

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: August 4, 2017

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Regular Board of Commissioners Meeting Wednesday, August 9, 2017 at the Port Administration Office, 3636 Klindt Dr., The Dalles, OR. The meeting will begin at 7:00PM. The Commission will dine at Lilo's Hawaiian BBQ before the meeting.

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

1. Staff Reports
2. Committee Representative Reports

###

PORT OF THE DALLES
August 9, 2017 Meeting Agenda
Port Office

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. AGENDA CORRECTIONS or ADDITIONS

D. VISITOR BUSINESS (For items not already on the agenda)

E. PORT CALENDAR/EVENTS

F. ACTION ITEMS:

1. Motion to approve July 12, 2017, Regular Meeting Minutes
2. Motion to approve July, 2017 Financial Reports
3. Motion to approve Devco Mechanical Proposal to replace marina sewer pumps

G. REPORTS

1. Director's Report
2. Marketing & Communications
3. Special Projects Report
4. Reports of Committees
 - Urban Renewal – Coburn
 - Chamber of Commerce – Griffith
 - Wasco County EDC – Ursprung
 - 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

August 2017

- US Holidays
- ALK work
- Holidays

July 2017

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

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27	28	29	30	31		

September 2017

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
	<ul style="list-style-type: none"> 10:00 AM Rudy-Pfriem 3:00 PM Kurt Plaster BPA Appraiser 			<ul style="list-style-type: none"> 7:00 AM DEVCO 8:00 AM Greg, Mike 3:00 PM Best Western Hermiston Inn Conf #113132 	<ul style="list-style-type: none"> 9:00 AM IFA Hermiston 	
6	7	8	9	10	11	12
	<ul style="list-style-type: none"> 9:30 AM ROger Kline + Angie Wilson re: marina power 		<ul style="list-style-type: none"> 5:00 PM Port Meeting 	<ul style="list-style-type: none"> ALK Out 7:00 AM Chamber Econ. Dev 		
13	14	15	16	17	18	19
	<ul style="list-style-type: none"> 8:30 AM KHR Radio 1:00 PM RARE supervisor training PDX 		<ul style="list-style-type: none"> 10:00 AM KODL Coffee Break 			
20	21	22	23	24	25	26
	<ul style="list-style-type: none"> ALK Out 			<ul style="list-style-type: none"> 10:00 AM OPPA Business mtg 	<ul style="list-style-type: none"> 9:30 AM SDAO Nominating Committee Call 12:00 PM COT 	
27	28	29	30	31		
<ul style="list-style-type: none"> 9:00 AM ALK Out 	<ul style="list-style-type: none"> ... ALK Out 	<ul style="list-style-type: none"> ... ALK Out 	<ul style="list-style-type: none"> ... ALK Out 	<ul style="list-style-type: none"> ... ALK Out 	<ul style="list-style-type: none"> ALK Out 	<ul style="list-style-type: none"> ALK Out

September 2017

August 2017

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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		

September 2017

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 2017

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

- US Holidays
- ALK work
- Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 ... ALK Out	4 Labor Day ... ALK Out	5 ... ALK Out	6	7 Drive OR Board Meeting 4:00 PM Dr OR Networking Mixer 6:00 PM Dr OR Dinner	8 7:00 AM Chamber Econ. Dev 9:00 AM Dr OR Board Meeting 10:00 AM KODL Coffee break	9
10	11 8:30 AM KJHR Radio	12	13 5:00 PM Port Meeting	14	15 SDAO Golf event	16
17	18 ORAVI Summit Talk like a pilot day	19	20	21	22 12:00 PM COT	23 COT DC trip
24 COT DC trip	25	26	27	28	29	30

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 9, 2017

Subject: F-1.) Meeting Minutes

Background:

- July 12, 2017 Regular Meeting Minutes

Staff Recommendation:

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

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
July 12, 2017
Port Office

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

ROLL CALL

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

Staff: Andrea Klaas, Executive Director; Kathy Norton, Director's Assistant; Kathy Ursprung, Marketing & Communications; Angie Wilson, Bookkeeper; Bill Dick, Attorney

Guests: Bob McFadden (left 7:05pm), AJ Kitt, Greg Boudreau (left 7:45pm)

Pledge of Allegiance: Commissioner Weast

AGENDA CORRECTIONS or ADDITIONS

President Weast asked that the Executive Session be moved up to follow Election of Officers. Agenda change approved by consensus.

VISITOR BUSINESS (for items not already on the agenda)

1. Bob McFadden thanked Commissioners Mike Courtney, Staci Coburn and Robert Wallace for serving on the Port Commission. Bob noted this is Commissioner Courtney's 20th year as a Port Commissioner. The Project he is working on is moving forward, there will be further status updates at the August meeting.

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the July and August 2017 calendars.

OATH OF OFFICE

Attorney Bill Dick administered the Oath of Office to re-elected Mike Courtney and Staci Coburn and newly elected Robert Wallace.

ACTION ITEMS

1. President Weast opened nominations for 2017-18 Port Commission Officers.
 - a. M.Courtney nominated Greg Weast for President. No other nominations. Nominations for President closed. Greg Weast was elected President by a unanimous vote.
 - b. S.Coburn nominated Mike Courtney for Vice President. No other nominations. Nominations for Vice President closed. Mike Courtney was elected Vice President by a unanimous vote.
 - c. S.Coburn nominated David Griffith for Secretary. M.Courtney nominated Robert Wallace for Secretary. No other nominations. Nominations for Secretary Closed. Robert Wallace was elected Secretary by a 3/1 vote.
 - d. M.Courtney nominated Staci Coburn for Treasurer. No other nominations. Nominations for Treasurer closed. Staci Coburn was elected Treasurer by a unanimous vote.
 - e. David Griffith was elected Assistant Secretary/Treasurer by consensus.

7:08 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 – Back to Regular Session

2. **Motion to approve June 14, 2017 Regular Meeting Minutes. M/S.Coburn, S/R.Wallace. Motion approved unanimously.**
3. June, 2017 Financial Reports – LGIP Interest rate at 1.3%.Columbia State Bank cannot match their CD rates to the LGIP so CDs will be cashed as they mature and moved to the LGIP. As of June 30, 2017 we were under budget in all budgeted categories. **Motion to approve June 2017 Financials as submitted. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**

STAFF REPORT

1. *Director's Report* – Andrea Klaas provided full report in meeting packet. Hood River Economic Development group working through wetlands issues asked for information on our experiences; Met with The Dalles Marina for transition update; RARE participant interview during July; Jerry working on facility, launch ramp and marina maintenance projects; BPA real estate team planning to wrap things up by mid-October; Marina parking lot seal coated and restriped; NWPUD substation land transfer completed; Met with UPRR marketing person who is preparing a land resource database to help communities market land that could be rail served. Discussed access to NWA; Traveled to Portland to visit The Redd, a public/private partnership that renovated an old industrial building and is now home to 4 commercial kitchen spaces, a delivery company, specialty food storage and an event venue; Attended a transportation focused Blue Zone meeting; Update on Kathy Ursprung's conversation with Brian Tuck on the future of Extension in the gorge; Met with reporter from New York Times to talk about privatizing Bonneville.
2. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Recruitment & Creation – AgLAB: Met with Food Security Infrastructure Committee; Toured The REDD. Website: Website updated to work on smartphones; researching home page designs for designs that may be more effective for our needs. Publicity: Working with Oregon Business Magazine on story for their September issue. Retention-Community Internship: Steering Committee met June 30 to provide organizing direction for the regional program. Summer 2018 is targeted for the pilot season; Dufur Community: Met with City administrator to discuss website improvements and Chamber to discuss tourism grant application for Branding.
3. *Special Projects Update:* Kathy Norton provided full report in meeting packet. Meeting scheduled to update Klindt Cove Park task lists; Sea Kote done quick than expected. Because of the heat SealKote will come back in the fall to make sure all cracks sealed properly; Developing 2-part payment envelopes for Guest moorage. Looking at options to make getting the power on easier. Continuing to look for options to address the GFI tripping the system; Met with City Councilman Tim McGlothlin regarding facilities at the Marina.
4. *The Dalles Marina Quarterly Report:* Angie Wilson provided a report on Marina financials and other items of interest. PUD engineers studying Marina electrical system; exploring options for Internet at the Marina; Website ready next week; Security system live feed not possible until internet is available; Occupancy Affidavit going out the Marina users.
5. *Reports of Committees*

- a) Urban Renewal – Commissioner Coburn: Planning session next week to set goals & visions; Met with Blue Zone; met with consultants on UR strategies; Sunshine Mill still working through issues.
- b) Chamber of Commerce: Commissioner Griffith: No report.
- c) Wasco EDC – Kathy Ursprung: Committees working on tasks – mainly water/wastewater.
- d) COT – Greg Weast/Andrea Klaas: Preparing for September trip.

DECISIONS FROM EXECUTIVE SESSION

None

COMMISSION CALL

- 1. President G. Weast: Thanked Angie Wilson for Marina Report and welcomed Robert Wallace.
- 2. Commissioner Wallace: Update on Dufur issues
- 3. Commissioner Courtney: Welcomed Robert Wallace.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:55 PM.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

Robert Wallace, Secretary
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 9, 2017

Subject: F-2.) Financial Reports

Background:

July Financials

Interest accounts were transferred into the Columbia River Bank Account in the month of July, in the amount of \$2,001,407.19. We will be transferring the money into the LGIP account to draw the 1.35 interest in the month of August.

In the General account, we paid Seal Kote, in the amount of \$23,600.12. This was for the Guest Moorage side of the parking lot and will be reimbursed with Grant Money. The Dalles Marina paid there portion to Seal Kote.

The new budget numbers have been applied to the year to date budget reports for the month of July.

Staff Recommendation:

- **Motion to approve the July 2017 Financial Reports as presented.**

Fiscal Impact:

Port of The Dalles
Monthly Activity Report by Fund
July 2017

	General ...	Marina F...	Port Dev...	TOTAL
Ordinary Income/Expense				
Income				
Transient Moorage				
Guests	342.50	0.00	0.00	342.50
Total Transient Moorage	342.50	0.00	0.00	342.50
Interest From Earnings	530.67	29.04	1,873.75	2,433.46
Prior Yr Property Tax	971.67	0.00	0.00	971.67
Misc. Income	0.00	0.00	720.00	720.00
lease-land/Facility	2,095.00	0.00	0.00	2,095.00
Marina				
Revenue				
Grants	0.00	0.00	11,111.00	11,111.00
Total Revenue	0.00	0.00	11,111.00	11,111.00
Total Marina	0.00	0.00	11,111.00	11,111.00
Property Tax	1,307.22	0.00	0.00	1,307.22
Total Income	5,247.06	29.04	13,704.75	18,980.85
Gross Profit	5,247.06	29.04	13,704.75	18,980.85
Expense				
PERSONAL SERVICES-				
Payroll Expenses				
Wages				
Marketing/Communications	0.00	0.00	3,916.66	3,916.66
Salary- Exec. Director	8,333.34	0.00	0.00	8,333.34
Maintenance Supervisor	2,625.00	0.00	0.00	2,625.00
Admin/Marina Specialist	3,192.00	0.00	0.00	3,192.00
Total Wages	14,150.34	0.00	3,916.66	18,067.00
FICA-EMPLOYER	1,082.49	0.00	299.62	1,382.11
PERS EMPLOYER	729.68	0.00	0.00	729.68
WRKRS COMP EMPLOYER	8.93	0.00	5.28	14.21
Payroll Expenses - Other	0.00	0.00	0.00	0.00
Total Payroll Expenses	15,971.44	0.00	4,221.56	20,193.00
Health Insurance	2,272.18	0.00	2,274.08	4,546.26
Total PERSONAL SERVICES-	18,243.62	0.00	6,495.64	24,739.26
MATERIAL AND SERVICES-				
Transient Moorage Expense				
Transient Moorage Utilities	49.37	0.00	0.00	49.37
Total Transient Moorage Expense	49.37	0.00	0.00	49.37
Contracted Service	2,815.00	0.00	0.00	2,815.00
Develop and Comm	418.36	0.00	0.00	418.36
Dues, Fees and Subscriptions	2,172.55	0.00	0.00	2,172.55
Legal	410.00	0.00	2,466.65	2,876.65
Maintenance and Repair				
Weed Control/Landscaping	644.91	0.00	0.00	644.91
Shop	2,499.97	0.00	0.00	2,499.97
Office	145.56	0.00	0.00	145.56
Vehicle Expense				
Repair	28.15	0.00	0.00	28.15
Gas	119.16	0.00	0.00	119.16
Total Vehicle Expense	147.31	0.00	0.00	147.31
Total Maintenance and Repair	3,437.75	0.00	0.00	3,437.75

Port of The Dalles
Monthly Activity Report by Fund
July 2017

	General ...	Marina F...	Port Dev...	TOTAL
Launch Ramp				
Supplies	70.99	0.00	0.00	70.99
Launch Ramp Water	125.27	0.00	0.00	125.27
Launch Ramp Electric	26.81	0.00	0.00	26.81
Total Launch Ramp	223.07	0.00	0.00	223.07
Office Supplies	452.96	0.00	0.00	452.96
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	279.68	0.00	0.00	279.68
Office Electric	135.58	0.00	0.00	135.58
Garbage Office	76.59	0.00	0.00	76.59
Telephone	237.83	0.00	17.50	255.33
Total Office	729.68	0.00	17.50	747.18
Total Utilities	818.80	0.00	17.50	836.30
Marketing Expenses				
Media/Promo	0.00	0.00	37.50	37.50
Travel	0.00	0.00	23.54	23.54
Total Marketing Expenses	0.00	0.00	61.04	61.04
Total MATERIAL AND SERVICES-	10,797.86	0.00	2,545.19	13,343.05
CAPITAL OUTLAYS-				
Launch Ramp(parking lot)	23,600.12	0.00	0.00	23,600.12
Land Acquisition/Development	0.00	0.00	319.78	319.78
Building Improvements	280.00	0.00	0.00	280.00
Total CAPITAL OUTLAYS-	23,880.12	0.00	319.78	24,199.90
Total Expense	52,921.60	0.00	9,360.61	62,282.21
Net Ordinary Income	-47,674.54	29.04	4,344.14	-43,301.36
Net Income	-47,674.54	29.04	4,344.14	-43,301.36

Port of The Dalles
Balance Sheet by Class
As of July 31, 2017

	General F...	Marina F...	Port Develo...	Un...	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
Cash-County Treasurer	-1,856.21	0.00	0.00	0.00	-1,856.21
CSB Checking					
General Checking	20,277.59	0.00	0.02	0.00	20,277.61
Marina Checking	0.00	6,169.94	0.00	0.00	6,169.94
Port Develop. Checking	0.00	0.00	2,025,720.07	0.00	2,025,720.07
Total CSB Checking	20,277.59	6,169.94	2,025,720.09	0.00	2,052,167.62
LGIP					
Marina Services	0.00	46,895.15	0.00	0.00	46,895.15
Port Develop	0.00	0.00	1,005,130.68	0.00	1,005,130.68
General	573,177.98	0.00	0.00	0.00	573,177.98
Total LGIP	573,177.98	46,895.15	1,005,130.68	0.00	1,625,203.81
Petty Cash	74.51	28.54	46.95	0.00	150.00
Total Checking/Savings	591,673.87	53,093.63	3,030,897.72	0.00	3,675,665.22
Accounts Receivable					
Accounts Receivable					
General	3,388.17	0.00	0.00	0.00	3,388.17
Marina	0.00	-262.76	0.00	0.00	-262.76
Port Development.	0.00	0.00	-1.08	0.00	-1.08
Total Accounts Receivable	3,388.17	-262.76	-1.08	0.00	3,124.33
Total Accounts Receivable	3,388.17	-262.76	-1.08	0.00	3,124.33
Total Current Assets	595,062.04	52,830.87	3,030,896.64	0.00	3,678,789.55
TOTAL ASSETS	595,062.04	52,830.87	3,030,896.64	0.00	3,678,789.55
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
Payroll Liabilities					
P/R Taxes Payable- Pers	234.72	0.00	0.00	0.00	234.72
Payroll Liabilities - Other	104.66	0.00	0.00	0.00	104.66
Total Payroll Liabilities	339.38	0.00	0.00	0.00	339.38
Total Other Current Liabilities	339.38	0.00	0.00	0.00	339.38
Total Current Liabilities	339.38	0.00	0.00	0.00	339.38
Total Liabilities	339.38	0.00	0.00	0.00	339.38
Equity					
Prior Period Adjustment	-153,372.59	-12,831.28	1,000,409.65	0.00	834,205.78
Fund Balance					
Unrestricted	646,547.76	-0.14	4,556,339.12	0.00	5,202,886.74
Fund Balance - Other	2,046.82	0.00	0.00	0.00	2,046.82
Total Fund Balance	648,594.58	-0.14	4,556,339.12	0.00	5,204,933.56
Opening Bal Equity	-548,947.89	-103,359.06	-5,462,572.99	0.00	-6,114,879.94
Unrestricted Net Assets	696,123.12	168,992.27	2,932,376.68	0.00	3,797,492.07
Net Income	-47,674.54	29.04	4,344.14	0.00	-43,301.36
Total Equity	594,722.68	52,830.83	3,030,896.60	0.00	3,678,450.11
TOTAL LIABILITIES & EQUITY	595,062.06	52,830.83	3,030,896.60	0.00	3,678,789.49
UNBALANCED CLASSES	-0.02	0.04	0.04	0.00	-0.06

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

	Jul 17	Budget	% of ...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	589,788.00	0.0%
Transient Moorage	342.50	2,300.00	14.9%
Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	530.67	7,372.00	7.2%
Prior Yr Property Tax	971.67	12,000.00	8.1%
Interest From Contracts	0.00	1,889.00	0.0%
Misc. Income	0.00	2,300.00	0.0%
lease-land/Facility	2,095.00	30,064.00	7.0%
SDAO Grant	0.00	6,000.00	0.0%
Marina Loan	0.00	9,449.00	0.0%
Property Tax	1,307.22	305,460.00	0.4%
Total Income	<u>5,247.06</u>	<u>976,422.00</u>	<u>0.5%</u>
Gross Profit	5,247.06	976,422.00	0.5%
Expense			
PERSONAL SERVICES-	18,243.62	181,234.00	10.1%
MATERIAL AND SERVICES-	10,797.86	176,250.00	6.1%
CAPITAL OUTLAYS-	23,880.12	30,000.00	79.6%
Total Expense	<u>52,921.60</u>	<u>387,484.00</u>	<u>13.7%</u>
Net Ordinary Income	-47,674.54	588,938.00	-8.1%
Other Income/Expense			
Other Expense			
Transfer to Other Funds	0.00	100,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>150,000.00</u>	<u>0.0%</u>
Net Other Income	0.00	-150,000.00	0.0%
Net Income	<u><u>-47,674.54</u></u>	<u><u>438,938.00</u></u>	<u><u>-10.9%</u></u>

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

	Jul 17	Budget	% of ...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	589,788.00	0.0%
Transient Moorage			
Guests	342.50		
Transient Moorage - Other	0.00	2,300.00	0.0%
Total Transient Moorage	342.50	2,300.00	14.9%
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Total Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	530.67	7,372.00	7.2%
Prior Yr Property Tax	971.67	12,000.00	8.1%
Interest From Contracts			
Marina Loan	0.00	1,889.00	0.0%
Total Interest From Contracts	0.00	1,889.00	0.0%
Misc. Income	0.00	2,300.00	0.0%
lease-land/Facility	2,095.00	30,064.00	7.0%
SDAO Grant	0.00	6,000.00	0.0%
Marina Loan	0.00	9,449.00	0.0%
Property Tax	1,307.22	305,460.00	0.4%
Total Income	5,247.06	976,422.00	0.5%
Gross Profit	5,247.06	976,422.00	0.5%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	0.00	10,000.00	0.0%
Salary- Exec. Director	8,333.34	75,000.00	11.1%
Maintenance Supervisor	2,625.00	29,750.00	8.8%
Admin/Marina Specialist	3,192.00	21,500.00	14.8%
Total Wages	14,150.34	136,250.00	10.4%
FICA-EMPLOYER	1,082.49	10,000.00	10.8%
PERS EMPLOYER	729.68	4,000.00	18.2%
Unemployment Payments	0.00	1.00	0.0%
WRKRS COMP EMPLOYER	8.93	2,500.00	0.4%
Payroll Expenses - Other	0.00		
Total Payroll Expenses	15,971.44	152,751.00	10.5%
Health Insurance	2,272.18	28,483.00	8.0%
Total PERSONAL SERVICES-	18,243.62	181,234.00	10.1%
MATERIAL AND SERVICES-			
Transient Moorage Expense			
Transient Moorage Utilities	49.37	1,000.00	4.9%
Total Transient Moorage Expense	49.37	1,000.00	4.9%
Contracted Service	2,815.00	34,750.00	8.1%
Account and Audit	0.00	18,000.00	0.0%
Develop and Comm	418.36	10,000.00	4.2%
Dues, Fees and Subscriptions	2,172.55	10,000.00	21.7%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	410.00	5,000.00	8.2%
Maintenance and Repair			
Weed Control/landscaping	644.91	15,000.00	4.3%
Shop	2,499.97	4,100.00	61.0%
Office			

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

	Jul 17	Budget	% of ...
Office - Other	145.56	6,400.00	2.3%
Total Office	145.56	6,400.00	2.3%
Vehicle Expense			
Repair	28.15		
Gas	119.16		
Vehicle Expense - Other	0.00	1,500.00	0.0%
Total Vehicle Expense	147.31	1,500.00	9.8%
Maintenance and Repair - Other	0.00	0.00	0.0%
Total Maintenance and Repair	3,437.75	27,000.00	12.7%
Launch Ramp			
Supplies	70.99	300.00	23.7%
Cleaning Service Launch Ramp	0.00	8,400.00	0.0%
Launch Ramp Water	125.27	1,800.00	7.0%
Launch Ramp Garbage	0.00	0.00	0.0%
Launch Ramp Electric	26.81	1,500.00	1.8%
Launch Ramp - Other	0.00	0.00	0.0%
Total Launch Ramp	223.07	12,000.00	1.9%
Office Supplies	452.96	7,500.00	6.0%
Office Equipment	0.00	3,000.00	0.0%
Staff Development/Enhance	0.00	5,000.00	0.0%
Travel Expense	0.00	10,000.00	0.0%
Utilities			
Industrial			
Industrial Water	89.12	4,000.00	2.2%
Total Industrial	89.12	4,000.00	2.2%
Office			
Water Office			
Water Office - Other	279.68	4,100.00	6.8%
Total Water Office	279.68	4,100.00	6.8%
Office Electric	135.58	2,100.00	6.5%
Garbage Office	76.59	1,000.00	7.7%
Telephone	237.83	6,800.00	3.5%
Office - Other	0.00	0.00	0.0%
Total Office	729.68	14,000.00	5.2%
Total Utilities	818.80	18,000.00	4.5%
Total MATERIAL AND SERVICES-	10,797.86	176,250.00	6.1%
CAPITAL OUTLAYS-			
Launch Ramp(parking lot)	23,600.12		
Building Improvements	280.00	30,000.00	0.9%
Total CAPITAL OUTLAYS-	23,880.12	30,000.00	79.6%
Total Expense	52,921.60	387,484.00	13.7%
Net Ordinary Income	-47,674.54	588,938.00	-8.1%
Other Income/Expense			
Other Expense			
Transfer to Other Funds	0.00	100,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	0.00	150,000.00	0.0%
Net Other Income	0.00	-150,000.00	0.0%

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

	<u>Jul 17</u>	<u>Budget</u>	<u>% of ...</u>
Net Income	<u>-47,674.54</u>	<u>438,938.00</u>	<u>-10.9%</u>

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

	Jul 17	Budget	% of ...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	2,938,609.00	0.0%
Interest From Earnings	1,873.75	26,000.00	7.2%
Interest From Contracts	0.00	11,046.00	0.0%
Flex/Tenant Bldg Const-Ln/Grant	0.00	200,000.00	0.0%
Misc. Income	720.00	1,652.00	43.6%
Land Sales	0.00	992,848.00	0.0%
Marina	11,111.00		
Total Income	<u>13,704.75</u>	<u>4,170,155.00</u>	<u>0.3%</u>
Gross Profit	13,704.75	4,170,155.00	0.3%
Expense			
PERSONAL SERVICES-	6,495.64	127,223.00	5.1%
MATERIAL AND SERVICES-	2,545.19	180,650.00	1.4%
CAPITAL OUTLAYS-	319.78	3,105,000.00	0.0%
Total Expense	<u>9,360.61</u>	<u>3,412,873.00</u>	<u>0.3%</u>
Net Ordinary Income	4,344.14	757,282.00	0.6%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	100,000.00	0.0%
Total Other Income	0.00	100,000.00	0.0%
Other Expense			
Transfer to Other Funds	0.00	0.00	0.0%
Other Debt Service	0.00	150,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>200,000.00</u>	<u>0.0%</u>
Net Other Income	0.00	-100,000.00	0.0%
Net Income	<u><u>4,344.14</u></u>	<u><u>657,282.00</u></u>	<u><u>0.7%</u></u>

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

	Jul 17	Budget	% of ...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	2,938,609.00	0.0%
Interest From Earnings	1,873.75	26,000.00	7.2%
Interest From Contracts	0.00	11,046.00	0.0%
Flex/Tenant Bldg Const-Ln/Grant	0.00	200,000.00	0.0%
Misc. Income	720.00	1,652.00	43.6%
Land Sales	0.00	992,848.00	0.0%
Marina			
Revenue			
Grants	11,111.00		
Total Revenue	11,111.00		
Total Marina	11,111.00		
Total Income	13,704.75	4,170,155.00	0.3%
Gross Profit	13,704.75	4,170,155.00	0.3%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	3,916.66	45,900.00	8.5%
Assistant Spec. Projects	0.00	21,500.00	0.0%
Salary- Exec. Director	0.00	25,000.00	0.0%
Maintenance Supervisor	0.00	5,250.00	0.0%
Total Wages	3,916.66	97,650.00	4.0%
FICA-EMPLOYER	299.62	8,000.00	3.7%
PERS EMPLOYER	0.00	400.00	0.0%
WRKRS COMP EMPLOYER	5.28	120.00	4.4%
Payroll Expenses - Other	0.00		
Total Payroll Expenses	4,221.56	106,170.00	4.0%
Health Insurance	2,274.08	21,053.00	10.8%
Total PERSONAL SERVICES-	6,495.64	127,223.00	5.1%
MATERIAL AND SERVICES-			
Land Sales			
Land Sales Closing Cost	0.00	14,000.00	0.0%
Land Sale Commissions	0.00	35,000.00	0.0%
Total Land Sales	0.00	49,000.00	0.0%
Contracted Service	0.00	36,750.00	0.0%
Develop and Comm	0.00	2,000.00	0.0%
Legal	2,466.65	20,000.00	12.3%
Office Supplies	0.00	2,000.00	0.0%
Utilities			
Office			
Telephone	17.50		
Total Office	17.50		
Utilities - Other	0.00	900.00	0.0%
Total Utilities	17.50	900.00	1.9%
Marketing Expenses			
Media/Promo	37.50	55,000.00	0.1%
Travel	23.54	15,000.00	0.2%
Total Marketing Expenses	61.04	70,000.00	0.1%

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

	<u>Jul 17</u>	<u>Budget</u>	<u>% of ...</u>
Total MATERIAL AND SERVICES-	2,545.19	180,650.00	1.4%
CAPITAL OUTLAYS-			
Engineering/Consultants	0.00	100,000.00	0.0%
Land Acquisition/Development	319.78	2,500,000.00	0.0%
PDF- Facility Improvements	0.00	5,000.00	0.0%
Partnership Projects	0.00	500,000.00	0.0%
Total CAPITAL OUTLAYS-	<u>319.78</u>	<u>3,105,000.00</u>	<u>0.0%</u>
Total Expense	<u>9,360.61</u>	<u>3,412,873.00</u>	<u>0.3%</u>
Net Ordinary Income	4,344.14	757,282.00	0.6%
Other Income/Expense			
Other Income			
transfer from other funds			
General Fund	0.00	100,000.00	0.0%
Total transfer from other funds	<u>0.00</u>	<u>100,000.00</u>	<u>0.0%</u>
Total Other Income	0.00	100,000.00	0.0%
Other Expense			
Transfer to Other Funds	0.00	0.00	0.0%
Other Debt Service	0.00	150,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>200,000.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>-100,000.00</u>	<u>0.0%</u>
Net Income	<u><u>4,344.14</u></u>	<u><u>657,282.00</u></u>	<u><u>0.7%</u></u>

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

	<u>Jul 17</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Begining Fund Balance	0.00	54,500.00	0.0%
Interest From Earnings	29.04	500.00	5.8%
Total Income	<u>29.04</u>	<u>55,000.00</u>	<u>0.1%</u>
Gross Profit	29.04	55,000.00	0.1%
Expense			
MATERIAL AND SERVICES-	0.00	6,100.00	0.0%
Total Expense	<u>0.00</u>	<u>6,100.00</u>	<u>0.0%</u>
Net Ordinary Income	29.04	48,900.00	0.1%
Other Income/Expense			
Other Expense			
General Operating Contingency	0.00	30,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>30,000.00</u>	<u>0.0%</u>
Net Other Income	0.00	-30,000.00	0.0%
Net Income	<u><u>29.04</u></u>	<u><u>18,900.00</u></u>	<u><u>0.2%</u></u>

Port of The Dalles
Account QuickReport
 As of July 31, 2017

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Check	EFT	Brokers National Lif...		-71.40
Liability Check	EFT	Pers	02501	-546.57
Check	EFT	Pers		-178.61
Paycheck	23168	Andrea L. Klaas		-2,886.91
Paycheck	23170	Kathleen M. Norton		-1,101.52
Paycheck	23171	Kathy J Ursprung		-1,299.02
Paycheck	23169	Gerald L. Rundell		-894.34
Liability Check	EFT	Oregon Department...	0504064-4	-578.00
Liability Check	EFT	United States Treas...	93-6001833	-2,345.52
Bill Pmt -Check	23172	Anderson Perry and...		-1,980.00
Bill Pmt -Check	23173	Angie Wilson		-835.00
Bill Pmt -Check	23174	Bohns Printing		-104.19
Bill Pmt -Check	23175	City Of The Dalles.		-494.07
Bill Pmt -Check	23176	H2Oregon		-23.80
Bill Pmt -Check	23177	Hattenhauer Energy...		-119.16
Bill Pmt -Check	23178	Home Depot Credit ...		-179.12
Bill Pmt -Check	23179	InContact	VOID:	0.00
Bill Pmt -Check	23180	Kristi Timmons	VOID:	0.00
Bill Pmt -Check	23181	MCEDD		-1,936.00
Bill Pmt -Check	23182	Sawyers True Value		-147.67
Bill Pmt -Check	23183	SDIS		-4,474.86
Bill Pmt -Check	23184	Seal Kote Plus, Inc.		-23,600.12
Bill Pmt -Check	23185	Staples Credit Plan		-204.73
Bill Pmt -Check	23186	The Dalles Area Ch...		-216.00
Bill Pmt -Check	23187	The Dalles Concret...		-280.00
Bill Pmt -Check	23188	The Dalles Disposal		-76.59
Bill Pmt -Check	23189	The Dalles Iron Wor...		-145.56
Bill Pmt -Check	23190	Aqua Technex		-544.70
Bill Pmt -Check	23191	PUD		-211.76
Transfer			Funds Transfer	40,000.00
Deposit			Deposit	2,437.50
Liability Check	EFT	Pers	02501	-537.45
Check	EFT	Pers		-42.36
Check	EFT	Pers		-508.71
Paycheck	23195	Kathy J Ursprung		-1,299.02
Paycheck	23192	Andrea L. Klaas		-2,886.93
Paycheck	23193	Gerald L. Rundell		-894.35
Paycheck	23194	Kathleen M. Norton		-1,199.78
Liability Check	EFT	Oregon Department...	0504064-4	-589.00
Liability Check	EFT	United States Treas...	93-6001833	-2,390.70
Bill Pmt -Check	23196	At&t		-75.74
Bill Pmt -Check	23197	Cardmember Servic...		-2,606.05
Bill Pmt -Check	23198	Chamberlin Agricult...		-100.21
Bill Pmt -Check	23199	Dick, Dick & Corey, ...		-410.00
Bill Pmt -Check	23200	Gorge Networks		-162.09
Bill Pmt -Check	23201	Jerry Rundell		-176.72
Bill Pmt -Check	23202	OEDA-Team Or. Fo...	VOID:	0.00
Bill Pmt -Check	23203	Optimist Printers		-28.15
Bill Pmt -Check	23204	Rotary Club of The ...		-20.00
General Journal	AW			2,274.08
General Journal	AW			4,221.56
General Journal	AW		payroll	-5,917.43
General Journal	AW		payroll	1,930.85
General Journal	AW		payroll	0.00
General Journal	AW		payroll	3,986.58
Total General Checking				-10,469.34
Marina Checking				
General Journal	AW			0.00
Total Marina Checking				0.00

8:31 PM
 08/06/17
 Cash Basis

Port of The Dalles
Account QuickReport
 As of July 31, 2017

Type	Num	Name	Memo	Paid Amount
Port Develop. Checking				
Transfer			Funds Transfer	10,000.00
Transfer			Funds Transfer	500,264.21
Transfer			Funds Transfer	500,297.01
Transfer			Funds Transfer	1,000,845.97
Bill Pmt -Check	22458	Wasco Title	VOID: Open Escrow	0.00
Bill Pmt -Check	22459	PUD		-319.78
Deposit			Deposit	720.00
Bill Pmt -Check	22460	Cardmember Servic...		-37.50
Bill Pmt -Check	22461	Dick, Dick & Corey, ...		-2,466.65
Bill Pmt -Check	22462	Kathy Ursprung		-41.04
General Journal	AW			-2,274.08
General Journal	AW			-4,221.56
Total Port Develop. Checking				<u>2,002,766.58</u>
Total CSB Checking				<u>1,992,297.24</u>
TOTAL				<u><u>1,992,297.24</u></u>

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 9, 2017

Subject: F-3.) Devco Mechanical proposal to replace marina sewer pumps

Background:

Devco Mechanical provided a Proposal to replace the marina sewer pumps at the May, 2017 meeting.

Anderson Perry & Associates, an outside contractor, was hired to do an independent review of the project and Devco's Proposal. Attached is a copy of that report. Devco was provided a copy of the Anderson Perry Report and met with Andrea, Greg and Kathy N. to respond to the recommendations.

The Commission had some specific questions that were not passed on to Ed at the recent meeting but were emailed to him last week. We hope to have an answer to these questions at the meeting.

1. Who are Hollabaugh Brothers? Would like to see credentials.
2. No Performance Bond referenced in Proposal - Bond will be required.
3. Remove Item #2.....any work outside the scope of work described will be done on a "time and material basis".....

Staff Recommendation:

- **Motion to approve the Devco Mechanical Proposal to replace the marina sewer pumps once questions have been adequately answered.**

Fiscal Impact: None

June 9, 2017

Andrea Klaas, Executive Director
Port of The Dalles
3636 Klindt Drive
The Dalles, Oregon 97058

RE: The Dalles Marina Wastewater Lift Station

Dear Andrea:

We were contacted by the Port of The Dalles (Port) concerning the existing Marina Wastewater Lift Station (lift station) that serves The Dalles Marina. The Port has received a proposal from Devco Mechanical, Inc. (DMI) outlining a proposed scope of work for improvements to the lift station. The Port requested that Anderson Perry & Associates, Inc. (AP) complete an evaluation of the lift station; review the proposal and associated materials provided by DMI for the proposed improvements to the lift station; and prepare a technical memorandum outlining recommendations or concerns regarding the existing lift station and DMI's improvements proposal. This letter serves as our technical memorandum to the Port.

To assist in our evaluation of the lift station, I visited the site with Kathy Norton on May 17, 2017. I met Kathy at the marina at about 8:00 a.m. and visually inspected the system. The inspection was limited to those components of the system that could be seen above the marina's water surface and within the existing small building structure that houses the lift station. Photo 1 shows the lift station building. From my inspection, the existing lift station consists of a sump submerged in the water containing two submersible sewage pumps, and the sump is covered with what appears to be steel plate with bolted access ports. Three-inch threaded iron discharge piping from the pumps penetrates through the steel cover plate and is connected to a common discharge hose that runs out of the building. The discharge hose presumably is connected to a pipe that transports the sewage to the City of The Dalles' Boat Basin Lift Station. There is also a toilet in the lift station building that sits on an elevated wood platform located west of the lift station sump and is connected to the sump by a plastic ABS pipe penetrating through the cover plate. Photo 2 shows the sump steel cover plate, discharge piping and valves, and toilet pipe.

The pump operation is controlled via floats installed in the sump that signal the pump motors to turn on and off via motor starters based on the wastewater level in the sump. The pump motor controls are housed in a steel panel installed on the inside east wall of the lift station building. A power distribution (breaker) panel is installed on the same wall as the control panel just to the north of it. Photo 3 shows the control panel.

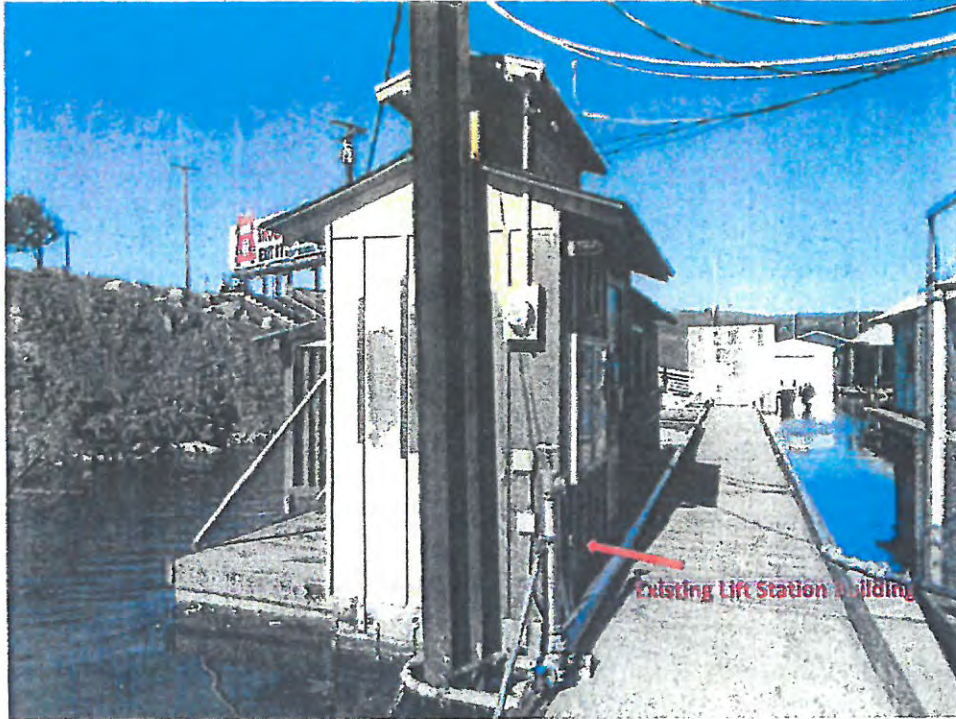


Photo 1: Existing Lift Station Building

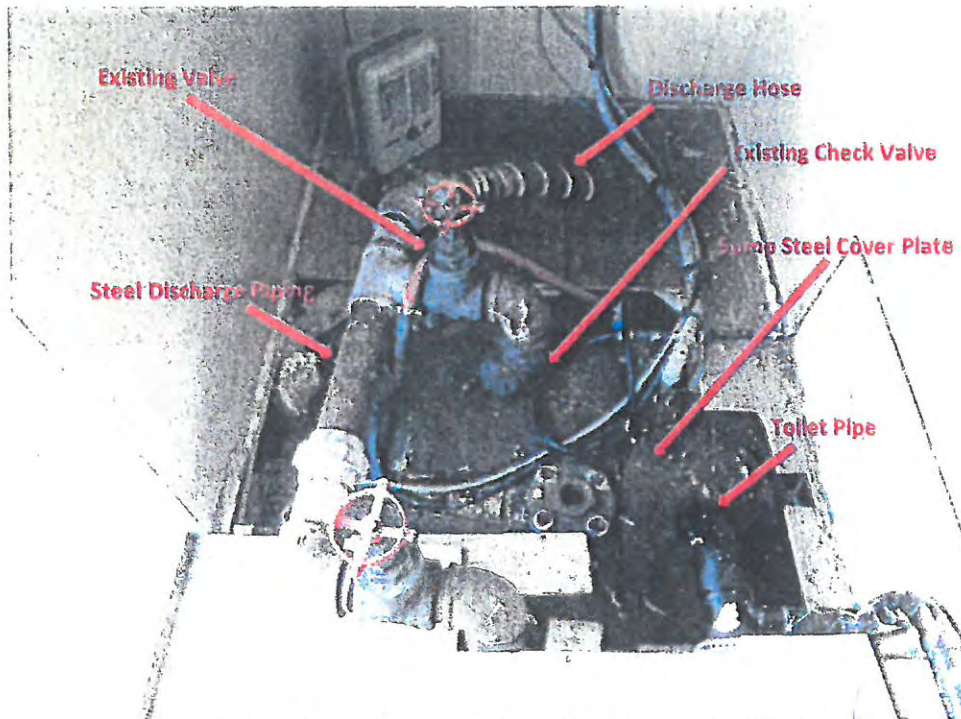


Photo 2: Sump Plate and Steel Discharge Piping and Valves, and Toilet Pipe

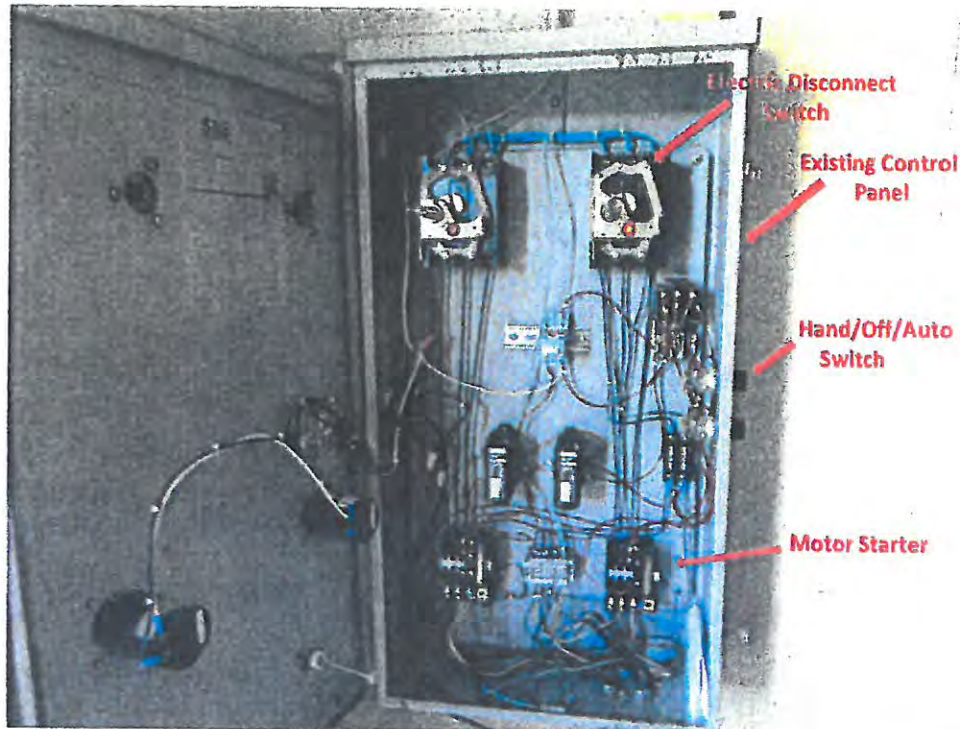


Photo 3: Existing Control Panel

The site inspection confirmed that one of the pumps is not working and revealed some possible code concerns with the existing lift station. Because the lift station is housed in a building, the inside spaces (sump and building) may be considered hazardous areas under electrical and fire codes. Electrical and fire codes require that electrical and pump systems be designed to prevent fire and explosion events from occurring due to accumulation of explosive gases in these classified hazardous areas. The electrical and control systems do not appear to meet the required codes and this may be a safety and liability concern for the Port. To mitigate the code and safety concerns, prior to any improvements being completed on the lift station, we recommend the following:

- Contact Mid-Columbia Building Code Services (MCBCS) and request the inspector evaluate the lift station and determine if the existing lift station meets current electrical codes.
- If MCBCS determines the lift station to be classified as a hazardous area under the codes, retain the services of a licensed qualified industrial electrician versed in the electrical codes related to classified hazardous areas to inspect the lift station control and electrical systems and determine what improvements need to be made to the systems to meet the applicable codes.

As requested, we reviewed the proposal provided to the Port by DMI. Based on our review, we offer the following comments, suggestions, and recommendations:

- The pumps being proposed are 2-inch discharge and the existing pumps appear to be 3-inch discharge. It is suggested that the Port replace the existing pumps with the same size, or 3-inch discharges.
- Based on information provided by the Port, the proposed pumps will provide approximately one-half of the pumping capacity of the existing pumps. To prevent a sewage backup and overflow, further investigation needs to occur confirm what the capacity of the pumps needs to be to meet the peak sewage flow from the marina.
- The proposed pumps do not appear to meet the requirements for installation in a hazardous area as described above. If it is determined that the area is classified as hazardous under the codes, the pumps will need to meet the classification requirements.
- To provide corrosion resistance components, we suggest that all piping, fittings, supports, and hardware installed inside of the sump be constructed of Type 304 or 316 stainless steel (SS). This is common practice in the industry and how AP designs new and renovated wastewater lift stations. DMI is proposing to install roll-grooved carbon steel piping, which is susceptible to corrosion and not equal to SS.
- New gate valves are being proposed by DMI. We do not recommend that gate valves be used in a sewage application as debris has a tendency to prevent full sealing of the gate against the valve seat. We advise the use of plug valves in this installation.
- DMI's outlined scope of work on page 1 of 2 of their proposal does not indicate that they are providing a new control panel as part of the improvements; however, other parts of their proposal indicate they are providing a new panel. It needs to be clarified whether they are providing a new panel as part of their package. If they are proposing to provide a new panel, like the pumps, it will need to meet the hazardous area classification requirements, if any.

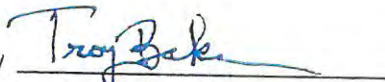
In summary, based on our on-site inspection of the lift station and review of DMI's proposal to the Port, it appears there is likely a concern with meeting current codes, and DMI's proposed scope of work may not provide the Port with a system that meets the requirements of the codes. Additionally, it appears the pumps that DMI is proposing to install provide about one-half of the capacity of the existing pumps. Prior to the Port moving forward with any improvements, we recommend that further evaluation of the lift station be completed to confirm what needs to be done to comply with the current electrical and fire codes and to make sure the components installed will provide a safe system with adequate pumping capacity to meet the marina's long-term needs. Upon further evaluation, and after probable revision of DMI's scope of work to address the code and other outlined concerns, we will then be able to render an opinion on whether the price quoted to the Port in DMI's proposal seems reasonable.

We appreciate the opportunity the Port has given us to assist with the evaluation of the Marina Lift Station. We hope the comments and recommendations outlined in this letter provide the Port with a more informed direction on how to proceed with the needed improvements to the lift station. Please let us know if you have any questions or concerns regarding our evaluation.

Andrea Klaas
Port of The Dalles
June 9, 2017
Page -5-

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By 
Troy Baker, P.E.

TB/dmh

cc: Kathy Norton, Port of The Dalles
File No. 212-00-02

G:\Secretarial\Clients\Port of The Dalles\Wastewater\212-00\Correspondence\Klaas Letter060917

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 9, 2017

Subject: G-1.) Director's Report

Background:

Some folks from Japan were in town looking for ways to foster business opportunities between The Dalles and Miyoshi Japan, or sister city. Some ideas are importing indigo, and exporting jams, wine and cherry products. They like anything "Made in Oregon," so we'll look into what the requirements are for exporting and importing.

The Community Outreach Team is gearing up for the September DC trip. Right now we have 13 funding and policy items. These will get narrowed down to a top 5 list. We also will be sending out preliminary packet of information to the legislator's staffs prior to our arrival so they have time to review our requests before we get there. This will give them time to formulate answers and our time with them will be more productive.

Here are the projects:

- ⊙ Nat'l Scenic Area \$1.996M
- ⊙ Dog River Pipeline Funding
- ⊙ Workforce Experience Pilot/Intern Training
- ⊙ PILT
- ⊙ Secure Rural Schools
- ⊙ UGB Expansion into Scenic Area
- ⊙ EDA support
- ⊙ QLife funding - Maupin
- ⊙ Bonneville Privatization
- ⊙ UPRR crossing into NWA site
- ⊙ HR 3144 - Support
- ⊙ CGCC Capital projects funding request
- ⊙ Ag Food Lab funding

PUD has energized the substation and everything checks out. They are working on the parking area and path down to the trail, but have run into a cost issue. The design engineer specified some expensive improvement that the PUD is working to reduce, the bid came in at \$350,000, PUD has \$200,000 budgeted. Kurt is talking to Riverfront Trail committee to see if they have any funds to help and is working with Crestline to reduce the construction costs.

We interviewed eight folks for our RARE participant and have been notified that Bayoán Ware will be our RARE participant this year. Bayoán has a background in teaching, environmental studies and volunteered with Foodcorps. He is very personable and has the background to help get the workforce internship program and value added incubator assessment moving along, update the Strategic Plan and is interested in the National Scenic area conundrum. After he found out that he was matched with the Port he called me and asked if there was any material that we could forward to him prior to his arrival so he could be prepped and ready to go in September.

We responded to Dr. Lindsay's request to have 3 items removed from the title report. One is easy, two have been done before for other parcels, so I don't see any issues with them, it will just take a bit of time.

Jerry has been working on a number of projects at the launch ramp, and a few for the marina. Right now he is buffing out the public restroom by the launch ramp (power washing, staining the wood, refinishing the benches, etc.) Once this is done I will be meeting with NWParks and Rec Director Scott Baker to ensure the facility is kept clean. We have also ordered new metal doors which should be arriving soon, so we can again have two bathrooms open. The current doors were installed when the facility was built (25 - 30 years ago), and one door no longer worked, so is locked. Jerry has also been doing deferred maintenance projects around the office, including fixing the concrete entrance and side stairs and shoring up the side porch.

We have order new payment envelopes for guest moorage that include the boat name and contact information. This will allow Mark Roth and Port staff to better know which boats have paid for guest moorage, and give us contact information if we need it.

UPCOMING MEETINGS / EVENTS / DATES:

- Sept 13, 2017: Port Commission Regular meeting 7:00pm

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 9, 2017

Subject: G-2.) Marketing, Communication & Special Projects

Background:

Recruitment and Creation

AgLAB: Met with Food Security Steering Committee, to discuss plans for a Food Bank distribution center and whether that might be a tenant or partner in our proposed food facility. They are currently leasing 2,000 square feet of warehouse space in the Port and ideally need about a 6,000 square food facility. They are currently forming a nonprofit organization to oversee the Food Bank facility. .

Website: We are changing our email newsletter so that it does a better job of driving traffic to our website. In past issues the entire story appeared in the newsletter, did nothing to drive web traffic and made for some long, gangly reading. Now readers get a brief about the story on the newsletter page, with the option of reading more by clicking through to a website post.

Publicity: A branded story on the Port and how it is working in partnership with other local organizations to spur economic development is complete and will appear in the September issue of Oregon Business Magazine.

Retention

Community Internship: Gorge Works Community Internship's business steering committee met for the second time Aug. 2 to provide organizing direction for the regional program. This internship program is different from others in that it is focused on people 18 and older who do not necessarily have to be currently enrolled in an education program. The approach is a "try-on" for employee and employer, which can lead to a college track, apprenticeship, vocational training or on-the-job training. The next month will be focused on website development, branding and documentation. The program has three goals: to help meet business needs for employees, to provide resume-worthy work experience for interns, and to promote the employment opportunities available within the Columbia Gorge.

Other

Dufur Community: Working on grant and related activities for branding Dufur for new business opportunities.

Made in Gorge/Wasco County Expo: Partnering with Chamber to help recruit local makers to a Made in the Gorge/Wasco County (to be determined) expo as part of the Granada's grand opening weekend as part of Veterans Day weekend.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 9, 2017

Subject: G-3.) Special Projects

Background:

Klindt Cove Park – At the last meeting with Scott Baker, Antoine Tissot and Kathy U. we determined our task lists were completed except for the Site Plan. Last week Tennison Engineering got the Site Plan done (Included in packet)and it was forwarded to City Planning. Response from Dawn at City Planning: *WOW! That looks amazing. I will need payment in the amount of \$335 to start the formal land use process. Once received, we will complete a mail-out to properties within 100 feet and they will have a 14 day comment period. Once the comment period ends, staff will prepare a staff report and render a decision within 31 day. (total of 45 days from date of mailing)*

Kitchen Remodel Phase II – Adams design is still working on the design. Waiting on a call back for update on progress.

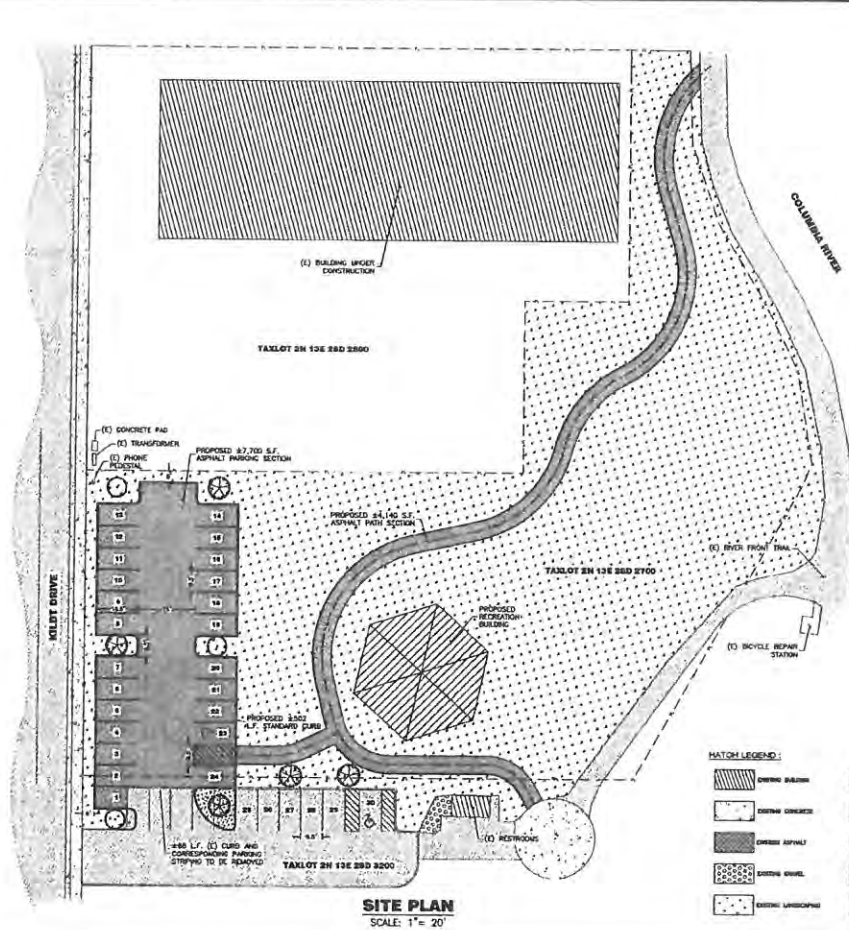
Columbia Gorge Industrial Center Mailbox – Potential sites for the mailbox have been identified and a Locate request went in. Once that process is done Jerry will be able to pour the footing for the mailbox.

Guest Moorage – We are seeing higher than normal usage this year. The two-part moorage fee envelopes should be ready next week. There will also be new signage directing guest moorage users to the pay station

Marina Restrooms & Parking Lot Issues – Jerry rebuilt the benches at the Restrooms, resealed the wood trim on the building, and replaced the old garbage can. The new restroom doors are here, waiting for the door closures to arrive so Jerry can install the doors. The restroom area looks much better.

Marina Sewer Pumps – Andrea, Greg and I met with Ed from Devco Mechanical to review the findings presented by Troy Baker of Anderson Perry & Associates, Inc.

Administrative – assisting with the Audit, updating Minute Books and Policies & Procedures files.



LAND INFO:

TAX LOT 281-136-880 2700	
ZONING:	CR (RECREATIONAL COMMERCIAL)
SIZE:	1.12 ACRES (50,416 S.F.)
BUILDINGS:	EXISTING NONE PROPOSED 12,800 S.F.
PAVEMENT:	EXISTING 811 S.F. PROPOSED 11,280 S.F.
CONCRETE:	EXISTING NONE PROPOSED 184 S.F.
PARKING SPACES:	EXISTING NONE PROPOSED 38 (6 ACCESSIBLE) REQUIRED N/A (1 ACCESSIBLE)
BIKE SPACES:	PROPOSED N/A REQUIRED N/A
LANDSCAPING:	PROPOSED 34,205 S.F. REQUIRED N/A
PARKING TREES:	PROPOSED 4 TREES REQUIRED 8 TREES (1 TREE PER 12 PARKING SPACES)

- CONSTRUCTION NOTES:**
1. ALL PUBLIC APPROXIMATIONS TO MEET CURRENT O.D.D./A.P.W.A. STANDARDS AS ADOPTED AND REQUIRED BY THE CITY OF THE DALLES.
 2. CONTRACTOR SHALL COMPLY WITH THE PROVISIONS OF CHAPTER 89B OF OREGON LAWS 1987, AND AS ADDED TO OREGON CHAPTER 767, REGARDING UNDERGROUND UTILITIES. NO EXCAVATION SHALL BE PERFORMED WITHOUT PROPER NOTIFICATION OF UTILITIES.
 3. CONTRACTOR TO VERIFY VALIDITY OF ALL UTILITY CROSSINGS. IF CROSSING CONFLICTS ARE ENCOUNTERED CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER AND THE OWNER, AS APPROPRIATE, SO THAT CORRECTIONS CAN BE MADE.
 4. GENERAL CONTRACTOR SHALL BE LICENSED WITH THE CONSTRUCTION CONTRACTOR BOARD AS REQUIRED BY ORS 371.200.
 5. KNOWN UTILITIES IN THE AREA OF WORK HAVE BEEN SHOWN FOR THE CONVENIENCE OF THE CONTRACTOR. NO RESPONSIBILITY IS ASSUMED BY THE CONSULTING ENGINEER FOR THE COMPLETENESS OR ACCURACY OF THE LOCATIONS, TYPE, OR NUMBER OF EXISTING UTILITIES.
 6. DEVELOPED AREAS SHALL BE PROPERLY PREPARED INCLUDING ANY SURFACE SOIL LOOSENED AS A RESULT OF CLEARING AND GRUBBING SHALL BE REMOVED OR RECOMPACTED.
 7. FILLS SHALL BE PLACED IN DRY WEATHER WITH PROPER CONTROLS ON MOISTURE AND COMPACTION. FILLS SHALL BE PLACED IN 10" LIFTS AND COMPACTED TO A DRY DENSITY OF AT LEAST 90 PERCENT OF THE STANDARD PROCTOR MAXIMUM DRY DENSITY (ASTM D 698) WITHIN THE COMPACTION SECTION. ALL FILLS OUTSIDE THESE LIMITS SHALL BE COMPACTED TO 90 PERCENT OF THE MAXIMUM DRY DENSITY. THE THICKNESS OF THE LIFTS WILL NEED TO BE DETERMINED IN THE FIELD AS A GENERAL GUIDE FOR SELF PROPELLED COMPACTORS, THE LIFTS SHALL NOT EXCEED 8 INCHES AS MEASURED BY A LOOSE COMPACTOR. FOR SMALL HAND COMPACTORS, THE LIFTS SHALL BE REDUCED TO 4-5 INCHES LOOSE MATERIAL.
 8. CONTRACTOR TO OBTAIN ALL REQUIRED PERMITS, INCLUDING BUT NOT LIMITED TO: PHYSICAL CONTINGENCY, STREET CLOSURE, SIDEWALK/BIKEWAY APPROACH, CITY RIGHT OF WAY CONSTRUCTION, AND WAGDO COUNTY UTILITY PERMITS PRIOR TO START OF WORK.
 9. PUBLIC WATER AND SEWER LINE CROSSINGS WILL MEET OAR 333-061-0050(1)(C). HORIZONTAL SEPARATION TO EXCEED 10'.
 10. CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING PRIOR TO START OF WORK WITH THE OWNER, GENERAL CONTRACTOR, ENGINEER, APPLICABLE CITY 53877, AND WAGDO COUNTY ROAD MASTER.

GENERAL LEGEND:

---	(1) SHOWN SEWER
---	(2) SHOWN WATER
---	(3) SHOWN GAS
---	(4) SHOWN ELECTRIC
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SITE PLAN

THE DALLES KAWANIS CLUB
RECREATIONAL PARK DEVELOPMENT
THE DALLES, OREGON

DATE: 1/12/2017
SCALE: AS SHOWN

DESIGNED BY: B.B.B.
DRAWN BY: B.B.B.
CHECKED BY: B.B.B.
APPROVED BY: B.B.B.

TENNESON ENGINEERING CORP.
CONSULTING ENGINEERS
3775 CHATES WAY
THE DALLES, OREGON 97658
PH. 541-288-9177 FAX 541-281-6857

AGENCY REVIEW ONLY

RECORD REVISIONS

SITE SHEET 1 1

Work Order No. 15063

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: August 9, 2017

Subject: G-4.) Reports of Committees

- a) Urban Renewal – Staci Coburn:

- b) Chamber of Commerce – David Griffith:

- c) Wasco EDC – Kathy Ursprung:

- d) COT – Weast/Klaas: