

NEWS

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FOR IMMEDIATE RELEASE
Contact: Andrea Klaas

Date: March 6, 2017

Port of The Dalles Commission to Hold Meeting

The Port of The Dalles will hold a Regular Board of Commissioners Meeting Wednesday, March 8, 2017 at The Port of The Dalles Administration Office, 3636 Klindt Dr., The Dalles, Oregon. The meeting will begin at 7:00PM. The Commission will hold a Strategic Planning Session before the regular meeting from 4:00PM-6:00PM. The Commission will dine at the Port Office before the regular meeting.

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

1. Approve Resolution #2017-002
2. Written comments to Gorge Commission about management plan changes
3. Staff Reports
4. Committee Representative Reports

PORT OF THE DALLES
March 8, 2017 Meeting Agenda
7:00PM – Port of The Dalles Office

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. AGENDA CORRECTIONS or ADDITIONS

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

1. The Dalles Main Street BR&E Program Presentation

E. PORT CALENDAR/EVENTS

F. ACTION ITEMS:

1. Approve February 15, 2017 Regular Meeting Minutes
2. Approve February, 2017 Financial Reports
3. Ratifying extension for closing for BKB Management from March 1, 2017 to May 1, 2017.
4. Written comments from Port to Gorge Commission about management plan changes.
5. Approve Resolution 2017-002: A resolution to authorize the transfer of funds between Departments of the General Fund, the Port Development Fund and the Marina Fund of the Port of The Dalles Budget, making appropriations and authorizing expenditures for the fiscal year ending June 30, 2017.
6. Approve Funding for Wetlands Delineation renewal-Columbia Gorge Industrial Center

G. STAFF REPORT

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

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

I. COMMISSION CALL

1. President
2. Other Commissioner business

March 2017

February 2017

S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
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26	27	28				

March 2017

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April 2017

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30						

■ ALK work

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
		7:45 PM Science Area 2017 Listening Meeting	7:45 AM Melissa Bentley 9:00 AM Mathew, Jeremiah 11:30 AM Suzie Shin	Ports Day at the Capitol		
5	6	7	8	9	10	11
	10:00 AM Bruce Lumper - Riverfront Trail		Appoint Budget Officer 7:30 AM Gorge Admin Breakfast 5:00 PM Port Meeting	Salem Gorgeous Night Out 1:00 PM UPRR Meeting	7:00 AM Chamber Econ. Dev 9:00 AM ALK out 10:00 AM KODL Coffee Break	... ALK out
12	13	14	15	16	17	18
... ALK out	8:30 AM KJHR Radio 6:00 PM Co-op Meeting			9:00 AM SEL190 due at Clerk's office		
19	20	21	22	23	24	25
					12:00 PM COT	Stay at Capital Hilton 10:00 AM Flight to Washington, D.C.
26	27	28	29	30	31	
Stay at Capital Hilton						

April 2017

March 2017

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April 2017

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May 2017

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21	22	23	24	25	26	27
28	29	30	31			

■ ALK work

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 stay at Capital Hill	2	3	4	5	6	7
				SDAO/SDIS joint meeting		11:00 AM IFA Salem	8
4/41	9 8:30 AM KIHR Radio	10	11 5:00 PM Port Meeting	12	13 7:00 AM Chamber Econ. Dev 10:00 AM KODL Coffee Break	14	15
	16	17	18	19	20	21	22
	23	24	25	26 9:30 AM DR OR Brand meeting	27 11:00 AM Drive OR 12:00 PM COT	28	29
	30	1	2	3	4	5	6

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: March 8, 2017

Subject: F -1.) Meeting Minutes

Background:

- February 15, 2017 Regular Meeting Minutes

Staff Recommendation:

Motion to approve February 15, 2017 Regular Meeting Minutes as presented

Fiscal Impact: None

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
February 15, 2017
Port of The Dalles

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, David Griffith, Kristi Timmons, Staci Coburn

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

Guests: None

Pledge of Allegiance: Commissioner Griffith

AGENDA CORRECTIONS or ADDITIONS

None at this time

7:00 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.

7:25PM – Back to Regular Session

VISITOR BUSINESS (for items not already on the agenda)

None at this time

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the February and March 2017 calendars. By consensus the Commission changed the time of the March 8th meeting to 4:00PM to allow for a Planning Session before dinner.

ACTION ITEMS

1. **January 11, 2017 Regular Meeting Minutes approved as presented.**
2. **January, 2017 Financial Reports reviewed and approved as presented.**

STAFF REPORT

1. *SDAO Conference Reports* – Board Members and Staff reported on the SDAO conference sessions they attended.
2. *Director's Report* – Andrea Klaas provided full report in meeting packet. Met with Angie Brewer, Wasco County Planning Director to talk about the Scenic Area Management Plan update. It is very important that folks show up and voice their thoughts at the February 28, 2017 meeting; Sale to V&G-Lot 9A closed; Switching phone system and internet from CenturyLink to GorgeNet; PUD substation lot line adjustment completed; Working with Matthew Klebes to see where the Port's plan and the City's plan may align; Marina

transitioning to The Dalles Marina LLC is going well; Wasco EDC finalized their project list for 2017; Outreach Team preparing for March DC trip; Office Kitchen is under renovation, received a grant to reroof damaged portion of office roof and have budgeted money to paint the exterior of the building; Kathy N is working with Oregon State Marine Board for grant funds to have the marina parking lot seal coated and restriped; attended a Regional Solutions presentation about the Coordinated Care Organization health report that talked about health care needs in the region.

3. *Marketing & Communications Update:* Kathy Ursprung provided full report in meeting packet. Recruitment & Creation – Wetlands: Wetlands delineation for the CGIC is due for renewal this summer; Food Businesses: Some positive interest in our project from grantors. Grant should be written and filed by the end of February; Industrial Center Entrance: The sign is ready, waiting on the weather to put the finishing touches on the walls; Marketing Materials: Updating marketing materials to better reflect current land availability; Developed and delivered a SWOT presentation for the MCEDD Comprehensive Economic Development Strategy meeting; Retention-Met with Crestline, Meadow Outdoor Advertising and Cherry Growers discussions included workforce issues; Dufur Community Visioning-Draft strategic plan is complete and will go before Dufur Chamber for review n Feb 23, 2017; Regional Planning-Continuing to participate in MCDD strategy process.
4. *Special Projects Update:* Kathy Norton provided full report in meeting packet. Marina management transfer continues to go well; Dog Park-off leash park on hold until spring; Klindt Cove Park-We got the State Parks grant. Will meet with Parks District to create final design; Main St- Jeremiah Paulson selected as new Executive Director; Oregon State Marina Board Grant-applying for grant funds to reseal the public side of the Marina parking lot and replace damaged restroom doors; Kitchen remodel-working with Adams Design to renovate the office kitchen.
 - a) Urban Renewal – Commissioner Coburn: Unable to attend 1/31/2017 meeting. Approved Chamber ADA entry & façade funding request.
 - b) Chamber of Commerce: Commissioner Griffith: Urban Renewal funding request approved, holding strategy sessions.
 - c) Wasco EDC – Kathy Ursprung: Approved 2017 Priority Projects.
 - d) COT – Greg Weast/Andrea Klaas: Andrea, Greg, Dan Spatz and Darcy Long-Curtis will be the team going to DC in March.

DECISIONS FROM EXECUTIVE SESSION

None

COMMISSION CALL

1. President G. Weast: Encouraged Board members and staff to review SDAO conference notes.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 8:25PM.

PORT OF THE DALLES:

ATTEST:

Greg Weast, President
Board of Commissioners

David A. Griffith, Secretary
Board of Commissioners

DATE APPROVED:
Prepared by: K.Norton

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: March 8, 2017

Subject: F -2.) Financial Reports

Background:

Overall this was a fairly quiet month. We are starting spring weed spraying with Cascade Vegetation Management and we have switched out phone and internet service from Century Link to Gorge Networks, so this will be the last time you see Century Link on the quick report. The payment to Nebs was for new checks. Current LGIP interest rate 1.15%.

Staff Recommendation:

Motion to approve the February 2017 Financials as presented.

Fiscal Impact: None

10:25 AM
03/05/17
Cash Basis

Port of The Dalles
Balance Sheet by Class
As of February 28, 2017

	General F...	Marina F...	Port Develo...	Unc...	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
CD					
CD#1-8599	0.00	0.00	200,226.66	0.00	200,226.66
CD#2-8639	0.00	0.00	500,188.56	0.00	500,188.56
CD#3-1850	0.00	0.00	500,221.36	0.00	500,221.36
CD#4-1854	0.00	0.00	1,000,696.28	0.00	1,000,696.28
CD#6-1874	0.00	0.00	2,003,306.79	0.00	2,003,306.79
Total CD	0.00	0.00	4,204,639.65	0.00	4,204,639.65
Cash-County Treasurer	-1,856.21	0.00	0.00	0.00	-1,856.21
CSB Checking					
General Checking	32,379.99	0.00	0.00	0.00	32,379.99
Marina Checking	0.00	16,169.94	0.00	0.00	16,169.94
Port Develop. Checking	0.00	0.00	-3,695.10	0.00	-3,695.10
Total CSB Checking	32,379.99	16,169.94	-3,695.10	0.00	44,854.83
LGIP					
Marina Services	0.00	106,555.30	0.00	0.00	106,555.30
Port Develop	0.00	0.00	133,844.69	0.00	133,844.69
General	636,374.63	0.00	0.00	0.00	636,374.63
Total LGIP	636,374.63	106,555.30	133,844.69	0.00	876,774.62
Petty Cash	116.29	28.54	46.95	0.00	191.78
Total Checking/Savings	667,014.70	122,753.78	4,334,836.19	0.00	5,124,604.67
Accounts Receivable					
Accounts Receivable					
General	3,388.17	0.00	0.00	0.00	3,388.17
Marina	0.00	-262.76	0.00	0.00	-262.76
Port Development.	0.00	0.00	-1.08	0.00	-1.08
Total Accounts Receivable	3,388.17	-262.76	-1.08	0.00	3,124.33
Total Accounts Receivable	3,388.17	-262.76	-1.08	0.00	3,124.33
Total Current Assets	670,402.87	122,491.02	4,334,835.11	0.00	5,127,729.00
TOTAL ASSETS	670,402.87	122,491.02	4,334,835.11	0.00	5,127,729.00
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
Payroll Liabilities					
P/R Taxes Payable- Pers	207.36	0.00	0.00	0.00	207.36
Payroll Liabilities - Other	73.45	0.00	0.00	0.00	73.45
Total Payroll Liabilities	280.81	0.00	0.00	0.00	280.81
Total Other Current Liabilities	280.81	0.00	0.00	0.00	280.81
Total Current Liabilities	280.81	0.00	0.00	0.00	280.81
Total Liabilities	280.81	0.00	0.00	0.00	280.81
Equity					
Prior Period Adjustment	-153,372.59	-12,831.28	1,000,409.65	0.00	834,205.78
Fund Balance					
Unrestricted	646,547.76	-0.14	4,556,339.12	0.00	5,202,886.74
Fund Balance - Other	2,046.82	0.00	0.00	0.00	2,046.82
Total Fund Balance	648,594.58	-0.14	4,556,339.12	0.00	5,204,933.56

10:25 AM
03/05/17
Cash Basis

Port of The Dalles
Balance Sheet by Class
As of February 28, 2017

	<u>General F...</u>	<u>Marina F...</u>	<u>Port Develo...</u>	<u>Unc...</u>	<u>TOTAL</u>
Opening Bal Equity	-548,947.89	-103,359.06	-5,462,572.99	0.00	-6,114,879.94
Unrestricted Net Assets	68,738.52	117,106.84	-40,160.96	0.00	145,684.40
Net Income	655,109.44	121,574.62	4,280,820.27	0.00	5,057,504.33
Total Equity	<u>670,122.06</u>	<u>122,490.98</u>	<u>4,334,835.09</u>	<u>0.00</u>	<u>5,127,448.13</u>
TOTAL LIABILITIES & EQUITY	<u>670,402.87</u>	<u>122,490.98</u>	<u>4,334,835.09</u>	<u>0.00</u>	<u>5,127,728.94</u>
UNBALANCED CLASSES	0.00	0.04	0.02	0.00	-0.06

10:18 AM
 03/05/17
 Cash Basis

Port of The Dalles
Monthly Activity Report by Fund
February 2017

	<u>General ...</u>	<u>Marina F...</u>	<u>Port Dev...</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
Interest From Earnings	604.10	94.01	246.78	944.89
Prior Yr Property Tax	366.13	0.00	0.00	366.13
Property Tax	668.10	0.00	0.00	668.10
Total Income	<u>1,638.33</u>	<u>94.01</u>	<u>246.78</u>	<u>1,979.12</u>
Gross Profit	1,638.33	94.01	246.78	1,979.12
Expense				
PERSONAL SERVICES-				
Payroll Expenses				
Wages				
Marketing/Communications	0.00	0.00	3,916.66	3,916.66
Salary- Exec. Director	0.00	0.00	8,333.34	8,333.34
Maintenance Supervisor	2,625.00	0.00	0.00	2,625.00
Admin/Marina Specialist	2,888.00	0.00	0.00	2,888.00
Total Wages	<u>5,513.00</u>	<u>0.00</u>	<u>12,250.00</u>	<u>17,763.00</u>
FICA-EMPLOYER	421.74	0.00	937.13	1,358.87
PERS EMPLOYER	356.01	0.00	0.00	356.01
WRKRS COMP EMPLOYER	6.72	0.00	6.99	13.71
Payroll Expenses - Other	33.08	0.00	18.50	51.58
Total Payroll Expenses	<u>6,330.55</u>	<u>0.00</u>	<u>13,212.62</u>	<u>19,543.17</u>
Health Insurance	1,092.75	0.00	2,274.08	3,366.83
Total PERSONAL SERVICES-	<u>7,423.30</u>	<u>0.00</u>	<u>15,486.70</u>	<u>22,910.00</u>
MATERIAL AND SERVICES-				
Transient Moorage Expense				
Transient Moorage Utilities	15.00	0.00	0.00	15.00
Total Transient Moorage Expense	<u>15.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15.00</u>
Contracted Service	1,032.74	0.00	0.00	1,032.74
Develop and Comm	325.00	0.00	31.90	356.90
Dues, Fees and Subscriptions	10.50	0.00	0.00	10.50
Insurance-Liability	185.00	0.00	0.00	185.00
Legal	0.00	0.00	2,570.00	2,570.00
Maintenance and Repair				
Weed Control/landscaping	5,300.00	0.00	0.00	5,300.00
Shop	193.47	0.00	0.00	193.47
Office	182.28	0.00	0.00	182.28
Vehicle Expense				
Repair	153.92	0.00	0.00	153.92
Gas	289.16	0.00	0.00	289.16
Total Vehicle Expense	<u>443.08</u>	<u>0.00</u>	<u>0.00</u>	<u>443.08</u>
Total Maintenance and Repair	<u>6,118.83</u>	<u>0.00</u>	<u>0.00</u>	<u>6,118.83</u>
Launch Ramp				
Launch Ramp Water	125.27	0.00	0.00	125.27
Launch Ramp Electric	240.52	0.00	0.00	240.52
Total Launch Ramp	<u>365.79</u>	<u>0.00</u>	<u>0.00</u>	<u>365.79</u>
Office Supplies	737.43	0.00	0.00	737.43
Travel Expense	4,901.14	0.00	0.00	4,901.14
Utilities				
Office				
Water Office	156.94	0.00	0.00	156.94
Office Electric	482.94	0.00	0.00	482.94
Garbage Office	76.59	0.00	0.00	76.59
Telephone	493.90	0.00	0.00	493.90
Total Office	<u>1,210.37</u>	<u>0.00</u>	<u>0.00</u>	<u>1,210.37</u>
Total Utilities	<u>1,210.37</u>	<u>0.00</u>	<u>0.00</u>	<u>1,210.37</u>

10:18 AM
03/05/17
Cash Basis

Port of The Dalles
Monthly Activity Report by Fund
February 2017

	<u>General ...</u>	<u>Marina F...</u>	<u>Port Dev...</u>	<u>TOTAL</u>
Marketing Expenses				
Media/Promo	0.00	0.00	42.98	42.98
Travel	84.00	0.00	2,660.53	2,744.53
Total Marketing Expenses	<u>84.00</u>	<u>0.00</u>	<u>2,703.51</u>	<u>2,787.51</u>
Total MATERIAL AND SERVICES-	14,985.80	0.00	5,305.41	20,291.21
CAPITAL OUTLAYS-				
Land Acquisition/Development	0.00	0.00	32.00	32.00
Total CAPITAL OUTLAYS-	<u>0.00</u>	<u>0.00</u>	<u>32.00</u>	<u>32.00</u>
Total Expense	<u>22,409.10</u>	<u>0.00</u>	<u>20,824.11</u>	<u>43,233.21</u>
Net Ordinary Income	<u>-20,770.77</u>	<u>94.01</u>	<u>-20,577.33</u>	<u>-41,254.09</u>
Net Income	<u><u>-20,770.77</u></u>	<u><u>94.01</u></u>	<u><u>-20,577.33</u></u>	<u><u>-41,254.09</u></u>

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-SUMMARY
 July 2016 through February 2017

	<u>Jul '16 - F...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Begining Fund Balance	548,947.89	521,654.00	105.2%
Transient Moorage	1,004.00	2,000.00	50.2%
Map Grant	9,800.00	9,800.00	100.0%
Interest From Earnings	4,579.11	2,608.00	175.6%
Prior Yr Property Tax	9,114.45	12,000.00	76.0%
Interest From Contracts	0.00	1,889.00	0.0%
Flex/Tenant Bldg Const-Ln/Grant	0.00	100,000.00	0.0%
Misc. Income	2,072.85	100.00	2,072.9%
lease-land/Facility	25,963.49	30,064.00	86.4%
SDAO Grant	6,000.00	5,000.00	120.0%
Airport Well	0.00	497.00	0.0%
Marina Loan	0.00	9,733.00	0.0%
Property Tax	277,186.64	285,632.00	97.0%
Total Income	<u>884,668.43</u>	<u>980,977.00</u>	<u>90.2%</u>
Gross Profit	884,668.43	980,977.00	90.2%
Expense			
PERSONAL SERVICES-	91,168.25	123,601.00	73.8%
MATERIAL AND SERVICES-	87,105.06	160,000.00	54.4%
CAPITAL OUTLAYS-	51,285.68	162,000.00	31.7%
Total Expense	<u>229,558.99</u>	<u>445,601.00</u>	<u>51.5%</u>
Net Ordinary Income	655,109.44	535,376.00	122.4%
Other Income/Expense			
Other Income			
transfer from other funds	0.00	0.00	0.0%
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Other Expense			
Transfer to Other Funds	0.00	150,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>200,000.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>-200,000.00</u>	<u>0.0%</u>
Net Income	<u><u>655,109.44</u></u>	<u><u>335,376.00</u></u>	<u><u>195.3%</u></u>

10:30 AM
03/05/17
Cash Basis

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
July 2016 through February 2017

	Jul '16 - F...	Budget	% of Budget
Ordinary Income/Expense			
Income			
Beginning Fund Balance	548,947.89	521,654.00	105.2%
Transient Moorage			
Guests	1,004.00	2,000.00	* 50.2%
Total Transient Moorage	1,004.00	2,000.00	50.2%
Map Grant			
Launch Ramp	9,800.00	9,800.00	100.0%
Total Map Grant	9,800.00	9,800.00	100.0%
Interest From Earnings	4,579.11	2,608.00	175.6%
Prior Yr Property Tax	9,114.45	12,000.00	76.0%
Interest From Contracts			
Marina Loan	0.00	1,889.00	0.0%
Total Interest From Contracts	0.00	1,889.00	0.0%
Flex/Tenant Bldg Const-Ln/Grant	0.00	100,000.00	0.0%
Misc. Income	2,072.85	100.00	2,072.9%
lease-land/Facility	25,963.49	30,064.00	86.4%
SDAO Grant	6,000.00	5,000.00	120.0%
Airport Well	0.00	497.00	0.0%
Marina Loan	0.00	9,733.00	0.0%
Property Tax	277,186.64	285,632.00	97.0%
Total Income	884,668.43	980,977.00	90.2%
Gross Profit	884,668.43	980,977.00	90.2%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	178.03	5,100.00	3.5%
Salary- Exec. Director	38,494.35	42,000.00	91.7%
Maintenance Supervisor	14,882.46	17,000.00	87.5%
Admin/Marina Specialist	16,492.00	22,000.00	75.0%
Total Wages	70,046.84	86,100.00	81.4%
FICA-EMPLOYER	5,358.53	13,000.00	41.2%
PERS EMPLOYER	2,618.55	4,000.00	65.5%
Unemployment Payments	0.00	1.00	0.0%
WRKRS COMP EMPLOYER	1,944.34	2,500.00	77.8%
Payroll Expenses - Other	85.89		
Total Payroll Expenses	80,054.15	105,601.00	75.8%
Health Insurance	11,114.10	18,000.00	61.7%
Total PERSONAL SERVICES-	91,168.25	123,601.00	73.8%
MATERIAL AND SERVICES-			
Transient Moorage Expense			
Transient Moorage Utilities	135.69	1,000.00	13.6%
Total Transient Moorage Expense	135.69	1,000.00	13.6%
Contracted Service	5,046.74	23,000.00	21.9%
Account and Audit	15,191.00	20,000.00	76.0%
Develop and Comm	2,617.62	10,000.00	26.2%
Dues, Fees and Subscriptions	7,270.12	10,000.00	72.7%
Insurance-Liability	10,486.00	15,000.00	69.9%
Legal	2,110.00	5,000.00	42.2%
Maintenance and Repair			
Weed Control/landscaping	9,435.83	12,000.00	78.6%
Shop	1,451.14	4,100.00	35.4%
Office	6,311.00	6,400.00	98.6%
Vehicle Expense			
Repair	471.86	1,000.00	47.2%
Gas	1,012.83	1,500.00	67.5%

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
 July 2016 through February 2017

	Jul '16 - F...	Budget	% of Budget
Total Vehicle Expense	1,484.69	2,500.00	59.4%
Maintenance and Repair - Other	145.44	0.00	100.0%
Total Maintenance and Repair	18,828.10	25,000.00	75.3%
Launch Ramp			
Supplies	521.95	300.00	174.0%
Cleaning Service Launch Ramp	0.00	8,400.00	0.0%
Launch Ramp Water	947.46	1,800.00	52.6%
Launch Ramp Garbage	40.00		
Launch Ramp Electric	669.77	1,500.00	44.7%
Launch Ramp - Other	0.00	0.00	0.0%
Total Launch Ramp	2,179.18	12,000.00	18.2%
Office Supplies	5,949.22	5,000.00	119.0%
Office Equipment	0.00	3,000.00	0.0%
Staff Development/Enhance	2,044.50	5,000.00	40.9%
Travel Expense	5,391.36	10,000.00	53.9%
Utilities			
Industrial			
Industrial Water	450.55	4,000.00	11.3%
Total Industrial	450.55	4,000.00	11.3%
Office			
Water Office			
Shop	1,118.25		
Water Office - Other	714.40	3,000.00	23.8%
Total Water Office	1,832.65	3,000.00	61.1%
Office Electric	1,673.08	1,900.00	88.1%
Garbage Office	607.80	900.00	67.5%
Telephone	5,291.45	6,200.00	85.3%
Office - Other	0.00	0.00	0.0%
Total Office	9,404.98	12,000.00	78.4%
Total Utilities	9,855.53	16,000.00	61.6%
Total MATERIAL AND SERVICES-	87,105.06	160,000.00	54.4%
CAPITAL OUTLAYS-			
Land Acquisition/Development	0.00	100,000.00	0.0%
Marina Expense			
Water System Improvement	51,285.68	50,000.00	102.6%
Total Marina Expense	51,285.68	50,000.00	102.6%
Building Improvements	0.00	12,000.00	0.0%
Total CAPITAL OUTLAYS-	51,285.68	162,000.00	31.7%
Total Expense	229,558.99	445,601.00	51.5%
Net Ordinary Income	655,109.44	535,376.00	122.4%
Other Income/Expense			
Other Income			
transfer from other funds			
General Fund	0.00	0.00	0.0%
Total transfer from other funds	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Other Expense			
Transfer to Other Funds	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%

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Cash Basis

Port of The Dalles-GENERAL
Profit & Loss Budget vs. Actual-DETAIL
July 2016 through February 2017

	<u>Jul '16 - F...</u>	<u>Budget</u>	<u>% of Budget</u>
Net Other Income	0.00	-200,000.00	0.0%
Net Income	<u>655,109.44</u>	<u>335,376.00</u>	<u>195.3%</u>

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 Cash Basis

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-SUMMARY
 July 2016 through February 2017

	<u>Jul '16 - Feb 17</u>	<u>Budget</u>	<u>% of B...</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	5,462,572.99	5,539,769.00	98.6%
Interest From Earnings	12,355.56	27,699.00	44.6%
Interest From Contracts	3,162.45	11,046.00	28.6%
Loan	0.00	112,500.00	0.0%
matching grants	7,716.00	250,000.00	3.1%
Airport Well	0.00	0.00	0.0%
Land Sales	140,488.75	800,000.00	17.6%
Principal from Contract Sales	0.00	32,848.00	0.0%
Total Income	<u>5,626,295.75</u>	<u>6,773,862.00</u>	<u>83.1%</u>
Gross Profit	5,626,295.75	6,773,862.00	83.1%
Expense			
PERSONAL SERVICES-	76,975.04	133,709.00	57.6%
MATERIAL AND SERVICES-	30,232.62	184,200.00	16.4%
CAPITAL OUTLAYS-	1,051,227.07	5,360,000.00	19.6%
Total Expense	<u>1,158,434.73</u>	<u>5,677,909.00</u>	<u>20.4%</u>
Net Ordinary Income	4,467,861.02	1,095,953.00	407.7%
Other Income/Expense			
Other Expense			
Other Debt Service	187,040.75	150,000.00	124.7%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	<u>187,040.75</u>	<u>200,000.00</u>	<u>93.5%</u>
Net Other Income	<u>-187,040.75</u>	<u>-200,000.00</u>	<u>93.5%</u>
Net Income	<u><u>4,280,820.27</u></u>	<u><u>895,953.00</u></u>	<u><u>477.8%</u></u>

Port of The Dalles-PDF
Profit & Loss Budget vs. Actual-DETAIL
 July 2016 through February 2017

	<u>Jul '16 - Fe...</u>	<u>Budget</u>	<u>% of B...</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	5,462,572.99	5,539,769.00	98.6%
Interest From Earnings	12,355.56	27,699.00	44.6%
Interest From Contracts			
CCC#5-CPDLLC	68.71	480.42	14.3%
Tum-A-Lum	3,093.74	4,097.97	75.5%
Interest From Contracts - Other	0.00	6,467.61	0.0%
Total Interest From Contracts	<u>3,162.45</u>	<u>11,046.00</u>	<u>28.6%</u>
Loan	0.00	112,500.00	0.0%
matching grants	7,716.00	250,000.00	3.1%
Airport Well	0.00	0.00	0.0%
Land Sales			
CCC#4-CPDLLC	0.00	0.00	0.0%
CCC#5-CPDLLC	13,744.67	0.00	100.0%
Tum-A-Lum	106,767.83	0.00	100.0%
Land Sales - Other	19,976.25	800,000.00	2.5%
Total Land Sales	<u>140,488.75</u>	<u>800,000.00</u>	<u>17.6%</u>
Principal from Contract Sales	0.00	32,848.00	0.0%
Total Income	<u>5,626,295.75</u>	<u>6,773,862.00</u>	<u>83.1%</u>
Gross Profit	5,626,295.75	6,773,862.00	83.1%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Marketing/Communications	31,155.25	45,900.00	67.9%
Salary- Exec. Director	23,342.81	42,000.00	55.6%
Maintenance Supervisor	0.00	5,000.00	0.0%
Admin/Marina Specialist	0.00	7,000.00	0.0%
Total Wages	<u>54,498.06</u>	<u>99,900.00</u>	<u>54.6%</u>
FICA-EMPLOYER	4,169.12	6,000.00	69.5%
PERS EMPLOYER	0.00	400.00	0.0%
WRKRS COMP EMPLOYER	48.22	120.00	40.2%
Payroll Expenses - Other	67.00		
Total Payroll Expenses	<u>58,782.40</u>	<u>106,420.00</u>	<u>55.2%</u>
Health Insurance	18,192.64	27,289.00	66.7%
Total PERSONAL SERVICES-	<u>76,975.04</u>	<u>133,709.00</u>	<u>57.6%</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	680.00	25,000.00	2.7%
Develop and Comm	577.46	2,000.00	28.9%
Dues, Fees and Subscriptions	2,046.00		
Legal	10,601.50	20,000.00	53.0%
Maintenance and Repair			
Weed Control/landscaping	1,500.00		
Total Maintenance and Repair	<u>1,500.00</u>		
Office Supplies	144.90	2,000.00	7.2%
Utilities			
Industrial			
Industrial Water	319.65		
Total Industrial	<u>319.65</u>		
Office			
Telephone	125.25	1,200.00	10.4%

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 Cash Basis

**Port of The Dalles-PDF
 Profit & Loss Budget vs. Actual-DETAIL
 July 2016 through February 2017**

	<u>Jul '16 - Fe...</u>	<u>Budget</u>	<u>% of B...</u>
Total Office	125.25	1,200.00	10.4%
Total Utilities	444.90	1,200.00	37.1%
Marketing Expenses			
Grant	0.00	10,000.00	0.0%
Media/Promo	4,656.35	55,000.00	8.5%
Other	152.54		
Travel	9,428.97	20,000.00	47.1%
Total Marketing Expenses	14,237.86	85,000.00	16.8%
Total MATERIAL AND SERVICES-	30,232.62	184,200.00	16.4%
CAPITAL OUTLAYS-			
Engineering/Consultants	0.00	100,000.00	0.0%
Land Acquisition/Development	1,024,975.60	5,000,000.00	20.5%
PDF- Facility Improvements	26,251.47	10,000.00	262.5%
Partnership Projects	0.00	250,000.00	0.0%
Total CAPITAL OUTLAYS-	1,051,227.07	5,360,000.00	19.6%
Total Expense	1,158,434.73	5,677,909.00	20.4%
Net Ordinary Income	4,467,861.02	1,095,953.00	407.7%
Other Income/Expense			
Other Expense			
Other Debt Service	187,040.75	150,000.00	124.7%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	187,040.75	200,000.00	93.5%
Net Other Income	-187,040.75	-200,000.00	93.5%
Net Income	<u>4,280,820.27</u>	<u>895,953.00</u>	<u>477.8%</u>

Port of The Dalles-MARINA
Profit & Loss Budget vs. Actual-SUMMARY
 July 2016 through February 2017

	<u>Jul '16 - F...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Begining Fund Balance	103,359.06	132,930.00	77.8%
Interest From Earnings	1,178.38	250.00	471.4%
Misc. Income	0.00	300.00	0.0%
Marina	66,033.27	62,209.00	106.1%
Total Income	<u>170,570.71</u>	<u>195,689.00</u>	<u>87.2%</u>
Gross Profit	170,570.71	195,689.00	87.2%
Expense			
PERSONAL SERVICES-	24,879.85	57,578.00	43.2%
MATERIAL AND SERVICES-	24,116.24	37,700.00	64.0%
CAPITAL OUTLAYS-	0.00	25,001.00	0.0%
Total Expense	<u>48,996.09</u>	<u>120,279.00</u>	<u>40.7%</u>
Net Ordinary Income	121,574.62	75,410.00	161.2%
Other Income/Expense			
Other Expense			
Other Debt Service	0.00	11,622.00	0.0%
General Operating Contingency	0.00	15,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>26,622.00</u>	<u>0.0%</u>
Net Other Income	0.00	-26,622.00	0.0%
Net Income	<u><u>121,574.62</u></u>	<u><u>48,788.00</u></u>	<u><u>249.2%</u></u>

Port of The Dalles-MARINA
Profit & Loss Budget vs. Actual-DETAIL
July 2016 through February 2017

	<u>Jul '16 - F...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	103,359.06	132,930.00	77.8%
Interest From Earnings	1,178.38	250.00	471.4%
Misc. Income	0.00	300.00	0.0%
Marina			
Misc. Income			
Security Screen	30.00		
Total Misc. Income	<u>30.00</u>		
Revenue			
Boathouse			
Electric Fees	15.00		
Water	2,402.83	2,250.00	106.8%
BH Sewer	3,608.63	5,000.00	72.2%
Lates Fees	1,004.00		
Moorage Fees	45,739.76	38,218.00	119.7%
Total Boathouse	<u>52,770.22</u>	<u>45,468.00</u>	<u>116.1%</u>
Open Moorage			
Water	225.58	100.00	225.6%
Annual Moorage Fee	12,007.45	16,141.00	74.4%
Electric	268.15	500.00	53.6%
Open Moorage - Other	0.05		
Total Open Moorage	<u>12,501.23</u>	<u>16,741.00</u>	<u>74.7%</u>
Revenue - Other	0.00	0.00	0.0%
Total Revenue	<u>65,271.45</u>	<u>62,209.00</u>	<u>104.9%</u>
Special Projects Assessment			
Water System	731.82		
Total Special Projects Assessment	<u>731.82</u>		
Total Marina	<u>66,033.27</u>	<u>62,209.00</u>	<u>106.1%</u>
Total Income	<u>170,570.71</u>	<u>195,689.00</u>	<u>87.2%</u>
Gross Profit	170,570.71	195,689.00	87.2%
Expense			
PERSONAL SERVICES-			
Payroll Expenses			
Wages			
Assistant Spec. Projects	175.50		
Salary- Exec. Director	4,829.56	16,000.00	30.2%
Maintenance Supervisor	6,117.54	11,000.00	55.6%
Admin/Marina Specialist	9,652.00	14,000.00	68.9%
Total Wages	<u>20,774.60</u>	<u>41,000.00</u>	<u>50.7%</u>
FICA-EMPLOYER	1,589.27	3,132.00	50.7%
PERS EMPLOYER	0.00	2,000.00	0.0%
Unemployment Payments	0.00	1.00	0.0%
WRKRS COMP EMPLOYER	19.69	60.00	32.8%
Payroll Expenses - Other	1.05		
Total Payroll Expenses	<u>22,384.61</u>	<u>46,193.00</u>	<u>48.5%</u>
Contracted Services	51.74		
Health Insurance	2,443.50	11,385.00	21.5%
Total PERSONAL SERVICES-	<u>24,879.85</u>	<u>57,578.00</u>	<u>43.2%</u>
MATERIAL AND SERVICES-			
Contracted Service	665.00	1,800.00	36.9%
Account and Audit	0.00	300.00	0.0%
Bad Debt Expense	0.00	500.00	0.0%
Develop and Comm	40.90	300.00	13.6%
Dues, Fees and Subscriptions	0.00	350.00	0.0%

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 Cash Basis

Port of The Dalles-MARINA
Profit & Loss Budget vs. Actual-DETAIL
 July 2016 through February 2017

	<u>Jul '16 - F...</u>	<u>Budget</u>	<u>% of Budget</u>
Insurance-Liability	0.00	3,000.00	0.0%
Legal	5,856.45	6,000.00	97.6%
Maintenance and Repair			
Vehicle Expense			
Gas	558.51	500.00	111.7%
Total Vehicle Expense	558.51	500.00	111.7%
Marina			
Marina			
Supplies/Maintenance	3,996.19	4,500.00	88.8%
Total Marina	3,996.19	4,500.00	88.8%
Total Marina	3,996.19	4,500.00	88.8%
Maintenance and Repair - Other	6.00	5,000.00	0.1%
Total Maintenance and Repair	4,560.70	10,000.00	45.6%
Office Supplies	16.02	250.00	6.4%
Travel Expense	0.00	200.00	0.0%
Utilities			
Marina			
Electric Marina			
Lights	641.31	1,250.00	51.3%
Open Moorage	468.69	1,700.00	27.6%
Sewer Pump	213.85	600.00	35.6%
Total Electric Marina	1,323.85	3,550.00	37.3%
Garbage Marina	2,510.25	3,600.00	69.7%
Sewer Marina	5,048.88	5,850.00	86.3%
Water Marina	4,094.19	2,000.00	204.7%
Total Marina	12,977.17	15,000.00	86.5%
Utilities - Other	0.00	0.00	0.0%
Total Utilities	12,977.17	15,000.00	86.5%
Total MATERIAL AND SERVICES-	24,116.24	37,700.00	64.0%
CAPITAL OUTLAYS-			
Marina Expense			
Boathouse Improvements	0.00	1.00	0.0%
Faciltiy Improvements	0.00	25,000.00	0.0%
Total Marina Expense	0.00	25,001.00	0.0%
Total CAPITAL OUTLAYS-	0.00	25,001.00	0.0%
Total Expense	48,996.09	120,279.00	40.7%
Net Ordinary Income	121,574.62	75,410.00	161.2%
Other Income/Expense			
Other Expense			
Other Debt Service	0.00	11,622.00	0.0%
General Operating Contingency	0.00	15,000.00	0.0%
Total Other Expense	0.00	26,622.00	0.0%
Net Other Income	0.00	-26,622.00	0.0%
Net Income	<u>121,574.62</u>	<u>48,788.00</u>	<u>249.2%</u>

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 Cash Basis

Port of The Dalles Account QuickReport As of February 28, 2017

Type	Num	Name	Memo	Paid Amount
CSB Checking				
General Checking				
Transfer			Funds Transfer	20,000.00
Check	EFT	Brokers National Lif...		-71.40
Paycheck	23001	Andrea L. Klaas		-2,886.92
Paycheck	23004	Kathy J Ursprung		-1,299.01
Paycheck	23003	Kathleen M. Norton		-1,199.78
Paycheck	23002	Gerald L. Rundell		-894.34
Bill Pmt -Check	23007	Andrea Klaas		-2,361.00
Bill Pmt -Check	23008	Angie Wilson		-87.74
Bill Pmt -Check	23009	Bohns Printing		-44.28
Bill Pmt -Check	23010	City Of The Dalles.		-282.21
Bill Pmt -Check	23011	Greg Weast		-857.88
Bill Pmt -Check	23012	H2Oregon		-5.50
Bill Pmt -Check	23013	Hattenhauer Energy...		-289.16
Bill Pmt -Check	23027	Home Depot Credit ...		-182.28
Bill Pmt -Check	23015	kathleen Norton		-92.00
Bill Pmt -Check	23016	Kathy Ursprung		-87.74
Bill Pmt -Check	23017	Kristi Timmons	VOID:	0.00
Bill Pmt -Check	23018	Napa Auto Parts		-13.67
Bill Pmt -Check	23019	Oregon Economic ...	VOID:	0.00
Bill Pmt -Check	23020	PUD		-738.46
Bill Pmt -Check	23021	Sawyers True Value		-193.47
Bill Pmt -Check	23022	SDIS		-4,109.93
Bill Pmt -Check	23023	Staples Credit Plan		-100.44
Bill Pmt -Check	23024	The Dalles Disposal		-76.59
Bill Pmt -Check	23025	Angie Wilson		-945.00
Bill Pmt -Check	23026	Kristi Timmons		-161.30
Liability Check	EFT	Oregon Department...	0504064-4	-589.00
Liability Check	EFT	United States Treas...	93-6001833	-2,390.76
Check	EFT	Nebs		-503.26
Bill Pmt -Check	EFT	Cardmember Servic...		-1,772.70
Liability Check	EFT	Oregon Department...	0504064-4	-556.00
Liability Check	EFT	United States Treas...	93-6001833	-2,256.98
Bill Pmt -Check	23033	At&t		-116.01
Bill Pmt -Check	23034	Cascade Vegetatio...		-5,300.00
Bill Pmt -Check	23035	CenturyLink		-127.46
Bill Pmt -Check	23036	Courtney Insurance...		-185.00
Bill Pmt -Check	23037	Gorge Networks		-250.43
Bill Pmt -Check	23038	Mike Courtney		-117.72
Bill Pmt -Check	23039	Staci Coburn		-84.00
Liability Check	EFT	Pers	02501	-1,102.26
Check	EFT	Pers		-356.01
Paycheck	23029	Andrea L. Klaas		-2,886.92
Paycheck	23030	Gerald L. Rundell		-894.34
Paycheck	23031	Kathleen M. Norton		-903.02
Paycheck	23032	Kathy J Ursprung		-1,299.02
General Journal	AW			13,212.62
General Journal	AW			3,088.58
General Journal	AW		payroll	-5,858.03
General Journal	AW		payroll	-6,619.59
General Journal	AW		payroll	0.00
General Journal	AW		payroll	12,477.62
Total General Checking				-2,369.79
Marina Checking				
Total Marina Checking				

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Cash Basis

Port of The Dalles
Account QuickReport
As of February 28, 2017

Type	Num	Name	Memo	Paid Amount
Port Develop. Checking				
Transfer			Funds Transfer	320,000.00
Bill Pmt -Check	22428	PUD		-32.00
Bill Pmt -Check	22431	Dick, Dick & Corey, ...		-2,570.00
Bill Pmt -Check	22432	Kathy Ursprung		-41.73
Bill Pmt -Check	23028	Cardmember Servic...		-271.72
Bill Pmt -Check	EFT	Cardmember Servic...		-2,421.96
General Journal	AW			-13,212.62
General Journal	AW			-2,274.08
Total Port Develop. Checking				<u>299,175.89</u>
Total CSB Checking				<u>296,806.10</u>
TOTAL				<u><u>296,806.10</u></u>

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: March 8, 2017

Subject: F -3.) Ratifying the extension for closing for BKB Management from March 1, 2017 to May 1, 2017

Background:

BKB Investments submitted a request for a 60 day extension to close due to adverse weather. Because of timing, I needed to respond to them before this meeting, so on Bill's advice, I contacted each of you about this issue and received consensus to grant the extension, you now need to ratify this action.

Here is the request:

Hi Andrea,

We would like to ask for a 60 day extension on the closing of the Port property based on conversations with our engineering firm and architect. We lost over 6 weeks to weather related cancellations of City meetings, etc. Additionally, the civil engineers were finally able to see the ground to do utility locates this past week. We will have some preliminary elevations and other planning materials for you to review in the next couple of weeks.

Let us know if this works for the Port.

*Thanks,
Greg Boudreau*

Staff Recommendation

Motion to ratify the action of granting BKB Management a 60 day extension to close, from March 1, 2017 to May 1, 2017.

Fiscal Impact: None

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: March 8, 2017

Subject: F - 4.) Shall the Port provide written comments on the Scenic Area Management Plan to the Gorge Commission?

Background:

The National Scenic Area Gorge Commission is updating the current management plan. The current management plan has been in place for 30 years, with only minor changes made over that time. Last month I included a copy of the section of the management plan that dealt with Economic Development and in my staff report I included some highlights from the meeting on February 28th.

Because we will not have this opportunity again very soon, now is the time to express the changes that we would like to see. The points that I see are important are:

1. Define "minor" as related to a "minor urban growth boundary expansion"
2. Ensure that all Gorge economic development plans and regional strategic plans are integrated in the management plan
3. Broaden permitted ag uses from just wineries to any value-added ag product
4. Permit batch plants in the Scenic area if they are not visible from any key viewing areas already defined.

Staff Recommendation:

Motion to direct Staff to prepare written comments from the Port to the Gorge Commission pertaining to the update of the Management plan.

Fiscal Impact: None

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: March 8, 2017

Subject: F - 5.) Resolution 2017-002: A resolution authorizing a transfer of funds between departments of the General Fund, The Port Development Fund and the Marina Fund for fiscal year ending June 30, 2017.

Background:

We are presenting this resolution to modify the existing Port budget. We need to do this for three primary reasons, first, because we were successful in moving Marina operations over to the private sector so we now need to move some of the Marina money to The Dalles Marina LLC. This will be accomplished by shifting \$69,201 dollars to contracted services in that fund. Additional funds transfer from this fund will be accomplished during the 2017-2018 budget process. Second, we needed to increase personal services in the general fund to pick up some of the salaries that were previously allocated to the marina fund. To do this we are reducing Transfer to Other Funds by \$33,00 and increasing Personal Services by that same amount. Finally, in order to pay off the loan from the State we are reducing the Port Development Land Acquisition and Development line item by \$2,250,000 and increasing debt service by the same amount. Our interest in doing this is that we are paying 4.25% interest on the loan and we had a significant land sale (Google).

Staff Recommendation:

Motion to approve Resolution 2017-002 authorizing a transfer of funds between departments of the General Fund, The Port Development Fund and the Marina Fund OF THE Port of The Dalles Budget, making appropriations and authorizing expenditures for fiscal year ending June 30, 2017.

Fiscal Impact:



IN THE MATTER OF AUTHORIZING)
TRANSFER OF FUNDS BETWEEN)
DEPARTMENTS OF THE GENERAL)
FUND, THE PORT DEVELOPMENT FUND)
AND MARINA FUND OF THE)
PORT OF THE DALLES BUDGET,)
MAKING APPROPRIATIONS AND)
AUTHORIZING EXPENDITURES FOR)
THE FISCAL YEAR ENDING JUNE 30, 2017)

RESOLUTION # 2017-002

WHEREAS, during the budget year certain funds may experience expenditures above approved category limits; and

WHEREAS, Oregon Budget Law recognizes these events and allows for transferring of funds between approved category limits within and between funds; and

WHEREAS, due to the Marina being managed by outside services, the personnel changes adjustments in the amount of \$33,000 to the Admin Specialist and the Maintenance Supervisor must be made in the General Fund; and

WHEREAS, due to the need of paying of our debt service in the Port Development in the current fiscal year, a transfer is required from the Capital Outlay in the line item of Land Acquisition in the amount of \$2,250,000; and

WHEREAS, due to outsourcing management of the Marina in the current fiscal year, a transfer from the Personal, Capital Outlay, and Debt Service is needed to be transferred to the Material Services in line item Contracted Services in the amount of \$69,201.

NOW, THEREFORE, BE IT RESOLVED BY THE PORT COMMISSION AS FOLLOWS:

Authorizing Budget Transfers and Expenditures. The Port Commission hereby authorizes the following transfer of funds between budgeted departments of the General Fund, Marina Fund and Port Development Fund and authorizes the associated changes in expenditures:

BALANCED SUMMARY OF FUND TRANSFERS

FUND or DEPT		BUDGETED	RESOURCES NEEDED	REALLOCATED
GENERAL FUND				
From:	Transfer to Other Funds	\$150,000	\$117,000	-\$33,000
To:	Personal Services	\$123,601	\$156,601	\$33,000
<i>Totals to check</i>		<i>\$273,601</i>	<i>\$273,601</i>	<i>\$0</i>
PORT DEVELOPMENT FUND				
From:	Capital Outlay	\$5,000,000	\$2,750,000	-\$2,250,000
To:	Debt Service	\$187,041	\$2,437,041	\$2,250,000
<i>Totals to check</i>		<i>\$5,187,041</i>	<i>\$5,187,041</i>	<i>\$0</i>
MARINA FUND				
From:	Personal Services	\$57,578	\$25,000	-\$32,578
From:	Debt Service	\$11,622	\$0	-\$11,622
From:	Capital Outlay	\$25,001	\$0	-\$25,001
To:	Materials and Services	\$32,700	\$101,901	\$69,201
<i>Totals to check</i>		<i>\$126,901</i>	<i>\$126,901</i>	<i>\$0</i>

BALANCED SUMMARY - TOTAL OF ALL FUNDS

	Approved Budget 2016-2017	Supplemental 3/8/2017
FINANCIAL SUMMARY - RESOURCES		
Total Resources - no change	\$7,950,527	\$7,950,527
FINANCIAL SUMMARY - REQUIREMENTS		
Personal Services	\$314,887	\$315,310
Materials and Services	\$376,900	\$446,101
Capital Outlay	\$5,547,001	\$3,272,000
Debt Service	\$198,663	\$2,437,041
Interfund Transfers	\$150,000	\$117,000
Contingencies	\$77,959	\$77,959
Special Payments	\$0	\$0
Unappropriated Ending Fund Balance and Reserved for Future Expenditure	\$1,285,117	\$1,285,117
Total Requirements	\$7,950,527	\$7,950,528

APPROVED and ADOPTED the _____ day of March, 2017

Greg Weast, President

David Griffith, Secretary

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: March 8, 2017

Subject: F - 6.) Columbia Gorge Industrial Center Wetlands Delineation Renewal

Background:

Wetlands delineations are approved through the Oregon Department of State Lands (DSL) and through the U.S. Army Corps of Engineers (USACE) for a period of five years, with an opportunity for one additional five-year renewal. The delineation in place for Columbia Gorge Industrial Center, Also known as North Chenoweth, is set to expire July 24, 2017.

Renewals require field verification by a wetland professional via a short report form documenting a site visit. Terra Science Inc., which completed our original delineation, has provided a scope of work for the renewal (see attached Scope of Work) at a cost not to exceed \$3,260.00. DSL delineation review fees are approximately \$419.00. Since the delineation review fees are approximate, we are seeking authority to spend up to \$3,800.00 for the renewal.

Staff Recommendation:

Motion to approve an expenditure of no more than \$3,800.00 for renewal of the wetlands delineation for the Columbia Gorge Industrial Center.

Fiscal Impact:

February 20, 2017

Submitted Via Email

Port of The Dalles
Attn: Kathy Ursprung
3636 Klindt Drive
The Dalles, Oregon 97058
kathy.ursprung@portofthedalles.com

**Re: Cost Estimate to Provide Contemporary Regulatory Delineation Determinations for the Columbia Gorge Industrial Center, The Dalles, Wasco County, Oregon
DSL WD#2012-0159 and USACE NWP 2012-134**

Kathy,

Per your February 06, 2017 request, the following outlines a scope of work for Terra Science, Inc. (TSI) to provide wetland delineation services to renew Department of State Lands (DSL) Determination WD#2012-0159 and U.S. Army Corps of Engineers (USACE) Determination AJD NWP 2012-134 for wetland boundaries within the Port of The Dalles owned Columbia Gorge Industrial Center property. TSI could provide confirmation services for wetlands / waters associated with Taylor Lake, Columbia River, Chenoweth Creek and wetland complex located within "Tract C."

As you are aware, delineations are valid for a five year period. DSL, however, allows for a one-time delineation renewal to extend jurisdictional determinations for an additional five years. Specifically, DSL OAR 141-090-0045(5)(a-i) identifies that previous delineation boundaries can be field verified by a wetland professional via a short report format documenting a site visit. Regulations allows for (very) minor boundary changes with sufficient documentation and narrative. Similarly, USACE allows for their determinations to be extended with adequate documentation / field verification.

The remainder of this scope outlines required measures, costs and anticipated timelines to: 1) make a site visit and collect current field data and boundaries; 2) generate a technical delineation short report; and 3) coordinate with DSL and USACE to obtain contemporary determination documents.

- A. Prior to field work, TSI would review relevant background information including Wasco County georeferenced civil files, tax maps, recent aerial photography, Columbia Gorge Industrial Center civil files, LIDAR topographic files and previous TSI delineation data. TSI would upload pertinent georeferenced linework into GPS instrumentation for boundary verification.

- B1. The TSI field team would travel to the site and establish representative sample plot locations throughout the project area to evaluate existing site conditions in accordance with current delineation manuals and associated regulatory guidance. Data collection and photographic documentation would be collected in accordance with required protocol.

TERRA SCIENCE, INC.

Soil, Water & Wetland Consultants

Page 2--February 20, 2017 Delineation Cost Estimate to Ms. Cathy Ursprung, Port of The Dalles
Columbia Gorge Industrial Center, City of The Dalles, Wasco County, Oregon

- B2. Upon analysis of collected field data, TSI field teams would verify previously identified wetlands using Global Positioning System (GPS) technology. Should boundary revisions be required, TSI would collect appropriate linework to document the new boundary.
- C1. TSI would generate narrative adequate to describe the wetland boundary (and any potential boundary revisions) and site alterations since the original delineation in 2012. Updated data would be compiled onto contemporary Arid West data sheets as supporting documentation. A courtesy CLIENT DRAFT of the report and boundaries would then be prepared and forwarded to you for review prior to finalization of the technical report.
- C2. Contemporary field boundaries and data points would be processed and inserted into Wasco County and LIDAR files for production of required delineation maps. Graphics would include recent aerial photographs, existing conditions and other required documentation to meet renewal requirements.
- D. Upon submittal to USACE and DSL, TSI staff would address potential questions generated during agency review. Due to unforeseeable costs and potential site visits required by the agencies, specific costs cannot be calculated; agency correspondences would be billed on a time-and-materials basis. Costs, however, are not anticipated to exceed \$500.

The following costs for tasks described below includes travel time, mileage, field investigation, field mapping and map production, data analysis, field supplies, AutoCAD graphic production, and report writing and report submittal to the agencies.

Task	Description	Cost
A.	Background research, coordination, preparation of base maps	340
B1.	Collection of confirmation field data	625
B2.	GPS field boundary verification and amendments	525
C1	Generation of updated delineation report	900
C2.	Generation of updated delineation graphics	375
D.	DSL and USACE delineation renewal processing	Not to exceed 500

This work scope does not include DSL delineation review fees (approximately \$419), planning, permitting, surveying, engineering, functional analysis reporting, mitigation design or related development services. With respect to billing, invoices would be prepared upon completion of the CLIENT DRAFT; upon receipt of payment TSI would finalize the delineation report for agency submittal and review. Payment terms are net thirty days (however, early payment discounts are offered).

TSI's site experience would allow us to provide high quality and timely services to address your project needs. Based on our discussions TSI could schedule field work to begin in early upon execution of your signature (below) with a CLIENT DRAFT of the delineation report ready for your approval by April 15, 2017.

Crates2 Work Scope.170220.ltr

TERRA SCIENCE, INC.

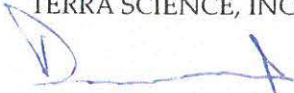
Soil, Water & Wetland Consultants

Page 3--February 20, 2017 Delineation Cost Estimate to Ms. Cathy Ursprung, Port of The Dalles
Columbia Gorge Industrial Center, City of The Dalles, Wasco County, Oregon

Kathy, TSI greatly appreciates the opportunity to submit this proposal for your review. Please contact me at your convenience with questions, concerns or additional information regarding this scope.

Sincerely,

TERRA SCIENCE, INC.



David P. Monnin, PWS
Senior Scientist

I authorize the tasks, costs and schedules outlined above for wetland delineation services and authorize Terra Science, Inc. and their staff to conduct the work as required.

Name: Kathy Ursprung
Port of The Dalles

Date

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: March 8, 2017

Subject: G - 1.) Director's Report

Background:

Oregon Public Ports Quarterly Meeting update:

- Oregon State Marine Board presentation:
 - The OSMB has \$5.5M available for facilities improvements. Grant applications are due April 15th, 2017 with funds available July 2017 and a project completion date of June 2019. A 25% match will be required, but this can be cash, labor, equipment use, etc. We will be considering this to replace some of the pile hoops on the launch ramp dock and some of the rub strips.
 - \$100,000 is available for small project grants at the discretion of the OSMB Director
 - \$2.2M available for facilities maintenance (this is the fund that pays for the restrooms in the marina parking lot and basic launch ramp maintenance)
- Ray Bucheager and Peter Friedman: DC lobbyists for Oregon Ports
 - The Federal gov't is operating on a continuing resolution through April 2018
 - President Trump is focused on infrastructure projects
 - Port of Portland Terminal 6 is being transferred back to the Port of Portland from private ownership, but there is a question of what benefit this will actually have on shipping. With the opening on the new canal, many shipping companies are scrapping 10 year old ships and building bigger new ones...the Port of Portland cannot accept these large vessels.
- Oregon Resilience
 - Oregon has hired a resiliency officer, Mike Harryman, who is working on a Statewide plan. The main issues in a disaster situation will be access to fuel and communications.
 - Senator Betsy Johnson said she would like any regional airports to be able to have generators, water, food and other supplies on site because they are where many will flock to. Right now the Columbia Gorge Regional Airport is not on the State of Oregon's response list so we need to lobby for that so the airport can access Oregon funds.
- John Chandler, of the Home Builders Association, made a pitch asking Port's support for an effort that his association is leading, which is to file suit against FEMA and Nat'l Marine Fisheries about the biological opinion that was recently enacted through the 9th Circuit Court. OPPA agreed to lend our support to him and is joining many cities, counties, and other associations in this. The outcome of the 9th Circuit Court ruling is that no development can occur on land within 170' of a stream or river.

National Scenic Area 2020 Management Plan update:

- The third of three listening sessions concluded on February 28. The structure of the meeting was a short presentation by Gorge Commission staff, followed by 8-10 small group discussion tables. At my table the discussion was a bit more to economic development as opposed to protection. There were 2 gentlemen that said they did not want oil and coal trains coming through the Gorge, a family that fishes in the Dodson area that said the home business rules are cumbersome and need to be readdressed, a lady who wants more enforcement in Underwood, and then all the issues that Amanda Hoey and I brought to the table.
- Our comments could be synthesized to: the Gorge Commission needs to incorporate and integrate the economic development plans that are being developed by MCEDD and other entities in the Gorge, there needs to be consistency in the interpretation of the Management Plan, and value added ag needs to be allowed more broadly as an industry (currently wineries are allowed, but nothing else).
- We talked about how we develop a plan today that will address changes that occur over the next 30 years, for example, when the current plan was adopted, solar panels were not permitted because they reflected the sun. that technology has changed, but the language in the plan hasn't, so they still aren't allowed. Another example are cell towers, these didn't exist in abundance in 1986 - how do we keep the plan current.
- The timeline is to take testimony until March 8, commission staff will review all the comments and organize them in some fashion to present to the Gorge Commission at the April Gorge Commission meeting and get some direction, then they will work on the rewrite through February 2018 and would like to adopt the final plan in June 2019, which then goes to the Secretary of Ag for concurrence.

Community outreach is getting ready for DC. Greg, Darcy Long-Curtis and I are going.

UPCOMING MEETINGS / EVENTS / DATES:

- March 8: Written comments due for Gorge Commission Plan update. Here is a link to a fillable form <http://www.gorgecommission.org/management-plan/gorge2020commentform>
- March 9: Gorgeous Night Out legislative day. Salem 5pm at the Dye House
- March 9: MCMC Tradition of Compassion
- March 14: D21 Facilities meeting - looking for public comment
- March 16: SEL190 due at Clerk's office to run for another term
- April 4: D21 Facilities meeting - looking for public comment
- April 12: Port Commission Regular meeting 7:00pm – possibly in Dufur

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: March 8, 2017

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

Background:

Recruitment and Creation

Wetlands: In a separate action item, we are seeking approval to expend up to \$3,800 to proceed with wetland delineation confirmation and renewal.

Food Businesses: Continuing to pursue grants for project feasibility study. We have been seeking proposals from consultants, but so far only one qualified consultant has emerged. Andrea and I reviewed some potential locations in existing buildings.

Industrial Center Entrance: The snow has receded but temperatures remain low enough to prohibit concrete pour at present. The sign itself is complete but can't be mounted until the concrete caps are complete. We hope to see a warming trend this month to allow completion of the project.

Marketing Materials: Continuing the work on updating and augmenting our marketing materials including a new Port Industrial Area map. Current fiscal year agendas and meeting minutes are now text-searchable on the Port website, providing greater accessibility. Work will proceed to do the same with our other online document sections.

Retention

Workforce education project has recruited three Port-area businesses as potential career mentors to local high school students. Interest, from a recruiting standpoint, seems positive at this point. Met with Regional Solutions coordinators Nate Stice (our region) and Scott Fairley (Eastern Oregon) to compare notes on workforce enhancement strategies. Also met with Jerry Chase from the Boy Scouts Explore program to see how they might enhance career exploration in cooperation with this effort.

Other

Dufur Community Visioning: The Dufur Chamber of Commerce approved the Dufur Vision and Action Plan with revisions for presentation to the Dufur City Council at its March 16 meeting. We are discussing including technical assistance for Dufur plan implementation in the Port work plan as part of the Port's ongoing commitment to Dufur.

Regional Planning: Continue to participate in MCEDD's strategy process. The next meeting is Thursday, March 9, at Insitu in White Salmon, 9 a.m.-noon, followed by a tour. RSVP to MCEDD required due to limited space.

Community Outreach Team: Working with Andrea to prepare The Book for the March trip to Washington, D.C.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: March 8, 2017

Subject: G - 3.) Special Projects

Background:

Marina

The transfer continues to go well. Angie and I will meet this weekend to go over some things related to the Open Moorage section of the Marina.

Klindt Cove Kiwanis Park

I have been meeting with Park district staff brainstorming ideas for the Klindt Cove Park. At the SDAO Conference I visited with a playground vendor. They sent a representative up to meet with me. We now have a lot of fun options to consider. I plan to have a more complete site plan to show you at the April meeting.

Oregon State Marine Board Grant

We got the Oregon State Marine Board Grant to have the public area marina parking lot seal coated and restriped and the restroom door replaced. There is another OSMB grant available for larger projects. I will be working on that one to do some major upgrades at the launch ramp. The launch ramp gets a lot of use with the increased recreational and fishing opportunities as well as the number of cruise ships that are again using our launch ramp.

Kitchen Remodel

The cabinets and counter top has been selected. Jerry put shelving in what will become a new storage area in the kitchen. He still has to install the doors for that area. The new refrigerator and the dishwasher are here waiting for the cabinets to arrive.

The Dalles Main Street

Oregon Main Street Revitalization Grant- \$100,000 for downtown projects for historic preservation from Oregon Main Street, 1 grant per community with the application due March 17, 2017. The Dalles Main Street will ask for a scope of work from interested parties and will then select one that is the most competitive. The Dalles Main Street is just the applying organization, in the event a project from The Dalles is approved the project developer is responsible for the 30% match.

Home At Last

The Shelter is operating at the most successful level in quite a while. All kennels are full. There were 33 adoptions in February. There are 29 puppies in the foster care pipeline – the most we have ever had at one time. We have a volunteer dog trainer at the shelter 3 days a week working with dogs and staff to improve the environment for the animals and skill level of the staff. The City's animal control office is also donating some time to work with staff on the proper procedures to use when dealing with problem dogs.

PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: March 8, 2017

Subject: G - 4.) Reports of Committees

- a) Urban Renewal – Staci Coburn:

- b) Chamber of Commerce – David Griffith:

- c) Wasco EDC – Kathy Ursprung:

- d) COT – Weast/Klaas: