high schools.
- v. We continue to meet with the college and chamber on how to work together on this program. There is some State workforce money that may be available for CGCC and the Chamber to use to support Gorge Works. It could potentially help with either additional staffing or marketing costs.

b. **IBEW pre-apprenticeship:**

- i. Kathy U attended an apprenticeship workshop at the NECA-IBEW facility in Portland and is exploring the possibility of a pre-apprenticeship program. This would directly support the need for electricians which we have heard is an issue in our region.

c. **Food LAB:**

- i. An Request for Proposal has gone out for the feasibility analysis of the food start-up facility. We received a USDA grant for this work. Three consultants have indicated they would submit a bid. Deadline is November 30 with award scheduled by December 15.

d. **Airport:**

- i. Kathy U met with Matthew Klebes, David Griffith, and Chuck Covert to talk about an airport marketing plan. We have tasks to complete before meeting again in December. The airport posted the "Why the Gorge?" video on their Facebook page, which as of November 6 had received more than 400 shares and 14,000 views. It has also received quite a few more shares from our website and other local groups, as well.

3. **Other:**

a. **Klindt Cove Park:**

- i. Parking lot is paved and Parking lot lighting is being installed

- ii. Outside power pedestals installed
- iii. Heat has been added to chase way in bathrooms. The Parks District opted to have the pot-a-potty during the winter one more year.
- iv. Infrastructure for landscaping irrigation has been installed and working with Crestline equipment and operators some landscaping was completed
- v. Requested and received an extension of the State Parks Grant to 6/30/2019.

**b. Marina:**

- i. PUD has finished the installation of the underground power across the northern corner of the parking lot.
- ii. The new Guest Moorage boat sewer pump-out is being installed. Finding electricians was even difficult for this project. Oregon State Marina Board will be able to remotely monitor usage of the new pump-out/dump station.
- iii. Bill has drafted a contract for the DevCo project. DevCo attorney is reviewing it.
- iv. There was a slight accident at the marina. A large motorhome collided with a concrete post and both the RV and the post were damaged. Sealcoat Dave will be doing the work to repair the post and the parking area.

**c. Audit:**

- i. Angie and Andrea have reviewed the draft audit and requested some changes be made.
- ii. Audit Presentation will be Monday, December 3, 2018, noon at the Port office.

**d. SDAO Best Practices** has been completed for this coming year and we will be receiving the full 10% credit

**e. Jerry Rundell:**

- i. Jerry is working 2-3 days per week, 4 hours per day, on an as needed basis. Right now he has been keeping the falling leaves raked up, winterizing the irrigation and overseeing the boat pump-out equipment installation. We evaluate what needs to be done each week and schedule him accordingly.

**UPCOMING MEETINGS / EVENTS / DATES:**

- December 12, 2018: Port Commission Meeting – Port Office, 6:00PM
  - Family Christmas Party – Dinner catered by Class Act Café Catering

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: November 14, 2018

Subject: G-2.) Reports of Committees

a) Chamber of Commerce – Griffith:

b) Dufur – Wallace:

c) Wasco EDC – Ursprung:

d) Urban Renewal – Coburn:

e) COT – Weast/Klaas: