

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: Dec 8, 2017

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Regular Board of Commissioners Meeting Wednesday, December 13, 2017 at the Port Administration Office, 3636 Klindt Dr., The Dalles, OR. The meeting will begin at 6:00PM. The Commission will dine with their families at the Port office following the meeting.

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

1. Staff Report
2. Committee Representative Reports

###

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

December 13, 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 November 15, 2017 Regular Meeting Minutes
2. Motion to approve November, 2017 Financial Reports

G. REPORTS

1. Staff Report
2. Reports of Committees
 - Urban Renewal – Coburn
 - Chamber of Commerce – Griffith
 - Wasco County EDC – Ursprung
 - Community Outreach Team – Weast/Klaas

H. COMMISSION CALL

1. President
2. Other Commissioner business

UPCOMING MEETINGS / EVENTS / DATES:

- January 10, 2018: Port Commission Meeting - Port office 7:00pm

December 2017

November 2017	December 2017	January 2018
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1 2	1 2 3 4 5 6
5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13
12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20
19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27
26 27 28 29 30	24 25 26 27 28 29 30	28 29 30 31
	31	

■ ALK work

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 9:00 AM FORTH retreat	27 FORTH retreat 9:00 AM Gorge Commission Executive Meeting	28 2:00 PM Invitation: Oregon PCN conversation - Port, MCFDD, SBOD - Wed Nov 29, 2017 2pm - 3pm (andrea@portofthecalles.com)	29 10:00 AM Marina Project kick-off Mtg 11:00 AM Nate Reagan	30 9:30 AM IFA Salem	1	2
3 8:00 AM OR Business Summit	4 10:00 AM Mathew:re enterprise zone	5 7:00 AM ALK in late (Jim to airport)	6 Flag @ half-staff 1:00 PM Forest collaboration	7 7:00 AM Chamber Econ. Dev 1:00 PM Laura Loop BPA & Danya Ar-guedas	8	9
10 8:30 AM KHR Radio 10:00 AM Climate, Megafires, and Conservation Financing	11 9:00 AM Gorge Commission meeting 8:00 PM Jim return	12 9:30 AM Michael Martin December Visit - Week of the 11th 5:00 PM Port Meeting	13 ALV Cascade Mgmt. ...ing on December 14th	14 10:00 AM KODL Coffee Break	15	16
17	18 9:00 AM Gorge Commission Executive Meeting	19	20 Dr T Lunch 11:00 AM Small Cities: Central Oregon - Region 6: Small Cities Meeting	21 12:00 PM COT	22	23
24	25	26	27	28	29	30
31 New Year's - Office Closed	1	2	3	4	5	6

3/26

January 2018

December 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
31						

January 2018

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			

February 2018

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		

■ ALK work

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 New Year's - Office Closed	2	3	4	5	6
7	8 ■ 8:30 AM KHR Radio	9	10 ■ 5:00 PM Port Meeting	11	12 ■ 7:00 AM Chamber Econ. Dev ■ 10:00 AM KODL Coffee Break	13
14	15	16	17	18 OPPA	19	20
21	22	23	24	25	26 ■ 12:00 PM COT	27
28	29	30	31	1	2 ■ 10:00 AM IFA Salem	3

4/26

February 2018

January 2018							February 2018							March 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3					1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

■ ALK work

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
					10:00 AM IFA Salem	
4	5	6	7	8	9	10
		SDAO Annual Conference			7:00 AM Chamber Econ. Dev 10:00 AM KODL Coffee Break	
11	12	13	14	15	16	17
SDAO Annual Conference	8:30 AM KIHHR Radio		5:00 PM Port Meeting			
18	19	20	21	22	23	24
					12:00 PM COT	
25	26	27	28	1	2	3
				Appoint Budget Officer	9:00 AM AGRIP	

5/26

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 13, 2017

Subject: F-1.) Meeting Minutes

Background:

- November 15, 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
November 15, 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, David Griffith

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

Guests: Terrance Thurber (left 7:15PM); Paula Lee-Valkov (left 7:35PM)

Pledge of Allegiance: Commissioner Wallace

AGENDA CORRECTIONS or ADDITIONS

Andrea asked to have the Executive Session convene when the guests arrive.

VISITOR BUSINESS (for items not already on the agenda)

Non at this time

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the November and December 2017 calendars. December 13, 2017 meeting will be followed by Port Family Christmas dinner. SDAO conference February 9-11, 2018.

ACTION ITEMS

1. **Motion to approve October 11, 2017 Regular Meeting Minutes as presented. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**
2. July, 2017 Financial Reports – Current average LGIP is 1.45%. Through the first quarter of the year. Expenses are higher than the 30% mark but will average out over the year.
 - a. **October 2017 Financial reports approved by consensus.**

STAFF REPORT

1. *Staff Report:* A full report was provided in the Agenda Packet. Contract signed by Anderson Perry to begin work on marina sewer pump replacement project; Launch Ramp/Guest Moorage – maintenance schedule is done; fall clean up done; OSMB did quick in-water survey of the launch ramp and docks. Draft site plan developed; water turned off and winterized; Kitchen Remodel – new plan with reduced cost approved and project moving forward; Marketing/Community Relations – working on press release about Dr. Lindsay facility; Newsletter out next week; continuing to meet with Part area businesses. Ag building – met with Food Security Coalition for quarterly meeting. Looking at infrastructure needs and ways the Port might help. Bayoan has been doing outreach to a variety of food related businesses; Community Internship – working to get final confirmation and job descriptions from potential GorgeWorks host sites; Facility Inquiries – Kathy U. sent letters out to know commercial and industrial property owners looking for available space. Working on plan to keep tabs on vacant facility inventory; Eagle Creek Fire Business Assistance – SBDC and MCEDD will continue to monitor the situation and assist as they can, no role for the Port at this time; Dufur – Kathy U. is working with Robert Wallace to identify ways the Port can assist with Dufur projects; R.A.R.E – updated activities with GorgeWorks and FoodHub; General – Audit ongoing. Klindt Cove Park project working its way through City Planning process. Outreach Team going to Salem in spring to meet with legislators. MCEDD held the Annual Gorge Economic Summit; Gorge Commission is looking for an economic development advisory group and have added two new areas of focus: climate change and

railroads; LGIP interest rates going up to 1.55%; Meeting with Michael Held to talk about Rural Oregon and State policy. Rural Oregon needs a lot of expensive infrastructure work done with small populations to support those improvements; Local State Representation – We are losing three senior legislators, Mark Johnson, John Huffman and Ted Ferrioli and Senator Merkley’s local field office representative Phil Chang; Wage and Salary Comparison report provided.

7:15 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.

8:20 PM – Back to Regular Session

2. *Reports of Committees*

- a) Urban Renewal – Commissioner Coburn: 2 new façade improvement projects approved. Tokala project update, no timeline yet.
- b) Chamber of Commerce: Commissioner Griffith: absent
- c) Wasco EDC – Kathy Ursprung: BRE meetings with Wasco County Businesses
- d) COT – Greg Weast/Andrea Klaas: Planning meetings to prepare for Salem trip.

DECISIONS FROM EXECUTIVE SESSION

None

COMMISSION CALL

- 1. President G. Weast: Happy Birthday Commissioner Courtney and Kathy Ursprung
- 2. Commissioner Coburn: Nice to see things moving forward with Anderson Perry
- 3. Commissioner Courtney:
 - a. Asked about the marina power system project. Angie Wilson provided update on PUD timeline for installing the new marina power system.
 - b. Asked for monthly RARE reports. Bayoan provided an update on his activities to-date.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:45 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: December 13, 2017

Subject: F-2.) Financial Reports

Background:

- Average interest for LGIP 1.55%
- No activity in the Marina Fund, but we did receive \$187.90 in interest.
- Genera Fund
 - Adam's Design: check for \$1782 for the new kitchen cabinets
 - Wasco County: \$ 11,050.14 for property tax on land that we lease to Whiting Turner. They have been billed for reimbursement.
 - Riley Materials: \$500.00 for rental of manlift to repair chimney and roof on shop, replacement of security lights, gutter clean out.
- Port Development Fund
 - Business OR: \$152,676.15. Annual principal and interest payment on construction loan for the new development. Original loan amount was: \$2,137,500.00; Current principle balance: \$687,317.88 (interest @ 4.55%)
- Property Tax receipts:
 - In November received \$261,350.65
 - Charter appeal on-going which reduced our total by \$1,086.84

Staff Recommendation:

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

Port of The Dalles
Monthly Activity Report by Fund
November 2017

	General Fu...	Marina Fund	Port Devel...	TOTAL
Ordinary Income/Expense				
Income				
Interest From Earnings	1,024.69	57.51	3,645.75	4,727.95
Prior Yr Property Tax	1,026.20	0.00	0.00	1,026.20
lease-land/Facility	2,095.00	0.00	0.00	2,095.00
Land Sales	399.95	0.00	0.00	399.95
Property Tax	260,264.01	0.00	0.00	260,264.01
Total Income	264,809.85	57.51	3,645.75	268,513.11
Gross Profit	264,809.85	57.51	3,645.75	268,513.11
Expense				
PERSONAL SERVICES-				
Payroll Expenses				
Wages				
Marketing/Communications	0.00	0.00	3,916.66	3,916.66
Salary- Exec. Director	0.00	0.00	8,333.34	8,333.34
Maintenance Supervisor	2,625.00	0.00	0.00	2,625.00
Admin/Marina Specialist	3,344.00	0.00	0.00	3,344.00
Total Wages	5,969.00	0.00	12,250.00	18,219.00
FICA-EMPLOYER	456.63	0.00	937.13	1,393.76
PERS EMPLOYER	12.99	0.00	0.00	12.99
WRKRS COMP EMPLOYER	7.14	0.00	8.26	15.40
Payroll Expenses - Other	0.00	0.00	0.00	0.00
Total Payroll Expenses	6,445.76	0.00	13,195.39	19,641.15
Health Insurance	2,200.78	0.00	2,274.08	4,474.86
Total PERSONAL SERVICES-	8,646.54	0.00	15,469.47	24,116.01
MATERIAL AND SERVICES-				
Transient Moorage Expense				
Transient Moorage Utilities	22.47	0.00	0.00	22.47
Total Transient Moorage Expense	22.47	0.00	0.00	22.47
Contracted Service	910.00	0.00	0.00	910.00
Dues, Fees and Subscriptions	11,756.16	0.00	1,009.00	12,765.16
Legal	230.00	0.00	2,577.50	2,807.50
Maintenance and Repair				
Weed Control/landscaping	218.67	0.00	0.00	218.67
Shop	885.50	0.00	506.00	1,391.50
Office	269.06	0.00	0.00	269.06
Vehicle Expense				
Gas	124.64	0.00	0.00	124.64
Total Vehicle Expense	124.64	0.00	0.00	124.64
Total Maintenance and Repair	1,497.87	0.00	506.00	2,003.87
Launch Ramp				
Launch Ramp Water	125.27	0.00	0.00	125.27
Launch Ramp Electric	28.02	0.00	0.00	28.02
Total Launch Ramp	153.29	0.00	0.00	153.29
Office Supplies	378.01	0.00	44.24	422.25
Travel Expense	123.05	0.00	0.00	123.05
Utilities				
Industrial				
Industrial Water	89.12	0.00	0.00	89.12
Total Industrial	89.12	0.00	0.00	89.12
Office				

Port of The Dalles
Monthly Activity Report by Fund
 November 2017

	General Fu...	Marina Fund	Port Devel...	TOTAL
Water Office	136.50	0.00	0.00	136.50
Office Electric	129.87	0.00	0.00	129.87
Sewer Office	92.64	0.00	0.00	92.64
Garbage Office	76.59	0.00	0.00	76.59
Telephone	253.01	0.00	17.50	270.51
Total Office	688.61	0.00	17.50	706.11
Total Utilities	777.73	0.00	17.50	795.23
Marketing Expenses				
Media/Promo	0.00	0.00	140.73	140.73
Travel	0.00	0.00	258.41	258.41
Total Marketing Expenses	0.00	0.00	399.14	399.14
Total MATERIAL AND SERVICES-	15,848.58	0.00	4,553.38	20,401.96
CAPITAL OUTLAYS-				
Engineering/Consultants	0.00	0.00	419.00	419.00
Land Acquisition/Development	0.00	0.00	165.49	165.49
PDF- Facility Improvements	0.00	0.00	514.22	514.22
Marina Expense				
Facility Improvements	0.00	0.00	115.12	115.12
Total Marina Expense	0.00	0.00	115.12	115.12
Building Improvements	1,782.00	0.00	0.00	1,782.00
Total CAPITAL OUTLAYS-	1,782.00	0.00	1,213.83	2,995.83
Total Expense	26,277.12	0.00	21,236.68	47,513.80
Net Ordinary Income	238,532.73	57.51	-17,590.93	220,999.31
Other Income/Expense				
Other Expense				
Other Debt Service	0.00	0.00	152,676.15	152,676.15
Total Other Expense	0.00	0.00	152,676.15	152,676.15
Net Other Income	0.00	0.00	-152,676.15	-152,676.15
Net Income	238,532.73	57.51	-170,267.08	68,323.16

Port of The Dalles
Balance Sheet by Class
As of November 30, 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	45,422.93	0.00	0.00	0.00	45,422.93
Marina Checking	0.00	6,169.94	0.00	0.00	6,169.94
Port Develop. Checking	0.00	0.00	-9,639.81	0.00	-9,639.81
Total CSB Checking	45,422.93	6,169.94	-9,639.81	0.00	41,953.06
LGIP					
Marina Services	0.00	47,054.01	0.00	0.00	47,054.01
Port Develop	0.00	0.00	2,982,806.83	0.00	2,982,806.83
General	745,458.23	0.00	0.00	0.00	745,458.23
Total LGIP	745,458.23	47,054.01	2,982,806.83	0.00	3,775,319.07
Petty Cash	179.23	28.54	86.14	0.00	293.91
Total Checking/Savings	789,204.18	53,252.49	2,973,253.16	0.00	3,815,709.83
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	792,592.35	52,989.73	2,973,252.08	0.00	3,818,834.16
TOTAL ASSETS	792,592.35	52,989.73	2,973,252.08	0.00	3,818,834.16
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
Payroll Liabilities					
P/R Taxes Payable- Pers	-311.85	0.00	0.00	0.00	-311.85
Payroll Liabilities - Other	57.01	0.00	0.00	0.00	57.01
Total Payroll Liabilities	-254.84	0.00	0.00	0.00	-254.84
Total Other Current Liabilities	-254.84	0.00	0.00	0.00	-254.84
Total Current Liabilities	-254.84	0.00	0.00	0.00	-254.84
Total Liabilities	-254.84	0.00	0.00	0.00	-254.84
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	150,449.97	187.90	-53,300.40	0.00	97,337.47
Total Equity	792,847.19	52,989.69	2,973,252.06	0.00	3,819,088.94
TOTAL LIABILITIES & EQUITY	792,592.35	52,989.69	2,973,252.06	0.00	3,818,834.10
UNBALANCED CLASSES	0.00	0.04	0.02	0.00	-0.06

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

	Jul - Nov 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	589,788.00	0.0%
Or. St. Marine Board Grant	18,447.00		
Transient Moorage	777.50	2,300.00	33.8%
Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	3,232.74	7,372.00	43.9%
Prior Yr Property Tax	5,860.85	12,000.00	48.8%
Interest From Contracts	0.00	1,889.00	0.0%
Misc. Income	7,889.65	2,300.00	343.0%
lease-land/Facility	12,769.90	30,064.00	42.5%
SDAO Grant	0.00	6,000.00	0.0%
Land Sales	399.95		
Marina Loan	0.00	9,449.00	0.0%
Property Tax	261,571.23	305,460.00	85.6%
Total Income	<u>310,948.82</u>	<u>976,422.00</u>	<u>31.8%</u>
Gross Profit	310,948.82	976,422.00	31.8%
Expense			
PERSONAL SERVICES-	76,995.29	181,234.00	42.5%
MATERIAL AND SERVICES-	57,161.44	176,250.00	32.4%
CAPITAL OUTLAYS-	26,342.12	30,000.00	87.8%
Total Expense	<u>160,498.85</u>	<u>387,484.00</u>	<u>41.4%</u>
Net Ordinary Income	150,449.97	588,938.00	25.5%
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	<u>0.00</u>	<u>-150,000.00</u>	<u>0.0%</u>
Net Income	<u><u>150,449.97</u></u>	<u><u>438,938.00</u></u>	<u><u>34.3%</u></u>

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

	Jul - Nov ...	Budget	% of ...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	589,788.00	0.0%
Or. St. Marine Board Grant	18,447.00		
Transient Moorage			
Guests	777.50		
Transient Moorage - Other	0.00	2,300.00	0.0%
Total Transient Moorage	777.50	2,300.00	33.8%
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Total Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	3,232.74	7,372.00	43.9%
Prior Yr Property Tax	5,860.85	12,000.00	48.8%
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			
lease-land/Facility	7,889.65	2,300.00	343.0%
SDAO Grant	12,769.90	30,064.00	42.5%
Land Sales	0.00	6,000.00	0.0%
Land Sales - Other	399.95		
Total Land Sales	399.95		
Marina Loan	0.00	9,449.00	0.0%
Property Tax	261,571.23	305,460.00	85.6%
Total Income	310,948.82	976,422.00	31.8%
Gross Profit	310,948.82	976,422.00	31.8%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	0.00	10,000.00	0.0%
Salary- Exec. Director	25,568.20	75,000.00	34.1%
Maintenance Supervisor	13,125.00	29,750.00	44.1%
Admin/Marina Specialist	16,568.00	21,500.00	77.1%
Total Wages	55,261.20	136,250.00	40.6%
FICA-EMPLOYER	4,227.47	10,000.00	42.3%
PERS EMPLOYER	4,070.30	4,000.00	101.8%
Unemployment Payments	0.00	1.00	0.0%
WRKRS COMP EMPLOYER	1,693.10	2,500.00	67.7%
Payroll Expenses - Other	0.00		
Total Payroll Expenses	65,252.07	152,751.00	42.7%
Health Insurance	11,743.22	28,483.00	41.2%
Total PERSONAL SERVICES-	76,995.29	181,234.00	42.5%
MATERIAL AND SERVICES-			
Transient Moorage Expense			
Transient Moorage Utilities	144.09	1,000.00	14.4%
Total Transient Moorage Expense	144.09	1,000.00	14.4%
Contracted Service	5,865.00	34,750.00	16.9%
Account and Audit	5,000.00	18,000.00	27.8%
Develop and Comm	2,786.57	10,000.00	27.9%
Dues, Fees and Subscriptions	15,955.59	10,000.00	159.6%
Insurance-Liability	0.00	15,000.00	0.0%

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

	Jul - Nov ...	Budget	% of ...
Legal	1,870.00	5,000.00	37.4%
Maintenance and Repair			
Weed Control/landscaping	3,526.16	15,000.00	23.5%
Shop	6,720.63	4,100.00	163.9%
Office			
Office - Other	440.60	6,400.00	6.9%
Total Office	440.60	6,400.00	6.9%
Vehicle Expense			
Repair	2,922.97		
Gas	713.30		
Vehicle Expense - Other	0.00	1,500.00	0.0%
Total Vehicle Expense	3,636.27	1,500.00	242.4%
Maintenance and Repair - Other	0.00	0.00	0.0%
Total Maintenance and Repair	14,323.66	27,000.00	53.1%
Launch Ramp			
Supplies	1,982.98	300.00	661.0%
Cleaning Service Launch Ramp	0.00	8,400.00	0.0%
Launch Ramp Water	626.35	1,800.00	34.8%
Launch Ramp Garbage	0.00	0.00	0.0%
Launch Ramp Electric	132.12	1,500.00	8.8%
Launch Ramp - Other	0.00	0.00	0.0%
Total Launch Ramp	2,741.45	12,000.00	22.8%
Office Supplies	3,230.61	7,500.00	43.1%
Office Equipment	0.00	3,000.00	0.0%
Staff Development/Enhance	0.00	5,000.00	0.0%
Travel Expense	308.05	10,000.00	3.1%
Utilities			
Marina			
Sewer Marina	199.28		
Total Marina	199.28		
Industrial			
Industrial Water	911.29	4,000.00	22.8%
Total Industrial	911.29	4,000.00	22.8%
Office			
Water Office			
Water Office - Other	1,370.01	4,100.00	33.4%
Total Water Office	1,370.01	4,100.00	33.4%
Office Electric	755.74	2,100.00	36.0%
Sewer Office	92.64		
Garbage Office	382.95	1,000.00	38.3%
Telephone	1,224.51	6,800.00	18.0%
Office - Other	0.00	0.00	0.0%
Total Office	3,825.85	14,000.00	27.3%
Total Utilities	4,936.42	18,000.00	27.4%
Total MATERIAL AND SERVICES-	57,161.44	176,250.00	32.4%
CAPITAL OUTLAYS-			
Launch Ramp(parking lot)	24,280.12		
Building Improvements	2,062.00	30,000.00	6.9%
Total CAPITAL OUTLAYS-	26,342.12	30,000.00	87.8%
Total Expense	160,498.85	387,484.00	41.4%

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

	<u>Jul - Nov ...</u>	<u>Budget</u>	<u>% of ...</u>
Net Ordinary Income	150,449.97	588,938.00	25.5%
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	<u>0.00</u>	<u>-150,000.00</u>	<u>0.0%</u>
Net Income	<u><u>150,449.97</u></u>	<u><u>438,938.00</u></u>	<u><u>34.3%</u></u>

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

	Jul - Nov 17	Budget	% of B...
Ordinary Income/Expense			
Income			
Begining Fund Balance	0.00	2,938,609.00	0.0%
Interest From Earnings	9,549.90	26,000.00	36.7%
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	155,274.65	992,848.00	15.6%
Marina	11,111.00		
Total Income	<u>176,655.55</u>	<u>4,170,155.00</u>	<u>4.2%</u>
Gross Profit	176,655.55	4,170,155.00	4.2%
Expense			
PERSONAL SERVICES-	47,540.06	127,223.00	37.4%
MATERIAL AND SERVICES-	27,508.48	180,650.00	15.2%
CAPITAL OUTLAYS-	2,231.26	3,105,000.00	0.1%
Total Expense	<u>77,279.80</u>	<u>3,412,873.00</u>	<u>2.3%</u>
Net Ordinary Income	99,375.75	757,282.00	13.1%
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	152,676.15	150,000.00	101.8%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>152,676.15</u>	<u>200,000.00</u>	<u>76.3%</u>
Net Other Income	-152,676.15	-100,000.00	152.7%
Net Income	<u><u>-53,300.40</u></u>	<u><u>657,282.00</u></u>	<u><u>-8.1%</u></u>

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

	Jul - Nov 17	Budget	% of B...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	2,938,609.00	0.0%
Interest From Earnings	9,549.90	26,000.00	36.7%
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	155,274.65	992,848.00	15.6%
Marina			
Revenue			
Grants	11,111.00		
Total Revenue	<u>11,111.00</u>		
Total Marina	<u>11,111.00</u>		
Total Income	<u>176,655.55</u>	<u>4,170,155.00</u>	<u>4.2%</u>
Gross Profit	176,655.55	4,170,155.00	4.2%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	19,583.30	45,900.00	42.7%
Assistant Spec. Projects	0.00	21,500.00	0.0%
Salary- Exec. Director	16,098.51	25,000.00	64.4%
Maintenance Supervisor	0.00	5,250.00	0.0%
Total Wages	<u>35,681.81</u>	<u>97,650.00</u>	<u>36.5%</u>
FICA-EMPLOYER	2,729.66	8,000.00	34.1%
PERS EMPLOYER	0.00	400.00	0.0%
WRKRS COMP EMPLOYER	32.27	120.00	26.9%
Payroll Expenses - Other	0.00		
Total Payroll Expenses	<u>38,443.74</u>	<u>106,170.00</u>	<u>36.2%</u>
Health Insurance	9,096.32	21,053.00	43.2%
Total PERSONAL SERVICES-	<u>47,540.06</u>	<u>127,223.00</u>	<u>37.4%</u>
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	<u>0.00</u>	<u>49,000.00</u>	<u>0.0%</u>
Contracted Service	0.00	36,750.00	0.0%
Develop and Comm	1,439.66	2,000.00	72.0%
Dues, Fees and Subscriptions	1,009.00		
Legal	9,444.15	20,000.00	47.2%
Maintenance and Repair	506.00		
Office Supplies	314.99	2,000.00	15.7%
Utilities			
Office			
Telephone	70.00		
Total Office	<u>70.00</u>		
Utilities - Other	0.00	900.00	0.0%
Total Utilities	<u>70.00</u>	<u>900.00</u>	<u>7.8%</u>
Marketing Expenses			
Media/Promo	6,299.58	55,000.00	11.5%
Other	36.00		

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

	Jul - Nov 17	Budget	% of B...
Travel	8,389.10	15,000.00	55.9%
Total Marketing Expenses	14,724.68	70,000.00	21.0%
Total MATERIAL AND SERVICES-	27,508.48	180,650.00	15.2%
CAPITAL OUTLAYS-			
Engineering/Consultants	419.00	100,000.00	0.4%
Land Acquisition/Development	1,182.92	2,500,000.00	0.0%
PDF- Facility Improvements	629.34	5,000.00	12.6%
Partnership Projects	0.00	500,000.00	0.0%
Total CAPITAL OUTLAYS-	2,231.26	3,105,000.00	0.1%
Total Expense	77,279.80	3,412,873.00	2.3%
Net Ordinary Income	99,375.75	757,282.00	13.1%
Other Income/Expense			
Other Income			
transfer from other funds			
General Fund	0.00	100,000.00	0.0%
Total 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	152,676.15	150,000.00	101.8%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	152,676.15	200,000.00	76.3%
Net Other Income	-152,676.15	-100,000.00	152.7%
Net Income	<u>-53,300.40</u>	<u>657,282.00</u>	<u>-8.1%</u>

2:32 PM

12/10/17

Cash Basis

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

	<u>Jul - Nov 17</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	54,500.00	0.0%
Interest From Earnings	187.90	500.00	37.6%
Total Income	<u>187.90</u>	<u>55,000.00</u>	<u>0.3%</u>
Gross Profit	187.90	55,000.00	0.3%
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	187.90	48,900.00	0.4%
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>187.90</u></u>	<u><u>18,900.00</u></u>	<u><u>1.0%</u></u>

Port of The Dalles
Account QuickReport
 As of November 30, 2017

Type	Date	Num	Name	Memo	Paid Amount	Balance
CSB Checking						169,676.62
General Checking						-790.31
Transfer	11/01/2017			Funds Transfer	20,000.00	19,209.69
Bill Pmt -Check	11/15/2017	23308	Port Of The Dalles P...		-19.99	19,189.70
Bill Pmt -Check	11/15/2017	23309	PUD		-180.36	19,009.34
Bill Pmt -Check	11/15/2017	23310	Sawyers True Value		-218.67	18,790.67
Bill Pmt -Check	11/15/2017	23311	Adams Design		-1,782.00	17,008.67
Bill Pmt -Check	11/15/2017	23312	Angie Wilson		-745.00	16,263.67
Bill Pmt -Check	11/15/2017	23313	Bohns Printing		-70.56	16,193.11
Bill Pmt -Check	11/15/2017	23314	City Of The Dalles.		-443.53	15,749.58
Bill Pmt -Check	11/15/2017	23315	Columbia Gorge Fir...		-240.50	15,509.08
Bill Pmt -Check	11/15/2017	23316	H2Oregon		-5.95	15,503.13
Bill Pmt -Check	11/15/2017	23317	Hattenhauer Energy ...		-124.64	15,378.49
Bill Pmt -Check	11/15/2017	23318	SDIS		-4,474.86	10,903.63
Bill Pmt -Check	11/15/2017	23319	Staples Credit Plan	VOID:	0.00	10,903.63
Bill Pmt -Check	11/15/2017	23320	The Dalles Disposal		-76.59	10,827.04
Bill Pmt -Check	11/15/2017	23321	The Dalles Iron Wor...		-28.56	10,798.48
Bill Pmt -Check	11/15/2017	23322	Staples Credit Plan		-114.28	10,684.20
Paycheck	11/15/2017	23323	Andrea L. Klaas		-2,886.92	7,797.28
Paycheck	11/15/2017	23324	Gerald L. Rundell		-894.34	6,902.94
Paycheck	11/15/2017	23326	Kathy J Ursprung		-1,299.02	5,603.92
Paycheck	11/15/2017	23325	Kathleen M. Norton		-1,199.76	4,404.16
Bill Pmt -Check	11/15/2017	23327	Home Depot Credit ...		-385.50	4,018.66
Bill Pmt -Check	11/15/2017	23328	Wasco County Tax		-11,050.14	-7,031.48
Liability Check	11/15/2017	EFT	Oregon Department ...	0504064-4	-589.00	-7,620.48
Liability Check	11/15/2017	EFT	Pers	02501	-559.56	-8,180.04
Liability Check	11/15/2017	EFT	United States Treas...	93-6001833	-2,390.78	-10,570.82
Check	11/16/2017				-355.56	-10,926.38
Paycheck	11/30/2017	23315	Andrea L. Klaas		-2,886.91	-13,813.29
Paycheck	11/30/2017	23317	Kathleen M. Norton		-1,199.78	-15,013.07
Paycheck	11/30/2017	23316	Gerald L. Rundell		-894.35	-15,907.42
Paycheck	11/30/2017	23318	Kathy J Ursprung		-1,299.02	-17,206.44
Bill Pmt -Check	11/30/2017	23319	Anderson Perry and ...		-165.00	-17,371.44
Bill Pmt -Check	11/30/2017	23320	Andrea Klaas		-123.05	-17,494.49
Bill Pmt -Check	11/30/2017	23321	At&t		-90.92	-17,585.41
Bill Pmt -Check	11/30/2017	23322	Cardmember Services		-412.68	-17,998.09
Bill Pmt -Check	11/30/2017	23323	Dick, Dick & Corey, ...		-230.00	-18,228.09
Bill Pmt -Check	11/30/2017	23324	Ernies Locks & Keys		-25.00	-18,253.09
Bill Pmt -Check	11/30/2017	23325	Gorge Networks		-162.09	-18,415.18
Bill Pmt -Check	11/30/2017	23326	IV Riley Materials		-500.00	-18,915.18
Bill Pmt -Check	11/30/2017	23327	Oregon Aviation Ind...		-100.00	-19,015.18
Transfer	11/30/2017			Funds Transfer	50,000.00	30,984.82
Liability Check	11/30/2017	EFT	Oregon Department ...	0504064-4	-589.00	30,395.82
Liability Check	11/30/2017	EFT	Pers	02501	-546.57	29,849.25
Liability Check	11/30/2017	EFT	United States Treas...	93-6001833	-2,390.74	27,458.51
Deposit	11/30/2017			Deposit	2,494.95	29,953.46
General Journal	11/30/2017	AW			2,274.08	32,227.54
General Journal	11/30/2017	AW			13,195.39	45,422.93
General Journal	11/30/2017	AW		payroll	-5,974.92	39,448.01
General Journal	11/30/2017	AW		payroll	-6,485.47	32,962.54
General Journal	11/30/2017	AW		payroll	0.00	32,962.54
General Journal	11/30/2017	AW		payroll	12,460.39	45,422.93
Total General Checking					46,213.24	45,422.93
Marina Checking						6,169.94
General Journal	11/30/2017	AW			0.00	6,169.94
Total Marina Checking					0.00	6,169.94
Port Develop. Checking						164,296.99
Bill Pmt -Check	11/15/2017	22483	Munsen Paving		-115.12	164,181.87
Bill Pmt -Check	11/15/2017	22484	Port Of The Dalles P...		-23.97	164,157.90
Bill Pmt -Check	11/15/2017	22485	PUD		-165.49	163,992.41
Bill Pmt -Check	11/15/2017	22486	Sawyers True Value		-506.00	163,486.41
Bill Pmt -Check	11/15/2017	22487	The Dalles Concrete...		-406.20	163,080.21
Bill Pmt -Check	11/15/2017	22488	Home Depot Credit ...		-108.02	162,972.19
Bill Pmt -Check	11/15/2017	22489	Kathy Ursprung		-112.35	162,859.84
Bill Pmt -Check	11/30/2017	22490	Andrea Klaas		-100.05	162,759.79

2:36 PM

12/10/17

Cash Basis

Port of The Dalles
Account QuickReport
As of November 30, 2017

Type	Date	Num	Name	Memo	Paid Amount	Balance
Bill Pmt -Check	11/30/2017	22491	Business Oregon		-152,676.15	10,083.64
Bill Pmt -Check	11/30/2017	22492	Cardmember Services		-184.97	9,898.67
Bill Pmt -Check	11/30/2017	22493	Department of Envir...		-1,009.00	8,889.67
Bill Pmt -Check	11/30/2017	22494	Dick, Dick & Corey, ...		-2,577.50	6,312.17
Bill Pmt -Check	11/30/2017	22495	Kathy Ursprung		-63.51	6,248.66
Bill Pmt -Check	11/30/2017	22496	Oregon Department ...		-419.00	5,829.66
General Journal	11/30/2017	AW			-2,274.08	3,555.58
General Journal	11/30/2017	AW			-13,195.39	-9,639.81
Total Port Develop. Checking					-173,936.80	-9,639.81
Total CSB Checking					-127,723.56	41,953.06
TOTAL					-127,723.56	41,953.06

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 13, 2017

Subject: G-1.) Staff Report

Marina:

Sewer/Anderson Perry:

- Troy Baker of Anderson Perry met with DevCo and the State electrical inspector at the marina, then had a follow-up meeting at the Port with Andrea, Kathy N., and Angie. Troy and Ed are working together on the pump sizing so that AP can validate Ed's numbers and the pump supplier numbers. At the meeting at the Port we determined that the design pump rate for the pumps needs to assume full build-out at the marina since we do not want to do this again if the pumps are undersized. Also, we will be moving the electrical controls from inside the pump shed to the maintenance building. While this may not necessarily be required by code, Troy recommended that we do this as a best practice. This will increase the cost of the project, but also make it safer.

Electrical/NWPUD:

- Marina electrical upgrade is also moving ahead. Drawings have been submitted to the engineering firm and are being reviewed by an engineer with marina experience.

Kitchen Remodel:

- We are on Adam's Design schedule, and the cabinets have been ordered, they will be installed when they arrive.

Marketing and Community Relations

- Port newsletter went out
- Kathy U attended a webinar that discussed how to make sure our website is compatible with the new ADA regulations and we will be making updates as needed. One example of the changes that will need to be made is all photos need a special tag that describes the picture so the vision impaired can hear the text that describes the image. The new regulations take effect January 19, 2018.
- Continuing to meet with Port area businesses.

Business Expansion, Retention and Recruitment

- There were no State leads to respond to this month

- **Ag building:** Bayoán has been making good connections into the ag industry and identifying needs. His next step will be to gather together all his information so we can try to identify where there are gaps that the Port may be able to help with, or direct the private sector to help with. As part of this exploration we are meeting with the food infrastructure committee of the Food Security Alliance.
- **Community Internship:** We have had great participation from the Gorge business community for our Summer 2018 Gorge Works internship. We now have nine businesses who have agreed to participate including Oregon Cherry Growers, Insitu, Innovative Composites Engineering, UTC Tech, Mid-Columbia Producers, Griffith Motors, Urness Motors. Strong tentatives are Bernert Barge Lines and SDS Lumber, which should be confirmed by midweek. Total could be as many as 14 internships covering broad territory, including high-tech fabrication, mechanics, welding, millwright, community relations, accounting, logistics, crew management, safety officer, engineering and more. Bayoan and Kathy U continue to visit schools and share these great opportunities with students in related technical and career classes. We are also working with Worksource Oregon to put on resumé and interview polishing workshops during January. Kickoff is December 15. Continue to check www.gorgeworks.com for updates.
- **Facility inquiries:** Cryptocurrency data centers have been the primary land inquiry during November and December. We also have other inquirers seeking building space totaling close to 50,000 square feet. We have been sharing these inquiries with all private sector property owners that we know of. Also, the cardboard recycling center is still looking for a location.
- **UPRR Crossing into NW Aluminum site:** no new news
- **Dufur** Kathy U is continuing to support Dufur and their strategic planning efforts related to economic development. The community will be hiring a brand consultant to work with the community; the selection for this is December 19, 2017.

RARE

- **GorgeWorks**
 - Finalized the host business list
 - Integrated the GorgeWorks application that participants need to fill out into the GorgeWorks website
- **FoodHub**
 - After having further discussions with meat producers and processors, it seems like the direction this needs to go is creating a meat co-op amongst the regional producers and let them work together on this issue. It is very complex and regulated if they want to sell their meat to stores or restaurants. This might be a good target industry for MCEDD to pick up and coordinate.

- Attended the Oregon Business Summit

General

- **Audit:** Audit is ongoing.
- **Wetland delineation renewal:** Kathy U worked with our wetland consultant and submitted the information needed to renew our wetlands delineation. The request to renew is now at the state for their concurrence.
- Outreach Team planning to head to Salem this spring to meet with legislators
- Oregon Business Summit "Is Oregon Future Ready?" - Here are few takeaways:
 - Oregon growth continues to climb
 - Per capita income is at 92% of the US average (up for 88% in 2011)
 - Oregon's poverty rate is below US average
 - Changes need to be made to revenue and expense policy since expenses are now outpacing revenues
 - 6 areas of focus are: Advanced manufacturing; high tech; natural resources; aviation; clean technology; footwear, apparel and outdoor gear
 - PERS reform still an issue
 - Oregon needs to be ready for automation: drones, Artificial Intelligence (AI), self-driving cars, etc. "Experts predict that AI could outperform humans in language translation by 2024, high-school essay writing by 2026, writing a best-selling book by 2049, and surgery by 2053."
 - The 4 takeaways were:
 1. Do no harm: Don't adopt policies and regulations that damage Oregon's economic prospects.
 2. Connect Education to Careers
 3. Make better use of Oregon's abundant resources
 4. Tackle Oregon's housing supply crisis

Local State Representation:

These past few weeks have been tough for our region. We are losing three senior legislators...:

- Mark Johnson [House District 52](#), representing Hood River, Clackamas and Multnomah Counties has been replaced by Jeff Helfrich, a former Portland Police Sergeant.
- John Huffman, [House District 59](#) replaced by Daniel Bonham from The Dalles, owner of Maupin Stoves and Spas
- Ted Ferrioli's [Senate District 30](#) replacement is being appointed today.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: December 13, 2017

Subject: G-2.) Reports of Committees

- a) Urban Renewal – Staci Coburn:
- b) Chamber of Commerce – David Griffith:
- c) Wasco EDC – Kathy Ursprung:
- d) COT – Weast/Klaas: