

NEWS

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FOR IMMEDIATE RELEASE
Contact: Andrea Klaas

Date: Oct 4, 2019

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold Board of Commissioners Meeting Wednesday, October 9, 2019 at the Port Administration Office, 3636 Klindt Dr., The Dalles, OR. The meeting will begin at 7:00PM. The Commissioners will tour the new Columbia Veterinary Hospital at 4:45 and then dine at Casa El Mirador prior to the meeting.

The meeting will address the main topics as follows:

1. Budget Resolution No. 19-002
2. Columbia Gorge College Update
3. Staff Reports
4. Reports from Committee Representatives

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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.

October 9, 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 – 10 minutes)
 - 1. Dr. Marta Yera Cronin – Update on Columbia Gorge Community College
 - 2. Mathew Buck – Final presentation for the FoodLAB Study
- E. PORT CALENDAR/EVENTS
- F. ACTION ITEMS:
 - 1. September 4, 2019 Regular Meeting Minutes
 - 2. August and September Financial Reports
 - 3. Resolution No. 19-002 Authorizing Budget Transfers
- G. REPORTS
 - 1. Staff Report
 - 2. Reports of Committees
 - Chamber of Commerce – Griffith
 - Dufur – Wallace
 - Wasco County EDC – Courtney
 - 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 9, 2019

Subject: D.) Visitor Business

1. Dr. Marta Year Cronin – Update on Columbia Gorge Community College
2. Mathew Buck – Final Presentation for the FoodLAB Feasibility Study
 - Draft Summary provided in agenda packet. Full Report posted to Drop-Box

THE PORT OF THE DALLES
FOOD LAB FEASIBILITY STUDY

DRAFT

PREPARED BY MATTHEW BUCK CONSULTING

SEPTEMBER 2019

EXECUTIVE SUMMARY

The objective set by the Port of The Dalles for this project was:

“to complete a feasibility study on a proposed Food Learning and Business Center (Food LAB) designed to help start-up food businesses with production space and assistance to launch on a strong footing by providing facilities that meet appropriate food regulations and helping businesses clear hurdles such as product formulation, shelf life and packaging. The feasibility study will further explore the regional need for such facilities, identify potential locations, identify construction funding and identify operational revenue and funding streams.”

There is longstanding interest in developing additional capacity for food processing and food business incubation in the Columbia Gorge.

Food and beverage business owners are also bullish about prospects for new products and growth. Ninety-five percent of 102 food and beverage companies in a 2016 survey expected growth in the coming five years.

Eighty-two percent of 59 Gorge region business representatives in a 2019 survey agreed, “*Start-ups and small businesses in the food and beverage manufacturing industry would benefit from an industrial facility that provides some of the equipment needed to create products.*”

A review of consumer and food industry trends provides evidence of a growing market for local and regional products and opportunity for smaller scale value-added enterprises that offer unique, artisanal, functional, and/or sustainable products.

However, farmers in the Gorge region may not be primary users of a Food LAB. More than two-thirds of all farms in the region report sales under \$25,000. Outside of orchards, ranching and wheat farming, there are relatively few producers in other crop categories. In addition, from 2012 to 2017, the number of farmers in the region selling direct to consumers has declined 14%, and the number of farms that produced and sold value-added products has declined 49%.

US Census County Business Patterns data does show growth, though, in the number of food and beverage production businesses in the region (including both for employer and non-employer businesses). Those businesses, and growth from 2012-2016, are concentrated in Hood River County.

With population driving calculations of available markets, it is also clear that an entrepreneur based in The Dalles looking to scale a value-added enterprise – particularly with a niche, high-quality, higher cost, artisanal or other specialty product appealing to people in a particular demographic – will quickly have to expand beyond local markets and enter distribution.

Fortunately, there is access from The Dalles to larger urban centers within about a half-day drive that likely represent a combined market close to \$25 billion in annual food expenditures.

There are already a number of shared-use commercial kitchens and food/beverage business incubators in the region. This study identified and provided information on 16 such facilities within a 4 hour drive of The Dalles. The Port of Walla Walla wine incubator and Port of Columbia Blue Mountain Station Food Park are worth special consideration (pages 31 and 32).

This study found 60 companies within a 2.5-hour radius of The Dalles offering co-packing services for a wide variety of products and processes.

There is also an existing network of public agencies, non-profit organizations, and private consultants offering services and resources for start-up, small and expanding food and beverage businesses.

A review of the literature on food incubators found one estimate that, *“Average job creation is approximately 6.4 FTE’s of jobs annually per 1,000 square feet of kitchen space.”*

However, of 61 facilities surveyed in 2016, 25% reported losing money and it was noted, *“Rural incubators in particular appear to be struggling as none reported making money and half of the incubators losing money are rural.”*

A survey of potential Food LAB users in the Gorge received 19 responses from 14 existing small businesses and 5 entrepreneurs considering start-ups – with 85% located within 30 minutes of the Port of The Dalles.

Nine people expressed interest leasing a dedicated space for their business and submitted information about their needs.

Recommendations from this study include:

1. The Port should not take on the responsibility of managing a shared-use kitchen, which would require developing additional capacity and likely require an on-going subsidy of operations.
2. Instead, the Port should focus on building and leasing purpose-designed processing spaces scaled and priced for entry-level and expanding food and beverage businesses.
3. The Port should partner with a non-profit community organization, offering free space in the Food LAB to house a shared-use kitchen that they raise funds to equip and manage.
4. Defer consideration of capacity for copacking, distribution or retail.

With acknowledgement of concerns for food safety, the need for purpose designed and flexible work spaces, and the difficulty and expense of renovating an existing building, this study recommends a focus on Lot 1 in the Columbia Gorge Industrial Center.

A comparison of shared kitchen/incubator projects found a median cost of \$185 per square foot. With assumptions for a 17,500 square foot flexible use building, that suggests construction cost of about \$3.24 million. Lease revenue projections appear adequate to service \$1.5 million in debt, requiring \$1.75 in additional capital. A number of variables could affect that conclusion.

October 2019

September 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					

October 2019

S	M	T	W	T	F	S
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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		

November 2019

S	M	T	W	T	F	S
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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

- US Holidays
- ALK work
- Office Schedule
- ALK Work new

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7	8	9	10	11	12
	1:00 PM Shilah and Scott		Yom Kippur 9:00 AM Roger Kline 5:00 PM Port Meeting	OPMA Conference 11:30 AM Jennifer Toepke interview 2:00 PM Trustee interview: Harvey Hall 3:30 PM Trustee interview: Eileen Hendricks	7:00 AM Chamber Econ. Dev. Commit-tee 10:00 AM KODL Coffee Break	
13	14	15	16	17	18	19
	Columbus Day Indigenous Peoples' Day 8:30 AM KHR Radio					
20	21	22	23	24	25	26
9:00 AM Oregon Infrastructure Summit	2019 Oregon Infrastructure Summit Oregon Infrastructure Summit			12:00 PM Julie Lunch	12:00 PM COT	
27	28	29	30	31		
Dwell				Halloween		

November 2019

October 2019





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 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 31

November 2019

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 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30 31

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

-  US Holidays
-  ALK work
-  Office Schedule
-  ALK Work new

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 Daylight Saving Time End	4 1:00 PM Call Ryan Rea Re dome tour dates	5	6 10:30 AM SDAO Board/SDIS Trust Joint Meeting	7 SDAO Board/SDIS Trust Joint Meeting	8 7:00 AM Chamber Econ. Dev Commit-tee 10:00 AM KODL Coffee Break	9
10 Veterans Day 8:30 AM KHR Radio	11	12 9:00 AM Roger Kline 5:00 PM Port Meeting	13	14 9:00 AM Invitation to the Risk Management Forum	15	16
17	18	19 10:00 AM OR Audit Committee 10:00 AM Oregon InC. Audit committee November meeting	20	21	22 12:00 PM COT	23
24	25	26	27	28 Thanksgiving 12:00 PM Julie Lunch	29	30

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: October 9, 2019

Subject: F-1.) Meeting Minutes

- September 4, 2019 Regular Meeting Minutes

Staff Recommendation:

- **Motion to approve the September 4, 2019 Regular Meeting Minutes as presented**

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
September 4, 2019
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; Angie Wilson, Bookkeeper; Bill Dick, Attorney

Guests: Julie Krueger (left 7:20PM)

PLEDGE OF ALLEGIANCE: Commissioner Courtney

AGENDA CORRECTIONS or ADDITIONS

None at this time

VISITOR BUSINESS (for items not already on the agenda)

Julie Krueger followed up report at August meeting regarding Riverfront Trail maintenance issues. The City of The Dalles approved \$100,000 for trail paving. The PUD authorized \$50,000 for trail maintenance. Julie said a presentation was made to Wasco County asking for \$50,000 and Mid Columbia Medical Center will also be asked for \$50,000. Julie acknowledged the Port of The Dalles has already contributed by land donations so no specific request is being made to the Port. Commissioner Courtney asked if there were plans for fundraising for future projects. Julie was not sure but the Trail has a budget with funds for planning and maintenance.

PORT CALENDAR/EVENTS

Andrea reviewed the September and October 2019 Calendars. Commissioner Courtney will cover the KODL Coffee Break on Friday.

ACTION ITEMS

1. **August 14, 2019 Regular Meeting Minutes accepted as presented.**
2. **August, 2019 Financial Reports were not available. Will be provided at the October meeting.**
3. **Motion to authorize a one-time \$50,000.00 donation with no conditions to the Riverfront Trail for maintenance projects. M/R.Wallace, S/M.Courtney. Motion approved unanimously.**

REPORTS

1. *Staff Report:* A full report was provided in the Agenda Packet. Greg and Andrea met with Anderson Perry, Hage Electric and DevCo mechanical for a final inspection of the marina pump replacement project. Two items remain on the list 1) shorten some cables and 2) install and explosion proof heater. Hage had given an estimate for the heater which was approved to be installed. Andrea will follow up; Rubstrips and bumpers are being replaced on the launch ramp docks; Landscapers have been working at the launch ramp and the area between the launch ramp and marina. The landscape maintenance will be turned over to The Dalles Marina, the launch ramp will pay a portion of the cost; Wrapping up the USDA grant

presentation at the October meeting; Gorge Commission meeting notes-Revised ED section of the management plan will be presented at the November meeting, final review August 2020. Recommendation made to generalize the Commercial uses allowed in the Scenic area to preempt conflicts (several commissioners said they would never support language that allowed more commercial uses in the Scenic area, Commissioner Nichols wanted to make sure no current uses were lost with the language change). Process for urban area expansion discussion; Andrea attended the Coastal Caucus, an annual summit convened to discuss State and Federal policy and issues in rural, coastal communities; Andrea spoke at the Chamber Governmental affairs meeting; Andrea and Greg will be representing the Port on the September Outreach Team trip.

Reports of Committees

- a) Chamber of Commerce: Commissioner Griffith –No meeting in August
- b) Dufur: Wallace – School open, new bus process is working. PUD installing new powerlines to the school.
- c) Wasco EDC: Courtney – No meeting.
- d) Urban Renewal: Coburn – Reviewed RFP for Tony’s Building, returned to staff for changes; Mary Hanlin sent letter withdrawing her plans for downtown development; Recreation Building has issues, engineers report pending.
- e) COT: Weast/Klaas – COT leaving 9/14.

7:40PM – In to Executive Session

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

7:50PM – Out of Executive Session

COMMISSION CALL

1. President: Commissioner Weast – Asked Angie Wilson about plans to get marina docks leveled and if Commission help is needed. Discussion on Hage Electric not meeting terms of contract with PUD and not returning calls from The Dalles Marina. Angie will provide Bill Dick with copy of PUD/Hage contract. Also, what is status of PUD Right-of-way easements? Andrea meeting with Kurt first week of October will provide more information at October meeting.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:05PM.

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 9, 2019

Subject: F-2.) Financial Reports

LGIP rate is currently at 2.57%

General Checking:

- Sergios Construction was paid \$2,525.00 to replace the bumpers on the public dock. This expense will be refunded by the MAP Grant.
- Two Dogs Plumbing was paid \$4,463.00 for the repair of the water line to the office.
- August 26, 2019 deposit for \$11,542.99 included a lease payment of \$10,475.00 from Whiting-Turner.
- September 30, 2019 deposit for \$85,158.90, included a reimbursement payment of \$63,270.00 from the State Park Grant for the Klindt Cove Kiwanis Park expansion. This project is still ongoing
- As of September 30th, we have an overpayment to the credit card for \$200.00. This was due to the fact that the balance of the card had been paid over the phone and the expense with show in October Financials.

Marina:

Port Development:

Staff Recommendation:

- **Motion to approve the August, 2019 and September, 2019 Financial Reports as presented.**

Fiscal Impact:

August 2019 Financials

12:59 PM

10/08/19

Cash Basis

Port of The Dalles
Balance Sheet by Class
As of August 31, 2019

	General Fund	Marina Fund	Port Develop...	Unclassified	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	20,701.50	0.00	0.00	0.00	20,701.50
Marina Checking	0.00	4,249.94	0.00	0.00	4,249.94
Port Develop. Checking	0.00	0.00	-3,902.80	0.00	-3,902.80
CSB Checking - Other	-0.05	0.00	0.00	0.00	-0.05
Total CSB Checking	20,701.45	4,249.94	-3,902.80	0.00	21,048.59
LGIP					
Marina Services	0.00	48,984.17	0.00	0.00	48,984.17
Port Develop	0.00	0.00	3,707,523.38	0.00	3,707,523.38
General	928,175.83	0.00	0.00	0.00	928,175.83
Total LGIP	928,175.83	48,984.17	3,707,523.38	0.00	4,684,683.38
Petty Cash	130.08	28.54	55.22	0.00	213.84
Total Checking/Savings	949,007.36	53,262.65	3,703,675.80	0.00	4,705,945.81
Total Current Assets	949,007.36	53,262.65	3,703,675.80	0.00	4,705,945.81
TOTAL ASSETS	949,007.36	53,262.65	3,703,675.80	0.00	4,705,945.81
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	894.74	0.00	0.00	0.00	894.74
P/R Taxes Payable-State	371.00	0.00	0.00	0.00	371.00
P/R Taxes Payable-FICA	1,056.38	0.00	0.00	0.00	1,056.38
P/R Taxes Payable-Federal	588.00	0.00	0.00	0.00	588.00
Payroll Liabilities - Other	362.07	0.00	0.00	0.00	362.07
Total Payroll Liabilities	3,272.19	0.00	0.00	0.00	3,272.19
Total Other Current Liabilities	3,272.19	0.00	0.00	0.00	3,272.19
Total Current Liabilities	3,072.11	0.00	0.00	0.00	3,072.11
Total Liabilities	3,072.11	0.00	0.00	0.00	3,072.11
Equity					
Unrestricted Net Assets	955,668.02	53,142.87	3,680,304.94	0.00	4,689,115.83
Net Income	-9,732.76	119.72	23,370.86	0.00	13,757.82
Total Equity	945,935.26	53,262.59	3,703,675.80	0.00	4,702,873.65
TOTAL LIABILITIES & EQUITY	949,007.37	53,262.59	3,703,675.80	0.00	4,705,945.76
UNBALANCED CLASSES	-0.01	0.06	0.00	0.00	-0.05

1:01 PM

10/08/19

Cash Basis

Port of The Dalles
Monthly Activity Report by Fund
August 2019

	General Fu...	Marina Fund	Port Devel...	TOTAL
Ordinary Income/Expense				
Income				
Transient Moorage				
Guests	710.00	0.00	0.00	710.00
Total Transient Moorage	710.00	0.00	0.00	710.00
Interest From Earnings	494.11	5.32	10,068.14	10,567.57
Prior Yr Property Tax	1,149.39	0.00	0.00	1,149.39
Interest From Contracts				
V&G	0.00	0.00	377.33	377.33
Total Interest From Contracts	0.00	0.00	377.33	377.33
Misc. Income	157.99	0.00	0.00	157.99
lease-land/Facility	10,675.00	0.00	0.00	10,675.00
Land Sales				
V&G	0.00	0.00	381.74	381.74
Total Land Sales	0.00	0.00	381.74	381.74
Total Income	13,186.49	5.32	10,827.21	24,019.02
Gross Profit	13,186.49	5.32	10,827.21	24,019.02
Expense				
PERSONAL SERVICES-				
Payroll Expenses				
Wages				
Salary- Exec. Director	9,333.34	0.00	0.00	9,333.34
Maintenance Supervisor	550.00	0.00	300.00	850.00
Maint- PT	330.00	0.00	0.00	330.00
Admin/Marina Specialist	1,057.50	0.00	0.00	1,057.50
Total Wages	11,270.84	0.00	300.00	11,570.84
FICA-EMPLOYER	862.24	0.00	22.95	885.19
PERS EMPLOYER	282.80	0.00	0.00	282.80
WRKRS COMP EMPLOYER	4.21	0.00	0.17	4.38
Payroll Expenses - Other	3.24	0.00	0.69	3.93
Total Payroll Expenses	12,423.33	0.00	323.81	12,747.14
Health Insurance	2,355.38	0.00	0.00	2,355.38
Total PERSONAL SERVICES-	14,778.71	0.00	323.81	15,102.52
MATERIAL AND SERVICES-				
Transient Moorage Expense				
Transient Moorage Utilities	24.28	0.00	0.00	24.28
Total Transient Moorage Expense	24.28	0.00	0.00	24.28
Contracted Service	855.00	0.00	0.00	855.00
Develop and Comm	199.02	0.00	294.70	493.72
Dues, Fees and Subscriptions	0.10	0.00	0.00	0.10
Legal	470.00	0.00	45.00	515.00
Maintenance and Repair				
Weed Control/landscaping	1,765.00	0.00	0.00	1,765.00
Shop	105.53	0.00	0.00	105.53
Vehicle Expense				
Gas	73.03	0.00	0.00	73.03
Total Vehicle Expense	73.03	0.00	0.00	73.03
Total Maintenance and Repair	1,943.56	0.00	0.00	1,943.56
Launch Ramp				
Garbage	128.49	0.00	0.00	128.49
Supplies	512.02	0.00	0.00	512.02
Launch Ramp Water	125.27	0.00	0.00	125.27

1:01 PM
 10/08/19
 Cash Basis

Port of The Dalles
Monthly Activity Report by Fund
August 2019

	<u>General Fu...</u>	<u>Marina Fund</u>	<u>Port Devel...</u>	<u>TOTAL</u>
Launch Ramp Electric	27.47	0.00	0.00	27.47
Total Launch Ramp	793.25	0.00	0.00	793.25
Office Supplies	105.07	0.00	0.00	105.07
Travel Expense	1,110.79	0.00	0.00	1,110.79
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	136.94	0.00	0.00	136.94
Office Electric	104.06	0.00	0.00	104.06
Sewer Office	106.64	0.00	0.00	106.64
Garbage Office	80.94	0.00	0.00	80.94
Telephone	327.32	0.00	0.00	327.32
Total Office	755.90	0.00	0.00	755.90
Total Utilities	845.02	0.00	0.00	845.02
Marketing Expenses				
Travel	0.00	0.00	737.52	737.52
Total Marketing Expenses	0.00	0.00	737.52	737.52
Total MATERIAL AND SERVICES-	6,346.09	0.00	1,077.22	7,423.31
Total Expense	21,124.80	0.00	1,401.03	22,525.83
Net Ordinary Income	-7,938.31	5.32	9,426.18	1,493.19
Net Income	-7,938.31	5.32	9,426.18	1,493.19

GENERAL-DETAIL
Profit & Loss Budget vs. Actual
July through August 2019

	General Fund		
	Jul - Aug 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Total Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	2,811.07	17,699.00	15.9%
Prior Yr Property Tax	7,079.91		
lease-land/Facility	22,350.00	65,500.00	34.1%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
Property Tax	1,531.56	333,461.00	0.5%
Total Income	33,772.54	447,610.00	7.5%
Gross Profit	33,772.54	447,610.00	7.5%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Salary- Exec. Director	18,666.68	75,000.00	24.9%
Maintenance Supervisor	1,150.00	11,980.00	9.6%
Maint- PT	330.00	10,400.00	3.2%
Admin/Marina Specialist	3,160.75		
Total Wages	23,307.43	97,380.00	23.9%
FICA-EMPLOYER	2,443.32	10,000.00	24.4%
PERS EMPLOYER	729.11	11,000.00	6.6%
WRKRS COMP EMPLOYER	9.39	2,500.00	0.4%
Total Payroll Expenses	26,489.25	120,880.00	21.9%
Health Insurance	4,764.46	20,000.00	23.8%
Total PERSONAL SERVICES-	31,253.71	140,880.00	22.2%
MATERIAL AND SERVICES-			
Account and Audit	0.00	10,000.00	0.0%
Develop and Comm	647.66	5,000.00	13.0%
Dues, Fees and Subscriptions	216.10	24,000.00	0.9%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	1,030.00	5,000.00	20.6%
Maintenance and Repair			
Vehicle Expense			
Repair	96.97		
Gas	143.12		
Total Vehicle Expense	240.09		
Maintenance and Repair - Other	0.00	15,000.00	0.0%
Total Maintenance and Repair	240.09	15,000.00	1.6%
Launch Ramp			
Launch Ramp Water	250.54	375.00	66.8%
Launch Ramp Garbage	0.00	250.00	0.0%
Launch Ramp Electric	55.10	375.00	14.7%
Launch Ramp - Other	0.00	12,000.00	0.0%
Total Launch Ramp	305.64	13,000.00	2.4%
Office Supplies	174.10	5,000.00	3.5%
Office Equipment	0.00	3,000.00	0.0%
Staff Development/Enhance	0.00	3,000.00	0.0%
Travel Expense	1,130.79	10,000.00	11.3%

1:10 PM
 10/08/19
 Cash Basis

GENERAL-DETAIL
Profit & Loss Budget vs. Actual
 July through August 2019

	General Fund		
	Jul - Aug 19	Budget	% of Budget
Utilities			
Industrial			
Industrial Water	178.24	2,000.00	8.9%
Total Industrial	178.24	2,000.00	8.9%
Office			
Water Office	360.08		
Garbage Office	163.09		
Telephone	649.64		
Total Office	1,172.81		
Utilities - Other	0.00	9,000.00	0.0%
Total Utilities	1,351.05	11,000.00	12.3%
Total MATERIAL AND SERVICES-	5,095.43	119,000.00	4.3%
CAPITAL OUTLAYS-			
Building Improvements	0.00	30,000.00	0.0%
Total CAPITAL OUTLAYS-	0.00	30,000.00	0.0%
Total Expense	36,349.14	289,880.00	12.5%
Net Ordinary Income	-2,576.60	157,730.00	-1.6%
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	-2,576.60	-392,270.00	0.7%

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10/08/19

Cash Basis

GENERAL-DETAIL
Profit & Loss Budget vs. Actual
July through August 2019

	TOTAL		
	Jul - Aug 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Total Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	2,811.07	17,699.00	15.9%
Prior Yr Property Tax	7,079.91	0.00	100.0%
lease-land/Facility	22,350.00	65,500.00	34.1%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
Property Tax	1,531.56	333,461.00	0.5%
Total Income	33,772.54	447,610.00	7.5%
Gross Profit	33,772.54	447,610.00	7.5%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Salary- Exec. Director	18,666.68	75,000.00	24.9%
Maintenance Supervisor	1,150.00	11,980.00	9.6%
Maint- PT	330.00	10,400.00	3.2%
Admin/Marina Specialist	3,160.75	0.00	100.0%
Total Wages	23,307.43	97,380.00	23.9%
FICA-EMPLOYER	2,443.32	10,000.00	24.4%
PERS EMPLOYER	729.11	11,000.00	6.6%
WRKRS COMP EMPLOYER	9.39	2,500.00	0.4%
Total Payroll Expenses	26,489.25	120,880.00	21.9%
Health Insurance	4,764.46	20,000.00	23.8%
Total PERSONAL SERVICES-	31,253.71	140,880.00	22.2%
MATERIAL AND SERVICES-			
Account and Audit	0.00	10,000.00	0.0%
Develop and Comm	647.66	5,000.00	13.0%
Dues, Fees and Subscriptions	216.10	24,000.00	0.9%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	1,030.00	5,000.00	20.6%
Maintenance and Repair			
Vehicle Expense			
Repair	96.97	0.00	100.0%
Gas	143.12	0.00	100.0%
Total Vehicle Expense	240.09	0.00	100.0%
Maintenance and Repair - Other	0.00	15,000.00	0.0%
Total Maintenance and Repair	240.09	15,000.00	1.6%
Launch Ramp			
Launch Ramp Water	250.54	375.00	66.8%
Launch Ramp Garbage	0.00	250.00	0.0%
Launch Ramp Electric	55.10	375.00	14.7%
Launch Ramp - Other	0.00	12,000.00	0.0%
Total Launch Ramp	305.64	13,000.00	2.4%
Office Supplies	174.10	5,000.00	3.5%
Office Equipment	0.00	3,000.00	0.0%
Staff Development/Enhance	0.00	3,000.00	0.0%
Travel Expense	1,130.79	10,000.00	11.3%

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10/08/19

Cash Basis

GENERAL-DETAIL
Profit & Loss Budget vs. Actual
July through August 2019

	TOTAL		
	Jul - Aug 19	Budget	% of Budget
Utilities			
Industrial			
Industrial Water	178.24	2,000.00	8.9%
Total Industrial	178.24	2,000.00	8.9%
Office			
Water Office	360.08	0.00	100.0%
Garbage Office	163.09	0.00	100.0%
Telephone	649.64	0.00	100.0%
Total Office	1,172.81	0.00	100.0%
Utilities - Other	0.00	9,000.00	0.0%
Total Utilities	1,351.05	11,000.00	12.3%
Total MATERIAL AND SERVICES-	5,095.43	119,000.00	4.3%
CAPITAL OUTLAYS-			
Building Improvements	0.00	30,000.00	0.0%
Total CAPITAL OUTLAYS-	0.00	30,000.00	0.0%
Total Expense	36,349.14	289,880.00	12.5%
Net Ordinary Income	-2,576.60	157,730.00	-1.6%
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	-2,576.60	-392,270.00	0.7%

Port Development Fund
Year to Date Budget vs. Actual
July through August 2019

	Port Development Fund		
	Jul - Aug 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	18,704.18	81,003.00	23.1%
Interest From Contracts			
V&G	756.14		
Interest From Contracts - Other	0.00	5,000.00	0.0%
Total Interest From Contracts	756.14	5,000.00	15.1%
matching grants	0.00	200,000.00	0.0%
Land Sales			
V&G	762.00		
Land Sales - Other	0.00	800,000.00	0.0%
Total Land Sales	762.00	800,000.00	0.1%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
Total Income	25,222.32	5,175,456.00	0.5%
Gross Profit	25,222.32	5,175,456.00	0.5%
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	0.00	37,000.00	0.0%
Maintenance Supervisor	600.00	4,000.00	15.0%
Total Wages	600.00	79,400.00	0.8%
FICA-EMPLOYER	45.90	5,000.00	0.9%
PERS EMPLOYER	0.00	7,000.00	0.0%
WRKRS COMP EMPLOYER	0.34	120.00	0.3%
Payroll Expenses - Other	2.49		
Total Payroll Expenses	648.73	91,520.00	0.7%
Health Insurance	0.00	10,000.00	0.0%
Total PERSONAL SERVICES-	648.73	101,520.00	0.6%
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	294.70	2,000.00	14.7%
Legal	45.00	15,000.00	0.3%
Office Supplies	25.51		
Marketing Expenses			
Media/Promo	100.00	10,000.00	1.0%
Travel	737.52	20,000.00	3.7%
Total Marketing Expenses	837.52	30,000.00	2.8%
Total MATERIAL AND SERVICES-	1,202.73	137,000.00	0.9%

Port Development Fund
Year to Date Budget vs. Actual
July through August 2019

	Port Development Fund		
	Jul - Aug 19	Budget	% of Budget
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%
Partnership Projects	0.00	2,000,000.00	0.0%
Total CAPITAL OUTLAYS-	0.00	4,060,000.00	0.0%
Total Expense	1,851.46	4,298,520.00	0.0%
Net Ordinary Income	23,370.86	876,936.00	2.7%
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			
Other Debt Service	0.00	175,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	0.00	225,000.00	0.0%
Net Other Income	0.00	275,000.00	0.0%
Net Income	23,370.86	1,151,936.00	2.0%

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 10/08/19
 Cash Basis

Port of The Dalles
Account QuickReport
 As of August 31, 2019

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Bill Pmt -Check	23936	Anderson Perry and...	VOID:	0.00
Bill Pmt -Check	23937	Angie Wilson		-855.00
Bill Pmt -Check	23938	Bohns Printing		-73.53
Bill Pmt -Check	23939	City Of The Dalles.		-457.97
Bill Pmt -Check	23940	Hattenhauer Energy...		-73.03
Bill Pmt -Check	23941	Jordan Chelsa	landscaping	-1,090.00
Bill Pmt -Check	23942	PUD		-155.81
Bill Pmt -Check	23943	Sawyers Ace Hard...		-179.70
Bill Pmt -Check	23944	SDIS		-2,355.38
Paycheck	23945	Andrea L. Klaas		-3,298.28
Liability Check	EFT	Oregon Department...	0504064-4	-306.00
Liability Check	EFT	United States Treas...	93-6001833	-1,135.00
Check	23946	Andrea Klaas		-436.16
Check	23947	Andrea Klaas		-295.80
Liability Check	EFT	Pers	02501	-865.67
Bill Pmt -Check	EFT	Cardmember Servic...		-438.81
Paycheck	23948	Andrea L. Klaas		-3,298.27
Paycheck	23949	Gerald L. Rundell		-650.13
Paycheck	23950	Kathleen M. Norton		-749.15
Paycheck	23951	Mark R Roth		-298.32
Bill Pmt -Check	23952	Andrea Klaas		-361.10
Bill Pmt -Check	23953	Aqua Technex		-675.00
Bill Pmt -Check	23954	Dick, Dick & Corey, ...		-470.00
Bill Pmt -Check	23955	Gorge Networks		-163.68
Bill Pmt -Check	23956	Lundell Plumbing H...	launchramp bathroom	-437.85
Bill Pmt -Check	23957	The Dalles Disposal		-209.43
Bill Pmt -Check	23958	Verizon		-163.64
Deposit			Deposit	11,542.99
General Journal	AW			323.81
General Journal	AW		payroll	-3,546.74
General Journal	AW		payroll	3,222.93
General Journal	AW		payroll	0.00
General Journal	AW		payroll	323.81
Total General Checking				-7,625.91
Marina Checking				
Total Marina Checking				
Port Develop. Checking				
Bill Pmt -Check	22626	Class Act Catering ...		-294.70
Check	22627	Andrea Klaas		-10.44
Check	22628	Andrea Klaas		-15.08
Bill Pmt -Check	EFT	Cardmember Servic...		-712.00
Bill Pmt -Check	22629	Andrea Klaas	VOID:	0.00
Bill Pmt -Check	22630	Dick, Dick & Corey, ...		-45.00
Deposit			Deposit	759.07
General Journal	AW			-323.81
Total Port Develop. Checking				-641.96
CSB Checking - Other				
Total CSB Checking - Other				
Total CSB Checking				-8,267.87
TOTAL				-8,267.87

2:55 PM
10/08/19
Cash Basis

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

	<u>Jul - Aug 19</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Begining Fund Balance	0.00	52,776.00	0.0%
Interest From Earnings	119.72	1,056.00	11.3%
Total Income	<u>119.72</u>	<u>53,832.00</u>	<u>0.2%</u>
Gross Profit	<u>119.72</u>	<u>53,832.00</u>	<u>0.2%</u>
Net Ordinary Income	<u>119.72</u>	<u>53,832.00</u>	<u>0.2%</u>
Net Income	<u><u>119.72</u></u>	<u><u>53,832.00</u></u>	<u><u>0.2%</u></u>

September 2019 Financials

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

	General Fu...	Marina ...	Port Devel...	Un...	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	77,005.22	0.00	0.00	0.00	77,005.22
Marina Checking	0.00	4,249.94	0.00	0.00	4,249.94
Port Develop. Checking	0.00	0.00	-12,991.49	0.00	-12,991.49
CSB Checking - Other	-0.05	0.00	0.00	0.00	-0.05
Total CSB Checking	77,005.17	4,249.94	-12,991.49	0.00	68,263.62
LGIP					
Marina Services	0.00	49,087.42	0.00	0.00	49,087.42
Port Develop	0.00	0.00	3,709,482.20	0.00	3,709,482.20
General	937,161.21	0.00	0.00	0.00	937,161.21
Total LGIP	937,161.21	49,087.42	3,709,482.20	0.00	4,695,730.83
Petty Cash	130.08	28.54	55.22	0.00	213.84
Total Checking/Savings	1,014,296.46	53,365.90	3,696,545.93	0.00	4,764,208.29
Total Current Assets	1,014,296.46	53,365.90	3,696,545.93	0.00	4,764,208.29
TOTAL ASSETS	<u>1,014,296.46</u>	<u>53,365.90</u>	<u>3,696,545.93</u>	<u>0.00</u>	<u>4,764,208.29</u>
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	808.42	0.00	0.00	0.00	808.42
P/R Taxes Payable-State	-81.00	0.00	0.00	0.00	-81.00
Payroll Liabilities - Other	432.35	0.00	0.00	0.00	432.35
Total Payroll Liabilities	1,159.77	0.00	0.00	0.00	1,159.77
Total Other Current Liabilities	1,159.77	0.00	0.00	0.00	1,159.77
Total Current Liabilities	959.69	0.00	0.00	0.00	959.69
Total Liabilities	959.69	0.00	0.00	0.00	959.69
Equity					
Unrestricted Net Assets	955,668.02	53,142.87	3,680,304.94	0.00	4,689,115.83
Net Income	57,668.76	222.97	16,240.99	0.00	74,132.72
Total Equity	1,013,336.78	53,365.84	3,696,545.93	0.00	4,763,248.55
TOTAL LIABILITIES & EQUITY	<u>1,014,296.47</u>	<u>53,365.84</u>	<u>3,696,545.93</u>	<u>0.00</u>	<u>4,764,208.24</u>
UNBALANCED CLASSES	-0.01	0.06	0.00	0.00	-0.05

Port of The Dalles
Monthly Activity Report by Fund
September 2019

	General...	Marina ...	Port De...	TOTAL
Ordinary Income/Expense				
Income				
Grants	85,158.90	0.00	0.00	85,158.90
Transient Moorage				
Guests	400.00	0.00	0.00	400.00
Total Transient Moorage	400.00	0.00	0.00	400.00
Interest From Earnings	7,920.24	103.25	1,958.82	9,982.31
Prior Yr Property Tax	1,065.14	0.00	0.00	1,065.14
Interest From Contracts				
V&G	0.00	0.00	375.85	375.85
Total Interest From Contracts	0.00	0.00	375.85	375.85
Land Sales				
V&G	0.00	0.00	383.22	383.22
Total Land Sales	0.00	0.00	383.22	383.22
Total Income	94,544.28	103.25	2,717.89	97,365.42
Gross Profit	94,544.28	103.25	2,717.89	97,365.42
Expense				
PERSONAL SERVICES-				
Payroll Expenses				
Wages				
Salary- Exec. Director	4,666.67	0.00	4,666.68	9,333.35
Maintenance Supervisor	1,000.00	0.00	0.00	1,000.00
Maint- PT	298.00	0.00	0.00	298.00
Admin/Marina Specialist	2,690.75	0.00	0.00	2,690.75
Total Wages	8,655.42	0.00	4,666.68	13,322.10
FICA-EMPLOYER	662.12	0.00	357.00	1,019.12
PERS EMPLOYER	282.80	0.00	0.00	282.80
WRKRS COMP EMPLOYER	1,726.62	0.00	1.23	1,727.85
Payroll Expenses - Other	1.79	0.00	0.00	1.79
Total Payroll Expenses	11,328.75	0.00	5,024.91	16,353.66
Health Insurance	1,201.78	0.00	1,177.67	2,379.45
Total PERSONAL SERVICES-	12,530.53	0.00	6,202.58	18,733.11
MATERIAL AND SERVICES-				
Transient Moorage Expense				
Transient Moorage Utilities	34.77	0.00	0.00	34.77
Total Transient Moorage Expense	34.77	0.00	0.00	34.77
Contracted Service	3,320.00	0.00	0.00	3,320.00
Develop and Comm	359.72	0.00	50.40	410.12
Dues, Fees and Subscriptions	24.95	0.00	0.00	24.95
Legal	275.00	0.00	255.00	530.00
Maintenance and Repair				
Weed Control/landscaping	180.00	0.00	0.00	180.00
Shop	493.09	0.00	0.00	493.09
Vehicle Expense				
Gas	75.37	0.00	0.00	75.37
Total Vehicle Expense	75.37	0.00	0.00	75.37
Total Maintenance and Repair	748.46	0.00	0.00	748.46
Launch Ramp				
Garbage	130.42	0.00	0.00	130.42
Launch Ramp Water	125.27	0.00	0.00	125.27
Launch Ramp Electric	27.03	0.00	0.00	27.03

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10/07/19

Cash Basis

Port of The Dalles
Monthly Activity Report by Fund
September 2019

	General...	Marina ...	Port De...	TOTAL
Total Launch Ramp	282.72	0.00	0.00	282.72
Office Supplies	997.59	0.00	0.00	997.59
Travel Expense	63.68	0.00	0.00	63.68
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	346.32	0.00	0.00	346.32
Office Electric	119.99	0.00	0.00	119.99
Sewer Office	106.64	0.00	0.00	106.64
Garbage Office	82.15	0.00	0.00	82.15
Telephone	328.04	0.00	0.00	328.04
Total Office	983.14	0.00	0.00	983.14
Total Utilities	1,072.26	0.00	0.00	1,072.26
Marketing Expenses				
Media/Promo	0.00	0.00	45.86	45.86
Travel	0.00	0.00	3,293.92	3,293.92
Total Marketing Expenses	0.00	0.00	3,339.78	3,339.78
Total MATERIAL AND SERVICES-	7,179.15	0.00	3,645.18	10,824.33
CAPITAL OUTLAYS-				
Marina Expense				
Facility Improvements	2,970.08	0.00	0.00	2,970.08
Total Marina Expense	2,970.08	0.00	0.00	2,970.08
Building Improvements	4,463.00	0.00	0.00	4,463.00
Total CAPITAL OUTLAYS-	7,433.08	0.00	0.00	7,433.08
Total Expense	27,142.76	0.00	9,847.76	36,990.52
Net Ordinary Income	67,401.52	103.25	-7,129.87	60,374.90
Net Income	<u>67,401.52</u>	<u>103.25</u>	<u>-7,129.87</u>	<u>60,374.90</u>

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

	Jul - Sep 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
Grants	85,158.90		
Begining Fund Balance	0.00	884,921.00	0.0%
Transient Moorage			
Guests	1,270.00	2,000.00	63.5%
Total Transient Moorage	1,270.00	2,000.00	63.5%
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Total Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	10,731.31	17,699.00	60.6%
Prior Yr Property Tax	8,145.05		
Misc. Income	157.99	2,000.00	7.9%
lease-land/Facility	22,350.00	65,500.00	34.1%
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	1,531.56	333,461.00	0.5%
Total Income	129,344.81	1,348,152.00	9.6%
Gross Profit	129,344.81	1,348,152.00	9.6%
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	23,333.35	75,000.00	31.1%
Maintenance Supervisor	2,150.00	11,980.00	17.9%
Maint- PT	628.00	10,400.00	6.0%
Admin/Marina Specialist	5,851.50		
Total Wages	31,962.85	135,780.00	23.5%
FICA-EMPLOYER	3,105.44	10,000.00	31.1%
PERS EMPLOYER	1,011.91	11,000.00	9.2%
WRKRS COMP EMPLOYER	1,736.01	2,500.00	69.4%
Payroll Expenses - Other	8.63		
Total Payroll Expenses	37,824.84	159,280.00	23.7%
Health Insurance	5,966.24	20,000.00	29.8%
Total PERSONAL SERVICES-	43,791.08	179,280.00	24.4%
MATERIAL AND SERVICES-			
Transient Moorage Expense			
Transient Moorage Utilities	90.63		
Total Transient Moorage Expense	90.63		
Contracted Service	5,010.00	25,000.00	20.0%
Account and Audit	0.00	10,000.00	0.0%
Develop and Comm	1,007.38	5,000.00	20.1%
Dues, Fees and Subscriptions	241.05	24,000.00	1.0%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	1,305.00	5,000.00	26.1%
Maintenance and Repair			
Weed Control/landscaping	2,783.96		
Shop	645.75		
Vehicle Expense			
Repair	96.97		
Gas	218.49		

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10/07/19

Cash Basis

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

	Jul - Sep 19	Budget	% of Budget
Total Vehicle Expense	315.46		
Maintenance and Repair - Other	0.00	15,000.00	0.0%
Total Maintenance and Repair	3,745.17	15,000.00	25.0%
Launch Ramp			
Garbage	389.49		
Supplies	3,000.88		
Launch Ramp Water	375.81	375.00	100.2%
Launch Ramp Garbage	0.00	250.00	0.0%
Launch Ramp Electric	82.13	375.00	21.9%
Launch Ramp - Other	0.00	12,000.00	0.0%
Total Launch Ramp	3,848.31	13,000.00	29.6%
Office Supplies	1,171.69	5,000.00	23.4%
Office Equipment	0.00	3,000.00	0.0%
Staff Development/Enhance	0.00	3,000.00	0.0%
Travel Expense	1,194.47	10,000.00	11.9%
Utilities			
Industrial			
Industrial Water	267.36	2,000.00	13.4%
Total Industrial	267.36	2,000.00	13.4%
Office			
Water Office	706.40		
Office Electric	335.59		
Sewer Office	305.92		
Garbage Office	245.24		
Telephone	977.68		
Total Office	2,570.83		
Utilities - Other	0.00	9,000.00	0.0%
Total Utilities	2,838.19	11,000.00	25.8%
Total MATERIAL AND SERVICES-	20,451.89	144,000.00	14.2%
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	4,463.00	30,000.00	14.9%
Total CAPITAL OUTLAYS-	7,433.08	40,000.00	18.6%
Total Expense	71,676.05	363,280.00	19.7%
Net Ordinary Income	57,668.76	984,872.00	5.9%
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	<u>57,668.76</u>	<u>434,872.00</u>	<u>13.3%</u>

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

	<u>Jul - Se...</u>	<u>Budget</u>	<u>% of ...</u>
Ordinary Income/Expense			
Income			
Grants	5,000.00		
Begining Fund Balance	0.00	4,050,143.00	0.0%
Interest From Earnings	20,663.00	81,003.00	25.5%
Interest From Contracts			
V&G	1,131.99		
Interest From Contracts - Other	0.00	5,000.00	0.0%
Total Interest From Contracts	1,131.99	5,000.00	22.6%
matching grants	0.00	200,000.00	0.0%
Land Sales			
V&G	1,145.22		
Land Sales - Other	0.00	800,000.00	0.0%
Total Land Sales	1,145.22	800,000.00	0.1%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
Total Income	27,940.21	5,175,456.00	0.5%
Gross Profit	27,940.21	5,175,456.00	0.5%
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	4,666.68	37,000.00	12.6%
Maintenance Supervisor	600.00	4,000.00	15.0%
Total Wages	5,266.68	79,400.00	6.6%
FICA-EMPLOYER	402.90	5,000.00	8.1%
PERS EMPLOYER	0.00	7,000.00	0.0%
WRKRS COMP EMPLOYER	1.57	120.00	1.3%
Payroll Expenses - Other	2.49		
Total Payroll Expenses	5,673.64	91,520.00	6.2%
Health Insurance	1,177.67	10,000.00	11.8%
Total PERSONAL SERVICES-	6,851.31	101,520.00	6.7%
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	345.10	2,000.00	17.3%
Legal	300.00	15,000.00	2.0%
Office Supplies	25.51		
Marketing Expenses			
Media/Promo	145.86	10,000.00	1.5%
Travel	4,031.44	20,000.00	20.2%
Total Marketing Expenses	4,177.30	30,000.00	13.9%
Total MATERIAL AND SERVICES-	4,847.91	137,000.00	3.5%
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
July through September 2019

	<u>Jul - Se...</u>	<u>Budget</u>	<u>% of ...</u>
Partnership Projects	0.00	2,000,000.00	0.0%
Total CAPITAL OUTLAYS-	0.00	4,060,000.00	0.0%
Total Expense	11,699.22	4,298,520.00	0.3%
Net Ordinary Income	16,240.99	876,936.00	1.9%
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			
Other Debt Service	0.00	175,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	0.00	225,000.00	0.0%
Net Other Income	0.00	275,000.00	0.0%
Net Income	<u>16,240.99</u>	<u>1,151,936.00</u>	<u>1.4%</u>

9:05 PM
10/07/19
Cash Basis

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

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Begining Fund Balance	0.00	52,776.00	0.0%
Interest From Earnings	222.97	1,056.00	21.1%
Total Income	<u>222.97</u>	<u>53,832.00</u>	<u>0.4%</u>
Gross Profit	<u>222.97</u>	<u>53,832.00</u>	<u>0.4%</u>
Net Ordinary Income	<u>222.97</u>	<u>53,832.00</u>	<u>0.4%</u>
Net Income	<u><u>222.97</u></u>	<u><u>53,832.00</u></u>	<u><u>0.4%</u></u>

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

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Liability Check	EFT	Oregon Department...	0504064-4	-452.00
Liability Check	EFT	United States Treas...	93-6001833	-1,644.38
Check	EFT	Brokers National Lif...		-24.10
Paycheck	23959	Andrea L. Klaas		-3,298.29
Paycheck	23960	Kathleen M. Norton		-63.45
Bill Pmt -Check	23961	Anderson Perry and...		-2,827.98
Bill Pmt -Check	23962	Angie Wilson		-795.00
Bill Pmt -Check	23963	Bohns Printing		-51.23
Bill Pmt -Check	23964	City Of The Dalles.		-667.35
Bill Pmt -Check	23965	Hattenhauer Energy...		-75.37
Bill Pmt -Check	23966	Home Depot Credit ...		-412.67
Bill Pmt -Check	23967	Optimist Printers		-170.00
Bill Pmt -Check	23968	Oregon Business M...		-24.95
Bill Pmt -Check	23969	PUD		-181.79
Bill Pmt -Check	23970	Sawyers Ace Hard...		-80.42
Bill Pmt -Check	23971	SDIS		-4,077.18
Bill Pmt -Check	23972	Sergio's Construction		-2,525.00
Bill Pmt -Check	23973	The Dalles Disposal		-212.57
Bill Pmt -Check	23974	Verizon		-164.23
Liability Check	EFT	Oregon Department...	0504064-4	-306.00
Liability Check	EFT	United States Treas...	93-6001833	-1,134.98
Deposit			Deposit	50.00
Liability Check	To Print	Pers	02501	-865.67
Paycheck	23978	Mark R Roth		-261.20
Paycheck	23977	Kathleen M. Norton		-1,899.23
Paycheck	23976	Gerald L. Rundell		-758.50
Paycheck	23975	Andrea L. Klaas		-3,298.29
Bill Pmt -Check	23979	Anderson Perry and...		-142.10
Bill Pmt -Check	23980	Cardmember Servic...		-1,142.92
Bill Pmt -Check	23981	Chinook Plumbing		-180.00
Bill Pmt -Check	23982	Dick, Dick & Corey, ...		-275.00
Bill Pmt -Check	23983	Gorge Networks		-163.81
Bill Pmt -Check	23984	Mark Roth.		-56.84
Liability Check	EFT	Oregon Department...	0504064-4	-589.00
Liability Check	EFT	United States Treas...	93-6001833	-2,223.26
Bill Pmt -Check	23985	Two Dogs Plumbing...	main waterline to office	-4,463.00
General Journal	AW			1,177.67
General Journal	AW			5,024.91
General Journal	AW		payroll	-672.71
General Journal	AW		payroll	-4,072.20
General Journal	AW		payroll	0.00
General Journal	AW		payroll	4,744.91
Deposit			Deposit	400.00
Deposit			Deposit	85,158.90
Total General Checking				56,303.72
Marina Checking				
Total Marina Checking				
Port Develop. Checking				
Bill Pmt -Check	22631	Andrea Klaas		-437.90
Bill Pmt -Check	22632	Bohns Printing		-45.86
Bill Pmt -Check	22633	Cardmember Servic...		-937.90
Bill Pmt -Check	22634	Dick, Dick & Corey, ...		-255.00
Bill Pmt -Check	22635	Greg Weast		-1,968.52
General Journal	AW			-1,177.67
General Journal	AW			-5,024.91
Deposit			Deposit	759.07
Total Port Develop. Checking				-9,088.69

9:06 PM
10/07/19
Cash Basis

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

<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
CSB Checking - Other				
Total CSB Checking - Other				
Total CSB Checking				47,215.03
TOTAL				47,215.03

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: October 9, 2019

Subject: F-3.) Resolution No. 19-002

A Resolution Authorizing a transfer of a budgeted amount between categories of the Port of The Dalles adopted budget, making appropriations and authorizing expenditures for the fiscal year ending June 30, 2020.

Staff Recommendation:

Motion to approve Resolution No. 19-002

Fiscal Impact:



A RESOLUTION AUTHORIZING A TRANSFER)
 OF A BUDGETED AMOUNT BETWEEN)
 CATEGORIES OF THE PORT OF THE DALLES) RESOLUTION NO. 19-002
 ADOPTED BUDGET, MAKING APPROPRIATIONS)
 AND AUTHORIZING EXPENDITURES FOR THE)
 FISCAL YEAR ENDING JUNE 30, 2020)

WHEREAS, during the budget year certain funds may experience expenditures above approved category limits; and

WHEREAS, Oregon Budget Law recognizes these events and allows for transferring of funds between approved category limits within and between funds; and

WHEREAS, \$1,500,000 is requested from the Partnership Projects in the Port Development Fund to Special Payments in the Port Development Fund for the Loan to the Columbia Gorge Community College; and

NOW, THEREFORE, BE IT RESOLVED BY THE PORT COMMISSION AS FOLLOWS:

Section 1.) Authorizing Budget Transfers. The Port Commission hereby authorized the following transfer of funds between budgeted categories and funds:

FUND OR DEPT	BUDGETED	RESOURCES	
		NEEDED	REALLOCATED
Port Development Fund			
From: Partnerships Projects	\$ 2,000,000	\$ 500,000	- \$ 1,500,000
To: Special Payments	\$ 0	\$ 1,500,000	+ \$ 1,500,000

Section 2.) Effective Date. This Resolution shall become effective upon adoption by the Port Commissioners and shall remain in effect until receipt and acceptance of the FY19/20 audit report.

PASSED, APPROVED AND ADOPTED BY THE PORT COMMISSION THIS 9TH DAY OF OCTOBER, 2019

Voting Yes, Commissioners: _____
 Voting No, Commissioners: _____
 Absent, Commissioners: _____
 Abstaining, Commissioners: _____

PORT OF THE DALLES:

ATTEST:

 Greg Weast, President
 Board of Commissioners

 Robert Wallace, Secretary
 Board of Commissioners

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: October 9, 2019

Subject: H-2.) Staff Report

Greg Weast and Andrea Klaas joined the Community outreach Team in DC. A more detailed DC report is included in the packet.

Kathy Norton and Andrea Klaas conducted 8 interviews for the Administrative Assistant position. Several are potentials. They are also working with BBSI to bring on temporary help during the transition and should have that person in place soon.

Brain Lauterbach is working with several businesses looking for 3,5, and 10 acre sites in The Dalles. At this time there is nothing available to accommodate them. While the Port could accommodate the 3 acre project, it is for a seasonal business that does not employ many people.

WalMart should be getting their final court order this month (October).

Michael Held has moved in to the upstairs office and has been working with Andrea on a business recruitment project.

Administrative assistant and bookkeeper computers were both upgraded and a new wireless router was installed.

Jerry built a box for the main waterline/back flow at the office and The Dalles iron works built a cover for the box that has been installed.

The Oregon State Parks grant for the expansion of Klindt Cove Kiwanis Park has been expended to June 30, 2020. Port Staff, NW Parks & Rec staff and Kiwanis representatives will meet in January to look at the final phase of the project.

The new pump-out/dump station at the marina continues to confound everyone involved. Mark Roth met with the manufacturer reps; he and Kathy met with OSMB folks and Kathy will be meeting with the MarineSync representative next week. The Marina Board has followed the issue and is a great partner in trying to find resolutions.

UPCOMING MEETINGS / EVENTS / DATES:

- November 13, 2019: Port Commission Meeting – Port Office, 7:00PM
- December 11, 2019: Port Commission Meeting/Family Christmas Dinner – Port Office

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: October 9, 2019

Subject: 2019 September Community Outreach Team Notes

There were 7 members of the team: Great Weast, myself, Scott Hege, Randy Anderson, Dan Spatz, Darcy Long-Curtiss, and Matthew Klebes

Our projects were:

- Cascades East Interconnection Feasibility Study - \$150,000
- National Scenic Area money - \$1.9million
- Treaty Oaks Skills Center Aviation Mechanics program

Policy Issues:

- Federal Forest Fuels reduction - Can we streamline fuel removal in The Dalles watershed and other areas of the National Forrest
- Payment in Lieu of Taxes/Secure Rural Schools - Federal payments need to continue, but we would also like a pathway to reopening the Forests for harvest to bring jobs, improve forests health, and bring money to the timber impacted communities.
- Urban Area Expansion - This time included a map that showed that 41,000 acres have been added to the USFS holdings (and removed for our collective tax base), yet no land has been added to Urban areas. Asked for support on expansion.
- US Economic Development Administration Support - Voiced our continued support of this program. Its the one Federal program where dollars are used for community directed projects, like the cruise dock.

We had 16 meetings Monday, Tuesday, Wednesday, and Thursday morning.

We met with the National Association of Counties and National League of Cities.

Outcomes from these meetings:

- We learned that Congressman DeFazio was working on the Water Resources bill and there might be some watershed management money available. We added a meeting with one of his staffers to learn more about this, but after that meeting decided it would not apply to The Dalles issue.
- A new rule has been instructed that may allow cable companies to deduct the value of the service they provide to low income subscribers from the franchise fees the cable companies pay to communities.
- There was a rumor that the transportation funding may be getting a \$7.6B recision (would have been \$77M cut to OR), but after we talked to legislators they said that was not going to happen.
- There may be funding for the Feasibility study through the Farm Bill

Department of Ed:

- Apprenticeships are high anther list and they liked the CGCC's aviation program proposal
- Their message "career education is important to students and employers"

American Association of Community Colleges:

- This was a great meeting for Dan. The lady we met with was a wealth of knowledge and is getting contacts for Dan to help with the Skills center.
- What I liked about her is her view that the Skills Center space should:
 - Be designed efficiently (and she had models to share on how to make this happen)
 - And, the space should also bring in income to the college through partnerships with the private sector where businesses could utilize the space/equipment during off hours and pay the college for that.

Department of Labor:

- Focusing on apprenticeships and life long learning
- They really liked the Dufur rolling study hall concept

Congressman DeFazio staff:

- The Harbor maintenance trust fund has been used as a slush fund for other programs for many years but there is now a coalition of legislators that are pushing back so this money can be used to for its intended purpose - maintaining harbors and shipping lanes.
- Water resources bill will pass (it will be the 4th consecutive passage)
- Congressman DeFazio has helped coastal communities with congressional directed funding - he refers to it as Article 1 funding

Congresswoman Herrera-Beutler

Congressman Walden (met personally with us):

- Still wants to help with UGB expansion. His ask to us was to to elicit support (or neutrality) from other PNW legislators.

Senator Murray

Senator Cantwell

Senator Merkley (met personally with us):

- May have found a way to get Scenic Area economic development money. We will know soonish.
- FEAM has pre-disaster mitigation money which might work with the East Cascades feasibility study

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: October 9, 2019

Subject: H-3.) Reports of Committees

a) Chamber of Commerce – Griffith:

b) Dufur – Wallace:

c) Wasco EDC – Courtney:

d) Urban Renewal – Coburn:

e) COT – Weast/Klaas: