

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: Oct 11, 2018

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles Board will hold a Regular Board of Commissioners Meeting Monday, October 15, 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 Montira's Thai Cuisine before the meeting.

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

1. Staff Reports
2. Committee Representative Reports

###

**October 15, 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. September 12, 2018 Regular Meeting Minutes and September 24, 2018 Special Meeting Minutes.
 - 2. September, 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: October 15, 2018

Subject: F-1.) Meeting Minutes

- September 12, 2018 Regular Meeting Minutes
- September 24, 2018 Special Meeting Minutes

Staff Recommendation:

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

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
September 12, 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, David Griffith
Staff: Kathy Norton, Director's Assistant; Kathy Ursprung, Marketing & Communications; Angie Wilson, Bookkeeper; Bill Dick, Attorney
Guests: Doug Kirchhofer, Kyle House, Kevin Jensen, Kurt Konger, Paul Titus, John Amery

PLEDGE OF ALLEGIANCE: Commissioner Coburn

AGENDA CORRECTIONS or ADDITIONS

Commissioner Weast asked that an Executive Session be added after Visitor Business.

VISITOR BUSINESS (for items not already on the agenda)

Nothing

7:01PM - 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.*

8:05PM – Back to Regular Session

PORT CALENDAR/EVENTS

None available

ACTION ITEMS

1. **Motion to approve the August 8, 2018 Regular Meeting Minutes. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**
2. July and August 2018 Financial Reports: Commissioner Coburn stated she had reviewed both sets of financial reports and found no issues. Commissioner Courtney asked what the insurance on funds in the Columbia State Bank account were. Angie will provide that information in October.
 - a. **The July and August 2018 Financial Reports were approved by consensus.**

REPORTS

1. *PUD Update:* Kurt Konger and Paul Titus provided updates on Lot #3-Purchase agreement, Substation completed July 2017; Tract A-Trailhead parking lot completed; Tract B-Improvements made.
2. *Staff Report:* A full report was provided in the Agenda Packet. Marina Guest moorage pump-out/dump station has arrived. Waiting on electrical and plumbing contractor timelines. There are a few multiple ship dockings at the launch ramp dock this fall; Klindt Cove Kiwanis Park is still waiting City Planning approval. Hege Electric will proceed with the restroom heating project funded through the PUD grant; Gorge Works pilot project is completed and launching into 2019 planning; Airport Marketing meeting with Chuck Covert

and Matthew Klebes to discuss next steps. Commissioner Griffith asked why it is taking so long to get the video completed and what information is needed to move the project forward?; Port Marketing newsletter sent out August 17. Working with various parties on property interest; Jerry Rundell retired on August 31m 2018 after 30 years with the Port. Jerry will continue to come in a few hours each week for now. Working with the City to remove or reduce the SDC fees for a new service water connection for irrigation in the CGIC.

3. *Reports of Committees*

- a) Chamber of Commerce: Commissioner Griffith –9/22 Old Motorcycle group coming to The Dalles, 9/27 Annual BBQ, the Chamber now has the ability to take online payments
- b) Dufur: Wallace – Fire Recovery Fund of \$45,000 was set up – a committee will be assembled to oversee distribution of the funds. City water system leaks being repaired.
- c) Wasco EDC: Ursprung – Changing prioritization list process.
- d) Urban Renewal: Coburn – Recreation building sold. Tony’s Building project at standstill, BOLI did not approve prevailing wage request. Interest in Griffith building for mixed use project.
- e) COT: Weast/Klaas – September trip will be 9/22-27. Team members for this trip are Scott Hage (Wasco County), Dan Spatz (CGCC), Randy Anderson (D12 Schools), Tim McLoughlin (City), David Griffith (Port) and Andrea Klaas (Port).

8:30PM - 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.*

9:05PM – Back to Regular Session

DECISIONS FROM EXECUTIVE SESSION

Nothing

COMMISSION CALL

1. President: Commissioner Weast thanked Commissioner Courtney and the staff for their help during Andrea’s absence and Commissioner Griffith for traveling to DC as a member of the COT.
2. Commissioner Griffith thanked Commissioner Weast and the staff for taking care of business during Andrea’s absence.
3. Commissioner Courtney updated on his wife’s condition and said their experience at MCMC was very good.
4. Commissioner Coburn thanked the staff for their help while Andrea was gone.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:15PM.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton

PORT OF THE DALLES COMMISSION
Special Meeting Minutes
September 24, 2018
Port of The Dalles Conference Room

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

ROLL CALL

Present: Greg Weast, Mike Courtney, Robert Wallace, Staci Coburn

Staff: Kathy Norton, Director's Assistant

Guests: None

Pledge of Allegiance: Commissioner Weast

AGENDA CORRECTIONS or ADDITIONS

None

OCTOBER PORT MEETING-DATE CHANGE

Due to conflicting schedules of the Commissioners and Executive Director the decision was made to move the Wednesday, October 10, 2018 Port Commission meeting to Monday, October 15, 2018, 7:00pm at the Port Office.

4:00PM - In to Executive Session

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

4:45PM – Back to Regular Session

ACTION REQUIRED FROM EXECUTIVE SESSION DISCUSSION

Motion to authorize the Executive Director to enter into the Contract Agreement between Port of The Dalles and Devco Mechanical, Inc., as presented by the Port Attorney and amended by the Port Commission at the October 24, 2018 Special Meeting. M/M.Courtney, S/R.Wallace. Motion approved unanimously.

Motion to adopt Resolution #2018-005 Authorizing Entry into Contract with Devco Mechanical, Inc. M/M.Courtney, S/R.Wallace, during discussion Commissioner Courtney stated he was not in favor of the contract but would support the Commission decision. Motion approved unanimously.

COMMISSION CALL

1. President G. Weast: Thanked Commissions Coburn and Wallace for making time in their schedules to attend the meeting today.
2. Commissioners: Nothing

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 4:50PM.

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: October 15, 2018

Subject: F-2.) Financial Reports

Avg Interest Rate for LGIP is 2.25%

- Marina: Nothing to report
- General Fund: Progress billing for Friend & Reagan in the amount of \$6000.00 for the 2017-18 audit.
- PDF; Nothing to report

We are the first quarter through the budget and meeting standards in all areas of the budget at this time.

Staff Recommendation:

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

Fiscal Impact:

Port of The Dalles
Monthly Activity Report by Fund
September 2018

	General ...	Marina...	Port D...	TOTAL
Ordinary Income/Expense				
Income				
Transient Moorage				
Guests	20.00	0.00	0.00	20.00
Total Transient Moorage	20.00	0.00	0.00	20.00
Interest From Earnings	1,252.74	88.38	7,904.28	9,245.40
Misc. Income	820.67	0.00	0.00	820.67
lease-land/Facility	11,775.00	0.00	0.00	11,775.00
Land Sales				
V&G	0.00	0.00	759.07	759.07
Total Land Sales	0.00	0.00	759.07	759.07
Total Income	13,868.41	88.38	8,663.35	22,620.14
Gross Profit	13,868.41	88.38	8,663.35	22,620.14
Expense				
PERSONAL SERVICES-				
Payroll Expenses				
Wages				
Marketing/Communications	1,958.33	0.00	1,958.33	3,916.66
Salary- Exec. Director	8,333.34	0.00	0.00	8,333.34
Maintenance Supervisor	325.00	0.00	287.50	612.50
Admin/Marina Specialist	3,040.00	0.00	0.00	3,040.00
Total Wages	13,656.67	0.00	2,245.83	15,902.50
FICA-EMPLOYER	1,044.72	0.00	171.82	1,216.54
PERS EMPLOYER	43.66	0.00	0.00	43.66
WRKRS COMP EMPLOYER	1,673.68	0.00	2.67	1,676.35
Payroll Expenses - Other	0.00	0.00	0.00	0.00
Total Payroll Expenses	16,418.73	0.00	2,420.32	18,839.05
Health Insurance	2,355.05	0.00	2,274.08	4,629.13
Total PERSONAL SERVICES-	18,773.78	0.00	4,694.40	23,468.18
MATERIAL AND SERVICES-				
Transient Moorage Expense				
Transient Moorage Utilities	29.22	0.00	0.00	29.22
Total Transient Moorage Expense	29.22	0.00	0.00	29.22
Contracted Service	170.00	0.00	0.00	170.00
Account and Audit	6,000.00	0.00	0.00	6,000.00
Develop and Comm	864.76	0.00	0.00	864.76
Dues, Fees and Subscriptions	725.65	0.00	0.00	725.65
Maintenance and Repair				
Weed Control/landscaping	283.99	0.00	0.00	283.99
Shop	9.99	0.00	0.00	9.99
Vehicle Expense				
Repair	65.01	0.00	0.00	65.01
Gas	129.09	0.00	0.00	129.09
Total Vehicle Expense	194.10	0.00	0.00	194.10
Total Maintenance and Repair	488.08	0.00	0.00	488.08
Launch Ramp				
Garbage	124.20	0.00	0.00	124.20
Supplies	69.16	0.00	0.00	69.16
Launch Ramp Water	125.27	0.00	0.00	125.27
Launch Ramp Electric	25.27	0.00	0.00	25.27
Total Launch Ramp	343.90	0.00	0.00	343.90
Office Supplies	185.15	0.00	0.00	185.15

Port of The Dalles
Monthly Activity Report by Fund
 September 2018

	<u>General ...</u>	<u>Marina...</u>	<u>Port D...</u>	<u>TOTAL</u>
Utilities				
Industrial				
Industrial Water	92.73	0.00	0.00	92.73
Total Industrial	92.73	0.00	0.00	92.73
Office				
Water Office	227.19	0.00	0.00	227.19
Office Electric	151.94	0.00	0.00	151.94
Sewer Office	106.64	0.00	0.00	106.64
Garbage Office	78.26	0.00	0.00	78.26
Telephone	239.82	0.00	17.50	257.32
Total Office	803.85	0.00	17.50	821.35
Total Utilities	896.58	0.00	17.50	914.08
Marketing Expenses				
Media/Promo	0.00	0.00	98.72	98.72
Travel	785.00	0.00	171.89	956.89
Total Marketing Expenses	785.00	0.00	270.61	1,055.61
Total MATERIAL AND SERVICES-	10,488.34	0.00	288.11	10,776.45
CAPITAL OUTLAYS-				
Land Acquisition/Development	0.00	0.00	315.44	315.44
Building Improvements	140.10	0.00	0.00	140.10
Total CAPITAL OUTLAYS-	140.10	0.00	315.44	455.54
Total Expense	29,402.22	0.00	5,297.95	34,700.17
Net Ordinary Income	-15,533.81	88.38	3,365.40	-12,080.03
Net Income	<u>-15,533.81</u>	<u>88.38</u>	<u>3,365.40</u>	<u>-12,080.03</u>

Port of The Dalles
Balance Sheet by Class
As of September 30, 2018

	General ...	Marina ...	Port Devel...	Un...	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	38,415.02	0.00	0.00	0.00	38,415.02
Marina Checking	0.00	5,764.94	0.00	0.00	5,764.94
Port Develop. Checking	0.00	0.00	29,924.73	0.00	29,924.73
Total CSB Checking	38,415.02	5,764.94	29,924.73	0.00	74,104.69
LGIP					
Marina Services	0.00	47,878.51	0.00	0.00	47,878.51
Port Develop	0.00	0.00	4,281,785.07	0.00	4,281,785.07
General	678,613.38	0.00	0.00	0.00	678,613.38
Total LGIP	678,613.38	47,878.51	4,281,785.07	0.00	5,008,276.96
Petty Cash	74.51	28.54	55.22	0.00	158.27
Total Checking/Savings	717,102.91	53,671.99	4,311,765.02	0.00	5,082,539.92
Total Current Assets	717,102.91	53,671.99	4,311,765.02	0.00	5,082,539.92
TOTAL ASSETS	717,102.91	53,671.99	4,311,765.02	0.00	5,082,539.92
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
Payroll Liabilities					
P/R Taxes Payable- Pers	1,241.97	0.00	0.00	0.00	1,241.97
P/R Taxes Payable-State	546.00	0.00	0.00	0.00	546.00
P/R Taxes Payable-FICA	1,263.40	0.00	0.00	0.00	1,263.40
P/R Taxes Payable-Federal	749.00	0.00	0.00	0.00	749.00
Payroll Liabilities - Other	264.61	0.00	0.00	0.00	264.61
Total Payroll Liabilities	4,064.98	0.00	0.00	0.00	4,064.98
Total Other Current Liabilities	4,064.98	0.00	0.00	0.00	4,064.98
Total Current Liabilities	4,064.99	0.00	0.00	0.00	4,064.99
Total Liabilities	4,064.99	0.00	0.00	0.00	4,064.99
Equity					
Unrestricted Net Assets	764,927.68	53,467.29	3,011,687.30	0.00	3,830,082.27
Net Income	-51,889.75	204.64	1,300,077.72	0.00	1,248,392.61
Total Equity	713,037.93	53,671.93	4,311,765.02	0.00	5,078,474.88
TOTAL LIABILITIES & EQUITY	717,102.92	53,671.93	4,311,765.02	0.00	5,082,539.87
UNBALANCED CLASSES	-0.01	0.06	0.00	0.00	-0.05

Port of The Dalles
Account QuickReport
 As of September 30, 2018

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Check	EFT	Brokers National Lif...		-71.40
Deposit			Deposit	1,250.00
Check	EFT	Pers		-43.66
Check	EFT	Cardmember Servic...		-0.60
Deposit			Deposit	11,365.67
Paycheck	23636	Andrea L. Klaas		-2,969.01
Paycheck	23637	Kathleen M. Norton		-1,061.09
Paycheck	23638	Kathy J Ursprung		-1,350.17
Bill Pmt -Check	23639	Angie Wilson		-785.00
Bill Pmt -Check	23640	Bohns Printing		-106.00
Bill Pmt -Check	23641	Chinook Plumbing		-270.00
Bill Pmt -Check	23642	City Of The Dalles		-551.83
Bill Pmt -Check	23643	Friend & Reagan, P...	progress billing #2	-6,000.00
Bill Pmt -Check	23644	Hattenhauer Energy...		-129.09
Bill Pmt -Check	23645	Napa Auto Parts		-50.42
Bill Pmt -Check	23646	Oregon Economic ...		-500.00
Bill Pmt -Check	23647	Port Of The Dalles ...		-12.00
Bill Pmt -Check	23648	PUD		-206.43
Bill Pmt -Check	23649	Sawyers Ace Hard...		-97.73
Bill Pmt -Check	23650	SDIS		-6,222.88
Bill Pmt -Check	23651	Staples Credit Plan		-39.99
Bill Pmt -Check	23652	The Dalles Disposal		-202.46
Liability Check	EFT	Oregon Department...	0504064-4	-508.00
Liability Check	EFT	United States Treas...	93-6001833	-1,875.68
Liability Check	EFT	Pers	02501	-1,071.59
Paycheck	23653	Andrea L. Klaas		-2,969.00
Paycheck	23655	Kathleen M. Norton		-1,061.09
Paycheck	23656	Kathy J Ursprung		-1,350.18
Paycheck	23654	Gerald L. Rundell		-447.31
Bill Pmt -Check	23657	Anderson Perry and...		-170.00
Bill Pmt -Check	23658	At&t		-77.15
Bill Pmt -Check	23659	Gorge Networks		-162.67
Bill Pmt -Check	23660	Greg Weast		-129.00
Bill Pmt -Check	23661	Home Depot Credit ...		-140.10
Bill Pmt -Check	23662	Optimist Printers	38663,39040,39039,37...	-10.00
Bill Pmt -Check	23663	Oregon Business M...		-24.95
Bill Pmt -Check	23664	Rotary Club of The ...		-200.00
Bill Pmt -Check	EFT	Cardmember Servic...		-774.92
General Journal	AW			2,274.08
General Journal	AW			2,420.32
General Journal	AW		payroll	-4,968.24
General Journal	AW		payroll	2,682.67
General Journal	AW		payroll	0.00
General Journal	AW		payroll	2,285.57
Total General Checking				-14,331.33
Marina Checking				
Total Marina Checking				
Port Develop. Checking				
Deposit			Deposit	759.07
Bill Pmt -Check	22557	Port Of The Dalles ...		-91.23
Bill Pmt -Check	22558	PUD		-315.44
Bill Pmt -Check	22559	Staples Credit Plan		-10.34
Bill Pmt -Check	22560	Bohns Printing		-22.40
Bill Pmt -Check	22561	Kathy Ursprung		-149.39
Bill Pmt -Check	EFT	Cardmember Servic...		-105.98
General Journal	AW			-2,274.08
General Journal	AW			-2,420.32
Total Port Develop. Checking				-4,630.11
Total CSB Checking				-18,961.44
TOTAL				-18,961.44

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

	<u>Jul - Sep...</u>	<u>Budget</u>	<u>% of ...</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	679,404.00	0.0%
Transient Moorage	1,262.50	2,000.00	63.1%
Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	4,189.58	12,000.00	34.9%
Prior Yr Property Tax	1,327.89	10,000.00	13.3%
Misc. Income	880.67	2,000.00	44.0%
lease-land/Facility	26,050.00	131,000.00	19.9%
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%
Total Income	<u>34,935.60</u>	<u>1,200,109.00</u>	<u>2.9%</u>
Gross Profit	34,935.60	1,200,109.00	2.9%
Expense			
PERSONAL SERVICES-	58,275.19	191,501.00	30.4%
MATERIAL AND SERVICES-	26,379.13	173,250.00	15.2%
CAPITAL OUTLAYS-	2,171.03	180,000.00	1.2%
Total Expense	<u>86,825.35</u>	<u>544,751.00</u>	<u>15.9%</u>
Net Ordinary Income	-51,889.75	655,358.00	-7.9%
Other Income/Expense			
Other Expense			
Transfer to Other Funds	0.00	300,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>350,000.00</u>	<u>0.0%</u>
Net Other Income	0.00	-350,000.00	0.0%
Net Income	<u><u>-51,889.75</u></u>	<u><u>305,358.00</u></u>	<u><u>-17.0%</u></u>

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

	Jul - Sep...	Budget	% of ...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	679,404.00	0.0%
Transient Moorage			
Guests	1,262.50	2,000.00	63.1%
Total Transient Moorage	1,262.50	2,000.00	63.1%
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Total Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	4,189.58	12,000.00	34.9%
Prior Yr Property Tax	1,327.89	10,000.00	13.3%
Misc. Income	880.67	2,000.00	44.0%
lease-land/Facility	26,050.00	131,000.00	19.9%
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%
Total Income	34,935.60	1,200,109.00	2.9%
Gross Profit	34,935.60	1,200,109.00	2.9%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	1,958.33	10,000.00	19.6%
Salary- Exec. Director	25,000.02	75,000.00	33.3%
Maintenance Supervisor	5,575.00	30,000.00	18.6%
Admin/Marina Specialist	9,880.00	25,000.00	39.5%
Total Wages	42,413.35	140,000.00	30.3%
FICA-EMPLOYER	3,244.61	10,000.00	32.4%
PERS EMPLOYER	3,900.00	11,000.00	35.5%
Unemployment Payments	0.00	1.00	0.0%
WRKRS COMP EMPLOYER	1,692.56	2,500.00	67.7%
Payroll Expenses - Other	0.00		
Total Payroll Expenses	51,250.52	163,501.00	31.3%
Health Insurance	7,024.67	28,000.00	25.1%
Total PERSONAL SERVICES-	58,275.19	191,501.00	30.4%
MATERIAL AND SERVICES-			
Transient Moorage Expense			
Transient Moorage Utilities	102.87		
Total Transient Moorage Expense	102.87		
Contracted Service	4,625.00	25,000.00	18.5%
Account and Audit	6,000.00	10,000.00	60.0%
Develop and Comm	1,590.22	10,000.00	15.9%
Dues, Fees and Subscriptions	3,451.74	24,000.00	14.4%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	595.00	5,000.00	11.9%
Maintenance and Repair			
Weed Control/landscaping	1,036.14	15,000.00	6.9%
Shop	230.89	4,100.00	5.6%
Office			
Office - Other	0.00	6,400.00	0.0%
Total Office	0.00	6,400.00	0.0%
Vehicle Expense			

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

	Jul - Sep...	Budget	% of ...
Repair	89.99		
Gas	488.83		
Vehicle Expense - Other	0.00	1,500.00	0.0%
Total Vehicle Expense	578.82	1,500.00	38.6%
Maintenance and Repair - Other	0.00	0.00	0.0%
Total Maintenance and Repair	1,845.85	27,000.00	6.8%
Launch Ramp			
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	393.86	1,400.00	28.1%
Launch Ramp Electric	86.57	1,200.00	7.2%
Launch Ramp - Other	0.00	0.00	0.0%
Total Launch Ramp	1,148.66	20,000.00	5.7%
Office Supplies	1,067.28	7,250.00	14.7%
Office Equipment	0.00	3,000.00	0.0%
Staff Development/Enhance	0.00	5,000.00	0.0%
Travel Expense	3,303.49	10,000.00	33.0%
Utilities			
Marina			
Marina - Other	0.00	1,000.00	0.0%
Total Marina	0.00	1,000.00	0.0%
Industrial			
Industrial Water	274.58	2,000.00	13.7%
Total Industrial	274.58	2,000.00	13.7%
Office			
Water Office			
Water Office - Other	699.62	2,000.00	35.0%
Total Water Office	699.62	2,000.00	35.0%
Office Electric	387.37	1,800.00	21.5%
Sewer Office	319.92	1,200.00	26.7%
Garbage Office	234.78	1,000.00	23.5%
Telephone	732.75	3,000.00	24.4%
Office - Other	0.00	0.00	0.0%
Total Office	2,374.44	9,000.00	26.4%
Total Utilities	2,649.02	12,000.00	22.1%
Total MATERIAL AND SERVICES-	26,379.13	173,250.00	15.2%
CAPITAL OUTLAYS-			
Marina Expense			
Water System Improvement	0.00	150,000.00	0.0%
Total Marina Expense	0.00	150,000.00	0.0%
Building Improvements	2,171.03	30,000.00	7.2%
Total CAPITAL OUTLAYS-	2,171.03	180,000.00	1.2%
Total Expense	86,825.35	544,751.00	15.9%
Net Ordinary Income	-51,889.75	655,358.00	-7.9%
Other Income/Expense			
Other Expense			
Transfer to Other Funds	0.00	300,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%

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

	Jul - Sep...	Budget	% of ...
Total Other Expense	0.00	350,000.00	0.0%
Net Other Income	0.00	-350,000.00	0.0%
Net Income	<u>-51,889.75</u>	<u>305,358.00</u>	<u>-17.0%</u>

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

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Begining Fund Balance	0.00	53,594.00	0.0%
Interest From Earnings	279.64	991.00	28.2%
Total Income	<u>279.64</u>	<u>54,585.00</u>	<u>0.5%</u>
Gross Profit	279.64	54,585.00	0.5%
Expense			
MATERIAL AND SERVICES-	75.00	4,000.00	1.9%
Total Expense	<u>75.00</u>	<u>4,000.00</u>	<u>1.9%</u>
Net Ordinary Income	<u>204.64</u>	<u>50,585.00</u>	<u>0.4%</u>
Net Income	<u><u>204.64</u></u>	<u><u>50,585.00</u></u>	<u><u>0.4%</u></u>

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

	Jul - Sep 18	Budget	% of B...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	2,910,307.00	0.0%
Interest From Earnings	21,508.71	53,841.00	39.9%
Interest From Contracts			
V&G	1,152.20		
Interest From Contracts - Other	0.00	5,000.00	0.0%
Total Interest From Contracts	1,152.20	5,000.00	23.0%
matching grants	0.00	250,000.00	0.0%
Land Sales			
V&G	1,125.01		
Land Sales - Other	1,304,285.00	805,000.00	162.0%
Total Land Sales	1,305,410.01	805,000.00	162.2%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
Total Income	1,328,070.92	4,063,458.00	32.7%
Gross Profit	1,328,070.92	4,063,458.00	32.7%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	9,791.65	42,000.00	23.3%
Salary- Exec. Director	0.00	25,000.00	0.0%
Maintenance Supervisor	287.50	5,000.00	5.8%
Admin/Marina Specialist	0.00	15,000.00	0.0%
Total Wages	10,079.15	87,000.00	11.6%
FICA-EMPLOYER	771.06	8,000.00	9.6%
PERS EMPLOYER	0.00	7,000.00	0.0%
WRKRS COMP EMPLOYER	13.49	120.00	11.2%
Payroll Expenses - Other	0.00		
Total Payroll Expenses	10,863.70	102,120.00	10.6%
Health Insurance	6,821.20	21,053.00	32.4%
Total PERSONAL SERVICES-	17,684.90	123,173.00	14.4%
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	35,000.00	0.0%
Account and Audit	0.00	10,000.00	0.0%
Develop and Comm	0.00	2,500.00	0.0%
Legal	4,774.54	20,000.00	23.9%
Maintenance and Repair			
Weed Control/landscaping	2,519.00		
Shop	50.98		
Total Maintenance and Repair	2,569.98		
Office Supplies	0.00	2,000.00	0.0%
Utilities			
Industrial			
Industrial Water	0.00	1,500.00	0.0%
Total Industrial	0.00	1,500.00	0.0%
Office			

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

	Jul - Sep 18	Budget	% of B...
Telephone	154.48		
Total Office	154.48		
Total Utilities	154.48	1,500.00	10.3%
Marketing Expenses			
Media/Promo	1,092.79	30,000.00	3.6%
Travel	874.45	20,000.00	4.4%
Total Marketing Expenses	1,967.24	50,000.00	3.9%
Total MATERIAL AND SERVICES-	9,466.24	151,000.00	6.3%
CAPITAL OUTLAYS-			
Engineering/Consultants	0.00	100,000.00	0.0%
Land Acquisition/Development	842.06	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%
Total CAPITAL OUTLAYS-	842.06	3,410,000.00	0.0%
Total Expense	27,993.20	3,684,173.00	0.8%
Net Ordinary Income	1,300,077.72	379,285.00	342.8%
Other Income/Expense			
Other Income			
transfer from other funds			
General Fund	0.00	300,000.00	0.0%
Total transfer from other funds	0.00	300,000.00	0.0%
Total Other Income	0.00	300,000.00	0.0%
Other Expense			
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%
Total Other Expense	0.00	200,000.00	0.0%
Net Other Income	0.00	100,000.00	0.0%
Net Income	<u>1,300,077.72</u>	<u>479,285.00</u>	<u>271.3%</u>

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

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>% of B...</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	2,910,307.00	0.0%
Interest From Earnings	21,508.71	53,841.00	39.9%
Interest From Contracts	1,152.20	5,000.00	23.0%
matching grants	0.00	250,000.00	0.0%
Land Sales	1,305,410.01	805,000.00	162.2%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
Total Income	<u>1,328,070.92</u>	<u>4,063,458.00</u>	<u>32.7%</u>
Gross Profit	1,328,070.92	4,063,458.00	32.7%
Expense			
PERSONAL SERVICES-	17,684.90	123,173.00	14.4%
MATERIAL AND SERVICES-	9,466.24	151,000.00	6.3%
CAPITAL OUTLAYS-	842.06	3,410,000.00	0.0%
Total Expense	<u>27,993.20</u>	<u>3,684,173.00</u>	<u>0.8%</u>
Net Ordinary Income	1,300,077.72	379,285.00	342.8%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	300,000.00	0.0%
Total Other Income	0.00	300,000.00	0.0%
Other Expense			
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%
Total Other Expense	0.00	200,000.00	0.0%
Net Other Income	0.00	100,000.00	0.0%
Net Income	<u><u>1,300,077.72</u></u>	<u><u>479,285.00</u></u>	<u><u>271.3%</u></u>

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: October 15, 2018

Subject: G-1.) Staff Report

1. Projects Update:

- a. None at this time

2. Marina:

- a. The new Guest Moorage pump-out/dump station arrived. Upon inspection the plumber & electrician determined the equipment would need 6" legs to allow for installation and maintenance. The Dalles Iron works fabricated the legs as per the contractors' direction. Installation of the equipment should happen by mid-October.

b.

3. Klindt Cove Kiwanis Park:

- a. There is equipment moving dirt!! On September 28 a meeting with Crestline Construction, Tennison Engineering and City Planning resulted in final approval of permits needed to move this project forward. On Friday, October 5th Crestline Construction, Hage Electric, Jordan/Chelsea landscaping, Northern Wasco Parks District and a representative from The Dalles Kiwanis met at the site to coordinate the next couple weeks making sure all components of the project are moving forward. I have been keeping the State Parks Grant administrator updated on our progress. There is a grant extension request process that is available. Having missed the fall window for the landscaping we will be applying for the extension through the end of April, 2019. Jordan/Chelsea will provide a landscaping/irrigation plan showing the timeline they need.
- b. With City Planning approving the permits Hage Electric will be moving forward with plans to install the parking lot lighting as well as the restroom heating and outside power pedestals. Because of the lateness of getting this project moving forward, the Parks District has opted to close and winterize the park restrooms one more winter. A port-a-potty will be available.
- c. The Dalles Kiwanis has contracted with Michael Byrne, Stone Masonry, the same person who did the Columbia Gorge Industrial Center sign, to design and construct a new Klindt Cove Kiwanis Park sign. The design will include an acknowledgment of the Klindt family history in the area.

4. Gorge Works:

- a. Work continues on Gorge Works Host Employer recruitment. Will be contacting potential employers for one-to-one meetings during the rest of October. September activities included publishing a new issue of the Gorge Works e-newsletter, getting a press release out to local media and contacting our steering committee to get feedback on this year's program, now completed. Continuing to work with CGCC on ways to transition the program. Funding is an ongoing issue for them. They are seeking grant funding for staffing.

5. Airport Marketing:

- a. Video is complete for use as is, but Airport Commission is seeking a few modifications. We plan to schedule a marketing strategy/budget meeting as soon as possible.

6. Food LAB:
 - a. Went to Portland Sept. 20 to meet with Erick Garman of Oregon Ag and others at the Food Innovation Center. They provided a tour of the facility and an explanation of their work. We also talked about opportunities for partnership. They are running out of space and see potential for innovation partnerships in The Dalles.
7. Other:
 - a. Columbia Gorge Industrial Center Irrigation. Andrea sent a letter to Dave Anderson requesting a waiver of the SDC fee of \$4,634.00 for the 1" water meter to provide water for the industrial center irrigation. The City Manager and Public Works Director responded that per City code the City only allows a 25% reduction in SDC's for non-profits. Therefore the 1" water SDC fee of \$4,634.00 will be reduced to \$3,475.50.

UPCOMING MEETINGS / EVENTS / DATES:

- November 14, 2018: Port Commission Meeting – Port Office, 7:00PM

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: October 15, 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: