



Meeting Notice

Thursday, June 13, 2024, at 5:00 pm

Meeting Location: City of Condon, 128 S. Main St, Condon, OR

Join Zoom Meeting

<https://us02web.zoom.us/j/9537854875>

Meeting ID: 953 785 4875

+16699006833,,85648511236# US (San Jose)

+12532158782,,85648511236# US (Tacoma)

Public Hearing FY 2024-2025 Port Budget

Public Hearing regarding adoption of the Port of Arlington Fiscal Year 2024-2025 Budget. The hearing is for the purpose of taking public comments on the budget approved by the Budget Committee on April 11, 2024.

1. Open Public Hearing
2. Ask for Public Comment on the FY 2024-2025 Budget
3. Close Public Hearing

Regular Commission Meeting Agenda **Immediately following Budget Hearing**

1. **Call Meeting to Order**
2. **Public Comment on Non-Agenda Items**
3. **Consent Agenda:**
 - A. Approve Regular Meeting Minutes for May 9, 2024
 - B. Approve May 2024 Accounts Payable and Financials
4. **Director Report**
 - 4.1 Willow Creek Industrial Plan – Site Analysis Report
 - 4.2 Alkali Ridge
 - 4.3 Redistricting Process
 - 4.4 City Columbia River Pump Station
 - 4.5 Marina Walkway Paving, Corps Inspection
 - 4.6 Other
5. **President Report**
6. **Commissioner Reports**
7. **Executive Session, ORS 192.660(2)(e):** To conduct deliberations with the persons designated by governing body to negotiate real property transactions (*Placeholder*).
8. **Decision or deliberations on Real Estate Transactions** (*Placeholder*).
9. **Adjourn Meeting**

This meeting location is accessible to persons with disabilities. Any requests for other special accommodation must be made at least 48 hours before the meeting by phone (541) 705-2004.

Regular Commission Meeting
May 9, 2024, MINUTES
5:00PM
Port Office, 100 Island Park Rd., Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 5:01 pm by President Shannon.

Present: President Leah Shannon and Vice President Ron Wilson; Commissioners: Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther, Administrative Assistant, Kayla Rayburn, and Attorney Anna Cavaleri

Absent: Kathryn Greiner

Audience: Brian Points (via zoom left 5:19pm), Carson Valley (Via Zoom left 5:19pm)

2. Public Comment- None

3. Consent Agenda

3.1. Approve Regular Meeting Minutes for April 11, 2024

3.2. Approve March 2024 Accounts Payable and Financials

3.3. Approve April 2024 Accounts Payable and Financials

Motion: Wilkins moved and Krebs seconded to approve the Regular Meeting Minutes for April 11, 2024, March 2024 and April 2024 Accounts Payable and Financials. Motion carried unanimously.

4. Director Report

4.1. Willow Creek Industrial Plan

Crowther welcomed Brian Points and Carson Valley, and thanked them for attending. He asked them to give a brief overview of the project. Brian Points gave a brief overview of what they were working on so far, and it was a lot of background of the site and the groundwork they needed to start building on. They will now start working on interviews with stakeholders, and partners the Port has, as well as working more with the employees and commissioners. Discussion followed regarding the report provided by Points Consulting. The commissioners stated it was all information they knew, but it's nice to have it laid out in one document this way. Points wanted directions in which level of intensity the Port was thinking project wise in the future, this giving them some final options or goals, to gear their assessment towards. Discussion ensued regarding possibilities for the Willow Creek site, and they wanted Points to focus more on the low to medium intensity options. Crowther also gave a brief update on the quarry. L3 Construction started drilling and did blasting on April 18th, so gravel crushing, and production has started, and royalties should start coming in from that.

4.2. Job Descriptions- Business and Operations Manager, Administrative Assistant

Crowther stated he sent the 2 descriptions off to SDAO to get them modernize and suggestions. SDAO gave him factors to add or update, and together created new job descriptions. Krebs asked about the chain of command to make sure he understood, advised it would be Executive Director, Business and Operations Manager, and then Administrative Assistant. Both positions are budgeted into next year's budget if needed, but at this time the Administrative Assistant position will remain empty and not advertised.

Motion: Krebs moved, and Wilkins seconded to approve the position and description of Business and Operations Manager, and updated job description of Administrative Assistant. Motions carried unanimously.

4.3. Alkali Ridge

The Port is now working on acquiring the entryway access to the property and waiting for the bid package to be completed from Brad Baird, so the Port can bid the project in the fall.

4.4. Condon Grade School

Awaiting the results of EPA Grant, \$780,000 requested for remediation. Rayburn advised the results will be out on the 20th this month, so we should know soon.

4.5. Marina Walkway Paving

Crowther discussed China Creek Construction removed the old Marina walkway, and it was realized there was no previously created base like assumed, and the lack of base was a shock to both himself and China Creek. There needs to be discussion if there needs to be a change order, or if we will hold them to the original project that was bid moving forward.

4.6. Arlington Mesa

Still in negotiations, but currently at a standstill.

4.7. Eastern Oregon economic summit

Crowther presented the commissioners with a flyer for this years Eastern Oregon Economic Summit, which will be held in Hermiston, OR June 20-21. He Stated to let Kayla Rayburn know if anyone would like to attend, so she can purchase tickets, and encouraged everyone that could to attend.

5. Presidents Report, Leah Shannon

President Shannon wanted to discuss the district zone adjustments for the commissioner zones. It has been discussed to change the zones because it is hard to get representation from each area how it is currently set up. Crowther said the process was started about 6 months ago, but it's currently with the County to pass some resolutions then the Port can. With the status of the county, it is unknown how much longer, so the Port will have to wait for the County to settle and get fully represented again to continue the process. Shannon also wanted to discuss the Proctor property, and if at this point, we need to include a Relator. They discussed some local options to reach out to investigate, and Crowther will call at least 3 and request bids.

Motion: Wilkins moved, and Krebs seconded to give Jed Crowther authority to engage realtors and select on the Ports behalf to sell the property with the house and shop. Motion passed unanimously.

Discussion followed regarding how to market the rest of the property if there is any interest or how to start gaining interest before the roads are finished, so the Port is ahead a step.

6. Commissioner Reports

6.1. **Kip Krebs:** none at this time

6.2. **Gibb Wilkins:** PCDC started their construction on their duplex in Condon, and they are within a couple months of the triplex being started soon as well. The Condon Can meeting was moved, with a new date pending.

7. Executive Session ORS 129.660(2)(e):

Shannon Opened Executive Session ORS 129.660(2)(e) at 5:58pm.

Shannon Adjourned Executive Session at 6:18pm.

Motion: Wilkins moved, Krebs seconded to approve and sign the PSA with the Sallee's for the purchase of property to acquire the entryway access, with the clarification to detail the sizes for the stub outs. Motion carried unanimously.

8. Connect Oregon Grant

Unfortunately, the grant submitted for the Condon Airport placed last in the grant application projects. It was the cheapest project submitted, so it may be able to win left over funding if available.

9. Next Meeting

June 13, 2024, Condon City Hall at 5:00pm.

10. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 6:21 pm.

President Leah Shannon

Vice President Ron Wilson

PORT OF ARLINGTON

Balance Sheet

As of June 8, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Beginning Cash Drawer Funds	100.00
1001 Bank of E/O - Checking	94,776.56
1003 LGIP Investment A/C	759,775.70
1004 Reserve Fund	82,888.54
1005 Municipal Money Market Account	95,686.29
Port of Arlington (9413) - 1	749,274.94
Total Bank Accounts	\$1,782,502.03
Accounts Receivable	
1200 Accounts Receivable	-177,382.93
Total Accounts Receivable	\$-177,382.93
Other Current Assets	
1201 AR Audit	16,474.51
1210 Property Tax Receivable	-1,907.23
1220 Grants Receivable	0.00
1230 Other Receivables	0.00
1235 POA Env Sentry Corp Receivable	0.00
1300 Prepaid Expense	5,718.75
1499 Undeposited Funds	0.00
Total Other Current Assets	\$20,286.03
Total Current Assets	\$1,625,405.13
Other Assets	
1006 Cash With County	721.40
Total Other Assets	\$721.40
TOTAL ASSETS	\$1,626,126.53
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	4,927.49
2001 Transient Lodging Tax Payable	744.28
Total 2000 Accounts Payable	5,671.77

PORT OF ARLINGTON

Balance Sheet

As of June 8, 2024

	TOTAL
Total Accounts Payable	\$5,671.77
Other Current Liabilities	
2002 AP Audit	-2,724.48
2010 Other Payables	0.00
2100 Payroll Liabilities	79,009.59
408k SEP Co. Match	22,688.27
Dental Insurance	4,824.12
Federal Taxes (941/943/944)	4,134.77
Health Insurance	75,920.16
OR Employment Taxes	-342.30
OR Income Tax	1,085.24
OR Paid Family and Medical Leave	88.33
OR Statewide Transit Taxes	1.75
Total 2100 Payroll Liabilities	187,409.93
2110 Deferred Rev. - Property Taxes	3,642.20
2111 Direct Deposit Liabilities	-14,693.98
2120 Deferred Revenue	0.00
Direct Deposit Payable	0.00
Oregon Department of Revenue Payable	0.00
Out Of Scope Agency Payable	0.00
Total Other Current Liabilities	\$173,633.67
Total Current Liabilities	\$179,305.44
Long-Term Liabilities	
2200 OEDD - Marina	0.00
2300 OEDD - RV Park	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$179,305.44
Equity	
3000 Opening Bal Equity	749,274.94
3110 Retained Earnings	908,722.24
Net Income	-211,176.09
Total Equity	\$1,446,821.09
TOTAL LIABILITIES AND EQUITY	\$1,626,126.53

PORT OF ARLINGTON

Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
Income				
5000 ECONOMIC DEVELOP FUND RESOURCES	77.62			0.02 %
5030 Land Rental Mesa	300.00			0.06 %
5031 Building Lease 11-002		162,838.78	-100.00 %	
5032 Building Lease 11-004	200.00	7,500.00	-97.33 %	0.04 %
5033 Flex Bldg Lease	31,500.00	37,250.00	-15.44 %	6.14 %
5034 Taxes Collected for Triple Net	6,040.00	7,790.00	-22.46 %	1.18 %
5130 SIP Funds	37,854.92			7.37 %
Total 5000 ECONOMIC DEVELOP FUND RESOURCES	75,972.54	215,378.78	-64.73 %	14.80 %
5200 Gronquist Resources				
5203 Shannon Lease		15,750.00	-100.00 %	
5203-1 Richter Lease	13,000.00	9,000.00	44.44 %	2.53 %
5203-3 Richter's Property taxes	2,500.00	2,500.00	0.00 %	0.49 %
5204 Colimbia Room Rental	880.00	790.00	11.39 %	0.17 %
5211 Office Space Lease #2	14,625.00	8,200.00	78.35 %	2.85 %
5212 Office Space Lease #3		12,750.00	-100.00 %	
5213 Office Space #4	4,100.00			0.80 %
Total 5200 Gronquist Resources	35,105.00	48,990.00	-28.34 %	6.84 %
GENERAL FUND RESOURCES				
4010 Taxes-Current	3,277.82	1,228.63	166.79 %	0.64 %
4011 Taxes-Prior	143,333.60	144,230.08	-0.62 %	27.92 %
4020 Interest - NOW Checking	116.22	380.74	-69.48 %	0.02 %
4021 Interest - Best A/C	2,987.78	2,637.57	13.28 %	0.58 %
4022 Interest - LGIP A/C	20,282.02	28,975.63	-30.00 %	3.95 %
4030 Land Rental	6,600.00	1,650.00	300.00 %	1.29 %
4040 Management Fees	200.00	200.00	0.00 %	0.04 %
4050 Grain Elevator Lease Pymt	122,013.60	118,459.81	3.00 %	23.77 %
4110 Grants Income				
4113 Gilliam County Grant	11,250.00	15,375.00	-26.83 %	2.19 %
Total 4110 Grants Income	11,250.00	15,375.00	-26.83 %	2.19 %
4210 Marina Revenue	11,455.12	11,938.99	-4.05 %	2.23 %
4211 RV Park Revenues		266.22	-100.00 %	
4211-1 RV Park Monthly Rent	21,565.12	42,705.00	-49.50 %	4.20 %
4211-2 RV Park Weekly Rent	3,875.00	6,400.00	-39.45 %	0.75 %
4211-3 RV Park Daily Rent	8,320.00	6,827.00	21.87 %	1.62 %
4211-4 RV Park Dry Camp	7,541.00	13,965.00	-46.00 %	1.47 %
4211-5 Monthly TV	525.00			0.10 %
Total 4211 RV Park Revenues	41,826.12	70,163.22	-40.39 %	8.15 %

PORT OF ARLINGTON

Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
4213 Marina Fuel Revenue	12,369.03	18,862.37	-34.42 %	2.41 %
4213-1 Diesel Sales	6,859.16	1,189.21	476.78 %	1.34 %
4213-2 Gasoline Sales	333.63	787.54	-57.64 %	0.06 %
Total 4213 Marina Fuel Revenue	19,561.82	20,839.12	-6.13 %	3.81 %
4214 Marina Power and Water Revenue	580.00	1,016.25	-42.93 %	0.11 %
4215 Shower	545.00			0.11 %
4350 Willow Creek Lease Revenue	12,000.00	5,000.00	140.00 %	2.34 %
4400 Donations/Gifts		30.00	-100.00 %	
4211-6 shower Donation	76.00	315.84	-75.94 %	0.01 %
Total 4400 Donations/Gifts	76.00	345.84	-78.02 %	0.01 %
4500 Miscellaneous Income	3,642.72	1,331.50	173.58 %	0.71 %
Beginning Fund Balance		38,043.20	-100.00 %	
Total GENERAL FUND RESOURCES	399,747.82	461,815.58	-13.44 %	77.86 %
RESERVE FUND RESOURCES				
9002 Interest Earned Reserve Fund	2,588.17	2,284.80	13.28 %	0.50 %
Total RESERVE FUND RESOURCES	2,588.17	2,284.80	13.28 %	0.50 %
Total Income	\$513,413.53	\$728,469.16	-29.52 %	100.00 %
GROSS PROFIT	\$513,413.53	\$728,469.16	-29.52 %	100.00 %
Expenses				
6560 Payroll Expenses	406.00	228,273.89	-99.82 %	0.08 %
Company Contributions				
Health Insurance	74,015.59	6,728.69	1,000.00 %	14.42 %
Retirement	41,711.88	1,832.33	2,176.44 %	8.12 %
Total Company Contributions	115,727.47	8,561.02	1,251.80 %	22.54 %
Taxes	13,551.50	1,173.09	1,055.20 %	2.64 %
Wages	176,397.40	15,269.38	1,055.24 %	34.36 %
Total 6560 Payroll Expenses	306,082.37	253,277.38	20.85 %	-59.62 %
8400 ECON.DEVELOP.FUND EXPENSES				
CAPITAL OUTLAY				
8431 Land Improvements/Development	1,516.93	801,036.24	-99.81 %	0.30 %
8432 Engineering & Surveying	53,258.50	5,769.00	823.18 %	10.37 %
8435 Building Projects/Tenant Improv	4,615.61	11,882.00	-61.15 %	0.90 %
Total CAPITAL OUTLAY	59,391.04	818,687.24	-92.75 %	11.57 %
DEBT SERVICE				
8441 Loan - Principal	5,839.75	9,715.20	-39.89 %	1.14 %
8442 Loan - Interest	1,244.25	2,428.80	-48.77 %	0.24 %
Total DEBT SERVICE	7,084.00	12,144.00	-41.67 %	1.38 %

PORT OF ARLINGTON

Profit and Loss July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
MATERIALS AND SERVICES				
8423 Legal Fees	2,625.00	1,470.00	78.57 %	0.51 %
8424 Office Supplies & Equipment	-52.18	284.69	-118.33 %	-0.01 %
8424-3 Consultant	17,942.70	12,000.00	49.52 %	3.49 %
8425 Utilities	4,111.10	417.00	885.88 %	0.80 %
8426 Advertising & Marketing	2,519.39	1,146.00	119.84 %	0.49 %
8426-1 Dues & Subscriptions	500.00	300.00	66.67 %	0.10 %
8429 Building Insurance	14,592.00	14,283.00	2.16 %	2.84 %
8430 City of Arlington Insitu Lease		3,600.00	-100.00 %	
8430-4 Property Taxes	19,181.53	22,575.26	-15.03 %	3.74 %
Total MATERIALS AND SERVICES	61,419.54	56,075.95	9.53 %	11.96 %
PERSONNEL SERVICES				
8410 Officer		7,583.32	-100.00 %	
Total PERSONNEL SERVICES		7,583.32	-100.00 %	
Total 8400 ECON.DEVELOP.FUND EXPENSES	127,894.58	894,490.51	-85.70 %	24.91 %
8500 Gronquist Fund Expences				
GRONQUIST CAPITOL OUTLAY				
8633 Grant Match Gilliam County		7,200.00	-100.00 %	
Total GRONQUIST CAPITOL OUTLAY		7,200.00	-100.00 %	
Materials and Services				
8521 Utilities	16,311.48	11,899.32	37.08 %	3.18 %
8521-1 Credit Card Fees		16.69	-100.00 %	
8522 Office Supplies and Equipment	211.59	1,123.15	-81.16 %	0.04 %
8523 Legal Fees	504.00	966.00	-47.83 %	0.10 %
85230 Building Maintenance	1,841.44	5,533.12	-66.72 %	0.36 %
8524 Insurance - Treasurer Bond	4,000.00			0.78 %
8525 Dues / Subscriptions / Fees	75.00	151.10	-50.36 %	0.01 %
8527 Telephone and Internet	704.00	768.00	-8.33 %	0.14 %
8528 Supplies	7.96	505.45	-98.43 %	0.00 %
8529 Fire Suppression System Inspec	1,004.67	868.23	15.71 %	0.20 %
8531 Alarm Monitoring	648.00	648.00	0.00 %	0.13 %
8532 Pest Control / Fertilizer	81.94	396.48	-79.33 %	0.02 %
8536 Property Taxes	5,972.40			1.16 %
8539 Misc	40.00			0.01 %
Total Materials and Services	31,402.48	22,875.54	37.28 %	6.12 %
Personnel Services				
8510-3 Maintenance	183.81	2,287.44	-91.96 %	0.04 %
Total Personnel Services	183.81	2,287.44	-91.96 %	0.04 %
Total 8500 Gronquist Fund Expences	31,586.29	32,362.98	-2.40 %	6.15 %

PORT OF ARLINGTON

Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
GENERAL FUND EXPENSES		439.06	-100.00 %	
ADMINISTRATION EXPENSES		1,794.25	-100.00 %	
6000 Personal Services - AD	1,854.00	10,577.41	-82.47 %	0.36 %
6008 Port Manager		7,630.62	-100.00 %	
6009 Administrative Assistant		7,374.40	-100.00 %	
6011 Payroll Taxes - Staff	242.38	4,764.25	-94.91 %	0.05 %
6012 Training	40.00	408.17	-90.20 %	0.01 %
6013 Workmens Compensation		3,563.65	-100.00 %	
6015 Employee Benefits Insurance	82,266.01	107,714.27	-23.63 %	16.02 %
6016 Employee Benefits Retirement		3,619.91	-100.00 %	
Total 6000 Personal Services - AD	84,402.39	145,652.68	-42.05 %	16.44 %
6100 Materials and Services - AD				
6111 Utilities	3,440.80	3,620.67	-4.97 %	0.67 %
6112 Office Supplies and Equipment	4,989.71	3,840.32	29.93 %	0.97 %
6113 Legal Fees	2,761.01	4,461.76	-38.12 %	0.54 %
6115 Dues, Subscriptions, Fees	4,023.61	4,709.89	-14.57 %	0.78 %
6115-1 Credit Card Fees	2,841.63	3,590.04	-20.85 %	0.55 %
Total 6115 Dues, Subscriptions, Fees	6,865.24	8,299.93	-17.29 %	1.34 %
6116 Audit, Budget, Legal Notices	417.00	620.50	-32.80 %	0.08 %
6117 Telephone and Internet Srv.	2,443.03	2,916.08	-16.22 %	0.48 %
6118 Advertising - AD	275.88			0.05 %
6119 Commissioner Fees/Expenses	985.66	1,551.84	-36.48 %	0.19 %
6121 Donations	800.00	650.00	23.08 %	0.16 %
6122 Meetings and Elections	770.26	569.89	35.16 %	0.15 %
6123 Miscellaneous - AD	159.95	448.02	-64.30 %	0.03 %
6125 Training	200.00	75.00	166.67 %	0.04 %
6127 Commissioner Conference & Trave	125.00			0.02 %
6128 Staff Travel/Food/Lodging	1,612.65	268.56	500.48 %	0.31 %
6129 Postage	68.00	60.00	13.33 %	0.01 %
Total 6100 Materials and Services - AD	25,914.19	27,382.57	-5.36 %	5.05 %
6150 Capital Outlay - AD				
6151 Land/Improvements/Developments	3,080.76			0.60 %
6154 Office Equipment	5,577.78	760.70	633.24 %	1.09 %
Total 6150 Capital Outlay - AD	8,658.54	760.70	1,038.23 %	1.69 %
Total ADMINISTRATION EXPENSES	118,975.12	175,590.20	-32.24 %	23.17 %

PORT OF ARLINGTON

Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
ISLAND PARK				
6600 Personal Services		210.00	-100.00 %	
6610 Maintenance Person		2,287.44	-100.00 %	
Total 6600 Personal Services		2,287.44	-100.00 %	
6620 Materials & Services		45.30	-100.00 %	
6622 Sanitation	1,679.75	974.00	72.46 %	0.33 %
6623 Comfort Station Supplies	885.75	984.60	-10.04 %	0.17 %
6624 Park Electricity	4,198.97	7,212.73	-41.78 %	0.82 %
6625 Pest Control / Chem & Fert.	81.94	468.99	-82.53 %	0.02 %
6626 Insurance	2,500.00	1,957.00	27.75 %	0.49 %
6627 Park Maintenance & Supplies	1,440.79	4,496.34	-67.96 %	0.28 %
Total 6620 Materials & Services	10,787.20	16,138.96	-33.16 %	2.10 %
6630 Capital Outlay				
6631 Park Improvements	880.00	851.92	3.30 %	0.17 %
Total 6630 Capital Outlay	880.00	851.92	3.30 %	0.17 %
Total ISLAND PARK	11,667.20	19,488.32	-40.13 %	2.27 %
MARINA				
6700 Personal Services				
6710 Maintenance Person		1,524.96	-100.00 %	
Total 6700 Personal Services		1,524.96	-100.00 %	
6720 Materials & Services	24.18	67.66	-64.26 %	0.00 %
6721 Marina Electricity	1,869.96	3,260.49	-42.65 %	0.36 %
6723 Insurance	2,700.00	1,973.83	36.79 %	0.53 %
6724 Marina Maint. & Supplies	1,587.93	6,107.03	-74.00 %	0.31 %
6726 Contractural Services		1,199.00	-100.00 %	
6727 Marina Fuel	-8.32	856.00	-100.97 %	-0.00 %
6727-1 Marina Gas	3,846.50	16,595.79	-76.82 %	0.75 %
6727-2 Marina Diesel	3,047.50	3,593.25	-15.19 %	0.59 %
Total 6727 Marina Fuel	6,885.68	21,045.04	-67.28 %	1.34 %
Total 6720 Materials & Services	13,067.75	33,653.05	-61.17 %	2.55 %
6730 Capital Outlay				
6731 Marina Improvements	394.76	375.00	5.27 %	0.08 %
6733 Marina Equipment	7,106.22			1.38 %
Total 6730 Capital Outlay	7,500.98	375.00	1,900.26 %	1.46 %
Total MARINA	20,568.73	35,553.01	-42.15 %	4.01 %

PORT OF ARLINGTON

Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
RV PARK EXPENSES			-105.00	100.00 %
6300 Personal Services - RV				
6310 Maintenance Person - RV			1,524.96	-100.00 %
Total 6300 Personal Services - RV			1,524.96	-100.00 %
6320 Materials & Services - RV				
6321 Water Fees - RV	4,011.40	4,021.79	-0.26 %	0.78 %
6322 Sanitation - RV	1,850.45	1,897.50	-2.48 %	0.36 %
6323 Electricity - RV Park	7,629.47	11,804.27	-35.37 %	1.49 %
6324 WIFI - RV	1,430.00	1,560.00	-8.33 %	0.28 %
6325 Advertising - RV		307.00	-100.00 %	
6326 Maintenance & Supplies - RV	296.77	598.51	-50.42 %	0.06 %
6327 Insurance - RV	2,000.00	1,957.00	2.20 %	0.39 %
6329 Sewer	4,528.24	4,829.90	-6.25 %	0.88 %
6330 Donations & Gifts Expense		-11.00	100.00 %	
Total 6320 Materials & Services - RV	21,746.33	26,964.97	-19.35 %	4.24 %
Total RV PARK EXPENSES	21,746.33	28,384.93	-23.39 %	4.24 %
WILLOW CREEK QUARRY	1,200.00			0.23 %
6520 Materials & Services - WQ				
6522 Legal Fees - WQ	567.00	189.00	200.00 %	0.11 %
6525 Contractual Services	57.75	1,260.00	-95.42 %	0.01 %
Total 6520 Materials & Services - WQ	624.75	1,449.00	-56.88 %	0.12 %
Total WILLOW CREEK QUARRY	1,824.75	1,449.00	25.93 %	0.36 %
Total GENERAL FUND EXPENSES	174,782.13	260,904.52	-33.01 %	34.04 %
PARK & MARINA EXPENSES				
6220 Materials and Services - PM	125.29			0.02 %
6229 Maintenance & Supplies - PM	6,130.00			1.19 %
Total 6220 Materials and Services - PM	6,255.29			1.22 %
Total PARK & MARINA EXPENSES	6,255.29			1.22 %
Reimbursements	6,771.80	500.00	1,254.36 %	1.32 %
Unapplied Cash Bill Payment Expense	-3,438.34	0.00		-0.67 %
Total Expenses	\$649,934.12	\$1,441,535.39	-54.91 %	126.59 %
NET OPERATING INCOME	\$-136,520.59	\$-713,066.23	80.85 %	-26.59 %
Other Expenses				
1003-1 LGIP-Misc.	0.05			0.00 %
8600 Environ. Sentry Corp. Projects	74,655.45	3,939.50	1,795.05 %	14.54 %
Total Other Expenses	\$74,655.50	\$3,939.50	1,795.05 %	14.54 %
NET OTHER INCOME	\$-74,655.50	\$-3,939.50	-1,795.05 %	-14.54 %
NET INCOME	\$-211,176.09	\$-717,005.73	70.55 %	-41.13 %

PORT OF ARLINGTON

Transaction List with Splits

May 2024

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
1001 Bank of E/O - Checking							
05/13/2024	Bill Payment (Check)	10344	Yes	Anderson/Perry		1001 Bank of E/O - Checking	-
						2000 Accounts Payable	33,161.50
							-
							33,161.50
05/13/2024	Bill Payment (Check)	10345	Yes	Fidelity Brokerage Services LLC		1001 Bank of E/O - Checking	-1,885.41
						2000 Accounts Payable	-1,885.41
05/13/2024	Bill Payment (Check)	10346	Yes	H2Oregon		1001 Bank of E/O - Checking	-30.90
						2000 Accounts Payable	-30.90
05/13/2024	Bill Payment (Check)	10347	Yes	Honkerteck		1001 Bank of E/O - Checking	-120.00
						2000 Accounts Payable	-120.00
05/13/2024	Bill Payment (Check)	10348	Yes	Knerr		1001 Bank of E/O - Checking	-880.00
						2000 Accounts Payable	-880.00
05/13/2024	Bill Payment (Check)	10349	Yes	VanKoten & Cleaveland LLC		1001 Bank of E/O - Checking	-1,617.00
						2000 Accounts Payable	-1,617.00
05/15/2024	Bill Payment (Check)	10350	Yes	Arlington Hardware Guns and Ammo LLC		1001 Bank of E/O - Checking	-203.40
						2000 Accounts Payable	-203.40
05/15/2024	Bill Payment (Check)	10351	Yes	Bank of Eastern Oregon - VISA		1001 Bank of E/O - Checking	-1,459.47
						2000 Accounts Payable	-1,459.47
05/15/2024	Bill Payment (Check)	10352	Yes	SME Solutions		1001 Bank of E/O - Checking	-1,212.10
						2000 Accounts Payable	-1,212.10
05/15/2024	Bill Payment (Check)	10353	Yes	The McGregor Company		1001 Bank of E/O - Checking	-54.63
						2000 Accounts Payable	-54.63
05/15/2024	Bill Payment (Check)	10354	Yes	US Postal Service		1001 Bank of E/O - Checking	-188.00
						2000 Accounts Payable	-188.00
05/15/2024	Bill Payment (Check)	10355	Yes	Arlington T.V. Coop		1001 Bank of E/O - Checking	-306.50
						2000 Accounts Payable	-306.50
05/15/2024	Bill Payment (Check)	10356	Yes	Points Consulting		1001 Bank of E/O - Checking	-4,060.00
						2000 Accounts Payable	-4,060.00
05/15/2024	Bill Payment (Check)	10357	Yes	SDIS		1001 Bank of E/O - Checking	-6,484.85
						2000 Accounts Payable	-6,484.85
05/30/2024	Check	10358	Yes	Kayla R. Rayburn	reimbursement for roll of stamps	1001 Bank of E/O - Checking	-68.00
						6129 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Postage	68.00
05/30/2024	Bill Payment (Check)	10359	Yes	City of Arlington-Utilities		1001 Bank of E/O - Checking	-1,778.18
						2000 Accounts Payable	-1,778.18
05/30/2024	Bill Payment (Check)	10360	Yes	Fidelity Brokerage Services LLC		1001 Bank of E/O - Checking	-1,930.09
						2000 Accounts Payable	-1,930.09
05/30/2024	Bill Payment (Check)	10361	Yes	Loop Net		1001 Bank of E/O - Checking	-79.00
						2000 Accounts Payable	-79.00

2000 Accounts Payable

PORT OF ARLINGTON

Transaction List with Splits

May 2024

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/13/2024	Bill		Yes	Honkertek		2000 Accounts Payable	120.00
					Parade Banners 2 (Large full color printed Banner)	6118 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Advertising - AD	120.00
05/13/2024	Bill		Yes	Knerr	Invoice: 22-129-1 coin op. door for shower/tokens	2000 Accounts Payable 6631 GENERAL FUND EXPENSES:ISLAND PARK:Capital Outlay:Park Improvements	880.00 880.00
05/13/2024	Bill		Yes	Anderson/Perry		2000 Accounts Payable	33,161.50
					Alkali Ridge Subdivision Design Engineering	8432 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Engineering & Surveying	30,000.00
					Alkali Ridge Subdivision miscellaneous Expenses	8432 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Engineering & Surveying	3,161.50
05/13/2024	Bill		Yes	H2Oregon	Water cooler/refills water/cooler rentals	2000 Accounts Payable 6122 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Meetings and Elections	30.90 30.90
05/13/2024	Bill		Yes	VanKoten & Cleaveland LLC		2000 Accounts Payable	1,617.00
					rivers edge lease	8523 Gronquist Fund Expences:Materials and Services:Legal Fees	105.00
					Sallee PSA	8423 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Legal Fees	399.00
					upcoming board meeting/commissioners group	6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	42.00
					PSA for Salle's	8423 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Legal Fees	588.00
					port districts	6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	42.00
					review for meeting w/Jed and Anna	6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	42.00
					Transition meeting with Jed and Anna	6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	399.00
05/13/2024	Bill		Yes	Fidelity Brokerage Services LLC		2000 Accounts Payable	1,885.41
					Crowther-April	Payroll Expenses:Company Contributions:Retirement	905.25
					Metzker-April	Payroll Expenses:Company Contributions:Retirement	483.00
					Rayburn-April	Payroll Expenses:Company Contributions:Retirement	497.16
05/15/2024	Bill		Yes	SME Soutlions		2000 Accounts Payable	1,212.10
					Fuel Pump 1 repair-replaced nozzle swivel, breakaway and whip	6733 GENERAL FUND EXPENSES:MARINA:Capitol Outlay:Marina Equipment	1,212.10
05/15/2024	Bill		Yes	US Postal Service	PO Box Service Fee PO annual dues	2000 Accounts Payable 6115 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Dues, Subscriptions, Fees	188.00 188.00
05/15/2024	Bill		Yes	The McGregor Company		2000 Accounts Payable	54.63
					spray for grounds	6625 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Pest Control / Chem & Fert.	27.32
					weed spray	8532 Gronquist Fund Expences:Materials and Services:Pest Control / Fertilizer	27.31
05/15/2024	Bill		Yes	Arlington Hardware Guns and Ammo LLC		2000 Accounts Payable	203.40
					tp, mason line, grade stake	6627 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Park Maintenance & Supplies	30.18
					TP	6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	18.59
					key	8424 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Office Supplies & Equipment	1.99
					glue sticks, nozzle hose	6627 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Park Maintenance & Supplies	9.68
					rat trap	8424 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Office Supplies & Equipment	17.97
					garbage bags, cleaner	6623 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Comfort Station Supplies	18.18
					nutsetter mag	6627 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Park Maintenance & Supplies	19.99
					coupling brass	6724 GENERAL FUND EXPENSES:MARINA:Materials & Services:Marina Maint. & Supplies	46.36
					weed and feed	6627 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Park Maintenance & Supplies	29.99
					2 cycle oil	6627 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Park Maintenance & Supplies	10.47
05/15/2024	Bill		Yes	Bank of Eastern Oregon -		2000 Accounts Payable	1,459.47

PORT OF ARLINGTON

Transaction List with Splits

May 2024

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				VISA			
					QB-payroll expenses	6560 Payroll Expenses	128.00
					stencils/parking lot paint	6627 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Park Maintenance & Supplies	75.28
					paper shredder, case of printer paper	6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	183.98
					warranty on wifi extender	6326 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Maintenance & Supplies - RV	4.39
					WIFI extender for RV park	6326 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Maintenance & Supplies - RV	43.99
					Adobe	6115 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Dues, Subscriptions, Fees	19.99
					GoDaddy(domain, emails, users, ect.)	6115 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Dues, Subscriptions, Fees	255.92
					candy for parade	6119 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Commissioner Fees/Expenses	39.98
					office supplies	6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	4.28
					meeting supplies	6122 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Meetings and Elections	75.82
					work meeting lunch	6122 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Meetings and Elections	20.00
					notebooks	6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	10.48
					water/tea for meeting	6122 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Meetings and Elections	20.50
					TP for bathrooms	6623 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Comfort Station Supplies	64.97
					couplings, turf builder, adapters	6627 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Park Maintenance & Supplies	134.16
					couplings	6724 GENERAL FUND EXPENSES:MARINA:Materials & Services:Marina Maint. & Supplies	6.98
					meeting supplies	6122 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Meetings and Elections	52.65
					plates/utensils	6122 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Meetings and Elections	9.39
					budget training	6128 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Staff Travel/Food/Lodging	261.15
					QB payroll	6560 Payroll Expenses	64.00
					pull behind sprayer, returned missing parts	8424 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Office Supplies & Equipment	-579.99
					office	6115 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Dues, Subscriptions, Fees	34.99
					pull behind sprayer for weed control	8424 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Office Supplies & Equipment	366.47
					water shutoff key	6627 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Park Maintenance & Supplies	34.63
					state license fee	6115 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Dues, Subscriptions, Fees	50.00
					misc. supplies for proctor repairs, keys	8424 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Office Supplies & Equipment	77.46
05/29/2024	Bill		Yes	Points Consulting		2000 Accounts Payable	4,060.00
					Willow Creek Study	8424-3 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Consultant	4,060.00
05/29/2024	Bill		Yes	Arlington T.V. Coop		2000 Accounts Payable	306.50
					Gronquist Bldg	8527 Gronquist Fund Expences:Materials and Services:Telephone and Internet	64.00
					Phone Services 3 lines & phones	6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.	112.50
					Business Internet	6324 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:WIFI - RV	130.00
05/29/2024	Bill		Yes	SDIS		2000 Accounts Payable	6,484.85
					Crowther	6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits Insurance	2,213.92
					Metzker	6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits insurance	1,120.22
					Rayburn	6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits Insurance	3,150.71
05/30/2024	Bill		Yes	Fidelity Brokerage Services LLC		2000 Accounts Payable	1,930.09
					Crowther-May	Payroll Expenses:Company Contributions:Retirement	905.25
					Metzker-May	Payroll Expenses:Company Contributions:Retirement	505.08
					Rayburn-May	Payroll Expenses:Company Contributions:Retirement	519.76

PORT OF ARLINGTON

Transaction List with Splits

May 2024

DATE	TRANSACTION NUM TYPE	POSTING NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/30/2024	Bill	Yes	City of Arlington-Utilities	2000 Accounts Payable	1,778.18
			RV-water	6321 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Water Fees - RV	481.85
			RV-Sewer	6329 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sewer	533.85
			Rv-Sanitation	6322 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sanitation - RV	209.85
			Gronquist utilities	8521 Gronquist Fund Expences:Materials and Services:Utilities	283.13
			Admin utilities	6111 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Utilities	
			Island Park utilities	6622 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Sanitation	
			Insitue/Hanger Building	8425 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Utilities	25.75
			proctor house/shop	8431 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Land Improvements/Development	243.75
05/30/2024	Bill	Yes	Loop Net	2000 Accounts Payable	79.00
			advertisement	8426 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Advertising & Marketing	79.00



DIRECTOR REPORT

June 6, 2024

Budget Action Items:

A. Resolution 2024-163 – Approving Fiscal Year 2024-2025 Budget

The accompanying LB-1 form documents corresponding funds and amounts.

B. Affirm Salary Increases as established within the Budget

This plan correlates with the 6% cost-of-living adjustment, 4% merit pay increase for Maintenance, and advancing Administrative Assistant to Business and Operations Manager at \$28 hourly rate.

C. General Fees

We will evaluate current fees and report on any recommended changes at the July meeting.

4.1 Willow Creek Industrial Plan – Site Analysis Report

Points Consulting recently provided the Monthly Report and Site Analysis Report on June 3. Brian & Carson plan to attend Board Meeting virtually to outline steps and answer questions. A Townhall Presentation/Open-Ended Discussion is scheduled for Wednesday, June 26th at 6 pm in the Lower Conference Room of the Gronquist Building to welcome community interest.

4.2 Alkali Ridge

Engineering design of subdivision infrastructure is progressing well, now at the 80-90% level. Brad Baird of Anderson-Perry provided *Draft* water, sewer, streets, storm drainage drawings. He also informed the City Council of value-added features this project provides, by improved transportation access via the new looped street, and the potential to improve fire flow for the Columbia View Estates if the city chooses to enlarge the waterline on Columbia View Drive.

For the entryway property to be purchased by the Port from Sallees, we had anticipated a formal Partition planning action, however it may be resolved more efficiently with a dedication. We will prepare appropriate legal and/or planning documents to complete this transaction.

4.3 Redistricting Process

Commissioners requested research on redistricting. Anna will inform of steps and criteria.

4.4 City Columbia River Pump Station

The City asked us to consider using Port property at the far northeast edge of the peninsula. To follow up, we met and mutually discussed potential mechanisms to lease or use this area. An agreement should include fair compensation and/or recognition of value-added benefits.

4.5 Marina Walkway Paving

China Creek Construction is preparing the gravel-compacted foundation, with paving soon.