

NEWS

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FOR IMMEDIATE RELEASE
Contact: Andrea Klaas

Date: February 11, 2019

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles Board will hold a Regular Board of Commissioners Meeting Wednesday, February 13, 2019 at the Port Administration Office, 3636 Klindt Dr., The Dalles, OR. The meeting will begin at 7:00PM. The Port Commission will dine at Kobe Asian Cuisine before the meeting.

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

1. SDAO Annual Conference Recap
2. Staff Reports
3. Committee Representative Reports

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
		2pm - Rich Mays 3pm - Technical		3pm - PUD	10am - IFA - Conf	
3	4	5	6	7	8	9
			SDAO Annual Conference Sunriver			
			8am - Mike Jacobs 1:30pm - SDIS Trust		7am - Chamber 10am - KODL Coffee	
10	11	12	13	14	15	16
SDAO Annual	8:30am - KIHR Radio	10am - Gorge 1pm - PUD @	9am - Roger Kline @ 5pm - Port Meeting			9am - Al Wynn's b-
17	18	19	20	21	22	23
		2pm - Urban Area			12pm - COT @ CGCC	
24	25	26	27	28	1	2
				12pm - Julie Lunch		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28 12pm - Julie Lunch	1	2
3	4	5 9am - OR Inc Audit	6	7	8 7am - Chamber 10am - KODL Coffee	9
10 8:30am - KHR Radio	11	12	13 Appoint Budget 10am - Roger Kline 5pm - Port Meeting	14	15	16
17	18	19 1pm - OR Inc audit 5:30pm - Gorgeous	20	21	22 12pm - COT @ CGCC	23
24	25	26 2pm - Urban Area	27	28 12pm - Julie Lunch	29	30

3/27

February 13, 2019 Meeting Agenda

Port Office

- A. ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. AGENDA CORRECTIONS or ADDITIONS
- D. VISITOR BUSINESS (For items not already on the agenda – 10 minutes)
- E. PORT CALENDAR/EVENTS
- F. ACTION ITEMS:
 - 1. January 9, 2019 Regular Meeting Minutes
 - 2. January 2019 Financial Reports
- G. REPORTS
 - 1. SDAO Conference Recap
 - 2. Staff Report
 - 3. Reports of Committees
 - Chamber of Commerce – Griffith
 - Dufur – Wallace
 - Wasco County EDC – Ursprung
 - Urban Renewal - Coburn
 - Community Outreach Team – Weast/Klaas
- H. EXECUTIVE SESSION *(as allowed by ORS 192.660 (2) (e) (f) (h) (i). This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.*
- I. ACTION REQUIRED FROM EXECUTIVE SESSION DISCUSSION
- J. COMMISSION CALL
 - 1. President
 - 2. Other Commissioner business

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 13, 2019

Subject: F-1.) Meeting Minutes

- January 9, 2019 Regular Meeting Minutes

Staff Recommendation:

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

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
January 9, 2019
Port Office

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

ROLL CALL

Present: Greg Weast, Mike Courtney, Robert Wallace, Staci Coburn, David Griffith
Staff: Andrea Klaas, Executive Director; Kathy Norton, Director's Assistant; Kathy Ursprung, Marketing & Communications; Angie Wilson, Bookkeeper; Bill Dick, Attorney
Guests: Dan Spatz, Marta Cronin, John Amery, David Altman, J.Kyle House, Doug Kirchoffer

PLEDGE OF ALLEGIANCE: Commissioner Griffith

AGENDA CORRECTIONS or ADDITIONS

A portion of the Executive Session was moved up to accommodate the visitors.

7:00PM - 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.*

8:35PM – Out of Executive Session

VISITOR BUSINESS (for items not already on the agenda)

None

PORT CALENDAR/EVENTS

Andrea reviewed the January and February, 2019 calendars.

ACTION ITEMS

- 1. December 12, 2018 Meeting Minutes and the December 2018 Financial Reports were accepted as presented by consensus.**
- 2. Motion to approve the Corrective Action Plan and authorize Port President and Executive Director to sign letter to the Oregon State Audits Division. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**

REPORTS

- 1. SDAO Conference:** Commissioners and staff were asked to select the session they wanted to attend at the 2019 SDAO conference. Any hotel cancellations need to be done by January 16, 2019.
- 2. Marina Report:** Angie provided the Marina financial reports. She reported there were 13 boathouse sales in 2018. Selling price ran \$98,000-\$145,000. One boathouse is in need of serious repair, Angie will be working with legal counsel to address the issue. There have been a lot of boathouse improvements done over the past year. Open Moorage for the boats is only for annual and 6-month moorages, 8 people are on the open moorage waiting list. PUD has started the electrical system upgrade project. Andrea asked for authority to amend the Devco Contract to install the new sewer pumps to change the install date.

- a. **MOTION to authorize the Executive Director to amend the Devco Contract to change the install date until after the electrical system upgrade project is done. M/M.Courtney, S/S.Coburn. Motion approved unanimously.**

The Commission asked that a future Port Commission meeting be held at the Marina.

3. *Staff Report:* A full report was provided in the Agenda Packet. Gorge Works-application live on the website, developing a procedural handbook, working on possibility of transitioning Gorge Works to operation by the regional chambers; Marketing-year in review newsletter out in December, working on new search engine optimization for website; Food LAB-Discovery information has been sent to Matt Buck. Matt is scheduled to make first visit to The Dalles to meet with Port staff and Commissioners; Columbia Gorge Vet-Project is under construction; Project Inquiries-Company looking to manufacture portable sawmills and build 800sqft homes, individual interested in situation a Donut Shack on Port office property; Other-Kathy U attended quarterly Regional Solutions Meeting, Meadow Outdoor lease payment received, year-end payroll has been completed, COT next DC trip will be March 18-21, 2019, Oregon & Washington legislators sent a letter to Secretary Perdue re: request for Scenic Area economic development funds.
4. *Reports of Committees*
 - a) Chamber of Commerce: Commissioner Griffith – Update on Chamber activities including promoting a trip to China.
 - b) Dufur: Wallace – Meeting with legislators Smith and Bonham to provide update on local projects and issues.
 - c) Wasco EDC: Ursprung – Meeting on January 10, 2019 to start scope of work for 2019.
 - d) Urban Renewal: Coburn – No meeting.
 - e) COT: Weast/Klaas – Preparing for March trip

9:05PM - In to Executive Session

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

9:07PM – Out of Executive Session

DECISIONS FROM EXECUTIVE SESSION

1. **Motion to instruct Port staff and Legal counsel to enter into an Intergovernmental Agreement with Columbia Gorge Community College for a \$1,500,000.00 loan at 3.5% interest for 3-5 years with an incentive to prepay. M/R.Wallace, S/S.Coburn, discussion.**
 - a. **Motion to amend Motion #1 - to instruct Port staff and Legal counsel to enter into an Intergovernmental Agreement with Columbia Gorge Community College for \$1,500,000.00 at 4% for 4 years or 3.5% for anything less than 4 years. M/M.Courtney, S/S.Coburn, Motion approved unanimously.**
 - b. **Motion #1 approved as amended unanimously.**
2. **Motion to direct Port staff and Legal counsel to negotiate with Kydo for a lease to purchase offer for lots #24 and #25 in the Columbia Gorge Industrial Center to include a non-refundable upfront payment of \$125,000.00 to help get Q-Life services to the site. M/M.Courtney, S/R.Wallace, Motion approved unanimously.**

COMMISSION CALL

1. **President: Commissioner Weast – Requested to have April Port Commission meeting moved from April 10, 2019 to April 17, 2019. Request was approved by consensus. Commissioners need to return their Executive Director evaluation forms to Commissioner Griffith by February 1, 2019.**

Commissioners and staff continue to review options and provide recommendations regarding development of lots 4,5,& 6 in 60-90 days.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:30PM.

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: February 13, 2019

Subject: F-2.) Financial Reports

- Avg Interest Rate for LGIP is 2.56%
- Port Development Fund:
 1. \$4,978.35 was paid to Hage Electric for the Klindt Cove Kiwanis Park. This is a reimbursable expense from the PUD Economic Development Grant.
- General Fund:
 1. \$23,780.00 was paid to Devco for the materials for the new sewer pumps at the Marina
 2. \$3,831.50 was paid to Two Dogs Plumbing for the installation of the new pump-out/dump station for guest moorage. The Port received an Oregon State Marine Board grant of \$15,000.00 for this upgrade since it was required by the Oregon State Marine Board.
 3. We pay property tax on leased land in the amount of \$5,487.62 then invoice the lessee.
- We are falling within Budget on all categories except for the Debt Service in the Port Development Fund and we will do a budget resolution at the next meeting.

Staff Recommendation:

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

Fiscal Impact:

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

	General ...	Marina ...	Port Devel...	Un...	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	65,490.30	0.00	0.00	0.00	65,490.30
Marina Checking	0.00	4,294.94	0.00	0.00	4,294.94
Port Develop. Checking	0.00	0.00	11,258.56	0.00	11,258.56
Total CSB Checking	65,490.30	4,294.94	11,258.56	0.00	81,043.80
LGIP					
Marina Services	0.00	48,302.30	0.00	0.00	48,302.30
Port Develop	0.00	0.00	4,077,626.84	0.00	4,077,626.84
General	881,857.56	0.00	0.00	0.00	881,857.56
Total LGIP	881,857.56	48,302.30	4,077,626.84	0.00	5,007,786.70
Petty Cash	203.51	28.54	55.22	0.00	287.27
Total Checking/Savings	947,551.37	52,625.78	4,088,940.62	0.00	5,089,117.77
Total Current Assets	947,551.37	52,625.78	4,088,940.62	0.00	5,089,117.77
TOTAL ASSETS	947,551.37	52,625.78	4,088,940.62	0.00	5,089,117.77
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
Payroll Liabilities					
P/R Taxes Payable- Pers	712.54	0.00	0.00	0.00	712.54
P/R Taxes Payable-State	-81.00	0.00	0.00	0.00	-81.00
Payroll Liabilities - Other	280.10	0.00	0.00	0.00	280.10
Total Payroll Liabilities	911.64	0.00	0.00	0.00	911.64
Total Other Current Liabilities	911.64	0.00	0.00	0.00	911.64
Total Current Liabilities	911.65	0.00	0.00	0.00	911.65
Total Liabilities	911.65	0.00	0.00	0.00	911.65
Equity					
Unrestricted Net Assets	765,957.88	53,467.29	3,011,687.30	0.00	3,831,112.47
Net Income	180,681.85	-841.57	1,077,253.32	0.00	1,257,093.60
Total Equity	946,639.73	52,625.72	4,088,940.62	0.00	5,088,206.07
TOTAL LIABILITIES & EQUITY	947,551.38	52,625.72	4,088,940.62	0.00	5,089,117.72
UNBALANCED CLASSES	-0.01	0.06	0.00	0.00	-0.05

Port of The Dalles
Monthly Activity Report by Fund
January 2019

	General Fu...	Marina Fund	Port Devel...	TOTAL
Ordinary Income/Expense				
Income				
Interest From Earnings	2,181.85	113.07	9,544.90	11,839.82
Prior Yr Property Tax	796.97	0.00	0.00	796.97
Interest From Contracts V&G	0.00	0.00	773.62	773.62
Total Interest From Contracts	0.00	0.00	773.62	773.62
Misc. Income	2,587.00	0.00	0.00	2,587.00
lease-land/Facility	14,329.88	0.00	0.00	14,329.88
Land Sales V&G	0.00	0.00	744.52	744.52
Total Land Sales	0.00	0.00	744.52	744.52
Property Tax	5,487.62	0.00	0.00	5,487.62
Total Income	25,383.32	113.07	11,063.04	36,559.43
Gross Profit	25,383.32	113.07	11,063.04	36,559.43
Expense				
PERSONAL SERVICES-				
Payroll Expenses				
Wages				
Marketing/Communications	0.00	0.00	3,916.66	3,916.66
Salary- Exec. Director	4,166.67	0.00	4,166.67	8,333.34
Maintenance Supervisor	700.00	0.00	0.00	700.00
Admin/Marina Specialist	3,496.00	0.00	0.00	3,496.00
Total Wages	8,362.67	0.00	8,083.33	16,446.00
FICA-EMPLOYER	639.74	0.00	618.37	1,258.11
PERS EMPLOYER	2,708.84	0.00	0.00	2,708.84
WRKRS COMP EMPLOYER	6.93	0.00	7.04	13.97
Payroll Expenses - Other	42.18	0.00	48.50	90.68
Total Payroll Expenses	11,760.36	0.00	8,757.24	20,517.60
Health Insurance	667.79	0.00	2,274.08	2,941.87
Total PERSONAL SERVICES-	12,428.15	0.00	11,031.32	23,459.47
MATERIAL AND SERVICES-				
Transient Moorage Expense				
Transient Moorage Utilities	49.92	0.00	0.00	49.92
Total Transient Moorage Expense	49.92	0.00	0.00	49.92
Contracted Service	1,055.00	0.00	15,000.00	16,055.00
Develop and Comm	0.00	0.00	446.06	446.06
Dues, Fees and Subscriptions	2,802.07	0.00	0.00	2,802.07
Legal	925.40	0.00	375.00	1,300.40
Maintenance and Repair				
Weed Control/landscaping	2,750.00	0.00	0.00	2,750.00
Shop	341.55	0.00	0.00	341.55
Total Maintenance and Repair	3,091.55	0.00	0.00	3,091.55
Launch Ramp				
Launch Ramp Water	125.27	0.00	0.00	125.27
Launch Ramp Electric	32.46	0.00	0.00	32.46
Total Launch Ramp	157.73	0.00	0.00	157.73
Office Supplies	1,168.08	0.00	0.00	1,168.08
Travel Expense	377.99	0.00	0.00	377.99
Utilities				
Office				

Port of The Dalles
Monthly Activity Report by Fund
January 2019

	General Fu...	Marina Fund	Port Devel...	TOTAL
Water Office	50.30	0.00	0.00	50.30
Office Electric	284.63	0.00	0.00	284.63
Sewer Office	106.64	0.00	0.00	106.64
Garbage Office	78.26	0.00	0.00	78.26
Telephone	481.87	0.00	35.00	516.87
Total Office	1,001.70	0.00	35.00	1,036.70
Total Utilities	1,001.70	0.00	35.00	1,036.70
Marketing Expenses				
Media/Promo	0.00	0.00	253.02	253.02
Travel	0.00	0.00	-0.39	-0.39
Total Marketing Expenses	0.00	0.00	252.63	252.63
Total MATERIAL AND SERVICES-	10,629.44	0.00	16,108.69	26,738.13
CAPITAL OUTLAYS-				
PDF- Facility Improvements	4,978.35	0.00	0.00	4,978.35
Marina Expense				
Faciltiy Improvements	27,611.50	0.00	0.00	27,611.50
Total Marina Expense	27,611.50	0.00	0.00	27,611.50
Partnership Projects	0.00	0.00	6,084.65	6,084.65
Total CAPITAL OUTLAYS-	32,589.85	0.00	6,084.65	38,674.50
Total Expense	55,647.44	0.00	33,224.66	88,872.10
Net Ordinary Income	-30,264.12	113.07	-22,161.62	-52,312.67
Net Income	-30,264.12	113.07	-22,161.62	-52,312.67

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-SUMMARY
 July 2018 through January 2019

	<u>Jul '18 - J...</u>	<u>Budget</u>	<u>% of B...</u>
Ordinary Income/Expense			
Income			
Grants	0.00		
Begining Fund Balance	0.00	679,404.00	0.0%
Or. St. Marine Board Grant	9,800.00		
Transient Moorage	1,332.50	2,000.00	66.6%
Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	12,121.80	12,000.00	101.0%
Prior Yr Property Tax	7,972.04	10,000.00	79.7%
Misc. Income	3,950.94	2,000.00	197.5%
lease-land/Facility	78,650.28	131,000.00	60.0%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
Marina Loan	0.00	11,621.00	0.0%
Property Tax	304,892.77	321,134.00	94.9%
Total Income	<u>418,720.33</u>	<u>1,200,109.00</u>	<u>34.9%</u>
Gross Profit	418,720.33	1,200,109.00	34.9%
Expense			
PERSONAL SERVICES-	118,693.08	191,501.00	62.0%
MATERIAL AND SERVICES-	74,071.65	173,250.00	42.8%
CAPITAL OUTLAYS-	45,273.75	180,000.00	25.2%
Total Expense	<u>238,038.48</u>	<u>544,751.00</u>	<u>43.7%</u>
Net Ordinary Income	180,681.85	655,358.00	27.6%
Other Income/Expense			
Other Expense			
Transfer to Other Funds	0.00	300,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>350,000.00</u>	<u>0.0%</u>
Net Other Income	0.00	-350,000.00	0.0%
Net Income	<u><u>180,681.85</u></u>	<u><u>305,358.00</u></u>	<u><u>59.2%</u></u>

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
 July 2018 through January 2019

	Jul '18 - J...	Budget	% of ...
Ordinary Income/Expense			
Income			
Grants	0.00		
Beginning Fund Balance	0.00	679,404.00	0.0%
Or. St. Marine Board Grant	9,800.00		
Transient Moorage			
Guests	1,332.50	2,000.00	66.6%
Total Transient Moorage	1,332.50	2,000.00	66.6%
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Total Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	12,121.80	12,000.00	101.0%
Prior Yr Property Tax	7,972.04	10,000.00	79.7%
Misc. Income	3,950.94	2,000.00	197.5%
lease-land/Facility	78,650.28	131,000.00	60.0%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
Marina Loan	0.00	11,621.00	0.0%
Property Tax	304,892.77	321,134.00	94.9%
Total Income	418,720.33	1,200,109.00	34.9%
Gross Profit	418,720.33	1,200,109.00	34.9%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	1,958.33	10,000.00	19.6%
Salary- Exec. Director	54,166.71	75,000.00	72.2%
Maintenance Supervisor	9,400.00	30,000.00	31.3%
Admin/Marina Specialist	23,408.00	25,000.00	93.6%
Total Wages	88,933.04	140,000.00	63.5%
FICA-EMPLOYER	6,803.35	10,000.00	68.0%
PERS EMPLOYER	8,626.04	11,000.00	78.4%
Unemployment Payments	0.00	1.00	0.0%
WRKRS COMP EMPLOYER	1,946.18	2,500.00	77.8%
Payroll Expenses - Other	42.18		
Total Payroll Expenses	106,350.79	163,501.00	65.0%
Health Insurance	12,342.29	28,000.00	44.1%
Total PERSONAL SERVICES-	118,693.08	191,501.00	62.0%
MATERIAL AND SERVICES-			
Transient Moorage Expense			
Transient Moorage Utilities	231.62		
Total Transient Moorage Expense	231.62		
Contracted Service	7,475.00	25,000.00	29.9%
Account and Audit	13,000.00	10,000.00	130.0%
Develop and Comm	3,125.74	10,000.00	31.3%
Dues, Fees and Subscriptions	18,806.01	24,000.00	78.4%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	6,685.40	5,000.00	133.7%
Maintenance and Repair			
Weed Control/landscaping	5,586.14	15,000.00	37.2%
Shop	967.88	4,100.00	23.6%
Office	1,638.08	6,400.00	25.6%
Vehicle Expense			
Repair	145.61		

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
 July 2018 through January 2019

	Jul '18 - J...	Budget	% of ...
Gas	810.36		
Vehicle Expense - Other	0.00	1,500.00	0.0%
Total Vehicle Expense	955.97	1,500.00	63.7%
Maintenance and Repair - Other	0.00	0.00	0.0%
Total Maintenance and Repair	9,148.07	27,000.00	33.9%
Launch Ramp			
Garbage	399.60		
Supplies	333.62	9,000.00	3.7%
Cleaning Service Launch Ramp	0.00	8,400.00	0.0%
Launch Ramp Water	894.94	1,400.00	63.9%
Launch Ramp Electric	199.89	1,200.00	16.7%
Launch Ramp - Other	0.00	0.00	0.0%
Total Launch Ramp	1,828.05	20,000.00	9.1%
Office Supplies	2,934.35	7,250.00	40.5%
Office Equipment	0.00	3,000.00	0.0%
Staff Development/Enhance	0.00	5,000.00	0.0%
Travel Expense	4,835.12	10,000.00	48.4%
Utilities			
Marina	0.00	1,000.00	0.0%
Industrial			
Industrial Water	363.70	2,000.00	18.2%
Total Industrial	363.70	2,000.00	18.2%
Office			
Water Office	1,218.50	2,000.00	60.9%
Office Electric	1,059.81	1,800.00	58.9%
Sewer Office	746.48	1,200.00	62.2%
Garbage Office	547.82	1,000.00	54.8%
Telephone	2,065.98	3,000.00	68.9%
Office - Other	0.00	0.00	0.0%
Total Office	5,638.59	9,000.00	62.7%
Total Utilities	6,002.29	12,000.00	50.0%
Total MATERIAL AND SERVICES-	74,071.65	173,250.00	42.8%
CAPITAL OUTLAYS-			
Land Acquisition/Development	0.00		
PDF- Facility Improvements	4,978.35		
Marina Expense			
Water System Improvement	0.00	150,000.00	0.0%
Facility Improvements	37,949.55		
Total Marina Expense	37,949.55	150,000.00	25.3%
Building Improvements	2,345.85	30,000.00	7.8%
Total CAPITAL OUTLAYS-	45,273.75	180,000.00	25.2%
Total Expense	238,038.48	544,751.00	43.7%
Net Ordinary Income	180,681.85	655,358.00	27.6%
Other Income/Expense			
Other Expense			
Transfer to Other Funds	0.00	300,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	0.00	350,000.00	0.0%
Net Other Income	0.00	-350,000.00	0.0%

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
July 2018 through January 2019

	<u>Jul '18 - J...</u>	<u>Budget</u>	<u>% of ...</u>
Net Income	<u>180,681.85</u>	<u>305,358.00</u>	<u>59.2%</u>

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-SUMMARY
 July 2018 through January 2019

	Jul '18 - Jan 19	Budget	% of B...
Ordinary Income/Expense			
Income			
Grants	16,000.00		
Beginning Fund Balance	0.00	2,910,307.00	0.0%
Interest From Earnings	57,350.58	53,841.00	106.5%
Interest From Contracts	3,128.66	5,000.00	62.6%
matching grants	0.00	250,000.00	0.0%
Misc. Income	5,000.00		
Land Sales	1,307,228.90	805,000.00	162.4%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
Total Income	<u>1,388,708.14</u>	<u>4,063,458.00</u>	<u>34.2%</u>
Gross Profit	1,388,708.14	4,063,458.00	34.2%
Expense			
PERSONAL SERVICES-	48,418.30	123,173.00	39.3%
MATERIAL AND SERVICES-	36,821.70	151,000.00	24.4%
CAPITAL OUTLAYS-	73,538.67	3,410,000.00	2.2%
Total Expense	<u>158,778.67</u>	<u>3,684,173.00</u>	<u>4.3%</u>
Net Ordinary Income	1,229,929.47	379,285.00	324.3%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	300,000.00	0.0%
Total Other Income	0.00	300,000.00	0.0%
Other Expense			
Other financing use	0.00	0.00	0.0%
Transfer to Other Funds	0.00	0.00	0.0%
Other Debt Service	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>1,077,253.32</u></u>	<u><u>479,285.00</u></u>	<u><u>224.8%</u></u>

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-DETAIL
 July 2018 through January 2019

	Jul '18 - Ja...	Budget	% of B...
Ordinary Income/Expense			
Income			
Grants	16,000.00		
Beginning Fund Balance	0.00	2,910,307.00	0.0%
Interest From Earnings	57,350.58	53,841.00	106.5%
Interest From Contracts			
V&G	3,128.66		
Interest From Contracts - Other	0.00	5,000.00	0.0%
Total Interest From Contracts	3,128.66	5,000.00	62.6%
matching grants	0.00	250,000.00	0.0%
Misc. Income	5,000.00		
Land Sales			
V&G	2,943.90		
Land Sales - Other	1,304,285.00	805,000.00	162.0%
Total Land Sales	1,307,228.90	805,000.00	162.4%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
Total Income	1,388,708.14	4,063,458.00	34.2%
Gross Profit	1,388,708.14	4,063,458.00	34.2%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	25,458.29	42,000.00	60.6%
Salary- Exec. Director	4,166.67	25,000.00	16.7%
Maintenance Supervisor	487.50	5,000.00	9.8%
Admin/Marina Specialist	0.00	15,000.00	0.0%
Total Wages	30,112.46	87,000.00	34.6%
FICA-EMPLOYER	2,303.61	8,000.00	28.8%
PERS EMPLOYER	0.00	7,000.00	0.0%
WRKRS COMP EMPLOYER	36.21	120.00	30.2%
Payroll Expenses - Other	48.50		
Total Payroll Expenses	32,500.78	102,120.00	31.8%
Health Insurance	15,917.52	21,053.00	75.6%
Total PERSONAL SERVICES-	48,418.30	123,173.00	39.3%
MATERIAL AND SERVICES-			
Land Sales			
Land Sales Closing Cost	0.00	10,000.00	0.0%
Land Sale Commissions	0.00	20,000.00	0.0%
Total Land Sales	0.00	30,000.00	0.0%
Contracted Service	15,965.00	35,000.00	45.6%
Account and Audit	0.00	10,000.00	0.0%
Develop and Comm	1,009.77	2,500.00	40.4%
Dues, Fees and Subscriptions	1,130.10		
Legal	6,064.54	20,000.00	30.3%
Maintenance and Repair			
Weed Control/landscaping	2,519.00		
Shop	50.98		
Total Maintenance and Repair	2,569.98		
Office Supplies	0.00	2,000.00	0.0%
Utilities			
Industrial			
Industrial Water	0.00	1,500.00	0.0%

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-DETAIL
 July 2018 through January 2019

	Jul '18 - Ja...	Budget	% of B...
Total Industrial	0.00	1,500.00	0.0%
Office			
Telephone	224.48		
Total Office	224.48		
Total Utilities	224.48	1,500.00	15.0%
Marketing Expenses			
Media/Promo	3,233.01	30,000.00	10.8%
Travel	6,624.82	20,000.00	33.1%
Total Marketing Expenses	9,857.83	50,000.00	19.7%
Total MATERIAL AND SERVICES-	36,821.70	151,000.00	24.4%
CAPITAL OUTLAYS-			
Engineering/Consultants	0.00	100,000.00	0.0%
Land Acquisition/Development	1,332.67	3,000,000.00	0.0%
PDF- Facility Improvements	0.00	10,000.00	0.0%
Partnership Projects	72,206.00	300,000.00	24.1%
Total CAPITAL OUTLAYS-	73,538.67	3,410,000.00	2.2%
Total Expense	158,778.67	3,684,173.00	4.3%
Net Ordinary Income	1,229,929.47	379,285.00	324.3%
Other Income/Expense			
Other Income			
transfer from other funds			
General Fund	0.00	300,000.00	0.0%
Total transfer from other funds	0.00	300,000.00	0.0%
Total Other Income	0.00	300,000.00	0.0%
Other Expense			
Other financing use	0.00	0.00	0.0%
Transfer to Other Funds	0.00	0.00	0.0%
Other Debt Service	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>1,077,253.32</u>	<u>479,285.00</u>	<u>224.8%</u>

Port of The Dalles-MARINA
Profit & Loss Budget vs. Actual-SUMMARY
 July 2018 through January 2019

	<u>Jul '18 - Jan...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Begining Fund Balance	0.00	53,594.00	0.0%
Interest From Earnings	703.43	991.00	71.0%
Total Income	<u>703.43</u>	<u>54,585.00</u>	<u>1.3%</u>
Gross Profit	703.43	54,585.00	1.3%
Expense			
MATERIAL AND SERVICES-	1,545.00	4,000.00	38.6%
Total Expense	<u>1,545.00</u>	<u>4,000.00</u>	<u>38.6%</u>
Net Ordinary Income	<u>-841.57</u>	<u>50,585.00</u>	<u>-1.7%</u>
Net Income	<u><u>-841.57</u></u>	<u><u>50,585.00</u></u>	<u><u>-1.7%</u></u>

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

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Liability Check	EFT	United States Treas...	93-6001833	-30.44
Liability Check	23731	Oregon Department...	00504064-4	-47.30
Bill Pmt -Check	23725	Cardmember Servic...		-261.98
Bill Pmt -Check	23726	Dick, Dick & Corey, ...		-52.00
Bill Pmt -Check	23727	Gorge Networks		-162.67
Bill Pmt -Check	23728	Hage Electric		-4,978.35
Bill Pmt -Check	23729	Hood River News		-70.00
Bill Pmt -Check	23730	The Dalles Chronicle		-55.00
Deposit			Deposit	2,587.00
Bill Pmt -Check	23732	Dick, Dick & Corey, ...		-208.40
Transfer			Funds Transfer	30,000.00
Check	EFT	Brokers National Lif...		-59.50
Liability Check	To Print	Pers	02501	-1,828.92
Bill Pmt -Check	23733	Bohns Printing		-89.01
Bill Pmt -Check	23734	City Of The Dalles.		-282.21
Bill Pmt -Check	23735	Devco	Pump out for marina	-23,780.00
Bill Pmt -Check	23736	Home Depot Credit ...		-288.05
Bill Pmt -Check	23737	PUD		-367.01
Bill Pmt -Check	23738	River Partners		-500.00
Bill Pmt -Check	23739	Sawyers True Value		-180.90
Bill Pmt -Check	23740	SDIS		-2,882.37
Bill Pmt -Check	23741	Staples Credit Plan		-53.03
Bill Pmt -Check	23742	The Dalles Disposal		-78.26
Bill Pmt -Check	23743	Two Dogs Plumbing...		-3,831.50
Bill Pmt -Check	23747	Angie Wilson		-1,055.00
Liability Check	EFT	United States Treas...	93-6001833	-1,528.14
Liability Check	EFT	Oregon Department...	0504064-4	-518.00
Deposit			Deposit	1,200.00
Paycheck	23744	Andrea L. Klaas		-2,974.00
Paycheck	23745	Kathleen M. Norton		-1,163.21
Paycheck	23746	Kathy J Ursprung		-1,353.17
Liability Check	EFT	Oregon Department...	0504064-4	-42.08
Liability Check	EFT	Pers	02501	-1,815.56
Liability Check	EFT	United States Treas...	93-6001833	-2,114.28
Liability Check	EFT	Oregon Department...	0504064-4	-577.00
Paycheck	23748	Andrea L. Klaas		-2,974.00
Paycheck	23751	Kathy J Ursprung		-1,353.19
Paycheck	23750	Kathleen M. Norton		-1,266.31
Paycheck	23749	Gerald L. Rundell		-540.75
Bill Pmt -Check	23752	Andrea Klaas		-377.99
Bill Pmt -Check	23753	Cascade Vegetatio...		-2,750.00
Bill Pmt -Check	23754	Dick, Dick & Corey, ...		-665.00
Bill Pmt -Check	23755	Gorge Networks		-162.67
Bill Pmt -Check	23756	SDAO		-1,578.00
Bill Pmt -Check	23757	Verizon		-156.53
Deposit			Deposit	2,554.88
Deposit			Deposit	10,575.00
Bill Pmt -Check		Cardmember Servic...		-1,235.73
General Journal	AW			2,274.08
General Journal	AW			8,757.24
General Journal	AW		payroll	-5,239.37
General Journal	AW		payroll	-3,032.87
General Journal	AW		payroll	0.00
General Journal	AW		payroll	8,272.24
Total General Checking				-8,339.31
Marina Checking				
General Journal	AW			0.00
Total Marina Checking				0.00

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

Type	Num	Name	Memo	Paid Amount
Port Develop. Checking				
Bill Pmt -Check	22584	Cardmember Servic...		-70.86
Bill Pmt -Check	22585	Dick, Dick & Corey, ...		-315.00
Deposit			Deposit	759.07
Transfer			Funds Transfer	30,000.00
Bill Pmt -Check	22586	BiCoastal Media		-99.00
Bill Pmt -Check	22587	Hage Electric		-6,084.65
Bill Pmt -Check	22588	Kathy Ursprung	VOID:	0.00
Bill Pmt -Check	22589	Matthew Buck		-15,000.00
Transfer			Funds Transfer	25,000.00
Bill Pmt -Check	22590	Kathy Ursprung		-79.56
Bill Pmt -Check	22591	Andrea Klaas		-27.43
Bill Pmt -Check	22592	Class Act Catering ...		-400.00
Bill Pmt -Check	22593	Dick, Dick & Corey, ...		-60.00
Bill Pmt -Check	22594	Kathy Ursprung		-32.00
Deposit			Deposit	759.07
Bill Pmt -Check		Cardmember Servic...		-24.84
General Journal	AW			-2,274.08
General Journal	AW			-8,757.24
Total Port Develop. Checking				23,293.48
Total CSB Checking				14,954.17
TOTAL				14,954.17

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 13, 2019

Subject: G-1.) 2019 SDAO Annual Conference Recap

Commissioners and Staff are asked to bring ideas and points of interest from the Conference sessions they attended

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 13, 2019

Subject: G-3.) Staff Report

Ag Incubator feasibility: Mathew Buck, Port consultant, is continuing to conduct interviews.

Retention - Gorge Works:

- Applications to-date have been a bit sluggish, similar to last year's slow start, but we are starting to see an uptick and expect quite a few more applications before the deadline February 15.
- Radio and print media have been helping to promote the program.
- Offering a drop-in, resumé assistance sessions and have had some participation with this. We noticed last year that the resumé was often the weakest part of the application, so trying to help with that.
- The Chamber and the Port received a grant to help with Gorge Works. The Chamber will be hiring an intern to help with coordination in May, and the Port is able to use the grant funds to offset marketing expenses. Two Gorge Works interns from last year have applied for this position.
- Working on the transition process of Turing Gorge Works over to the Chamber and CGCC.

Expansion - Facility Needs:

- Continuing to get inquiries for warehouse space, which is very limited in The Dalles.
- Working with area facility owners to identify small spaces that they may be underutilizing so we can accommodate some of the need that we are seeing. Erik Kerr will have two small spaces available soon (about 2,000sq ea.) because ODFW is not renewing their lease with him, and another tenant is able to combine some of their storage space to make room for another business.
- Still getting inquiries for 5acres+.

Other:

- Testified before the Oregon Transportation Committee on the impotence of a Marine Systems plan. Every other mode of transportation has a plan, but marine.
- SDAO legislative days offered insight into some of the upcoming bills and changes in Oregon government. SDAO will be monitoring, supporting, and opposing legislation for Ports as dictated by the Ports' legislative committee.
- Dufur hosted Senator Ron Wyden to showcase the rolling study hall that is being piloted by Google.
- Community Outreach is starting the March trip planning. Port, City, County, and CGCC will be representing the Community.
- Attended the SDAO Annual conference.

UPCOMING MEETINGS / EVENTS / DATES:

- March 13, 2019: Port Commission Meeting – Port Office, 7:00PM
- March 25-28: COT – DC trip

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: February 13, 2019

Subject: G-4.) Reports of Committees

a) Chamber of Commerce – Griffith:

b) Dufur – Wallace:

c) Wasco EDC – Ursprung:

d) Urban Renewal – Coburn:

e) COT – Weast/Klaas: