

AGENDA MUSEUM COMMISSION December 10th, 2019 6:00 PM
Northern Wasco County PUD Conference Room 2345 River Road, The Dalles,
OR 97058- Please use the side door entrance

This meeting will be conducted in a handicap accessible room.

Public comment : Individuals wishing to address the Museum Commission on items not already listed on the Agenda may do so during the first half-hour; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

CALL TO ORDER

- ROLL CALL: Elizabeth - Eric - Daliea - Donna - Loyal - Mike-- Jeff- Mary
- APPROVAL OF AGENDA
- APPROVAL OF MINUTES FROM SEPTEMBER MEETING
- APPROVAL OF MINUTES FROM OCTOBER MEETING

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

TREASURER'S REPORT:

MUSEUM DIRECTOR'S REPORT:

OLD BUSINESS:

- Thank-you cards for Dennis Davis & Russ Brown

NEW BUSINESS:

- Martin Donation or Fund Balance to be used for Anderson House?
VOTE NEEDED-Mike M
- Updated Project Report- priorities & updates-Elizabeth
- Heather and missing records-Cal
- Election of President and Secretary/Treasurer?

- Decide date for Volunteer appreciation party

ADJOURN NEXT MEETING: AT THE PUD January 14th, 2020

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
DECEMBER 2019 DIRECTOR'S REPORT
For January 21, 2020, Museum Commission Meeting

- Total Volunteer Hours for December: 120 hours.
- A BIG Thank You to Dawn and Myron Egbert for bringing back the Anderson Homestead Christmas Celebration. Wonderful decorations and lights. Great music from Dennis Davis. Lots of help from volunteers and guests. I hope that we continue this every year and maybe expand it to all the Sundays in December.
- The Surgeon's Quarters is in its usual post season scattered condition. We are working on some new displays and are refreshing others. Mary assures me that her new career as a professional dancer will not get in the way of her museum work. I understand that Las Vegas has already contacted her.
- Jason Hinkle will be working on the floors in the Surgeon's Quarters to repair some cracks and holes in the floor.
- Thanks to Loyal for getting the flower beds cleaned up and ready for winter.
- Friendship renewals were sent out in December (as of January 14, 2020 we have deposited \$6864.00 in Friendship renewals).
- Museum Volunteers, Commission members and staff are invited to a holiday party on January 23 at Route 30 in downtown The Dalles starting at 5:00pm and running until 7:00pm.
- Midnight the Cat has survived her brush with death and is back to patrolling the grounds.

Respectfully Submitted

Fort Dalles Museum and Anderson Homestead Commission Meeting
Regular Meeting Minutes
December 10, 2019

Northern Wasco PUD Meeting Room

Commission Members present: Elizabeth Wallis, President, Eric Gleason Vice Chair , Daliea Thompson Treasurer/Secretary, Donna Lawrence, Loyal Quackenbush.

Commission Members absent and excused: Jeff Wolfanger, Mike Wacker

Others present: Mary Davis FDM Anderson Homestead Foundation, Mike Middleton Wasco County Fiscal Director.

Call to Order: The meeting was called to order at 5:57 p.m.

Museum Staff present: Cal McDermid

Agenda: Eric moved to approve the agenda, Donna seconded, motion carried.

Minutes Reviewed:

September Minutes:

The group reviewed the meeting minutes from September. Cals and Elizabeth's last name were misspelled, and the omission of Loyals name from attendance. Also scratch the first three lines from presidents report and put the last section under business. On back page under New Business there should be a change to the sentence Elizabeth and Daliea will tell the county they are still interested in serving.

Donna made a motion to accept the minutes with changes and Elizabeth seconded, the motion carried.

October Minutes:

The group reviewed the meeting minutes from October.

Cals name misspelled. Donna moves to approve the minutes with changes, Elizabeth seconded, motion carries.

Public Comments: None

Treasurers Report **Attached:**

Mike reviewed fiscal information. NW PUD grant monies went through the City instead of county. We still have billings that will need to be paid from either the Martin Donation or General Fund Balance. Our Admissions are at 80% of expected.

Museum Directors Report: **Attached**

Cal combined information for October and November 2019. Christmas at the Anderson Homestead on Sunday, December 15th from 1p.m. - 4p.m. The Christmas party was advertised on Facebook and the Radio.

Elizabeth reported Immense Imagery took pictures of the apple pressing event.

Old Business:

Thank you cards for Dennis Davis and Russ Brown, they are at the Museum we need to go to the Museum to sign them. 11Am tomorrow through the middle of the afternoon is a good time

NewBusiness:

Martin Donation or Fund Balance to be used for Anderson House?

Daliea made the motion to use the Martin Donation Anderson House fund to pay for the cleaning and staining of the Anderson House and granary that is to be started in March 2020 and not to exceed \$10,000. Loyal seconded. Eric initiated discussion regarding the Logs and Timbers, LLC. Motion carries.

Updated Project Report-priorities and updates – Elizabeth (**attached**)

Surgeons Quarters

Cal to get bid from Jason Hinkle for floor repairs in Surgeon Quarters
Cal would like to do a fundraiser for window inserts at the 110 year fundraiser. Cal will get new bid from Indow Windows.

Surgeon's Quarters Kitchen Chimney Micheal Byrne bid rebuilding to its original configuration. His estimate is \$2600.00 He would like to complete in winter but not during freezing weather. And he would have a lift for only two days. Bid **attached**

Surgeons Quarters reinstall trim stored in vehicle building. Loyal says its a pretty large project that perhaps is lower on the priority list.

Gardener's Cottage

Predetermination Letter from the state recommends that the Gardener's Cottage be individually designated. They need a draft designation letter for National Designation March 2020.

Anderson House

Lighting exterior – pathway lighting, back porch, front porch, there is no electric and we could

get electric service there for an outdoor light. A porch light maybe solar type light. Also maybe solar lights.

Exterior preservation-Repairs to logs that are still wet even after no rain. David Rogers wants to do a Dutchman repair that uses new wood weaved into the log with epoxy type substance. Originally there was a wood gutter system that gathered all the water and it went into a cistern. The entire bid is \$5000.00 for all repairs. Bid **attached**

Caulking windows should be done when they clean and stain- Loyal will get a price of caulking or try to get the painter to thrown in.

Anderson Barn

Number 3 Loyal would like us to move to number 1 on priority. Chinking needs to be replaced (the material between boards)

Granary

Steps and need to be built? Will put ¼ inch metal screen on windows to keep out birds. And the entire Granary will be revisited at another time as it is a large project.

Vehicle Building

Repair Siding. Do we need to replace or rehab building. We need to pursue cost of residing building with board and batten. Loyal says about \$3500 would cover him and Dennis to put siding up and that it would make a vast improvement.

Cleaning we do have the vacuum cleaner and special brushes for cleaning.

Grounds

We need a light switch by Gardener's cottage but it is a NWPUD light that is on all night so it is not one we can likely get a switch for.

Ivy is ongoing situation

The fence section on Garrison has been repaired, the rest of the fence is still being fixed.

Stumps are dealt with

Jail Grates deferred to a later time

Interpretive signage the company that used to do that work doesn't do this anymore. Donna spoke with Dawn Hert, at the city. The City no longer does signage. Suggestions were made to contact Sue Buce at the Discovery Center to find out about makers of signage.

Heather and missing records-Cal

Cal had received an email from Heather; she had moved and as soon as she gets settled she will send any records to Cal.

Election of President and Secretary /Treasurer?

The group voted unanimously to keep all the officers in their current positions for 2020.

Elizabeth Wallis, President

Eric Gleason, Vice President

Daliea Thompson, Secretary/Treasurer

Decide date for Volunteer appreciation party

Cal will be arranging the Volunteer appreciation party in mid January.

Next Meeting: is at the Museum on Tuesday, January 14th 2020 at PUD Conference Room

Meeting was adjourned at 7:48 p.m.

Approved and Accepted January 21st, 2020 by Elizabeth Wallis, Commission President.

Elizabeth Wallis, PD

Financial Notes for Museum – December 2019

- 6th month of the fiscal year = 50.0% complete for straight-line analysis

Revenues

- Investment Earnings (Interest & Mark to Market) is \$1,208 more than last fiscal year at this time, budget execution is 82.6%
- Admissions are \$22,544 as of December 31st. This is \$5,845 more than last year at this time
 - Last month was \$9,441 ahead so December matched the timing of billings to the cruise companies between years
 - Budget is executed to 87.7% compared to 83.1% at this time last year.
 - Last fiscal year generated \$7,849 in admissions from January to June. Using this as an estimate, total admissions for the year should reach \$30,000
- Memberships are \$4,235 or \$4,085 more than last year at this time
 - Some change in the pattern of renewals?
 - Current execution is 52.9% compared to 2.3% last year
 - Started the Membership drive, should continue over the next few months
- Merchandise sales continued to grow to \$2,381 and is \$275 more than last fiscal year
 - No sales in December
 - Current execution is 79.4% compared to 70.2% last year
- Donations are \$4,865 compared to \$1,679 last year at this time
 - Budget execution is 74.9% compared to 25.8% last year
- The PUD Grant for \$18,565 is not being ran through the Museum books
 - This is through the city as they are the owner of the property – per the PUD rules
 - This grant will not show in the County's financial statements/budget
 - First noted in the reports in September

Expense

- Personnel is executing at 43.8%, which is within the straight-line budget expectation
 - The amount is \$1,207 more than last fiscal year
- Grounds maintenance is up to \$5,238 and a budget execution of 69.8%
 - No change from November report
 - The tables purchased early in the year are the reason, this is non-linear and budget will be watched – discussed in prior reports
- Museum Expenses are executing at 79.7%
 - This is primarily due to q purchase for \$419 to get a Square terminal and paper for the terminal – discussed in prior months
- Advertising is up to \$4,581 – executing at 91.6% compared to a 71.4% execution last fiscal year
 - While this is not in line with a straight-line assumption, advertising can be very nonlinear through the fiscal year

- Very little budget left on this line item so warrants closer scrutiny
- Contracted Services does not have any transactions recorded yet – discussed in prior reports
 - No change from prior report
 - This is where the projects Loyal is working on will be coded
 - The budget was set for using the PUD Grant that is now flowing through The Dalles
 - Museum will have a decision to make (discussed in the reports since September)
 - As there will be now specific one time revenues to offset the projects, how to fund it:
 - Decrease fund balance to the extent necessary
 - Decrease the Reserved fund balance by the expense or portion if it qualifies under the restrictions
 - Do not need to decide now – just before the end of the Fiscal year which will allow time for the work to be completed
- **Overview**
- The fund is performing well. The only concern is the future costs coming for the improvement projects Loyal is leading. And it is not really a concern – more a matter of how the Commission wishes to allocate the costs. Which, if the admissions continue at the current rate, could well be a moot point. Currently, new revenues from operations total \$68,754 while expenses for the same time period total \$36,403. This is a \$32,351 increase to the overall fund balance when the support and interest is figured in.

Museum
Monthly Financial Report
Fiscal Year 2020 - December 2019

Filters	
Fd	211
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Revenue							
MUSEUM							
NON-DEPARTMENTAL RESOURCES-R							
MUSEUM NON OPERATING RESOURCES-R							
BEGINNING FUND BALANCE-R							
BEGINNING FUND BALANCE	86,483	83,145	99,845	96.1%	111.8%	-16.7%	(16,699.74)
RESERVED BEGINNING FUND BALANCE - MARTIN DONATION	144,828	144,828	142,775	100.0%	100.0%	1.4%	2,053.00
BEGINNING FUND BALANCE-R Total	231,311	227,973	242,620	98.6%	104.5%	-6.0%	(14,646.74)
INVESTMENT EARNINGS-R							
INTEREST EARNED	3,600	2,806	1,810	78.0%	90.5%	55.0%	995.77
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	166	(46)	#DIV/0!	#DIV/0!	-461.8%	211.96
INVESTMENT EARNINGS-R Total	3,600	2,972	1,765	82.6%	88.2%	68.4%	1,207.73
TRANSFERS IN-R							
TRANSFER FROM ECONOMIC DEVELOPMENT FUND - ONE TIME COUNTY CONTRIBUTION	5,000	5,000	5,000	100.0%	100.0%	0.0%	-
TRANSFER FROM GENERAL FUND - COUNTY CONTRBUTION	17,500	17,500	17,500	100.0%	100.0%	0.0%	-
TRANSFERS IN-R Total	22,500	22,500	22,500	100.0%	100.0%	0.0%	-
MUSEUM NON OPERATING RESOURCES-R Total	257,411	253,446	266,885	98.5%	104.0%	-5.0%	(13,439.01)
NON-DEPARTMENTAL RESOURCES-R Total	257,411	253,446	266,885	98.5%	104.0%	-5.0%	(13,439.01)
ADMINISTRATION-R							
MUSEUM OPERATING EXPENDITURES-R							
LICENSES FEES & PERMITS-R							
ADMISSIONS	28,000	24,544	18,699	87.7%	83.1%	31.3%	5,845.20
MEMBERSHIPS	8,000	4,235	150	52.9%	2.3%	2723.0%	4,084.50
MERCHANDISE SALES	3,000	2,381	2,105	79.4%	70.2%	13.1%	275.35

Museum
Monthly Financial Report
Fiscal Year 2020 - December 2019

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
LICENSES FEES & PERMITS-R Total	39,000	31,159	20,954	79.9%	65.5%	48.7%	10,205.05
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	11,250	7,500	50.0%	33.3%	50.0%	3,750.00
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	11,250	7,500	50.0%	33.3%	50.0%	3,750.00
MISCELLANEOUS-R	-	1,007	1,401	#DIV/0!	#DIV/0!	-28.1%	(393.55)
CHARGES FOR SERVICES-R							
N WASCO PUD	18,565	-	-	0.0%	#DIV/0!	#DIV/0!	-
CHARGES FOR SERVICES-R Total	18,565	-	-	0.0%	#DIV/0!	#DIV/0!	-
CONTRIBUTIONS & DONATIONS-R	6,500	4,865	1,679	74.9%	25.8%	189.8%	3,186.82
MUSEUM OPERATING EXPENDITURES-R Total	86,565	48,282	31,533	55.8%	51.7%	53.1%	16,748.32
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	86,565	48,282	31,533	55.8%	51.7%	53.1%	16,748.32
MUSEUM Total	343,976	301,727	298,418	87.7%	94.0%	1.1%	3,309.31
Revenue Total	343,976	301,727	298,418	87.7%	94.0%	1.1%	3,309.31
Expense							
MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	42,773	18,714	17,507	43.8%	44.6%	6.9%	1,206.78
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	5,000	4,581	3,211	91.6%	71.4%	42.7%	1,370.48
BLDG REPAIR & MAINT	6,000	510	21,500	8.5%	107.5%	-97.6%	(20,990.00)
BOOKS	1,300	630	1,343	48.5%	447.8%	-53.1%	(713.11)
CONTRACTED SERVICES	19,565	-	-	0.0%	0.0%	#DIV/0!	-
COPIER - LEASE & MAINTENANCE	500	534	314	106.8%	62.8%	70.0%	219.81
DUES & SUBSCRIPTIONS	350	-	-	0.0%	0.0%	#DIV/0!	-
EQUIPMENT - REPAIR & MAINTENANCE	500	-	-	0.0%	0.0%	#DIV/0!	-
HOME RULE CHARTER	500	185	525	37.0%	105.0%	-64.8%	(339.97)
MAINTENANCE - GROUNDS	7,500	5,238	2,779	69.8%	37.1%	88.4%	2,458.22
MUSEUM EXPENSES	1,500	1,195	437	79.7%	32.4%	173.6%	758.34
POSTAGE	500	275	-	55.0%	0.0%	#DIV/0!	275.00
SUPPLIES - FOREST SERVICE	2,000	859	1,661	43.0%	83.0%	-48.3%	(801.82)
TELEPHONE	1,250	659	619	52.7%	49.5%	6.4%	39.73
TRAINING & EDUCATION	1,000	-	100	0.0%	10.0%	-100.0%	(100.00)
UTILITIES	10,000	3,032	4,001	30.3%	40.0%	-24.2%	(968.19)

Museum
Monthly Financial Report
Fiscal Year 2020 - December 2019

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
OUTSIDE PLANT MAINTENANCE	500	(40)	-	-8.0%	0.0%	#DIV/0!	(40.00)
SUPPLIES - MERCHANDISE	100	30	538	30.0%	537.7%	-94.4%	(507.74)
MATERIALS & SERVICES-E Total	58,065	17,689	37,028	30.5%	53.5%	-52.2%	(19,339.25)
CAPITAL OUTLAY-E	6,500	-	-	0.0%	0.0%	#DIV/0!	-
MUSEUM OPERATING EXPENDITURES-E Total	107,338	36,403	54,535	33.9%	47.5%	-33.2%	(18,132.47)
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-E Total	107,338	36,403	54,535	33.9%	47.5%	-33.2%	(18,132.47)
MUSEUM Total	107,338	36,403	54,535	33.9%	47.5%	-33.2%	(18,132.47)
Expense Total	107,338	36,403	54,535	33.9%	47.5%	-33.2%	(18,132.47)

LOGS & TIMBERS, LLC

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EMAIL: Logdoctor@aol.com

Oregon - CCB# 180968

Washington - LOGSTTL923DL

PROPOSAL

FOR

VARIOUS REPAIRS

OF

THE ANDERSON HOUSE

IN

THE DALLES

FOR

FT. DALLES HISTORIC SITE

DECEMBER, 2019



5

Introduction

Eric and I met at the Anderson House to review several repair/maintenance issues including;

- (1) Dutchman//Consolidation Repair to the north wall at the junction of the porch roof on the west side
- (2) Rehang the porch gutter on the West side
- (3) Rehang the original gutter corbel brackets (North and South eaves)
- (4) Reuse the existing ½ round gutter/downspouts
- (5) Dutchman Repair to the log wall on the Southeast corner (up high)
- (6) Provide recommendation for cleaning and treatment of the exterior log surfaces

Repair / Maintenance Planning

The West side of the porch roof, adjacent to log wall, has visibly deteriorated due to water damage caused by apparent gutter issues and flashing failures. This gutter is a new feature associated with the relocation and construction of the current entry steps. (Do we have photos showing the original step orientation? It is possible the steps were from the front of the porch and not from the side).

The repair consists of two dutchman and one surface consolidation which Eric and I determined was appropriate in keeping the visual alteration to a minimum.

We noted that the main roof gutter on the north and south sides no longer functioning as intended. We discovered the original gutter brackets have been stored in the Gardeners Shed and discussed restoring them to their original locations, thereby utilizing them to rehang the existing gutter to a functioning purpose and further restore the Anderson House appearance.

We noticed a missing portion of an upper log on the southeast wall in need of a dutchman repair

Exterior log wall maintenance is an important aspect to preserving and protecting them. My recommendation regarding this building is as follows; Clean the exterior with a water based cleansing product (Multi-wash by Sansin, through Miller Paint or similar), Soft bristle brushes and elbow grease, (No pressure washer). Then an application of D2 as a preventative treatment for future biological growth inhibition.

Proposal

Logs & Timbers, LLC proposes to supply all materials, labor, and equipment to accomplish items 1-5 above for a price of \$ 5,000.00

Sincerely,

David C. Rogers

(Principal member)

**Michael Byrne
Stonemasonry**

4594 Woodworth Drive
Parkdale, Oregon 97041
541-490-4199
CCB 173627

ESTIMATE 1210

Forti Dalles Museum

SUBMIT TO:
FORT DALLES MUSEUM
Eric Gleason
The Dalles, OR 97058

December 10, 2019

DESCRIPTION			AMOUNT
REBUILD Kitchen Chimney to original			
LABOR			\$2,000
EQUIPMENT RENTAL			\$600
Total Estimate			\$2,600

NOTES:
Additional moneys for materials may be required based on field verification.
All work guaranteed.

Respectfully submitted,
Michael Byrne

PROJECTS REPORT FALL 2019:

Surgeon's Quarters:

Priority Level	Overview	Action	Cost Estimate / Owner / Target Completion
1	Flooring	Flooring "gook" in SQ needs assessment by Jason Hinkle	Winter 2019
2	Interior Window Inserts	Interior insert windows from (www.indowwindows.com) these are museum grade with built-in UV filtering. These will only work on the lower story windows.	Mary to pursue new bid
3	Kitchen chimney	Needs to be re-pointed Eric talked to Michael Byrne 10/17. Next steps?	Eric?
4	Trim	Reinstall trim moulding stored in Vehicle Bldg	Eric?

Gardner's Cottage:

Priority Level	Overview	Action	Cost Estimate / Owner / Next Steps
1	Complete restoration	Restoration work needs to begin on the structure. Check on furniture, etc. stored inside building. National Register Predetermination received by Eric on	Eric?

		10/23	
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Anderson House:

Priority Level	Overview	Action	Cost Estimate / Owner / Next Steps
1	Lighting	Exterior lighting needed	
2	Exterior Preservation	Repair rotted wood by door	Eric?
3	Climate control	Windows to be caulked	Loyal?
4	Gutter	Gutter on front porch needs replacement	Eric?
5	Retaining wall	Needs to be stained	\$2,600

Anderson Barn:

Priority Level	Overview	Action	Cost Estimate / Owner / Next Steps
1	Exterior Preservation	The exterior surfaces of the AB will have to be protected with preservative treatment.	Loyal
2	Clean up yard	ivy in fencing needs to be removed.	In house
3	Rechinking	Some boards are in need of chinking, would keep things cleaner inside & expand storage.	Eric?

Granary:

Priority Level	Overview	Action	Cost Estimate / Owner / Next Steps
1	Steps to Granary	Steps built so that visitors can see inside. Possibly build a replica of a wagon and have it backed up to the granary as if it is loading. Steps up to the back of the wagon so visitors could imagine how it was used.	
2	Screens	Screens built to slow ingress of rodents & birds	

Vehicle Building:

Priority Level	Overview	Action	Cost Estimate / Owner / Next Steps
1	Repair siding	Pursue cost of re-siding building with board & batten	In house
2	Roof	Pursue cost of painting roof	In house
3	Add'l lot	Investigate the viability of acquiring adjacent lot and building new vehicle building in current location.	

Wooden Vehicle Shed:

Priority Level	Overview	Action	Cost Estimate / Owner / Next Steps
1	Cleaning	Give vehicles a light dusting & gentle cleaning w/ low-pressure air. Repel bugs/ birds/ rodents.	in-house?

Grounds:

Priority Level	Overview	Action	Cost Estimate / Owner / Next Steps
6	Light pole	Provide switch and receptacle at pole light. Install fused switch and receptacle. This allows for turning the light out during evening events and place to plug in electrical cords.	\$ 1,214.00
3	Ivy	Trim all ivy on grounds, and treat w/ herbicide.	in house
2	Fence	Top of fencing needs capped.	in house
5	Stumps	Remove rotting stumps and fill in holes if necessary.	Loyal
4	Jail Grates	Design an outdoor exhibit so that the grates can be secured standing up on a cement slab. Allow for photos. Interpretive signage to show old guardhouse, etc.	
1	Interpretive	Signage for bells, vehicle buildings, former	Grant

	Signage	site of officers quarters, 1905 trees, grates, etc.	opportunity?
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