

NEWS

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FOR IMMEDIATE RELEASE
Contact: Andrea Klaas

Date: Jan 5, 2018

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Regular Board of Commissioners Meeting Wednesday, January 10, 2018 at the Port Administration Office, 3636 Klindt Dr., The Dalles, OR. The meeting will begin at 7:00PM. The Port Commission will dine at Zim's Brau Haus before the meeting.

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

1. Public Records Request Policy Update
2. Staff Report
3. Committee Representative Reports

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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.

January 10, 2018 Meeting Agenda Port Office

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. AGENDA CORRECTIONS or ADDITIONS

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

E. PORT CALENDAR/EVENTS

F. ACTION ITEMS:

1. Motion to approve November 15, 2017 and December 13, 2017 Regular Meeting Minutes
2. Motion to approve November 2017 and December 2017 Financial Reports
3. Motion to approve updating the Port Public Records Request Policy per Oregon State Law requirements as of January 1, 2018.
4. Motion to approve Corrective Action Plans

G. REPORTS

1. Staff Report
2. Reports of Committees
 - R.A.R.E. – Ware
 - Dufur - Wallace
 - 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

UPCOMING MEETINGS / EVENTS / DATES:

- February 8-11, 2018: SDAO Annual Conference-Seaside
- February 14, 2018: Port Commission Meeting-Port office 7:00PM

January 2018

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

- US Holidays
- ALK work

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 New Year's Eve	1 New Year's - Office Closed New Year's Day	2	3	4	5	6
7 8:30 AM KHR Radio 1:15 PM Daine Wolverton	8 5:45 PM Oregon State Marine Board Director Stakeholder Notification	9 5:00 PM Port Meeting	10 8:30 AM Mathew Klebes	11 7:00 AM Chamber Econ. Dev 10:00 AM KODL Coffee Break	12	13
14 Martin Luther King, Jr. Day	15 GTAgeek lunch: Bitcoin and Cryptocurrency	16 GPPA	17	18 1:00 PM FORTH: Ex Com	19	20
21	22	23	24	25 12:00 PM COT	26	27
28	29 11:45 AM Lions Presentation	30 12:00 PM FORTH board meeting	31 1:00 PM HICOP proposal review	1 Groundhog Day 10:00 AM IFA Salem	2	3

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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	

- US Holidays
- ALK work

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 11:45 AM Crisis Presentation	30 12:00 PM FORT's board meeting	31 1:00 PM HIOP proposal review	1	2 Groundhog Day 10:00 AM IFA Salem	3
4	5	6	7-8 SDAO Annual Conference		9 7:00 AM Chamber Econ. Dev 10:00 AM KODL Coffee Break	10
11 SDAO Annual Conference	12 8:30 AM KIHR Radio	13	14 Valentine's Day 5:00 PM Port Meeting	15	16	17
18 Presidents' Day	19	20	21	22 12:00 PM COT	23	24
25	26	27	28	1 Appoint Budget Officer	2 1:00 AM SCRIP	3

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PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 10, 2018

Subject: F-1.) Meeting Minutes

Background:

- November 15, 2017 Regular Meeting Minutes
- December 13, 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, Staci Coburn

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 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 COMMISSION
Regular Meeting Minutes
December 13, 2017
Port Office

The Regular Meeting of the Port Commissioners was called to order by President Greg Weast at 6:00PM

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; Bill Dick, Attorney

Guests: Commission and Staff Families

Pledge of Allegiance: Commissioner Weast

AGENDA CORRECTIONS or ADDITIONS

None

VISITOR BUSINESS (for items not already on the agenda)

None

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the December 2017 and January 2018 calendars.

ACTION ITEMS

- a. **Motion to adjourn the meeting. M/M.Courtney, S/D.Griffith. Motion approved unanimously.**

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 6:01PM.

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: January 10, 2018

Subject: F-2.) Financial Reports

Background:

November 2017 Financial Reports are in DropBox.

Average LGIP Interest rate: 1.62%

We are 50% into the budget year

General Fund:

- Overall our total YTD expenditures are at 48%, but we have gone over in some line items and will be bringing a recommendation for a supplemental budget to the February meeting to make adjustments to the following:
 - PERS: We increased our budgeted amount this year, just not enough.
 - Dues, Fees and Subscriptions: We pay property taxes for the property we rent out of this line item, and then reimbursed, but the re-payment does not off-set the expense in the line item.
 - Maintenance and Repair-shop: We needed to do some repairs to the chimney, back entryway, doors and some interior work.
 - Vehicle expense - repair: This expense was to repair a dented back panel on the Port truck. Insurance paid for the repair, but again the money coming in does not off-set the expense.
 - Launch Ramp Supplies: This was for the replacement and rekeying of new doors at the launch ramp restroom. We received Oregon State Marine Board funds for this project, but again the expense is not off-set.
- Second progress billing sent to Friend and Reagan for auditing services

Port Development Fund:

- Terra Science was paid for the renewal of our wetland delineation on Tract C. This renewal is valid for 5 more years.

Marina:

- No activity in December.
- Received \$72.69 in interest.

Staff Recommendation:

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

Fiscal Impact:

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

	General ...	Marina ...	Port Devel...	Un...	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	35,875.63	0.00	0.00	0.00	35,875.63
Marina Checking	0.00	6,169.94	0.00	0.00	6,169.94
Port Develop. Checking	0.00	0.00	-10,105.32	0.00	-10,105.32
Total CSB Checking	35,875.63	6,169.94	-10,105.32	0.00	31,940.25
LGIP					
Marina Services	0.00	47,126.70	0.00	0.00	47,126.70
Port Develop	0.00	0.00	2,966,841.29	0.00	2,966,841.29
General	771,593.85	0.00	0.00	0.00	771,593.85
Total LGIP	771,593.85	47,126.70	2,966,841.29	0.00	3,785,561.84
Petty Cash	179.23	28.54	86.14	0.00	293.91
Total Checking/Savings	807,648.71	53,325.18	2,956,822.11	0.00	3,817,796.00
Total Current Assets	807,648.71	53,325.18	2,956,822.11	0.00	3,817,796.00
TOTAL ASSETS	807,648.71	53,325.18	2,956,822.11	0.00	3,817,796.00
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
Payroll Liabilities					
P/R Taxes Payable- Pers	235.60	0.00	0.00	0.00	235.60
P/R Taxes Payable-State	578.00	0.00	0.00	0.00	578.00
P/R Taxes Payable-FICA	1,370.52	0.00	0.00	0.00	1,370.52
P/R Taxes Payable-Federal	975.00	0.00	0.00	0.00	975.00
Payroll Liabilities - Other	68.47	0.00	0.00	0.00	68.47
Total Payroll Liabilities	3,227.59	0.00	0.00	0.00	3,227.59
Total Other Current Liabilities	3,227.59	0.00	0.00	0.00	3,227.59
Total Current Liabilities	3,227.59	0.00	0.00	0.00	3,227.59
Total Liabilities	3,227.59	0.00	0.00	0.00	3,227.59
Equity					
Unrestricted Net Assets	641,190.43	53,064.53	3,026,553.56	0.00	3,720,808.52
Net Income	163,230.69	260.59	-69,731.45	0.00	93,759.83
Total Equity	804,421.12	53,325.12	2,956,822.11	0.00	3,814,568.35
TOTAL LIABILITIES & EQUITY	807,648.71	53,325.12	2,956,822.11	0.00	3,817,795.94
UNBALANCED CLASSES	0.00	0.06	0.00	0.00	-0.06

Port of The Dalles
Monthly Activity Report by Fund
December 2017

	General ...	Marina ...	Port Dev...	TOTAL
Ordinary Income/Expense				
Income				
Interest From Earnings	1,121.59	72.69	4,034.46	5,228.74
Prior Yr Property Tax	252.72	0.00	0.00	252.72
Misc. Income	1,213.50	0.00	0.00	1,213.50
lease-land/Facility	11,650.14	0.00	0.00	11,650.14
Land Sales	0.00	0.00	399.95	399.95
Property Tax	24,761.31	0.00	0.00	24,761.31
Total Income	38,999.26	72.69	4,434.41	43,506.36
Gross Profit	38,999.26	72.69	4,434.41	43,506.36
Expense				
PERSONAL SERVICES-				
Payroll Expenses				
Wages				
Marketing/Communications	0.00	0.00	3,916.66	3,916.66
Salary- Exec. Director	4,924.25	0.00	3,409.09	8,333.34
Maintenance Supervisor	1,312.50	0.00	0.00	1,312.50
Admin/Marina Specialist	3,192.00	0.00	0.00	3,192.00
Total Wages	9,428.75	0.00	7,325.75	16,754.50
FICA-EMPLOYER	721.31	0.00	560.42	1,281.73
PERS EMPLOYER	1,665.93	0.00	0.00	1,665.93
WRKRS COMP EMPLOYER	4.47	0.00	5.76	10.23
Payroll Expenses - Other	0.00	0.00	0.00	0.00
Total Payroll Expenses	11,820.46	0.00	7,891.93	19,712.39
Health Insurance	2,343.58	0.00	2,274.08	4,617.66
Total PERSONAL SERVICES-	14,164.04	0.00	10,166.01	24,330.05
MATERIAL AND SERVICES-				
Transient Moorage Expense				
Transient Moorage Utilities	20.05	0.00	0.00	20.05
Total Transient Moorage Expense	20.05	0.00	0.00	20.05
Contracted Service	1,395.00	0.00	0.00	1,395.00
Account and Audit	6,000.00	0.00	0.00	6,000.00
Dues, Fees and Subscriptions	0.05	0.00	0.00	0.05
Maintenance and Repair				
Weed Control/landscaping	196.23	0.00	0.00	196.23
Shop	257.74	0.00	0.00	257.74
Vehicle Expense				
Gas	135.16	0.00	0.00	135.16
Total Vehicle Expense	135.16	0.00	0.00	135.16
Total Maintenance and Repair	589.13	0.00	0.00	589.13
Launch Ramp				
Supplies	94.48	0.00	0.00	94.48
Launch Ramp Water	125.27	0.00	0.00	125.27
Launch Ramp Electric	33.40	0.00	0.00	33.40
Total Launch Ramp	253.15	0.00	0.00	253.15
Office Supplies	299.06	0.00	0.00	299.06
Staff Development/Enhance	750.00	0.00	0.00	750.00
Utilities				
Office				
Water Office	64.30	0.00	0.00	64.30
Office Electric	218.65	0.00	0.00	218.65
Sewer Office	92.64	0.00	0.00	92.64

Port of The Dalles
Monthly Activity Report by Fund
 December 2017

	General ...	Marina ...	Port Dev...	TOTAL
Garbage Office	76.59	0.00	0.00	76.59
Total Office	452.18	0.00	0.00	452.18
Total Utilities	452.18	0.00	0.00	452.18
Marketing Expenses				
Media/Promo	0.00	0.00	29.26	29.26
Total Marketing Expenses	0.00	0.00	29.26	29.26
Total MATERIAL AND SERVICES-	9,758.62	0.00	29.26	9,787.88
CAPITAL OUTLAYS-				
Engineering/Consultants	0.00	0.00	10,513.80	10,513.80
Land Acquisition/Development	0.00	0.00	156.39	156.39
Total CAPITAL OUTLAYS-	0.00	0.00	10,670.19	10,670.19
Total Expense	23,922.66	0.00	20,865.46	44,788.12
Net Ordinary Income	15,076.60	72.69	-16,431.05	-1,281.76
Net Income	<u>15,076.60</u>	<u>72.69</u>	<u>-16,431.05</u>	<u>-1,281.76</u>

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

	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>% of Budget</u>
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	4,354.33	7,372.00	59.1%
Prior Yr Property Tax	6,113.57	12,000.00	50.9%
Interest From Contracts	0.00	1,889.00	0.0%
Misc. Income	9,103.15	2,300.00	395.8%
lease-land/Facility	24,420.04	30,064.00	81.2%
SDAO Grant	0.00	6,000.00	0.0%
Land Sales	399.95		
Marina Loan	0.00	9,449.00	0.0%
Property Tax	286,332.54	305,460.00	93.7%
Total Income	<u>349,948.08</u>	<u>976,422.00</u>	<u>35.8%</u>
Gross Profit	349,948.08	976,422.00	35.8%
Expense			
PERSONAL SERVICES-	93,130.04	181,234.00	51.4%
MATERIAL AND SERVICES-	66,920.06	176,250.00	38.0%
CAPITAL OUTLAYS-	26,342.12	30,000.00	87.8%
Total Expense	<u>186,392.22</u>	<u>387,484.00</u>	<u>48.1%</u>
Net Ordinary Income	163,555.86	588,938.00	27.8%
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>163,555.86</u></u>	<u><u>438,938.00</u></u>	<u><u>37.3%</u></u>

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

	Jul - Dec ...	Budget	% of B...
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	4,354.33	7,372.00	59.1%
Prior Yr Property Tax	6,113.57	12,000.00	50.9%
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	9,103.15	2,300.00	395.8%
SDAO Grant	24,420.04	30,064.00	81.2%
Land Sales	0.00	6,000.00	0.0%
399.95	399.95		
Marina Loan	0.00	9,449.00	0.0%
Property Tax	286,332.54	305,460.00	93.7%
Total Income	349,948.08	976,422.00	35.8%
Gross Profit	349,948.08	976,422.00	35.8%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	0.00	10,000.00	0.0%
Salary- Exec. Director	30,492.45	75,000.00	40.7%
Maintenance Supervisor	15,750.00	29,750.00	52.9%
Admin/Marina Specialist	19,760.00	21,500.00	91.9%
Total Wages	66,002.45	136,250.00	48.4%
FICA-EMPLOYER	5,049.19	10,000.00	50.5%
PERS EMPLOYER	6,282.80	4,000.00	157.1%
Unemployment Payments	0.00	1.00	0.0%
WRKRS COMP EMPLOYER	1,698.80	2,500.00	68.0%
Payroll Expenses - Other	0.00		
Total Payroll Expenses	79,033.24	152,751.00	51.7%
Health Insurance	14,086.80	28,483.00	49.5%
PERSONAL SERVICES- - Other	10.00		
Total PERSONAL SERVICES-	93,130.04	181,234.00	51.4%
MATERIAL AND SERVICES-			
Transient Moorage Expense			
Transient Moorage Utilities	164.14	1,000.00	16.4%
Total Transient Moorage Expense	164.14	1,000.00	16.4%
Contracted Service	7,260.00	34,750.00	20.9%
Account and Audit	11,000.00	18,000.00	61.1%
Develop and Comm	2,786.57	10,000.00	27.9%
Dues, Fees and Subscriptions	15,955.64	10,000.00	159.6%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	1,870.00	5,000.00	37.4%

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

	Jul - Dec ...	Budget	% of B...
Maintenance and Repair			
Weed Control/landscaping	3,722.39	15,000.00	24.8%
Shop	6,978.37	4,100.00	170.2%
Office	440.60	6,400.00	6.9%
Vehicle Expense			
Repair	2,922.97		
Gas	848.46		
Vehicle Expense - Other	0.00	1,500.00	0.0%
Total Vehicle Expense	3,771.43	1,500.00	251.4%
Maintenance and Repair - Other	0.00	0.00	0.0%
Total Maintenance and Repair	14,912.79	27,000.00	55.2%
Launch Ramp			
Supplies	2,077.46	300.00	692.5%
Cleaning Service Launch Ramp	0.00	8,400.00	0.0%
Launch Ramp Water	751.62	1,800.00	41.8%
Launch Ramp Garbage	0.00	0.00	0.0%
Launch Ramp Electric	165.52	1,500.00	11.0%
Launch Ramp - Other	0.00	0.00	0.0%
Total Launch Ramp	2,994.60	12,000.00	25.0%
Office Supplies	3,529.67	7,500.00	47.1%
Office Equipment	0.00	3,000.00	0.0%
Staff Development/Enhance	750.00	5,000.00	15.0%
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	1,434.31	4,100.00	35.0%
Office Electric	974.39	2,100.00	46.4%
Sewer Office	185.28		
Garbage Office	459.54	1,000.00	46.0%
Telephone	1,224.51	6,800.00	18.0%
Office - Other	0.00	0.00	0.0%
Total Office	4,278.03	14,000.00	30.6%
Total Utilities	5,388.60	18,000.00	29.9%
Total MATERIAL AND SERVICES-	66,920.06	176,250.00	38.0%
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	186,392.22	387,484.00	48.1%
Net Ordinary Income	163,555.86	588,938.00	27.8%
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%

1:00 PM
01/07/18
Cash Basis

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

	<u>Jul - Dec ...</u>	<u>Budget</u>	<u>% of B...</u>
Total Other Expense	0.00	150,000.00	0.0%
Net Other Income	0.00	-150,000.00	0.0%
Net Income	<u>163,555.86</u>	<u>438,938.00</u>	<u>37.3%</u>

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

	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>% of B...</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	2,938,609.00	0.0%
Interest From Earnings	13,584.36	26,000.00	52.2%
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	155,674.60	992,848.00	15.7%
Marina	11,111.00		
Total Income	<u>181,089.96</u>	<u>4,170,155.00</u>	<u>4.3%</u>
Gross Profit	181,089.96	4,170,155.00	4.3%
Expense			
PERSONAL SERVICES-	57,706.07	127,223.00	45.4%
MATERIAL AND SERVICES-	27,537.74	180,650.00	15.2%
CAPITAL OUTLAYS-	12,901.45	3,105,000.00	0.4%
Total Expense	<u>98,145.26</u>	<u>3,412,873.00</u>	<u>2.9%</u>
Net Ordinary Income	82,944.70	757,282.00	11.0%
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>-69,731.45</u></u>	<u><u>657,282.00</u></u>	<u><u>-10.6%</u></u>

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

	Jul - Dec 17	Budget	% of B...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	2,938,609.00	0.0%
Interest From Earnings	13,584.36	26,000.00	52.2%
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	155,674.60	992,848.00	15.7%
Marina			
Revenue			
Grants	11,111.00		
Total Revenue	<u>11,111.00</u>		
Total Marina	<u>11,111.00</u>		
Total Income	<u>181,089.96</u>	<u>4,170,155.00</u>	<u>4.3%</u>
Gross Profit	181,089.96	4,170,155.00	4.3%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	23,499.96	45,900.00	51.2%
Assistant Spec. Projects	0.00	21,500.00	0.0%
Salary- Exec. Director	19,507.60	25,000.00	78.0%
Maintenance Supervisor	0.00	5,250.00	0.0%
Total Wages	<u>43,007.56</u>	<u>97,650.00</u>	<u>44.0%</u>
FICA-EMPLOYER	3,290.08	8,000.00	41.1%
PERS EMPLOYER	0.00	400.00	0.0%
WRKRS COMP EMPLOYER	38.03	120.00	31.7%
Payroll Expenses - Other	0.00		
Total Payroll Expenses	<u>46,335.67</u>	<u>106,170.00</u>	<u>43.6%</u>
Health Insurance	11,370.40	21,053.00	54.0%
Total PERSONAL SERVICES-	<u>57,706.07</u>	<u>127,223.00</u>	<u>45.4%</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			
Shop	506.00		
Total Maintenance and Repair	<u>506.00</u>		
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>

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

	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>% of B...</u>
Marketing Expenses			
Media/Promo	6,328.84	55,000.00	11.5%
Other	36.00		
Travel	8,389.10	15,000.00	55.9%
Total Marketing Expenses	<u>14,753.94</u>	<u>70,000.00</u>	<u>21.1%</u>
Total MATERIAL AND SERVICES-	27,537.74	180,650.00	15.2%
CAPITAL OUTLAYS-			
Engineering/Consultants	10,932.80	100,000.00	10.9%
Land Acquisition/Development	1,339.31	2,500,000.00	0.1%
PDF- Facility Improvements	629.34	5,000.00	12.6%
Partnership Projects	0.00	500,000.00	0.0%
Total CAPITAL OUTLAYS-	<u>12,901.45</u>	<u>3,105,000.00</u>	<u>0.4%</u>
Total Expense	<u>98,145.26</u>	<u>3,412,873.00</u>	<u>2.9%</u>
Net Ordinary Income	82,944.70	757,282.00	11.0%
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	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	<u>-152,676.15</u>	<u>-100,000.00</u>	<u>152.7%</u>
Net Income	<u><u>-69,731.45</u></u>	<u><u>657,282.00</u></u>	<u><u>-10.6%</u></u>

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

	<u>Jul - ...</u>	<u>Budget</u>	<u>% of ...</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	54,500.00	0.0%
Interest From Earnings	260.59	500.00	52.1%
Total Income	<u>260.59</u>	<u>55,000.00</u>	<u>0.5%</u>
Gross Profit	260.59	55,000.00	0.5%
Expense			
MATERIAL AND SERVICES-			
Account and Audit	0.00	500.00	0.0%
Insurance-Liability	0.00	3,000.00	0.0%
Legal	0.00	500.00	0.0%
Maintenance and Repair	0.00	2,100.00	0.0%
Total MATERIAL AND SERVICES-	<u>0.00</u>	<u>6,100.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>6,100.00</u>	<u>0.0%</u>
Net Ordinary Income	260.59	48,900.00	0.5%
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	<u>0.00</u>	<u>-30,000.00</u>	<u>0.0%</u>
Net Income	<u><u>260.59</u></u>	<u><u>18,900.00</u></u>	<u><u>1.4%</u></u>

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

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Check	EFT	Brokers National Lif...		-71.40
Check	23236	Brokers National Lif...		-71.40
Check	23237	Pers		-555.31
Check	EFT	Pers		-555.31
Deposit			Deposit	1,213.50
Bill Pmt -Check	23328	Angie Wilson		-765.00
Bill Pmt -Check	23329	Bohns Printing		-137.03
Bill Pmt -Check	23330	City Of The Dalles.		-282.21
Bill Pmt -Check	23331	Cowboy's Catering		-750.00
Bill Pmt -Check	23332	Friend & Reagan, P...	progress billing #2	-6,000.00
Bill Pmt -Check	23333	H2Oregon		-5.95
Bill Pmt -Check	23334	Hattenhauer Energy...		-135.16
Bill Pmt -Check	23335	Home Depot Credit ...		-413.82
Bill Pmt -Check	23336	PUD		-272.10
Bill Pmt -Check	23337	Sawyers True Value		-290.71
Bill Pmt -Check	23338	SDIS		-4,474.86
Bill Pmt -Check	23339	The Dalles Disposal		-76.59
Bill Pmt -Check	23340	Tyler Barnes		-630.00
Paycheck	23342	Gerald L. Rundell		-894.34
Paycheck	23341	Andrea L. Klaas		-2,886.93
Paycheck	23343	Kathleen M. Norton		-1,199.76
Paycheck	23344	Kathy J Ursprung		-1,299.02
Liability Check	EFT	Oregon Department...	0504064-4	-589.00
Liability Check	EFT	Pers	02501	-546.57
Liability Check	EFT	United States Treas...	93-6001833	-2,390.76
Deposit			Deposit	11,050.14
Check	EFT	Pers		-555.31
Paycheck	23354	Andrea L. Klaas		-2,886.91
Paycheck	23355	Gerald L. Rundell		-894.35
Paycheck	23356	Kathleen M. Norton		-1,101.52
Paycheck	23357	Kathy J Ursprung		-1,299.01
Deposit			Deposit	600.00
Liability Check	EFT	Pers	02501	-546.57
General Journal	AW			7,891.93
General Journal	AW			2,274.08
General Journal	AW		payroll	-2,934.98
General Journal	AW		payroll	-4,517.41
General Journal	AW		payroll	0.00
General Journal	AW		payroll	7,452.39
Total General Checking				-9,547.25
Marina Checking				
Total Marina Checking				
Port Develop. Checking				
Bill Pmt -Check	22497	PUD		-156.39
Bill Pmt -Check	22498	Staples Credit Plan		-29.26
Bill Pmt -Check	22499	Terra Science, Inc.		-5,310.00
Bill Pmt -Check	22500	Terra Science, Inc.		-5,203.80
Transfer			Funds Transfer	20,000.00
Deposit			Deposit	399.95
General Journal	AW			-7,891.93
General Journal	AW			-2,274.08
Total Port Develop. Checking				-465.51
Total CSB Checking				-10,012.76
TOTAL				-10,012.76

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 10, 2018

Subject: F-3.) Public Records Policy Update

Background:

The Oregon Legislature passed SB 481 which sets time requirements that public bodies must meet when responding to requests for public records and specifies the process for responding.

Staff Recommendation:

- **Motion to approve the updated Public Records Request Policy as presented.**

Fiscal Impact:

PORT OF THE DALLES

PUBLIC RECORDS REQUEST POLICY

Effective: _____

Compliance

The Port of The Dalles (*Port*) shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

- **Specificity of Request:** Persons requesting access to public records for inspection or copying must submit the attached written request form. The written request shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable Port personnel to readily locate the records requested.
- **Access:** The Port shall permit inspection and examination of its non-exempt public records during regular business hours in the Port's offices, or such other locations as the Executive Director may reasonably designate from time to time. Copies of non-exempt public records shall be made available in the form in which they are maintained. ORS 192.440(2).
- **Response to Request:** The Port will respond within five (5) business day to either (a) acknowledge the request, or (b) complete the request.

Fees for Public Records

Fees must be limited to no more than \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed.

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the Port:

- **Copies of Public Records:** Copies of public records shall be \$0.25 cents per copy for standard, letter size copies.
- **Copies of Maps and Other Nonstandard Documents:** Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the Port.
- **Research Fees:** If a request for records requires Port personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$20.00 per hour and additional charges shall be in ¼ hour increments. The Port shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated

be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

- **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the Port's normal operation, the Port may impose such additional charges as are necessary to reimburse the Port for its actual costs of producing the records.
- **Reduced Fee or Free Copies:** Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Executive Director may so authorize. ORS 192.440(4).

Authorization Required for Removal of Original Records

At no time shall an original record of the Port be removed from the Port's files or the place at which the record is regularly maintained, except upon authorization of the Executive Director.

On-Site Review of Original Records

If a request to review original records is made, the Port shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove or destroy any Port record, the Port representative shall immediately terminate such person's review, and notify the attorney for the Port.

Passed and Approved this _____ day of _____, 2007

Greg Weast, President
Port of The Dalles Commission

Robert Wallace, Secretary
Port of The Dalles Commission



3636 Klindt Dr., The Dalles, OR 97058

PUBLIC RECORDS REQUEST

Date of Request: _____

Name: _____

Address: _____

Telephone: _____

Organization: _____

I hereby request the following information from the Port of The Dalles:

REQUESTED INFORMATION TO BE DELIVERED BY (DATE): _____

I understand there is a charge for copies of Public Records from the Port of The Dalles. Fees shall be payable in advance of receipt of materials when practical. I hereby agree to pay for the cost of producing the information requested according to the requirements set forth in the Port of The Dalles Public Records Request Policy adopted December 12, 2007. If the estimated fee for providing the information will exceed \$25.00, I understand the Port of The Dalles will notify me of the fee and confirm if I want the Port staff to proceed with making the records available. (ORS192.440(3)(c)).

Signed: _____ Dated: _____

~~~~~

Office Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt: \_\_\_\_\_



**Fwd: New Public Records Law - Now in Effect**

From: Andrea Klaas  
 Sent: Tue, Jan 2, 2018 at 9:46 am  
 To: Kathy Norton

Can you please check out public records policy aligns with this, and if not, amend it for approval at the January meeting.

Thanks!

Andrea

Begin forwarded message:

From: [eNews@sdao.com](mailto:eNews@sdao.com)  
 Subject: **New Public Records Law - Now in Effect**  
 Date: January 2, 2018 at 8:38:05 AM PST  
 To: <[andrea@portofthedalles.com](mailto:andrea@portofthedalles.com)>

If this e-mail does not display properly or if you have difficulty opening any links, click here to open the [online version](#).

 [send to a friend](#)



### **New Public Records Law - Now in Effect**

The new public records law officially went into effect yesterday, January 1st. Please read this article from the Local Government Law Group for more information about the new requirements.

#### **Recent Changes to Public Records Law**

By: Mark Wolf, Local Government Law Group

The Oregon Legislature passed four public records laws last session - SB 481, SB 106, HB 2101, and HB 3361. This article focuses on the impacts of SB 481, which among other things, sets time requirements that public bodies must meet when responding to requests for public records and specifies the process for responding.

Currently, if a person makes a written request to inspect a public record or to receive a copy of a public record, the public body receiving the request shall respond as soon as practicable and without unreasonable delay. Effective January 1, 2018, the public body has five business days to either (a) acknowledge the request, or (b) complete the request.

How to acknowledge the response:

- Confirm that the public body is the custodian of the requested record, or
- Inform the requester that the public body is not the custodian, or
- Notify the requester that the public body is unsure whether it is the custodian of the record.

After acknowledging the request and within an additional 10 business days (for a total of 15 business days after receiving the request) the public body must:

- Complete the request, or
- Provide a written statement that the public body is still processing the request and provide a reasonable estimated completion date.

Complete means the public body has:

- Provided access to or copies of all non-exempt requested records,
- Asserted any exemptions to disclosure,
- Complied with ORS 192.505 - separate exempt from non-exempt material and make non-exempt material available,
- Provided written statement that the public body is not the custodian of record,
- Provided a statement that federal or state law prohibits the public body from acknowledging whether any requested record exists, AND
- Told the requester appeals rights if exemptions were asserted.



Other changes:

- The shot clock pauses when: (1) the public body tells the requester a fee is due to process the request (once paid or waived, the clock resumes), or (2) the public body requests additional information or clarification for the purpose of expediting the public body's response (clock starts once requestor provides this information or affirmatively declines to provide it).
- The time limits do not apply if: (1) necessary staff to complete the request is unavailable, (2) processing the request would impede other necessary services, or (3) the volume of requests is too large. However, the public body must still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.
- The public body shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

Best practices:

- Ensure you have a written policy (if not, create one) available to the public and specify the designee who will process the requests.
- Require all requests to be in writing.
- Include a list of records available online on the same site or form that explains the record request policy - this may help reduce the overall requests received.
- Make sure you follow all time deadlines.
- Call your attorney to ensure your policy updates comply with the new law or if you have any questions regarding these changes in the law.

*To ensure you receive emails from us, please add the domain @sdao.com to your white list.*

SDAO PO Box 12613 Salem, OR 97309-0613 800-285-5461 Contact SDAO

[Unsubscribe](#)

# PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 10, 2018

Subject: F-4.) Corrective Action Plans

Background:

Friend and Reagan have completed the audit of the Port's financials and as part of that process they review the Port's internal controls as they pertain to our finances as well as our budget reporting and overall financial management. They also work to ensure that we are in compliance with State of Oregon Secretary of State requirements which have changed several times over the last few years.

This year we are required to develop a corrective action plan that addresses any deficiencies that have been identified by the auditor and then submit them to the Secretary of State.

Here is a list of the deficiencies noted in the June 30, 2017 audit report, and the proposed corrective action plan for each:

1. The Port's accounting personnel do not possess the advanced training that would provide the expertise necessary to prepare the financial statements and related notes in accordance with the modified cash basis of accounting, and therefore may not be able to prevent or detect a material misstatement in the preparation and disclosure of the financial statements. The staff and management of the District has the necessary skills, knowledge, and experience to take responsibility for the financial statements.
  - Corrective action plan: The District does not feel it is cost effective to hire additional staff or an independent contractor to prepare the financial statements.
  - *Staff comment: This is a comment we receive each year due to the small number of Port staff.*
2. Appropriations Resolution required to appropriate by organizational unit or program.
  - Corrective action plan: The District will update the resolution template to reflect appropriation by organizational unit.
  - *Staff comment: This refers to the Appropriations Resolution that the Commission approves. Next year it will no longer include individual line items for personal services, materials and services, capital outlay and debt services. These will all be combined into one line item titled "administration".*
3. Transfers In should equal Transfers Out within the published budget.
  - Corrective action plan: The District will put transfers in the correct place in the published budget.
  - *Staff comment: A portion of "transfers" were combined with internal service reimbursements...they need to be separated.*

4. The Appropriations Resolution should include a line for unappropriated amounts.
  - Corrective action plan: The District will add a footnote on the appropriations resolution that states that the total dollar amount appropriated by resolution will differ from the published budget due to the unappropriated amounts included in the budget.
  - *Staff comment: Because we do not appropriate "unappropriated ending fund balance", this historically has not been included in the appropriating resolution. With new rule changes we will be adding the above language so constituents will not be confused when they see that the published budget differs from the appropriations resolution.*
  
5. Budget changes are required to be passed by resolution before expenditures are incurred.
  - Corrective action plan: Expenditures that require a budget change will occur after the resolution is passed.
  - *Staff comment: This is a payment vs. port meeting issue that happens on occasion at the end of the year. We try to predict if there are any adjustments that need to be made for the May meeting, but don't always get it right.*
  
6. Certificates of Deposit should be limited to 50% of available cash and 25% per institution
  - Corrective action plan: The District will limit certificates of deposit value to less than 50% of cash available and 25% per institution.
  - *Staff comment: We moved money into CDs to get a better interest rate, then paid off a big portion of the State loan which reduced our available cash. If we invest in CDs again we will do so at a much lower dollar amount so this does not happen.*
  
7. Expense reimbursement internal controls are ineffective
  - Corrective action plan: The District will require that a supervisor review and initial expense reimbursement requests prior to payment and review all corresponding receipts.
  - *Staff comment: At last year's SDAO conference I used my personal credit card to pay for the rooms, dinner and parking because the Port card was declined. During the audit it was found that two rooms and four valet parking charges that I had expensed had actually been charged to the Port visa. I have repaid the Port the difference and talked with Staci about how to prevent this in the future, which will be to have my expense request reviewed and signed off by a Commissioner, while I will continue to review and sign off for staff.*

**Staff Recommendation:**

- **Motion to approve the Corrective Action Plans as presented**

**Fiscal Impact:**

# PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 10, 2018

Subject: G-1.) Staff Report

Background:

## Top 10 accomplishments from 2017

1. Turned over the Marina to a private operator
2. Launched GorgeWorks
3. Received a grant from OR State Parks to improve the Klindt Cove park
4. Developed a new Port speaking presentation
5. Completed the Dufur strategic plan in partnership with Wasco County EDC
6. Revamped the office kitchen
7. Received Oregon State Marine Board grant to refurbished the Marina launch ramp restrooms and sealcoat the parking area
8. Sold property to the PUD for the new substation, V&G for commercial development, and OR Cherry Growers
9. Helped NORCOR bring Insitu to the port area
10. Received \$250,000 grant from ODOT for the North Chenoweth project

## Marina Sewer/Anderson Perry:

- Anderson Perry has met on-site with Devco and the State inspector. Based on their conversations we will be moving the pump control panel from inside the pump house into the maintenance shed.

## Launchramp/ Guest moorage:

- Working with Oregon State Marine Board to secure a grant to replace the Guest Moorage pump out/dump station

## Klindt Cove Kiwanis Park:

- Tennison Engineering completed the site plan and provided a materials list for completing the parking lot portion of the project.

## Kitchen remodel:

- Cabinets have been ordered. Project should be completed by next meeting.

## Marketing and Communication:

- Website has been revamped to meet the new ADA requirements.

## Business Expansion, Retention and Recruitment

- There were no State leads this month
- There has been an uptick in inquiries about facilities for local business expansion
- Continuing to meet with Port businesses

## Other:

- Audit is complete.

- PUD is continuing to work on a plan to upgrade the marina electrical system

**R.A.R.E. Activities:**

- Winter Training
  - 3 days in Roseburg
  - Topics included Community Building; Strategic Doing; Life after RARE; Rural Economic Development with Michael Held; Grant Writing
- ROI Grant
  - Approached by Mid-Columbia Economic Development District and Small Business Development Center to collaborate on Rural Opportunity Initiative Grant (ROI)
  - Port wrote Letter of Intent (LOI), submitted December 20
  - Funds will be used to explore development of light medical technology manufacturing and/or medical technology equipment manufacturing facility
  - If LOI passes, we will partner MCEDD, SBDC and others to write Grant
- Producer Meetings
  - Meat Meeting
    - Spoke with producers local food organizations to hold meeting
    - OSU Extension and Gorge Grown is organizing meat producer meeting: mid-March, Hood River
    - At this time, no assistance from Port staff needed
    - Results of meeting will dictate staff next steps
  - Value-Added Foods Meeting
    - Still working on this meeting
    - Reached out to Gorge Grown, awaiting their response
    - Already have spoken to local producers

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 10, 2018

Subject: G-2.) Reports of Committees

a) R.A.R.E – Bayoan Ware:

b) Urban Renewal – Staci Coburn:

c) Chamber of Commerce – David Griffith:

d) Wasco EDC – Kathy Ursprung:

e) COT – Weast/Klaas: