



Agenda
December 9, 2016
7:00 a.m.

EOTEC Event Center
1705 E. Airport Road
Hermiston, OR 97838

1. Call Regular Meeting To Order - 7:00 a.m.
2. Action Items
 - a. Review and possible approval of the October 28th Work Session Board minutes and November 18th Regular Board minutes.
 - b. Authorize a subcommittee to address Fire/Life Safety plans including cameras and Public Address system
 - c. Establish a signage committee.
 - d. Discuss Rotary volunteer project
3. Reports
 - a. Budget and Fiscal
 - i. Presentation of 2015-16 Audit Report - Rick Stoddard, Barnett and Moro
 - ii. Ratify November Disbursements
 - iii. November Financial Report
 - b. Fundraising
 - c. Hoteliers/Marketing
 - d. Facilities
 - i. Knerr Construction Report
 - ii. Hendon Construction Report
 - e. Governance
 - f. Operations
4. Public Comment
5. Next Meeting – January 13, 2017 @7:00am @ EOTEC.
6. Adjourn

*****AMERICANS WITH DISABILITIES ACT NOTICE*****

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Work Session Meeting Minutes

October 28th, 2016

EOTEC

1705 E. Airport Rd



Board Members – Chairman Byron Smith, Vice Chairman Dan Dorran, Secretary/Treasurer Larry Givens, Board members Ed Brookshier, Vijay Patel, Kim Puzey and Don Miller.

Present were Board Members Byron Smith, Dan Dorran, Don Miller, Ed Brookshier, Larry Givens, Vijay Patel, and Kim Puzey. Also present were Amy Palmer, Heather Cannell, John Frew, Lilly Alarcon-Strong, Jade McDowell of the East Oregonian, and members of the public.

Chairman Byron Smith called the meeting to order at 8:00 am.

Board History-How and why it was formed

Dan gave a brief presentation regarding the vision for what is now called EOTEC. Dan stated the original EOTEC visionaries had a difficult time presenting the idea of building a \$20 million facility with no money; yet, they continued sharing their vision through meetings and presentations throughout the state.

Dan stated this was a very long and difficult process and many people have stated they don't understand how we were able to make this project happen. Dan stated this incredible project became a reality with the help of municipalities, employees, hoteliers, businesses, citizens, the great community and those no longer with us like Mayor Bob Severson and Chet Prior.

Dan recognized Vijay for coming up with EOTEC's name and thanked all those who have been involved in the process, both past and present.

George Anderson also spoke briefly about the commencement of purchasing property to move the overcrowding Fair and Rodeo in 1983, surrounding areas that were unwilling to host these events due to infrastructure costs, and the thousands of hours voluntarily spent by individuals working on this project.

Vijay stated this is the second city in the State of Oregon that has passed collection of TPA Hotelier Funds. These funds are great for the overall success of the property and community. Pendleton was the first City to have this passed for the Convention Center. But, shortly thereafter, 60% of the generated TPA Funds were placed in the City's General Fund account instead of the intended Marketing Fund which was a disappointment.

Budget Review

Capital- John briefly reviewed the construction budget with the Board.

Byron presented the Board with information regarding monies from TPA, and the projected Bonds. There are a lot of needs over what is in the budget now for example rodeo bathrooms, interior fencing, paving, and finishing touches that could come up on the site from now to opening. He has spoken with the City's Financial Advisor and the preliminary numbers indicate the ability to bond for an additional approximately \$600,000. Byron sought the board's consensus on using that for the above named projects and the board gave a consensus to move forward with those plans.

John Frew suggested the Board reach out to Hendon Construction and Knerr Construction for bathroom bids.

Operating- Amy reviewed the operating budget with the Board.

Vijay stated he feels Heather should be presenting an Operating Budget Expense Report at every EOTEC meeting and suggested that 4% of revenues be placed in a Maintenance Fund and gradually build up this fund to 5%.

Construction Cash Flow Analysis- Heather gave a brief overview of the costs of big events like weddings and quincenerias, which must be paid in full at least one month prior to the event, and smaller business meetings that are usually paid after room use.

Byron suggested that Heather and Amy participate in the Event Pro Training within the next few weeks.

Organization Staffing

Organizational structure for EOTEC- The Board felt that a shared GM position and solicitation to run the Umatilla County Fair and EOTEC would be ideal. EOTEC would need to identify the job responsibilities for this position in order to move forward. With Vijay's leadership, the Board decided it would be best to move quickly on this and hiring a consultant would be beneficial to help with operation and marketing plans.

Heather gave an overview of her and Cyndie's current job functions, to include: cleanings, setup, repairs, and installation. Providing these services means that it takes time away from other items she could be focusing on such as Marketing. Heather stated she realizes that EOTEC is trying to be frugal and that is why she and Cyndie are taking on these other job responsibilities, but hiring a maintenance person is needed sooner rather than later as good help from temp agencies has been difficult to acquire. Heather recommended hiring an independent contractor.

Board members felt that hiring a part time maintenance person would be in the best interest of EOTEC so Heather could focus on marketing the facility, like she was hired to do.

John recommended the Board hire someone who knows how to do both maintenance and janitorial.

Fair Staff Physically relocating to EOTEC- The Board also agreed Fair staff should move to EOTEC as soon as possible. Larry stated this could happen as soon as next week.

Facility Overview

Facility Update

Storage area- Don stated the fencing around the site should be finished in about 10 days.

Food vendor area- Dan stated he believes EOTEC should purchase 3 food trailers from \$15,000 to \$30,000 each to be used during the Fair and Rodeo. These food trailers could be rented out throughout the year to create additional revenue for EOTEC.

Warranty issues- Heather presented the Board with building warranty issues since its opening, to include: Window and door issues, excessive noise coming from HVAC system in Board rooms, very strong and unpleasant smells coming from the men's bathroom and, at times, water, projector issues, and more.

Larry asked that John and G2 Construction work together to thoroughly complete the items listed and presented by Heather.

John stated some punch list items have already been completed, but will work on the addressed warranty issues. John also made recommendations to the Board regarding alternatives for the projector use.

There was also some discussion regarding guests parking directly in front of the building/entrance doors and adding visually appealing planters and possibly a sign of events to block vehicles from going thru the area.

Facility use pricing- Heather presented the Board with the current rate schedule for the Great Room, Meeting Rooms, and Additional Amenities that were approved by the Board earlier this year. Heather stated she has been receiving complaints regarding not allowing certain groups to use the facility for a discounted rate or for free like they have been doing at the current Fair and Rodeo grounds and asked the Board how she should continue to proceed?

Most of the Board agreed that discounts could be considered for non-profits, but no reduced rates should be given to any other groups as this can lead to problems down the road. Kim stated the City and County have an obligation to its citizens, and citizens must have confidence that EOTEC is a self-sustaining facility that will not give discounts or special deals to anyone.

There was also some discussion regarding charging 20% on all concession sales and catering services.

Sheriff's Department

Sheriff Rowan and Undersheriff Littlefield stated they have been working with Board members to establish the reunification policy for the school district and provide input on placement of loud speakers and cameras.

The Board thanked the Sheriff's Department for their participation in the project.

Recess

At 12:00pm the Board took a short recess for lunch.

Reconvene

The Board reconvened the meeting at 12:20pm.

Committee review Chairs, Assignments and Changes

Ed asked if the Board would like to restructure the following subcommittees:

- **Budget and Fiscal** (Larry and Byron)
- **Fundraising** (Dan and Kim)
- **Hoteliers/Marketing** (Vijay and Heather)
- **Facilities** (Dave B and Dan)
- **Governance** (Don and Ed)
- **Operations and Executive** (Ed, Byron, and Dan)
- **Construction Management Executive Board** (Byron, Don, and Mike K.)

The Board unanimously agreed to leave the subcommittees as they are and that the Governance Subcommittee should begin working on policies and procedures before the 2017 Fair and Rodeo.

August 2017 Expectations- Finished and Moving Forward

The Board discussed items that still need attention, to include: signage and ideal placement for signage, and Heather working with High Performance Signs; and continuing the equipment list that is needed for the facility which Heather, Dave, Dan, and Byron will be working on. The Board also discussed different phases of EOTEC moving forward, such as: identifying future water resources, the indoor arena and pavilion, 4-H Facility, and more.

Adjourned- There were no other items and the meeting was adjourned at 1:00 pm.



Meeting Minutes
November 18th, 2016

EOTEC
1705 E. Airport Rd

Board Members – Chairman Byron Smith, Vice Chairman Dan Dorran, Secretary/Treasurer Larry Givens, Board members Ed Brookshier, Vijay Patel, Kim Puzey and Don Miller.

Present were Board Members Byron Smith, Dan Dorran (via phone), Don Miller, Ed Brookshier, Vijay Patel, and Kim Puzey. Larry Givens was absent. Also present were Heather Cannell, Mayor Dave Drotzmann, Lilly Alarcon-Strong, Jade McDowell of the East Oregonian, and members of the public.

Chairman Byron Smith called the meeting to order at 7:00 am.

Meeting Minutes

Don moved and Ed seconded to approve the meeting minutes from October 28th. Motion carried unanimously.

Mobile Vendor Trailer Purchase

Dan stated he has been in contact with Dennis Burke from Good Shepherd Hospital. Dennis stated they would like to use a trailer at least 4 times per year. Dan stated he is proposing that the Board approve purchase of 2 trailers for no more than \$75,000.

Byron stated Hermiston Christian Center no longer wishes to sell food at the Fair. Therefore, EOTEC will not need the original proposal of 3 trailers for \$100,000.

Ed moved and Don seconded purchasing 2 trailers at no more than \$75,000.

Hoteliers

Vijay stated the last quarter TPA for the City of Hermiston was \$24,775 and City of Umatilla was \$5,540. TPA collected since the start of program is over \$451,000.

The Board agreed these are really good numbers.

Ed asked what the timeline for Bonds looks like.

Byron stated Bonds are expected in February.

Event Center Issues Update

Heather updated the Board on the status of the issues of the Event Center based on the report given by John Frew from Frew Development.

John Eckhardt stated he looked at the projector and believed the projector issue could be fixed by installing a deeper beam at about \$500 to \$600 to stop the vibration.

Byron stated the Construction Committee would review this issue with John's recommendation at their meeting next week.

The Board agreed that other items on the list (items 2 & 10) needed to be addressed but the Board would need to wait to see what funds are available to act on these items.

Barn Report

John Eckhardt with Knerr Construction stated Knerr Construction has awarded American Fencing, as low bidder, with the perimeter fence contract. Landscaping bids are out and are expected back next week. Barn Bids for subcontractors and metal building bids should also be in very soon. John stated Knerr Construction has established bathroom sites, as well as sites for the future Commons Area and 4H Building.

Byron stated Barn Pens and Panels should also be in very soon as well.

John asked if the Board would consider putting together a Signage Committee, as help is needed to make sure the sign vision is properly addressed.

Heather stated she has ideas for signage and would like to be on this committee.

Dan stated High Performance Signs has completed samples of signage that can be viewed by the Board.

Heather stated she will pick up the sign samples from High Performance Signs.

Byron stated this item will also be reviewed at the next Construction Meeting next week.

Rodeo Report

Carl Hendon from Hendon Construction stated all ground work has been completed on the site. Hendon Construction is working on a tentative completion schedule of June, 2017. Hendon Construction is currently 7 to 10 days ahead of schedule and expects to stay ahead of schedule unless unforeseen circumstances arise.

Governance

Byron stated he and Don have been working together and expect to have something to present to the Board at the next meeting.

Operations

Heather stated Farm Fair starts next week. EOTEC was in use every day this past week.

Tom Roberts stated the MGT 335 Event Security Planning Training is going well and have been establishing good evacuation plans.

Next meeting

The next regular meeting will be on Friday, December 9th, 2016 @ 7:00 am at EOTEC located at 1705 E. Airport Road, Hermiston.

Adjourned- at 7:20 am.

BARNETT & MORO, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

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Hermiston, OR 97838
(541) 567-5215
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DENNIS L. BARNETT, C.P.A.
GERALD J. MORO, C.P.A.
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RICHARD L. STODDARD, C.P.A.
BETSY J. BENNETT, C.P.A.
PAUL A. BARNETT, C.P.A.
REBECCA K. RAMOS BAUTISTA, C.P.A.
MITCHELL L. BOYLAN, C.P.A.

November 7, 2016

To the Board of Directors
Eastern Oregon Trade and
Event Center Authority
915 SE Columbia Drive
Hermiston, OR 97838

We have audited the financial statements of the governmental activities, the general fund, and the facilities construction fund of Eastern Oregon Trade and Event Center Authority for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 9, 2016. Professional standards require that we provide you with the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

The Authority is responsible for selection and use of appropriate accounting policies. The significant accounting policies use by Eastern Oregon Trade and Event Center Authority are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

The Authority's estimate of collectability of contributions receivable is based upon experience with the contributors. We evaluated the key factors and assumptions used to develop these estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with the Authority in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate personnel. Management has corrected all such misstatements.

Eastern Oregon Trade and
Event Center Authority

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November 7, 2016

Disagreements

For purposes of this letter, professional standards define a disagreement as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Representations

We have requested certain representations from the Authority that are included in the representation letter dated November 7, 2016.

Consultations with Other Independent Accountants

In some cases, the Authority may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with the Authority prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses are not a condition to our retention.

We applied certain limited procedures to the Management's Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This information is intended solely for the use of the Board of Directors of Eastern Oregon Trade and Event Center Authority and is not intended to be and should not be used by anyone other than these specified parties.

Barnett & Moro, P.C.



Richard L. Stoddard

**EASTERN OREGON TRADE AND
EVENT CENTER AUTHORITY**

**Financial Statements and
Independent Auditors' Report**

June 30, 2016

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Board of Directors as of June 30, 2016

<u>Name</u>	<u>Term Expires</u>
Byron Smith, Chair	December 31, 2019
Larry Givens, Secretary - Treasurer	December 31, 2019
Dan Dorran	December 31, 2017
Edward Brookshier	December 31, 2018
Don Miller	December 31, 2017
Vijay Patel	December 31, 2016
Kim Puzey	December 31, 2018

REGISTERED AGENT:

Edward Brookshier
915 SE Columbia Drive
Hermiston, OR 97838

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

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INDEPENDENT AUDITORS' REPORT

Board of Authority
Eastern Oregon Trade and Event Center Authority
Hermiston, Oregon

We have audited the accompanying financial statements of the governmental activities, the general fund and the facilities construction fund of Eastern Oregon Trade and Event Center Authority, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Board of Authority
Eastern Oregon Trade and Event Center Authority
Page two

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the general fund and the facilities construction fund of the Eastern Oregon Trade and Event Center Authority, as of June 30, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 – 8 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Oregon Minimum Standards

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have also issued our report dated November 7, 2016, on our consideration of Eastern Oregon Trade and Event Center Authority's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Barnett & Moro, P.C.

By: 

Richard L. Stoddard, Shareholder
November 7, 2016

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Management's Discussion and Analysis

June 30, 2016

This discussion and analysis provides highlights of financial activities of the Eastern Oregon Trade and Event Center Authority. The analysis focuses on the Authority's overall financial position, results of operations, and other important economic factors. It discusses events of the current fiscal year while providing comparisons to results of the prior year. We encourage readers to consider the information presented here in conjunction with the information that we have furnished in our letter of transmittal.

Overview of the Financial Statements

The Authority's basic financial statements are divided into several components. Together, they provide a comprehensive overview of the Authority's financial position. The components of the basic financial statements include:

- 1. Government-wide financial statements.** The government-wide financial statements present information about the financial activities of the Authority as a whole.

The Statement of Net Position presents a view of all of the Authority's assets, liabilities, and deferred inflows and outflows of resources. When assets and deferred outflows of resources are reduced by liabilities and deferred inflows of resources, the difference is net position. Over time, increases or decreases in net position may be useful in determining improvement or deterioration in the financial position of the Authority.

The Statement of Activities reports how the Authority's net position changed during the year. Net position is increased by revenues, decreased by expenses, and affected by changes in deferred inflows/outflows of resources. The Statement of Activities presents expenses by function and compares them with their related revenues such as grants, contributions, and charges for service. General revenues such as taxes and investment interest available to support all Authority functions are reported separately from program specific revenues.

- 2. Fund financial statements.** The fund financial statements focus on individual major governmental funds.

Governmental funds account for essentially the same functions as governmental activities in the government-wide financial statements. Governmental fund statements present near-term inflows and outflows of available resources. The Authority maintains only one governmental fund, the General Fund. A reconciliation of the total fund balance and the changes in fund balance of the governmental fund to the total net position and the changes in net position in the government-wide financial statements is provided.

- 3. Notes to the Financial Statements.** The notes provide additional information necessary to gain a full understanding of the financial statements.

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Management's Discussion and Analysis (continued)

June 30, 2016

Financial Highlights

Over time, increases or decreases in net position may be useful in determining improvement or deterioration in the Authority's financial position. The following tables provide information comparing the current year's government-wide financial statements to restatements of prior year's information for the Authority as a whole:

Governmental Activities Net Position at Year-End		
	2016	2015
Cash and investments	\$ 5,492,417	\$ 2,194,477
Other assets	781,965	5,832,881
Capital assets	8,749,498	4,033,616
Total assets	<u>15,023,880</u>	<u>12,060,974</u>
Other liabilities	582,897	4,836,492
Total liabilities	<u>582,897</u>	<u>4,836,492</u>
Net Position:		
Net investment in capital assets	8,749,498	4,033,616
Restricted	330,262	268,865
Unrestricted	5,361,223	2,922,001
Total net position	<u>\$ 14,440,983</u>	<u>\$ 7,224,482</u>

Changes in Net Position Year Ended June 30,		
	2016	2015
REVENUES		
Program revenues:		
Charges for service	\$ 8,160	\$ -
Operating grants and contributions	50,000	50,000
Capital grants and contributions	7,208,582	2,451,388
General revenues:		
Tourism promotion assessment	118,488	148,979
Interest	10,411	12,861
Total revenues	<u>7,395,641</u>	<u>2,663,228</u>
EXPENSES		
Cultural and recreation	179,140	52,022
Change in net position	7,216,501	2,611,206
Beginning net position	7,224,482	4,613,276
Ending net position	<u>\$ 14,440,983</u>	<u>\$ 7,224,482</u>

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Management's Discussion and Analysis (continued)

June 30, 2016

Financial Highlights (continued)

The Authority's overall net position (reported on the government-wide Statement of Activities) increased by \$7,216,501 during the year. Key elements of the changes in net position are explained as follows:

Fund Analysis

The governmental funds report outflows of resources for capital acquisitions and principal payments on long-term debts, while the government-wide statement of activities does not. The government-wide statement of activities focuses on the results of Authority operations. EOTEC Authority was created by an intergovernmental agreement between the City of Hermiston and Umatilla County, Oregon to establish, acquire, construct, own, manage, and operate a facility to be known as the Eastern Oregon Trade and Event Center. Most of the Authority's revenue is from capital grants that will be used for acquisition and construction.

The Authority recognized revenues of \$7,395,641 in capital grants, tourism promotion assessment and investment interest during the year ended June 30, 2016, compared to revenues of \$2,663,228 for the year ended June 30, 2015. Tourism promotion assessment is restricted for promotion of the facility.

During the year ended June 30, 2016 the City, the County, and other donors made contributions of cash and construction in progress.

The City of Hermiston completed a \$6.4 million grant for construction of the event center. The City contributes construction in progress to the Authority as soon as the expenditure is recognized by the City or it reimburses the Authority for construction expenses. The Authority received \$3,650,341 in construction in progress from the City of Hermiston during the year ended June 30, 2016.

Budgetary Highlights

The Authority does not levy property taxes, and is not required by Oregon law to maintain a budget.

Capital Assets

The Authority had \$8,749,498 in capital assets at June 30, 2016 allocated as follows:

	Governmental Activities	
	Capital Assets, net of Depreciation at Year-End	
	2016	2015
Land	\$ 1,021,280	\$ 1,021,280
Construction in progress	212,113	3,012,336
Buildings and improvements	7,335,131	-
Machinery and equipment	180,974	-
Total capital assets	<u>\$ 8,749,498</u>	<u>\$ 4,033,616</u>

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Management's Discussion and Analysis (continued)

June 30, 2016

Capital Assets (continued)

Major changes in capital assets included the following:

The City of Hermiston contributed \$3,650,341 in construction in progress during the year ended June 30, 2016.

Additional information on capital assets can be found in Note 3 to the financial statements.

Debt Administration

The Authority had no long-term debt at June 30, 2016.

Economic Factors and Next Year's Budgets and Rates

The Authority does not levy property taxes, and is not required by Oregon law to maintain a budget.

Requests for Information

This financial report is designed to provide a general overview of the Eastern Oregon Trade and Event Center Authority's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to: Larry Givens, Secretary/Treasurer, Eastern Oregon Trade and Event Center Authority, 915 SE Columbia Drive, Hermiston, OR 97838.

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Statement of Net Position

June 30, 2016

	<u>Governmental Activities</u>
<u>ASSETS:</u>	
Cash and investments	\$ 5,492,417
Taxes receivable	33,098
Contributions receivable	748,867
Capital assets, not being depreciated	1,233,393
Capital assets being depreciated, net of depreciation	7,516,105
Total assets	<u>15,023,880</u>
<u>LIABILITIES:</u>	
Accounts payable	575,801
Customer deposits	7,096
Total liabilities	<u>582,897</u>
<u>NET POSITION:</u>	
Net investment in capital assets	8,749,498
Restricted for promotion of facilities	330,262
Unrestricted	5,361,223
Total net position	<u>\$ 14,440,983</u>

See accompanying independent auditors' report
and notes to the financial statements.

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Balance Sheet - Governmental Funds

June 30, 2016

	<u>General Fund</u>	<u>Facilities Construction Fund</u>	<u>Total</u>
<u>ASSETS:</u>			
Cash and investments	\$ 374,889	\$ 5,117,528	\$ 5,492,417
Taxes receivable	33,098	-	33,098
Contributions receivable	-	748,867	748,867
Total assets	<u>\$ 407,987</u>	<u>\$ 5,866,395</u>	<u>\$ 6,274,382</u>
<u>LIABILITIES:</u>			
Accounts payable	\$ 6,637	\$ 569,164	\$ 575,801
Customer deposits	7,096	-	7,096
Total liabilities	<u>13,733</u>	<u>569,164</u>	<u>582,897</u>
<u>FUND BALANCE:</u>			
Restricted for promotion of facilities	330,262	-	330,262
Committed for facilities construction	-	5,297,231	5,297,231
Unassigned	63,992	-	63,992
Total fund balance	<u>394,254</u>	<u>5,297,231</u>	<u>5,691,485</u>
Total liabilities and fund balance	<u>\$ 407,987</u>	<u>\$ 5,866,395</u>	<u>\$ 6,274,382</u>

See accompanying independent auditors' report
and notes to the financial statements.

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

**Reconciliation of the Balance Sheet of the Governmental Funds to
the Statement of Net Position
June 30, 2016**

Total governmental fund balance	\$ 5,691,485
Capital assets used in the governmental activities are not financial resources and therefore are not reported in the fund balance sheet	<u>8,749,498</u>
Net position of governmental activities	<u><u>\$ 14,440,983</u></u>

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Statement of Revenues, Expenditures, and
Changes in Fund Balances - Governmental Funds
Year Ended June 30, 2016

	<u>General Fund</u>	<u>Facilities Construction Fund</u>	<u>Total</u>
<u>REVENUES:</u>			
Grants and contributions	\$ 50,000	\$ 7,208,582	\$ 7,258,582
Tourism promotion assessment	118,488	-	118,488
Event revenue	8,160	-	8,160
Investment income	10,411	-	10,411
Total revenues	<u>187,059</u>	<u>7,208,582</u>	<u>7,395,641</u>
<u>EXPENDITURES:</u>			
Current:			
Culture and recreation:			
Personal services	\$ 57,973	\$ -	57,973
Materials and services	80,966	-	80,966
Capital outlay	17,000	4,739,083	4,756,083
Total expenditures	<u>155,939</u>	<u>4,739,083</u>	<u>4,895,022</u>
Excess of revenues over expenditures	<u>31,120</u>	<u>2,469,499</u>	<u>2,500,619</u>
<u>OTHER FINANCING SOURCES (USES):</u>			
Transfers in	-	2,800,000	2,800,000
Transfers out	<u>(2,800,000)</u>	<u>-</u>	<u>(2,800,000)</u>
Total other financing source (uses)	<u>(2,800,000)</u>	<u>2,800,000</u>	<u>-</u>
<u>NET CHANGE IN FUND BALANCE:</u>	<u>(2,768,880)</u>	<u>5,269,499</u>	<u>2,500,619</u>
<u>FUND BALANCE:</u>			
Beginning of the period	<u>3,163,134</u>	<u>27,732</u>	<u>3,190,866</u>
End of the period	<u>\$ 394,254</u>	<u>\$ 5,297,231</u>	<u>\$ 5,691,485</u>

See accompanying independent auditors' report
and notes to the financial statements.

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance
of Governmental Funds to the Statement of Activities**

June 30, 2016

Net change in governmental fund balance	\$ 2,500,619
---	--------------

Governmental funds report capital outlays as expenditures. However, in the government-wide financial statements, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense:

Capital outlay added to capital assets in the statement of net position.	4,756,083
--	-----------

Depreciation expense included in the statement of activities.	<u>(40,201)</u>
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Change in net position of governmental activities	<u><u>\$ 7,216,501</u></u>
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EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Notes to Financial Statements

June 30, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Reporting entity:

Eastern Oregon Trade and Event Center (EOTEC) Authority was created March 19, 2012. EOTEC Authority was created by an intergovernmental agreement between the City of Hermiston and Umatilla County, Oregon to establish, acquire, construct, own, manage, and operate a facility to be known as the Eastern Oregon Trade and Event Center. The Authority is governed by a seven person Board of Directors.

The Authority has determined that no other outside agency meets the criteria to be included as a component unit in the Authority's financial statements.

Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements (the statement of net position and the statement of activities) are reported using the economic resources measurement focus and the accrual basis of accounting. The Authority separates program revenues from general revenues. Program revenues include: charges for services, operating grants and contributions, and capital grants and contributions. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The Authority reports two major governmental funds: the Facilities Construction Fund, which reports construction activities and the General Fund, which reports all other activities. The governmental fund financial statements (the fund balance sheet and the statement of revenues, expenditures, and changes in fund balance) are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Principal revenues are grants and contributions.

Capital assets and depreciation:

Capital assets result from expenditures in the governmental funds. These assets are reported on the statement of net position but are not reported in the fund financial statements. All capital assets are capitalized at original cost. Donated assets are valued at their estimated fair market value on the date donated. Improvements are capitalized, however the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives based upon management's experience using the straight-line method of depreciation. A capitalization threshold of \$5,000 is used to report capital assets.

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Notes to Financial Statements

June 30, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued):

Cash and investments:

Authority monies are invested as allowed by Oregon Statute. Presently, all investments are in bank demand deposits and the Oregon Local Government Investment Pool (LGIP).

The Oregon Short Term Fund (OSTF) is the LGIP for local governments and was established by the State Treasurer. OSTF investments are regulated by the Oregon Short Term Fund Board and approved by the Oregon Investment Council (ORS 294.805 to 294.895). The fair value of the Authority's position in the pool is the same as the value of its pool shares.

The Authority has not adopted policies addressing its credit risk or custodial credit risk related to cash and investments.

Fund balance:

In the fund financial statements, the fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Fund balance is reported as nonspendable when the resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Resources in nonspendable form include inventories, prepaid items and deposits, and assets held for resale.

Fund balance is reported as restricted when the constraints placed on the use of resources are either: (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. \$330,262 is restricted by enabling legislation at June 30, 2016.

Fund balance is reported as committed when the Authority Board passes an ordinance that places specific constraints on how the resources may be used. The Authority Board can modify or rescind the ordinance at any time through passage of an additional ordinance.

Resources that are constrained by the government's intent to use them for a specific purpose, but are neither restricted nor committed, are reported as assigned fund balance. The Authority Board retains sole authority to assign fund balances.

Unassigned fund balance is the residual classification for the General Fund. This classification represents fund balance that has not been restricted, committed, or assigned within the General Fund. This classification is also used to report any negative fund balance amounts in other governmental funds.

When the option is available to use restricted or unrestricted resources for any purpose, the Authority expends restricted resources first. When the option is available to use committed, assigned, or unassigned resources for any purpose, the Authority expends committed resources before assigned resources, and assigned resources before unassigned resources.

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Notes to Financial Statements

June 30, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued):

Net position:

Net position represents assets plus deferred outflows of resources less liabilities and deferred inflows of resources in the statement of net position. The Authority does not have any deferred inflows or outflows of resources. Net investment in capital assets are reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are legal limitations imposed on their use by laws or regulations. When the option is available to use restricted or unrestricted resources for any purpose, the Authority will expend restricted resources first.

Income taxes:

The Authority is exempt from federal and state income taxes.

Use of estimates:

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Budget reporting:

The District is exempt from Oregon state budget laws because it is organized under ORS chapter 190 as an intergovernmental entity that does not levy an ad valorem property tax.

NOTE 2 – CASH AND INVESTMENTS:

Cash and investments consisted of the following:

Bank checking account	\$ 5,484,571
Local government investment pool	7,846
	<u>\$ 5,492,417</u>

At year-end, \$250,000 of the Authority's bank deposits were covered by federal depository insurance.

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned. ORS Chapter 295 governs the collateralization of Oregon public funds and provides the statutory requirements for the Public Funds Collateralization Program. The Public Funds Collateralization Program was created by the Office of the State Treasurer to facilitate bank depository, custodian and public official compliance with ORS 295. Public officials verify that deposit amounts in excess of deposit insurance limits are only maintained at qualified depositories. ORS 295 requires the qualified depository to pledge collateral against any public funds deposits in excess of deposit insurance amounts. The Authority maintains its funds at a financial institution deemed to be a qualified depository by the Office of the State Treasurer. As a result, the Authority's deposits in excess of federal deposit insurance are considered by management to be fully collateralized.

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Notes to Financial Statements

June 30, 2016

NOTE 2 – CASH AND INVESTMENTS (continued):

Custodial Credit Risk - Investments

For an investment, custodial credit risk is the risk that in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investments. The Local Government Investment Pool is not subject to custodial credit risk because it is not evidenced by securities that exist in physical or book entry form.

Credit Risk - Investments

The Local Government Investment Pool's credit risk is not rated.

NOTE 3 – CAPITAL ASSETS:

Capital assets and related changes consisted of the following:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, not being depreciated				
Land	\$ 1,021,280	\$ -	\$ -	\$ 1,021,280
Construction in progress	3,012,336	212,113	(3,012,336)	212,113
Total capital assets, not being depreciated	<u>4,033,616</u>	<u>212,113</u>	<u>(3,012,336)</u>	<u>1,233,393</u>
Capital assets being depreciated				
Buildings and improvements	-	7,368,384	-	7,368,384
Machinery and equipment	-	187,922	-	187,922
Total capital assets being depreciated	<u>-</u>	<u>7,556,306</u>	<u>-</u>	<u>7,556,306</u>
Accumulated depreciation				
Buildings and improvements	-	(33,253)	-	(33,253)
Machinery and equipment	-	(6,948)	-	(6,948)
Total accumulated depreciation	<u>-</u>	<u>(40,201)</u>	<u>-</u>	<u>(40,201)</u>
Total capital assets being depreciated	<u>-</u>	<u>7,516,105</u>	<u>-</u>	<u>7,516,105</u>
	<u>\$ 4,033,616</u>	<u>\$ 7,728,218</u>	<u>\$ (3,012,336)</u>	<u>\$ 8,749,498</u>

NOTE 4 – RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO NET POSITION OF GOVERNMENTAL ACTIVITIES:

Total governmental fund balance	\$ 5,691,485
Capital assets used in the governmental activities are not financial resources and therefore are not reported in the governmental fund balance	<u>8,749,498</u>
Net position of governmental activities	<u>\$ 14,440,983</u>



EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Notes to Financial Statements

June 30, 2016

**NOTE 5 – RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES:**

Net change in governmental fund balance	\$ 2,500,619
Capital outlay	4,756,083
Depreciation expense	<u>(40,201)</u>
Change in net position of governmental activities	<u><u>\$ 7,216,501</u></u>

NOTE 6 - RECEIVABLES:

Taxes

The City of Hermiston charges a tourism promotion assessment charge of \$2 per room night rented in any hotel and \$1 per space night rented in any recreational vehicle park. Limitations apply for extended rentals. One half of the tourism promotion assessment charge less seven percent is remitted to the Authority. Taxes receivable represent amounts due from the City of Hermiston at year end.

Contributions

Many community members committed to make contributions to construction of the center. Contributors were given the option to contribute in annual installments for up to five years. Contributions are receivable as follows:

<u>Year ending</u>	
June 30, 2017	\$ 246,033
June 30, 2018	177,334
June 30, 2019	154,000
June 30, 2020	136,500
June 30, 2021	<u>35,000</u>
	<u><u>\$ 748,867</u></u>

All contributions receivable are over 90 days old, but are not delinquent. No allowance for uncollectible receivables is deemed necessary.

EASTERN OREGON TRADE AND EVENT CENTER AUTHORITY

Notes to Financial Statements

June 30, 2016

NOTE 7 - PENSION PLAN:

The Authority contributes to a SIMPLE IRA defined contribution pension plan. American Funds administers the plan. Under provisions of the plan, established by the Board of Directors, the Authority contributes a dollar for dollar match up to 3% of eligible employees' salaries. Provisions of the plan may be modified by action of the Authority's Board of Directors.

This defined contribution pension plan provides an individual account for each participant. Under the defined contribution pension plan, the benefits a participant will receive depend solely on the amount contributed to the participant's account and the returns earned on investments of those contributions. The plan is available to all employees of the Authority who are expected to receive at least \$5,000 in compensation during the current year. Contributions vest immediately. During the year, \$1,140 was contributed by the Authority.

NOTE 8 - RELATED PARTY TRANSACTIONS:

The Eastern Oregon Trade and Event Center will benefit both the City of Hermiston and Umatilla County. There are numerous related party transactions between these entities because the City and the County are funding a majority of the Center's costs. During the period, Umatilla County donated \$1,485,130 to the Authority. The City of Hermiston donated \$625,000 in cash and construction in progress valued at \$3,650,341 to the Authority during the year. Taxes receivable include Tourism Promotion Assessment collected by the City of Hermiston but not yet remitted to the Authority.

NOTE 9 – SUBSEQUENT EVENTS:

The Authority is constructing a facility to house the Umatilla County Fair and other large events. Remaining construction is expected to cost \$6.6 million. Construction is expected to be completed in the summer of 2017.

The Authority secured a \$730,000 line of credit in June 2016. No funds had been drawn at June 30, 2016. Any outstanding principal plus 3.10% interest are due April 30, 2017.

The Authority expects to receive access to an additional state grant of \$1.5 million to assist in construction of the facility. The City of Hermiston is planning to finance an additional \$1 million. Other fundraising efforts are ongoing.

The Authority has evaluated subsequent events through the date of this report, which is the date the financial statements were available to be issued. The Authority is not aware of any subsequent events that would materially effect the financial statements.

BARNETT & MORO, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

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RICHARD L. STODDARD, C.P.A.
BETSY J. BENNETT, C.P.A.
PAUL A. BARNETT, C.P.A.
REBECCA K. RAMOS BAUTISTA, C.P.A.
MITCHELL L. BOYLAN, C.P.A.

INDEPENDENT AUDITOR'S REPORT
REQUIRED BY OREGON STATE REGULATIONS

Board of Directors
Eastern Oregon Trade and Event Center Authority
Hermiston, Oregon

We have audited the basic financial statements of Eastern Oregon Trade and Event Center Authority as of and for the year ended June 30, 2016, and have issued our report thereon dated November 7, 2016. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether Eastern Oregon Trade and Event Center Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

In connection with our testing, nothing came to our attention that caused us to believe the Eastern Oregon Trade and Event Center Authority was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

OAR 162-10-0230 Internal Control

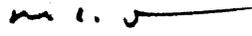
In planning and performing our audit, we considered Eastern Oregon Trade and Event Center Authority's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Eastern Oregon Trade and Event Center Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Eastern Oregon Trade and Event Center Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow Authority personnel, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This report is intended solely for the information and use of the Board of Directors and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these specified parties.

Barnett & Moro, P.C.

By: 
Richard L. Stoddard, Shareholder
Hermiston, Oregon
November 7, 2016

EOTEC Disbursement Requests
November 25, 2016

Budget Code	Budget Category	Vendor	Description	Amount	Ck Num
93-4300-2210	US Bank	US Bank	Bank Fees/ Checking acct Oct	108.60	N/A
93-4300-1100	Salary & Wages	Heather Cannell	Oct 16-31 Payroll	1,259.30	N/A
93-4300-1100	Salary & Wages	Cynthia Driscoll	Oct 16-31 Payroll	1,005.67	N/A
93-4300-1100	Salary & Wages	Heather Cannell	Nov 1-15 Payroll	1,259.29	N/A
93-4300-1100	Salary & Wages	Cynthia Driscoll	Nov 1-15 Payroll	1,005.67	N/A
93-4300-1100	Salary & Wages	OR State Dept of Revenue	OR. State Taxes- Cannell/Driscoll	289.02	N/A
93-4300-1100	Salary & Wages	IRS	Federal Payroll Taxes-Cannell/Driscoll	1,323.30	N/A
			Total of Automatic Withdrawals	6,250.85	
93-4300-1100	Salary & Wages	American Funds	H. Cannell's Retirement Contr Oct 2016	1,126.68	638**
94-4400-4220	Construction	DOWL	Prof Services 4/3/16 thru 4/30/16	5,960.00	639**
94-4400-4220	Construction	Hendon Const	Rodeo Const services thru 10/24/2016	242,710.37	640**
93-4300-2950	Misc Contractual	Alarm Financial Services	Fire Alarm Monitoring	40.00	641
93-4300-3218	Utilities	Cascade Natural Gas	Utility Bill	215.68	642
94-4400-4220	Construction	Corey, Byler & Rew	Bid Reviews	3,690.00	643
94-4400-4220	Construction	DOWL	Prof Services 8/28/16 thru 10/1/16	440.00	644
93-4300-2520	Telephone	Eastern Oregon Telecom	Phone	785.90	645
93-4300-2105	Temporary Labor	Express Personnel	Hired help for events	114.31	646
93-4300-2105	Temporary Labor	Express Personnel	Hired help for events	130.64	646
94-4400-4220	Construction	FDG	Project Management/ Oct 2016	24,500.00	647
94-4400-4220	Construction	Granite	Retainage Payable	19,967.87	648
93-4300-3218	Utilities	Hermiston, City of	Utilities acct # 1.010390.01	1,411.37	649
93-4300-3218	Utilities	Hermiston, City of	Utilities acct # 18.365005.01	151.90	649
94-4400-4220	Construction	LRS Architects	Professional services thru 10/25/2016	5,672.36	650
94-4400-4220	Construction	Material Testing & Inspection	Inspection services 10/3 thru 10/16	2,568.25	651
93-4300-2950	Misc Contractual	Midway Bar & Grill	Lunch for EOTEC work Session	200.00	652
93-4300-2950	Misc Contractual	Pendletons Best Coffee	Coffee for Facility	162.55	653
93-4300-2950	Misc Contractual	RS Management	Event Security	391.50	654
93-4300-2950	Misc Contractual	Severson Accounting & Tax	Payroll / direct deposits& Retirement/Oct	200.00	655
94-4400-4220	Construction	Stoel Rives LLP	Services thru 10/31/2016	2,289.50	656
93-4300-2155	Janitorial	Supply Works	cleaning supplies	199.44	657
93-4300-3101	Office supplies	Supply Works	Floor desk mat	101.98	657
93-4300-2950	Misc Contractual	Supply Works	Monthly Dishwasher Lease 9/30-10/27	147.95	657
94-4400-4220	Construction	Troxell Communications	AV Equipment & Installation	92,161.00	661
93-4300-3218	Utilities	Umatilla Electric	Utilities acct# 9102169001	25.27	658
93-4300-3218	Utilities	Umatilla Electric	Utilities acct# 9102169002	200.01	658
93-4300-3218	Utilities	Umatilla Electric	Utilities acct# 9102169003	873.56	658
94-4400-4220	Construction	Umatilla Electric	Installation Electrical for rodeo grounds	22,155.00	662
93-4300-2520	Telephone	Verizon	Cell phone	93.52	659
93-4300-2950	Misc Contractual	Wambeke Window Washing	Window Cleaning	95.00	660
			TOTAL CHECKS	\$ 428,781.61	
			GRAND TOTAL	\$ 435,032.46	

* Purchased with Credit card

** Check written earlier in the month



CITY OF HERMISTON
BALANCE SHEET
NOVEMBER 30, 2016

E.O.T.E.C. - GENERAL FUND

<u>ASSETS</u>			
93-1010	CASH - TO 94	(4,121,981.62)
93-1021	CASH-OPERATING EOTEC (93-94)		962,122.68
93-1030	INVESTMENTS		3,515,698.86
93-1055	TPA RECEIVABLE		33,098.47
			<u>388,938.39</u>
TOTAL ASSETS			<u><u>388,938.39</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
93-2210	REFUNDABLE DEPOSITS		7,300.00
93-2225	EVENT DEPOSITS		5,232.00
93-2250	TPA BALANCE		330,261.64
			<u>342,793.64</u>
TOTAL LIABILITIES			342,793.64
<u>FUND EQUITY</u>			
93-2390	FUND BALANCE		63,992.32
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		(<u>17,847.57)</u>
BALANCE - CURRENT DATE		(<u>17,847.57)</u>
TOTAL FUND EQUITY			<u>46,144.75</u>
TOTAL LIABILITIES AND EQUITY			<u><u>388,938.39</u></u>

CITY OF HERMISTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2016

E.O.T.E.C. - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FROM OTHER AGENCIES</u>					
93-3015-210 CONTRIBUTION FROM CITY	.00	.00	45,190.00	45,190.00	.0
93-3015-220 CONTRIBUTION FROM COUNTY	.00	.00	45,190.00	45,190.00	.0
TOTAL FROM OTHER AGENCIES	.00	.00	90,380.00	90,380.00	.0
<u>SERVICE CHARGES</u>					
93-3016-120 TOURISM PROMOTION ASSESSMENT	.00	33,098.47	117,730.00	84,631.53	28.1
93-3016-270 EOTEC LEASE INCOME	500.00	500.00	.00	(500.00)	.0
93-3016-330 EVENT REVENUE	6,561.00	17,287.00	46,200.00	28,913.00	37.4
TOTAL SERVICE CHARGES	7,061.00	50,885.47	163,930.00	113,044.53	31.0
<u>MISCELLANEOUS REVENUES</u>					
93-3019-110 INTEREST ON INVESTMENTS	3,054.44	7,847.43	5,000.00	(2,847.43)	157.0
TOTAL MISCELLANEOUS REVENUES	3,054.44	7,847.43	5,000.00	(2,847.43)	157.0
<u>CASH FORWARD</u>					
93-3099-100 CASH FORWARD - UNDESIGNATED	.00	.00	50,000.00	50,000.00	.0
93-3099-200 CASH FORWARD - MKT TPA	.00	.00	297,665.00	297,665.00	.0
93-3099-300 CASH FORWARD - LGIP	.00	.00	5,300.00	5,300.00	.0
TOTAL CASH FORWARD	.00	.00	352,965.00	352,965.00	.0
TOTAL FUND REVENUE	10,115.44	58,732.90	612,275.00	553,542.10	9.6

CITY OF HERMISTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2016

E.O.T.E.C. - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
<u>PERSONNEL SERVICES</u>					
93-4300-1100 SALARY & WAGES	4,721.37	25,371.21	86,525.00	61,153.79	29.3
93-4300-1475 RETIREMENT	676.00	1,352.00	.00	(1,352.00)	.0
TOTAL PERSONNEL SERVICES	5,397.37	26,723.21	86,525.00	59,801.79	30.9
<u>MATERIALS & SERVICES</u>					
93-4300-2105 TEMPORARY LABOR	244.95	1,306.42	55,455.00	54,148.58	2.4
93-4300-2110 AUDIT & ACCOUNTING	.00	.00	7,200.00	7,200.00	.0
93-4300-2155 JANITORIAL SUPPLIES	199.44	2,803.79	1,200.00	(1,603.79)	233.7
93-4300-2210 BANK FEES	226.02	767.58	890.00	122.42	86.2
93-4300-2220 BOND	.00	.00	750.00	750.00	.0
93-4300-2240 TRAVEL & TRAINING	.00	49.90	2,000.00	1,950.10	2.5
93-4300-2450 INSURANCE	.00	4,844.67	9,000.00	4,155.33	53.8
93-4300-2520 TELEPHONE	879.42	3,952.42	2,880.00	(1,072.42)	137.2
93-4300-2950 MISCELLANEOUS CONTRACTUAL	1,237.00	8,451.45	5,500.00	(2,951.45)	153.7
93-4300-3101 OFFICE SUPPLIES	101.98	1,870.13	1,820.00	(50.13)	102.8
93-4300-3150 MAINTENANCE/ REPAIR SUPPLIES	.00	88.14	5,000.00	4,911.86	1.8
93-4300-3175 COMPUTER REPAIR/ SUPPLIES	.00	.00	3,000.00	3,000.00	.0
93-4300-3214 EQUIPMENT - MINOR	.00	1,405.27	660.00	(745.27)	212.9
93-4300-3218 UTILITIES	2,877.79	7,509.92	15,000.00	7,490.08	50.1
TOTAL MATERIALS & SERVICES	5,766.60	33,049.69	110,355.00	77,305.31	30.0
TOTAL OPERATIONS	11,163.97	59,772.90	196,880.00	137,107.10	30.4

CITY OF HERMISTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2016

E.O.T.E.C. - GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>MARKETING</u>					
<u>PERSONNEL SERVICES</u>					
93-4400-1100 SALARY & WAGES	1,420.87	8,473.29	20,730.00	12,256.71	40.9
93-4400-1475 RETIREMENT	450.78	901.46	.00	(901.46)	.0
TOTAL PERSONNEL SERVICES	<u>1,871.65</u>	<u>9,374.75</u>	<u>20,730.00</u>	<u>11,355.25</u>	<u>45.2</u>
<u>MATERIALS & SERVICES</u>					
93-4400-2350 ADVERTISING & PUBLICATIONS	.00	4,652.22	15,600.00	10,947.78	29.8
93-4400-2550 WEBSITE	.00	.00	1,175.00	1,175.00	.0
93-4400-2920 DUES	.00	2,595.60	2,105.00	(490.60)	123.3
93-4400-3220 PROMOTIONS	.00	185.00	25,000.00	24,815.00	.7
TOTAL MATERIALS & SERVICES	<u>.00</u>	<u>7,432.82</u>	<u>43,880.00</u>	<u>36,447.18</u>	<u>16.9</u>
TOTAL MARKETING	<u>1,871.65</u>	<u>16,807.57</u>	<u>64,610.00</u>	<u>47,802.43</u>	<u>26.0</u>



CITY OF HERMISTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2016

E.O.T.E.C. - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UNAPPROPRIATED BALANCE</u>					
<u>RESERVE FOR FUTURE EXPENDITURE</u>					
93-8890-7100 RES- FOR FUTURE EXP-MARKETING	.00	.00	350,785.00	350,785.00	.0
TOTAL RESERVE FOR FUTURE EXPENDITURE	.00	.00	350,785.00	350,785.00	.0
TOTAL UNAPPROPRIATED BALANCE	.00	.00	350,785.00	350,785.00	.0
TOTAL FUND EXPENDITURES	13,035.62	76,580.47	612,275.00	535,694.53	12.5
NET REVENUE OVER EXPENDITURES	(2,920.18)	(17,847.57)	.00	17,847.57	.0

CITY OF HERMISTON
 BALANCE SHEET
 NOVEMBER 30, 2016

E.O.T.E.C. - FACILITY CONST

ASSETS

94-1010	CASH - FROM 93	4,121,981.62	
94-1050	ACCOUNTS RECEIVABLE - A/R	725,516.11	
	TOTAL ASSETS		<u>4,847,497.73</u>

LIABILITIES AND EQUITY

LIABILITIES

94-2200	ACCOUNTS PAYABLE	(23,350.89)	
94-2205	RETAINAGE PAYABLE	25,487.88	
	TOTAL LIABILITIES		2,136.99

FUND EQUITY

94-2390	FUND BALANCE	5,297,231.12	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(451,870.38)	
	BALANCE - CURRENT DATE	(451,870.38)	
	TOTAL FUND EQUITY		<u>4,845,360.74</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,847,497.73</u>

CITY OF HERMISTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2016

E.O.T.E.C. - FACILITY CONST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FROM OTHER AGENCIES</u>					
94-3015-225 CONTRIBUTION FROM CITY	.00	.00	1,000,000.00	1,000,000.00	.0
94-3015-230 GRANTS	.00	.00	1,400,000.00	1,400,000.00	.0
TOTAL FROM OTHER AGENCIES	.00	.00	2,400,000.00	2,400,000.00	.0
<u>MISCELLANEOUS REVENUES</u>					
94-3017-240 CAPITAL DONATIONS	15,500.00	164,177.30	525,000.00	360,822.70	31.3
TOTAL MISCELLANEOUS REVENUES	15,500.00	164,177.30	525,000.00	360,822.70	31.3
<u>NON REVENUE RECEIPTS</u>					
94-3018-300 LOAN PROCEEDS	.00	.00	1,000,000.00	1,000,000.00	.0
TOTAL NON REVENUE RECEIPTS	.00	.00	1,000,000.00	1,000,000.00	.0
<u>CASH FORWARD</u>					
94-3099-100 CASH FORWARD	.00	.00	4,600,000.00	4,600,000.00	.0
TOTAL CASH FORWARD	.00	.00	4,600,000.00	4,600,000.00	.0
TOTAL FUND REVENUE	15,500.00	164,177.30	8,525,000.00	8,360,822.70	1.9

CITY OF HERMISTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2016

E.O.T.E.C. - FACILITY CONST

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>E.O.T.E.C. - CONST. FUND</u>						
<u>CAPITAL OUTLAY</u>						
94-4400-4220	CONST - BUILDINGS	141,384.25	603,955.82	8,525,000.00	7,921,044.18	7.1
94-4400-4225	CONST - BARNES	12,091.86	12,091.86	.00	(12,091.86)	.0
TOTAL CAPITAL OUTLAY		153,476.11	616,047.68	8,525,000.00	7,908,952.32	7.2
TOTAL E.O.T.E.C. - CONST. FUND		153,476.11	616,047.68	8,525,000.00	7,908,952.32	7.2
TOTAL FUND EXPENDITURES		153,476.11	616,047.68	8,525,000.00	7,908,952.32	7.2
NET REVENUE OVER EXPENDITURES		(137,976.11)	(451,870.38)	.00	451,870.38	.0

