



Port of Arlington

PO Box 279
Arlington, Oregon 97812
541-454-2868

Port of Arlington

AGENDA

5:00 pm

Tuesday, July 10, 2018

Meeting Location:

Gilliam County Courthouse
Condon, Oregon 97823

(Note: Environmental Sentry Corp meeting will follow the Port's meeting)

Regular Commission Meeting

1. Call meeting to order
2. Public Comment on non-agenda items
3. Consent Agenda:
 - Approval of June 12, 2018 Commission meeting minutes
 - Approval of June 2018 payables
4. Chairman's Report –
5. Commissioner's Reports –
6. Small Business Assistance Grant
 - 6.1 Country Side Dispatch Quarterly Report
 - 6.2 Jennifer Tilton, Small Town Gossip, grant application for consideration (Please bring your information on this application which was provided to you in June's agenda packet)
 - 6.3 Paul Jayo, Arlington Towing and Repair, grant application for consideration
7. Economic Development –
 - 7.1 Lease Amendments/Renewals
 - 7.1.1 – WI Construction Inc.
 - 7.2.2 - Mid Columbia Producers
 - 7.2 Irrigation Feasibility Study
 - 7.3 Flex Building Lease Pricing Structure
 - 7.4 EDO Report – A Town Throw Down Recap
8. Administration
 - 8.1 Annual Housekeeping
 - 8.1.1 Designate monthly meeting date, time, and place – currently the second Tuesday of each month at 5 pm with the January, April, July, and October meetings held in Condon.
 - 8.1.2 Designate Newspapers of record, Attorney of record, Depositories of record, CPA firm of record.
Currently The Times Journal and East Oregonian are newspapers of record, Attorney of record is the firm of Ruben Cleaveland, Depositories of record are the Bank of Eastern Oregon and LGIP, and CPA firm of record Solutions, CPA's PC (Solutions) formerly Oster Professional Group.
 - 8.2 Appoint Budget Officer for 2018-2019 Fiscal Year
 - 8.3 Port Commission Election of Officers for President, Vice President and Secretary/Treasurer
 - 8.4 Executive Session Per ORS 192.660(2)(a) to consider the employment of an officer, employee, staff member, or agent...

Upcoming Meetings:

Regular Commission Meeting on Tuesday, August 14, 2018 Port of Arlington Office

This meeting is conducted in a handicapped accessible room

Posted: Tuesday, July 5, 2018: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington; Arlington City Hall; Port Office

**Port of Arlington
Budget Hearing
Tuesday, June 12, 2018
5 pm**

Port Office, 100 Island Park Rd., Arlington, OR

A public hearing was held by the Port of Arlington Board of Commissioners regarding adoption of the FY 2018-19 Budget. The hearing was for the purpose of taking public comments on the budget approved by the Budget Committee on May 8, 2018.

1. Open Public Hearing – 5:00 pm; The budget hearing was opened by President Wilson
2. Ask for public comment - None
3. Close Public Hearing – The hearing was closed at 5:01 pm
- 4.

**Regular Commission Meeting
MINUTES**

**Port of Arlington
June 12, 2018
5 p.m.
Port Office
Arlington, OR**

1. **The Port of Arlington Commission meeting was called to order at 5:02 pm by President Wilson.**
Those Present: President Wilson; Vice President Kennedy; Commissioner McGuire; Commissioner Hunking; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Attorney Ruben Cleaveland;
Absent: Commissioner Fitzsimmons
Audience: Jack Ingram, Gene Williamson (5:35 pm)
2. **Adopt Resolution 2018-140 approving FY 2018-19 Budget** –Commissioner Kennedy moved to approve Resolution 2018-140 adopting FY 2018-19 Budget and Commissioner Hunking seconded. The motion carried with a vote of 4-0.
3. **Public Comment on non-agenda items-** None
4. **Consent Agenda:**
 - Approval of May 8, 2018 Commission Meeting Minutes
 - Approval of May 2018 Payables and FinancialsCommissioner Kennedy moved to approve the consent agenda and Commissioner Hunking seconded. The motion carried 4-0.
5. **Chairman's Report:** President Wilson told the Board the Port received a Certificate from the Arlington Saddle Club in appreciation for the donation. The Port also received a Thank You letter from Laura Pryor for the flowers and attendance at Earl Pryor's memorial service.
Donation Request – Arlington Community Chamber Show N Shine.
Commissioner Hunking moved to approve a donation of \$100, to be paid in July, and Commissioner McGuire seconded \$100. Motion carried 4-0

6. **Commissioner Reports:** None
7. **Small Business Assistance Grant Application** – Jennifer Tilton, Small Town Gossip Mobile Food Cart – EDO Mitchell said Ms. Tilton called him and asked to reschedule for the next Board meeting in July. President Wilson tabled this item to the July 10th meeting.
8. **Executive Session per ORS 192.660(2)(e)**
Recess to Executive Session at 5:15 pm.
Reconvene to Regular Session at 5:52 pm
Action following Executive Session: Commissioner Hunking moved to renew W.I. Construction, Inc. lease for an additional year for the Willow Creek Quarry adding an assignment and sub-lease clause. Commissioner McGuire seconded. Motion carried 4-0.
9. **Economic Development:**
 - 9.1 **EDO Report**

Gilliam County Court Funding Request – The Port was awarded grant funds for Port projects in the amount of \$250,000. Following a second meeting with the County Court, an additional \$100,000 was awarded for the Irrigation Project Feasibility Study.

Summer Youth Job Results – Jacob Shandy was hired for the summer youth maintenance position.

Irrigation Project Update – The City will need to prove up their water right, anticipated up to 8 cu. President Wilson said he has been speaking with Les Ruark regarding this project. Mr. Ruark has expressed concerns with the Port's "process" and also the Exploratory Committee. Attorney Cleaveland said he would like to speak with Mr. Ruark to discuss his concerns but his messages are never returned. EDO Mitchell said he had preliminary discussions with Gary Neal about an MOU to extend the project into Morrow County. Commissioner Kennedy said he has heard from many people that they do not want Gilliam County water and monies being used in Morrow County.

Flex Building Project Update – The building frame is up, insulation installed, and the roofing is going on. Rotschy is working on sewer and water taps. The City will pay for the change order to move the building water meter access out to Airport Road.

Island Park River access Improvements Update – EDO Mitchell is continuing to search for a contractor. A \$4,000 grant from Gorge Wind Association will be forthcoming when their logo or some of advertising is displayed.

Island Park Bathroom Project Update – New layouts for the boat parking lot from Marine Board were handed out. To date, none of the Marine Board drawings are suitable. The Marine Board told EDO Mitchell, they cannot spend any more time on this design. EDO Mitchell said Flowing Solutions, Andy Jansky, is going to take a look at it.

A Town Throw Down June 16th Update – There could be wind this year. The All-Day Event will take place in the Earl Snell Park with food, drinks, and a live band. The competition will take place at the A Town Throw

Down launch area when the wind allows.

Break for Dinner 6:10 pm – 6:30 pm

Meeting cont'd:

10. Administration

10.1 Executive Session per ORS 192.660(2)(h)

Recess to Executive Session at 6:45. Reconvene to regular session at 7:05 pm

Action following Executive Session: No final decision was made.

10.2 Hangar Building Property Taxes – Following discussion, Commissioner Hunking moved for the Port to pay the back taxes accrued by the former tenant. Commissioner McGuire seconded and the motion carried 4-0. The Port will take steps with the Assessor's Office to make sure this doesn't happen again. The Port will include language in all new leases that the tenant must provide a receipt to the Port showing their taxes have been paid.

10.3 Admin. Asst. Job application review process, Interview Committee, Interview schedule. After reviewing the applications, candidates were selected by the Board for interviews. Staff will prepare and interview score sheet that includes a Comments column. After discussion, Interviews will be held on June 20th, from 1 to 3 pm in the Port Office. The Interview Committee will consist of Commissioner Kennedy, Commissioner McGuire, Denise Ball, Pam Rosenbalm, and Alcenia Wright.

10.4 Advisory Committee status – Staff advised the Board that all terms for the Advisory Committee have expired. After discussion Commissioner Hunking moved that all Advisory Committee positions will be dissolved. Commissioner Kennedy seconded and the motion carried 4-0. Staff will notify Don Williamson and thank him for serving. Mr. Williamson's attendance at future Port meetings is welcomed.

10.5 Personnel Action forms: COLA increase for signatures; new hire PAF for signature. The forms were signed by President Wilson and Vice President Kennedy.

President Wilson asked EDO Mitchell if he had an update on the Mesa Group and their occupancy status in the Hangar Building. EDO Mitchell said they will be moving out of the facility within the next few months unless the State law changes.

Meeting adjourned 8:00 pm

President Ron Wilson

V.P. Dewey Kennedy

**Port of Arlington
Regular Monthly Commission Meeting
Tuesday, July 10, 2018
JUNE 2018 PAYABLES**

Resources:

Deposits and Credits through 6/30/2018 (see attached detail)

Total Deposits and Credits– All Accounts \$ 19,800.67

Expenses:

Checks Written: 8701 through 8742 (plus two check to be printed)
Includes Direct Deposit Payroll And Electronic Fund Transfers (See attached Check Detail)

Total Expenses and Transfers– All Accounts (\$482,433.54)

Bank Balance Information:

Ending Balance as of 6/30/18: Bank of Eastern Oregon Checking: \$ 28,956.53
Bank of E. Oregon Reserve Fund: \$ 41,463.16
Bank of E. Oregon Muni Market Fund: \$ 159,466.92
LGIP: (6/30/18) \$1,610,147.65

Commission President Ron Wilson

Vice President Dewey Kennedy

9:26 AM

07/02/18

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
 YTD

	Jul '17 - Jun 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	1,322,711.00	1,280,000.00	103.3%
4010 · Taxes-Current	99,853.28	100,000.00	99.9%
4011 · Taxes-Prior	1,739.36	400.00	434.8%
4020 · Interest - NOW Checking	56.96		
4021 · Interest - Best A/C	3,065.72		
4022 · Interest - LGIP A/C	29,461.98	10,000.00	294.6%
4030 · Land Rental	1,680.00	13,000.00	12.9%
4050 · Grain Elevator Lease Pymt	100,000.00	100,000.00	100.0%
4110 · Grants Income			
4111 · OSMB Grant	16,044.81	0.00	100.0%
4113 · Gilliam County Grant	0.00	0.00	0.0%
4114 · Unanticipated Grant Funds	23,525.00	10,000.00	235.3%
4115 · Safety Grant	0.00	0.00	0.0%
4116 · Grant-Island Erosion Repair	0.00	0.00	0.0%
4120 · MAPS Grant	7,050.00	7,250.00	97.2%
Total 4110 · Grants Income	46,619.81	17,250.00	270.3%
4210 · Marina Revenue	6,511.00	5,000.00	130.2%
4211 · RV Park Revenues			
4211-4 · RV Park Dry Camp	1,559.00		
4211-3 · RV Park Daily Rent	7,035.00		
4211-2 · RV Park Weekly Rent	2,875.00		
4211-1 · RV Park Monthly Rent	34,010.00		
4212 · RV Park fee Refund	-500.00		
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
Total 4211 · RV Park Revenues	44,979.00	40,000.00	112.4%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	11,377.07	5,000.00	227.5%
4213-1 · Diesel Sales	935.13	3,500.00	26.7%
Total 4213 · Marina Fuel Revenue	12,312.20	8,500.00	144.8%
4214 · Marina Power and Water Revenue	400.00	200.00	200.0%
4340 · Willow Creek Rock Sales	19,955.17	3,000.00	665.2%
4350 · Willow Creek Lease Revenue	10,000.00		
4400 · Donations/Gifts	0.00	100.00	0.0%
4450 · Willow Creek Reimbursement	0.00	0.00	0.0%
4500 · Miscellaneous Income	360.00	100.00	360.0%
Total GENERAL FUND RESOURCES	1,699,705.48	1,577,550.00	107.7%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	598,503.00	598,000.00	100.1%
5031 · Building Lease 11-002	83,600.00	91,200.00	91.7%
5032 · Building Lease 11-004	28,500.00	27,000.00	105.6%
5033 · Flex Bldg Lease	0.00	0.00	0.0%
5113 · Grants - Gilliam County	250,000.00	250,000.00	100.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5115 · Telecom Infrastr Creation Grant	0.00	0.00	0.0%
5116 · Grants - Other	7,286.00	6,000.00	121.4%
5130 · SIP Funds	25,547.19	25,000.00	102.2%
5500 · Ag Lab Revenues	0.00	0.00	0.0%
5600 · Transfer from General Fund	400,000.00	400,000.00	100.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOUR...	1,393,436.19	1,398,200.00	99.7%

9:26 AM

07/02/18

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '17 - Jun 18	Budget	% of Budget
RESERVE FUND RESOURCES			
9001 · Transfer from General Fund	10,000.00	10,000.00	100.0%
9002 · Interest Earned Reserve Fund	669.62	225.00	297.6%
9000 · Reserve Fund Beginning Balance	30,793.00	30,700.00	100.3%
Total RESERVE FUND RESOURCES	41,462.62	40,925.00	101.3%
Total Income	3,134,604.29	3,016,675.00	103.9%
Expense			
6560 · Payroll Expenses	0.00		
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	21,179.10	21,120.00	100.3%
6009 · Administrative Assistant	34,127.40	43,040.00	79.3%
6011 · Payroll Taxes - Staff	4,281.42	4,600.00	93.1%
6012 · Training	0.00	200.00	0.0%
6013 · Workmens Compensation	169.74	230.00	73.8%
6015 · Employee Benefits Insurance	11,963.40	14,000.00	85.5%
6016 · Employee Benefits Retirement	6,636.75	7,800.00	85.1%
Total 6000 · Personal Services - AD	78,357.81	90,990.00	86.1%
6100 · Materials and Services - AD			
6111 · Utilities	2,330.46	3,000.00	77.7%
6112 · Office Supplies and Equipment	2,744.71	3,000.00	91.5%
6113 · Legal Fees	5,241.25	8,000.00	65.5%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	1,483.81	1,500.00	98.9%
6115 · Dues, Subscriptions, Fees - Other	2,380.48	2,000.00	119.0%
Total 6115 · Dues, Subscriptions, Fees	3,864.29	3,500.00	110.4%
6116 · Audit, Budget, Legal Notices	7,057.00	8,000.00	88.2%
6117 · Telephone and Internet Srv.	1,828.41	2,000.00	91.4%
6118 · Advertising - AD	167.00	250.00	66.8%
6119 · Commissioner Fees/Expenses	2,575.12	2,500.00	103.0%
6120 · Medi/SS for Commissioners	160.67	300.00	53.6%
6121 · Donations	1,000.00	1,000.00	100.0%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	125.00	200.00	62.5%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	80,260.00	0.0%
6127 · Commissioner Conference & Trave	1,306.56	3,000.00	43.6%
6128 · Staff Travel/Food/Lodging	77.56	500.00	15.5%
6129 · Postage	454.82	500.00	91.0%
6130 · Bad Debt Write Off	0.00	0.00	0.0%
Total 6100 · Materials and Services - AD	28,932.85	120,510.00	24.0%
6170 · Transfers Out of General Fund	410,000.00	410,000.00	100.0%
Total ADMINISTRATION EXPENSES	517,290.66	621,500.00	83.2%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	7,596.62	11,250.00	67.5%
6611 · Payroll Taxes	595.57	750.00	79.4%
6612 · Worker's Comp Insurance	377.45	500.00	75.5%
Total 6600 · Personal Services	8,569.64	12,500.00	68.6%

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Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '17 - Jun 18	Budget	% of Budget
6620 · Materials & Services			
6621 · Water Fees	727.50	1,200.00	60.6%
6622 · Sanitation	888.88	1,000.00	88.9%
6623 · Comfort Station Supplies	32.94	1,800.00	1.8%
6624 · Park Electricity	842.50	1,500.00	56.2%
6625 · Pest Control / Chem & Fert.	197.05	150.00	131.4%
6626 · Insurance	1,850.00	2,000.00	92.5%
6627 · Park Maintenance & Supplies	2,864.39	2,800.00	102.3%
6628 · Miscellaneous	0.00	100.00	0.0%
Total 6620 · Materials & Services	7,403.26	10,550.00	70.2%
6630 · Capital Outlay			
6635 · Grant Match Isl.Erosion Repair	0.00	10,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	10,000.00	0.0%
6631 · Park Improvements	19,919.00	100,000.00	19.9%
6632 · Engineering & Surveying	587.50	10,000.00	5.9%
Total 6630 · Capital Outlay	20,506.50	130,000.00	15.8%
Total ISLAND PARK	36,479.40	153,050.00	23.8%
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	981.13	3,400.00	28.9%
6711 · Payroll Taxes	76.49	150.00	51.0%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
Total 6700 · Personal Services	1,107.62	3,600.00	30.8%
6720 · Materials & Services			
6721 · Marina Electricity	2,599.31	2,500.00	104.0%
6722 · OMB Repairs - 1/2 MAPS	0.00	2,000.00	0.0%
6723 · Insurance	1,850.00	2,500.00	74.0%
6724 · Marina Maint. & Supplies	4,378.04	2,500.00	175.1%
6725 · Miscellaneous	399.00	500.00	79.8%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	3,000.00	0.0%
6727-1 · Marina Gas	9,693.42	9,000.00	107.7%
Total 6727 · Marina Fuel	9,693.42	12,000.00	80.8%
Total 6720 · Materials & Services	18,919.77	22,000.00	86.0%
Total MARINA	20,027.39	25,600.00	78.2%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	927.37	2,200.00	42.2%
6311 · Payroll Taxes, Maintenance - RV	72.28	200.00	36.1%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
Total 6300 · Personal Services - RV	1,199.65	2,600.00	46.1%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	3,614.00	4,000.00	90.4%
6322 · Sanitation - RV	1,162.00	1,400.00	83.0%
6323 · Electricity - RV Park	7,784.85	7,500.00	103.8%
6324 · WIFI - RV	539.40	600.00	89.9%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	325.12	1,000.00	32.5%
6327 · Insurance - RV	900.00	1,000.00	90.0%
6328 · Misc. - RV	0.00	500.00	0.0%
6329 · Sewer	4,201.28	3,500.00	120.0%
Total 6320 · Materials & Services - RV	18,526.65	20,000.00	92.6%

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07/02/18

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '17 - Jun 18	Budget	% of Budget
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	0.00	4,800.00	0.0%
Total 6340 · Capital Outlay - RV	0.00	4,800.00	0.0%
Total RV PARK EXPENSES	19,726.30	27,400.00	72.0%
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,115.24	1,200.00	92.9%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	1,115.24	1,300.00	85.8%
6540 · Capital Outlay - WQ			
6542 · Engineering & Surveying	0.00	0.00	0.0%
6540 · Capital Outlay - WQ - Other	0.00	748,700.00	0.0%
Total 6540 · Capital Outlay - WQ	0.00	748,700.00	0.0%
Total WILLOW CREEK QUARRY	1,115.24	750,000.00	0.1%
Total GENERAL FUND EXPENSES	594,638.99	1,577,550.00	37.7%
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	63,537.54	64,000.00	99.3%
8410-1 · Admin. Asst. 1/3	17,580.70	18,000.00	97.7%
8410-2 · Lab Technician	3,984.80	0.00	100.0%
8411 · Payroll Taxes	6,264.19	8,500.00	73.7%
8412 · Worker's Comp Ins.	150.00	300.00	50.0%
8413 · Employee Benefits - Insurance	29,158.80	29,000.00	100.5%
8414 · Employee Benefits - Retirement	9,734.25	12,000.00	81.1%
Total PERSONNEL SERVICES	130,410.28	131,800.00	98.9%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	4,620.06	8,000.00	57.8%
8422 · Training/Seminars/Conventions	0.00	3,600.00	0.0%
8423 · Legal Fees	967.50	1,000.00	96.8%
8424 · Office Supplies & Equipment	169.86	500.00	34.0%
8424-1 · Lab Supplies	0.00	0.00	0.0%
8424-2 · Outside Lab Services	0.00	0.00	0.0%
8424-3 · Consultant	0.00	0.00	0.0%
8425 · Utilities	526.50	1,500.00	35.1%
8426-1 · Dues & Subscriptions	425.00	500.00	85.0%
8426 · Advertising & Marketing			
8426-2 · A Town Throw Down	10,842.89		
8426 · Advertising & Marketing - Other	6,891.20	30,000.00	23.0%
Total 8426 · Advertising & Marketing	17,734.09	30,000.00	59.1%
8427 · Telephone & Internet Service	1,975.00	3,000.00	65.8%
8428 · Website Develop. & Maint.	300.00	500.00	60.0%
8429 · Building Insurance	4,234.00	4,500.00	94.1%
8430 · City of Arlington Insitu Lease	21,600.00	21,600.00	100.0%
8430-1 · Feasibility Studies	0.00	1,000.00	0.0%
8430-2 · Grant Match	0.00	1,000.00	0.0%
8430-3 · Business Start Up Program	23,959.00	35,000.00	68.5%
8430-4 · Property Taxes	6,937.98	8,000.00	86.7%
8433 · Telecom Infrastr Creation	0.00	0.00	0.0%
8439 · Contingency	0.00	20,700.00	0.0%
Total MATERIALS AND SERVICES	83,448.99	140,400.00	59.4%

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07/02/18

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '17 - Jun 18	Budget	% of Budget
CAPITAL OUTLAY			
8431 · Land Improvements/Development	8,910.00	35,000.00	25.5%
8432 · Engineering & Surveying	34,653.14	30,856.00	112.3%
8435 · Building Construction	661,651.31	1,048,000.00	63.1%
Total CAPITAL OUTLAY	705,214.45	1,113,856.00	63.3%
DEBT SERVICE			
8441 · Loan - Principal	9,067.60	9,068.00	100.0%
8442 · Loan - Interest	3,076.40	3,076.00	100.0%
Total DEBT SERVICE	12,144.00	12,144.00	100.0%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	931,217.72	1,398,200.00	66.6%
RESERVE FUND EXPENSES			
9500 · Repair, Maint., Grant Match	0.00	40,925.00	0.0%
Total RESERVE FUND EXPENSES	0.00	40,925.00	0.0%
Total Expense	1,525,856.71	3,016,675.00	50.6%
Net Ordinary Income	1,608,747.58	0.00	100.0%
Net Income	1,608,747.58	0.00	100.0%

Port of Arlington - Small Business Assistance Program (SBAP)

"Proposal"

Name of applicant: Paul Jayo

Applicant's business structure: ☐ Corporation

☐ Partnership

☒ Sole proprietor

☐ Other (explain) _____

Name of project:

(Use a brief descriptive title to allow for easy identification of the project).

Arlington Towing & Repair

Contact Person for this project:

Name: Paul Jayo/Nikayla Walsh

Organization:

Mailing address: PO Box 144
Arlington, OR 97812

Position: Owner

Telephone: 541/303/3039 • 541-900-2888

E-mail: strocker427@gmail.com

dawnnikayla1491@gmail.com

Describe the Business briefly:

Providing towing for local Arlington citizens as well as passers through. I can also provide repairs for the vehicles being towed.

Source of funds for this SBAP project:

Fund Type	Program or Identity of Funds	Amount	%Total
Port of Arlington	Small Business Assistance Program Grant (SBAP)	5000	
Non-Port of Arlington Funds	Other Grants or Loans		
Non-Port of Arlington Funds	Applicant's Investment/tow truck & dollies	2000	
	Total Project		100%

Explain what exactly the project funds (and especially the SBAP funds) will actually pay for:

Six month premium for insurance \$1,632
Paint and lighting for vehicle \$2,700
New wheels and tires \$550
Total: \$4,880

How many new jobs do you expect this project to create? 2 jobs

Business Plan Components

Executive Summary

To provide towing and repair

General Company Description

Towing and Repair

Products and Services

Towing, repair, parts, propane sales

Marketing Plan

Apply for a billboard through the state as well as online advertisement

Operational Plan

Potential customers will have 2 numbers to call for 24/7 access to services

Management and Organization

Personal Financial Statement

Financial History and Analysis

Financial Plan

Fuel approximates at \$64/week

insurance approximates at \$68/week or \$272/month

in total it will cost approximately \$132/week for basic operations not including wear & tear. This equals out to \$1.10/mile.

i will be charging \$3.50/mile, \$150 hook-up fee and \$90/hour for winches. After 7:30pm the hook-up fee and winch fee will double.

I am presenting this proposal before you in hopes to receive approval for a small business grant in the amount of five thousand dollars. The grant will be used as follows.

Insurance is going to be one of the main uses of the grant money. It is \$3,264 per year for the towing vehicle. If I were to pay the six month premium, it would cost \$1,632 and I can pay the monthly instalments on my own after six months has passed to keep the insurance active as is the law. I would also like to paint the towing vehicle as well as install the proper lighting. The two together total approximately \$2,700. A good paint job and proper lighting provides a noticeable representation of the company which would draw people's attention, essentially creating more business. Last but not least, the towing vehicle needs new tires and wheels for the utmost safety while being operated. Those will cost five hundred fifty dollars. Altogether, everything needed for start-up costs totals \$4,880 which is inside the \$5,000 bracket that I am applying for.

Additionally, Arlington doesn't already have a towing company for travelers that face vehicular delays. Any persons passing through that have problems with their vehicles won't want to pay the extra mileage for a towing company to come out of Biggs or Boardman, which brings me to my next point; presumptively there will be 5 tows per week. Charging \$3.50 for every mile (for the first 2.5 miles) and a \$75 hook-up fee puts the rate at an average of \$145 per tow. At 5 tows per week the total amount of income is at least \$725 per week. This amount will cover the cost for using the towing vehicle, as well as some profit. These projections are based off of the first 20 miles included in the tow from start to finish, however, I am willing to accept jobs from as far out as Condon, the surrounding countryside of Arlington, the west side of Boardman and the east side of Biggs, as not to interfere with any surrounding towing companies.

In a different note, I would like to add that I can offer tows as large as motor homes and I can also provide a winch for any accidents that involve being stuck. There will be a separate fee of \$50/hour for anybody that needs a winch.

All in all I firmly believe that a towing company in Arlington is going to excel due to the fact that the next closest companies are at least 25 miles in distance and I will be offering my services at a rate that is affordable but also profitable.

Thank you for your time and consideration.

Paul Jago

June - 04-18

Request for Quote – Lower Willow Creek Feasibility Study, Tentative Outline of Scope

Can you provide the Port of Arlington a feasibility study cost quote? A first order analysis would be to study the cost of building a pumping station at the Port's Willow Creek Industrial Park, extend a main line to the Gilliam County boarder with Morrow and another main would branch of the primary and go up Eight Mile Road/Canyon. Diversion points along the main(s) can provide water to farms on Willow Creek bench, Eight Mile bench, and on the mesas above both areas. Farmers could pump water to their farms from the diversion points. If affordable, we would look to extend water to the adjoining farm land on the Mesas above Eight Mile toward the Rock Creek and Shuttler Flats areas. Attached is a map with an approximate pipeline and "+" noting the potential delivery point for the various farms. The map is land plats of Gilliam County. A google earth view can give you land currently in irrigation, land being dry farmed, and potential land that could be farmed.

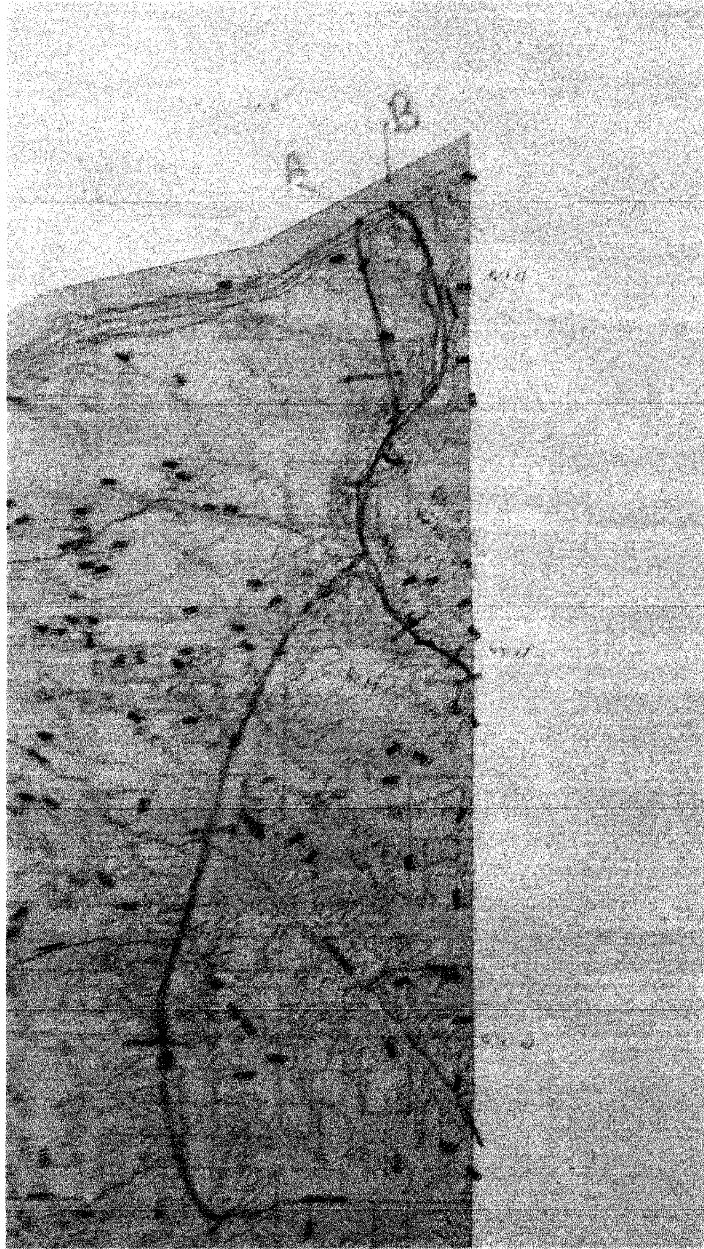
The scope of work would be to provide a feasibility report for the effort described above. If you could also provide a quote to deliver some cost ranges for on-farm cost (pivots, laterals, clusters, on farm electrical, etc.), it could be useful for our farmers too.

The Port and our farmers are seeking to learn the infrastructure cost and some general order of magnitude of operational cost, breakeven acreage, etc.:

- A diversion point pumping station system from the Columbia River at the Port's Willow Creek mouth property,
 - include permitting cost
 - construction cost
- Main line(s) with two (2) options, A – along the Hepner Junction rail line bed, B – Along Highway 74 to rail bed on the Willow Creek Bench.
- To various delivery points including gallonage examples
 - Willow Creek - 500 acres (Willow Creek bench in Gilliam County),
 - Eight Mile – 9,000 – 12,000 acres. to the various points along the system covering 1,000 acres or 3,000 acres each,
- Examples of operational cost to pump (deliver water) to:
 - Willow Creek Bench
 - To Eight Mile bench
 - 700' (lower Eight Mile)
 - 800' (Upper Eight Mile)
 - Eight mile bench to Mesa
 - 700' to 800' (Four Mile Road
 - 800' to 1200' (Plateau Farm)
 - 800' to 1300' (Baseline Road)

This is a loose feasibility study outline, your expertise can guide its final scope. If you have any questions or if you need further clarifications, please call me.

Best Regards,



Memorandum

To: Gilliam County, City of Arlington, and the Port of Arlington
From: Ruben D. Cleaveland
Annala, Carey, VanKoten & Cleaveland, P.C.
Re: Irrigation Water Project
Date: June 20, 2018

The above named governmental entities are in preliminary discussion regarding the potential use of water rights to provide irrigation to property in North Gilliam County and other areas. As you all know, Annala, Carey, VanKoten, & Cleaveland, P.C. provides the Port of Arlington, City of Arlington, and Gilliam County with legal representation. This creates a situation that could be described as a potential or current conflict of interest according to the Oregon Rules of Professional Conduct.

Because this project is exploratory at this juncture and cooperation between the entities seems to be a mutual goal, it does not appear I am obligated to contend on behalf of one organization to the detriment of the other. However, should an issue arise that would necessitate advocacy on behalf of one party against another, I may have to withdraw from proceeding with this project. As required by the Rules of Professional Conduct, this letter of informed consent includes a recommendation to seek independent legal advice to determine if consent should be given.

If you consent to my continued representation of each entity on this project and choose to acknowledge informed consent regarding the conflict of interest, please reply to this memo acknowledging such. You may reply and acknowledge consent by signing below and returning this to me via email or other electronic form. Please contact me if you have any questions or concerns.

The undersigned consents to Ruben D. Cleaveland of Annala, Carey, VanKoten & Cleaveland, P.C. representing our entity on the terms set forth above.

Name: _____ Date _____
Title: _____

PLEASE RETURN TO: cleavelandr@yahoo.com

Port Manager/ Economic Development Report July 10, 2018

The Port of Arlington's mission is to *support the creation, retention, expansion, and recruitment of businesses and jobs that will enhance the economy and quality of life of Gilliam County.*

This report covers recent activities of the Port of Arlington including developments at Arlington Mesa, Shutler Station, Island Park and Willow Creek industrial parks.

Administration

The administrative assistant position interviews were conducted by a selection committee. One of the two final candidates will be selected by the Port's board at their July meeting. Jacob Shandy, summer intern, started working for the Port. He is doing a splendid job getting the Port back in ship shape.

Industrial Parks

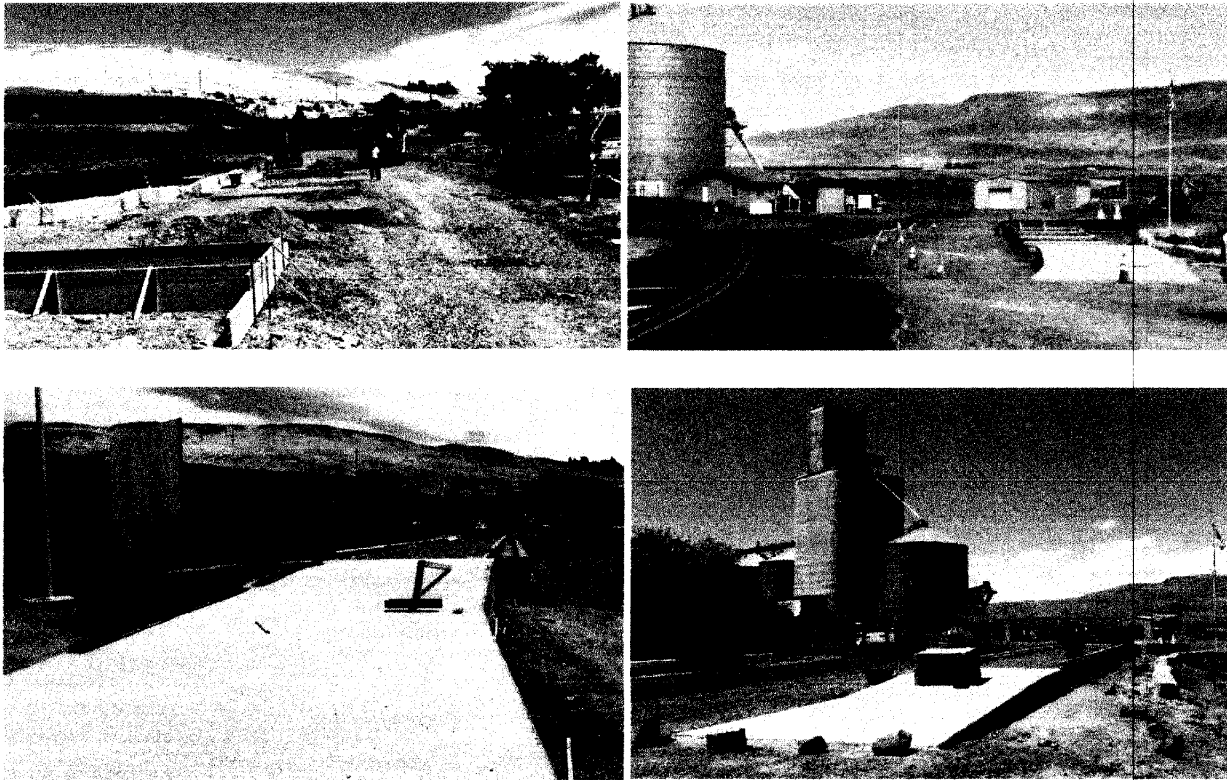
Arlington Mesa Flex Building – Roofing and siding have now been installed. Roll up doors will be installed the first part of July. Office and bathroom have been wired, plumbed and sheet rocked. Building insulation and interior wall ply board has been installed. Electrician has started running the conduits and wire for interior and exterior lights, heaters, etc. The building will be ready for occupation by mid-August.

The Port is offering lease space of 1,000 sq. ft to 6,000 sq. ft. to industrial tenants. The space is ideal for truck or crane equipment servicing. The building will have three phase power, fiber internet, city water and sewer service and some of the greatest views in the Gorge. Please inquire at the Port's office.



Arlington Industrial /Commercial Property

Mid-Columbia Producers' scale project is progressing nicely. Ramps and foundation have been poured, scale has been set, knee wall poured, and today concrete decking was poured. The scale's concrete will need to cure for 21 days before it can be placed in service. Scale should be available for use after July 20th.



MCP scale construction. Top, foundation framing, wind wall, and south ramp. Bottom Ramps with scale concrete deck freshly poured (June 29).

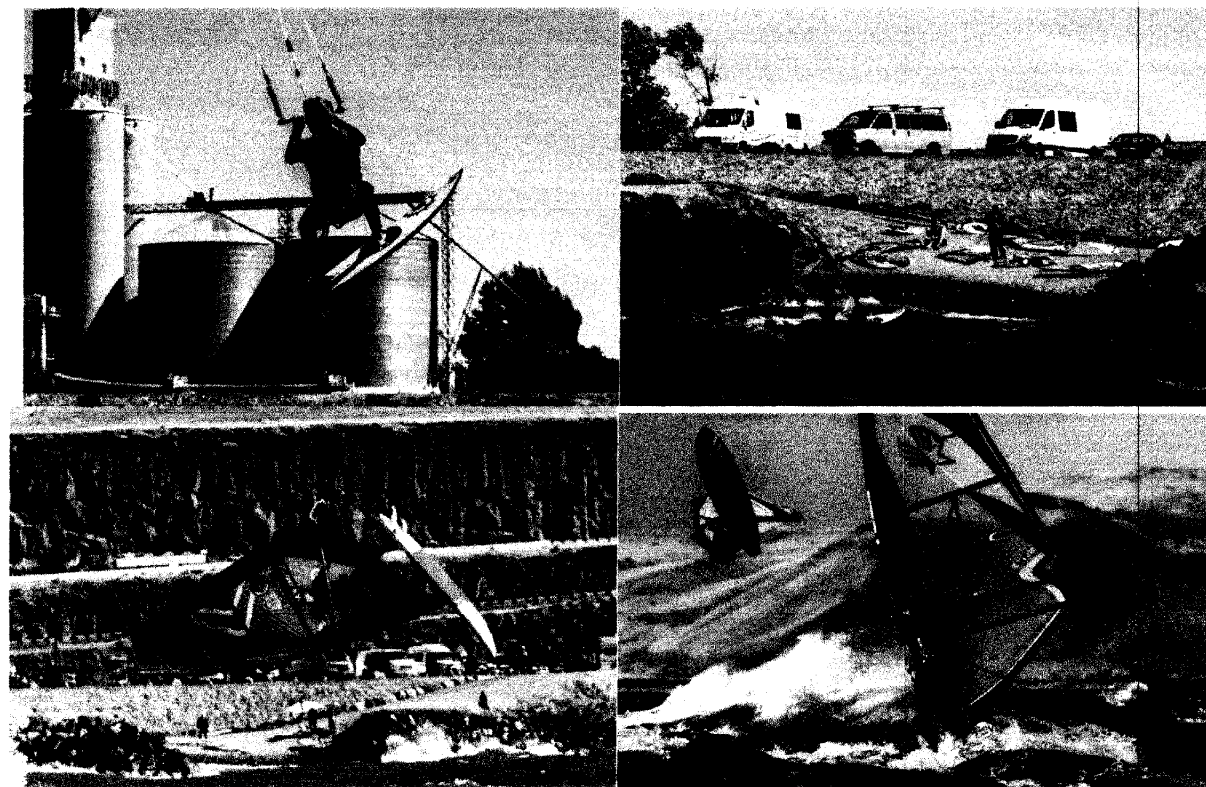
Lower Willow Creek Irrigation Project

After selecting the Port's Willow Creek industrial site as the most viable diversion point, the irrigation project is developing a feasibility study request around the location. The study will investigate having a main line that will supply farmers along Willow Creek and Eight Mile Canyon. The study will help to answer many questions regarding the economic and engineering feasibility of the project. The Gilliam County Court has endorsed the project by awarding the Port grant funding for the study.

Island Park and Marina

Despite a poor wind weekend, the A-Town Throw Down event was successful in drawing a crowd and promoting Arlington as a premier wind, kite and downwinder location. Recently, license plates have been spotted from British Columbia, Utah, and Washington. The evening concert pleased the audience with outstanding music by The Hereafters, a Portland based band. Food was provided by Pat's Rivers Edge Deli and Paradise Rose Chuck wagon along with craft beer from Big Horse Brewery and wine from Maryhill Winery. Several marketing videos have been developed from footage taken during the event and can be seen on the Port's web site "event" link: portofarlington.com/events.html. One video features kite boarder, Cynthia "Cynbad" Brown, on why she likes to kite surf in Arlington. The other video features several of Gilliam County's finest on their first attempt at Stand Up Paddleboard racing

during the A-Town Relay Race, an event favorite. The videos are being distributed widely and posted to the Port's web page and Facebook pages.



A-Town Launch Site June 2018 - Images by Bob Stawicki

Small Business Assistance program

Condon Chamber hosted a successful Chamber After Hours event on June 4. Guest speaker, Will Metscher, provided many useful tips on successful marketing, prospect building, and social media outreach. Business owners from the entire County attended the session. The event also provided an excellent networking opportunity for businesses.

Port staff has assisted four entrepreneurs with their business startup and expansion plans during June.

Up Coming Dates:

- July 3 Arlington TV Cooperative, 6 p.m.
- July 4 Holiday, Fabulous 4th, Condon.
- July 9 Lower Willow Creek Irrigation Committee, 5 p.m.
- July 10 Port Board Meeting, Condon, 5 p.m.
- July 11 Gilliam County Court; Arlington City Council 6:30 pm
- July 19 Pioneer CDC, Condon, 2 p.m.
- July 28 Arlington Show and Shine car show, Earl Snell Park, 7 a.m. – 4 p.m.
- July 31 Placed based planning, Condon, 10 a.m.

2018 Port of Arlington fuel Sales

Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-17	\$ 3.46	8	101	\$ 348.57	\$ 2.69	0	0	\$ -
February-17	\$ 3.46	8	75	\$ 258.03	\$ 2.69	0	0	\$ -
March-17	\$ 3.89	16	171	\$ 642.94	\$ 2.69	0	0	
April-17	\$ 3.89	28	251	\$ 890.77	\$ 2.69	0	0	\$ -
May-17	\$ 3.89	31	295	\$ 1,148.39	\$ 2.69	1	109	\$ 294.09
June-17	\$ 3.99	31	491	\$ 1,952.05	\$ 2.69	0	0	\$ -
July-17					\$ 2.69			
August-17					\$ 2.69			
September-17					\$ 2.69			
October-17					\$ 2.69			
November-17					\$ 2.69			
December-17					\$ 2.69			
YTD Totals		122	1,383	\$ 5,240.75		1	109	\$ 294.09

2017 Port of Arlington fuel Sales

Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-17	\$ 3.44	3	38	\$ 130.34	\$ 2.69		0	\$ -
February-17	\$ 3.44	1	5	\$ 18.83	\$ 2.69		0	
March-17	\$ 3.44	13	168	\$ 336.75	\$ 2.69		0	
April-17	\$ 3.44	28	209	\$ 714.91	\$ 2.69	1	100	\$ 269.96
May-17	\$ 3.44	39	379	\$ 1,311.08	\$ 2.69	0	0	
June-17	\$ 3.95	39	408	\$ 1,480.35	\$ 2.69	4	504	\$ 1,359.18
July-17	\$ 3.95	27	267	\$ 1,056.33	\$ 2.69	3	145	\$ 391.04
August-17	\$ 3.65	47	578	\$ 2,141.55	\$ 2.69	2	93	\$ 250.00
September-17	\$ 3.65	30	239	\$ 873.58	\$ 2.69	0	0	\$ -
October-17	\$ 3.46	27	281	\$ 979.78	\$ 2.69	0	0	\$ -
November-17	\$ 3.46	21	260	\$ 900.39	\$ 2.69	0	0	\$ -
December-17	\$ 3.46	4	53	\$ 184.69	\$ 2.69	0	0	\$ -
YTD Totals		279	2,886	\$ 10,128.58		10	842	\$ 2,270.18

PORT OF ARLINGTON
Profit & Loss Prev Year Comparison
July 1, 2017 through June 29, 2018

Ordinary Income/Expense	TOTAL															
	Apr 18	Apr 17	\$ Change	% Change	May 18	May 17	\$ Change	% Change	Jun 18	Jun 17	\$ Change	% Change	Jul '17 - Jun '18	Jul '16 - Jun '17	\$ Change	% Change
Income																
4210 - Marina Revenue	302.00	250.00	52.00	20.8%	729.00	479.60	249.40	52.0%	352.00	316.00	36.00	11.39%	6,511.00	6,235.14	275.86	4.42%
4211 - RV Park Revenues																
4211-4 - RV Park Dry Camp	64.00	111.00	-47.00	-42.34%	313.00	325.00	-12.00	-3.69%	183.00	278.00	-95.00	-34.17%	1,559.00	2,745.90	-1,186.90	-43.22%
4211-3 - RV Park Daily Rent	360.00	540.00	-180.00	-33.33%	815.00	800.00	15.00	1.88%	1,140.00	689.75	450.25	65.28%	7,035.00	7,811.75	-776.75	-9.94%
4211-2 - RV Park Weekly Rent	0.00	0.00	0.00	0.0%	0.00	375.00	-375.00	-100.0%	125.00	250.00	-125.00	-50.0%	2,875.00	3,034.75	-159.75	-5.26%
4211-1 - RV Park Monthly Rent	3,250.00	2,250.00	1,000.00	44.44%	2,580.00	2,875.00	-295.00	-10.26%	2,250.00	2,344.00	-94.00	-4.01%	34,010.00	28,080.00	5,930.00	21.12%
4212 - RV Park fee Refund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	-500.00	-220.00	-280.00	-127.27%
Total 4211 - RV Park Revenues	3,674.00	2,901.00	773.00	26.65%	3,708.00	4,375.00	-667.00	-15.25%	3,698.00	3,561.75	136.25	3.83%	44,979.00	41,452.40	3,526.60	8.51%
4213 - Marina Fuel Revenue																
4213-2 - Gasoline Sales	890.77	714.91	175.86	24.6%	1,148.39	1,311.08	-162.69	-12.41%	1,952.05	1,683.07	268.98	15.98%	11,377.07	9,415.78	1,961.29	20.83%
4213-1 - Diesel Sales	0.00	269.96	-269.96	-100.0%	294.09	0.00	294.09	100.0%	0.00	1,359.18	-1,359.18	-100.0%	935.13	3,382.69	-2,447.56	-72.36%
Total 4213 - Marina Fuel Revenue	890.77	984.87	-94.10	-9.56%	1,442.48	1,311.08	131.40	10.02%	1,952.05	3,042.25	-1,090.20	-35.84%	12,312.20	12,798.47	-486.27	-3.8%
4214 - Marina Power & Water Rev	30.00	0.00	30.00	100.0%	0.00	0.00	0.00	0.0%	110.00	90.00	20.00	22.22%	400.00	450.00	-50.00	-11.11%
4340 - Willow Creek Rock Sales	5,150.84	660.89	4,489.95	679.38%	0.00	3,875.27	-3,875.27	-100.0%	1,058.23	8,965.21	-7,906.98	-88.2%	19,955.17	17,530.17	2,425.00	13.83%
4350 - Willow Creek Lease Rev	2,500.00	0.00	2,500.00	100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	10,000.00	0.00	10,000.00	100.0%

AGENDA
POA Environmental Sentry Corp
Tuesday, July 10, 2018
Gilliam County Courthouse
Condon, Oregon 97823
Annual Business Meeting

- 1. Call Environmental Sentry Corp. meeting to order**
- 2. Public Comment**
- 3. Approval of Minutes from July 18, 2017**
- 4. Election of Officers: Currently President Dewey Kennedy, Vice President Kevin Hunking, Secretary/Treasurer Ron Wilson**

**ENVIRONMENTAL SENTRY CORP
ANNUAL BUSINESS MEETING**

**July 18, 2017 5 pm
Gilliam County Courthouse
Condon, Oregon**

The meeting was called to order by President Dewey Kennedy at 6:07 pm.
There was no public comment.

The minutes of September 15, 2016 were approved by a motion from Director Hunking and a second by Director Wilson. Motion carried 4-0.

Election of Officers: Director Wilson moved that President Dewey Kennedy, Vice President Kevin Hunking, and Secretary/Treasurer Ron Wilson remain in their positions and Director Fitzsimmons seconded. Motion carried 4-0

The meeting was adjourned 6:09 pm

Next meeting will be July 2018 unless new business warrants an earlier meeting.

President Dewey Kennedy

V.P. Kevin Hunking