

NEWS

3636 Klindt Drive, The Dalles, OR 97058
Contact: Andrea Klaas

Phone: 541.298.4148
www.portofthedalles.com

FOR IMMEDIATE RELEASE
Contact: Andrea Klaas

Date: December 5, 2019

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Board of Commissioners Meeting Wednesday, December 11, 2019 at The Port of The Dalles Administration Office, 3636 Klindt Dr., The Dalles, Oregon. **The meeting will begin at 6:00 P.M.** The Port Commission and Staff will dine with their families at the Port office after the meeting.

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

- General Port Business
- Adopt Policy on the Prevention of Workplace Discrimination, Harassment, and Retaliation

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

December 11, 2019 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/CONSENT AGENDA:

1. Motion to approve November 13, 2019 Regular Meeting Minutes
2. Motion to approve November 2019 Financial Reports
3. Motion to adopt Policy on the Prevention of Workplace Discrimination, Harassment, and Retaliation

G. REPORTS

1. Staff Report

H. COMMISSION CALL

1. President
2. Other Commissioner business

UPCOMING MEETINGS/ EVENTS/ DATES:

- January 08, 2020: Port Commission Meeting - Port office 7:00 pm
- February 6-9, 2020 SDAO Annual Conference – Seaside, Oregon

December 2019

November 2019							December 2019							January 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

- US Holidays
- Port of The Dalles

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 ... ALK Out 8:30 AM KN/JT-Training	3 ... KN/JT-Training	4 ... KN/JT-Training 2:30 PM Elaine calls Andrea re Port Proposal	5 Packets out ... KN/JT-Training 8:30 AM Breakfast with Bob	6 ... KN/JT-Training 10:00 AM IFA meeting	7
8 8:30 AM KHR Radio	9 9:00 AM Gorge Commission	10 9:00 AM Roger Kline (monthly meeting) 5:30 PM Port Meeting Dinner 7:00 PM Port Commission Meeting	11 10:00 AM Dawn Rassmussen	12 7:00 AM Chamber Econ, Dev Committee 10:00 AM KODL Coffee Break	13	14
15 7:30 AM JT Out @ Leadership Summit-Oregon Business Plan	16 4:00 PM ODOT invites you to meet new Oregon Transportation Commission and agency leadership	17	18 10:00 AM OPPA business meeting	19	20 9:00 AM ALK Out	21
22 ... ALK Out	23 Hanukkah ... ALK Out	24 Christmas Eve ... ALK Out	25 OFFICE CLOSED Christmas Day ... ALK Out	26 Kwanzaa ... ALK Out	27 12:00 PM COT-CANCELLED	28
29	30	31 New Year's Eve	New Year's Day OFFICE CLOSED			

3/26

January 2020

December 2019

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

January 2020

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

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

- US Holidays
- Port of The Dalles

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 <i>New Year's Eve</i>	31	1 ■ New Year's Day ■ OFFICE Closed	2	3	4
5	6	7	8 ■ 9:00 AM Roger Kline (monthly meeting) ■ 5:30 PM Port Meeting Dinner ■ 7:00 PM Port Commission Meeting	9	10 ■ 7:00 AM Chamber Econ. Dev Committee ■ 10:00 AM KODL Coffee Break	11
12 ■ 8:30 AM KHR Radio	13	14	15	16	17	18
19 ■ Martin Luther King, Jr. Day	20	21	22 ■ 10:00 AM OPPA business meeting ■ 12:00 PM Julie Lunch (monthly meeting)	23 ■ 12:00 PM COT	24	25 ■ Lunar New Year
26	27	28	29	30	31	

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 11, 2019

Subject: F-1.) Meeting Minutes

Background:

- November 13, 2019 Regular Meeting Minutes

Staff Recommendation:

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

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
November 13, 2019
Port Office

The Regular Meeting of the Port Commissioners was called to order by President Greg Weast at 7:10 PM

ROLL CALL

Present: Greg Weast, Mike Courtney, Robert Wallace, Staci Coburn, David Griffith
Staff: Andrea Klaas, Executive Director; Kathy Norton, Director's Assistant; Angie Wilson, Bookkeeper; Bill Dick, Attorney

Introductions: Jennifer Toepke, new Administrative Assistant

Guests: Jill and John Amery

PLEDGE OF ALLEGIANCE: Commissioner Weast

AGENDA CORRECTIONS or ADDITIONS

None

VISITOR BUSINESS (for items not already on the agenda)

Jill Amery, Wasco County Tax Assessor: Provided information on the Google Enterprise Zone that will expire in 2020/21 and the impact to districts for additional tax income in 2022/23. Also updated information on Charter and BNSF holdbacks. Jill will send additional BNSF information to Andrea.

PORT CALENDAR/EVENTS

Andrea reviewed the November and December 2019 Calendars. Commissioners Weast and Courtney will join Andrea for the KODL Coffee Break on Friday.

ACTION ITEMS

1. **September 4, 2019, 2019 Regular Meeting Minutes accepted as presented.**
2. **October, 2019 Financial Reports were reviewed by Treasurer Staci Coburn and accepted as presented.**

REPORTS

1. *Marina Report:* Marina Manager Angie Wilson provided an update on the marina dock leveling project. And the findings of the Dive Inspection Report. A copy of the Dive Report was provided at the meeting.
2. *Staff Report:* A full report was provided in the Agenda Packet. Andrea attended the 1st Annual Infrastructure Summit hosted by Business Oregon as a way to bring together all partners working on municipal infrastructure projects through out Oregon; Andrea and Brett Boutler, from Google met the middle of October to discuss the status of various conversations and any agreements that were in place. They will meet again in November; it is reported that The Dalles K-Mart is on the closure list; Nu-Culture is looking for cold storage for the holidays. Michael Held and Andrea met to discuss possible Business Oregon programs that could assist; Concerned citizen letter regarding the new Klindt Cove park sign. Andrea met with Scott Baker, no action will be taken at this time; The Port will be submitting a project

identifying the need to expand the Urban Growth Boundary to the Wasco County EDC for ranking on their priority project list; The City of The Dalles is applying for an EPA Brownsfield Assessment grant, the Port and MCEDD have joined as part of the coalition; Evaluating whether/or how to insure the new power pedestals at the marina in the event one gets damaged. 34 pedestals were installed at the cost of \$2,500 each.

3. *Reports of Committees*

- a) Chamber of Commerce: Commissioner Griffith – The Nominating Committee is working on Director elections- David helped get nominees for Chamber Directors positions; Chamber denied Travel Oregon Grant, David suggested they talk to MCEDD.
- b) Dufur: Wallace– School area project almost done, looks very nice; No update on Wastewater system.
- c) Wasco EDC: Courtney –Meeting in December, compiling project lists for priority ranking.
- d) Urban Renewal: Coburn – Nothing
- e) COT: Weast/Klaas – Met with Walden’s staff; Urban Growth Boundary joint discussion on 11/14 to prepare a common message when talking about the UGB issues; Commissioner Courtney attended the Gorge Commission meeting with Andrea.

7:45 PM – In to Executive Session

EXECUTIVE SESSION *(as allowed by ORS 192.660 (2) (e) (f) (h)) This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.*

8:30 PM – Out of Executive Session

COMMISSION CALL

1. President: Commissioner Weast – Welcome Jennifer. Would like to see the vacant lot on Klindt Drive have the For Sale sign replaced.
2. Commissioner Courtney – Was happy to attend the Gorge Commission meeting, found it very informative.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:40PM.

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: December 11, 2019

Subject: F-2.) Financial Reports

Background:

LGIP Interest Rate for November: 2.34%

General Fund

- Oregon Equipment was paid \$3975.00 for half down for a new heat pump for the office at the Port.

Port Development Fund

- Business Oregon was paid \$152,676.15 for the annual loan payment. Funds were transferred from the LGIP Account to pay the annual payment.

Staff Recommendation:

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

Port of The Dalles
Balance Sheet by Class
As of November 30, 2019

	General Fu...	Marina ...	Port Devel...	Un...	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	27,597.49	0.00	0.00	0.00	27,597.49
Marina Checking	0.00	4,249.94	0.00	0.00	4,249.94
Port Develop. Checking	0.00	0.00	28,877.58	0.00	28,877.58
Total CSB Checking	27,597.49	4,249.94	28,877.58	0.00	60,725.01
LGIP					
Marina Services	0.00	49,278.49	0.00	0.00	49,278.49
Port Develop	0.00	0.00	3,320,481.14	0.00	3,320,481.14
General	1,203,128.05	0.00	0.00	0.00	1,203,128.05
Total LGIP	1,203,128.05	49,278.49	3,320,481.14	0.00	4,572,887.68
Petty Cash	156.08	28.54	55.22	0.00	239.84
Total Checking/Savings	1,230,881.62	53,556.97	3,349,413.94	0.00	4,633,852.53
Total Current Assets	1,230,881.62	53,556.97	3,349,413.94	0.00	4,633,852.53
TOTAL ASSETS	1,230,881.62	53,556.97	3,349,413.94	0.00	4,633,852.53
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable					
General	-200.08	0.00	0.00	0.00	-200.08
Total Accounts Payable	-200.08	0.00	0.00	0.00	-200.08
Total Accounts Payable	-200.08	0.00	0.00	0.00	-200.08
Other Current Liabilities					
Payroll Liabilities					
P/R Taxes Payable- Pers	235.60	0.00	0.00	0.00	235.60
P/R Taxes Payable-State	391.00	0.00	0.00	0.00	391.00
P/R Taxes Payable-FICA	1,066.54	0.00	0.00	0.00	1,066.54
P/R Taxes Payable-Federal	643.00	0.00	0.00	0.00	643.00
Payroll Liabilities - Other	431.24	0.00	0.00	0.00	431.24
Total Payroll Liabilities	2,767.38	0.00	0.00	0.00	2,767.38
Total Other Current Liabilities	2,767.38	0.00	0.00	0.00	2,767.38
Total Current Liabilities	2,567.30	0.00	0.00	0.00	2,567.30
Total Liabilities	2,567.30	0.00	0.00	0.00	2,567.30
Equity					
Unrestricted Net Assets	957,066.00	53,142.87	3,680,304.94	0.00	4,690,513.81
Net Income	271,248.31	414.04	-330,890.98	0.00	-59,228.63
Total Equity	1,228,314.31	53,556.91	3,349,413.96	0.00	4,631,285.18
TOTAL LIABILITIES & EQUITY	1,230,881.61	53,556.91	3,349,413.96	0.00	4,633,852.48
UNBALANCED CLASSES	0.01	0.06	-0.02	0.00	-0.05

Port of The Dalles
Monthly Activity Report by Fund
November 2019

	General Fu...	Marina Fund	Port Devel...	TOTAL
Ordinary Income/Expense				
Income				
Map Grant	8,300.00	0.00	0.00	8,300.00
Interest From Earnings	2,456.90	93.28	6,285.44	8,835.62
Prior Yr Property Tax	1,710.23	0.00	0.00	1,710.23
Interest From Contracts				
V&G	0.00	0.00	745.74	745.74
Total Interest From Contracts	0.00	0.00	745.74	745.74
Misc. Income	323.72	0.00	0.00	323.72
Lease-land/Facility	100.00	0.00	0.00	100.00
Land Sales				
V&G	0.00	0.00	772.40	772.40
Total Land Sales	0.00	0.00	772.40	772.40
Property Tax	258,713.63	0.00	0.00	258,713.63
Total Income	271,604.48	93.28	7,803.58	279,501.34
Gross Profit	271,604.48	93.28	7,803.58	279,501.34
Expense				
PERSONAL SERVICES-				
Payroll Expenses				
Wages				
Salary- Exec. Director	9,333.34	0.00	0.00	9,333.34
Maintenance Supervisor	800.00	0.00	0.00	800.00
Admin/Marina Specialist	1,504.00	0.00	0.00	1,504.00
Total Wages	11,637.34	0.00	0.00	11,637.34
FICA-EMPLOYER	890.27	0.00	0.00	890.27
PERS EMPLOYER	3,461.41	0.00	0.00	3,461.41
WRKRS COMP EMPLOYER	4.37	0.00	0.00	4.37
Payroll Expenses - Other	0.00	0.00	0.00	0.00
Total Payroll Expenses	15,993.39	0.00	0.00	15,993.39
Health Insurance	4,740.69	0.00	0.00	4,740.69
Total PERSONAL SERVICES-	20,734.08	0.00	0.00	20,734.08
MATERIAL AND SERVICES-				
Transient Moorage Expense				
Transient Moorage Utilities	24.94	0.00	0.00	24.94
Total Transient Moorage Expense	24.94	0.00	0.00	24.94
Contracted Service	875.00	0.00	0.00	875.00
Account and Audit	5,000.00	0.00	0.00	5,000.00
Dues, Fees and Subscriptions	1,141.00	0.00	0.00	1,141.00
Maintenance and Repair				
Weed Control/landscaping	2,085.00	0.00	0.00	2,085.00
Shop	229.02	0.00	0.00	229.02
Office	200.00	0.00	0.00	200.00
Total Maintenance and Repair	2,514.02	0.00	0.00	2,514.02
Launch Ramp				
Garbage	13.96	0.00	0.00	13.96
Supplies	74.98	0.00	0.00	74.98
Launch Ramp Water	125.27	0.00	0.00	125.27
Launch Ramp Electric	26.70	0.00	0.00	26.70
Total Launch Ramp	240.91	0.00	0.00	240.91
Office Supplies	180.27	0.00	0.00	180.27
Travel Expense	465.74	0.00	0.00	465.74

6:25 PM
 12/08/19
 Cash Basis

Port of The Dalles
Monthly Activity Report by Fund
 November 2019

	General Fu...	Marina Fund	Port Devel...	TOTAL
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	64.30	0.00	0.00	64.30
Office Electric	110.33	0.00	0.00	110.33
Sewer Office	92.64	0.00	0.00	92.64
Garbage Office	33.39	0.00	0.00	33.39
Telephone	343.60	0.00	0.00	343.60
Total Office	644.26	0.00	0.00	644.26
Total Utilities	733.38	0.00	0.00	733.38
Total MATERIAL AND SERVICES-	11,175.26	0.00	0.00	11,175.26
CAPITAL OUTLAYS-				
Building Improvements	3,775.00	0.00	0.00	3,775.00
Total CAPITAL OUTLAYS-	3,775.00	0.00	0.00	3,775.00
Total Expense	35,684.34	0.00	0.00	35,684.34
Net Ordinary Income	235,920.14	93.28	7,803.58	243,817.00
Other Income/Expense				
Other Expense				
Other Debt Service	0.00	0.00	152,676.15	152,676.15
Total Other Expense	0.00	0.00	152,676.15	152,676.15
Net Other Income	0.00	0.00	-152,676.15	-152,676.15
Net Income	235,920.14	93.28	-144,872.57	91,140.85

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-SUMMARY
 July through November 2019

	<u>Jul - Nov 19</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Grants	85,158.90		
Beginning Fund Balance	0.00	884,921.00	0.0%
Transient Moorage	1,350.00	2,000.00	67.5%
Map Grant	8,300.00	9,800.00	84.7%
Interest From Earnings	15,226.43	17,699.00	86.0%
Prior Yr Property Tax	10,903.14		
Misc. Income	521.71	2,000.00	26.1%
lease-land/Facility	32,925.00	65,500.00	50.3%
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	260,245.19	333,461.00	78.0%
Total Income	<u>414,630.37</u>	<u>1,348,152.00</u>	<u>30.8%</u>
Gross Profit	414,630.37	1,348,152.00	30.8%
Expense			
PERSONAL SERVICES-	76,224.21	179,280.00	42.5%
MATERIAL AND SERVICES-	55,949.77	144,000.00	38.9%
CAPITAL OUTLAYS-	11,208.08	40,000.00	28.0%
Total Expense	<u>143,382.06</u>	<u>363,280.00</u>	<u>39.5%</u>
Net Ordinary Income	271,248.31	984,872.00	27.5%
Other Income/Expense			
Other Expense			
Transfer to Other Funds	0.00	500,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>550,000.00</u>	<u>0.0%</u>
Net Other Income	0.00	-550,000.00	0.0%
Net Income	<u><u>271,248.31</u></u>	<u><u>434,872.00</u></u>	<u><u>62.4%</u></u>

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
 July through November 2019

	Jul - Nov 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
Grants	85,158.90		
Beginning Fund Balance	0.00	884,921.00	0.0%
Transient Moorage			
Guests	1,350.00	2,000.00	67.5%
Total Transient Moorage	1,350.00	2,000.00	67.5%
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Map Grant - Other	8,300.00		
Total Map Grant	8,300.00	9,800.00	84.7%
Interest From Earnings	15,226.43	17,699.00	86.0%
Prior Yr Property Tax	10,903.14		
Misc. Income	521.71	2,000.00	26.1%
lease-land/Facility	32,925.00	65,500.00	50.3%
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	260,245.19	333,461.00	78.0%
Total Income	414,630.37	1,348,152.00	30.8%
Gross Profit	414,630.37	1,348,152.00	30.8%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	0.00	7,200.00	0.0%
Assistant Spec. Projects	0.00	31,200.00	0.0%
Salary- Exec. Director	37,333.36	75,000.00	49.8%
Maintenance Supervisor	3,750.00	11,980.00	31.3%
Maint-PT	836.00	10,400.00	8.0%
Admin/Marina Specialist	9,458.75		
Total Wages	51,378.11	135,780.00	37.8%
FICA-EMPLOYER	4,590.70	10,000.00	45.9%
PERS EMPLOYER	7,508.73	11,000.00	68.3%
WRKRS COMP EMPLOYER	2,145.76	2,500.00	85.8%
Payroll Expenses - Other	-135.92		
Total Payroll Expenses	65,487.38	159,280.00	41.1%
Health Insurance	10,736.83	20,000.00	53.7%
Total PERSONAL SERVICES-	76,224.21	179,280.00	42.5%
MATERIAL AND SERVICES-			
Transient Moorage Expense			
Transient Moorage Utilities	146.39		
Total Transient Moorage Expense	146.39		
Contracted Service	6,780.00	25,000.00	27.1%
Account and Audit	10,000.00	10,000.00	100.0%
Develop and Comm	1,231.49	5,000.00	24.6%
Dues, Fees and Subscriptions	14,547.32	24,000.00	60.6%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	1,565.00	5,000.00	31.3%
Maintenance and Repair			
Weed Control/landscaping	6,358.96		
Shop	972.23		
Office	1,051.90		
Vehicle Expense			

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
 July through November 2019

	Jul - Nov 19	Budget	% of Budget
Repair	96.97		
Gas	290.73		
Total Vehicle Expense	387.70		
Maintenance and Repair - Other	0.00	15,000.00	0.0%
Total Maintenance and Repair	8,770.79	15,000.00	58.5%
Launch Ramp			
Garbage	675.68		
Supplies	3,075.86		
Launch Ramp Water	626.35	375.00	167.0%
Launch Ramp Garbage	0.00	250.00	0.0%
Launch Ramp Electric	136.13	375.00	36.3%
Launch Ramp - Other	0.00	12,000.00	0.0%
Total Launch Ramp	4,514.02	13,000.00	34.7%
Office Supplies	1,758.77	5,000.00	35.2%
Office Equipment	629.98	3,000.00	21.0%
Staff Development/Enhance	0.00	3,000.00	0.0%
Travel Expense	1,708.93	10,000.00	17.1%
Utilities			
Industrial			
Industrial Water	445.60	2,000.00	22.3%
Total Industrial	445.60	2,000.00	22.3%
Office			
Water Office	1,023.46		
Office Electric	559.10		
Sewer Office	505.20		
Garbage Office	278.63		
Telephone	1,485.09		
Total Office	3,851.48		
Utilities - Other	0.00	9,000.00	0.0%
Total Utilities	4,297.08	11,000.00	39.1%
Total MATERIAL AND SERVICES-	55,949.77	144,000.00	38.9%
CAPITAL OUTLAYS-			
Marina Expense			
Facility Improvements	2,970.08	10,000.00	29.7%
Total Marina Expense	2,970.08	10,000.00	29.7%
Building Improvements	8,238.00	30,000.00	27.5%
Total CAPITAL OUTLAYS-	11,208.08	40,000.00	28.0%
Total Expense	143,382.06	363,280.00	39.5%
Net Ordinary Income	271,248.31	984,872.00	27.5%
Other Income/Expense			
Other Expense			
Transfer to Other Funds	0.00	500,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	0.00	550,000.00	0.0%
Net Other Income	0.00	-550,000.00	0.0%
Net income	271,248.31	434,872.00	62.4%

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-SUMMARY
 July through November 2019

	<u>Jul - Nov 19</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Grants	5,000.00		
Begining Fund Balance	0.00	4,050,143.00	0.0%
Interest From Earnings	34,338.09	81,003.00	42.4%
Interest From Contracts	1,877.73	5,000.00	37.6%
matching grants	0.00	200,000.00	0.0%
Land Sales	1,917.62	800,000.00	0.2%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
Total Income	<u>43,133.44</u>	<u>5,175,456.00</u>	<u>0.8%</u>
Gross Profit	43,133.44	5,175,456.00	0.8%
Expense			
PERSONAL SERVICES-	11,876.22	101,520.00	11.7%
MATERIAL AND SERVICES-	9,472.05	137,000.00	6.9%
CAPITAL OUTLAYS-	0.00	2,560,000.00	0.0%
Total Expense	<u>21,348.27</u>	<u>2,798,520.00</u>	<u>0.8%</u>
Net Ordinary Income	21,785.17	2,376,936.00	0.9%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	500,000.00	0.0%
Total Other Income	0.00	500,000.00	0.0%
Other Expense			
Special Payments	200,000.00	1,500,000.00	13.3%
Other Debt Service	152,676.15	175,000.00	87.2%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>352,676.15</u>	<u>1,725,000.00</u>	<u>20.4%</u>
Net Other Income	-352,676.15	-1,225,000.00	28.8%
Net Income	<u>-330,890.98</u>	<u>1,151,936.00</u>	<u>-28.7%</u>

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-DETAIL
 July through November 2019

	Jul - Nov 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
Grants	5,000.00		
Begining Fund Balance	0.00	4,050,143.00	0.0%
Interest From Earnings	34,338.09	81,003.00	42.4%
Interest From Contracts			
V&G	1,877.73		
Interest From Contracts - Other	0.00	5,000.00	0.0%
Total Interest From Contracts	1,877.73	5,000.00	37.6%
matching grants	0.00	200,000.00	0.0%
Land Sales			
V&G	1,917.62		
Land Sales - Other	0.00	800,000.00	0.0%
Total Land Sales	1,917.62	800,000.00	0.2%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
Total Income	43,133.44	5,175,456.00	0.8%
Gross Profit	43,133.44	5,175,456.00	0.8%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	0.00	7,200.00	0.0%
Assistant Spec. Projects	0.00	31,200.00	0.0%
Salary- Exec. Director	9,333.35	37,000.00	25.2%
Maintenance Supervisor	600.00	4,000.00	15.0%
Total Wages	9,933.35	79,400.00	12.5%
FICA-EMPLOYER	759.91	5,000.00	15.2%
PERS EMPLOYER	0.00	7,000.00	0.0%
WRKRS COMP EMPLOYER	2.80	120.00	2.3%
Payroll Expenses - Other	2.49		
Total Payroll Expenses	10,698.55	91,520.00	11.7%
Health Insurance	1,177.67	10,000.00	11.8%
Total PERSONAL SERVICES-	11,876.22	101,520.00	11.7%
MATERIAL AND SERVICES-			
Land Sales			
Land Sales Closing Cost	0.00	10,000.00	0.0%
Land Sale Commissions	0.00	20,000.00	0.0%
Total Land Sales	0.00	30,000.00	0.0%
Contracted Service	0.00	50,000.00	0.0%
Account and Audit	0.00	10,000.00	0.0%
Develop and Comm	1,233.34	2,000.00	61.7%
Legal	300.00	15,000.00	2.0%
Office Supplies	44.00		
Marketing Expenses			
Media/Promo	145.86	10,000.00	1.5%
Travel	7,748.85	20,000.00	38.7%
Total Marketing Expenses	7,894.71	30,000.00	26.3%
Total MATERIAL AND SERVICES-	9,472.05	137,000.00	6.9%
CAPITAL OUTLAYS-			
Engineering/Consultants	0.00	50,000.00	0.0%
Land Acquisition/Development	0.00	2,000,000.00	0.0%
PDF- Facility Improvements	0.00	10,000.00	0.0%

**Port of The Dalles-PDF
 Profit & Loss Budget vs. Actual-DETAIL
 July through November 2019**

	<u>Jul - Nov 19</u>	<u>Budget</u>	<u>% of Budget</u>
Partnership Projects	0.00	500,000.00	0.0%
Total CAPITAL OUTLAYS-	0.00	2,560,000.00	0.0%
Total Expense	21,348.27	2,798,520.00	0.8%
Net Ordinary Income	21,785.17	2,376,936.00	0.9%
Other Income/Expense			
Other Income			
transfer from other funds			
General Fund	0.00	500,000.00	0.0%
Total transfer from other funds	0.00	500,000.00	0.0%
Total Other Income	0.00	500,000.00	0.0%
Other Expense			
Special Payments			
CGCC Community College	200,000.00	1,500,000.00	13.3%
Total Special Payments	200,000.00	1,500,000.00	13.3%
Other Debt Service	152,676.15	175,000.00	87.2%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	352,676.15	1,725,000.00	20.4%
Net Other Income	-352,676.15	-1,225,000.00	28.8%
Net Income	<u>-330,890.98</u>	<u>1,151,936.00</u>	<u>-28.7%</u>

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12/08/19

Cash Basis

Port of The Dalles-MARINA
Profit & Loss Budget vs. Actual-SUMMARY
July through November 2019

	<u>Jul - Nov 19</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	52,776.00	0.0%
Interest From Earnings	414.04	1,056.00	39.2%
Total Income	414.04	53,832.00	0.8%
Gross Profit	414.04	53,832.00	0.8%
Net Ordinary Income	414.04	53,832.00	0.8%
Net Income	<u>414.04</u>	<u>53,832.00</u>	<u>0.8%</u>

Port of The Dalles
Account QuickReport
 As of November 30, 2019

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Check	EFT	Brokers National Lif..		-29.90
Bill Pmt -Check	24016	Bohns Printing		-51.24
Bill Pmt -Check	24017	City Of The Dalles.		-371.33
Bill Pmt -Check	24018	Ernies Locks & Keys		-97.00
Bill Pmt -Check	24019	Friend & Reagan, P...	progress billing #2	-5,000.00
Bill Pmt -Check	24020	PUD		-161.97
Bill Pmt -Check	24021	Sawyers Ace Hard..		-135.00
Bill Pmt -Check	24022	SDIS		-4,710.79
Bill Pmt -Check	24023	The Dalles Disposal		-47.35
Liability Check	EFT	Pers	02501	-1,731.34
Bill Pmt -Check	24024	Angie Wilson		-875.00
Bill Pmt -Check	24025	Home Depot Credit ...		-201.03
Bill Pmt -Check	24026	Jordan Chelsa	landscaping	-2,085.00
Bill Pmt -Check	24027	Verizon		-179.79
Liability Check	EFT	Oregon Department...	0504064-4	-306.00
Liability Check	EFT	United States Treas...	93-6001833	-1,135.00
Bill Pmt -Check	24029	Andrea Klaas		-465.74
Bill Pmt -Check	24030	Bio-Med Testing		-29.00
Bill Pmt -Check	24031	Department of Envir...		-1,112.00
Bill Pmt -Check	24032	Gorge Networks		-163.81
Bill Pmt -Check	24033	Oregon Equipment		-3,975.00
Liability Check	eft	Pers	02501	-2,570.07
Paycheck	24028	Andrea L. Klaas		-3,298.28
Deposit			Deposit	156.80
Deposit			Deposit	8,566.92
Paycheck	24034	Andrea L. Klaas		-3,298.27
Paycheck	24035	Gerald L. Rundell		-614.00
Paycheck	24036	Kathleen M. Norton		-1,123.44
General Journal	AW		payroll	-2,196.99
General Journal	AW		payroll	2,196.99
General Journal	AW		payroll	0.00
General Journal	AW		payroll	0.00
Total General Checking				-25,043.63
Marina Checking				
Total Marina Checking				
Port Develop. Checking				
Bill Pmt -Check	22638	Business Oregon		-152,676.15
Deposit			Deposit	759.07
Deposit			Deposit	759.07
Transfer			Funds Transfer	50,000.00
Transfer			Funds Transfer	152,676.15
Total Port Develop. Checking				51,518.14
Total CSB Checking				26,474.51
TOTAL				26,474.51

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 11, 2019

Subject: F-3.) Policy on the Prevention of Workplace Discrimination, Harassment, and Retaliation

Background:

Fellow Commissioners, I've reviewed this policy, along with SDAO/SDIS response to my questions. Frankly, I'm not entirely satisfied with being told that the answers, to some of my questions would require legal advice, at our cost, I'm not going to spend any more time on the issue.

Our insurance contract requires our insurer to indemnify us, and defend us, so, if some liability would come from our adoption of this policy, it will ultimately be their problem, at least financially.

Given the above, I suggest the following motion:

"I move that Port of The Dalles adopt the presented "Prevention of Workplace Discrimination, Harassment, and Retaliation (Oregon Public Sector) policy as presented, in order to protect our insurability, as required, by them."

Given current Federal and State law, I'm wondering why this is even necessary....

Port of The Dalles has, as long as I have been involved, always treated people with respect!

Commissioner Courtney

STAFF RECOMMENDATION:

Motion to adopt Policy on the Prevention of Workplace Discrimination, Harassment, and Retaliation



Policy on the Prevention of Workplace Discrimination, Harassment, and Retaliation

The Port of The Dalles is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Port of The Dalles expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

Port of The Dalles has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Port of The Dalles will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact the Executive Director as an alternative you may reach the Port Commission President.

Equal employment opportunity

It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

Retaliation

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of Port of The Dalles to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity

Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Reporting an Incident of Harassment, Discrimination or Retaliation

Port of The Dalles encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they

have been the victim of such conduct should discuss their concerns with the Executive Director, or Port Commission President. See the complaint procedure described below.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the Executive Director.

Internal Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Executive Director, if you are unable to reach the primary contact please reach out to Port Commission President. We encourage employees to document the event(s), associated date(s), and potential witnesses.

Port of The Dalles encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

Port of The Dalles will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action such as [Identify potential options: warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination] as Port of The Dalles believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

External Complaint Procedure

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address: https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to the Port of The Dalles in accordance with ORS 30.275.

Employment Agreements

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Additional Employee Support Services

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Legal Resources: Oregon Bar Association; www.osbar.org (503) 620-0222
- Counseling and Support Services: Mid Columbia Center for Living (541) 296-5452

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 11, 2019

Subject: G-1.) Staff Report

Background:

Andrea and Greg met with Angie Brewer, Tyler Stone, Scott Hege, Steve Harris, and Rich Mays to talk about the Urban Growth Boundary and how "we" (the Port, County, and City) can preserve the option to expand it in the future. This conversation stems from the fact that the majority of the Gorge Commissioners do not want any expansion of the Urban areas, ever. The Port and the County feel that it is vitally important to keep the UGB expansion option available and ensure that that door does not get closed on us by this current Gorge Commission.

Angie and Andrea met with Bill to make some revisions to the marina rules.

Jennifer Toepke's first official day at the Port was November 25th. She got introduced to getting checks signed, is registering for the Oregon Business Leadership Summit and will be joining Mike there, we did a driving tour of The Dalles port area businesses and the marina, and various other office things.

The V&G excavator contractor was on site Friday doing a little bit of work, but the contractor was only there for about 2 hours, then left and did not return today.

Construction has started on the Schmidt/Cameron building behind V&G. It will be another two story, commercial on the 1st floor/residential on the floor, building. Walls were going up today.

The Wasco Economic Development Commission is meeting December 5, but in preparation for that meeting, Carrie Pipinich convened a meeting to discuss local area projects. Mike Courtney and I attended and brought forward the Urban Growth Boundary and Urban Area Boundary expansion as the top priority for the Port. Gary Grossman also advocated for this to be a top priority and when we left the meeting it was sitting in the #2 position behind the Dog River Pipeline project. Since that meeting Carrie is thinking of creating a separate category for the UGB/URA expansion called "Priority Issues" since it not one specific project.

Andrea attended a Risk Management workshop hosted at Mid Columbia Fire and Rescue and put on by Special Districts. They covered many topics from Human Resource risks to cyber risks. It was well done and there was a fairly good attendance.

Community Outreach Team met. There will be a group from The Dalles going to the Oregon business Leadership Summit, including Mike and Jennifer. If anyone else would like to attend please let me know and I will get you registered.

A group has come forward with interest in developing the dog park on the spit of land between the marina and the City dock. They will be bringing a concept to the January meeting.

Andrea will be working with Jill Amery to get some detailed financial information on the impact of the Urban Renewal District to the Port and present this at the January meeting. She will also be talking with Staci and Mike to get some background information on the Urban Renewal Agency so the Commission can have a conversation about the Port's position regarding the City continuing the Urban Renewal Agency. Why was the agency formed? Has it met its purpose? Etc...