

# NEWS

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FOR IMMEDIATE RELEASE  
Contact: Andrea Klaas

Date: Sep 7, 2018

## Port of The Dalles Commission to Hold Meeting

The Port of The Dalles Board will hold a Regular Board of Commissioners Meeting Wednesday, September 12, 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. Staff Reports
2. Committee Representative Reports

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**September 12, 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 – 10 minutes)
- E. PORT CALENDAR/EVENTS**
- F. ACTION ITEMS:**
  - 1. August 8 2018 Regular Meeting Minutes
  - 2. July and August, 2018 Financial Reports
- G. REPORTS**
  - 1. PUD Update
  - 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) (2) (f) (h). This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.*
- I. ACTION REQUIRED FROM EXECUTIVE SESSION DISCUSSION**
- J. COMMISSION CALL**
  - 1. President
  - 2. Other Commissioner business

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: September 12, 2018

Subject: F-1.) Meeting Minutes

- August 8, 2018 Regular Meeting Minutes

**Staff Recommendation:**

- Motion to approve the August 8, 2018 Regular Meeting Minutes as presented

Fiscal Impact: None

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**August 8, 2018**  
**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; Bayoan Ware, RARE Planner; Bill Dick, Attorney

Guests: Mark Gibson

**PLEDGE OF ALLEGIANCE:** Commissioner Weast

**AGENDA CORRECTIONS or ADDITIONS**

Andrea added a QLife discussion to Action Items.

**VISITOR BUSINESS** (for items not already on the agenda)

Nothing

**PORT CALENDAR/EVENTS**

Andrea reviewed the August and September 2018 calendars.

**ACTION ITEMS**

1. **Motion to approve the July 11, 2018 Regular Meeting Minutes. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**
2. July 2018 Financial Reports: Commissioner Coburn was not available to review the financial reports.
  - a. **Motion to table the July, 2018 Financial reports until the September 12, 2018 meeting. M/M.Courtney, S/R.Wallace. Motion approved unanimously.**
3. Discussion on request asking if the Port would be willing to participate in the Wasco County 4H Livestock Auction resulted in the Port Commissioners decision to personally support the 4H program rather than use Port funds. **There was no Motion.**
4. Discussion on QLife proposal to bring high speed internet to remaining 12 lots in the Columbia Gorge Industrial Center. Commission directed Staff to do more research and bring the information to the September 12, 2018 Commission meeting. **There was no Motion.**

**REPORTS**

1. *1<sup>st</sup> Port Meeting:* Recognition of the Port's 85<sup>th</sup> Anniversary. August 8, 1933 was the 1<sup>st</sup> meeting of the Commissioners of the Port of The Dalles. The meeting was at 8:00pm in the office of J.W.Hoech in the Pioneer Building at 301 E. 2<sup>nd</sup> St.
2. *Staff Report:* A full report was provided in the Agenda Packet. Project Updates: Columbia Gorge Veterinary Clinic expects to break ground this summer/early fall; WM3 tax records for this year shows Walmart paid a portion of the tax payment with B.Maley paying the balance. Prior years Wm3 paid the entire tax payment; V&G received Building Codes comments with 28 items that need to be addressed. Some can be done quickly others will take some time. If these items are not addressed within 180 days this project review is closed. V&G is trying to

contact a Bend engineer to help work through the mess. The Contract Amendment with the Port has been signed. Marina: Anderson Perry met with Tanner Elliot, electrician for the project. We are waiting for a cost estimate before giving the okay to start the project. Marketing & Communications: Dufur website is finished; rough cut of the Airport Video is ready; Gorge works concludes its final Professional Development workshop on August 8. Feedback from the participants has been positive, recommendations being passed on to others. Begun process for a partnership between the Port and CGCC for the second year of Gorge Works; Updating the Community Outreach Team books for the September trip; The Port has been awarded a \$32,000 Rural Business Development Grant to complete the feasibility process for the Food LAB. Commissioner Wallace thanked Kathy Ursprung for the work she did on the Dufur website; Other: David Griffith will join the MCEDD Board as the Ports representative; Kathy Norton & Andrea met with The Next Door to learn about their economic development programs; Andrea attended a public records training and the office will be looking into a records retention program sponsored by the State; Use of Columbia River water to water the landscaping along Rivertrail Way is proving problematic. We have applied to the City for a new service connection and will move the irrigation system to the city water system; Applications for the SDAO 2019 grants are due in November. We will be assessing District needs to apply for this grant; MAP 2018 grant final reports have been submitted to OSMB. MAP 2019 in the amount of \$9,800 for operations and maintenance of the launch ramp, guest moorage, restrooms and parking lot has been approved; August 14, 2018 will be Al Wynn's 10,000 show; August 31, 2018 is Jerry Rundell's last day after working at the Port since September 1, 1988. We will be having a small gathering for him on the 31<sup>st</sup> at lunch time.

3. *Reports of Committees*

- a) Chamber of Commerce: Commissioner Griffith –The Hops & Hogs event was successful. The Chamber will be doing the event again on Father's Day 2019. The Chamber will be hosting the Cannonball Run in September. New Service Manager hired at the Chamber.
- b) Dufur: Wallace – Big focus has been the fires over the past month, 265,000 acres burned. Water system improvement bids are done, need to get the pumps installed. The recent fires strained the town's water system. Dufur School bond moving forward. Continuing to focus on safe route to school and pedestrian safety.
- c) Wasco EDC: Ursprung – Updating the major business information and the New Businesses handbook.
- d) Urban Renewal: Coburn – No report.
- e) R.A.R.E: Bayoan Ware – Final report. The experience as a RARE at the Port far surpassed expectations. The community is a good group and working at the Port helped me get involved and challenged me to learn new things. Kathy Ursprung thanked Bayoan for the opportunity to work with him and loved his constant quest for knowledge.
- f) COT: Weast/Klaas – Preparing for September trip. One more meeting before the project list is completed. Information about the Forest Collaborative is being prepared to be included in the project list.

7:25PM - 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.*

8:05PM – Back to Regular Session

**DECISIONS FROM EXECUTIVE SESSION**

Nothing

**COMMISSION CALL**

1. President: Commissioner Weast thanked Commissioner Griffith for joining the Community Outreach Team and Commission Courtney for presiding over the July Commission meeting.
2. Commissioner Griffith appreciates Commissioner Weast's efforts as the President.
3. Commissioner Wallace reminded everyone about Vintage Dufur Days 8/11/2018, the Fire Fundraiser at Dufur Park on 8/19/2018 to celebrate end of harvest and raise funds for fire victims; and the Governor will be presenting a flag to the Ruby family. Also thanked Kathy Ursprung for her article in the Ruralite on the Dufur Trap Team.
4. Commissioner Courtney thanked Bayoan Ware for spending the year with us. Bayoan's humor was appreciated.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:10PM.**

**PORT OF THE DALLES:**

**ATTEST:**

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Greg Weast, President  
Board of Commissioners

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Robert Wallace, Secretary  
Board of Commissioners

DATE APPROVED:  
Prepared by: K.Norton

# PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: September 12, 2018

Subject: F-2.) Financial Reports

Avg Interest Rate for LGIP is 2.25%

**Marina:**

Legal Fees were applied to the Marina account this month for the renewal of the lease for The Dalles Marina

**General Fund:**

Aqua Technex in the amount of \$658.45 is for treatment for the guest moorage water treatment.  
Home Depot Credit Card in the amount of \$2030.93 is for the building of the gazebo at the Port office

**PDF:**

A transfer of \$1,360,000.00 was made from the CSB bank account to the LFIP account.

**Staff Recommendation:**

- Motion to approve the July and August, 2018 Financial Reports as presented.

Fiscal Impact:

**Port of The Dalles**  
**Monthly Activity Report by Fund**  
**August 2018**

	General ...	Marina F...	Port Dev...	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Transient Moorage</b>				
<b>Guests</b>	445.00	0.00	0.00	445.00
<b>Total Transient Moorage</b>	445.00	0.00	0.00	445.00
<b>Interest From Earnings</b>	1,447.82	100.32	8,063.24	9,611.38
<b>Prior Yr Property Tax</b>	832.92	0.00	0.00	832.92
<b>Interest From Contracts</b>				
<b>V&amp;G</b>	0.00	0.00	759.07	759.07
<b>Total Interest From Contracts</b>	0.00	0.00	759.07	759.07
<b>Misc. Income</b>	30.00	0.00	0.00	30.00
<b>lease-land/Facility</b>	1,900.00	0.00	0.00	1,900.00
<b>Total Income</b>	4,655.74	100.32	8,822.31	13,578.37
<b>Gross Profit</b>	4,655.74	100.32	8,822.31	13,578.37
<b>Expense</b>				
<b>PERSONAL SERVICES-</b>				
<b>Payroll Expenses</b>				
<b>Wages</b>				
<b>Marketing/Communications</b>	0.00	0.00	3,916.66	3,916.66
<b>Salary- Exec. Director</b>	8,333.34	0.00	0.00	8,333.34
<b>Maintenance Supervisor</b>	2,625.00	0.00	0.00	2,625.00
<b>Admin/Marina Specialist</b>	3,496.00	0.00	0.00	3,496.00
<b>Total Wages</b>	14,454.34	0.00	3,916.66	18,371.00
<b>FICA-EMPLOYER</b>	1,105.76	0.00	299.62	1,405.38
<b>PERS EMPLOYER</b>	1,623.58	0.00	0.00	1,623.58
<b>WRKRS COMP EMPLOYER</b>	9.06	0.00	6.07	15.13
<b>Payroll Expenses - Other</b>	0.00	0.00	0.00	0.00
<b>Total Payroll Expenses</b>	17,192.74	0.00	4,222.35	21,415.09
<b>Health Insurance</b>	2,273.05	0.00	2,273.04	4,546.09
<b>Total PERSONAL SERVICES-</b>	19,465.79	0.00	6,495.39	25,961.18
<b>MATERIAL AND SERVICES-</b>				
<b>Transient Moorage Expense</b>				
<b>Transient Moorage Utilities</b>	27.74	0.00	0.00	27.74
<b>Total Transient Moorage Expense</b>	27.74	0.00	0.00	27.74
<b>Develop and Comm</b>	212.12	0.00	0.00	212.12
<b>Dues, Fees and Subscriptions</b>	380.09	0.00	0.00	380.09
<b>Legal</b>	200.00	75.00	2,464.54	2,739.54
<b>Maintenance and Repair</b>				
<b>Weed Control/landscaping</b>	752.15	0.00	0.00	752.15
<b>Shop</b>	0.00	0.00	50.98	50.98
<b>Vehicle Expense</b>				
<b>Repair</b>	24.98	0.00	0.00	24.98
<b>Gas</b>	183.68	0.00	0.00	183.68
<b>Total Vehicle Expense</b>	208.66	0.00	0.00	208.66
<b>Total Maintenance and Repair</b>	960.81	0.00	50.98	1,011.79
<b>Launch Ramp</b>				
<b>Garbage</b>	151.20	0.00	0.00	151.20
<b>Supplies</b>	92.97	0.00	0.00	92.97
<b>Launch Ramp Water</b>	132.49	0.00	0.00	132.49
<b>Launch Ramp Electric</b>	26.48	0.00	0.00	26.48
<b>Total Launch Ramp</b>	403.14	0.00	0.00	403.14



9:25 AM

09/09/18

Cash Basis

**Port of The Dalles**  
**Monthly Activity Report by Fund**  
**August 2018**

	<u>General ...</u>	<u>Marina F...</u>	<u>Port Dev...</u>	<u>TOTAL</u>
Office Supplies	776.41	0.00	0.00	776.41
Travel Expense	91.56	0.00	0.00	91.56
Utilities				
Industrial				
Industrial Water	89.12	0.00	0.00	89.12
Total Industrial	89.12	0.00	0.00	89.12
Office				
Water Office	216.36	0.00	0.00	216.36
Office Electric	133.39	0.00	0.00	133.39
Sewer Office	106.64	0.00	0.00	106.64
Garbage Office	78.26	0.00	0.00	78.26
Telephone	254.34	0.00	119.48	373.82
Total Office	788.99	0.00	119.48	908.47
Total Utilities	878.11	0.00	119.48	997.59
Marketing Expenses				
Media/Promo	0.00	0.00	53.33	53.33
Travel	1,155.38	0.00	23.44	1,178.82
Marketing Expenses - Other	0.00	0.00	98.24	98.24
Total Marketing Expenses	1,155.38	0.00	175.01	1,330.39
Total MATERIAL AND SERVICES-	5,085.36	75.00	2,810.01	7,970.37
CAPITAL OUTLAYS-				
Land Acquisition/Development	0.00	0.00	237.13	237.13
Building Improvements	2,030.93	0.00	0.00	2,030.93
Total CAPITAL OUTLAYS-	2,030.93	0.00	237.13	2,268.06
Total Expense	26,582.08	75.00	9,542.53	36,199.61
Net Ordinary Income	-21,926.34	25.32	-720.22	-22,621.24
Net Income	<u>-21,926.34</u>	<u>25.32</u>	<u>-720.22</u>	<u>-22,621.24</u>

**Port of The Dalles**  
**Balance Sheet by Class**  
**As of August 31, 2018**

	<u>General Fu...</u>	<u>Marina Fund</u>	<u>Port Devel...</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
<b>CSB Checking</b>					
General Checking	52,746.35	0.00	0.00	0.00	52,746.35
Marina Checking	0.00	5,764.94	0.00	0.00	5,764.94
Port Develop. Checking	0.00	0.00	34,554.84	0.00	34,554.84
<b>Total CSB Checking</b>	<b>52,746.35</b>	<b>5,764.94</b>	<b>34,554.84</b>	<b>0.00</b>	<b>93,066.13</b>
<b>LGIP</b>					
Marina Services	0.00	47,790.13	0.00	0.00	47,790.13
Port Develop	0.00	0.00	4,273,880.79	0.00	4,273,880.79
General	677,360.74	0.00	0.00	0.00	677,360.74
<b>Total LGIP</b>	<b>677,360.74</b>	<b>47,790.13</b>	<b>4,273,880.79</b>	<b>0.00</b>	<b>4,999,031.66</b>
<b>Petty Cash</b>	<b>74.51</b>	<b>28.54</b>	<b>55.22</b>	<b>0.00</b>	<b>158.27</b>
<b>Total Checking/Savings</b>	<b>730,181.60</b>	<b>53,583.61</b>	<b>4,308,490.85</b>	<b>0.00</b>	<b>5,092,256.06</b>
<b>Total Current Assets</b>	<b>730,181.60</b>	<b>53,583.61</b>	<b>4,308,490.85</b>	<b>0.00</b>	<b>5,092,256.06</b>
<b>TOTAL ASSETS</b>	<b>730,181.60</b>	<b>53,583.61</b>	<b>4,308,490.85</b>	<b>0.00</b>	<b>5,092,256.06</b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
<b>Other Current Liabilities</b>					
<b>Payroll Liabilities</b>					
P/R Taxes Payable- Pers	1,359.41	0.00	0.00	0.00	1,359.41
Payroll Liabilities - Other	238.45	0.00	0.00	0.00	238.45
<b>Total Payroll Liabilities</b>	<b>1,597.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,597.86</b>
<b>Total Other Current Liabilities</b>	<b>1,597.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,597.86</b>
<b>Total Current Liabilities</b>	<b>1,597.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,597.87</b>
<b>Total Liabilities</b>	<b>1,597.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,597.87</b>
<b>Equity</b>					
Unrestricted Net Assets	764,927.68	53,467.29	3,011,687.30	0.00	3,830,082.27
Net Income	-36,343.94	116.26	1,296,803.55	0.00	1,260,575.87
<b>Total Equity</b>	<b>728,583.74</b>	<b>53,583.55</b>	<b>4,308,490.85</b>	<b>0.00</b>	<b>5,090,658.14</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>730,181.61</b>	<b>53,583.55</b>	<b>4,308,490.85</b>	<b>0.00</b>	<b>5,092,256.01</b>
<b>UNBALANCED CLASSES</b>	<b>-0.01</b>	<b>0.06</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.05</b>

**Port of The Dalles**  
**Account QuickReport**  
 As of August 31, 2018

Type	Num	Name	Memo	Paid Amount
<b>CSB Checking</b>				
<b>General Checking</b>				
Transfer			Funds Transfer	50,000.00
Check	EFT	Brokers National Lif...		-71.40
Liability Check	EFT	Oregon Department...	0504064-4	-610.00
Liability Check	EFT	United States Treas...	93-6001833	-2,208.32
Deposit			Deposit	1,200.00
Paycheck	23608	Andrea L. Klaas		-2,969.00
Paycheck	23610	Kathleen M. Norton		-1,163.21
Paycheck	23609	Gerald L. Rundell		-920.11
Paycheck	23611	Kathy J Ursprung		-1,350.17
Bill Pmt -Check	23612	Angie Wilson		-845.00
Bill Pmt -Check	23613	Aqua Technex		-658.45
Bill Pmt -Check	23614	Bohns Printing		-66.32
Bill Pmt -Check	23615	Chamberlin Agricult...		-93.70
Bill Pmt -Check	23616	City Of The Dalles...		-544.61
Bill Pmt -Check	23617	H2Oregon		-5.95
Bill Pmt -Check	23618	Hattenhauer Energy...		-183.68
Bill Pmt -Check	23619	PUD		-187.61
Bill Pmt -Check	23620	Sawyers Ace Hard...		-117.95
Bill Pmt -Check	23621	SDIS		-4,474.69
Bill Pmt -Check	23622	Staples Credit Plan		-226.54
Bill Pmt -Check	23623	The Dalles Disposal		-229.46
Check	EFT	Nebs		-413.66
Liability Check	EFT	Pers	02501	-2,217.13
Deposit			Deposit	890.00
Deposit			Deposit	285.00
Paycheck	23625	Gerald L. Rundell		-920.12
Paycheck	23624	Andrea L. Klaas		-2,968.99
Paycheck	23626	Kathleen M. Norton		-1,266.31
Paycheck	23627	Kathy J Ursprung		-1,350.19
Bill Pmt -Check	23628	Andrea Klaas		-91.56
Bill Pmt -Check	23629	At&t		-92.15
Bill Pmt -Check	23630	Cardmember Servic...		-276.06
Bill Pmt -Check	23631	David Griffith		-310.38
Bill Pmt -Check	23632	Dick, Dick & Corey, ...		-200.00
Bill Pmt -Check	23633	Gorge Networks		-162.19
Bill Pmt -Check	23634	Home Depot Credit ...		-2,030.93
Bill Pmt -Check	23635	oregon Government...		-380.09
Liability Check	EFT	Oregon Department...	0504064-4	-621.00
Liability Check	EFT	United States Treas...	93-6001833	-2,279.00
General Journal	AW			2,273.04
General Journal	AW			4,222.35
General Journal	AW		payroll	-5,781.15
General Journal	AW		payroll	1,793.80
General Journal	AW		payroll	0.00
General Journal	AW		payroll	3,987.35
Total General Checking				26,364.46
<b>Marina Checking</b>				
Bill Pmt -Check	23814	Dick, Dick & Corey, ...		-75.00
General Journal	AW			0.00
Total Marina Checking				-75.00

9:29 AM  
09/09/18  
Cash Basis

Port of The Dalles  
Account QuickReport  
As of August 31, 2018

Type	Num	Name	Memo	Paid Amount
<b>Port Develop. Checking</b>				
Transfer			Funds Transfer	-1,360,000.00
Bill Pmt -Check	22549	Minors International...		-35.00
Bill Pmt -Check	22550	Port Of The Dalles ...		-8.27
Bill Pmt -Check	22551	PUD		-237.13
Bill Pmt -Check	22552	Sawyers True Value		-50.98
Deposit			Deposit	759.07
Bill Pmt -Check	22553	Cardmember Servic...		-53.33
Bill Pmt -Check	22554	Dick, Dick & Corey, ...		-2,464.54
Bill Pmt -Check	22555	Kathy Ursprung		-142.92
Bill Pmt -Check	22556	Andrea Klaas		-63.24
General Journal	AW			-2,273.04
General Journal	AW			-4,222.35
Total Port Develop. Checking				-1,368,791.73
Total CSB Checking				-1,342,502.27
<b>TOTAL</b>				<b>-1,342,502.27</b>

9:31 AM

09/09/18

Cash Basis

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

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Begining Fund Balance	0.00	679,404.00	0.0%
Transient Moorage	1,242.50	2,000.00	62.1%
Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	2,936.84	12,000.00	24.5%
Prior Yr Property Tax	1,327.89	10,000.00	13.3%
Misc. Income	60.00	2,000.00	3.0%
lease-land/Facility	14,275.00	131,000.00	10.9%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
Marina Loan	0.00	11,621.00	0.0%
Property Tax	1,224.96	321,134.00	0.4%
Total Income	<u>21,067.19</u>	<u>1,200,109.00</u>	<u>1.8%</u>
Gross Profit	21,067.19	1,200,109.00	1.8%
Expense			
PERSONAL SERVICES-	39,501.41	191,501.00	20.6%
MATERIAL AND SERVICES-	15,878.79	173,250.00	9.2%
CAPITAL OUTLAYS-	2,030.93	180,000.00	1.1%
Total Expense	<u>57,411.13</u>	<u>544,751.00</u>	<u>10.5%</u>
Net Ordinary Income	-36,343.94	655,358.00	-5.5%
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>-36,343.94</u></u>	<u><u>305,358.00</u></u>	<u><u>-11.9%</u></u>

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

	Jul - Aug...	Budget	% of ...
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	679,404.00	0.0%
Transient Moorage			
Guests	1,242.50	2,000.00	62.1%
Total Transient Moorage	1,242.50	2,000.00	62.1%
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Total Map Grant	0.00	9,800.00	0.0%
Interest From Earnings	2,936.84	12,000.00	24.5%
Prior Yr Property Tax	1,327.89	10,000.00	13.3%
Misc. Income	60.00	2,000.00	3.0%
lease-land/Facility	14,275.00	131,000.00	10.9%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
Marina Loan	0.00	11,621.00	0.0%
Property Tax	1,224.96	321,134.00	0.4%
Total Income	21,067.19	1,200,109.00	1.8%
Gross Profit	21,067.19	1,200,109.00	1.8%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	0.00	10,000.00	0.0%
Salary- Exec. Director	16,666.68	75,000.00	22.2%
Maintenance Supervisor	5,250.00	30,000.00	17.5%
Admin/Marina Specialist	6,840.00	25,000.00	27.4%
Total Wages	28,756.68	140,000.00	20.5%
FICA-EMPLOYER	2,199.89	10,000.00	22.0%
PERS EMPLOYER	3,856.34	11,000.00	35.1%
Unemployment Payments	0.00	1.00	0.0%
WRKRS COMP EMPLOYER	18.88	2,500.00	0.8%
Payroll Expenses - Other	0.00		
Total Payroll Expenses	34,831.79	163,501.00	21.3%
Health Insurance	4,669.62	28,000.00	16.7%
Total PERSONAL SERVICES-	39,501.41	191,501.00	20.6%
MATERIAL AND SERVICES-			
Transient Moorage Expense			
Transient Moorage Utilities	73.65		
Total Transient Moorage Expense	73.65		
Contracted Service	2,040.00	25,000.00	8.2%
Account and Audit	0.00	10,000.00	0.0%
Develop and Comm	716.46	10,000.00	7.2%
Dues, Fees and Subscriptions	2,726.09	24,000.00	11.4%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	595.00	5,000.00	11.9%
Maintenance and Repair			
Weed Control/landscaping	752.15	15,000.00	5.0%
Shop	220.90	4,100.00	5.4%
Office	0.00	6,400.00	0.0%
Vehicle Expense			
Repair	24.98		
Gas	359.74		

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

	Jul - Aug...	Budget	% of ...
Vehicle Expense - Other	0.00	1,500.00	0.0%
Total Vehicle Expense	384.72	1,500.00	25.6%
Maintenance and Repair - Other	0.00	0.00	0.0%
Total Maintenance and Repair	1,357.77	27,000.00	5.0%
Launch Ramp			
Garbage	275.40		
Supplies	199.47	9,000.00	2.2%
Cleaning Service Launch Ramp	0.00	8,400.00	0.0%
Launch Ramp Water	268.59	1,400.00	19.2%
Launch Ramp Electric	61.30	1,200.00	5.1%
Launch Ramp - Other	0.00	0.00	0.0%
Total Launch Ramp	804.76	20,000.00	4.0%
Office Supplies	882.13	7,250.00	12.2%
Office Equipment	0.00	3,000.00	0.0%
Staff Development/Enhance	0.00	5,000.00	0.0%
Travel Expense	2,990.11	10,000.00	29.9%
Utilities			
Marina	0.00	1,000.00	0.0%
Industrial			
Industrial Water	181.85	2,000.00	9.1%
Total Industrial	181.85	2,000.00	9.1%
Office			
Water Office	472.43	2,000.00	23.6%
Office Electric	235.43	1,800.00	13.1%
Sewer Office	213.28	1,200.00	17.8%
Garbage Office	156.52	1,000.00	15.7%
Telephone	492.93	3,000.00	16.4%
Office - Other	0.00	0.00	0.0%
Total Office	1,570.59	9,000.00	17.5%
Total Utilities	1,752.44	12,000.00	14.6%
Marketing Expenses			
Travel	1,940.38		
Total Marketing Expenses	1,940.38		
Total MATERIAL AND SERVICES-	15,878.79	173,250.00	9.2%
CAPITAL OUTLAYS-			
Marina Expense			
Water System Improvement	0.00	150,000.00	0.0%
Total Marina Expense	0.00	150,000.00	0.0%
Building Improvements	2,030.93	30,000.00	6.8%
Total CAPITAL OUTLAYS-	2,030.93	180,000.00	1.1%
Total Expense	57,411.13	544,751.00	10.5%
Net Ordinary Income	-36,343.94	655,358.00	-5.5%
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%

9:32 AM

09/09/18

Cash Basis

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

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	<u>Jul - Aug...</u>	<u>Budget</u>	<u>% of ...</u>
Net Other Income	0.00	-350,000.00	0.0%
Net Income	<u>-36,343.94</u>	<u>305,358.00</u>	<u>-11.9%</u>



9:33 AM

09/09/18

Cash Basis

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

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	<u>Jul - ...</u>	<u>Budget</u>	<u>% of ...</u>
Ordinary Income/Expense			
Income			
Begining Fund Balance	0.00	53,594.00	0.0%
Interest From Earnings	191.26	991.00	19.3%
Total Income	<u>191.26</u>	<u>54,585.00</u>	<u>0.4%</u>
Gross Profit	191.26	54,585.00	0.4%
Expense			
MATERIAL AND SERVICES-	75.00	4,000.00	1.9%
Total Expense	<u>75.00</u>	<u>4,000.00</u>	<u>1.9%</u>
Net Ordinary Income	<u>116.26</u>	<u>50,585.00</u>	<u>0.2%</u>
Net Income	<u><u>116.26</u></u>	<u><u>50,585.00</u></u>	<u><u>0.2%</u></u>

**Port of The Dalles-PDF**  
**Profit & Loss Budget vs. Actual-Detail**  
**July through August 2018**

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>% of ...</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Beginning Fund Balance	0.00	2,910,307.00	0.0%
Interest From Earnings	13,604.43	53,841.00	25.3%
Interest From Contracts			
V&G	1,152.20		
Interest From Contracts - Other	0.00	5,000.00	0.0%
<b>Total Interest From Contracts</b>	<b>1,152.20</b>	<b>5,000.00</b>	<b>23.0%</b>
matching grants	0.00	250,000.00	0.0%
Land Sales			
V&G	365.94		
Land Sales - Other	1,304,285.00	805,000.00	162.0%
<b>Total Land Sales</b>	<b>1,304,650.94</b>	<b>805,000.00</b>	<b>162.1%</b>
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
<b>Total Income</b>	<b>1,319,407.57</b>	<b>4,063,458.00</b>	<b>32.5%</b>
<b>Gross Profit</b>	<b>1,319,407.57</b>	<b>4,063,458.00</b>	<b>32.5%</b>
<b>Expense</b>			
<b>PERSONAL SERVICES-</b>			
Payroll Expenses			
Wages			
Marketing/Communications	7,833.32	42,000.00	18.7%
Salary- Exec. Director	0.00	25,000.00	0.0%
Maintenance Supervisor	0.00	5,000.00	0.0%
Admin/Marina Specialist	0.00	15,000.00	0.0%
<b>Total Wages</b>	<b>7,833.32</b>	<b>87,000.00</b>	<b>9.0%</b>
FICA-EMPLOYER	599.24	8,000.00	7.5%
PERS EMPLOYER	0.00	7,000.00	0.0%
WRKRS COMP EMPLOYER	10.82	120.00	9.0%
Payroll Expenses - Other	0.00		
<b>Total Payroll Expenses</b>	<b>8,443.38</b>	<b>102,120.00</b>	<b>8.3%</b>
Health Insurance	4,547.12	21,053.00	21.6%
<b>Total PERSONAL SERVICES-</b>	<b>12,990.50</b>	<b>123,173.00</b>	<b>10.5%</b>
<b>MATERIAL AND SERVICES-</b>			
Land Sales			
Land Sales Closing Cost	0.00	10,000.00	0.0%
Land Sale Commissions	0.00	20,000.00	0.0%
<b>Total Land Sales</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.0%</b>
Contracted Service	0.00	35,000.00	0.0%
Account and Audit	0.00	10,000.00	0.0%
Develop and Comm	0.00	2,500.00	0.0%
Legal	4,774.54	20,000.00	23.9%
Maintenance and Repair			
Weed Control/landscaping	2,519.00		
Shop	50.98		
<b>Total Maintenance and Repair</b>	<b>2,569.98</b>		
Office Supplies	0.00	2,000.00	0.0%
Utilities			
Industrial			
Industrial Water	0.00	1,500.00	0.0%
<b>Total Industrial</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.0%</b>
Office			

**Port of The Dalles-PDF**  
**Profit & Loss Budget vs. Actual-Detail**  
**July through August 2018**

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>% of ...</u>
Telephone	136.98		
Total Office	136.98		
Total Utilities	136.98	1,500.00	9.1%
Marketing Expenses			
Media/Promo	959.07	30,000.00	3.2%
Travel	548.09	20,000.00	2.7%
Marketing Expenses - Other	98.24		
Total Marketing Expenses	1,605.40	50,000.00	3.2%
Total MATERIAL AND SERVICES-	9,086.90	151,000.00	6.0%
CAPITAL OUTLAYS-			
Engineering/Consultants	0.00	100,000.00	0.0%
Land Acquisition/Development	526.62	3,000,000.00	0.0%
PDF- Facility Improvements	0.00	10,000.00	0.0%
Partnership Projects	0.00	300,000.00	0.0%
Total CAPITAL OUTLAYS-	526.62	3,410,000.00	0.0%
Total Expense	22,604.02	3,684,173.00	0.6%
Net Ordinary Income	1,296,803.55	379,285.00	341.9%
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	0.00	150,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	0.00	200,000.00	0.0%
Net Other Income	0.00	100,000.00	0.0%
Net Income	<u>1,296,803.55</u>	<u>479,285.00</u>	<u>270.6%</u>

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

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>% of B...</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Beginning Fund Balance	0.00	2,910,307.00	0.0%
Interest From Earnings	13,604.43	53,841.00	25.3%
Interest From Contracts	1,152.20	5,000.00	23.0%
matching grants	0.00	250,000.00	0.0%
Land Sales	1,304,650.94	805,000.00	162.1%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
<b>Total Income</b>	<u>1,319,407.57</u>	<u>4,063,458.00</u>	<u>32.5%</u>
<b>Gross Profit</b>	1,319,407.57	4,063,458.00	32.5%
<b>Expense</b>			
PERSONAL SERVICES-	12,990.50	123,173.00	10.5%
MATERIAL AND SERVICES-	9,086.90	151,000.00	6.0%
CAPITAL OUTLAYS-	526.62	3,410,000.00	0.0%
<b>Total Expense</b>	<u>22,604.02</u>	<u>3,684,173.00</u>	<u>0.6%</u>
<b>Net Ordinary Income</b>	1,296,803.55	379,285.00	341.9%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
transfer from other funds	0.00	300,000.00	0.0%
<b>Total Other Income</b>	0.00	300,000.00	0.0%
<b>Other Expense</b>			
Other financing use	0.00	0.00	0.0%
Transfer to Other Funds	0.00	0.00	0.0%
Other Debt Service	0.00	150,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
<b>Total Other Expense</b>	0.00	200,000.00	0.0%
<b>Net Other Income</b>	0.00	100,000.00	0.0%
<b>Net Income</b>	<u><u>1,296,803.55</u></u>	<u><u>479,285.00</u></u>	<u><u>270.6%</u></u>

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: September 12, 2018

Subject: G-1.) PUD Update

Update on Lot 3 Agreement.

- Tract A completion, Tract B improvements completed.
- Need to finalize item 3.8 Easement (feeder getaways across Tract B).
- NWCPUD Volunteer Day plantings around parking lot perimeter.

# PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: September 12, 2018

Subject: G-2.) Staff Report

**1. Projects Update:**

- a. None at this time

**2. Marina:**

- a. The new Guest Moorage pump-out/dump station has arrived. We are waiting on the installation estimate from Alpine Plumbing and Mechanical.
- b. There are quite a few dockings scheduled at the Port Launch Ramp dock for the smaller cruise ships. A couple of days have multiple dockings – the Captains work out the logistics. A calendar of the dockings for September and October is included.

**3. Klindt Cove Kiwanis Park:**

- a. The kind donation of fill from Crestline Construction has caused a lengthy delay in City Planning approval to proceed. Early August the City sent a list of conditions to be met regarding the fill dirt before approving the project to move forward. Working with Tennison Engineering and Jordan/Chelsa landscaping we resubmitted plans. Last week City Planning responded with additional conditions. Ben at Tennison is working with Hage Electric and Crestline to get the latest information. I have shared with the City and Tennison that we are now running out of time. The State Parks grant that is to fund the first phase of the project – the parking lot and seeding of the rest of the land – will expire the end of October.
- b. We received the PUD grant for electrical work at the Park. Hage Electric has been told they can proceed with the portion of their project that is not connected with the parking lot – mainly heat in the restrooms.

**4. Gorge Works:**

- a. The 2018 pilot of Gorge Works is now complete and we are quickly launching into planning for 2019. We received good feedback from our interns, which will drive some modifications to our Professional Development Workshops, including more networking opportunities. Andrea and I discussed how the Port and the college can collaborate on this project for 2019 with Dan Spatz and the new president, Marta Cronin. We may also try to bring other partners into the process. Met with The Dalles High School officials to talk about outcomes of Gorge Works and how high school students can be better prepared for careers with local businesses. Meeting with Google management Sept. 6 to see how they can be involved. Also attended the Grow with Google event at the Readiness Center to promote Gorge works.

**5. Airport Marketing:**

- a. Met with Chuck Covert and Matthew Klebes Oct. 30 to discuss marketing next steps. Chuck will be using the Port video in the terminal lobby. We plan to help develop a strategic marketing plan for the airport so that they have a better direction for their marketing efforts. Timeline TBD

**6. Port Marketing:**

- a. Sent out a newsletter August 17. Working with various parties on property interests, as usual.

**7. Other:**

- a. Jerry Rundell retired on August 31, 2018 after 30 with the Port. Jerry has agreed to come in a couple hours a day/couple days a week to make sure the industrial center irrigation is working and will be available if needed for emergencies until Andrea returns.
- b. Because of the issues with the river water in the industrial center irrigation we applied to the City for a new service connection that will allow us to move the irrigation system over to the city water system. The installation estimate from Ray Johnson, Water Distribution Manager quoted the installation cost at \$1,992.44. The SDC fee for 1 ½" service connection is \$9,268.00. Andrea contacted Dawn Hert at City Planning to see if the City would waive the SDC fee. Dawn's response was that as a non-profit, we could make a request to City Council for up to a 50% reduction of the fee.

**UPCOMING MEETINGS / EVENTS / DATES:**

- October 10, 2018: Port Commission Meeting – Port Office, 7:00PM

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: September 12, 2018

Subject: G-3.) Reports of Committees

a) Chamber of Commerce – Griffith:

b) Dufur – Wallace:

c) Wasco EDC – Ursprung:

d) Urban Renewal – Coburn:

e) COT – Weast/Klaas: